



UNOH

UNIVERSITY OF NORTHWESTERN OHIO



2025-2026 UNIVERSITY CATALOG

UNOH UNIVERSITY OF **NORTHWESTERN OHIO**

1441 North Cable Road, Lima, OH 45805
(419) 998-3120
Web Page Address: <http://www.unoh.edu>

2025-2026 CATALOG

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The University of Northwestern Ohio is accredited by the
Higher Learning Commission (hlcommission.org),
an institutional accreditation agency recognized
by the U.S. Department of Education.



This catalog is for information only and, as such, does not constitute a contract.

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THE UNIVERSITY OF NORTHWESTERN OHIO RESERVES THE RIGHT TO MAKE ANY CHANGES IN MATERIAL WITHIN THIS PUBLICATION WITHOUT NOTIFICATION AS DEEMED NECESSARY.

ACADEMIC CALENDARS

UNIVERSITY OF NORTHWESTERN OHIO TENTATIVE CALENDAR 2025 - 2026

2025

JULY

3	B: Summer Quarter Begins
4	Independence Day Holiday - No School - Offices Closed
10 & 11	T: August Session Orientation at 9 a.m.
31 & Aug 1	B: Fall Quarter Orientation at 9 a.m.

AUGUST

1	B: Last day to drop classes w/WP
4	T: October Session Orientation at 9 a.m.
7	T: Session Ends/Final Exams
11-22	T: Fall Vacation
25	T: Session Begins
27	B: Last day of Summer Quarter Classes
28 & 29	B: Summer Quarter Final Exams

SEPTEMBER

1	Labor Day - No School - Offices Closed
15	B: Fall Quarter Begins

OCTOBER

2	T: Session Ends/Final Exams
6	T: Session Begins
12	B: Last day to drop classes w/WP
13	Columbus Day - No School - Offices Closed

NOVEMBER

7 & 8	Fall Open House & Scholarship Testing
11	Veterans' Day - No School - Offices Closed
13	T: Session Ends/Final Exams
17	T: Session Begins
21	B: Last Day of Fall Quarter Classes
24-26	B: Fall Quarter Final Exams
26	Faculty In-Service
27 & 28	Thanksgiving Holiday - No School - Offices Closed

DECEMBER

23	T: Session Ends/Final Exams
24, 25, 26, & 31	Holiday Closings - No School

ACADEMIC CALENDARS

2026

JANUARY

1 Holiday Closing - No School - Offices Closed
5 **T: Session Begins**
5 **B: Winter Quarter Begins**
19 Martin Luther King Day - No School - Offices Closed

FEBRUARY

1 B: Last day to drop classes w/WP
12 **T: Session Ends/Final Exams**
16 President's Day - No School - Offices Closed
17 **T: Session Begins**

MARCH

13 B: Last Day of Winter Quarter Classes
16-18 **B: Winter Quarter Final Exams**
24 **T: Session Ends/Final Exams**
25-31 T: Spring Vacation

APRIL

1 **T: Session Begins**
3 Good Friday - No School - Offices Closed
6 Students Excused - Faculty/Staff Work Day
7 B: Spring Quarter Begins
10 & 11 Spring Preview Days

MAY

1 T: June Session Orientation at 9 a.m.
3 B: Last day to drop classes w/WP
7 **T: Session Ends/Final Exams**
11 **T: Session Begins**
25 Memorial Day - No School - Offices Closed

JUNE

12 B: Last day of Spring Quarter Classes
14 Graduation
15-17 **B: Spring Quarter Final Exams**
18 **T: Session Ends/Final Exams**
19 Juneteenth - No School - Offices Closed
22-26 T: Summer Vacation
29 **T: Session Begins**

B: College of Business, College of Health Professions, College of Occupational Professions, & Graduate College

T: College of Applied Technologies

ACADEMIC CALENDARS

JULY

2	B: Summer Quarter Begins
3	Independence Day Holiday - No School - Offices Closed
9 & 10	T: August Session Orientation at 9 a.m.
30 & 31	B: Fall Quarter Orientation at 9 a.m.
31	B: Last day to drop classes w/WP

AUGUST

3	T: October Session Orientation at 9 a.m.
6	T: Session Ends/Final Exams
10-21	T: Fall Vacation
24	T: Session Begins
26	B: Last day of Summer Quarter Classes
27 & 28	B: Summer Quarter Final Exams

SEPTEMBER

7	Labor Day - No School - Offices Closed
14	B: Fall Quarter Begins

OCTOBER

1	T: Session Ends/Final Exams
4	B: Last day to drop classes w/WP
5	T: Session Begins
12	Columbus Day - No School - Offices Closed

NOVEMBER

6 & 7	Fall Open House & Scholarship Testing
10	T: Session Ends/Final Exams
11	Veterans' Day - No School - Offices Closed
16	T: Session Begins
20	B: Last Day of Fall Quarter Classes
23-25	B: Fall Quarter Final Exams
25	Faculty In-Service
26 & 27	Thanksgiving Holiday - No School - Offices Closed

DECEMBER

22	T: Session Ends/Final Exams
23-31	Holiday Closings - No School

B: College of Business, College of Health Professions, College of Occupational Professions, & Graduate College


T: College of Applied Technologies

UNOH[®]

UNIVERSITY OF NORTHWESTERN OHIO

CAMPUS MAP

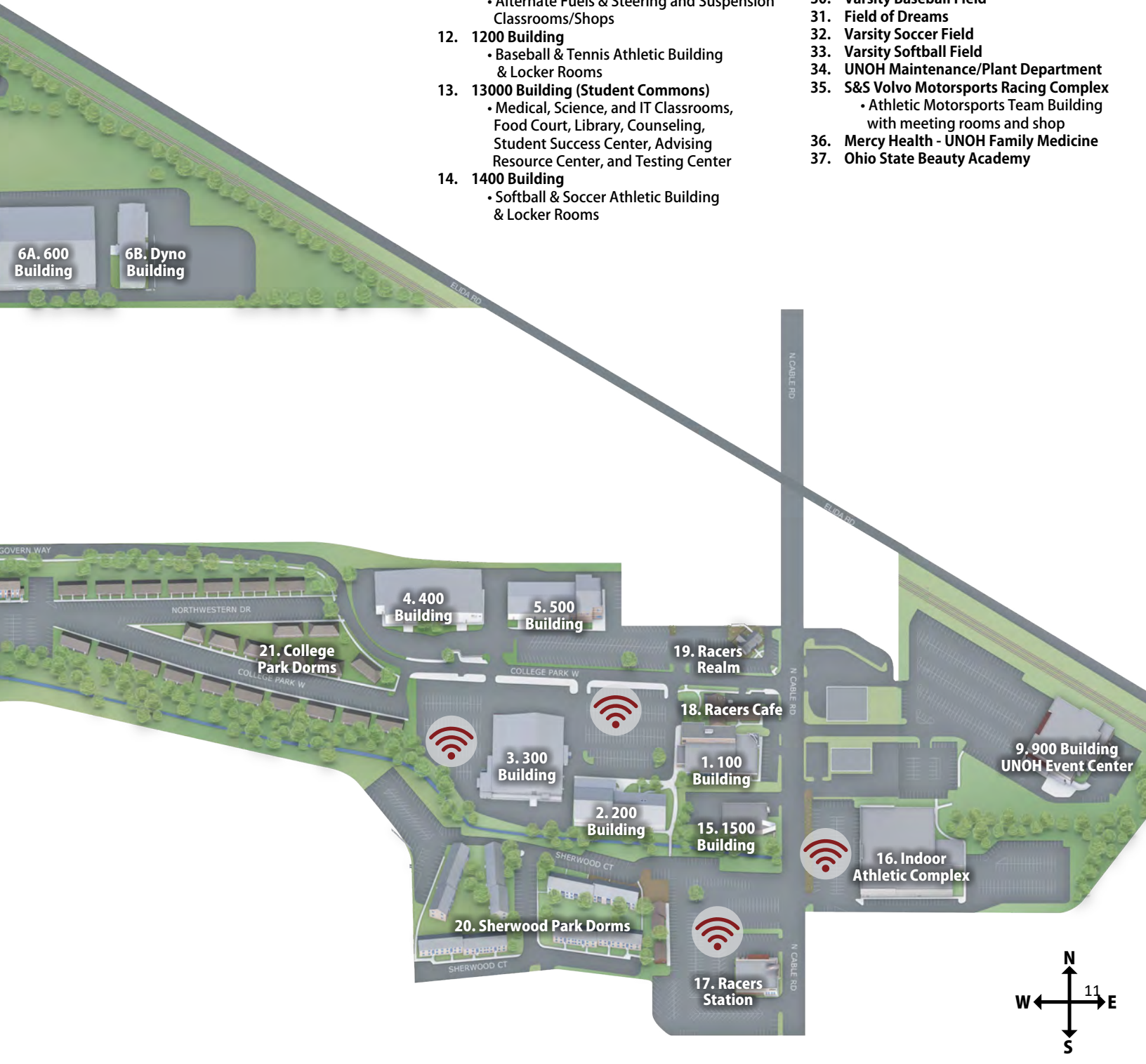


 **WI-FI AVAILABLE IN ALL ACADEMIC BUILDINGS AND DESIGNATED PARKING LOTS**
INTERACTIVE MAP AVAILABLE AT MAP.UNOH.EDU

1. **100 Building**
 - Admissions, Classrooms, Faculty Offices, New Student Services, Military Relations
2. **200 Building**
 - Student Services, Cashier's Office, Career Services, Registrar's, Financial Aid, & Gymnasium
3. **300 Building**
 - Automotive & Welding Classrooms/Shops, & Pit Stop
4. **400 Building (Crown Lift Trucks Technology Center)**
 - Agricultural and Diesel Classrooms/Shops
5. **500 Building**
 - Classrooms, HVAC/R Transportation, & Air Conditioning and Refrigeration Classrooms/Shop

6. **600 Building**
 - A. High Performance Motorsports Complex Classrooms/Shops
 - B. Dyno Building - DATE Program, Classrooms/Shops, 4x4 Hill, Skid Track, & Launch Pad
7. **700 Building**
 - Ag Tractors Classroom/Shop
8. **800 Building (CDL)**
9. **900 Building (UNOH Event Center)**
10. **1000 Building (Administration)**
 - A. Safety Services & Housing, Student Mailroom
 - B. Classrooms/Computer Labs
 - C. Administration Offices & Northwestern Travel
11. **1100 Building (Hunter Engineering Regional Training & Development Center)**
 - Alternate Fuels & Steering and Suspension Classrooms/Shops
12. **1200 Building**
 - Baseball & Tennis Athletic Building & Locker Rooms
13. **13000 Building (Student Commons)**
 - Medical, Science, and IT Classrooms, Food Court, Library, Counseling, Student Success Center, Advising Resource Center, and Testing Center
14. **1400 Building**
 - Softball & Soccer Athletic Building & Locker Rooms

15. **1500 Building**
 - Robotics Classrooms/Shops
16. **Indoor Athletic Complex**
17. **Racers Station**
18. **Racers Cafe**
 - Information Technology Dept.
19. **Future Site: Racers Realm**
 - UNOH Esports Center
20. **Sherwood Park Dorms**
21. **College Park Dorms**
22. **Northwestern Park Dorms**
23. **Volleyball & Mud Volleyball Courts**
24. **Calisthenics Park**
25. **Barnes & Noble @ UNOH**
26. **CDL Practice Lot**
27. **Racers Village Suites**
28. **Basketball Court**
29. **Tennis Courts**
30. **Varsity Baseball Field**
31. **Field of Dreams**
32. **Varsity Soccer Field**
33. **Varsity Softball Field**
34. **UNOH Maintenance/Plant Department**
35. **S&S Volvo Motorsports Racing Complex**
 - Athletic Motorsports Team Building with meeting rooms and shop
36. **Mercy Health - UNOH Family Medicine**
37. **Ohio State Beauty Academy**





A NOTE FROM THE PRESIDENT

As president of the University, it is my pleasure to introduce you to the University of Northwestern Ohio. Through the years we have prepared people to take responsible positions within business and industry. I take great pride in being a part of an institution that has a goal of educating people to become productively employed in their chosen career path.

Our accreditation from the Higher Learning Commission, coupled with the accreditation of our College of Applied Technologies by the ASE Education Foundation, ensures that you have made a good choice in investigating the University of Northwestern Ohio. I hope you decide to join our student body.

The choice of a university at which to study is a major decision. Your future as a productive professional and a responsible citizen can be greatly enhanced by that decision.

Thank you for considering the University of Northwestern Ohio, and I look forward to greeting you personally when you come to our campus.

Dr. Jeffrey A. Jarvis

WELCOME TO THE UNIVERSITY OF NORTHWESTERN OHIO

The University is very proud of its facilities and welcomes visitors. The Admissions office welcomes tours Monday through Friday 8 a.m. to 5 p.m. The Admissions office is also open for tours on Saturdays from 8:30 a.m. to 2:00 p.m. the first Saturday after Labor Day to the last Saturday before Memorial Day.

Tours can be scheduled on the hour by calling 419-998-3120. If you suspect inclement weather, please call 419-998-9689 to verify that the University is open. If the University is delayed or closed, no tours will be given.



The University of Northwestern Ohio
is located at
1441 North Cable Road, Lima, Ohio 45805-1498.
419-998-3120

OVERVIEW

HISTORY

Founded in 1920, the University of Northwestern Ohio is a private, not-for-profit institution. The University of Northwestern Ohio is a co-educational institution authorized by the Ohio Department of Higher Education to grant a Master's of Business Administration Degree (M.B.A) in the Graduate College; baccalaureate degrees (Bachelor of Science) in the Colleges of Business, Health Professions, Occupational Professions, and Applied Technologies; associate degrees in applied business (A.A.B.) in the Colleges of Business, Health Professions, and Occupational Professions; and associate degrees in applied science (A.A.S.) in the College of Applied Technologies. Diplomas are also granted in the College of Applied Technologies.

The Board of Trustees of the University of Northwestern Ohio has final responsibility for the governance and operation of the University in accordance to the *Code of Regulations* of the University of Northwestern Ohio and its *Articles of Incorporation*. These documents are available to students and the public upon request. Requests may be submitted in writing to the University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805, Attention: Secretary of the Board of Trustees.

The University's enrollment averages 4,500 with approximately 1,400 students living in on-campus residence halls. A student commons, gymnasium, restaurants, student lounges, and picnic areas are available for student enjoyment.

The University of Northwestern Ohio is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. The following business programs at the University of Northwestern Ohio are accredited by the Accreditation Council for Business Schools and Programs (ACBSP): Business Administration with concentrations in Agribusiness Management, Automotive Management/Automotive Aftermarket, and Marketing (BS); Master of Business Administration (MBA); and Business Administration (AAB). The Medical Assistant Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB) (Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, www.caahep.org). The Health Information Technology program is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). In addition, the College of Applied Technologies is accredited by the ASE Education Foundation. The HVAC/R program is accredited by HVAC Excellence. The Ohio Department of Higher Education provides authorization for the degrees, which are granted by UNOH's Board of Trustees.

MISSION STATEMENT

The University of Northwestern Ohio is a private, not-for-profit institution, driven by an entrepreneurial spirit known for a diversified curriculum of quality programs valued by employers. The University embraces a student-centered community-engaged culture that respects the value of its students, faculty, staff, and alumni.

VISION STATEMENT

The University of Northwestern Ohio's vision is to be a premier provider of high-quality education through innovative and experiential learning environments. The University strives to develop empowered graduates who think critically and creatively and make a positive impact on their profession and community.

VALUES STATEMENTS

The University of Northwestern Ohio provides an educational setting and experience that reflects six guiding principles:

- R**
RESPONSIBILITY

The University of Northwestern Ohio is responsible for providing a quality education to its students through the classroom and labs while fostering real-world connections to the workforce. The University will encourage integrity and accountability through its educational programs which are offered in response to community, constituent, and industry needs.
- A**
ACCEPTANCE

The University offers an education free from barriers where everyone is encouraged to achieve their full potential. Students from diverse social, economic, and cultural backgrounds are given the opportunity to succeed and thrive both academically and personally.
- C**
COLLABORATION

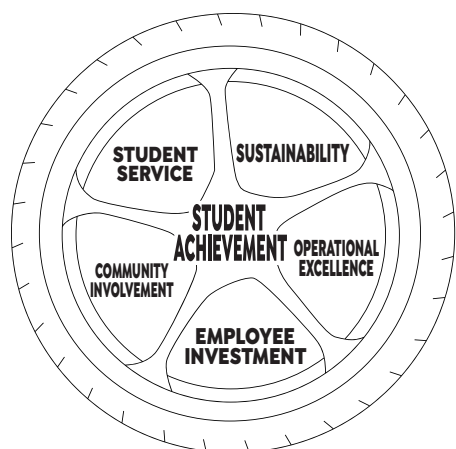
The University of Northwestern Ohio is committed to engaging with internal and external constituents, its network of professionals, and the local, regional, and national community through communication and partnerships.
- E**
EXCELLENCE

The University strives to pursue excellence in all educational program offerings through a continuous commitment to curriculum, critical thinking, and academic growth.
- R**
RESPECT

UNOH promotes a culture of respect by promoting a supportive and inclusive learning and social environment for all students, employees, and stakeholders.
- S**
SUSTAINABILITY

The University focuses on fiscal responsibility while supporting the success of students and graduates through vibrant programs, and at the same time continuously responding to evolving societal changes.

GOAL STATEMENTS TO ACHIEVE THE VISION



Student Achievement: To empower every student to achieve their highest potential through effective teaching, personalized support, and a nurturing learning environment.

Sustainability: To promote a fiscally responsible environment and practices to ensure a thriving and resilient future.

Community Involvement: To actively engage our community through meaningful partnerships and initiatives that address needs, foster social connections, and create a positive impact.

Employee Investment: To invest in our employees by providing opportunities for growth, development, and well-being to foster a motivated, skilled, and fulfilled workforce.

Student Services: To provide comprehensive and student-centered services that support academic success, personal development, and well-being for all students.

Operational Excellence: To streamline and optimize our operations to increase efficiency, reduce costs, and enhance overall organizational effectiveness.

OVERVIEW

GENERAL EDUCATION STATEMENT

Educational Statement

To provide a positive and diverse learning experience which develops students' knowledge, skills, and attitudes, enabling success in their fields and personal growth through lifelong learning.

Faculty at the University of Northwestern Ohio have identified Institutional Learning Outcomes for students to develop during their coursework. To achieve the General Education Statement of UNOH, students will take courses and be assessed in these six areas. Graduates should possess the following abilities:

Oral, Written, and Visual Communication: Graduates should be able to communicate effectively using verbal, visual, and written language with clarity and purpose in workplace, community, and academic contexts.

Mathematical Data Analysis: Graduates should be able to use mathematical tools and quantitative reasoning to conceptualize and solve problems.

Arts & Humanities: Graduates should be able to describe how the interaction among social, economic, political, cultural, environmental, and/or historic events affect the individual and society.

Social and Behavioral Sciences: Graduates should be able to demonstrate the ability to critically assess social issues, human behavior, and diversity in human experiences.

Natural and Physical Sciences: Graduates should be able to explain the major concepts in the Natural and Physical Sciences and apply those concepts to problem solving, including ethics.

In addition to General Education courses, graduates should be able to demonstrate expertise and integration of ideas, methods, theory, and practice in a specialized discipline of study to demonstrate competency in major through meeting program goals.

ASSESSMENT MEASURES

Program Goals

Each academic program/department has identified Program/Department Goals. The academic Program Goals and Course Student Learning Objectives are developed for each required course for that program. The Course Objectives are measured in embedded course projects and student work. Program Goals are routinely measured in activities throughout the program. Results from the measurement tools are tabulated and analyzed by faculty and staff to determine needed actions for improvement of student learning and/or department performance. Improvements may include adjustments to the coursework, lesson plans, textbooks, assignments, processes, co-curricular and extra-curricular activities, etc. to increase the students' level of understanding for the Program Goals and Course Objectives. These changes are documented and maintained by the appropriate departments.

Institutional Effectiveness Performance Measures

Non-academic departments have also identified departmental goals and performance measures. These goals and measures outline how the department will achieve its mission. Performance measures and measurement tools have been identified for non-academic departments, and the results from the measurement tools are collected and analyzed. The analysis is shared among department members and across departments. Identified actions for improvements are determined in order to assist the non-academic departments consistently improve the services they provide to all potential and current students as well as alumni and members of the communities the University serves.

COMMITMENT TO DIVERSITY

The University of Northwestern Ohio recognizes, embraces, and seeks to enhance representations of diversity within its student body and family of employees. Diversity is the social differences and intersections and interactions among identity categories, such as background, perspective, values, culture, race, ethnicity, religion or secularism, age, gender, sexuality, physical and mental abilities, and economic status. Embracing diversity has the positive potential to broaden thinking, enhance experiences, and solve problems in unique ways.

NON-DISCRIMINATION POLICY

The University of Northwestern Ohio is committed to a policy of non-discrimination. It admits students of any race, color, national and ethnic origin, gender identity, age, and sexual orientation to all the rights, privileges, programs and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. The University monitors compliance with federal and Ohio civil rights laws, including Title IX.

LEGAL STATUS

The University of Northwestern Ohio, Inc. is organized and chartered as a not-for-profit corporation under the laws of the State of Ohio.

ACCREDITATIONS

Higher Learning Commission (HLC)

Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB) (Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, www.caahep.org) - Medical Assistant Technology

Commission on Accreditation of Health Informatics & Information Management Education (CAHIIM) - Health Information Technology

Accreditation Council for Business Schools and Programs (ACBSP) - Master of Business Administration (MBA), B.S. in Business Administration as well as concentrations, and A.A.B. in Business Administration

ASE Education Foundation

HVAC Excellence

AUTHORIZATION

Ohio Department of Higher Education

APPROVALS

The University of Northwestern Ohio is approved for participation in the State Authorization Reciprocity Agreement (SARA) by the Ohio Department of Higher Education. NC-SARA is a multi-state consortium that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. For more information about the SARA initiative and the progress of state and institutional membership, please visit <http://nc-sara.org/sara-states-institutions>.

State of Ohio Bureau of Vocational Rehabilitation (for the training of disabled students)

State of Ohio Department of Education (for the training of veterans)

OVERVIEW

MEMBERSHIPS

Air Conditioning Contractors of America (ACCA)
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Library Association (ALA)
American Library Association of Ohio (ALAO)
American Welding Society (AWS)
Associated Equipment Distributors (AED)
Association of College & Research Libraries (ACRL)
Association of Diesel Specialists (ADS)
Association of Governing Boards (AGB)
Association of Independent Colleges and Universities of Ohio (AICUO)
Automobile Race Club of America (ARCA)
Automotive Engine Rebuilders Association (AERA)
Automotive Service Excellence (ASE)
Educause
The Higher Education Systems and Services Consortium (HESS)
The Inter-University Council Purchasing Group of Ohio (IUC-PG)
Internet2
Mobile Air Conditioning Society (MACS)
NAFSA Association of International Educators
National Alternative Fuels Training Consortium (NAFTC)
National Association of Student Financial Aid Administrators (NASFAA)
National Association of College Admissions Counselors (NACAC)
National Association of College and University Business Officers (NACUBO)
National Association of Colleges and Employers (NACE)
National Association of Collegiate Directors of Athletics (NACDA)
National Association of Intercollegiate Athletics (NAIA)
National FFA Organization
National Hot Rod Association (NHRA)
National Truck Equipment Association (NTEA)
Ohio Academic Resources Network (OARnet)
Ohio Association for College Admission Counseling (OACAC)
Ohio Association of Student Financial Aid Administrators (OASFAA)
Ohio Bowling Conference (OBC)
OhioLINK
Skills USA
Specialty Equipment Market Association (SEMA)
SUNY Student Conduct Institute
United States Bowling Congress (USBC)
Wolverine-Hoosier Athletic Conference (WHAC)



ADMISSIONS

APPLICATION PROCESS

The Admissions Department will accept applications from high school seniors from a state-recognized or accredited high school after the completion of their junior year. High school juniors may apply to UNOH at the University's open house/preview day held each spring. Applications may also be submitted online at www.unoh.edu.

Anytime during the application process, Admissions Representatives are available to explain the majors in detail, answer questions regarding the University, and discuss career opportunities. Applications for enrollment will be completed by the applicants and forwarded to the administrative staff for review. At the time of application, a \$20 application fee must be paid.

Applicants must submit evidence of graduation before they begin classes. It is the responsibility of the applicants to find out if their schools are accredited or recognized by the state prior to attendance. Applicants who have been home-schooled must also present evidence of graduation and other appropriate documentation indicating that they have met their state standards for a high school diploma. The New Student Services Department or Registrar's Office will verify that the high school is a state-recognized or accredited institution. Only students who are graduates of state-recognized or accredited high schools or its equivalent are eligible to be awarded a diploma or degree by the University.

ACT/SAT scores are recommended but not required. Students who take the ACT/SAT exams may use those scores for placement tests.

Applicants will be notified of the status of their application within four weeks. Once an applicant submits an approved final high school transcript, his or her status will be changed to an accepted student. Students who have applied or have been accepted but do not attend classes within one year will need to reapply. Students are admitted at the beginning of each term, according to the dates in the catalog. Students may not begin after the term starts.

The University of Northwestern Ohio may deny admission to any applicant for any reason not prohibited by law, including conviction of a crime or the fact that the applicant has been subject to discipline at another academic institution.

HIGH SCHOOL TRANSCRIPTS

Transcripts from state-recognized or accredited high schools must be sent directly from the student's school to the University of Northwestern Ohio. Hand-delivered or faxed transcripts are not accepted as official documents. In order for the transcript to be considered official, the following information must be included:

- Date of Graduation
- Imprint/Raised Seal or Signature of School Official
- Rank of Student
- GPA - Cumulative on 4.0 Scale

If the school does not have a raised seal or does not rank students, it must be noted on the transcript by the school official.

High school transcripts can also be submitted via Parchment.

For international high school transcript requirements, please see Pages 21 and 22.

STUDENTS WITH A GED

The University of Northwestern Ohio requires all students who have passed the GED to submit a copy of the **test scores/transcript** (not the certificate). For questions regarding how to obtain the GED test scores, please contact the Department of Education of the state where the GED was obtained or visit the testing service website at www.gedtestingservice.com or www.DiplomaSender.com. The GED can be mailed, faxed, sent electronically, or hand-delivered to the Registrar's Office.

HOME SCHOOLING

Students who have been home-schooled must provide the following documentation as the final transcript:

- Transcript outlining all courses taken - transcript must be notarized
- Course descriptions of courses taken
- Grades received in those courses
- Date of completion of all requirements for graduation
- Documentation outlining a curriculum approved by the state where the student was home-schooled, if required by state

The transcript must be signed by the person certifying it and be notarized to be considered official. Once received, transcript will be sent to administration for final verification.

INTERNATIONAL STUDENTS

Step 1

Interested international students must first submit an online application for the University of Northwestern Ohio.

- A \$20 US application fee will be collected.

Step 2

International applicants will be contacted by the International Student Services Department. The email will include the following:

- I-20 Application Packet
- International Application Process Checklist
- UNOH Student Username and Password

Step 3

The following will need to be submitted in order to issue the I-20:

- Evaluation of transcripts
 - This is required for all transcripts and grade reports issued by institutions outside the United States. The Department recommends using World Education Services (www.wes.org) or InCRED (student-athletes).
 - It is the applicant's responsibility to contact one of the evaluating companies and provide the necessary documentation and fees.
- Official transcripts or grade reports from all previous institutions abroad and in the United States
 - Sent directly by the issuing institution.
 - The transcript must bear the appropriate official signatures, graduation/completion date, the seal of the institution that issues it, and school contact information for verification.
- Duolingo, TOEFL, or IELTS scores, if applicable (within last two years)
 - Have Duolingo, TOEFL or IELTS send an official report directly to UNOH or add UNOH to the list of schools online. The TOEFL institutional code for UNOH is 0570.
 - The University will accept a minimum Duolingo score of 100, TOEFL iBT score of 61, a minimum CBT score of 173, or a minimum IELTS score of 6.0.
- Transfer Student:
 - ACT English score of 18 or higher
 - SAT writing and language test score of 26 or higher
 - Completing all four years of high school within the U.S.
 - Transfer from a regionally-accredited U.S. institution of higher education with at least 30 semester/45 quarter credit hours and 2.00 accumulative GPA
- SAT/ACT scores (if taken)
 - This can be a scanned copy sent via email or in the mail. Please make sure that the student's name is visible on the document.
- I-20 Application Packet

ADMISSIONS

- Sponsor's financial statements in English showing sufficient funds
 - All international students are required to provide a financial statement by United States government guidelines.
 - Sponsors can be anyone who has legal rights over the international student or someone who financially supports the student. More than one sponsor can be listed. All sponsors will need to sign a Sponsor's Affidavit of Financial Support and provide financial statements.
 - Financial statements should be in the form of bank statements, letters from employers with annual income, or retirement plans.
- Copy of passport information page
- Copy of visa and all previous I-20s

Please contact International Student Services at international@unoh.edu in order to copy and submit documentation.

Email: international@unoh.edu

Fax: +1 (419) 998-8842

Website: www.unoh.edu/international

EVIDENCE OF GRADUATION

Students must have evidence that they have been granted a diploma from a state-recognized or accredited high school to be accepted at the University of Northwestern Ohio. They must have successfully completed high school and received a high school diploma prior to beginning their post-secondary education at UNOH. Any questions about special circumstances, certificates, or a GED should be directed to the Registrar's Office.

Failure to produce such evidence will require full payment of fees to be made by the students on the due date for each term attended until the evidence is provided. The students cannot receive Federal aid if they have not provided such evidence, and students may not be able to schedule for future terms.

College of Business, College of Health Professions, and College of Occupational Professions students have one quarter, and College of Applied Technologies students have two sessions to provide evidence of high school graduation.

ORIENTATION

Students are strongly encouraged to attend orientation prior to starting classes. Orientation is a great way for students and their parents to become more familiar with the University and prepare them for the upcoming school year. Orientation also gives students the opportunity to learn more about the University's academic standards, regulations, policies, and attend special sessions to find out what academic and support services are available.

It is advised that parents accompany their students to orientation. Parent support and encouragement are crucial at this time. During orientation, parents can get answers to their many college-related questions, including financial aid, on-campus living arrangements, and academic support services.

Orientations for students in the College of Applied Technologies are held on campus in May, June/July, and August.

Orientation for students in the Colleges of Business, Health Professions, and Occupational Professions is held on campus in July/August.

Placement testing for students is available online. Information will be sent to students prior to attending Orientation, as having these placement tests completed will enhance the ease of scheduling. Those who do not complete placement testing before or during their first term may be required to take extra courses to prepare them for a college-level curriculum.

DEGREE-SEEKING STUDENTS / UNDECLARED MAJORS

Degree-seeking students enroll for the purpose of completing diploma or degree programs. Students may declare a major at the time of enrollment or enter as an undeclared major. Undeclared majors must declare a major by the end of their second quarter or session. However, because of the sequence of major courses, it may take longer to graduate. After two quarters/sessions, undeclared majors will be placed on academic hold until a major is declared, and students will have to contact the Registrar's Office to be scheduled for courses.

NON-DEGREE-SEEKING STUDENTS

Non-degree-seeking students do not intend to complete diploma or degree programs. These students may take a maximum of 12 credit hours and must then declare a major and complete the regular application process to continue.

Non-degree-seeking students must meet all course prerequisites and will be placed on academic hold which will require the Registrar's Office to schedule classes. The hold will be removed when a major is declared.

TRANSIENT STUDENTS

Students from other colleges who wish to enroll at the University of Northwestern Ohio for a limited time or a specific course can be admitted as transient students. Transient students must meet all course prerequisites and will be placed on academic hold, which will require the Registrar's Office to schedule classes. The hold will be removed if a major is declared. These students may take a maximum of 12 credit hours; after completion, to continue, they must declare a major and complete the regular application process. They should contact the Registrar of their current college to determine transferability of UNOH courses.

TRANSFER STUDENTS

General Policies

Students who transfer from another regionally or nationally accredited college must have an official transcript of their college courses sent directly from their original college to the Office of the Registrar at the University of Northwestern Ohio for evaluation of credit. Transcripts issued to students will not be accepted. Grades are not transferred from other colleges or universities.

Credit may be granted for comparable course descriptions and credit hours in which students have received a grade of C or better. Computer and other technical courses will need to be retaken if not taken within a recent time period, usually three years. Depending upon any deficiencies in math and English, additional courses may be required. Transfer credit cannot be used to replace courses that have been previously attempted at the University of Northwestern Ohio. Grades are not transferred.

Students who have attended an institution accredited by organizations recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education, or institutions recognized as candidates for such accreditation, may be granted transfer credit based on evaluation of the courses and the successful completion (2.00 cumulative GPA) of one quarter of full-time work in the College of Business, College of Health Professions, or College of Occupational Professions, or two sessions in the College of Applied Technologies. The transfer credits will be recorded on their permanent transcripts when a 2.00 is achieved.

Students who have graduated from the University of Northwestern Ohio or are transferring from another institution with a completed associate's degree or bachelor's degree may be eligible to have the appropriate general education requirements waived when they start a new academic program. This policy supersedes the 20 credit hour general education limit for College of Applied Technologies associate's degree programs. Transfer students must send an official transcript which shows graduated status before requirements can be waived.

ADMISSIONS

Students may receive credit for courses in several ways: by completing the courses satisfactorily, by passing proficiency exams, or by transferring credits. Students who present evidence of professional-level ASE certification (College of Applied Technologies - degree program only) may take a “hands-on” test to gain credit. Proficiency exams at the 100 level may be taken by all students--traditional and online.

Students who wish to transfer to other institutions should contact the Registrar of that college or university for information about transferability of credit. Contact the Registrar’s Office to have academic records reviewed.

Colleges of Business, Health Professions, and Occupational Professions

A maximum of 135 quarter hours for baccalaureate degree programs, 81 quarter hours for associate degree programs, and 54 quarter hours for diploma programs may be transferred from other institutions. Students who have earned an appropriate associate degree from an accredited institution can transfer 90 hours into the 2+2 baccalaureate programs with junior status. Students who have not earned an associate degree will have their transcripts evaluated on a course-by-course basis.

College of Applied Technologies

Generally, a maximum of 20 credit hours will be transferred into the general education component of the associate of applied science degree. Students in the College of Applied Technologies may take proficiency exams for three general education courses. Diploma students are required to complete their general education course requirements through the University of Northwestern Ohio.

Graduate College

MBA students may transfer in a maximum of 8 credit hours from a graduate program at another regionally accredited institution. Students in the MBA program must complete 40 quarter credit hours with the University of Northwestern Ohio. In order to receive credit for transfer courses, the student must have earned an average grade of B or better in graduate courses. The course(s) will need to appear on a graduate transcript and not be a requirement of an undergraduate degree. However, no grades are transferred from other colleges or universities.

RESIDENCY REQUIREMENT

The University of Northwestern Ohio requires students to take a minimum of 45 credit hours from the University for a baccalaureate degree, 27 credit hours for an associate degree, and 18 hours for diploma programs. This requirement is modified for military personnel.

TESTING

Placement testing serves two purposes. First, it helps the University determine abilities in English and mathematics. Second, it places students in the correct course level, either college-level courses or courses that prepare students for college-level courses. Placement tests may be taken only once and must be taken prior to or during the first term. There is no charge for placement tests. A grade of 70% or higher is required to pass the placement tests.

To help students succeed, the University provides developmental assistance. For those students who demonstrate a need for help, MH065 Review Math and EN070 Basic English are required. These credits are not counted in the accumulative total of credits required for graduation.

Students from all colleges may submit valid ACT or SAT scores for placement into college-level courses. Students scoring 18 or higher on the ACT English or math test or SAT scores of 450 in writing or math are not required to take tests for placement in college-level courses.

Students are evaluated in English and math through placement tests. Students scoring below 70% on the tests are required to take EN070 Basic English and/or MH065 Review Math. All students will be sent correspondence in regards to placement testing prior to starting.

Retesting Policy: The University of Northwestern Ohio allows retesting under limited circumstances. Retesting is only appropriate when there is reason to believe that the examinee's score does not accurately reflect his or her knowledge or skill. Retesting is appropriate under two circumstances: (1) when performance is influenced by environmental factors other than ability and (2) when there is a significant change in the examinee's ability. Retesting is considered on an individual basis, and all requests should be submitted by email to Loren Korzan, Director of Advising, at advisor@unoh.edu.

CREDIT BY EXAMINATION

Regularly enrolled students in the College of Business, College of Health Professions, and College of Occupational Professions may request proficiency examinations for advanced standing in some 100-level courses. See the Registrar for applicable classes.

Students in the College of Applied Technologies must successfully complete both written and hands-on portions of the proficiency exams to receive credit. Proof of ASE certification will suffice as the written portion of the proficiency exam.

Proficiency exams may be taken only once and must be taken prior to scheduling for a course. A charge is made for this service. A letter grade is not assigned for proficiency tests.

HIGH SCHOOL ARTICULATION AGREEMENTS

The University of Northwestern Ohio has a partnership with many area high schools/career centers/vocational schools to grant enrolled students articulation credit if certain course requirements are met through their high school/vocational center. The University of Northwestern Ohio offers articulation credit in the College of Business, College of Health Professions, College of Occupational Professions, and the College of Applied Technologies. Students may be required to take a course proficiency test at the University of Northwestern Ohio for credit. Information about schools that currently have articulation agreements with the University of Northwestern Ohio can be gained by contacting the Admissions Office. If an agreement has been established with the school, then students should visit their secondary school counselor to have their articulation application completed. All completed applications should be returned to the Admissions Office.

TECH-PREP PROGRAMS

The University of Northwestern Ohio has entered into an arrangement with area career centers/vocational schools, Apollo Career Center, Lima Senior High School Vocational Program, Millstream Career Center, Ohio Hi-Point Career Center, Tri Star Career Compact, and Vantage Career Center, to offer articulation credit in designated Tech-Prep programs. Students should contact the counselors at their career centers/vocational schools to complete the articulation application form.

ADMISSIONS

ADVANCED PLACEMENT

Advanced Placement credit will be granted to students taking college-level courses in high school on the following basis:

Advanced Placement Examinations - College Entrance Examination Board

Subject	AP Test	University of Northwestern Ohio		
		Minimum Score	Credit Hours Given	University of Northwestern Ohio Course
English	Composition & Language	4	5	EN180 Composition I
English	Composition & Literature	4	5	EN180 Composition I
History	American History	3	3	HI285 U.S. History–1870 to Present
Mathematics	Mathematics	3	5	MH169 Business Math
Math	Calculus A/B	3	5	MH169/MH190/MH150 (Depending on program)
Political Science	U.S. Gov. & Politics	3	3	PS274 American Political Scene
Psychology	Psychology	5	3	PY177 Introduction to Psychology

Advanced Placement test scores in other subject areas may be evaluated for credit in technical, general education, or specialized courses at the 100 or 200 level. A copy of the test scores can be turned in to the Registrar's Office for consideration.

EARLY ADMISSIONS PROGRAM

With the approval of their high school principals, high school seniors may enroll for business or technological classes at the University of Northwestern Ohio. Interested students should check with their high school principals or guidance counselors.

COLLEGE CREDIT PLUS

Ohio's College Credit Plus is a statewide program that provides an opportunity for high school students to take college courses for both high school and college credit. Although the University of Northwestern Ohio does not participate in College Credit Plus, the advising staff is still available to assist students looking to explore UNOH after high school. The advisors can help if you have questions about CCP classes from other institutions and how those classes may be beneficial toward UNOH degrees. Any questions can be directed to admissions@unoh.edu or by calling 419-998-3120.

MBA ADMISSIONS REQUIREMENTS

Prospective students will be required to submit an application and application fee. Application deadlines will be posted with the Admissions Department and online. All applicants will be notified of admittance. Admission into the MBA program will be granted after review of the application materials by the Admissions Department, Registrar's Office, and MBA Director. Students with a 3.0 undergraduate GPA or better will be admitted Full - no restrictions; students between a 2.5 - 2.99 will be accepted as Probationary - may attend one academic quarter on the condition that normal scholastic progress is achieved. In lieu of meeting the undergraduate GPA requirement, students may submit their GMAT exam score of 500 or higher and will be admitted Full - no restrictions.

Applicants must have earned a baccalaureate degree from a regionally accredited university. Baccalaureate degrees transferred from an institution with national accreditation will be entered after two quarters of attendance at the University. At that time, the student must be in Good Standing (3.00 GPA).

The MBA program is offered fully online. Full- and part-time scheduling options are available, and the program may be completed at the student's preferred pace.

UNOH graduates must complete a new application for admission to the MBA program. They cannot just add a new major with the Academic Advising Office.

Academic Progress. The following procedure was established to monitor student progress.

- If a student fails a course the first time, the Registrar's Office will notify the student in writing that he or she has only one more chance for a retake. Students will be allowed to retake an MBA course only one time.
- A cumulative GPA of 3.00 must be maintained to be in Good Standing in the MBA program.
- Probationally accepted students will go on probation the first quarter they are under 3.00 because their probational acceptance serves as a warning.
- These academic requirements do not have to be sequential quarters.
- The MBA program will follow the same Grade Appeal guidelines as other programs.

The MBA program must be completed within five years. Students are encouraged to maintain continuous enrollment in the program. If a student withdraws for a leave period, he or she will be subject to any iteration changes that may have been made to the program and may, therefore, have additional coursework required in order to complete the program. The tuition at the time of re-admittance will be in effect.

Transfer information can be found on Pages 24. For information on grading, please see Page 79.

MILITARY

The UNOH Military Relations Department provides personal assistance to all military service members and veterans and assists with the scheduling, financial aid, and transfer of credit processes. UNOH accepts Joint Services Transcripts, CCAF, and honors credit equivalencies as defined by the American Council on Education (ACE) for military course work, experience, and testing programs, such as CLEP and DANTES.

Veterans Benefits & Transition Act of 2018

In compliance with Section 103 of the Veterans Benefits and Transition Act of 2018, the University will not assess late fees, nor deny access to classes, libraries, or other institutional facilities, to students who are using Chapter 31 (Veterans Readiness and Employment, formerly known as Vocational Rehabilitation) or Chapter 33 (Post 9/11 GI Bill®) due to the inability to meet financial obligations to the University as a result of delayed payments for educational assistance from the VA (Department of Veterans Affairs). Additionally, students will not be required to use alternative funds including, but not limited to, federal or state grants and federal loans as a result of delayed payments from the VA.

Eligible students using Chapter 33 (Post 9/11 GI Bill®) are required to provide the University with a valid Certificate of Eligibility or a Statement of Benefits obtained from the VA eBenefits website, prior to the first day of classes. Students using Chapter 31 (Veterans Readiness and Employment) must ensure that the University has received an authorization from the VA prior to the first day of classes.

The University will require payment from the student, and may impose late fees, for charges in which there is no expectation for the VA to pay including, but not limited to, charges for room and board and the unmet portion of tuition and fees that the student owes as a result of the student qualifying for less than 100% of maximum VA education benefits. The student is responsible for payment of room and board, and any tuition and fees balance not covered by their VA education benefit, by the first day of classes.

Students affected by this policy will not be penalized with a late fee for the VA covered portion of their invoice as long as payment is received from the VA no later than 90 days after the University certifies the student's enrollment. After the 90-day time frame, the University will review each student account on a case-by-case basis and late fees may be charged.

The University also participates in the Chapter 35 (Dependents Education Assistance) and Chapter 1606 (Montgomery GI Bill®) programs. However, the Veterans Benefits and Transition Act of 2018 does not apply to students using these programs.

ADMISSIONS

Military Withdrawal

When deployment or other military assignments make it impossible for students to attend class and complete coursework within the scheduled time frame, UNOH offers special circumstance extensions or withdrawals. In order to determine a course of action that would allow students to fulfill their military obligations while also maintaining academic success, eligible service members are required to contact the Military Relations Department, the Registrar's Office, and the course instructor(s).

Deployment orders, or a Memorandum of Record, must be submitted to the University of Northwestern Ohio's Military Relations Department no later than 14 calendar days after the start date of the orders. In the event there is an extenuating circumstance preventing the submission of documentation within this required time frame, contact the Military Relations Department to determine if there are qualifications for an exception and an updated arrangement for the receipt of documentation. Exceptions will be reviewed on a case-by-case basis.

If the deployment period exceeds one year, students must submit documentation of the date of return to the Military Relations Department. The University of Northwestern follows the requirements of Public Law 117-328 Section 3691A, which includes no assignment of a punitive academic record for the applicable term and a refund of all tuition and fees paid for the term to the appropriate parties. Housing payments made by the students for University housing will be refunded.

Military Readmission

The University of Northwestern Ohio promptly readmits service members who seek readmission to a program that was interrupted due to military service.

Service members who must withdraw due to a military obligation lasting for more than thirty (30) consecutive days and have provided verifying documentation of their military service to the Military Relations Department will be eligible for this provision. Military service includes voluntary or involuntary service in the Armed Forces, including active duty, National Guard, and Reserves.

Service members who must withdraw due to military orders may have their catalog year for program requirements maintained for up to one year from the date of withdrawal. If the deployment period exceeds one year, students will be asked to submit a new application (with no application fee).

Returning students will be readmitted into the same academic program they were enrolled in prior to the military service obligation. This ensures the continuity of academic progress. If the exact program no longer exists, students will be admitted to the program that is most similar, unless they request or agree to admission to a different program. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance.

Students readmitted to the same program after completing their military obligation will be charged the same tuition and fees that were in effect during the last academic year they attended unless veterans' education benefits or other service member education benefits will pay the amount in excess. Returning students will not be charged tuition and fees above what other students in the same program are charged for subsequent academic years. If service members are readmitted to a different academic program in the first academic year upon return, they will be charged the same tuition and fees as others in that academic program.

Yellow Ribbon Program

The University of Northwestern Ohio is a participant in the Veterans' Administration "Yellow Ribbon Program" for 2025-2026.

[What is the Yellow Ribbon Program?](#) The Yellow Ribbon Program was established by the Post-9/11 Veterans' Educational Assistance Act of 2008. This program allows institutions of higher learning (such as colleges, universities, and other degree-granting schools) in the United States to voluntarily enter into an agreement with VA to fund tuition and fee expenses that exceed the tuition and fee amounts payable under the Post-9/11 GI Bill®. The institution can

contribute a specified dollar amount of those expenses, and VA will match the contribution, not to exceed 50% of the difference. To receive the Yellow Ribbon Program benefits, students must be enrolled in an appropriate program offered by an institution of higher learning that participates in the Yellow Ribbon Program.

Eligibility: Students may qualify for the Yellow Ribbon Program benefit if they:

- Served an aggregate period of active duty after September 10, 2001, of at least 36 months and were honorably discharged;
- Were discharged from active duty for a service-connected disability and served 30 continuous days after September 10, 2001; or
- Are dependents who received benefits transferred from an eligible Service Member and must be a dependent eligible for Transfer of Entitlement under the Post-9/11 GI Bill® based on the service eligibility criteria listed above.

Effective August 1, 2018, Purple Heart recipients with an honorable discharge, as well as recipients of the Marine Gunnery Sergeant John David Fry Scholarship, may also participate in the Yellow Ribbon program.

Effective August 1, 2022, active duty service members, and their spouses using transferred entitlement, may participate in the Yellow Ribbon program.

What are the Benefits of the Yellow Ribbon Program? The Post-9/11 GI Bill® pays all in-state tuition and fee charges at public schools and tuition and fees not to exceed a national cap at private and foreign schools. To see the current national maximum or “cap,” please visit [benefits.va.gov](https://www.benefits.va.gov). (Private - \$28,937, August 1, 2024 - July 31, 2025)

What are the maximum tuition and fee amounts payable under the Post-9/11 GI Bill®? There is a tuition and fee cap for each academic year, August 1 - July 31 (Private - \$28,937). This cap can be paid towards net costs for tuition and fees at private and foreign branches of United States (U.S.) schools. Current tuition and fee caps are located here: https://www.benefits.va.gov/gibill/resources/benefits_resources/rate_tables.asp.

If the charges exceed the tuition and fee amounts payable under the Post-9/11 GI Bill® and the students are enrolled at a participating school, additional funds may be available through the Yellow Ribbon Program. Institutions of higher learning that enter into a Yellow Ribbon Program Agreement with VA will choose the amount of funds they will contribute toward the tuition and fees. VA will match that amount and issue payment directly to the institution on the student’s behalf.

How does the Yellow Ribbon Program Work? The Yellow Ribbon program can be paid towards net tuition and fee costs not covered by the Post-9/11 GI Bill® at a U.S. public or private institution of higher learning (IHL).

Schools must report the actual net cost for in-state tuition and fees after the application of any waiver of or reduction in tuition and fees and any scholarship or other federal, state, institutional, or employer-based aid or assistance (excluding Title IV aid) that is designated for the Post-9/11 GI Bill® student for tuition and fees.

Veterans’ Educational Benefits and Dual Objectives

Students in the College of Applied Technologies who are using Veterans’ Educational Benefits and plan to enroll in more than one diploma program, or in a diploma program and an associate degree, can pursue only one program at a time. Two diploma programs, or a diploma program and an associate degree, can be completed consecutively, but not simultaneously. This applies to students who are using the Post 9/11 GI Bill® (Chapter 33), Veteran Readiness and Employment (Chapter 31), Montgomery GI Bill® Active Duty (Chapter 30), Dependents’ Educational Assistance (Chapter 35), and the Montgomery GI Bill® Selected Reserve (Chapter 1606) military education benefits. This does not affect “dual degree” students who are enrolled in two or more associate degree programs.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.



TUITION PAYMENT PROCEDURES

Tuition and fee payments are due on or before the first day of each term. Failure to make payment may result in a late fee, inability to schedule for future terms, and/or non-release of diploma. Payments can be made by mail, on-line (fees apply), in the convenient drop box located just outside of the Student Accounts Office, or in person at the Student Accounts Office on or before the first day of each term. The University accepts cash, bank check, money order and credit cards, including VISA, MasterCard, Discover, and American Express.

The Student Accounts Office hours are from 9:00 a.m. to 1:30 p.m. and 2:30 p.m. to 4:00 p.m., Monday through Friday. On the first day of each term, the office is open 7:00 a.m. to 6:00 p.m.

Students returning to the University after a term or any portion of a term off must pay all past due fees before scheduling. Upon leave, fee rates increase to the rate in effect when the student returns.

For your payment convenience, payment plans are available each term. Students wishing to take advantage of the payment plan option must contact the Student Accounts Office prior to the start of the term.

Unpaid balances or late payment plans can result in a “financial hold” being placed on a student’s account. A financial hold may result in any or all of the following:

- Student may not be scheduled for subsequent term.
- Schedule for next term may be removed.
- Diploma/degree may not be released.
- Account considered for collection proceedings.

GENERAL FEE

The General Fee is used to enhance students’ academic, social, and emotional growth at the University. It covers the costs of various non-instructional related services, amenities, and programming throughout each academic term at the University. The General Fee is charged to all students on a per-term basis and is dependent upon the College in which the student is enrolled.

TUITION REIMBURSEMENT

Any student who receives employer tuition reimbursement may defer payment until the end of each term. Deferment is dependent upon receipt by the University (on or before the first day of class), a signed reimbursement plan form with a satisfactory commitment from the employer to reimburse the University for tuition, fees, and other charges. Amount of tuition deferment is based upon the employer’s reimbursement policy. Charges in excess of reimbursement must be paid on or before the first day of class.

A new reimbursement plan must be submitted by the first day of each term. Forms are available at the Student Accounts Office or online at <https://my.unoh.edu>.

REFUND POLICY

Students should familiarize themselves with the University’s refund policy. The refund policy determines if any credit is due to students if they withdraw from school or reduce enrollment. The “refund period” is when the University of Northwestern Ohio may not charge 100% of the tuition if the student withdraws. Please refer to the official withdrawal policy as stated on Pages 76-77 to determine date of withdrawal.

Housing application fees are non-refundable.

TUITION

COMPLETE WITHDRAWAL POLICY

Tuition and fees are charged on a quarterly or session basis depending on the college and program. Students who are enrolled in classes and then completely withdraw will be subject to the following policy.

- Students who do not attend and properly withdraw prior to the first day of the term are credited 100% tuition and fees. Prior to the first day of the term, housing fees and meal plans may be cancelled and 100% credit given if not used for the term.
- Students who completely withdraw on or before the fifth (5th) calendar day of the term are entitled to 75% credit of tuition and fees billed for that term. Housing fees and meal plans will not be prorated or refunded.
- Students who completely withdraw on or before the twelfth (12th) calendar day of the term are entitled to 25% credit of tuition and fees billed for that term. Housing fees and meal plans will not be prorated or refunded.
- Students who withdraw after the twelfth (12th) calendar day of the term will not receive credit of tuition or fees billed for that term. Housing fees and meal plans will not be prorated or refunded.

RETURN OF TITLE IV POLICY

The University of Northwestern Ohio adheres to the federal policy for the return of Title IV funding. The Higher Education Amendments of 1998 (HEA98) represent the requirements in the Return of Title IV Federal Financial Aid when a student withdraws from the University. This policy governs all federal grant and loan programs (as listed below), but does not include the Federal Work-Study Program.

Federal law requires that a student earn his/her federal financial aid funds in proportion to the number of days in the term prior to the student's complete withdrawal. The portion of the federal grants and loans to which the student is entitled to receive or has earned is calculated on a percentage basis by comparing the total number of days in the term to the number of days that the student completed before he/she withdrew. For example, if a student completes 40% of the term, he/she earns 40% of the approved federal aid that he/she was originally scheduled to receive for the term. This means that 60% of the student's scheduled or disbursed federal aid remains unearned and must be returned to the federal program(s). Once the student completes 60% of the term, he/she has earned 100% of his/her financial aid. Thus, no financial aid will be returned.

The refund percentage is determined by dividing the number of days the student attended in the quarter/session by the number of days in the quarter/session.

This calculation may result in the student's overpayment in one or more of the Title IV programs. Students in an overpayment situation will be responsible to the school to make restitution for the overpayment. In accordance with the federal policy, unearned aid will be returned in the following order.

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Direct PLUS Loan for Undergraduate Student
4. PELL Grant
5. Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required
6. FSEOG, for which a return of Title IV is required
7. Other Title IV Programs (except for Federal Work-Study)

For example, an undergraduate student attends Winter Quarter in the College of Business and withdraws on the 29th day of the quarter. The Quarter is 73 days long resulting in the student completing 39.7% of the term (29 / 73). The unearned percentage of aid is 60.3% (100% - 39.7%). Any Federal Aid awarded to the student will be returned to the Department of Education in the amount of 60.3% in the order stated above. For this example, a student received \$716 Pell, \$1155 Subsidized Loan, and \$660 Unsubsidized Loan for a total of \$2531. $\$2531 \times 60.3\% = \1526.19 that must be returned in the following order:

\$660 Unsubsidized Loan
\$866 Subsidized Loan
\$1526 Total Return

The student can retain their remaining aid eligibility on their account. Standard rounding applies.

This policy does not affect the student's charges. The University's withdrawal policy will be used to determine the reduction, if any, in the student's tuition charges. The student is responsible for paying any outstanding charges to the University.

The University will document the official withdrawal date as the date the Registrar's Office receives either verbal or written notification from the student.

For students who do not contact the Registrar's Office to withdraw, an unofficial withdrawal date will be the date the Registrar is notified by the instructor that the student is no longer attending classes.

Unofficial withdrawals may have a greater adverse effect on financial aid and/or tuition costs than the official withdrawal.

Students who withdraw from classes during the refund period are subject to repaying a percentage of their grants and student loans in accordance with Federal Law and the University of Northwestern Ohio's refund procedures.

The University and the student are both responsible for returning unearned Federal financial aid to the Federal government. The institution must return the amount of the refund allocated to the appropriate Federal Title IV program accounts within 45 days of the date the institution records the student as officially withdrawing, or unofficially withdrawing, suspended, or failing to return after a leave of absence.

If a student does not pay funds due to the College to cover a balance that resulted after the College returned their unearned portion of the Federal funds, the student will be placed on financial hold. This means the student will not be permitted to register for classes (or, in some cases, remain enrolled) until the balance is paid in full.

In some cases after a student withdraws, additional Federal funds can be disbursed. This is called a "post-withdrawal disbursement." Federal grants will automatically be applied towards the student's account within 45 days of determining that the student withdrew. Federal Direct Loans must be accepted within 14 days of the notice; otherwise, the loan funds will be cancelled. If the Federal Direct Loan post-withdrawal disbursement offer is accepted by the deadline, the Financial Aid Office will make the disbursement within 180 days of determining that the student withdrew.

All information is subject to change based on changes to Federal law, regulation, or University policy and procedures. If changes are made in these areas, students must abide by the new policy.

COURSE DROP POLICY

When a course is dropped, but the student has not completely withdrawn, the following institutional policy is used in determining the adjustment to tuition.

- Students who drop one or more courses prior to the first (1st) calendar day of the term will be credited 100% tuition for the course/courses dropped.
- Students who drop one or more courses on or before the fifth (5th) calendar day of the term will be credited 75% tuition for the course/courses dropped.
- Students who drop one or more courses on or before the twelfth (12th) calendar day of the term will be credited 25% tuition for the course/courses dropped.
- Students who drop one or more courses after the twelfth (12th) day of the term will not receive tuition credit for the course/courses dropped.

TUITION

Students' financial aid may be adjusted whenever they add or drop classes or completely withdraw. Refunds, both to financial aid and/or the student, will be made within 30 days after the student's date of withdrawal (the date the student notifies the Registrar's Office) as determined by the records of the University.

MEDICAL WITHDRAWAL POLICY

Students who withdraw due to their own medical condition must present to the Registrar's Office medical documentation indicating that they were unable to attend classes during the period of time they were absent and/or state they cannot continue with classes. This documentation must be received within ten business days after the withdrawal is processed.

Students who withdraw with approved medical documentation will be withdrawn from their courses on the date they notify the University of their withdrawal; however, a grade of WP/WS (Withdrawn Passing/Satisfactory) will be entered as the grade for the courses. Students without medical documentation will be assigned a grade of WP/WS (Withdrawn Passing/Satisfactory) or WF/WU (Withdrawn Failing/Unsatisfactory) according to the established dates for making that determination. Tuition charges in all instances will be based on the date of notification and follow the University's Complete Withdrawal Policy.

Students withdrawing for approved medical reasons with documentation submitted at the time of withdrawal may have their catalog year for program requirements maintained for a period of up to one year from the date of withdrawal. Students in the College of Applied Technologies may also have their tuition rate maintained for the same period of time. In order to be eligible for this action, documentation must be provided within ten business days after the withdrawal is processed as stated above. In the absence of documentation, the withdrawal will be processed according to standard procedure.



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FINANCIAL AID PROGRAMS

GENERAL INFORMATION

The following information is about the financial aid programs and processes at the University of Northwestern Ohio. Financial aid programs are used to support the remaining costs when the students and/or families have demonstrated the need for these resources to enable the students to attend and graduate from the institution. Actual costs of attendance include tuition and general fees, housing, food, and an estimate for books, transportation, personal and miscellaneous living expenses, and student loan fees.

The University requires the Free Application for Federal Student Aid (FAFSA) to determine eligibility for Federal and State financial assistance programs administered by the Financial Aid Office. These funds are made available to students in the terms they are enrolled in.

The calendar year that students can receive financial aid when applying for assistance starts in the Summer Quarter or June Session and continues through the Spring Quarter or May Session respectively. To receive assistance for future academic years, students must reapply for their financial aid by completing the "Renewal FAFSA" as soon as possible after October 1, but not later than April 1, to meet the quarter or session billing statement due date.

Undergraduate Students

Undergraduate students must be registered for a minimum of half-time (6 hours for programs based on quarters and 3 hours for programs based on sessions) to be eligible to receive financial assistance including Federal and private student or parent loans. Students who are registered for less than full-time (full-time is 12 hours for programs based on quarters and 6 hours for programs based on sessions) will have proportional eligibility for Federal and State grants.

Undergraduate Transfer Students

Transfer students identified by the U.S. Department of Education as having "an unusual enrollment history" after submitting the Free Application for Federal Student Aid (FAFSA) must submit official or unofficial copies of their academic transcript from all previously attended institutions as well as their high school transcript or GED. Transfer students must indicate from their past history their ability to maintain satisfactory academic progress while attending the University of Northwestern Ohio in order to obtain Title IV financial assistance.

If required, students must notify the Financial Aid Transfer Review Committee by writing a college-level letter describing the circumstances explaining why their academic performance at previous institutions is as noted on their transcripts. Included should be actions that have been made or will be taken in order to be successful at the University of Northwestern Ohio and to meet satisfactory progress standards in the future. Please include a phone number, contact information, and the date of the appeal request. Please attach any supporting documentation in reference to the information on the transcript for the committee to review. Documentation supporting the reason(s) must be attached. The request should only be filed for the following reasons: the student is injured, severely ill, has experienced the death of a family member, or other extenuating special circumstances that caused courses to not be successfully completed.

The Financial Aid Transfer Review Committee will review the letter, appropriate documents, and academic transcripts to determine whether the availability of Title IV financial assistance is appropriate. The student will be advised in writing and by email of the decision. The Financial Aid Transfer Review Committee is represented by the following departments: Financial Aid, Academic Affairs, Business Office, and Counseling.

If appeals are approved, students will be placed on financial aid probation and will receive a quarter(s) or session(s) of financial aid during which they will be given an academic plan to follow that will establish their GPA and completion rate. If the academic plan is followed, the student will be able to meet SAP standards by a specific point in time. Students must receive at least a 2.0 cumulative GPA (C average) or meet the minimum standard of the academic scale as well as complete the minimum standard of 67% of their attempted coursework to be removed from financial aid probation.

FINANCIAL AID PROGRAMS

Graduate Students

All graduate students in the Master of Business Administration program must be registered for a minimum of half-time or four (4) credit hours in the Graduate College to be eligible to receive financial aid assistance from the Federal Direct Student Loan programs. Full-time is eight (8) credit hours. Graduate students are not Federal Grant eligible; however, students are eligible to borrow Federal Loans or Private Education Student Loans.

GRANTS

Grants are financial aid funds that do not require repayment. They are available to eligible students usually based upon financial need.

Federal Pell Grant

The Federal Pell Grant can provide financial support to undergraduate students who have the highest financial need. The regulations define an undergraduate as one who is enrolled in an undergraduate course of study and who has not earned a baccalaureate degree. Federal Pell Grant eligibility is determined by the FAFSA, with eligibility amounts prorated based on a student's credit hour enrollment (enrollment intensity) and Student Aid Index (SAI). Pell Grant eligibility for 2025/2026 can range from \$740 to \$7395 per 9-month academic year. These funds are available for up to 18 quarters or 36 sessions (roughly six years) of attendance and can be received "year-round". This means students can receive up to 150% of their annual Pell eligibility for additional terms within an academic year beyond the traditional 9-month academic year. Students can apply for the Federal Pell Grant by completing the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov.

Federal Pell Grant funds are disbursed once per term after student eligibility for the term is confirmed. Disbursements are scheduled *after* the term census date, which for the College of Applied Technologies is the 7th business day of the term and for the Colleges of Business, Health Professions, and Occupational Professions is the 12th business day of the term.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal SEOG is another aid source for students with high need. Students must be Pell Grant eligible to be considered for this grant, with eligibility determined by the FAFSA. These campus-based funds are provided to the University and are then offered by the Financial Aid Office to students based on their Student Aid Index (SAI), with eligibility amounts ranging from \$100 to \$360 per 9-month academic year. Eligibility amounts are prorated based on a student's enrollment status.

Federal SEOG funds are disbursed once per term after student eligibility for the term is confirmed. Disbursements are scheduled *after* the term census date, which for the College of Applied Technologies is the 7th business day of the term and for the Colleges of Business, Health Professions, and Occupational Professions is the 12th business day of the term.

Ohio College Opportunity Grant

The Ohio College Opportunity Grant is a state-funded grant available to eligible Ohio residents who complete the FAFSA prior to October 1 each year and demonstrate financial need. To be eligible, students must have a Student Aid Index (SAI) of 3750 or less and a maximum household income of \$96,000 or less. In addition, students must be enrolled in an associate or baccalaureate degree program and males 18 years of age and older must be registered with Selective Service. Eligibility for the 2024/2025 academic year for the University of Northwestern Ohio is \$4998 per 9-month academic year. Students must maintain eligibility by meeting Satisfactory Academic Progress standards. OCOG funds are available for up to 15 quarters of attendance and must be applied to tuition and general fees only.

OCOG funds are disbursed once per term after student eligibility for the term is confirmed. Disbursements are scheduled *after* the term census date, which for the College of Applied Technologies is the 7th business day of the term and for the Colleges of Business, Health Professions, and Occupational Professions is the 12th business day of the term.

FINANCIAL AID PROGRAMS

LOANS

Loans are available to eligible students and/or their parents through a variety of need-based and non-need-based programs. Typically, student loans are offered at low interest rates and need not be repaid while the student is enrolled at least half-time. Interest rates and repayment varies according to the terms of the individual programs. Most loans require the student to complete the FAFSA.

All Federal Direct student loan borrowers are required to complete entrance counseling to learn about rights and responsibilities as a borrower, and a Master Promissory Note must also be completed before the first Federal Direct Student Loan funds can be disbursed. Additionally, an Annual Student Loan Acknowledgement process is recommended to be completed each academic year to provide guidance in understanding loans and how they affect a student's financial future. Student Loan Exit Counseling is required if the student graduates, drops to less than half-time, or withdraws. Exit Counseling provides students information on their student loan obligations and responsibilities which prepare a student for repayment.

Federal Direct Student Loans

The Federal Direct Loan Program is a set of Federal student loan programs that includes the Federal Direct Student Loan (subsidized and unsubsidized) and the Federal Direct Parent PLUS loan programs.

Federal Direct Loan Requirement effective November 1, 2014

Students who are first-time borrowers of the Federal Direct Student Loan beginning on or after the November 2014 session and Winter 2015 Quarter are required to have their first-term disbursement no earlier than 30 days after the start of their academic program.

In addition, when any Federal Direct Loan period during a student's program of study must be set up to cover only one term of attendance, the Federal government requires that the loan funds are to be disbursed twice during the term. Half of the loan amount will be at the normal disbursement time, and the other half of the disbursement will be at the mid-point of the term.

Federal Subsidized Direct Student Loan (Undergraduate - Dependent and Independent)

Under this program students are not charged any interest as long as they meet enrollment requirements (Enrolled on at least a half-time basis). The interest rate for loans disbursed after July 1, 2025, is 6.39%, adjusted annually not to exceed 8.25%. (The annual grade level amounts are noted below.)

Beginning July 1, 2013, for loans disbursed prior to July 1, 2021, a first-time borrowers' eligibility for Direct Subsidized Loans was limited to a period not to exceed 150% of the length of the borrower's education program. A first-time borrower is one who did not have an outstanding balance of principal and/or interest on a Direct Loan or on a FFEL Program Loan on July 1, 2013. If students did not complete their degree program and reached the 150% subsidized eligibility limit and either continued in the same program or enrolled in another program, they would lose the interest subsidy on the subsidized loans. The Subsidized Usage Limit Applies Regulation was repealed by the Department of Education for all loans disbursed after July 1, 2021.

Federal Unsubsidized Direct Student Loan (Undergraduate - Dependent and Independent)

This program is available to students who were either limited or determined to be ineligible for the Federal Subsidized Direct Student Loan. The amounts per grade level are the same as for the Federal Subsidized Direct Student Loan; however, the student is responsible for the interest charges while in school. In addition, all students are eligible for an additional Unsubsidized Federal Direct Student loan of \$2000 per year. The interest rate for loans disbursed after July 1, 2025, is 6.39%, adjusted annually not to exceed 8.25%. (The annual grade level amounts are noted below.)

FINANCIAL AID PROGRAMS

The annual amounts for dependent undergraduate students per grade level are:

Hours Below Represent Successfully Completed Credit Hours

\$5,500 Freshman (0-36 credit hours)	\$3,500 Subsidized/Unsubsidized + \$2,000 Unsubsidized
\$6,500 Sophomore (36-90 credit hours)	\$4,500 Subsidized/Unsubsidized + \$2,000 Unsubsidized
\$7,500 Junior (90-135 credit hours/BS Degree)	\$5,500 Subsidized/Unsubsidized + \$2,000 Unsubsidized
\$7,500 Senior (135-Grad. credit hours/BS Degree)	\$5,500 Subsidized/Unsubsidized + \$2,000 Unsubsidized

NOTE: The current total borrowing lifetime loan limit for the Federal Direct Student subsidized and unsubsidized loan is \$31,000 as an undergraduate dependent student.

The annual amounts for independent undergraduate students per grade level are:

Hours Below Represent Successfully Completed Credit Hours

\$9,500 Freshman (0-36 credit hours)	\$3,500 Subsidized/Unsubsidized + \$6,000 Unsubsidized
\$10,500 Sophomore (36-90 credit hours)	\$4,500 Subsidized/Unsubsidized + \$6,000 Unsubsidized
\$12,500 Junior (90-135 credit hours/BS Degree)	\$5,500 Subsidized/Unsubsidized + \$7,000 Unsubsidized
\$12,500 Senior (135-Grad. credit hours/BS Degree)	\$5,500 Subsidized/Unsubsidized + \$7,000 Unsubsidized

NOTE: The current total borrowing lifetime loan limit for the Federal Direct Student subsidized and unsubsidized loan is \$57,500 as an undergraduate independent student.

Federal Unsubsidized Direct Student Loan (Graduate)

This program is available to MBA students. The student is responsible for the interest charges while in school. The interest rate for loans disbursed after July 1, 2025, is 7.94%, adjusted annually not to exceed 9.5%.

The annual amounts for independent graduate (MBA) students are:

\$20,500 (Master of Business Administration)	\$20,500 Unsubsidized
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NOTE: The current total borrowing lifetime loan limit for the Federal Direct Student unsubsidized loan is \$138,000 as a graduate or professional student.

Federal Direct Parent PLUS Loans

This program is available to parents of dependent students to meet any remaining costs that other financial aid does not cover. Repayment on the PLUS loan usually begins within 60 days after the loan is fully disbursed by the Department of Education; however, delayed repayment and deferment provisions are available. Family income is not a criterion in obtaining parental loans, but a good credit history is required. The interest rate for loans disbursed after July 1, 2025, is fixed at 8.94%, adjusted annually not to exceed 10.5%.

Charles E. Schell Foundation - Fifth Third Bank, Trustee

The Charles E. Schell Foundation Grant Program is an interest-free loan made available through the generosity of the Charles E. Schell Foundation. The individual recipients are asked to repay their interest-free loan to create a revolving loan fund at the University for future students.

To be eligible students must:

- Be enrolled at the University with an overall GPA of 2.0 or better
- Be between the ages of 15 and 25
- Be a resident of Ohio, Kentucky, West Virginia, or adjoining states
- Be a citizen of and born in the United States
- Have parents who are citizens of and were born in the United States
- Have completed at least 36 credit hours

FINANCIAL AID PROGRAMS

To apply students must:

- Complete a Free Application for Federal Student Aid (FAFSA)
- Complete the Schell Grant Application
- Meet with the Director of Financial Aid and Controller for an Entrance Interview
- Sign the UNOH/Schell Grant Promissory Note, when notified of approval

Private Education Loan Programs

Private Education Loans are non-FSA loans made to a borrower to cover educational expenses. Per 34 CFR 668.14(b) (29)(ii), an institution must, upon the request of the applicant, discuss the availability of Federal, State, and institutional financial aid. UNOH strongly recommends students apply for and use Federal Direct Student Loan eligibility and/or other FSA aid prior to a Private Education loan. FSA funds typically provide more favorable rates and provisions than private lenders. Please contact the Financial Aid Department to inquire about Federal eligibility.

For students seeking a private loan to pay the remaining cost after financial aid, a separate application and promissory note will be required by the lender. There are two different types of Private Loans available: A Student Private Loan and a Parent Private Loan. It is the borrower's responsibility to contact a lender and complete their application and promissory note. A family can fund the entire cost of their child's education from this program minus other financial aid. Applications are required each academic year.

At the University of Northwestern Ohio, students can complete these requirements online through lenders presented on ELMSelect or any lender of choice if eligibility requirements are met. These loans generally are based on credit-worthiness of the borrower and cosigner and may not be automatically approved. Loan disclosures and information is made available to each borrower. Lenders must obtain a signed, completed Private Education Loan Applicant Self-Certification before initiating a private education loan. Typically, this will be provided by the lender to the borrower; however, a Self-Certification form is available in the Financial Aid Department if needed.

EMPLOYMENT

The Federal Work Study Program allows students to seek on-campus employment and off-campus community service opportunities. Students must be Federal Work Study eligible to be considered, and job opportunities will be dependent on job availability within campus departments. Federal Work Study eligibility is determined by completing the FAFSA application. Students who meet the Federal need requirement (determined by the FAFSA), and maintain a GPA of 2.0 or higher, may apply for available positions. Federal Work Study funds are not considered scholarship or grants and will not be applied to student accounts or reduce student bills. Students are provided a biweekly paycheck which the Department of Education partially provides funding for. This funding can then assist students in paying for their education.

The Federal Work Study Program provides great opportunities for students to obtain on-the-job training and gain employment experience that many employers are looking for. UNOH student workers are valuable assets to the UNOH community and are able to gain knowledge and experience in different fields of work.

FINANCIAL AID OFFER NOTIFICATION

Financial Aid Offers should be electronically reviewed through the students' MyUNOH Portal at my.unoh.edu. This provides students' eligibility for an academic year and provides cost of attendance information. If students wish to utilize the Federal Direct Student Loan Program, they must complete additional loan processes with the Department of Education. Loan instructions are included in the Financial Aid Offer. A Loan Amendment form should be submitted to the Financial Aid Office within a five-day (5) time period if reductions or cancellations of offered or accepted funds are requested by the students. This helps ensure proper application of funds to their accounts.

VETERANS' EDUCATIONAL BENEFITS

The University of Northwestern Ohio certifies enrollment for students who are using the Post 9/11 GI Bill® (Chapter 33), Veteran Readiness and Employment (Chapter 31), Montgomery GI Bill® Active Duty (Chapter 30), Dependents' Educational Assistance (Chapter 35), and the Montgomery GI Bill® Selected Reserve (Chapter 1606) military education benefits. UNOH also assists students who are using Federal Tuition Assistance (FTA) and the Ohio National Guard Scholarship Program.

The University has several VA School Certifying Officials available to assist new and current students with financial aid counseling. The University is a member of ArmyIgnitED, the AI Portal (Academic Institution), the Navy College Management Information System, the Air University Associate-to-Baccalaureate Cooperative (AU-ABC), has signed the latest DOD MOU, and is a Yellow Ribbon Institution.

The Military Relations Department provides guidance to prospective and current active duty, National Guard, reservists, veterans, and dependents to advise which programs administered by the Department of Veterans Affairs may be most beneficial to them based on eligibility requirements.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

Active Duty, National Guard, and Reservists

Colleges of Business, Health Professions, and Occupational Professions

Military Tuition Rate Benefit

To show appreciation to the men and women in uniform, the University of Northwestern Ohio provides a Military Tuition Rate, which is the Federal Tuition Assistance (FTA) rate of \$165 per quarter hour, for active duty, reservists, and National Guard students who are enrolled in online and traditional classes in the Colleges of Business, Health Professions, and Occupational Professions. No GPA requirement is set to maintain eligibility.

College of Applied Technologies

Military Tuition Rate Benefit

Active duty, reservists, and National Guard students who are enrolled in the College of Applied Technologies receive a \$165 Military Tuition Rate per credit hour for all general education courses. No GPA requirement is set to maintain eligibility.

Military Scholarship

Active duty, reservists, and National Guard students who are enrolled in the College of Applied Technologies receive a UNOH Military Scholarship of 10% off of tuition only for technical courses. The Military Scholarship is renewable provided students maintain a minimum cumulative GPA of 2.5. One session of probation will be granted if students fall below a cumulative 2.5 GPA.

Veterans

Colleges of Business, Health Professions, and Occupational Professions

Military Scholarship

Military veterans who are enrolled in the Colleges of Business, Health Professions, and Occupational Professions receive a UNOH Military Scholarship of 10% off of tuition only. The Military Scholarship is renewable provided students maintain a minimum cumulative GPA of 2.5. One quarter of probation will be granted if students fall below a cumulative 2.5 GPA.

FINANCIAL AID PROGRAMS

College of Applied Technologies

Military Tuition Rate Benefit

Military veterans who are enrolled in the College of Applied Technologies receive a \$165 Military Tuition Rate per credit hour for all general education courses. The Military Tuition Rate is renewable provided students maintain a minimum cumulative GPA of 2.5. One session of probation will be granted if students fall below a cumulative 2.5 GPA.

Military Scholarship

Military veterans who are enrolled in the College of Applied Technologies receive the UNOH Military Scholarship of 10% off of tuition only for technical courses. The Military Scholarship is renewable provided students maintain a minimum cumulative GPA of 2.5. One session of probation will be granted if students fall below a cumulative 2.5 GPA.

Master of Business Administration: Active Duty, National Guard, Reservists, and Veterans

Military Scholarship

Active duty, National Guard, reservists, and military veterans in the Master of Business Administration (MBA) program receive the Military Scholarship of 10% off of tuition only. The Military Scholarship for the MBA program is renewable provided students maintain a minimum cumulative GPA of 3.0. One quarter of probation will be granted if students fall below a cumulative 3.0 GPA.

Military Tuition Rate and Military Scholarship Required Documentation

The Military Tuition Rate and the Military Scholarship is contingent upon receipt of any of the following:

- Member 4 or Service 2 copy of the service member's DD-214 military record
- Completed UNOH Military Verification Form
- Ohio National Guard Scholarship approval
- Approved Federal Tuition Assistance voucher from the service military branch

The Military Tuition Rate and the Military Scholarship will be made available in the current and future terms of enrollment once the appropriate documentation has been received.

MAINTAINING FINANCIAL AID (Satisfactory Academic Progress)

The University of Northwestern Ohio must publish the standards for satisfactory academic progress (SAP) that students must meet to be eligible to receive Title IV (Federal), State, and University financial assistance. These programs include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Ohio College Opportunity Grant, University Awards, the Federal Direct Student Loans, Federal Parent PLUS Loans, and Federal College Work-Study Funds. The SAP policy is applied consistently to all students within each educational program and each enrollment status, and is as strict as the school's standards for students who are enrolled in the same educational program who are not receiving Title IV Aid. SAP is evaluated at the end of each payment period with a warning payment period provided.

Satisfactory academic progress is the progress required of a financial aid recipient enrolled in a Title IV educational program to successfully complete the program within a specified period of time. SAP contains a qualitative component and quantitative component.

Qualitative Measure: The performance measure of a student's progression towards program completion. This is measured by GPA.

FINANCIAL AID PROGRAMS

Quantitative Measure: The rate of time measure of a student's progression towards program completion.

- Pace = Measure of a student's progress through the program to graduate within a specified period time. This is measured by comparing the number of credit hours completed to the number of credit hours attempted. Students must meet a 67% completion rate or higher to meet SAP standards.
- Max Time Frame = Maximum time allowed to complete a program, which can be no greater than 150% of the published program length. If a student is meeting the 67% pace completion, the student should meet Max Time Frame standards.

The following policy for satisfactory academic progress is being provided to students in accordance with Federal law. Students are expected to assume the major responsibility for their own progress and to carefully review these guidelines to maintain these standards required for their own individual eligibility and aid continuation.

Undergraduate Students

Students who receive Title IV (Federal), State, and University financial aid must maintain satisfactory academic progress while attending the University of Northwestern Ohio in order to continue their financial aid assistance. Students must maintain a cumulative grade point average (GPA) at or above the minimum standard described in the scale below. Students must also complete a cumulative minimum of 67% of their attempted coursework for the quarter or session. In addition, students must also graduate within 150% of the time required to complete their program. Students enrolled in a program longer than two academic years must obtain a 2.0 at the end of their second year. The second year of completion is defined as the length of time a student has been enrolled (12 sessions or 6 quarters).

<u>Total Hours Attempted</u>	<u>Minimum Cumulative GPA</u>
1-29	1.75
30 or more	2.0

Graduate Students

Students who receive Title IV (Federal) and University financial aid must maintain satisfactory academic progress while attending the University of Northwestern Ohio in order to continue their financial aid assistance. Students must maintain a cumulative grade point average (GPA) at or above the minimum standard described in the scale below. Students must also complete a cumulative minimum of 67% of their attempted coursework for the quarter. In addition, students must also graduate within 150% of the time required to complete their program.

<u>Total Hours Attempted</u>	<u>Minimum Cumulative GPA</u>
1 or more	3.0

SAP Process and Elements

After each quarter and session, the Financial Aid Department will review students' progress for those receiving Title IV (Federal), State, and University aid. The review of students' SAP status is based on the entire academic record, even if the students did not receive financial aid for previous terms of enrollment. This includes all transfer credit hours being accepted by the University as well as remedial courses. The SAP status is monitored after each term's grades are posted, which is the end of each payment period.

Students who receive a final grade of A, B, C, D, or S for a course have successfully completed those credit hours. However, withdrawals from classes or a final grade of F, I, WS, WP, WF, or WU are not considered complete and are therefore counted as hours attempted but not as hours completed. Transfer hours accepted by the University are considered to have been both attempted and completed and will be used in calculating the remaining terms of financial aid eligibility and the minimum hours to be completed. Remedial courses offered by the University have a credit hour value and grade assigned to determine enrollment status and are included in the calculation when determining qualitative and quantitative calculations. Courses not attended are not included in any element of the SAP calculation.

FINANCIAL AID PROGRAMS

Students who receive grades of “incomplete” for one or more courses must plan with their instructors to have this grade finalized. Students must contact their instructors within two weeks of returning to the University for the next quarter in the College of Business, College of Health Professions, and College of Occupational Professions and within the first week of the College of Applied Technologies (as required). Failure to plan with the instructors or failure to correct the “incomplete” grade will change the grade to an F; the course must then be retaken. Grade changes and incomplete grade change updates will be calculated in SAP at the next payment evaluation.

Students may repeat a previously passed course only once with the use of financial aid. Each repeated class will count towards the attempted hours for the quantitative measure; however, only the course(s) being counted in the GPA calculation will be counted for the qualitative measure. When a class is repeated, only the higher grade will be calculated in the grade point average. The course and grade earned previously will remain on the students’ records.

Students in that term will receive a notice from the Office of Financial Aid if they are not meeting the Satisfactory Academic Progress requirements. Notifications are delivered by UNOH email and letter. Depending on the students’ progress, the students’ standing will be determined as follows:

Satisfactory Progress applies to students who successfully complete the required standards of grade point average, a completion rate of 67% or program expected completion within 150% of the program length for the quarter or session, and financial aid is continued.

Financial Aid Warning applies to students who fail to successfully complete the required attempted number of credit hours to meet the 67% completion rate percentage or who do not meet the required accumulative grade point average. The Financial Aid Office will notify students of this status relative to financial assistance. Students in this category may continue to receive financial aid for the following quarter or session but must correct the deficiencies with their current Satisfactory Academic Progress status to meet the stated standards.

Financial Aid Probation applies to students who have failed to successfully complete the required attempted credit hours to meet the 67% completion rate percentage or who do not meet the required accumulative grade point average. However, these students have successfully appealed to the Financial Aid Appeals Committee and have been granted approval (for one term only) based on the ability of the student to achieve minimum SAP standards at the end of the probationary term. There is no limit to the number of appeal requests students may submit.

Financial Aid Academic Plan applies to students who have failed to successfully complete the required attempted credit hours to meet the 67% completion rate percentage or who do not meet the required accumulative grade point average. However, these students have successfully appealed to the Financial Aid Appeals Committee and have been granted approval to receive financial aid for one or more sessions or quarters, depending on an approved academic plan. These students must agree to follow an academic plan prepared by the Student Success Department that, if followed, will put them back on track to be able to successfully complete their program within a specified period of time. If the students do not follow the academic plan, they will become ineligible for financial aid. SAP under an academic plan will be evaluated at the end of each payment period. The Financial Aid Office will monitor academic plan progress to ensure all stipulations are being met.

Students may be considered for an academic plan if they fail to meet SAP standards at the end of a probational payment period or if it is mathematically impossible for the students to regain SAP at the end of a single payment period. Academic plans could become void if the students change their major or do not enroll for the payment period the plan was designed to cover. There is no limit to the number of appeal requests students may submit.

Financial Aid Suspension applies to students who have failed to successfully complete the required attempted credit hours to meet the 67% completion rate percentage, have failed to achieve a grade point average equal to the stated standard, or has reached the program’s maximum completion time. The Financial Aid Office will notify students of immediate termination of their financial aid by UNOH email and letter.

FINANCIAL AID PROGRAMS

Maximum Time Frame

Students must progress through their program to graduate on time, and financial aid cannot be used beyond the maximum timeframe for a program. On time graduation is considered as completing a program in 150% of the published program length. Students must not exceed 150% of the published length of the program measured in required credit hours for program completion.

Required credit hours for programs vary as the result of differing program lengths and will be calculated accordingly. Attempted credit hours include, at all grade levels: credit hours transferred, credit hours completed, withdrawn credit hours (including both pass and fail withdrawn credit hours), incomplete credit hours, repeated credit hours, remedial credit hours, and failed credit hours. Attempted credit hours for all periods of enrollment are included, even for periods of enrollment students are not receiving Title IV Aid.

For students enrolled in more than one program, each program will be evaluated separately. All attempted credit hours for all active and/or cancelled programs are used to determine progress for each active program, as well as any other attempted credit not applicable toward the program(s). Also, students changing majors will have all previously attempted credit hours included in the program maximum time frame calculation. Students may change their major as many times as desired; however, as a result of dual program enrollment and/or change of major, students may reach their maximum time frame standard at an accelerated pace.

Students who reach maximum timeframe or demonstrate an inability to mathematically complete their program within the 150% published program length become ineligible for Federal Student Aid. Students who are receiving Federal aid and are approaching the maximum timeframe allowed to complete their program will be sent a notice that they are nearing the maximum limit. If the degree or certificate is not completed within the timeframe allowed, the students become ineligible for Federal financial aid.

Students who experience accelerated maximum time frame as the result of transferred credits, pursuit of a second degree/dual program enrollment, or change in program have the right to appeal.

Regaining Eligibility

Students who are not meeting satisfactory academic progress standards can regain eligibility by:

- Being placed on a Financial Aid Warning period and meeting SAP standards at the end of the warning payment period
- Receiving an appeal approval for a Financial Aid Probation period and meeting SAP standards at the end of the warning payment period
- Receiving an appeal approval for a Financial Aid Academic Plan period and meeting SAP standards at the end of the final academic plan payment period
- Attending courses while receiving no financial aid and meeting SAP standards independently

Appeal of Financial Aid Suspension

Students who are suspended from further financial aid for failure to meet satisfactory academic progress have the right to an appeal. Appeals may be submitted for not meeting both qualitative and/or quantitative standards. Students who wish to file for an appeal must notify the Financial Aid Appeals Committee no later than the 5th calendar day of the subsequent term (the term for which financial aid is being appealed for) of attendance. Appeals submitted after this time period will be considered for future terms. Students who file for an appeal must notify the Financial Aid Appeals Committee by writing a college level letter. Emails will not be accepted, unless the letter is sent as a word document attachment. The appeal must describe circumstances explaining why satisfactory academic progress was not made and discuss actions that have been made or will be taken in order to meet satisfactory progress standards in the future. Please include current contact information and the date of the appeal request. Please attach any supporting documentation, as appeals submitted without documentation may not be considered. An appeal should only be filed for the following reasons: the student is injured, severely ill, has experienced the death of a family member, or other extenuating special circumstances that caused courses not to be completed successfully.

FINANCIAL AID PROGRAMS

The Financial Aid Appeals Committee will review the appeal and determine whether the Financial Aid Suspension is justified. Students will be advised in writing and by email of the decision. The following departments represent the Financial Aid Appeals Committee: Financial Aid, the Registrar's Office, the Business Office, and Student Success Department.

If appeals are approved, students will be placed on financial aid probation and will receive an additional quarter(s) or session(s) of financial aid if they are able to meet SAP at the end of the single probation payment period. If students are not able to meet SAP within one additional payment period, they will be placed on financial aid academic plan, during which they will be given an academic plan to follow that will improve their GPA and completion rate over a specified period of time. If the academic plan is followed, students will be able to meet SAP standards by a specific point in time. Students must receive at least a 2.0 cumulative GPA (C average) or meet the minimum standard of the academic scale as well as complete the minimum standard of 67% of their attempted coursework to be removed from financial aid suspension.

SCHOLARSHIPS

Scholarship awards are gift awards and may be based on merit or criteria other than financial need as determined from filing the FAFSA. Similar to grants, scholarships also do not have to be repaid. Numerous scholarships are available to students attending the University of Northwestern Ohio through gifts to the University in the names of generous donors who wish to assist students. Students who receive University of Northwestern Ohio-sponsored scholarships in the College of Business, College of Health Professions, College of Occupational Professions, and College of Applied Technologies must meet and maintain the requirements and understand their responsibilities as noted below:

Scholarship Requirements:

- Scholarship awards may be divided over the number of terms in the published program length less articulation or transfer credit hours applicable to the academic program.
- Scholarship awards are applicable for the original major enrolled. (A Financial Aid Officer should be consulted if a change in major occurs.)
- Scholarship awards must be used for tuition charges only (excluding lab fees, books, and housing).
- Scholarship awards may require students to start by January following high school graduation. (For students who elect to join the armed services after high school graduation, scholarship awards require students to start within one year of being honorably discharged.)
- To remain eligible for scholarship awards, students must maintain a minimum accumulative GPA of 2.5 (or higher depending on the stipulations of the scholarship) AND students may not withdraw for more than one session/quarter over the course of the program. (Exceptions: military duty/medical reasons with verification). One session/quarter of probation will be granted if the student falls below an accumulative 2.5 GPA and/or withdraws for more than one term.

Student Responsibilities:

- Students will return at the University's current tuition rate if they withdraw, excluding a withdrawal for an approved exception.
- Student violation of any student code of conduct rule that leads to suspension from the University will result in immediate loss of scholarship awards.

FINANCIAL AID PROGRAMS

The following scholarships are sponsored by the University of Northwestern Ohio and can be applied for by new students only. Students will be notified of their selection with a Scholarship Certificate and Scholarship Agreement. All scholarships awarded by the University of Northwestern Ohio are subject to final review by the University of Northwestern Ohio Scholarship Committee.

College of Business, College of Health Professions, and College of Occupational Professions

Bob Snyder Scholarship - High School Juniors and Seniors

- To be considered for these scholarships, students take tests during Spring Preview Day. Tests will be administered in three categories: Information Technology, Medical Assistant Technology, and a general scholarship test.
- Scholarship awards for each category:

1st place: \$5,000	4th place: \$2,000
2nd place: \$4,000	5th place: \$1,000
3rd place: \$3,000	
- Top students in each test category must submit a high school transcript. Final selection will be based on the score on the scholarship test, placing above the 60th percentile, and high school accumulative GPA.
- This scholarship is available for the students' first associate or baccalaureate degree. Students who place as a Junior *and* Senior in high school will receive the higher of multiple placements.

Business Professionals of America

- OH, MI, and IN state competition level only (new students only)
- To be considered, students must place in:
 - Financial Services - Fundamental Accounting, Advanced Accounting, Payroll Accounting, and Fundamental Spreadsheet Applications;
 - Administrative Support - Keyboarding Production, Fundamental Word Processing, Advanced Word Processing Skills, Integrated Office Applications, Basic Office Systems and Procedures, Advanced Office Systems and Procedures, Legal Office Procedures, Medical Office Procedures, Database Applications, Advanced Spreadsheet Applications, Administrative Support Research Project--Individual, Administrative Support Concepts--Open Event
 - Information Technology - Computer Security Concepts, Digital Media Production, Computer Network Technology, Network Administration (Microsoft), Fundamental Desktop Publishing, Fundamentals of Web Design, Information Technology Concepts--Open Event
 - Management Marketing/Human Resources - Graphic Design Promotion, Banking and Finance, Entrepreneurship, Human Resource Management, Business Meeting Management Concepts, Presentation Management--Individual, Management/Marketing/Human Resources Concepts--Open Event
- Scholarship amounts awarded:

1st place: \$3,000
2nd place: \$2,500
3rd place: \$2,000

Wendell Schick Senior Business Scholarships

- To be considered for these scholarships, students take tests during Fall Open House.
- In the categories of: Accounting, Business Administration, Information Technology, Medical Technology, and Marketing.

1st place: Not to exceed \$20,000 for Associate Degree or \$40,000 for Baccalaureate Degree.
2nd place: \$5,000
3rd place: \$4,000
4th place: \$3,000
5th place: \$2,000
- The top students in each testing category must submit a high school transcript. Final selection will be based upon the score on the scholarship test, placing above the 60th percentile; high school accumulative GPA (on a 4.0 scale); and high school attendance record.
- Students who place as a Junior and Senior in high school will receive the higher multiple placements.

FINANCIAL AID PROGRAMS

College of Applied Technologies

Bob Hall Technical Scholarship - High School Juniors

- To be considered for these scholarships, students take tests during Spring Preview Day (open house).
- A written, multiple choice test will be given to high school juniors only.
- Winners will be selected by the top test scores in the auto, diesel, agriculture, HVAC/R, and robotics areas.
 - 1st place: \$5,000
 - 2nd place: \$4,000
 - 3rd place: \$3,000
 - 4th place: \$2,000
 - 5th place: \$1,000
- Students who place as a Junior *and* Senior in high school will receive the higher multiple placements.

FFA/Tractor Troubleshooting Contest Scholarship Competition

- These scholarships are provided to State winners in teams of two:
 - 1st place: \$10,000 each
 - 2nd place: \$6,000 each
 - 3rd place: \$5,000 each
 - 4th place: \$5,000 each
 - 5th place: \$4,000 each
 - 6th place: \$3,000 each
 - 7th place: \$2,000 each
 - 8th place: \$1,000 each
 - 9th place: \$1,000 each
 - 10th place: \$1,000 each
- These scholarships are provided to State winners in teams of four:
 - 1st place: \$7,000 each
 - 2nd place: \$5,000 each
 - 3rd place: \$4,000 each
 - 4th place: \$2,000 each
 - 5th place: \$1,000 each

Florida Automotive Technology Competition

These scholarships are provided in teams of two by the Florida Automotive Technology Competition.

- 1st place: \$3,500 each
- 2nd place: \$2,000 each

Georgia Automotive Technology Competition

These scholarships are provided in teams of two by the Georgia Automotive Technology Competition.

- 1st place: \$3,500 each
- 2nd place: \$2,000 each

Hot Rodders of Tomorrow

These scholarships are provided via challenge competition placement for the top 10 places.

- 1st place: \$10,000 each
- 2nd place: \$8,000 each
- 3rd place: \$6,000 each
- 4th place: \$5,000 each
- 5th place: \$4,000 each
- 6th place: \$3,000 each
- 7th place: \$2,000 each
- 8th place: \$1,000 each
- 9th place: \$1,000 each
- 10th place: \$1,000 each

Michigan Industry Technology Education Society (MITES)

These scholarships are provided to students in the Michigan Industry Technology Education Society (MITES). Scholarships are awarded to the following places:

- 1st place: \$10,000 each
- 2nd place: \$8,000 each
- 3rd place: \$6,000 each
- 4th place: \$5,000 each
- 5th place: \$4,000 each
- 6th place: \$1,000 each
- 7th place: \$1,000 each
- 8th place: \$1,000 each
- 9th place: \$1,000 each
- 10th place: \$1,000 each

FINANCIAL AID PROGRAMS

Michigan Industry Technology Education Society (MITES) - Quick Service Competition

These scholarships are provided to students in the Michigan Industry Technology Education Society (MITES) Quick Service Competition. Scholarships are awarded to the following places:

- 1st place: \$2,500 each
- 2nd place: \$2,000 each
- 3rd place: \$1,500 each
- 4th place: \$1,000 each
- 5th place: \$1,000 each

Niagara Frontier Automotive Technology Competition

These scholarships are provided as a result of the competition sponsored by the Niagara Frontier Automobile Dealers Association, Inc. Scholarships are awarded to the following places:

- 1st place: \$5,000
- 2nd place: \$4,000
- 3rd place: \$3,000

Wendell Schick Senior Technical Scholarship

- To be considered for these scholarships, students take tests during Fall Open House.
- A written, multiple choice test will be given to high school seniors.
- Winners will be selected by the top test scores in the auto, diesel, agriculture, high performance, HVAC/R, and robotics areas.
 - 1st place: Not to exceed \$20,000
 - 2nd place: \$5,000
 - 3rd place: \$4,000
 - 4th place: \$3,000
 - 5th place: \$2,000
- Students who place as a Junior *and* Senior in high school will receive the higher multiple placements.

Skills USA - Scholarship Competition

- These scholarships are provided to State winners in Maintenance and Light Repair. Students who place in multiple competitions will be awarded the highest place award.
 - 1st place: \$8,000
 - 2nd place: \$4,000
 - 3rd place: \$2,000
- These scholarships are provided to State winners for Diesel, Auto Service, Robotics (Mechatronics Only), and HVAC/R. Students who place in multiple competitions will be awarded the highest place award.
 - 1st place: \$10,000 each
 - 2nd place: \$8,000 each
 - 3rd place: \$6,000 each
 - 4th place: \$5,000 each
 - 5th place: \$4,000 each
- These scholarships are provided to National Skills USA winners for Diesel, Auto Service, Robotics (Mechatronics Only), and HVAC/R. Students who place in multiple competitions will be awarded the highest place award.
 - 1st place: \$20,000
 - 2nd place: \$10,000
 - 3rd place: \$9,500
 - 4th place: \$9,000
 - 5th place: \$8,500

FINANCIAL AID PROGRAMS

Summit Motorsports Park Scholarship

To be considered for this scholarship, students must be high school seniors with a minimum 2.5 GPA and compete in the High School Nationals held annually in early May at Summit Motorsports Park. Contact phone number is 419-668-5555.

1st place: \$5,000	Semi-Finalist: \$2,000
Runner-Up: \$3,000	Quarter Finalist: \$1,500

Tech Prep (West Ohio Consortium) Scholarships

- The University of Northwestern Ohio has partnered with six area technical schools, Apollo Career Center, Lima Senior High School Vocational Program, Millstream Career Center, Ohio Hi-Point Career Center, Tri Star Career Compact, and Vantage Career Center, to award scholarships to students in designated Tech Prep programs.
- Each technical school will select a program scholarship recipient(s) to receive up to a \$2,000 award to be used at the University of Northwestern Ohio. These students must meet criteria set by the University of Northwestern Ohio.
- Interested students may contact the guidance office at their individual school for an application in the spring of their senior year.

The Greater Cleveland Automobile Dealers' Association Scholarship (CADA)

- 1st place: \$6,000 scholarship to each team member to be used for UNOH program of choice.
- 2nd place: \$4,000 scholarship to each team member to be used for UNOH program of choice.
- 3rd place: \$2,000 scholarship to each team member to be used for UNOH program of choice.
- Competition takes place each year late February or early March at the Cleveland and International Auto Show.
- Recipients are selected by the Education Foundation of the CADA, (440) 746-1500.

The Greater New York National Automotive Technology Competition

These scholarships are provided as a result of the competition held at the New York International Automobile Show (NYIAS) which is sponsored by The Greater New York Auto Dealers Association (GNYADA). Scholarships are awarded to the following places:

1st place: \$20,000 each	6th place: \$8,000 each
2nd place: \$10,000 each	7th place: \$7,500 each
3rd place: \$9,500 each	8th place: \$7,000 each
4th place: \$9,000 each	9th place: \$6,500 each
5th place: \$8,500 each	10th place: \$6,000 each

UNOH Technology Maintenance Council Scholarship

- To be considered, students must apply through the TMC website, tmc.truckline.com.
- The amount of the scholarship is equal to full tuition, not to exceed \$20,000.
- Students must be high school graduates with a 2.5 or higher GPA.
- Students must be members of the Technology Maintenance Council, an employee, or an employee's family member contracted by a company with at least one current dues paying the TMC membership.
- Winners will be selected by the Scholarship Committee.

FINANCIAL AID PROGRAMS

The following scholarships are sponsored by University of Northwestern Ohio donors and can be applied for annually. All scholarships awarded by the University of Northwestern Ohio are subject to final review by the University of Northwestern Ohio Scholarship Committee.

Colleges of Business, Health Professions, and Occupational Professions

UNOH/Mercy Health Partners Scholarship

- Available to current UNOH students and incoming freshmen.
- Students must be seeking an Associate of Applied Business degree or Bachelor of Science degree from the College of Health Professions.
- Students must have financial need as decided upon by appropriate college officials.
- For incoming freshmen, must have maintained a 3.0 GPA on high school transcripts.
- For current UNOH students, must have maintained a 3.0 GPA for four (4) quarters.
- A minimum of ten scholarships will be awarded in amounts ranging from \$1,000 to \$7,500.
- Send all scholarship applications to: Mrs. Kim Clevenger, Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All applications can be found at www.unoh.edu and should be received no later than February 15 of current award year.

College of Applied Technologies

Air Products Scholarship

- To be considered, students must be enrolled in the Diesel Technology Associate of Applied Science Degree.
- Maximum award is \$2,000.
- Students must be within four sessions of completing the program.
- Have financial need, as determined by the appropriate college officials.
- Must have a 3.0 GPA.
- Students selected by the University Scholarship Committee.
- Send all scholarship applications to: Mrs. Kim Clevenger, Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All applications can be found at www.unoh.edu and should be received no later than February 15 of current award year.

Crown Scholarship - Current UNOH Students Only

- To be considered, students must be currently enrolled and have completed a minimum of 8 sessions.
- Students must complete the Crown Equipment Service Technical Co-op program or submit a scholarship application.
- Must have a 2.5 GPA.
- Students may be selected by the University Scholarship Committee.
- Maximum award is \$1,000 per academic year.
- Send all scholarship applications to: Mrs. Kim Clevenger, Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All applications can be found at www.unoh.edu and should be received no later than February 15 of current award year.

Farm Credit Foundation for Agricultural Advancement Scholarship

- To be considered, students must be current students or incoming freshmen who are enrolled in the Agricultural Technology Associate of Applied Science Degree or the Agricultural Technician Diploma Program.
- Scholarship availability is limited to students and graduates of high schools in the Foundation's Territory.
- Students selected by the University Scholarship Committee.
- Send all scholarship applications to: Mrs. Kim Clevenger, Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All applications can be found at www.unoh.edu and should be received no later than February 15 of current award year.

FINANCIAL AID PROGRAMS

Joel Hauenstein Memorial Scholarship

- To be considered, students must be enrolled in the Automotive or High Performance Associate of Applied Science Degree.
- Maximum award is \$1,500.
- Must have completed first academic year.
- Have financial need, as determined by the appropriate college officials.
- Must have a 3.0 GPA.
- Students selected by the University Scholarship Committee.
- Send all scholarship applications to: Mrs. Kim Clevenger, Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All applications can be found at www.unoh.edu and should be received no later than February 15 of current award year.

Hilton Head Concours d'Elegance: Driving Young America Scholarship

- To be considered, students must have completed eight (8) sessions of a UNOH High Performance program.
- Students must include with the application a short essay explaining why they are passionate about motorsports and chose to pursue a career in the automotive industry.
- Maximum award is \$2,500. If awarded, students must have their photo taken to be submitted to Hilton Head Concours d'Elegance. Photos can be scheduled by contacting PublicRelations@unoh.edu.
- Students selected by the University Scholarship Committee.
- Send all scholarship applications to: Mrs. Kim Clevenger, Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All applications can be found at www.unoh.edu and should be received no later than February 15 of current award year.

K & L Ready Mix Scholarship - Current UNOH Students Only

- To be considered, students must be seeking one of the following degrees:
 - Associate of Applied Science degree in Diesel Technology with a CDL Class A Endorsement
 - Bachelor of Science degree in Accounting
 - Bachelor of Science degree in Business Administration with a concentration in Automotive Management/Automotive Aftermarket
 - Associate of Applied Business degree in Business Administration
- Students must have financial need as decided upon by appropriate college officials.
- Students selected by the University Scholarship Committee and must meet the criteria set forth by K & L Ready Mix, Inc.
- College of Applied Technologies' students must have completed a minimum of four (4) six-week sessions to be eligible; College of Business students must have completed four (4) quarters to be eligible.
- Maximum of four (4) recipients for an amount not to exceed \$3,750 each.
- Must maintain a minimum of 2.5 GPA
- Send all scholarship applications to: Mrs. Kim Clevenger, Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All applications can be found at www.unoh.edu and should be received no later than February 15 of current award year.

Kyle Ketz Memorial Scholarship

- To be considered, students must be enrolled or accepted for enrollment in a High Performance Motorsports diploma or associate degree program.
- Students must have financial need.
- Students must have 2.75 cumulative GPA. High school transcripts will be evaluated for incoming high school graduates.
- Scholarship recipients are awarded a maximum of \$2500 for the academic year.
- Students selected by the University Scholarship Committee.
- Send all scholarship applications to: Mrs. Kim Clevenger, Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All applications can be found at www.unoh.edu and should be received no later than February 15 of current award year.

FINANCIAL AID PROGRAMS

Mack/Volvo DATE Scholarship

- To be considered, students must be enrolled in Diesel Technology - Mack/Volvo DATE Associate Degree program.
- Students selected by the University Scholarship Committee.
- Send all scholarship applications to: Mrs. Kim Clevenger, Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All applications can be found at www.unoh.edu and should be received no later than February 15 of current award year.

Mike Streicher Memorial Scholarship

- To be considered, students must generally be on the UNOH Motorsports Team or be enrolled in a High Performance Major.
- Students must have financial need and must have at least a 2.75 GPA.
- Students selected by the University Scholarship Committee.
- Send all scholarship applications to: Mrs. Kim Clevenger, Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All applications can be found at www.unoh.edu and should be received no later than February 15 of current award year.

Snap On Scholarships - Current UNOH Students Only

- To be considered, students must be close to graduation.
- Have financial need.
- Must have a 2.5 GPA.
- Students selected by the University Scholarship Committee based on above criteria.

University Scholarships

Frederick Carl Fegley Memorial Scholarship

- Open to all students with demonstrated financial need.
- Students must have a 2.75 accumulative GPA. High school transcripts will be evaluated for incoming high school graduates.
- Awarded for an academic year.
- Students selected by the University Scholarship Committee.
- Send all scholarship applications to: Mrs. Kim Clevenger, Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All applications can be found at www.unoh.edu and should be received no later than February 15 of current award year.

Honor Scholarships

- Students who are High School Valedictorians and Salutatorians are considered for these scholarships and are selected by the University Scholarship Committee. The students' classification will only be evaluated using their home high school class rank.
- Students must have an ACT composite test score of a 26 or an 1170 SAT composite test score to be considered.
- The scholarship is available for the original major enrolled and applies to traditional tuition only.
- The amount of the scholarship is equal to full tuition, not to exceed \$32,500 in the College of Applied Technologies or not to exceed 108 credit hours for an associate degree or 180 credit hours for a baccalaureate degree in the other three colleges.
- These scholarships are renewable provided students maintain a 3.3 accumulative GPA and have outstanding attendance.
- The Scholarship must be accepted and activated within one year of the students' high school graduation date.

Military Scholarships

The University of Northwestern Ohio offers military scholarships for active duty, National Guard, reservists, and veterans. Please see pages 41 and 42 for information about these scholarships.

FINANCIAL AID PROGRAMS

UNOH Athletic Scholarships

The University offers co-ed athletic scholarships in NAIA and institutional athletic sports: baseball, basketball, bowling, golf, motorsports, tennis, volleyball, soccer, softball, and managers/trainers. Please contact the Athletic Department for information on how to apply.

External Scholarships

Students who choose to apply and receive scholarships from external sources are required to adhere to the requirements of that scholarship. The amount of the external scholarship must be reported to the Financial Aid Office by Federal Law. A re-evaluation of the student's financial aid package will occur to ensure the student award is correctly provided. A revised award will be sent if necessary to reflect the additional resources. More information on External Scholarships can be found on the UNOH Financial Aid webpage at www.unoh.edu.



UNOH
MOTORSPORTS

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PERFORMANCE

STUDENT AFFAIRS

NEW STUDENT SERVICES DEPARTMENT

The New Student Services Department is responsible for assisting with the transition from high school to college. There are many questions and concerns associated with moving away to a new learning environment. This is where New Student Services can help. Questions dealing with a wide variety of subjects, such as housing, financial aid, scheduling, and orientation, are fielded through this department. New students will receive phone calls, texts, or emails to check their progress and assist in preparing for college. This department can help ease the worries that come with preparing for college. Feel free to call the New Student Services Department at 419-998-3121.

Checklist for Preparing for College

1. Apply to the University of Northwestern Ohio early in your senior year.
2. Tour the campus.
3. Start looking for scholarships early in your senior year.
4. File the Free Application for Federal Student Aid (FAFSA) starting October 1 using your and your parents' 2024 tax returns. File for your and your parents' Federal Student Aid ID number and complete the FAFSA at <https://studentaid.gov>.
5. Fill out and return your housing questionnaire.
6. Pay housing fee to secure on-campus housing.
7. Attend your orientation. This is a great time to ask questions and meet everyone at the University.
8. Have your high school send your final high school transcripts to the University.

CAREER SERVICES

Career Services offers many services exclusively to students and alumni including job lists and postings, career fairs, seminars on resume writing, interviewing and networking, networking events, mock interviews, and chances to meet with/interview with companies that visit campus. Notification of these events is sent out via UNOH email, Racer Careers, or my.unoh.edu.

Career Services also offers to current students and alumni an opportunity to explore opportunities in their career fields by offering the online system, Racer Careers powered by Handshake (<http://RacerCareers.unoh.edu>). This online system is designed to enhance the job search and has the ability to connect with employers who are seeking students' talents and education. This is to the students' advantage since it is being offered only to UNOH current students and alumni. It is also an integral part of the *Lifetime Assistance* that the University offers through Career Services. Students now have the advantage of applying for jobs and sending resumes as well as other important documents to the employer who is hiring right away! Please contact Career Services for more information regarding Racer Careers.

Career Services is also providing a valuable resource for students navigating the complexities of job searching in today's tech-driven landscape in addition to Handshake. Jobscan is a tool for optimizing resumes and cover letters for Applicant Tracking Systems (ATS), which are used by many companies to filter and rank candidates before human eyes even see them. AI is playing a bigger role in the hiring process, and Jobscan can help students ensure that their application materials are properly aligned with the job descriptions and pass through ATS filters, making their odds of getting interviews and offers exponentially higher.

University of Northwestern Ohio students interested in employment should contact the Career Services Department. Career Services has established relationships with employers on a local, regional, and national level. Close contact is maintained with the business community through mailings, phone calls, and personal contacts to ensure that jobs are channeled to this office. Applicants are selected and scheduled for interviews by the employers, saving them and students countless hours in the selection process.

Graduating students in the College of Business, College of Health Professions, College of Occupational Professions, and College of Applied Technologies will take a capstone class which will assist them in developing resumes, job search techniques, setting goals, and interviewing successfully. These personal skills and technical tools are necessary to obtain the career of choice after graduation.

Take advantage of these opportunities while enrolled at UNOH and after graduation.

HOUSING

The Housing Office at the University of Northwestern Ohio is located in the 1000 Building. The Housing Office prides itself on providing social education for the UNOH residents as well as providing the physical facilities for students. Students are not required to live in campus housing, but new students are advised to reside in University housing for at least six weeks for proper adjustment to campus life.

The University provides four separate housing areas on campus. They are Sherwood Park, College Park, Northwestern Park, and Racers Village. Each of these areas offers different amenities. For more details, please go to the UNOH website under the Housing Office section. If you should have any further questions, please email housing@unoh.edu.

SAFETY SERVICES

The University of Northwestern Ohio provides a Safety Services Department for the protection and welfare of all students. Safety Services Officers patrol the residence halls, parking lots, and all real property owned and operated by the University of Northwestern Ohio. Safety Services' employees are school officials with a legitimate educational interest in student records.

Safety Services has the right to call local law enforcement agencies for investigation and accident reports. Safety Services also has the right to ask students for their I.D. cards for infractions of student rules and regulations governed by the University.

All Safety Services officers carry identification and are identified by a Safety Services uniform indicating that they are University of Northwestern Ohio Safety Services officers.

STUDENT CONDUCT

All students are required to abide by all rules and regulations as stated in the Student Handbook.

VISITORS

Persons who want to visit the University are welcome. Persons wanting to visit the campus dorms must register at the Safety Services Office located in the Administration Building.

The University does not permit children of enrolled students to be unaccompanied on campus or to visit in the classrooms.

COUNSELING CENTER

The University of Northwestern Ohio's Counseling Center provides mental health counseling services for all students. The Counseling Center is dedicated to the personal, social, and academic development of all UNOH students. It provides counseling services within a safe, supportive, and confidential environment. It strives to empower students to develop the awareness, values, and skills they will need to meet future challenges and lead meaningful lives.

STUDENT AFFAIRS

The primary focus of the Counseling Center is to provide the highest quality individual and couples counseling to students struggling with problems common to a college population. It also serves as an assessment and referral source for students with more serious and chronic psychological difficulties.

The Counseling Center provides the following services:

- Individual and couples counseling
- Crisis assistance
- Consultation services
- Outreach development and programming
- Community-based counseling and/or psychiatric referrals

In addition to these services, students are able to utilize professional counseling services through ProMedica Student Assistance Program (SAP). The UNOH Counseling Center has a partnership with ProMedica that offers short-term counseling to all UNOH students, both on campus (13000 Student Commons Building) and by telephone or virtually. SAP is a confidential counseling service that provides additional mental health resources to all UNOH students. These services are provided at no charge by licensed, master-level clinicians and chemical dependency counselors. To schedule an appointment or for further information, students can either contact SAP directly by calling 1-866-327-3759 or students can contact the UNOH Counseling Center by phone, 419-998-8456, or email, jjarvis2@unoh.edu.

ACADEMIC ADVISING

Colleges of Business, Health Professions, and Occupational Professions

Academic advisors are available to help all students in the College of Business, College of Health Professions, and College of Occupational Professions in the following areas: Selecting or changing a program, setting educational goals, answering current course-scheduling questions, learning the importance of staying on track with their rotation sheets and required courses, learning how to create their own customized long-term scheduling plan using Student Planning, inquiring about credit overload waivers or prerequisite waivers, inquiring about the impact of taking a hiatus (leave of absence), and understanding the scheduling and planning processes that lead to completing their degree requirements in a timely manner. Advisors are available to assist students in learning about the MyUNOH Portal and the many advising resources located there; however, it is the students' responsibility to learn how to use the Student Planning system to create a class schedule each quarter.

The Advising Resource Center (ARC) is a walk-in lab with computers to use for Student Planning, and an advisor is located there at all times under normal conditions. No appointment is needed. Contact the ARC by emailing advisor@unoh.edu, by visiting Room 13111 in the 13000 Building, or by calling the ARC at 419-998-3146. The ARC is staffed Monday, Tuesday, Thursday, and Friday, 8 a.m. to 5 p.m. on all days when the University is open. Assistance with using Student Planning for long-term planning and registration is a primary service that is offered. Many questions can be answered simply by emailing advisor@unoh.edu. The advisor email account is monitored every business day by all staff members in the Registrar's Office and Advising Office.

College of Applied Technologies

Students in the College of Applied Technologies may contact the Registrar's Office as the primary point of contact for questions about program and graduation requirements, program changes, scheduling requests, or similar questions. The Registrar's Office performs the registration process each session for all students based on the course requirements needed for their program(s) and the time preference that is recorded in the data system. Notifications will be sent via UNOH email for students to request specific courses or requests for doubles which can be one or two general education courses or a second technical course to be scheduled in addition to the existing course. The Registrar's Office will attempt to fulfill the requests; however, these requests are not guaranteed to be met due to seating availability, academic eligibility, time preferences, and other factors. Students must use the MyUNOH Portal to keep their course time preference up to date and monitor UNOH email frequently. Replying within the specific registration time periods is important and helps the Registrar's Office match students' registration preferences as much as possible. Students

considering a potential program change can visit the Registrar's Office in the 200 Building or make contact by emailing advisor@unoh.edu. Students can view their program requirements and estimated graduation dates on the MyUNOH Portal in the Academic Planning & Schedule.

Graduate College

Graduate students should contact the Registrar's Office or email advisor@unoh.edu for advising assistance. Similar to the undergraduate students, students in the MBA program will register their courses in the Student Planning system. As a courtesy, an initial plan will be entered before the first quarter when they first start their program. Students will use those planned courses to register each quarter. If the plan needs to be adjusted to increase or decrease the course/credit hour load for one or more term, the student can make the adjustments on their own or they can receive assistance by emailing advisor@unoh.edu. It is recommended to have an advisor review the plan after adjustments are made to ensure all course requirements are in the plan and in a quarter when they are offered.

STUDENT SUCCESS CENTER

The Student Success Center assists students with academic difficulties when they have problems understanding the textbooks, course requirements, tests or exams, have been placed on academic probation, or are having difficulties of any kind. The Center serves students by helping them improve their study skills, by remediation in basic skills, and by accommodating learning disabilities with adaptive adjustments to ensure equal access and academic success in all of the programs. The Student Success Center is located in the Student Commons Building.

Students who would like additional assistance for written papers or projects can email the assignment to tutoring@unoh.edu 48 hours prior to the due date. When sending a paper or project, please include the following:

- Name
- Due Date
- Instructor
- Course
- Type of Assignment and/or Requirements of Assignments
- The most important thing(s) I need help with regarding this assignment
- If you have access to an electronic version of a rubric or directions for the assignment, you can also attach those documents with your work. The more information you provide the better.

Students with Accommodations

Students who used an IEP (Individualized Education Plan) or 504 plan in high school should bring a copy of their most current plans and accommodations to the Student Success Department to be put on file. The University upholds reasonable accommodations for the students who have a plan that is preferably no more than three years old. A student's IEP or 504 may be brought, mailed, or faxed to the attention of the Student Success Department.

Tutoring Services

Drop-In Tutoring - Student tutors are available in the Student Success Center to assist students throughout the day. Students may come in and seek tutoring assistance free of charge with no appointment necessary.

Peer Tutoring - Student tutors are available to students who seek assistance through the Student Success Center. Tutors must have previously taken the class, earned a B or higher, and be in good academic standing in order to be eligible for tutoring. The cost of tutoring is \$12 an hour--the student and the University each pays \$6. If a student is interested in finding a tutor or becoming a tutor, please stop by and see a member of the Student Success Department staff to complete an application.

Student Success Computer Lab

The Student Success Computer Lab has 30 computers equipped with numerous software programs for students. The computer lab has assistants available throughout the day for any questions that students may have about the programs.

STUDENT AFFAIRS

Student Success Center Location and Hours

The Student Success Center staff and Computer Lab are located in the Student Commons Building. Please email studentsuccess@unoh.edu with any questions.

Hours: Student Success Staff	Monday through Friday, 7:30 a.m. to 5:00 p.m. First week of each term, Monday and Wednesday, 7:30 a.m. to 7:00 p.m.
Student Success Computer Lab	Monday through Thursday, 7:30 a.m. to 10:00 p.m. Friday, 7:30 a.m. to 4:30 p.m. Saturday, 10:00 a.m. to 2:00 p.m. Sunday, 5:00 p.m. to 9:00 p.m.
*Hours are subject to change.	

*Special arrangements may be made to accommodate students if necessary.

TESTING CENTER

The University of Northwestern Ohio provides an on-campus testing center to proctor tests for classes taken at or through the University. In order to assist students in the time management of their personal, professional, and academic schedules, the Testing Center is open various hours during the week.

All University students whose circumstances require a proctored test in the Testing Center should arrive prepared to take their test. Reservations are required for any test requiring the use of a computer. A reservation is not needed for paper-based tests that do not require a computer. Students may check testing hours, or reserve a computer online via the myUNOH portal. A photo ID is required to take a test.

The Testing Center is located in the 13000 Building facing Hartzler Road. It provides a comfortable and secure testing environment for students of the University of Northwestern Ohio.

PROMETRIC ASE TEST CENTER

The University serves as a Prometric ASE Test Center for ASE Certifications for current students, graduates, and the general public.

Prometric exams can be purchased online through the following website: www.ase.com. Testing Center hours for testing are subject to the administrator's availability. Contact the Testing Center at 419-998-8879 for scheduling questions and reservations. All candidates must bring their ASE number and a photo ID for testing.

STUDENT ATHLETICS

Mission Statement

The mission of the University of Northwestern Ohio's Athletic Department is to be committed to the physical, intellectual, and personal development of student-athletes while enhancing the overall student life experience. Through all of the intercollegiate sports, the Athletic Department strives to promote the pursuit of excellence, strength of character, ethical conduct, inclusivity, and community engagement.

To fulfill this mission, the Athletic Department has the following objectives:

- To facilitate the maturation of the student athletes in leadership skills
- To develop character
- To emphasize academic achievement
- To instill pride in all they do
- To engage in community service

Freshman Eligibility Requirements

(Article V, Section C, Items 1 and 2 of the NAIA Bylaws)

1. An entering freshman student must be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution.
2. An entering freshman student can be eligible immediately by achieving an overall high school grade point average of 2.30 or higher on a 4.00 scale. Alternatively, an entering freshman student can become eligible by meeting two of the three entry-level requirements:
 - a. A minimum score of 18 on the ACT or 970 on the SAT (Evidence-Based Reading and Writing and Math) for tests taken beginning May 1, 2019.
 - i. EXCEPTION: For ACT tests taken beginning March 2016 through April 30, 2019, a minimum score of 16 will satisfy this requirement. This exception will apply to tests taken through April 30, 2019, after which point the exception no longer applies. For SAT tests taken prior to May 1, 2019, a minimum score of an 860 will satisfy this requirement.
 - ii. NOTE: The test score must be achieved at a single test sitting administered by a certified tester on a national, international, or official state assessment testing date to apply to this requirement. A test taken under any conditions other than those listed is considered by both testing agencies to be a residual test and cannot be used for certification purposes. The ACT/SAT must be taken prior to the beginning of the term in which the student initially participates.
 - b. An overall high school grade point average of 2.00 or higher on a 4.00 scale.
 - c. Rank in the upper half of the student's high school class, as it appears on the final high school transcript after the student's date of graduation. The class rank must appear on the student's transcript, leaving certificate, or other academic document. If the student's class rank does not appear on the above-mentioned documents, the rank can be provided to the NAIA Eligibility Center via the NAIA High School Portal.
 - i. EXCEPTION 1: Completion of nine institutional credit hours prior to identification at any institution of higher education can be used if no class rank appears on the final official high school transcript. The credit hours must be completed with a grade of "C" or better. The coursework must be accepted as institutional credit on the certifying NAIA institution's official transcript. The coursework must also be shown as earned prior to the term in which the student wishes to compete, as indicated on an official transcript. For CLEP or AP credit not applied to the transcript within a term, official documentation issued by the testing service noting the date the exam was taken will suffice.
 - ii. EXCEPTION 2: As an exception and in accordance with policies found in the Membership Guide to the NAIA Eligibility Center, a letter from the student's principal or headmaster, assistant or vice principal, guidance counselor, or registrar, written on the school's letterhead and with the school's official seal, stating that the student meets the class rank requirement can be accepted.

Home-schooled students who achieve a minimum score of 20 on the ACT or 1040 (Critical Reading and Math) on the SAT will satisfy entering freshman requirements and will not be required to meet either of the other two entry-level requirements (class rank and GPA).

The GED or HiSet certification of achievement will be recognized as satisfying the grade point average equivalent. A GED or HiSet student must achieve a qualifying test score to meet freshman requirements.

An incoming freshman who graduated from a high school outside of the United States or one of the U.S. territories shall meet the same eligibility criteria required of a regular freshman student. High school graduation and cumulative grade point averages shall be determined based on current published NAIA initial eligibility academic guidelines for international students.

Transfer students may also enroll if they meet eligibility requirements. Athletic scholarship information may be found in Financial Aid Programs on Page 54. Interested students may contact Jen Dervarics, Director of Athletics.

STUDENT AFFAIRS

Sport Programs

The UNOH Athletic Department sponsors the following sport programs:

- Baseball
- Men's and Women's Basketball
- Men's and Women's Bowling
- Men's and Women's Golf
- Men's and Women's Soccer
- Softball
- Women's Volleyball

Please refer to Page 197 for the listing of coaches.



Student Athlete Study Tables

Student athletes are required to attend study tables each week, based on their accumulative GPA. While at study tables, the student athletes can work on projects, conduct research, meet with tutors, or complete other homework. Study table schedules are established by the Athletic Department.

STUDENT ACTIVITIES

The University of Northwestern Ohio knows that student activities are an important part of the University experience. The University offers a wide variety of special events throughout the year. Some of the more popular events include:

Welcome Week
Oktoberfest
Late Night Bash
May Daze
Graduation Celebration
Summerfest

Move-In Weekends
Bowling Nights
Intramural Sports
Halloween Costume Dance
Tournaments (cornhole, ping pong,
video games, and pool)

Taco Tuesdays and Pizza Fridays
Racers Station Movie Nights
Karaoke
Comedy and Live Music Nights
Mud Volleyball
Student Clubs and Organizations

The University encourages all students to become involved with organizations and activities, and student involvement is a great way to unwind after class and make lifelong friends.

To provide the activities required by ever-expanding enrollments, the University has a gymnasium, Racers Station, and the Indoor Athletic Complex. These facilities provide excellent opportunities for activities that develop skills in leadership and responsibility, as well as activities that are necessary for success in today's business world. All hours of operation are posted in their respective areas.

Racers Station

Racers Station provides a relaxed atmosphere that students can enjoy anytime and is home to the majority of the student activities on campus. Students can do homework, shoot pool, watch TV, or just hang out with friends. Racers Station has free wireless internet, laptop computers, and a printer for students to use during their visit. This facility features multiple large-screen TVs, a study station, three pool tables, a ping pong table, and shuffleboard table. Racers Station also has an indoor/outdoor patio with outdoor seating, fire pits, and a large outdoor drive-in movie screen.

Racers Station boasts a concession-style bar where hot dogs, hot pockets, candy, popcorn, energy drinks, and other items are sold.

Hours of Operation: Monday through Thursday - 1 p.m. to 10 p.m.
Friday through Sunday - 5 p.m. to 10 p.m.

Off-Campus Events & Opportunities

Limaland Motorsports Park	Two state parks	Lima Mall Shopping Center
Rally in the Square	Eleven city parks	Movie theater
Allen County Fair	Boating and large fishing reservoirs	Free and 1/2 price bowling at
4-Wheel Jamboree	One private and six public golf courses	Westgate Lanes
Tractor Pull Nationals		

Gymnasium

The gymnasium is available for athletic events, intramural sports, entertainment groups, visiting lecturers, and other special programs.

UNOH Indoor Athletic Complex

The 55,000 square foot UNOH Indoor Athletic Complex is open to all current UNOH students and includes a running track; full line of over 40 strength conditioning stations; 1- to 125-pound free-weight dumbbell sets; over 40 pieces of cardio equipment; a virtual fitness room; rock climbing wall; and student locker and shower rooms. For the collegiate athletic teams, there is an indoor practice soccer field, virtual golf range, and an infield with pitching area for the University's baseball and softball teams. There is also the opportunity to be involved in intramural activities in the various turfed fields.

LIMALAND MOTORSPORTS PARK

Limaland Motorsports Park is a 1/4-mile high-banked clay oval operated by the University of Northwestern Ohio. Students may get involved in many different ways at Limaland. The first option is to participate on the Technical Support Team which assists race teams on Friday nights throughout the season. Current University of Northwestern Ohio students are granted admission into the spectator side grandstand area FREE of charge for specified race events. Students must show their valid student identification for free admission. If the student is in the High Performance Motorsports Program, some of his/her classes may take place at Limaland.

STUDENT ORGANIZATIONS

Ag Club

The UNOH Ag Club is dedicated to providing students with an understanding of the agriculture industry, gardening, and food production. This club offers numerous opportunities for students to engage with the local community by managing the Lima Farmers Market and participating in various community service projects. Members of the UNOH Ag Club also have the chance to interact with local farmers and agribusinesses, gaining invaluable hands-on experience and insights into the agricultural sector. The Club offers many opportunities for students, including growing their food, learning how to garden, and gaining hands-on experience that will enrich their understanding of agriculture and sustainability. Contact agclub@unoh.edu for more information.

American Marketing Association

The American Marketing Association (AMA) is the largest professional organization with over 30,000 members from around the world. The UNOH AMA is one of 350+ collegiate chapters, which provides any full-time student interested in marketing access to the opportunities, information, and networking with professional AMA leaders and members. The UNOH AMA has been ranked in the top performing chapters and is an active club building professionalism, hosting

STUDENT AFFAIRS

guest speakers, taking field trips, traveling to regional and international conferences, as well as providing assistance with planning, organizing, and marketing for local businesses and organizations. Potential employers see AMA members, who are active, in the top 2% of applicants. Membership is open to anyone who is interested in marketing, regardless of major. Please visit www.ama.org and www.unohama.org for more information or email AMA@unoh.edu.

Autocross Club

The Autocross Club provides students with a motorsport activity that is exciting, inexpensive, and safe. Using a parking lot here on campus, the Autocross Club members create a course that is marked out using small pylons and chalk. Competitors in the event then use their own cars to drive through this course as quickly as possible without hitting any cones. Timing of the event is done electronically by a state-of-the-art timing system. This competition gives the members of the Autocross Club an opportunity to use the knowledge they gain in their fields of study to improve their cars' performance, and it teaches them how to maneuver a car quickly and safely. Learning these skills makes them more competitive on the track and makes them better drivers on the street. The Club also maintains three highly-modified, track-oriented project cars. Various work days are scheduled throughout the year to complete updates and modifications. Email autocross@unoh.edu for more information.

Boxing Club

The UNOH Boxing Club fosters fitness, discipline, and camaraderie among students interested in boxing. Open to participants of all experience levels, the club provides a supportive environment for learning the fundamentals of boxing, honing skills, and building confidence. Beyond promoting weight loss and building strength, the club emphasizes discipline and provides a positive outlet for stress relief and mental wellness. Whether a seasoned boxer or a beginner eager to try something new, the UNOH Boxing Club offers an engaging way to stay active, get involved on campus, and enhance the UNOH experience. Email boxing@unoh.edu for more information.

Business Professionals of America (BPA)

BPA was founded in 1966, and now has over 51,000 members in its 23-state association. BPA is dedicated to increasing membership as well as the development of *"Today's students. Tomorrow's business professionals."*

BPA is the leading Career Technical Student Organization for students pursuing careers in business management, office administration, information technology, and other related career fields. UNOH's BPA chapter is built upon the four critical elements of Education, Leadership, Competition, and Community Service, tying directly into the national mission of BPA, which is to contribute to the preparation of a world-class workforce through the advancement of leadership, academic, citizenship, and technological skills.

Through co-curricular programs and services, BPA's Workplace Skills Assessment Program prepares students to succeed and assesses real-world business skills and problem-solving abilities in finance, management, IT, and computer applications. The University of Northwestern Ohio's BPA chapter is highly successful in this annual BPA showcase program at both the state and national levels; students' trophies, medals, and plaques are proudly and permanently displayed in the 100 Building. Students must maintain a 2.5 GPA in order to compete in events and/or hold a local or state office. Email BPA@unoh.edu for more information.

Diesel Club

The Diesel Club provides students with a diesel performance outlet. The students currently build and maintain a 2.6 pulling truck and a farm stock tractor. Students are responsible for designing and performing the modifications in order to participate in local events. The club members attend and work several truck and tractor pulls by assisting the event promoters with track duties, competition line-up, and technical safety inspections of pulling vehicles. Email dieselclub@unoh.edu for more information.

Drag Club

The Drag Club gives students who are interested in drag racing a place to meet and network with other students who share the same interest. Upcoming events, future project vehicles, and fund-raising activities are just a sample of the information that is put out at these meetings. Faculty advisors are there to help students with their own drag racing vehicles. The Drag Club also sponsors “grudge” races for students and faculty at local tracks. In addition, involvement in the Drag Club provides an inside track in finding work on professional and semi-professional teams while still in school, where students gain invaluable experience if a career in professional drag racing is their aspiration. Several former members are currently working on professional teams that compete in the NHRA and other sanctioning bodies. Email drag@unoh.edu for more information.

Drift Club

The Drift Club is an organization founded to provide students with access to opportunities within the world of drifting. Students will be able to meet like-minded people who share an interest in drifting, building relationships, and furthering potential career opportunities.

Drift Club members will have opportunities to utilize the University skid pad to drive their own cars, learn car control, and refine their driving skills in addition to utilizing classroom and shop time to cover chassis setup and tuning to better prepare their cars for drifting. Email drifting@unoh.edu for more information.

Esports Club

The Esports Club is a combination of recreational and competitive esports play of the following primary games: Call of Duty, Rocket League, iRacing, League of Legends, and Overwatch.

There is also an open channel for members to form discord rooms and play any game they wish with fellow club members. The Club is completely virtual at this time, with all meetings happening via discord. No equipment or software will be provided by the University to play any game. Email esports@unoh.edu for more information.

Health Careers Club

Current students in the College of Health Professions can participate in the student group and develop knowledge that goes beyond the classroom. The purpose of this group is to provide opportunities to the students to exchange information with members of the medical community, explore various career opportunities, develop leadership skills, render community service, and interact with area health professionals. Email HCC@unoh.edu for more information.

InterVarsity Christian Fellowship

InterVarsity Christian Fellowship is a global ministry organization that creates a space for students who follow Jesus to grow in their faith, find lifelong friendships, and graduate as future world changers. Similarly, IVCF encourages students to ask spiritual questions and explore life’s biggest questions in an environment that is inclusive and beneficial for all who participate. InterVarsity Christian Fellowship is an extension of the student’s college experience at UNOH, not separate. IVCF is ran by UNOH students, for UNOH students.

Monster Jam Club

The Monster Jam Club is for Monster Jam enthusiasts who want their foot in the door to the Monster Jam industry. Students have an opportunity to meet other students and travel from city to city assisting tech officials setting up an event and working their way to a position actually working on the trucks. Getting involved will get students shoulder-to-shoulder with people who could be future coworkers or employers. Contact mjclub@unoh.edu for more information.

Motorsports Team

The UNOH Motorsports Team is a one-of-a-kind opportunity for students who have a passion for dirt track racing or drag racing. The Motorsports Teams give students the ability to participate as team members, at a professional level to compete in an actual racing environment. Team members have use of professional-level vehicles, equipment, and facilities throughout the racing season.

STUDENT AFFAIRS

To try-out for the Motorsports teams, students must first apply, complete an interview with team coaches, and meet certain academic requirements. Selected team members must have a minimum of a 2.5 GPA on a 4.0 scale and drivers must have a minimum of a 3.2 GPA on a 4.0 scale. Both motorsports teams are considered part of UNOH's Collegiate Athletics, and as such, team members can qualify for scholarship money to cover the cost of their college tuition.

Students design and build the vehicles and engines used on the Motorsports Team. Students are also selected as drivers for the vehicles based on skill tests given prior to the racing season on and off the track. Students practice four hours each day Monday through Thursday from 8:00 a.m. to 12:00 p.m. or from 1:00 p.m. to 5:00 p.m., depending on the students' class schedules.

The teams are open to all UNOH students and are a great opportunity to learn while participating in an area of their interest. The High Performance program, and specifically the Motorsports Teams, have placed graduates in all levels of professional motorsports, from Monster Energy NASCAR Cup, Xfinity, and Camping World Truck Series, to NHRA and ARCA, to the World of Outlaws and All Star Circuit of Champions.

The dirt track teams compete in the stock car and UMP modified classes. Students who are new to the teams will compete in the stock cars. Students who are multiple-year members, or have distinguished themselves as exceptional team members, will work on the modified teams. The teams compete on Friday nights at the University-owned Limaland Motorsports Park and travel to other venues to compete throughout the season, such as Eldora Speedway, I-55 Speedway, Waynesfield Motorsports Park, and Speedweek at Volusia Motorsports Park in Florida.

Currently the drag racing team has three competition vehicles: Chevrolet V-8 powered S-15, Ford powered Cougar, and Super Comp dragster. The S-15 and Cougar have extensive modifications to the engine as well as suspension and chassis to create a very competitive yet safe drag racing vehicle. The Super Comp dragster is a pure drag racing machine powered by an alcohol burning big block Chevrolet. During the season the team will compete in bracket racing events at various NHRA and IHRA sanctioned tracks throughout Michigan, Indiana, and Ohio.

For additional information about the Motorsports Teams, contact head coach, Paul Higgins, at pshiggin@unoh.edu.

Off-Road Club

The Off-Road Club exposes students to the growing field of off-road motorsports. Club members participate in two types of activities. First, students may choose to attend one-day or weekend Club trips to off-road parks within a four-hour radius of the University. The trips are used to teach and enforce the "tread lightly" motto along with teaching members to respect nature while enjoying their motorsport of choice. The members also learn basic off-roading skills, such as rock crawling, recovery skills, and on-trail repairs.

In addition to the off-road park trips, students regularly attend hill days, in which the members are able to test their skills on the University's off-road hill. Another benefit of the Club is the students get together and help build or repair each other's rigs, which teaches them how to modify their own rig at the same time. Email offroad@unoh.edu for more information.

Powerlifting Club

The Powerlifting Club is open to all students at the University of Northwestern Ohio. The Club meets regularly with the aim of increasing each member's maximum strength for three main lifts: squat, bench press, and deadlift. Students are encouraged to get a membership through USAPL (USA Powerlifting) to compete at meets alongside other UNOH lifters. Email powerlifting@unoh.edu for more information.

Race Club

The Race Club at UNOH was started to help students in the High Performance Motorsports program get more involved within the industry. Students can participate in a variety of organizations with the Race Club, such as ARCA and Over-the-Wall.

ARCA (Automobile Racing Club of America) – A partnership was formed with Ron Drager, the President of the ARCA Series, where race club members are now traveling around the country to work with various ARCA race teams. Students in the Race Club have a distinct understanding of how the racing industry works and what rules and regulations need to be followed. Students will be able to intern on ARCA race teams and perform all duties as assigned by the crew chief. Contact advisor for more information: Steve Klausing at sklausi@unoh.edu.

Over-the-Wall Club – The Over-the-Wall Club helps students improve pit crew skills such as jacking, tire changing, and tire carrying. The Club concentrates on agility, mental, and nutritional aspects of the sport. Practice is weekly and includes students who are interested in participating with ARCA, and higher levels of asphalt racing, such as NASCAR. Email overthewall@unoh.edu for more information.

Rally Club

The Rally Club is dedicated to giving students real, hands-on experiences and career opportunities in the exhilarating world of rally racing. Students race real cars on closed public roads, navigating through all kinds of terrain and weather. Most events span entire weekends, covering 200-300 miles through the backroads of rural America. These rallies are demanding, intense, and unforgettable. As racers, the main focus is on setting students up with the ability to crew for these cars and perform multiple services that entail full bolt checks, tire replacements, fluid/fuel refills, and fixing whatever brakes in the race.

Students can also take part in the essential operations that make each rally possible. Volunteer positions include tech inspection, time control, stage marshalling, crowd control, ham radio operation, and more. Volunteers are on the front lines of the event and often experiencing more of the rally than the crew teams themselves. Email rally@unoh.edu for more information.

Student Veterans of America

The mission of the UNOH chapter of Student Veterans of America is to serve as a catalyst for student veteran success by providing resources, network support, and advocacy during, and beyond, higher education. The vision is that all veterans and current military members will succeed in higher education, achieve their academic goals, and gain meaningful employment.

Membership is open to anyone interested in supporting student veterans and current military members. The UNOH Chapter of the Student Veterans of America is coordinated through the Military Relations Department, which is located in the 100 Building. Email SVA@unoh.edu for more information.

Technical Support Team (Limaland Motorsports Park)

The Technical Support Team was formed to educate students through hands-on experience. On Friday nights at Limaland Motorsports Park, instructors/coordinators find race teams that need extra help. The students are put on these teams to gain experience in racing. Some students stay with the same team all year and even go to other tracks with their team. To join, come to the pit booth on Friday nights and talk to the Technical Support Team Coordinators to be placed on a team. Email campusevents@unoh.edu for more information.

UNOH FFA Alumni & Supporters Chapter

The National FFA Organization makes a positive difference in the lives of students by developing their potential for leadership, personal growth, and career success through agricultural education.

Through relationships developed by the National FFA Foundation, college students can be directly connected with the best agriculturally related industries and organizations in the country. The UNOH FFA Alumni & Supporters chapter is a great opportunity for students to meet new people and practice social skills through community service, fundraising, and professional growth opportunities.

The UNOH FFA Alumni & Supporters chapter is a chartered local unit of the Ohio FFA Alumni Association, which is chartered by the National FFA Alumni Association. Email FFA@unoh.edu for more information.

STUDENT AFFAIRS

THE DR. CHERYL A. MUELLER LIBRARY

The Dr. Cheryl A. Mueller Library is located at 1739 Hartzler Road on the second floor of the Student Commons Building. Regular in-session hours are Monday through Thursday, 7:30 a.m. to 10:00 p.m.; Friday, 7:30 a.m. to 4:30 p.m.; and Sunday, 5:00 p.m. to 9:00 p.m.

With ample computers, quiet and group study rooms, 43,000+ materials, and issuable laptops, the Mueller Library can easily accommodate all study habits. Hand-selected materials, focusing on UNOH's curriculum and research needs, adorn the shelves, while the collection of databases offers unparalleled access to over 98,000 journals and magazines. The Library provides access to more than 350,000 e-books, and thousands of streaming videos. As a member of the OhioLINK consortium, students also have access to over 50 million materials found in academic libraries across the State of Ohio.

The Library collection includes materials for leisure pursuits in addition to research. Board and yard games may be checked out, as well as movies and movie projectors. Graphic novels and fiction materials are available for recreational reading. The Library also circulates digital cameras, VR goggles, a telescope, and sports equipment, such as basketballs and baseballs. The Library also houses a Tool Shed collection, where students can check out diagnostic scan tools, impact and torque wrenches, tap and die sets, and much more.

When using the Library, students are asked to observe the following guidelines so all students may fully utilize the Library.

- Be considerate and clean up after yourselves.
- No smoking/chewing tobacco.
- Children should be supervised.
- Be respectful of fellow students and keep noise to a minimum.
- **Respect quiet areas.**

THE BOOKSTORE - BARNES & NOBLE AT THE UNIVERSITY OF NORTHWESTERN OHIO

Barnes & Noble at UNOH is open Monday through Thursday, 7 a.m. to 7 p.m. and Friday, 7 a.m. to 5 p.m. The bookstore is closed on Saturday and Sunday. The bookstore is open extended hours during special events, including move-in weekends. Cash, all major credit cards, Barnes & Noble gift cards, and student financial aid (if excess is available) are accepted.

Students can shop in store or online 24 hours a day at www.unoh.bncollege.com for all course-required materials, school spirit apparel, and gift items. Stay current on promotions and events happening at the bookstore by following Twitter at www.twitter.com/UNOHBookstore, on Facebook at www.facebook.com/UNOHBookstore, on Instagram at [unoh_bookstore](https://www.instagram.com/unoh_bookstore), or download the free mobile app, "my college bookstore," in the App Store or Google Play.

The following textbook options are available to students: rental, digital, used, and new. Textbooks can be returned for a refund within the first five days of class each term with a receipt and in original condition. Receipt is required for refund. Barnes & Noble at UNOH price matches with Amazon.com and BN.com; see store for details. Shipping and handling charges are non-refundable. The bookstore buys back resalable used textbooks daily. The best time to sell back textbooks is during the week prior to and the week of finals. See the bookstore or the website for the full refund and buy back policies. For students' protection, the bookstore requires a photo ID with all transactions other than cash sales. For financial aid purchases, a student ID is required.

Barnes & Noble at UNOH also has a wide selection of the bestselling general reading books and can special order titles that are not in stock for no additional charge.

Contact the Bookstore at 419-998-3130 or email them at bookstore@unoh.edu.

UNOH MEAL PLANS

The University of Northwestern Ohio offers three types of meal plans for all enrolled students. Meal plans can be used at the UNOH Food Court, Pit Stop, Racers Cafe, or Lock Sixteen Steakhouse. There are one-, two-, and three-meal per day options. Each meal swipe must be used by the end of the session or quarter, depending on the student's college and program. Once enrolled in a Meal Plan Program, the student's account will be billed each term until the University receives written notification to cancel or change the plan, or the student stops attending. For snacks or extra meals, Racer Bucks can be added to any Student ID Card or Meal Plan. One Racer Buck is equivalent to \$1. Racer Bucks can be added with cash, check, or credit card at any of the Food Service locations or by calling the Food Court at (419) 998-3129. For information on how to purchase UNOH Meal Plans, please contact the Business Office at businessoffice@unoh.edu.

THE STUDENT COMMONS FOOD COURT

The Food Court is located on the main floor of the Student Commons Building on the west end of the University's campus. The Food Court features full-service and made-to-order meals at a variety of stations. The Food Court offers pizza, paninis, soups, a salad bar, sub-station, hot and cold sandwiches, grill station, and home-cooked meals, along with orders to go. The Student Commons Food Court is open seven days per week.

THE RACERS CAFÉ

The Racers Café, located north of the 100 Building, is open 7:00 a.m. to 2:00 p.m., Monday through Thursday, 7:00 a.m. to 1:00 p.m., Friday, and may be closed during quarter breaks. The Racers Café features express service dining perfect for between-class snacks and lunches. Items served at the Café include sandwiches, pizza, fries, and even delivery to on-campus housing. The Racers Café serves breakfast and lunch. Carry-out orders are available by phone at 419-998-3129. Hours subject to change during Spring and Summer.

THE PIT STOP

The Pit Stop, located in the student lounge of the 300 Building, is open 7:00 a.m. to 10:00 p.m., Monday through Thursday, and is closed during session breaks. The Pit Stop features a limited menu of pizza, garlic bakes, and sandwiches. The Pit Stop serves breakfast, lunch, and dinner. Hours subject to change during Spring and Summer.

LOCK SIXTEEN STEAKHOUSE

Students on the UNOH Meal Plan can also use meal swipes at Lock Sixteen Steakhouse. Lock Sixteen Steakhouse is a full-service restaurant, open to the public from 11:00 a.m. until 10:00 p.m., Tuesday through Thursday; 11:00 a.m. until 11:00 p.m., Friday and Saturday; and 11:00 a.m. until 9:00 p.m. on Sunday. Before ordering, students must indicate they are using their UNOH Meal Plan to the server.

ALUMNI ASSOCIATION

One of the greatest assets of any university is loyal and informed alumni. Therefore, the Alumni Association exists as a bridge to connect alumni, faculty, staff, and students together and keep alumni informed about the University. Alumni support important programs and scholarships while having the opportunity to enjoy a number of special benefits and discounts. Graduates are encouraged to network with the Alumni Association by registering with the UNOH Alumni Association online at www.unoh.edu/Alumni. UNOH alumni are entitled to a variety of discounts and benefits, such as special mortgage and loan rates from Rocket Mortgage®.

STUDENT AFFAIRS

With today's technology, it is easy for alumni to be informed. One way is with the quarterly digital Alumni Newsletter that is emailed to alumni or can be downloaded from the website. The newsletter contains various articles, all with UNOH alumni in mind, from spotlighting successful alumni to covering new campus additions. Find us on Facebook at <http://www.facebook.com/UNOHAlumni> or follow us on our blog to know what is going on around campus. Find out more information about the UNOH Alumni Association by visiting www.unoh.edu/Alumni.

The Alumni Association can be reached by email at alumni@unoh.edu, by phone at 419-998-3266 or by mail at the University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. Please contact us with any questions or to arrange a tour or speaker for you and any organization that would benefit from hearing about the University.

Whether you are across the street, across the country, or across the world, there are many ways to remain involved as alumni with the University of Northwestern Ohio.

NORTHWESTERN TRAVEL SERVICE

The University of Northwestern Ohio owns a full-service travel agency located right on campus serving corporate, administration, and student travel needs.



ACADEMIC AFFAIRS

ON-CAMPUS, HYBRID, AND ONLINE COURSE CREDIT HOUR ASSIGNMENT

The University of Northwestern Ohio's Colleges of Business, Health Professions, and Occupational Professions operate on a quarter system. Program completion times in these colleges are based on the accepted practices in higher education of two nine-month academic years for an associate degree and four nine-month academic years for a bachelor's degree. The College of Applied Technologies operates in six-week sessions in which class times are intensive to allow for the balance of lecture and hands-on activities as dictated by the industry it serves. Completion times for all programs in the College of Applied Technologies are listed in months, which better reflect the intense nature of the training and allow for transparency in comparing other programs in the College of Applied Technologies as well as applied technology programs from other similar institutions.

Policy

It is the policy of the University of Northwestern Ohio to govern the credit hours assigned to on-campus, hybrid, or online courses. Courses will be assigned credit hours based on the guidelines presented below.

Definitions

Federal Credit Hour: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

1. one hour of classroom or direct faculty instruction and an average of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

On-Campus Course: A course that is delivered in a physical classroom (face-to-face) and meets regularly for the purpose of instruction. On-campus courses follow the guidelines for course meetings as established by the Federal Credit Hour definition.

Hybrid Course: A course that is delivered in a physical classroom (face-to-face) and in the institution supported course management system. Hybrid courses have a portion of the content delivered in the institution supported course management system. This may be any percentage of time that substitutes online time for seat time.

Online Course: A course that is delivered exclusively in the institution's supported course management system where students access instructions, instructor's office hours, all course materials (lectures, assignments, resources, etc.) and communicate via email, discussion forums, and/or chats with the instructor and other students. Online classes have 100% of the content delivered through the institution supported course management system.

Assigning Credits to Courses in Hybrid or Online Formats

For every hour of credit, students must engage in a minimum of 8.5 hours of instructional time. Over the course of a 10-week quarter, this equates to 50 minutes of instructional time per week per credit. Online and hybrid courses should be assigned credit hours based on a similar understanding, though the activities for electronic instructional time will be different from traditional face-to-face instruction.

- Instructional time will include asynchronous or synchronous learning where students are gaining new information and/or interacting with the instructor. Instructional time may include but is not limited to the following:
 - o Posted modules or lessons written or procured by the instructor
 - o Chat room discussions with the instructor and/or other students
 - o Bulletin board discussions with the instructor and/or other students
 - o Email discussions with instructor and/or other students
 - o Other activities that include instructor interaction and involvement

- In addition, student activities outside of instructional time should be included in the course. The number of hours spent outside of instructional time can be difficult to determine based on learning styles, abilities, rates of retention, subject matter of the course, and so forth. A general guideline is that students should expect to spend double the amount of instructional time in activities and assignments. Examples of activities include the following:
 - o Writing papers
 - o Reading articles or text
 - o Small group work
 - o Visiting other websites
 - o Presentations
 - o Completing assignments from the textbook
 - o Other activities that do not include direct instructor interaction and involvement

RACERS ONLINE

Racers Online, the University's learning management system, is the tool used to deliver and manage course content and instruction. On-campus and online courses use the Racers Online platform, providing a flexible and accessible environment for learning. The student will have access to course information, instructional components, grades, and be able to communicate with their instructor and classmates. Students will connect to Racers Online through the MyUNOH portal or utilize the mobile application.

Students are encouraged to have access to a computer or device that supports the latest version of Microsoft Office. UNOH provides Microsoft Office for free to current students. In addition, there are various computer labs available on campus. Please visit <https://support.unoh.edu/students/computer-requirements.html> for more information related to computer needs.

CLASS LEVEL DEFINITION

Highest Degree Level: Diploma or Certificate

<u>Class Level</u>	<u>Institutional Credit Hours</u>
Freshman	Enrolled or completed at least 1 credit hour

Highest Degree Level: Associate Degree Program

<u>Class Level</u>	<u>Institutional Credit Hours</u>
Freshman	Enrolled or completed at least 1 credit hour
Sophomore	Completed at least 45 credit hours and enrolled in or completed a 200-level course

Highest Degree Level: Bachelor's Degree Program

<u>Class Level</u>	<u>Institutional Credit Hours</u>
Freshman	Enrolled in or completed at least 1 credit hour
Sophomore	Completed at least 45 credit hours and enrolled in or completed a 200-level course
Junior	Completed at least 90 credit hours and enrolled in or completed a 300- or 400-level course
Senior	Completed at least 135 credit hours and enrolled in or completed a 400-level course

*Completed = Successfully completed credit hours

ACADEMIC AFFAIRS

ACADEMIC STUDENT LEARNING OUTCOMES ASSESSMENT

The University of Northwestern Ohio has instituted an Academic Outcomes Assessment program to measure students' academic achievement. Course syllabi indicate the goals and objectives which enable students to meet the desired University outcomes. During their programs formative students' achievements are evaluated. At the end of their programs, summative assessments are conducted in the capstone course for the program. The University is committed to helping students achieve their academic goals.

PROFICIENCY EXAMS

Students wishing to take a proficiency exam in a 100-level course should contact the Registrar's Office so that eligibility can be determined. Once the Registrar verifies eligibility to take the exam, students should contact the Student Accounts Office prior to taking the exam to pay the proficiency fee. Students must present their receipt from the Student Account Specialist to the Registrar's Office. Tests will then be sent to the Testing Center. Students should schedule a time to test with the Testing Center. A grade of 80% or higher is required to pass a proficiency exam.

For technical classes in the College of Applied Technologies, students should contact the Registrar's Office so that eligibility can be determined. Once the Registrar verifies eligibility to take the exam, students then contact the Student Accounts Office prior to taking the test to pay the proficiency fee and then return the receipt back to the Registrar. Once the Registrar receives the test and it is graded, the Registrar will contact the students to make arrangements for the comprehensive portion of the exam.

ARTICULATION AGREEMENTS WITH OTHER COLLEGES AND UNIVERSITIES

As a baccalaureate-degree-granting institution, the University of Northwestern Ohio accepts students who have completed associate degrees from other regionally accredited colleges and universities toward four-year programs in accounting, healthcare administration, and business administration (with additional concentrations in agribusiness management, automotive management, and marketing). Graduates from their two-year programs in the specific discipline articulate into the University's 2+2 programs as juniors. Credits from the associate degree at the University of Northwestern Ohio transfer into the University's baccalaureate programs.

ADVANCED STANDING

Credit may be granted to students who have had comparable courses at a regionally accredited college or university. Students who have earned credits at a nationally- accredited institution may transfer credits conditionally. Only those grades of C or better in similar courses can be transferred after receipt of an official transcript from the institution. Students who have earned associate degrees at other regionally accredited colleges and universities may have 90 hours transferred into baccalaureate programs.

CREDIT FOR EXPERIENTIAL LEARNING

Students whose non-traditional learning may qualify for college-level credit should contact the Dean's office for eligibility. Once the Dean has determined the students are eligible, they should enroll for the UN154 Prior Learning Assessment (associate degree) or UN354 Experiential Learning (baccalaureate degree).

All students should submit a portfolio for review for each course they would like evaluated for potential credit. The portfolio must be submitted to the Dean who will assign an appropriate faculty member to review it. The assessment of previous learning will be based on the detailed portfolio which will include verification and documentation of experience as well as evidence of college-level learning. A maximum of six (6) hours may be earned. A charge is made for evaluation of the portfolio. Credits earned can apply as specialized electives unless a specific course is assigned to the credits.

After submitting a portfolio, students should contact the Student Accounts office to pay the fee. All fees need to be paid before the portfolio will be reviewed.

The Registrar's office will notify students of the results of the review.

Credit may also be given for PONSI, CLEP, DANTES, and ACE recommendations.

CLASS MEETING TIMES

Classes Based on Quarters

Daytime classes begin at 8 a.m., Monday through Friday. Classes are normally held on Monday/Wednesday/Friday, Tuesday/Thursday, or Monday/Wednesday depending on the credit hours.

Classes Based on Sessions

Morning classes are from 7:30 a.m. to 12:30 p.m., afternoon classes are from 1:00 p.m. to 6:00 p.m., and evening classes are from 6:30 p.m. to 11:30 p.m. Classes are held Monday through Thursday.

CLASS LOAD

Students in the Graduate College carry a load of 8 quarter hours to be full time and 4 quarter hours to be part time.

Students carrying a minimum of 12 quarter hours in the College of Business, College of Health Professions, and College of Occupational Professions are considered to be full-time students. Credit hours ranging from 6 to 11 credits is part time. The average class load is 16 to 18 quarter hours. The standard credit hour load is limited to 19 credit hours. Students may request to take one additional course as an overload with total credits not exceeding 24 credits. Students can request an overload by visiting the Advising Resource Center (ARC) in the 13000 Building or by emailing advisor@unoh.edu. The Advising Office will review the student's GPA and progress towards graduation as part of approving requests. By requesting the overload, the student assumes responsibility for funding the additional tuition cost and ensuring academic performance will not be adversely affected by the extra course load. Upon approval by the Advising Office and acknowledgment by the student, the Advising Office will register the additional course.

Students in the College of Applied Technologies carrying 6 or more credit hours are considered full-time students. Credit hours ranging from 3 to 5 credits is part-time.

COLLEGE OF APPLIED TECHNOLOGIES' SCHEDULING INFORMATION Associate Degree and Diploma Programs

Students' schedules are designed for them by the Registrar each six-week session. Schedules are posted online at the end of the fourth week of each term. If a schedule change is necessary, email advor@unoh.edu immediately after the schedule is posted. Schedule changes must be done through email. An attempt will be made to accommodate the request, but it cannot be guaranteed.

It is the students' responsibility to check their schedules on MyUNOH and request any necessary changes. It is also the students' responsibility to check that their time preference is correct. Contact the Registrar's Office to update your time preference. Time preference cannot be guaranteed.

All students are scheduled according to their seniority in the College of Applied Technologies. The order of priority scheduling is categorized as follows: current, returning, and then new students. In each of these groups, scheduling is based on courses needed, time preference, and graduation date.

If there is a schedule conflict or you have not been scheduled, please contact the Registrar for the College of Applied Technologies or email advisor@unoh.edu.

ACADEMIC AFFAIRS

CLASS ABSENCES BASED ON SESSIONS

Excused Absences

The University excuses the following absences:

- Three days for death in the immediate family
- Subpoena to court to testify
- Birth of Child (of whom you are the parent)
- Military Service
- Jury Duty
- School-supported function
- Inclement weather (documentation required)
- Emergency medical treatment/hospitalization (documentation required; excludes office visits)

This means these days are excused for grade point penalty, final, and the absence. However, due to the nature of the College of Applied Technologies courses in the associate degree and diploma programs, all missed assignments must be made up. *If the student misses more than one week of training, it is recommended that he/she should withdraw and retake the class over in its entirety. Verifiable documentation is required (dates and contact information).*

Associate degree and diploma students may be withdrawn from courses if they are absent for five days throughout the session. Documentation must be provided to the instructor in a timely manner to verify an excused absence to remain in courses for the session.

DROP/ADD

Students in all colleges who wish to withdraw from a course after the term starts must contact the Registrar's Office. Please see Pages 32-34 for the Complete Withdrawal Policy and Course Drop Policy.

Students on Quarter-Based Terms

Current students can change their schedule on the MyUNOH Portal during the registration and late registration periods. Students may add or drop courses during the late change period during the first five days of the term by visiting the Registrar's Office or by emailing advisor@unoh.edu and only if the students are already scheduled for the related term. Tuition charges may apply to courses dropped during the late change period. Students must withdraw within the first four weeks of the term to avoid failing grades. Students who wish to change their academic program must contact the Advising Office by emailing advisor@unoh.edu or by visiting the Advising Resource Center in the 13000 Building.

Students on Session-Based Terms

Students who wish to change their academic program must contact the Registrar's Office. Students must withdraw within the first three weeks of the term to avoid failing grades.

WITHDRAWAL OR HIATUS

To ensure that a student's withdrawal from the University of Northwestern Ohio is processed in a proper fashion, a student contemplating withdrawal should meet with the Registrar's Office prior to leaving campus or make contact by emailing advisor@unoh.edu from your UNOH email or by calling 419-998-3140. Documentation is requested when withdrawal is associated with medical or military reasons. In addition, students residing in the dorms must sign an exit sheet at the Housing Office, and students who have loans must meet with the Financial Aid Office.

The date used in calculating the amount of fees to be charged will be the date on which the completed official withdrawal request is approved. Please see the Complete Withdrawal Policy on Page 32. Withdrawals completed prior to the midpoint of the quarter/session will result in grades of WPs (Withdrawal Passing) or WSs (Withdrawal Satisfactory). Withdrawals completed after the midpoint of the quarter/session will result in WFs (Withdrawal Failing) or WUs (Withdrawal Unsatisfactory).

Students who do not maintain continuous enrollment at the University may be updated to the program requirements found in the catalog in effect at the time of their return. This may delay graduation if new courses are required in the current curriculum requirements.

Colleges of Business, Health Professions, & Occupational Professions

Online students will automatically be withdrawn (as a no show) from a class after the first week if the course has not been accessed.

College of Applied Technologies

Students taking online general education courses will be automatically withdrawn (as a three-day no show) from a class after the third day of the session if the course has not been accessed.

For military withdrawal, please see Page 28.

PERMISSION TO COMPLETE COURSE REQUIREMENTS FOR EARLY DEPARTURE

Students should discuss their circumstance with their respective instructor(s) to determine if they qualify for early departure. The instructors reserve the right to decide, along with the consultation of the Dean, if the circumstance merits early departure from the term. Student requests are not guaranteed.

Students with documented evidence of military duty, jury duty, UNOH-sanctioned event, or extreme medical circumstance may be exempt from the policy fee. The instructors will consult with the Dean of their College to determine if the students are eligible for the fee waiver.

Upon approval by the instructor(s), a signed, written permission form will be given to the students. Students not eligible for a fee waiver must take the permission form to the Student Accounts Office for payment prior to taking the exam. The Student Account Specialist must sign and date the form. The students return the signed form to the instructor(s). The instructor(s) will submit the completed forms to the Dean of their College.

GRADES

A, B, C, D, F, and WF (withdrawal/failing) are computed in the accumulative average. WP (withdrawal/passing), I (incomplete), S (satisfactory), U (unsatisfactory), WS (withdrawn satisfactory), WU (withdrawn unsatisfactory), and NR (not reported) are not computed in the accumulative average. A grade of S is considered a C or better. A grade of U is comparable to a D or F. Transfer and proficiency credits are not computed in the accumulative average. Final course grades and other credits granted by the University are documented on the student's transcript which is retained as a permanent record.

Incomplete Grade

Failure to correct an incomplete grade in the specified amount of time will result in the grade being changed to an F. The course must then be retaken in its entirety. Making up this deficiency is the student's responsibility.

Programs Based on Quarters: An incomplete grade for one or more courses for a quarter is a deficiency which must be corrected by the end of the second week of the following quarter.

Programs Based on Sessions: Students who receive an incomplete grade in a technical course must complete course work before the following session ends. Students receiving an incomplete for a general education course must complete course work by the second week of the following session.

Record Changes

Grades or attendance records will not be changed after six months have elapsed from the end of the term in which the grade or absence was received.

ACADEMIC AFFAIRS

Grade Point Average

The University of Northwestern Ohio's grade point average is determined by multiplying the number of credits by the quality points. Then the total number of quality points are divided by the number of credit hours. Credits and grades for work completed at other institutions and credits earned by examination are not included in the UNOH grade point average.

GPA calculations on transcripts generated after July 31, 2018, do not round up but truncate to the second decimal place (example: 3.816 truncates to 3.81 with no rounding).

A = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = .00
94-100	87-89	77-79	67-69	59 and below
A- = 3.67	B = 3.00	C = 2.00	D = 1.00	
90-93	82-86	72-76	62-66	
	B- = 2.67	C- = 1.67	D- = .67	
	80-81	70-71	60-61	

Grade Appeal

The purpose of the Grade Appeal Policy is to establish standards and guidelines for a student to appeal a course grade. The policy reflects that the University of Northwestern Ohio is committed to the freedom of academic inquiry that assures faculty and students the opportunity to pursue knowledge with integrity by providing a quality education.

Note: The instructor assigned to the course has the responsibility of providing grading criteria, evaluating course work, and assigning grades.

Note: Students have the responsibility to understand the objectives of the course and abide by the standards outlined in the course.

Student Right to Appeal

Students have the right to appeal a final course grade issued by the assigned instructor if the student has evidence to show that the final grade is based on the following grounds for an appeal:

- Grades were calculated in a manner inconsistent with the syllabus or University policy;
- The instructor failed to assign or remove an assignment or test grade as agreed upon with the student with documented correspondence;
- The overall grade was calculated incorrectly;
- Arbitrary and unfair grading/performance standards were employed;
- Grade was reduced resulting from an excused absence as defined in the course syllabus or University Course Catalog.

Prior to a grade appeal, the student will make an attempt to discuss the matter with the assigned instructor to investigate and resolve the grade dispute. If the assigned instructor is no longer employed by the University, the student will rectify the grade with the Department Chair and Dean/Associate Dean. Evidence of relevant documents for the appeal will be provided by the student, as the burden of proof resides with the student.

Grade Appeal Process

Informal Attempt:

- When final grades are posted, the student will contact the assigned instructor to discuss the grade dispute by the end of the next term.
- Student will provide evidence that aligns with the above-mentioned grounds for appeal to the assigned instructor.
- If dispute is settled, assigned instructor will submit a grade change to the Dean/Associate Dean. If the dispute is not resolved, the student may continue with a formal attempt for a grade appeal.

Formal Attempt:

(Completed before the end of the subsequent term) It is imperative that the student give effort and attention to the written appeal. The success in the process may be determined in the ability to present thorough and accurate information. The formal appeal attempt contains the following steps:

Students prepare a written appeal letter addressed to the Grade Appeal Committee and submit it to the office manager of their college. The following information must be included:

- A statement that includes the name of the instructor, the course and section codes, and the quarter or session the course was taken;
- A statement that describes the specific reasoning for the appeal which clearly identifies the above-mentioned grounds for an appeal;
- A statement that describes the prior attempts to resolve the matter with the assigned instructor;
- State, identify, and include evidence and facts that support your grade appeal. Exaggerated and emotional comments and claims that cannot be verified are not appropriate for the letter. Include copies of documentation with the letter. Relevant documentation may include the student grade records, copies of graded work, email communication between student and instructor. If the student is not in possession of these documents, the Grade Appeal Committee or Dean/Associate Dean will request the documentation from the instructor;
- A statement of the action that is being sought.

When the letter is received, the Dean/Associate Dean will convene the Grade Appeal Committee within five (5) business days during the term. For on-campus students, the Grade Appeal Committee will consist of three Department Chairs (including the chair of the department with the course and instructor in question) and the Dean/Associate Dean. For online students, the Grade Appeal Committee will consist of three online faculty members (including one from within the discipline of the course and instructor in question) and the Dean/Associate Dean. The Grade Appeal Committee will make a recommendation to the Dean who will consult with the Vice President for Academic Affairs/Provost.

The Grade Appeal Committee will meet to discuss the merit of the student claim. Evidence and information will be considered to determine if there is sufficient ground for appeal. The Grade Appeal Committee may conduct a hearing. The student and instructor may be called to a committee meeting to be interviewed. If a hearing is necessary, the student and assigned instructor will provide evidence for the committee's consideration.

After review of all the evidence, the Grade Appeal Committee will make a recommendation to the Dean and Vice President for Academic Affairs/Provost. If the Dean and Vice President for Academic Affairs/Provost agree with the recommendation, notification will be sent to the student and the assigned instructor.

- If a grade change decision is not supported, the grade in the course will stand as a final grade.
- If a grade change decision is supported, the Grade Appeal Committee will request that the assigned instructor submit a grade change form to the Dean/Associate Dean. If the assigned instructor does not adhere to the decision, the Grade Appeal Committee may submit a grade change.
- If the student has evidence that the grade appeal process was not followed, the student may appeal to the Vice President for Academic Affairs/Provost. The student MUST have evidence to support the claim.
 - o If the Vice President for Academic Affairs/Provost decides the process was in question, the Vice President for Academic Affairs/Provost and Dean/Associate Dean will convene a new Grade Appeal Committee to investigate the grade dispute.
 - o If the Provost decides that due process was given, the decision from the Grade Appeal Committee will be final and no further appeal will be considered.

MBA Grades

Students will be issued a letter grade based on criteria outlined in each course syllabus. All courses that receive below a C must be retaken. Students must maintain a cumulative 3.0 GPA for graduation. If a student's GPA falls below a 3.0, an academic warning, then probation, then dismissal will be issued, as applicable, and the student will not be eligible for graduation. No suspension will be issued to students within the program.

ACADEMIC AFFAIRS

GRADE REPORTS

Final grades are posted on the MyUNOH Portal in the Student Menu>>Academic Profile>>Grades at the end of each term. All students are assigned a user name and password and need to utilize this information to view their grade reports on-line. If a student needs a paper grade sheet, it may be requested by going to the website www.unoh.edu/transcript. No grade reports are mailed.

PRESIDENT'S LIST

A student in the College of Business, College of Health Professions, and College of Occupational Professions who earns a 4.00 grade point average (6 credits or more) for the quarter will be named to the President's List. Students must be in Good Standing to qualify for the President's or Dean's Lists.

DEAN'S LIST

Undergraduate students in all colleges who earn a 3.5 or better grade point average (6 credits or more) for the term will be named to the Dean's List. Students must be in Good Standing to qualify for the President's or Dean's Lists.

ACADEMIC STANDINGS

Students' academic records are reviewed by the Academic Qualifications Committee at the end of each term. At that time, those students whose GPA for the term or for the accumulative GPA is below the required GPA may be placed on warning, probation, suspension, or dismissal.

During the time students are at the University, they must meet the following grade standards or be subject to academic action:

<u>Class Level</u>	<u>Minimum GPA Standard</u>	<u>Completed Credit Hours</u>	
		<u>Diploma/Certificate</u>	<u>Associate/Baccalaureate</u>
Freshman	1.75	1-29 hours	1-44 hours
Freshman	2.00	30+ hours	45+ hours
Sophomore	2.00	30+ hours	45+ hours
Junior	2.00	30+ hours	45+ hours
Senior	2.00	30+ hours	45+ hours

Only credit hours completed at UNOH are computed into the grade point average. Other kinds of credit, such as transfer, exams, etc. do not count in GPA.

Based on their term GPA or accumulative GPA, students will receive the following academic notifications:

Good Standing

Students with the designated accumulative GPAs or better are in good academic standing.

Academic Warning

Students earning less than the required GPA for a term, but whose accumulative GPA is above the minimum required, will be placed on academic warning.

Academic Probation

Students whose accumulative GPA falls below the minimum required will be placed on Academic Probation. They will then have one quarter or two sessions to raise their accumulative average to the minimum required or they may be considered for suspension.

Academic Suspension

Students who are on probation and do not raise their accumulative average to the designated GPA may be academically suspended for a minimum of one session or quarter. Any dorm student who is academically suspended must sign an exit sheet at the Housing Office.

Suspended students must make a written appeal for re-admission. Students' letters should explain the reason for the low GPA and the steps they plan to take to raise their GPA to a level of "good standing." The letters should be submitted to the Director of Advising. Students must also meet with a staff member of the Student Success Department to prepare an academic success plan. This appeal must be approved by the Academic Qualifications Committee and/or the Vice President for Academic Affairs/Provost.

Academic Dismissal

After re-admission into the University, students who do not meet the requirements may be permanently dismissed. Students are required to retake courses in which they have received F's. Students who fail the same course three times may be permanently dismissed.

Students who fail to make academic progress toward graduation for three consecutive sessions or two quarters at any point in their academic program may also be subject to dismissal. The Academic Qualifications Committee and/or the Vice President for Academic Affairs/Provost may accelerate a student's dismissal for lack of academic progress.

After a seven-year hiatus, students who were dismissed from the University may apply for re-admission under the Second Chance provision (see Page 82). They must provide documentation that would support their claim that they could successfully complete an academic program. The Second Chance provision can only be used one time.

For graduation, students must have an accumulative grade point average of 2.00 or higher. In addition, they must successfully complete all courses in their programs.

ACADEMIC INTEGRITY POLICY

Academic integrity or honesty is the foundation for all the coursework at the University of Northwestern Ohio. Cheating and plagiarism are considered dishonest. **Cheating** includes, but is not limited to, copying answers on homework, quizzes, or tests, whether in paper or electronic format. **Plagiarism** includes using another entity's work as one's own, either paraphrasing or directly quoting without proper citation, or self-plagiarism, which is using one's own paper for other courses without checking with the instructor. An incident of cheating or plagiarism will be considered an offense; subsequent offenses will be met with increasingly severe penalties. Therefore, the following policy has been adopted:

- 1st Offense: The instructor, with administration approval, has the discretion to fail the student for the assignment and/or require another assignment or to fail the student for the course depending upon the weight of the plagiarized assignment. The instructor may recommend failure after consulting with the Dean. A notice of the offense will be filed in the Dean's office.
- 2nd Offense: If the student has a second offense in any class, the student will be immediately dismissed from the class and receive a failing grade or an F for that course, depending upon the weight of the plagiarized assignment. The instructor may recommend failure after consulting with the Dean. A notice of the offense will be filed in the Dean's Office.
- 3rd Offense: If a student is found to have committed a third offense in any class, the student will be immediately expelled from the University and receive failing grades or Fs for all courses for that quarter. If a student is dismissed from the University of Northwestern Ohio for cheating or plagiarism, he/she may not return to the University. A notice of the offense will be filed in the Dean's Office.

Any of the above steps may be skipped depending upon the severity of the offense.

ACADEMIC AFFAIRS

Students who have been accused of cheating or plagiarism may appeal the decision in writing to the Dean of their College. The Vice President for Academic Affairs/Provost will be consulted. The Dean's and the Vice President for Academic Affairs/Provost's decision will be final.

FORGIVENESS POLICY

Students may repeat a class (once) in which they have received a D+/D/D-, F, WF, U, or WU. (Note: May take a third time dependent upon circumstances and formal request.) A student will be academically dismissed after a course has been failed a third time. When a class is repeated, only the higher grade will be calculated in the grade point average. The course and grade earned previously will remain on students' records. Students are expected to pay for the course each time it is taken.

If students have declared a change of major, students may petition through the Registrar's Office to take other classes to substitute for courses where an F was received. These courses may be used only as specialized electives in the new major. General Education courses do not apply.

REINSTATEMENT

Students who did not complete the proper withdrawal process or who did not return as indicated on their withdrawal paperwork must complete the reinstatement process with the Registrar's Office. Students should allow at least 30 days for the related processes to be completed to fully restore student status.

Students who will not be in attendance for more than one year must contact the Admissions Office to update their application. There is no charge to update the application.

SECOND CHANCE PROGRAM

Students who have been dismissed from the University of Northwestern Ohio and who have been out for at least seven years may apply for reinstatement. They must write an appeal letter to the Academic Qualifications Committee based on the appeal guidelines explaining why they had not been successful and identifying the reasons they should be given a fresh start in their academic careers. The Committee will review student records to determine reinstatement. Following UNOH guidelines for retaking courses with failed grades and substituting courses for new degree major courses, students must have a minimum of a 2.0 grade point average per academic term. If they are not successful, they will be dismissed with no provision for returning.

PROGRAM REQUIREMENT (CATALOG YEAR) UPDATES

The catalog year for program requirements will be updated to the current catalog in the following situations:

1. When changing an existing program to a new program.
2. When changing degree levels between diploma, associate degree, or baccalaureate degree programs. (Adding the Alternate Fuels or CDL options in the College of Applied Technologies are exceptions.)
3. When adding a program in the College of Business, College of Health Professions, and College of Occupational Professions to existing programs, the program being added will be updated to the current catalog requirements. Students who add a program after the fall sequence start for the current year may be updated to the catalog requirements for the next year if curriculum changes were made to the program.
4. When returning to classes after one or more term of non-attendance.
5. When failing a core sequential course in a program in the College of Business, College of Health Professions, and College of Occupational Professions when curriculum changes affect course offerings.

SIMULTANEOUS ATTENDANCE IN MULTIPLE COLLEGES

The Colleges of Business, Health Professions, and Occupational Professions operates on quarters, and the College of Applied Technologies operates on six-week sessions. Due to this term structure difference, students cannot simultaneously attend classes in both term types. Students who want to change a program of study resulting in a different term structure must complete an application for the new program by completing the Attendance Pattern Update form with a staff member from the Registrar's Office or Advising Office. Students can visit either office or email advisor@unoh.edu to inquire about the process. Students will be registered for the next available term start date. Changing between colleges may also affect students' financial aid eligibility if the students are using financial aid. Students are strongly advised to contact the Financial Aid Office prior to changing colleges. This process also applies to students in the College of Applied Technologies who are planning to enroll in a 2+2 bachelor degree program after graduating with their associate degree.

DUAL MAJORS

Students may add an additional major in the College of Business, College of Health Professions, and College of Occupational Professions or College of Applied Technologies, which will necessitate additional credit hours. For example, a student may elect a dual major in Business Administration and Marketing which will require a total of 128 credit hours for an associate degree. In the College of Applied Technologies, a student may elect a dual major in Diesel Technology and High Performance/Motorsports Technology which will require a total of 184 credit hours. Dual majors are also available in the baccalaureate degree programs. Dual majors must be declared and will always require additional hours. College of Applied Technologies' students adding applied technology programs should see the Registrar's Office. Students adding any programs in the Colleges of Business, Health Professions, or Occupational Professions should see the Advising Resource Center in the 13000 Building or email advisor@unoh.edu.

Associate degree programs require courses at the 100- and 200-level, while baccalaureate degree programs require courses at the 300- and 400-level. Students must schedule courses at the appropriate level for each degree. Dual majors with a combination of an associate degree and a baccalaureate degree cannot use one course to satisfy required or elective credits at both the 100/200 and 300/400 levels.

Students using Veterans Educational Benefits should review information about Dual Objectives found on Page 29.

REQUEST FOR GRADUATION

It is highly recommended that students in the College of Business, College of Health Professions, and College of Occupational Professions file a Request for Graduation with the Advising Office three quarters prior to graduation. (See the chart below.) The Request for Graduation form can be requested at any time by visiting the Advising Resource Center (ARC) in Room 13111 or by emailing advisor@unoh.edu. The Advising Office may also preemptively send the form by UNOH email to students if the form is identified as being needed. Students will enter their planned courses in the Timeline feature in Student Planning, and then submit the form to the Advising Office by emailing it to advisor@unoh.edu or dropping off a printed copy at the ARC in Room 13111. The students' planned courses will be reviewed by the Advising Office, and an email will be sent to the students to either confirm that the plan is correct or to notify the students that modifications are needed. It is important for the students to monitor UNOH email for the follow-up message.

Term Student Will Graduate

Fall Quarter
Winter Quarter
Spring Quarter
Summer Quarter

Term Form Needs to Be Completed - Three Qtrs. Before Final Qtr.

Winter Quarter after Scheduling for Spring Quarter
Spring Quarter after Scheduling for Summer Quarter
Summer Quarter after Scheduling for Fall Quarter
Fall Quarter after Scheduling for Winter Quarter

ACADEMIC AFFAIRS

The Request for Graduation gives the Advising Office an opportunity to review the student's academic program evaluation to update the anticipated graduation date and course numbers as needed and to confirm that all program requirements will be fulfilled before the anticipated graduation date. It is an essential activity that requires students to notify the Advising Office of the courses they plan to take in their last three quarters. An email message will be sent to each student confirming the accuracy of the plan or with details about corrective action that is needed, including delaying graduation if all the requirements cannot be met by the anticipated graduation date.

The Advising Office will send periodic reminders each quarter by UNOH email or other methods of communication to submit their Request for Graduation forms. Students with multiple programs can file one request form if all the programs are graduating simultaneously. If the student desires one program to graduate earlier than another, a request form must be completed at the appropriate time for each program.

Students who fail to complete this process might cause their own delay in graduation if all requirements are not satisfied or graduated status may not be processed by the Registrar's Office even though all requirements are completed due to an inaccurate estimated graduation date. Students are always welcome to contact the Advising Office to review their plans and estimated graduation dates. Contact can be made by visiting the ARC in Room 13111 (13000 Building), by emailing advisor@unoh.edu, or by calling 419-998-3146.

GRADUATION

To qualify for graduation, students must meet the course and credit requirements specified for their curricula. Undergraduate students must also have a 2.0 accumulative grade point average to graduate. Students should apply for graduation through their appropriate college.

Students in the College of Business, College of Health Professions, and College of Occupational Professions should update their anticipated (estimated) graduation date by emailing the new date to advisor@unoh.edu. Anticipated graduation dates are affected by scheduling decisions, terms not attended, and other plans made by the student. Each program's current anticipated graduation date is located on the MyUNOH Portal in Student Planning. Use the My Progress link to view the anticipated graduation date. If the date is not correct, contact the Registrar's Office or Advising Office to request a correction. If you are planning out courses in Timeline, be sure to check the last term in the Timeline with the anticipated graduation date to ensure they match. Students with multiple programs need to check each program's anticipated graduation date. Anticipated graduation dates are not automatically updated. It is the student's responsibility to monitor it and request it to be updated. Inaccurate anticipated graduation dates can affect financial aid eligibility.

In June, the University holds a formal graduation ceremony for all graduates from the past year from September 1 through August 31. Questions concerning graduation requirements should be referred to the Registrar's Office.

ACADEMIC ACHIEVEMENT AWARDS

At graduation, degrees are conferred with the following distinctions:

- summa cum laude 3.9 - 4.00
- magna cum laude 3.75 - 3.89
- cum laude 3.5 - 3.74

These designations are for undergraduate degree programs only.

DEGREE PRINTING

Degree reprint is provided by Parchment, a third-party vendor. If you would like to request a reprint of your degree certificate, please go to www.parchment.com. You may need to create an account with Parchment.

There is a degree certificate processing fee for each degree certificate reprinted.

OFFICIAL UNIVERSITY TRANSCRIPTS

The University provides electronic transcript service through Parchment, a third-party vendor. In order to be able to provide the service, ALL transcript orders must be placed through www.unoh.edu/transcript, and a fee will be charged. Students may use any major credit/debit card to place an order.

Transcripts cannot be processed if the student has a Business Office hold on his/her account. The transcript request will not be processed, and a new order must be submitted once the hold is resolved. The credit/debit card will not be charged until the order has been fulfilled.

UNIVERSITY DELAYS & CANCELLATIONS

When conditions warrant, the University of Northwestern Ohio may delay or cancel classes. The University attempts to publish any delay or cancellation announcements by 7 a.m. for day classes and by 4 p.m. for evening classes. For announcements, register for Racer Alerts, check Campus Status on the UNOH website, or call the voice mailbox, 419-998-9689.

The following class schedule will be used in the event of a two-hour delay:

College of Applied Technologies

Morning session classes will begin at 10 a.m. For general education classes, students report to the class they would normally be in at 10 a.m. Afternoon and evening classes will run during regularly scheduled start times.

Colleges of Business, Health Professions, and Occupational Professions

Section 1 (normal 8:00 a.m. class) starts at 10:00 a.m. and ends at 11:00 a.m.

Section 2 (normal 9:45 a.m. class) starts at 11:15 a.m. and ends at 12:15 p.m.

Section 3 (normal 11:30 a.m. class) starts at 12:30 p.m. and ends at 1:30 p.m.

Section 4 (normal 1:15 p.m. class) starts at 1:45 p.m. and ends at 2:45 p.m.

Please do not call the University directly. If classes are in session but you cannot make it in, Colleges of Business, Health Professions, and Occupational Professions need to talk to their instructors on their first day back. College of Applied Technologies students need to call or email their instructors.

FERPA ANNUAL NOTIFICATION

For the purpose of FERPA, a student at the University of Northwestern Ohio is defined as someone currently or previously enrolled in any academic offering of the University. This does not include prospective students or applicants to any academic program of the University.

Educational records become subject to FERPA protection when students—regardless of age—have been in attendance, in person or remotely via enrollment in and access of a course via the University's Learning Management System. This protection begins with the first day of the first term for which they have attended.

ACADEMIC AFFAIRS

The University follows the guidelines as stated by Rooker and Falkner, 2013, which says that “Institutions are free to define through institutional policy what the date of ‘in attendance’ will be so long as it is after the student has been admitted but no later than the first day of classes.” *Rooker & Falkner, 2013 AACRAO, 2013 FERPA Quick Guide*

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

1. **The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.** Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Office of the Registrar does not maintain the records, the Registrar shall advise the student of the correct official to whom the request shall be addressed.
2. **The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** An exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University as an administrative, supervisory, academic, or support staff position (including law enforcement unit); a person or company with whom the University has contracted (such as an attorney, auditor, or agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks, including student workers. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The University may forward education records to other institutions that have requested records and in which students seek to enroll or are already enrolled so long as the disclosure is for purposes related to the students’ enrollments.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Students may grant permission to authorized personnel at UNOH to release Non-Directory Information to designated persons. Applicants can do so by completing the FERPA Authorization Release Form provided by the Admissions Office. After becoming active students, they will maintain their list of designated persons in the MyUNOH Portal. The release will be valid until it is revoked, and the students can amend or terminate the permission in the same manner.

FERPA designates certain information related to students as Directory Information and gives the University the right to disclose such information to anyone inquiring without having to ask students for permission unless the student specifically requests in writing that ALL such information not be made public without their written consent. A student’s written request to withhold Directory Information must be directed to the UNOH Registrar’s Office. The request will remain in effect until it is revoked in writing.

ACADEMIC AFFAIRS

Please consider very carefully the consequences of your decision to withhold Directory Information. Should you decide NOT to release Directory Information, any requests for information from non-institutional persons or organizations will be refused. For example, the decision to withhold Directory Information will prevent the release of enrollment verification for lenders and the release of graduation status to prospective employers if they call.

The University will honor your request to withhold Directory Information, but cannot assume responsibility to contact you for permission to release requested information. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that information be withheld. The request to withhold Directory Information must be made while the student is actively enrolled. The restriction can be revoked in writing (signature required) at any time by the student. Contact the Registrar's Office to change your status. Contact Loren Korzan, Director of Advising, if you have a question related to FERPA.

DIRECTORY INFORMATION - The following information is specified as Directory Information:

Name	Enrollment Status	Grade Level (Jr./Sr.)
Address (local and home)	Dates of Enrollment	Weight & Height of Athletic
Telephone Number (local and home)	Major	Team Members
Email Address	Degrees Earned	Most Recent Previously Attended
Participation in Officially Recognized Activities	Honors & Awards Received	Educational Institution

STUDENT ASSISTANCE AND GRIEVANCE PROCEDURE

The University of Northwestern Ohio attempts to resolve all student concerns and has both informal and formal processes for students to follow.

Academic

Students are advised to talk with their instructors if they are having concerns with a class or with a grade. If the concern is with the instructor, students should contact the Dean of their college. Students may appeal (in writing) the decision made by the Dean to the Vice President for Academic Affairs/Provost.

The formal Grade Appeal Process is on Pages 78-79 of the University Catalog.

Non-Academic

Students who have concerns that are not classroom or grade related are encouraged to discuss their concerns with the appropriate department head. If students are unsure of the appropriate department head, they may contact any office manager for guidance.

Once all possible avenues for resolution have been exhausted, University of Northwestern Ohio students who wish to file a formal complaint should follow the appropriate process for their state of residence below.

State of Residence

Link to State Processes

Ohio	https://highered.ohio.gov/students/current-college-students/student-complaints/student-complaints
California	https://www.bppe.ca.gov/students
All Other States	https://nc-sara.org/sara-student-complaints-0

ADA COMPLIANCE GRIEVANCE PROCEDURE

The University of Northwestern Ohio has adopted an internal grievance procedure providing prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of or be subjected to discrimination in programs or activities sponsored by a public entity."

ACADEMIC AFFAIRS

Complaints should be addressed to Accessibility Coordinator, University of Northwestern Ohio, 419-998-8497, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination, which occurred before this grievance procedure was in place, will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Vice President for Academic Affairs/Provost. These rules contemplate informal, but thorough, investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Vice President for Academic Affairs/Provost, and a copy forwarded to the complainant no later than 30 days after its filing.
5. The Accessibility Coordinator shall maintain the files and records of the University of Northwestern Ohio relating to the complaints filed.
6. Complainants can request a reconsideration of the case in instances where they are dissatisfied with the resolution. The request for reconsideration should be made within 10 days to President Jeffrey Jarvis.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department of agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the University of Northwestern Ohio complies with the ADA and implementing regulations.

TITLE IX

UNOH maintains a policy of zero tolerance for sexual misconduct regardless of the gender, sex, sexual orientation, gender identity, results of genetic testing, race, color, marital status, ethnicity, religion, creed, ancestry, national origin, disability, age, veteran status, service in the military, or other characteristic protected by applicable federal, state, or local laws, of the individuals engaging in sexual activity or other conduct addressed in this Policy. Zero tolerance means the University will respond to all unwelcome conduct of a sexual nature and will impose serious sanctions on anyone who violates this Policy. The University's response is intended to end harassing or discriminatory conduct, prevent its recurrence, and remedy the effects on the complainant and the community to the extent possible.

Individuals who feel that there has been a Title IX violation and wish to file a report or claim can do so by emailing titleix@unoh.edu.

The UNOH Harassment, Discrimination, and Sexual Misconduct Policy can be found by visiting <https://www.unoh.edu/title-ix/sexual-harassment-policy.html>.

Title IX Coordinators:

Geri Morris
Executive Director of Human Resources
Title IX Coordinator for Employees

Danielle McClure, EdD, LPC
Director of Assessment & Institutional Effectiveness
Title IX Coordinator for Students

Title IX Coordinators may be contacted by emailing titleix@unoh.edu.



Carlos N.

UNOH
ROBOTICS

UNIVERSITY OF NORTHWESTERN OHIO

GRADUATE COLLEGE

The Graduate College of the University of Northwestern Ohio offers the Master of Business Administration fully online.

MASTER OF BUSINESS ADMINISTRATION

This curriculum prepares individuals holding baccalaureate degrees to contribute to the success of their organizations through the enhancement of their management skills.

MISSION STATEMENT:

The Business Administration Department includes experienced business professionals, now educators, who are passionate about student success. Faculty strive to prepare students to be successful business leaders, entrepreneurs, and global citizens through training in critical and strategic thinking, problem solving, teamwork, ethical behavior, and leadership.

Course Requirements:

48 Credit Hours

- MBA500 Introduction to Graduate Studies/4
- MBA560 Legal and Ethical Environment of Business/4
- MBA570 Accounting for Managers/4
- MBA575 Organizational Behavior for Managers/4
- MBA580 Global Business Issues and Strategies/4
- MBA585 Finance for Managers/4
- MBA605 Graduate Marketing Management/4
- MBA610 Human Resource Management/4
- MBA640 Quantitative Analysis for Management/4
- MBA655 Executive Leadership/4
- MBA680 Managerial Economics/4
- MBA690 Management Capstone/4

UNIVERSITY OF NORTHWESTERN OHIO

COLLEGE OF BUSINESS

The College of Business of the University of Northwestern Ohio includes majors in Accounting, Business Administration, Human Resource Management, and Marketing. Some programs have major course sequences beginning summer and/or fall quarters. Students may enter any quarter to take general education courses but must take required major courses when offered. Subsequently, more time may be needed to complete the programs.

BACHELOR OF SCIENCE DEGREE PROGRAMS

- Accounting ●
- Accounting - CPA Track ●
- Forensic Accounting ●
- Business Administration ●
 - Agribusiness Management Option ●
 - Automotive Management/Automotive Aftermarket Option ●
 - Marketing Option ●
- Marketing ●

ASSOCIATE OF APPLIED BUSINESS DEGREE PROGRAMS

- Accounting ●
- Business Administration ●
- Human Resource Management ●
- Marketing ●

BACHELOR OF SCIENCE DEGREE

ACCOUNTING

This curriculum provides education to students in the areas of preparation of financial reports, statements, cost procedures, audit and finance for business firms. The sequence of major offerings starts fall quarter.

MISSION STATEMENT:

The Accounting Program provides an intensive study of the accounting/finance field in flexible student-friendly formats for lifelong learning opportunities.

180 Credit Hours

Technical and Basic Requirements:

113 Credit Hours

AC114 Accounting I/5*
AC115 Accounting II/5*
AC118 Accounting III/3*
AC130 Introduction to Accounting Software/3*
AC202 Managerial Accounting/5*
AC212 Individual Taxes/5*
AC213 Intermediate Accounting I/5*
AC214 Intermediate Accounting II/5*
AC301 Cost Accounting I/5
AC310 Business Taxes/5
AC375 Accounting Professional Ethics/3
AC395 Auditing/5
AC405 Accounting Information Systems/5
AC414 Auditing II/5
AC435 Advanced Accounting I/5
AC436 Advanced Accounting II/5
AC445 Governmental & Not-for-Profit Organizations/5
AC490 Accounting Capstone/3
BU325 Legal Issues in Commercial Transactions/5
DP150 Spreadsheet Applications/3*
DP310 Advanced Spreadsheet Applications/3
EC225 Macroeconomics/5*
FI210 Principles of Finance/5*
MA121 Principles of Management/5*
MT150 Principles of Marketing/5*

General Education Requirements:

54 Credit Hours

CO179 Introduction to Human Communication/3*
CO445 Group Dynamics/3
EC235 Microeconomics/5*
EN Any 300/400 level EN course/3
EN180 Composition I/5*
EN200 Composition II/5*
MH190 Algebra/5*
MH310 Finite Mathematics/3
OR
MH315 Calculus/3
MH350 Statistics/5
MH420 Quantitative Methods/3
SC200 Principles of Ecology/3*
SC320 Biology/3
UN110 First-Year Experience/2*
UN220 Introduction to Diversity Issues/3*
Any 100/200 level EN or HI course/3*

General Education Electives:

13 Credit Hours

Choose 300- or 400-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

*Denotes first- and second-year courses

ACCOUNTING CPA Track

This curriculum provides education to students in the areas of preparation of financial reports, statements, cost procedures, audit and finance for business firms. The sequence of major offerings starts fall quarter.

MISSION STATEMENT:

The Accounting Program provides an intensive study of the accounting field in flexible student-friendly formats for lifelong learning opportunities. The CPA Track Program provides students with the preparation needed to sit for the CPA Exam.

225 Credit Hours

Technical and Basic Requirements:

113 Credit Hours

- AC114 Accounting I/5*
- AC115 Accounting II/5*
- AC118 Accounting III/3*
- AC130 Introduction to Accounting Software/3*
- AC202 Managerial Accounting/5*
- AC212 Individual Taxes/5*
- AC213 Intermediate Accounting I/5*
- AC214 Intermediate Accounting II/5*
- AC301 Cost Accounting I/5
- AC310 Business Taxes/5
- AC375 Accounting Professional Ethics/3
- AC395 Auditing/5
- AC405 Accounting Information Systems/5
- AC414 Auditing II/5
- AC435 Advanced Accounting I/5
- AC436 Advanced Accounting II/5
- AC445 Governmental & Not-for-Profit Organizations/5
- AC490 Accounting Capstone/3
- BU325 Legal Issues in Commercial Transactions/5
- DP150 Spreadsheet Applications/3*
- DP310 Advanced Spreadsheet Applications/3
- EC225 Macroeconomics/5*
- FI210 Principles of Finance/5*
- MA121 Principles of Management/5*
- MT150 Principles of Marketing/5*

Technical and Basic Electives:

45 Credit Hours

Courses recommended to satisfy additional 45 quarter hours for CPA certificate.

- AC452 CPA Review - Financial Accounting & Reporting/3
- AC454 CPA Review - Regulation/3
- AC455 CPA Review - Auditing & Attestation/3
- BU320 Legal Issues in Consumer Sales Transactions/5
- FI420 Corporate Finance/5

Additional technical and basic electives: Any 100/200/300/400 level courses from any subject/26**

General Education Requirements:

54 Credit Hours

- CO179 Introduction to Human Communication/3*
- CO445 Group Dynamics/3
- EC235 Microeconomics/5*
- EN Any 300/400 level EN course/3
- EN180 Composition I/5*
- EN200 Composition II/5*
- MH190 Algebra/5*
- MH310 Finite Mathematics/3
- OR
- MH315 Calculus/3
- MH350 Statistics/5
- MH420 Quantitative Methods/3
- SC200 Principles of Ecology/3*
- SC320 Biology/3
- UN110 First-Year Experience/2*
- UN220 Introduction to Diversity Issues/3*
- Any 100/200 level EN or HI course/3*

General Education Electives:

13 Credit Hours*

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

*Denotes first- and second-year courses

**Review options with accounting faculty and Advising.

BACHELOR OF SCIENCE DEGREE

ACCOUNTING Forensic Accounting

This curriculum provides education to students in the areas of white collar crime, obtaining documents for examination, federal regulation relating to fraud examinations, and the review of the provision of Sarbanes-Oxley Act of 2002 relating to the corporate governance and testing of internal controls related to corporate assets. The sequence of major offerings starts fall quarter.

MISSION STATEMENT:

The Forensic Accounting Program provides an intensive study of the element of fraud including prevention and detection in order to prepare students for the Certified Fraud Examiner (CFE) examination.

180 Credit Hours

Technical and Basic Requirements:

123 Credit Hours

AC114 Accounting I/5*
AC115 Accounting II/5*
AC118 Accounting III/3*
AC130 Introduction to Accounting Software/3*
AC202 Managerial Accounting/5*
AC212 Individual Taxes/5*
AC213 Intermediate Accounting I/5*
AC214 Intermediate Accounting II/5*
AC301 Cost Accounting I/5
AC310 Business Taxes/5
AC375 Accounting Professional Ethics/3
AC395 Auditing/5
AC405 Accounting Information Systems/5
AC435 Advanced Accounting I/5
AC445 Governmental & Not-for-Profit Organizations/5
AC490 Accounting Capstone/3
BU325 Legal Issues in Commercial Transactions/5
DP150 Spreadsheet Applications/3*
DP310 Advanced Spreadsheet Applications/3
EC225 Macroeconomics/5*
FA330 Financial Statement Investigation/5
FA410 Forensic Accounting I/5
FA420 Legal Implications of Fraud Examination/5
FA425 Forensic Accounting II/5
FI210 Principles of Finance/5*
MA121 Principles of Management/5*
MT150 Principles of Marketing/5*

General Education Requirements:

52 Credit Hours

CO179 Introduction to Human Communication/3*
CO445 Group Dynamics/3
EN Any 300/400 level EN course/3
EN180 Composition I/5*
EN200 Composition II/5*
MH190 Algebra/5*
MH310 Finite Mathematics/3
OR
MH315 Calculus/3
MH350 Statistics/5
MH420 Quantitative Methods/3
PY177 Introduction to Psychology/3*
OR
SO186 Sociology/3*
SC200 Principles of Ecology/3*
SC320 Biology/3
UN110 First-Year Experience/2*
UN220 Introduction to Diversity Issues/3*
Any 100/200 level EN or HI course/3*

General Education Electives:

5 Credit Hours

Choose 300- or 400-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

*Denotes first- and second-year courses

BACHELOR OF SCIENCE DEGREE

BUSINESS ADMINISTRATION

This curriculum offers excellent instruction for a wide range of positions in the service, banking and manufacturing industries, as well as in small businesses.

MISSION STATEMENT:

The Business Administration Department includes experienced business professionals, now educators, who are passionate about student success. Faculty strive to prepare students to be successful business leaders, entrepreneurs, and global citizens through training in critical and strategic thinking, problem solving, teamwork, ethical behavior, and leadership.

180 Credit Hours

Technical and Basic Requirements:

87 Credit Hours

- AC114 Accounting I/5*
- BU220 Managerial Accounting for Business/3*
- BU240 International Business I/5*
- BU320 Legal Issues in Consumer Sales Transactions/5
OR
- BU325 Legal Issues in Commercial Transactions/5
- BU490 Business Capstone/3
- DP150 Spreadsheet Applications/3*
- EC225 Macroeconomics/5*
- EC235 Microeconomics/5*
- EC325 Economics in Today's Society/3
- FI210 Principles of Finance/5*
- FI420 Corporate Finance/5
- MA121 Principles of Management/5*
- MA322 Organizational Behavior/5
- MA330 Human Resource Management/5
- MA340 Leadership/5
- MA416 Moral Issues in Business/5
- MA447 Global Management Issues/5
- MA475 Strategic Management and Business Policy/5
- MT150 Principles of Marketing/5*

Technical and Basic Electives:

9 Credit Hours

Choose 100- or 200-level electives from the following subjects: AC, AG, BU, HR, LSC, MA, MT, MSP, SM.

Practicum Options: 6 Credit Hours

- Two 3-hr Approved Specialized Electives
OR
- BU410 Seminar in Business/1 and **one of the following:**
- BU411 5-hr Work Option Practicum
- BU412 2-hr Work Option Practicum & 3-hr Approved Specialized Elective

General Education Requirements:

69 Credit Hours

- CO179 Introduction to Human Communication/3*
- CO445 Group Dynamics/3
- EN Any 300/400 level EN course/3
- EN180 Composition I/5*
- EN200 Composition II/5*
- MH169 Business Math/5*
- MH190 Algebra/5*
- MH310 Finite Mathematics/3
OR
- MH315 Calculus/3
- MH350 Statistics/5
- MH420 Quantitative Methods/3
- PY177 Introduction to Psychology/3*
OR
- SO186 Sociology/3*
- SC200 Principles of Ecology/3*
- SC320 Biology/3
- UN110 First-Year Experience/2*
- UN220 Introduction to Diversity Issues/3*
Any 100/200 level EN or HI course/3*
Any 300/400 level PY or SO course/3
Any 300/400 level HI or PO courses/9

General Education Electives: 9 Credit Hours

3 Credit Hours*

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

6 Credit Hours

Choose 300- or 400-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

*Denotes first- and second-year courses

BACHELOR OF SCIENCE DEGREE

BUSINESS ADMINISTRATION CONCENTRATIONS

Students in a bachelor's degree of Business Administration or Specialized Studies program can add a concentration to their program. The three choices are: Agribusiness Management; Automotive Management/Automotive Aftermarket; or Marketing.

Contact the Advising Office to change your program or to add one of these concentrations and to learn more about the options and requirements related to them.

BUSINESS ADMINISTRATION WITH AGRIBUSINESS MANAGEMENT CONCENTRATION

- AG300 Agribusiness Strategies and Management/5
- AG311 Agricultural Finance/5
- AG315 Professional Agribusiness Selling/5
- AG400 Agricultural Policy/5
- AG405 Agricultural Price Analysis/3

BUSINESS ADMINISTRATION WITH AUTOMOTIVE MANAGEMENT/AUTOMOTIVE AFTERMARKET CONCENTRATION

- AM310 Automotive Dealerships/3
- AM311 Automotive Aftermarket and Manufacturing/3
- AM312 Automotive Aftermarket and Retailing/3
- AM412 Parts and Service Merchandising/3
- AM413 Automotive Jobber/Wholesaler Aftermarkets/3
- AM420 Automotive Entrepreneurship/5

BUSINESS ADMINISTRATION WITH MARKETING CONCENTRATION

- MT318 Consumer Trends/3
- MT321 International Marketing/3
- MT353 Services Marketing/3
- MT415 Marketing Research/5
- MT424 Marketing Management/5

MARKETING

The purpose of the marketing program is to expose students to a wide range of marketing expertise encompassing strategic marketing, product management, promotion, pricing, distribution, sales, and other essential marketing areas that prepare students for multiple career options in marketing, promotion, and sales management. With the understanding of marketing principles, students are given the chance to apply marketing knowledge to organizational situations in order to fulfill customer needs in a changing, global environment. The focus of the marketing program is to provide students with an in-depth practical approach to analyzing, planning, and implementing marketing strategies.

MISSION STATEMENT:

The Marketing Department of UNOH is committed to providing a well-rounded learning experience for students interested in a degree in marketing. By incorporating real-world application in the classroom, together with a conceptual foundation and global perspective, students are assisted in developing the necessary marketing skills to advance in any given marketing career and create professional business relationships.

180 Credit Hours

Technical and Basic Requirements: 89 Credit Hours

AC114 Accounting I/5*
 BU115 Contract Law/5*
 DP150 Spreadsheet Applications/3*
 EC190 Survey of Economics/3*
 FI210 Principles of Finance/5*
 MA121 Principles of Management/5*
 MA322 Organizational Behavior/5
 MA416 Moral Issues in Business/5
 MT150 Principles of Marketing/5*
 MT160 Professional Selling/3*
 MT226 Retailing/3*
 MT233 Graphic Design for Marketing/3*
 MT234 Website Management for Marketing/3*
 MT246 Integrated Branded Promotions/5*
 MT256 Social Media/3*
 MT306 Advanced Professional Selling/3
 MT318 Consumer Trends/3
 MT321 International Marketing/3
 MT353 Services Marketing/3
 MT358 Digital Analytics/3
 MT406 Special Topics in Marketing/3
 MT415 Marketing Research/5
 MT424 Marketing Management/5

Technical and Basic Electives: 13 Credit Hours 4 Credit Hours*

Choose from the following 100- or 200-level elective courses:

BU109 Customer Service/3
 BU240 International Business I/5
 DM118 Digital Media Fundamentals/3
 MA122 Small Business/3

9 Credit Hours

Choose from the following 300- or 400-level elective courses:

BU330 Business Communication/3
 MA325 Training in Organizations/3
 MA395 Managing Change in Organizations/3
 MA425 Special Topics in Business Administration/3
 MA430 Entrepreneurship/3
 MA440 Project Management/3
 MT335 Marketing Internship/3

General Education Requirements: 69 Credit Hours

CO179 Introduction to Human Communication/3*
 CO445 Group Dynamics/3
 EN Any 300/400 level EN course/3
 EN180 Composition I/5*
 EN200 Composition II/5*
 MH169 Business Math/5*
 MH190 Algebra/5*
 MH310 Finite Mathematics/3
 OR
 MH315 Calculus/3
 MH350 Statistics/5
 MH420 Quantitative Methods/3
 PY177 Introduction to Psychology/3*
 OR
 SO186 Sociology/3*
 SC200 Principles of Ecology/3*
 SC320 Biology/3
 UN110 First-Year Experience/2*
 UN220 Introduction to Diversity Issues/3*
 Any 100/200 level EN or HI course/3*
 Any 300/400 level PY or SO course/3
 Any 300/400 level HI or PO courses/9

General Education Electives: 9 Credit Hours 3 Credit Hours*

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

6 Credit Hours

Choose 300- or 400-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

*Denotes first- and second-year courses

ASSOCIATE OF APPLIED BUSINESS DEGREE

ACCOUNTING

This curriculum prepares students in the areas of preparation of financial reports, statements, cost procedures, audit and finance for business firms. The sequence of major offerings starts fall quarter.

MISSION STATEMENT:

The Accounting Program provides an intensive study of the accounting field in flexible student-friendly formats for lifelong learning opportunities.

108 Credit Hours

Technical and Basic Requirements:

65 Credit Hours

AC114 Accounting I/5
AC115 Accounting II/5
AC118 Accounting III/3
AC122 Payroll Accounting/3
AC130 Introduction to Accounting Software/3
AC202 Managerial Accounting/5
AC212 Individual Taxes/5
AC213 Intermediate Accounting I/5
AC214 Intermediate Accounting II/5
AC292 Accounting Capstone/3
DP150 Spreadsheet Applications/3
EC225 Macroeconomics/5
FI210 Principles of Finance/5
MA121 Principles of Management/5
MT150 Principles of Marketing/5

Technical and Basic Electives:

6 Credit Hours

Choose 100- or 200-level electives from the following subjects: BU, DP, or MT.

General Education Requirements:

34 Credit Hours

CO179 Introduction to Human Communication/3
EC235 Microeconomics/5
EN180 Composition I/5
EN200 Composition II/5
MH190 Algebra/5
SC200 Principles of Ecology/3
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level EN or HI course/3

General Education Electives:

3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

*The associate degree curriculum may have up to 18 hours that are not required for students who go directly into the baccalaureate program. Students should see the Academic Advisor.

ASSOCIATE OF APPLIED BUSINESS DEGREE

BUSINESS ADMINISTRATION

The associate degree in Business Administration offers an excellent education for a wide range of entry-level positions in the service, banking and manufacturing industries, as well as in small businesses.

MISSION STATEMENT:

The Business Administration Department includes experienced business professionals, now educators, who are passionate about student success. Faculty strive to prepare students to be successful business leaders, entrepreneurs, and global citizens through training in critical and strategic thinking, problem solving, teamwork, ethical behavior, and leadership.

108 Credit Hours

Technical and Basic Requirements:

57 Credit Hours

AC114 Accounting I/5
BU115 Contract Law/5
BU220 Managerial Accounting for Business/3
BU230 Current Topics in Business/5
BU240 International Business I/5
BU292 Business Capstone/3
DP150 Spreadsheet Applications/3
EC225 Macroeconomics/5
EC235 Microeconomics/5
FI210 Principles of Finance/5
MA121 Principles of Management/5
MT150 Principles of Marketing/5
MT226 Retailing/3

Technical and Basic Electives:

6 Credit Hours

Choose 100- or 200-level electives from the following subjects: AC, AG, BU, HR, LSC, MA, MT, MSP, SM.

General Education Requirements:

37 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH169 Business Math/5
MH190 Algebra/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level EN or HI course/3

General Education Electives:

8 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

*Some of the hours of the associate degree curriculum are not required for students who go directly into the baccalaureate program. Students should see the Academic Advisor.

ASSOCIATE OF APPLIED BUSINESS DEGREE

HUMAN RESOURCE MANAGEMENT

The Human Resource Management associate degree program at UNOH will prepare individuals for various careers in the human resource industry. Human resource personnel is vital to any business, large or small, as the individual or department can handle responsibilities ranging from recruiting employees, conflict resolution, managing benefit packages for employees, and be responsible for current labor relations regulations and best practices. The required coursework mixes hands-on industry experience with business and management courses, providing a well-rounded education.

MISSION STATEMENT:

The Human Resources program provides students with the knowledge, skills, and abilities to begin a career journey in human resources within any business or industry.

97 Credit Hours

Technical and Basic Requirements:

62 Credit Hours

AC114 Accounting I/5
AC122 Payroll Accounting/3
BU109 Customer Service/3
DP150 Spreadsheet Applications/3
HR110 Introduction to Human Resource Management/3
HR130 HR Labor Relations/5
HR150 HR Compensation & Benefits/5
HR170 HR Training & Development/5
HR210 HR Policy & Strategy/5
HR230 HR Conflict Resolution/5
HR250 HR Employment Law/5
HR290 HR Practicum/5
MA121 Principles of Management/5
MT150 Principles of Marketing/5

General Education Requirements:

32 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH169 Business Math/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level EN or HI course/3

General Education Electives:

3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

ASSOCIATE OF APPLIED BUSINESS DEGREE

MARKETING

The associate degree program provides students with the foundational knowledge of marketing concepts preparing graduates for entry-level positions in retail, sales, wholesale, and traditional as well as digital media organizations.

MISSION STATEMENT:

The Marketing Department of UNOH is committed to providing a well-rounded learning experience for students interested in a degree in marketing. By incorporating real-world application in the classroom, together with a conceptual foundation and global perspective, students are assisted in developing the necessary marketing skills to advance in any given marketing career and create professional business relationships.

108 Credit Hours

Technical and Basic Requirements:

51 Credit Hours

AC114 Accounting I/5
BU115 Contract Law/5
DP150 Spreadsheet Applications/3
EC190 Survey of Economics/3
FI210 Principles of Finance/5
MA121 Principles of Management/5
MT150 Principles of Marketing/5
MT160 Professional Selling/3
MT226 Retailing/3
MT233 Graphic Design for Marketing/3
MT234 Website Management for Marketing/3
MT246 Integrated Branded Promotions/5
MT256 Social Media/3

Technical and Basic Electives: 4 Credit Hours

Choose from the following 100- or 200-level elective courses:

BU109 Customer Service/3
BU240 International Business I/5
DM118 Digital Media Fundamentals/3
MA122 Small Business/3

General Education Requirements:

37 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH169 Business Math/5
MH190 Algebra/5
PY177 Introduction to Psychology/3

OR

SO186 Sociology/3
SC200 Principles of Ecology/3
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level EN or HI course/3

General Education Electives:

16 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

UNIVERSITY OF NORTHWESTERN OHIO

COLLEGE OF HEALTH PROFESSIONS

The College of Health Professions of the University of Northwestern Ohio includes the following majors: Healthcare Administration, Health Information Technology, Medical Assistant Technology, and Medical Office Management. Major course sequences begin fall quarter. Students may enter any quarter to take general education courses but must take required major courses when offered. Subsequently, more time may be needed to complete the programs.

BACHELOR OF SCIENCE DEGREE PROGRAM

Healthcare Administration ●

ASSOCIATE OF APPLIED BUSINESS DEGREE PROGRAMS

Health Information Technology ●

Medical Assistant Technology

Medical Office Management ●

BACHELOR OF SCIENCE DEGREE

HEALTHCARE ADMINISTRATION

This is a 2+2 degree. Students may transfer associate degrees in business, management, and health-related areas and complete their junior and senior years. Students may have differing requirements to complete, based upon the general education and related courses the students have already taken. Transfer information can be found on Pages 28 and 29. The sequence of major offerings starts fall quarter.

MISSION STATEMENT:

Through traditional and nontraditional delivery methods, students prepare to work across the healthcare continuum by acquiring the management knowledge and skills needed in this dynamic industry.

Junior- and Senior-Level Courses

90 Credit Hours (Total)

Technical and Basic Requirements:

47 Credit Hours

- BU304 Management Essentials for Specialized Studies/5
- BU305 Economics and Finance for Specialized Studies/5
- HC305 Healthcare Management/5
- HC310 Healthcare Law/3
- HC315 Quality Metrics in Healthcare/3
- HC325 Public Health & Epidemiology/3
- HC415 Health Information Technology/5
- HC467 Healthcare Finance & Accounting/5
- HC472 Healthcare Economics/5
- HC490 Healthcare Capstone/3
- MA322 Organizational Behavior/5

Technical and Basic Electives: 5 Credit Hours

Choose from the following 300- or 400-level elective courses:

- FI420 Corporate Finance/5
- MA330 Human Resource Management/5
- MA340 Leadership/5
- MA416 Moral Issues in Business/5

General Education Requirements:

32 Credit Hours

- CO445 Group Dynamics/3
- EN Any 300/400 level EN course/3
- MH310 Finite Mathematics/3
- OR
- MH315 Calculus/3
- MH350 Statistics/5
- MH420 Quantitative Methods/3
- PY375 Abnormal Psychology/3
- OR
- SO380 Death & Dying/3
- SC320 Biology/3
- Any 300/400 level HI or PO courses/9

General Education Electives:

6 Credit Hours

Choose 300- or 400-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

ASSOCIATE OF APPLIED BUSINESS DEGREE

HEALTH INFORMATION TECHNOLOGY

Health Information Technicians are needed in medical business today. This program provides instruction in many aspects of the medical field including medical terminology, medical office management, and pharmacology, along with courses in information technology including health information systems and legal and ethical aspects of HIT. Additional general education courses provide a broad background for the graduate. The sequence of major offerings starts fall quarter only.

Students in the Health Information Technology program are required to undergo a criminal background check and provide proof of certain required immunizations prior to entering the Professional Practice Experience phase of the program.

MISSION STATEMENT:

The Health Information Technology Department will provide a dynamic learning environment that supports students' desires to develop entry-level skills and professional and technical qualities to meet the current and future needs of the community and a multi-faceted health information system.

108 Credit Hours

Technical and Basic Requirements:

65 Credit Hours

HC110	Introduction to Health Professions/2
HC203	Coding I/5
HC209	Coding II/5
HC217	Coding III/5
HIT122	Introduction to Health Information Technology/5
HIT132	Introduction to Healthcare Data Analytics/5
HIT145	Health Information Systems/5
HIT160	Legal and Ethical Aspects of HIT/5
HIT225	HIT Revenue Cycle Management/5
HIT235	Healthcare Statistics & Quality Assessment/5
HIT245	Electronic Healthcare Records/5
HIT266	Management of Health Information Systems/5
HIT293	Health Information Practicum/5
IT260	IT Risk Management/3

General Education Requirements:

36 Credit Hours

CO179	Introduction to Human Communication/3
EN180	Composition I/5
EN200	Composition II/5
MH169	Business Math/5
PY177	Introduction to Psychology/3
OR	
SO186	Sociology/3
SC134	Human Anatomy, Pathophysiology, & Terminology I/3
SC142	Human Anatomy, Pathophysiology, & Terminology II/3
SC145	Human Anatomy, Pathophysiology, & Terminology III/3
SC250	Human Anatomy, Pathophysiology, & Terminology IV/3
UN220	Introduction to Diversity Issues/3

General Education Electives:

7 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

ASSOCIATE OF APPLIED BUSINESS DEGREE

MEDICAL ASSISTANT TECHNOLOGY

Medical office personnel with business backgrounds have many opportunities. Entering students must have proof of immunizations on file with the University Registrar. The sequence of major offerings begins fall quarter only.

Students in the Medical Assisting Program are required to undergo a criminal background check and provide proof of certain required immunizations prior to entering the externship phase of the program.

MISSION STATEMENT:

To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

108 Credit Hours

Technical and Basic Requirements:

57 Credit Hours

- HC110 Introduction to Health Professions/2
- HC203 Coding I/5
- MO133 Administrative Skills for the Medical Assistant/3
- MO139 Basic Pharmacology/3
- MO152 Medical Accounting Software/3
- MO156 Clinical I/5
- MO157 Understanding Health Insurance/3
- MO230 Medical Law and Ethics/3
- MO235 Clinical II/5
- MO244 Advanced Pharmacology/5
- MO258 Healthcare in the Community/3
- MO293 Medical Practicum/5
- SC134 Human Anatomy, Pathophysiology, and Terminology I/3
- SC142 Human Anatomy, Pathophysiology, and Terminology II/3
- SC145 Human Anatomy, Pathophysiology, and Terminology III/3
- SC250 Human Anatomy, Pathophysiology, and Terminology IV/3

Technical and Basic Electives:

8 Credit Hours

Choose 100- or 200-level electives from the following subjects: AC, BU, HC, MA, MT.

General Education Requirements:

28 Credit Hours

- CO179 Introduction to Human Communication/3
- EN180 Composition I/5
- MH169 Business Math/5
- PY177 Introduction to Psychology/3
- PY276 Life Span Development/3
- SO186 Sociology/3
- UN220 Introduction to Diversity Issues/3
- Any 100/200 level EN or HI course/3

General Education Electives:

15 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

ASSOCIATE OF APPLIED BUSINESS DEGREE

MEDICAL OFFICE MANAGEMENT

The Medical Office Management function is to perform office duties in a healthcare setting. They may schedule appointments, process insurance, handle telephone calls, prepare medical records, perform coding and billing duties, utilize office equipment and software, and handle correspondence. Good communication skills, expertise in medical terminology, knowledge of medical coding and billing, and understanding HIPAA is necessary. Additional general education courses provide a broad background for the graduate. This program prepares students to sit for the Certified Coding Associate Certificate (CCA). The sequence of major offerings begins fall quarter only.

MISSION STATEMENT:

The Office Technologies Department provides quality instruction to students by preparing them to be successful and productive community and business leaders while emphasizing employability skills and personal attributes.

108 Credit Hours

Technical and Basic Requirements:

71 Credit Hours

BU109 Customer Service/3
DP117 Database Applications/3
DP150 Spreadsheet Applications/3
HC110 Introduction to Health Professions/2
HC203 Coding I/5
HC209 Coding II/5
KY146 Keyboarding I/5
KY147 Keyboarding II/5
MA121 Principles of Management/5
MO133 Administrative Skills for the Medical Assistant/3
MO152 Medical Accounting Software/3
MO157 Understanding Health Insurance/3
MO230 Medical Law & Ethics/3
OP140 Medical Machine Transcription I/5
OP292 Office Technology Capstone/3
SC134 Human Anatomy, Pathophysiology, & Terminology I/3
SC142 Human Anatomy, Pathophysiology, & Terminology II/3
SC145 Human Anatomy, Pathophysiology, & Terminology III/3
SC250 Human Anatomy, Pathophysiology, & Terminology IV/3
WP138 Introduction to Word Processing Applications/3

General Education Requirements:

30 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5

MH190 Algebra/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level EN or HI course/3

General Education Electives:

7 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

UNIVERSITY OF NORTHWESTERN OHIO

COLLEGE OF OCCUPATIONAL PROFESSIONS

The College of Occupational Professions includes the following majors: Agribusiness, Information Technology, Legal, Office Management, Specialized Studies, Sport Marketing and Management, and Travel. Some programs have major course sequences beginning summer and/or fall quarters. Students may enter any quarter to take general education courses but must take required major courses when offered. Subsequently, more time may be needed to complete the programs. Students who select the specialized studies major should meet with the Registrar or the Academic Advisor to declare the program majors.

BACHELOR OF SCIENCE DEGREE PROGRAMS

- Agribusiness Management ●
- Motorsports Marketing ●
- Specialized Studies ●
- Sport Marketing and Management ●

ASSOCIATE OF APPLIED BUSINESS DEGREE PROGRAMS

- Agribusiness Marketing/Management Technology ●
- Automotive Management ●
- IT - Digital Forensics
- IT - Digital Multimedia Design
- IT - Network Security
- IT - System Administration
- Legal Assisting ●
- Logistics & Supply Chain Management ●
- Office Management ●
- Specialized Studies ●
- Sport Marketing and Management ●
- Travel and Hotel Management ●

BACHELOR OF SCIENCE DEGREE

AGRIBUSINESS MANAGEMENT

A bachelor's in general agriculture can provide you with a foundation in farm management, soil science, farm technology and equipment, and animal science. After graduating from this degree program, you'll be prepared for entry-level work in the agricultural industry or for further study in graduate school.

MISSION STATEMENT:

The Agribusiness Department fosters a foundation of agricultural learning, developing the individual and facilitates the transition from secondary to postsecondary education through to the work force. The student will explore the relationship and the possibilities of the community of agriculture.

180 Credit Hours

Technical and Basic Requirements:

97 Credit Hours

- AC114 Accounting I/5*
- AG106 Agribusiness Fundamentals/3*
- AG116 Agricultural Technology/3*
- AG140 Agribusiness Marketing & Sales/5*
- AG210 Agronomy I/5*
- AG211 Animal Science/5*
- AG212 Agricultural Economics/3*
- AG230 Agronomy II/5*
- AG235 Sustainable Agriculture/3*
- AG300 Agribusiness Strategies & Management/5
- AG311 Agricultural Finance/3
- AG315 Professional Agribusiness Selling/5
- AG400 Agricultural Policy/5
- AG405 Agricultural Price Analysis/3
- AG491 Agribusiness Practicum/3
- BU320 Legal Issues in Consumer Sales Transactions/5
OR
- BU325 Legal Issues in Commercial Transactions/5
- DP150 Spreadsheet Applications/3*
- FI210 Principles of Finance/5*
- MA121 Principles of Management/5*
- MA322 Organizational Behavior/5
- MA330 Human Resource Management/5
- MA430 Entrepreneurship/3
- MT150 Principles of Marketing/5*

Technical and Basic Electives:

5 Credit Hours

Choose 300- or 400-level electives from the following subjects: BU, MA, MT.

General Education Requirements: 69 Credit Hours

- CO179 Introduction to Human Communication/3*
- CO445 Group Dynamics/3
- EN Any 300/400 level EN course/3
- EN180 Composition I/5*
- EN200 Composition II/5*
- MH169 Business Math/5*
- MH190 Algebra/5*
- MH310 Finite Mathematics/3
OR
- MH315 Calculus/3
- MH350 Statistics/5
- MH420 Quantitative Methods/3
- PY177 Introduction to Psychology/3*
OR
- SO186 Sociology/3*
- SC200 Principles of Ecology/3*
- SC320 Biology/3
- UN110 First-Year Experience/2*
- UN220 Introduction to Diversity Issues/3*
Any 100/200 level EN or HI course/3*
Any 300/400 level PY or SO course/3
Any 300/400 level HI or PO courses/9

General Education Electives: 9 Credit Hours

3 Credit Hours*

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

6 Credit Hours

Choose 300- or 400-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

*Denotes first- and second-year courses

MOTORSPORTS MARKETING

The program will prepare students for a career in the motorsports industry. Students will learn the current trends, tools, and skills desired by motorsports teams, tracks, and organizations.

MISSION STATEMENT:

The Motorsports Marketing program provides students an opportunity to study the marketing skills found in the evolving motorsports industry. By incorporating real-life applications, both in and out of the classroom, combined with conceptual foundations, students will be prepared for a career in the field of motorsports marketing.

180 Credit Hours

Technical and Basic Requirements:

101 Credit Hours

- AC114 Accounting I/5*
- BU115 Contract Law/5*
- BU320 Legal Issues in Consumer Sales Transactions/5
- DP150 Spreadsheet Applications/3*
- EC190 Survey of Economics/3*
- FI210 Principles of Finance/5*
- MA121 Principles of Management/5*
- MA322 Organizational Behavior/5
- MA416 Moral Issues in Business/5
- MSP280 Introduction to Motorsports - History & Impact/3*
- MSP310 Motorsports - Administration, Governance, & Policy/3
- MSP336 PR & Event Planning in the Motorsports Industry/3
- MSP350 Specialized Media in the Motorsports Industry/3
- MSP410 Field Experience/3
- MSP420 Gaining Sponsorships in Motorsports/5
- MSP490 Managing the Motorsports Marketing Strategy/5
- MT150 Principles of Marketing/5*
- MT160 Professional Selling/3*
- MT233 Graphic Design for Marketing/3*
- MT234 Website Management for Marketing/3*
- MT246 Integrated Branded Promotions/5*
- MT256 Social Media/3*
- MT358 Digital Analytics/3
- MT415 Marketing Research/5
- MT424 Marketing Management/5

General Education Requirements: 69 Credit Hours

- CO179 Introduction to Human Communication/3*
- CO445 Group Dynamics/3
- EN Any 300/400 level EN course/3
- EN180 Composition I/5*
- EN200 Composition II/5*
- MH169 Business Math/5*
- MH190 Algebra/5*
- MH310 Finite Mathematics/3
- OR
- MH315 Calculus/3
- MH350 Statistics/5
- MH420 Quantitative Methods/3
- PY177 Introduction to Psychology/3*
- OR
- SO186 Sociology/3*
- SC200 Principles of Ecology/3*
- SC320 Biology/3
- OR
- SC330 Physics/3
- UN110 First-Year Experience/2*
- UN220 Introduction to Diversity Issues/3*
- Any 100/200 level EN or HI course/3*
- Any 300/400 level PY or SO course/3
- Any 300/400 level HI or PO courses/9

General Education Electives:

10 Credit Hours

Choose 300- or 400-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

*Denotes first- and second-year courses

BACHELOR OF SCIENCE DEGREE

SPECIALIZED STUDIES

A freshman must have an active associate degree program in addition to the Specialized Studies baccalaureate program. The associate degree will satisfy the lower-level requirements for the Specialized Studies program. When the associate degree program is completed or nearly completed, courses at the upper level can be started. It is required that students who declare this program a) complete the associate degree program and b) also have the intent to complete the baccalaureate degree program.

Students will complete 90 credit hours at the upper level to meet the requirements for this program.

MISSION STATEMENT:

To meet the individual needs of students, the University has developed a degree program that allows them to design majors that cross disciplines.

Junior- and Senior-Level Courses: 90 Credit Hours

Technical and Basic Requirements:

46 Credit Hours

- BU304 Management Essentials for Specialized Studies/5
- BU305 Economics & Finance for Specialized Studies/5
- BU320 Legal Issues in Consumer Sales Transactions/5
- BU490 Business Capstone/3
- EC325 Economics in Today's Society/3
- FI420 Corporate Finance/5
- MA322 Organizational Behavior/5
- MA340 Leadership/5
- MA447 Global Management Issues/5
- MA475 Strategic Management & Business Policy/5

Practicum Options: 6 Credit Hours

- Two 3-hr Approved Specialized Electives
OR
- BU410 Seminar in Business/1 and **one of the following:** (Co-requisites requiring completion of both courses before achieved grade(s) are awarded.)
- BU411 5-hr Work Option Practicum
- BU412 2-hr Work Option Practicum & 3-hr Approved Specialized Elective

General Education Requirements:

32 Credit Hours

- CO445 Group Dynamics/3
- EN Any 300/400 level EN course/3
- MH310 Finite Mathematics/3
OR
- MH315 Calculus/3
- MH350 Statistics/5
- MH420 Quantitative Methods/3
- SC320 Biology/3
- Any 300/400 level HI or PO courses/9
- Any 300/400 level PY or SO course/3

General Education Electives:

6 Credit Hours

Choose 300- or 400-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

BACHELOR OF SCIENCE DEGREE

SPORT MARKETING AND MANAGEMENT

The Sport Marketing and Management program emphasizes the management, business, and leadership skills necessary to launch or enhance the sports business career. Reflected in the curriculum are the present issues in today's global sports industry and how integrating what is learned in the classroom can be immediately applicable to the workplace. The sports industry is competitive; and, for students to succeed, it is necessary to network and build relationships in the industry while pursuing undergraduate education. This program seeks to maximize student contact with industry professionals and enhance understanding of the business of sport through academic preparation. The sequence of major offerings starts fall quarter.

MISSION STATEMENT:

The Sport Marketing and Management program provides students an opportunity to combine marketing and management fundamentals with the sport and recreation industry, while preparing students to become well-trained business professionals.

180 Credit Hours

Technical and Basic Requirements:

101 Credit Hours

AC114 Accounting I/5*
BU240 International Business I/5*
BU320 Legal Issues in Consumer Sales Transactions/5
DP150 Spreadsheet Applications/3*
EC190 Survey of Economics/3*
MA121 Principles of Management/5*
MA322 Organizational Behavior/5
MA447 Global Management Issues/5
MT246 Integrated Branded Promotions/5*
MT256 Social Media/3*
MT353 Services Marketing/3
SM130 Principles of Sport Management/5*
SM150 Sport in Society/3*
SM170 Managing Fitness Concepts/3*
SM190 Sport Marketing/5*
SM230 Facility and Event Management/3*
SM240 History of Sport in the United States/3*
SM250 Sport Law/5*
SM300 Sport Communication/5
SM320 Sport Promotion/5
SM380 Psychology of Sport/3
SM400 Special Topics in Sport/3
SM450 Sport and Public Policy/5
SM485 Sport Marketing Internship/3
SM491 Sport Practicum/3

Technical and Basic Electives:

6 Credit Hours

Choose 300- or 400-level electives from the following subjects: AC, AG, BU, MA, MT, MSP.

General Education Requirements:

64 Credit Hours

CO179 Introduction to Human Communication/3*
CO445 Group Dynamics/3
EN Any 300/400 level EN course/3

EN180 Composition I/5*
EN200 Composition II/5*
MH190 Algebra/5*
MH310 Finite Mathematics/3
OR
MH315 Calculus/3
MH350 Statistics/5
MH420 Quantitative Methods/3
PY177 Introduction to Psychology/3*
OR
SO186 Sociology/3*
SC200 Principles of Ecology/3*
SC320 Biology/3
OR
SC330 Physics/3
UN110 First-Year Experience/2*
UN220 Introduction to Diversity Issues/3*
Any 100/200 level EN or HI course/3*
Any 300/400 level PY or SO course/3
Any 300/400 level HI or PO courses/9

General Education Electives: 9 Credit Hours 3 Credit Hours*

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

6 Credit Hours

Choose 300- or 400-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

*Denotes first- and second-year courses

ASSOCIATE OF APPLIED BUSINESS DEGREE

AGRIBUSINESS MARKETING/MANAGEMENT TECHNOLOGY

Students entering positions in the agribusiness marketing/management environment—wholesale, retail or production—will have the background to operate a family farm, manage a retail agribusiness supply firm, sell agricultural equipment and products, and fill other agricultural-related positions. The sequence of major offerings starts fall quarter.

MISSION STATEMENT:

The Agribusiness Department fosters a foundation of agricultural learning, developing the individual and facilitates the transition from secondary to postsecondary education through to the work force. The student will explore the relationship and the possibilities of the community of agriculture.

108 Credit Hours

Technical and Basic Requirements:

58 Credit Hours

AC114 Accounting I/5
AG106 Agribusiness Fundamentals/3
AG116 Agricultural Technology/3
AG140 Agribusiness Marketing & Sales/5
AG210 Agronomy I/5
AG211 Animal Science/5
AG212 Agricultural Economics/3
AG230 Agronomy II/5
AG235 Sustainable Agriculture/3
AG291 Agribusiness Practicum/3
DP150 Spreadsheet Applications/3
FI210 Principles of Finance/5
MA121 Principles of Management/5
MT150 Principles of Marketing/5

Technical and Basic Electives:

5 Credit Hours

Choose 100- or 200-level elective(s) from the following subjects: BU, HR, MA, MT.

General Education Requirements:

32 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH169 Business Math/5
OR
MH190 Algebra/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level EN or HI course/3

General Education Electives:

13 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

ASSOCIATE OF APPLIED BUSINESS DEGREE

AUTOMOTIVE MANAGEMENT

The Automotive Management associate degree prepares individuals for entry-level management positions in the automotive industry. Automotive dealerships have needs for individuals who have strong management skills and an understanding of automotive dealership operations, parts and service management, and the aftermarket in the automotive industry. Courses in this program are focused on these skills and business skills that effective management personnel need in the automotive industry.

Upon graduation, students will have acquired the skills to be able to secure positions as assistant service manager, parts and service consultant, service advisor, service manager, and general manager.

MISSION STATEMENT:

The Automotive Management Department's mission is to provide a quality education from its diverse courses, developing students into a knowledgeable and productive work force prepared for an entry-level management position.

108 Credit Hours

Technical & Basic Requirements:

56 Credit Hours

AC114 Accounting 1/5
AM130 Introduction to the Automotive Industry/5*
AM210 Parts & Service Management/3*
AM215 Automotive Aftermarket Management/5*
AM220 Current Topics in Automotive Management/5*
AM292 Automotive Management Capstone/3*
BU115 Contract Law/5
BU120 Introduction to Business/3
BU220 Managerial Accounting for Business/3
DP150 Spreadsheet Applications/3
MA121 Principles of Management/5
MT150 Principles of Marketing/5
MT160 Professional Selling/3
MT256 Social Media/3

General Education Requirements:

37 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH169 Business Math/5
MH190 Algebra/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level EN or HI course/3

General Education Electives:

15 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

*Courses offered online only.

ASSOCIATE OF APPLIED BUSINESS DEGREE

INFORMATION TECHNOLOGY

Digital Forensics

This curriculum is a study of digital forensics using current information technologies that are the driving force of today's business and legal world. Digital forensics, as it applies to digital evidence recovery, forensic laboratory analysis, and legal and ethical issues regarding seizure of computer evidence, will be explored in-depth. Computer network security, protocols, and intrusions detection will also provide the students with skills required to protect against threats and vulnerabilities. A hands-on approach will be used to reinforce the concepts discussed in this curriculum. Please review the catalog course descriptions for prerequisites. The sequence of the courses starts in the fall quarter only and cannot be taken online.

MISSION STATEMENT:

The Information Technology Department delivers to the students an educational experience that leads to lifelong learning skills through field-experienced professionals using contemporary technology.

108 Credit Hours

Technical & Basic Requirements:

65 Credit Hours

AC114 Accounting I/5
BU115 Contract Law/5
CJ200 Criminal Law for Non-Legal Majors/3
DF100 Introduction to Digital Forensics/3
DF110 White-Collar Crime/3
DF120 Analysis of Digital Media/5
DF130 Intrusion Detection and Prevention/5
DF200 Cybercrime/3
DF210 Advanced Digital Forensics/5
DF220 Digital Forensics & Incident Response/3
DF230 Mobile Device Forensics/3
DF240 Search & Seizure of Digital Evidence/3
DF250 Advanced Topics in Digital Forensics/5
DF260 Network Forensics/3
DF292 Digital Forensics Capstone/3
IT170 Ethics in Information Technology/3
MA121 Principles of Management/5

General Education Requirements:

35 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH169 Business Math/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
PY270 Social Psychology/3
SC200 Principles of Ecology/3
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level EN or HI course/3

General Education Electives:

3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Specialized Electives:

5 Credit Hours

Choose courses at the 100- or 200-level that are not required in your program.

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

ASSOCIATE OF APPLIED BUSINESS DEGREE

INFORMATION TECHNOLOGY

Digital Multimedia Design

The Digital Multimedia program at UNOH prepares students for a career in creative content creation, development, and management. The curriculum includes comprehensive hands-on instruction in graphic design, interactive multimedia, sound design, motion graphics, video editing, 3D visualization, and special effects compositing. The sequence of the courses starts in the fall quarter only and cannot be taken online.

MISSION STATEMENT:

The Information Technology Department delivers to the students an educational experience that leads to lifelong learning skills through field-experienced professionals using contemporary technology.

108 Credit Hours

Technical & Basic Requirements:

71 Credit Hours

BU120 Introduction to Business/3
DM118 Digital Media Fundamentals/3
DM121 Web Media Design Concepts/3
DM122 Digital Studio Fundamentals/3
DM125 Digital Graphic Imaging/3
DM130 Applied 3-D Modeling Concepts/3
DM180 Applied Digital Drawing/3
DM190 Interactive Media Presentation/3
DM210 Advanced Interactive Media Presentation/5
DM215 Advanced Web Media Design Concepts/5
DM223 Applied Digital Video Editing/5
DM226 Advanced Digital Video Editing/5
DM236 Advanced Digital Graphic Imaging/3
DM255 Applied 3-D Animation Concepts/5
DM292 Digital Multimedia Capstone/3
IT113 Introduction to Computer Programming/3
IT170 Ethics in Information Technology/3
MT150 Principles of Marketing/5
MT246 Integrated Branded Promotions/5

General Education Requirements:

32 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH190 Algebra/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level EN or HI course/3

General Education Electives:

3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Specialized Electives:

2 Credit Hours

Choose courses at the 100- or 200-level that are not required in your program.

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

ASSOCIATE OF APPLIED BUSINESS DEGREE

INFORMATION TECHNOLOGY

Network Security

This curriculum is a study of network security using current information technologies that are the driving force of today's business world. Networking security, as it applies to the Internet and intranets, will be explored in depth. A hands-on approach will be used to reinforce the concepts discussed in this curriculum. Please review the catalog course descriptions for prerequisites. The sequence of the courses starts in the fall quarter only and cannot be taken online.

MISSION STATEMENT:

The Information Technology Department delivers to the students an educational experience that leads to lifelong learning skills through field-experienced professionals using contemporary technology.

108 Credit Hours

Technical & Basic Requirements:

67 Credit Hours

- BU109 Customer Service/3
- BU115 Contract Law/5
- BU120 Introduction to Business/3
- DF100 Introduction to Digital Forensics/3
- IT113 Introduction to Computer Programming/3
- IT125 Computer Hardware Fundamentals/3
- IT130 Management of Information Security/3
- IT150 Administering a Client Operating System/5
- IT170 Ethics in Information Technology/3
- IT183 Network Fundamentals/5
- NS140 Open Source Fundamentals/3
- NS193 Local & Wide Area Networks/5
- NS235 Cyber Threat Foundations/3
- NS240 Operating Systems Security/3
- NS250 Open Source Server Administration/3
- NS260 Firewall Administration/5
- NS280 Intrusion Detection Systems Administration/3
- NS283 Ethical Hacking Foundations/3
- NS292 Network Security Capstone/3

General Education Requirements:

32 Credit Hours

- CO179 Introduction to Human Communication/3
- EN180 Composition I/5
- EN200 Composition II/5
- MH190 Algebra/5
- PY177 Introduction to Psychology/3
- OR
- SO186 Sociology/3
- SC200 Principles of Ecology/3
- UN110 First-Year Experience/2
- UN220 Introduction to Diversity Issues/3
- Any 100- or 200-level EN or HI course/3

General Education Electives:

3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Specialized Electives:

6 Credit Hours

Choose courses at the 100- or 200-level that are not required in your program.

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

ASSOCIATE OF APPLIED BUSINESS DEGREE

INFORMATION TECHNOLOGY System Administration

The explosion of computer use has created a high demand for trained specialists who have the education to administer, maintain, and support computer systems and networks. The University of Northwestern Ohio is a VMware IT Academy. The System Administration curriculum was developed as a study of several Microsoft® Windows and VMware® products as they apply to an IT Professional. A hands-on approach will be used to reinforce the concepts discussed in this curriculum. The sequence of the courses starts in the fall quarter only and cannot be taken online. The student is required to successfully complete the coursework in order to receive the degree. Following the completion of coursework, students may choose to sit for additional certification exams. Receipt of the University degree is separate and apart from the actual Microsoft Certified Systems Administrator (MCSA), Microsoft Certified Systems Engineer (MCSE), and Microsoft Certified IT Professional (MCITP) certifications in addition to others.

MISSION STATEMENT:

The Information Technology Department delivers to the students an educational experience that leads to lifelong learning skills through field-experienced professionals using contemporary technology.

108 Credit Hours

Technical & Basic Requirements:

66 Credit Hours

BU109 Customer Service/3
BU120 Introduction to Business/3
DP117 Database Applications/3
EC190 Survey of Economics/3
IT113 Introduction to Computer Programming/3
IT125 Computer Hardware Fundamentals/3
IT130 Management of Information Security/3
IT150 Administering a Client Operating System/5
IT170 Ethics in Information Technology/3
IT183 Network Fundamentals/5
NS280 Intrusion Detection Systems Administration/3
SA110 Operating System Fundamentals[^]/5
SA115 Database Design & Development/3
SA130 Administering a Server Environment I[^]/5
SA220 Administering a Server Environment II[^]/5
SA230 Server Utilities[^]/5
SA245 Emerging Trends in Computing/3
SA292 System Administration Capstone/3

[^] Preparation for test to gain credit towards Microsoft® Certified System Administrator (MCSA) and/or Engineer (MCSE) certification and Microsoft Certified IT Professional (MCITP).

General Education Requirements:

32 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH190 Algebra/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level EN or HI course/3

General Education Electives:

3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Specialized Electives:

7 Credit Hours

Choose courses at the 100- or 200-level that are not required in your program.

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

ASSOCIATE OF APPLIED BUSINESS DEGREE

LEGAL ASSISTING

The legal community has recognized the need for paralegals to aid the profession in certain areas of the law. Additional business courses provide a general background for the legal assisting graduate. Paralegals may not provide legal services directly to the public, except as permitted by law. The sequence of major courses begins fall quarter only.

MISSION STATEMENT:

The Legal Assisting Program provides students an educational experience of an integrated set of core courses of the highest quality and assists students in obtaining positions in which they will have the opportunity to exercise the skills they have acquired. A successful graduate will possess not only a common core of legal knowledge but will also acquire vital critical thinking, organizational, research, writing, oral communication and interpersonal skills, which will be adaptable to various fields and professions.

108 Credit Hours

Technical and Basic Requirements:

73 Credit Hours

AC114 Accounting I/5
BU120 Introduction to Business/3
DP150 Spreadsheet Applications/3
KY146 Keyboarding I/5
PL100 Introduction to the Legal System/5
PL110 Probate Administration/5
PL120 Litigation/5
PL130 Legal Research & Writing I/5
PL140 Domestic Relations/5
PL210 Real Estate/5
PL220 Legal Research & Writing II/5
PL230 Automated Research/3
PL240 Criminal Law/5
PL245 Legal Ethics/2
PL250 Juvenile Law/3
PL292 Legal Capstone/3
WP138 Introduction to Word Processing Applications/3
WP267 Advanced Word Processing Applications/3

General Education Electives:

3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

General Education Requirements:

32 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH169 Business Math/5
OR
MH190 Algebra/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level EN or HI course/3

ASSOCIATE OF APPLIED BUSINESS DEGREE

LOGISTICS & SUPPLY CHAIN MANAGEMENT

The Logistics and Supply Chain Management degree program will prepare graduates for a variety of careers in the logistics and supply chain management industry. The required coursework mixes hands-on industry experience with business, management, and marketing courses, providing a well-rounded education. Following graduation, students can expect to find careers regionally and nationally.

MISSION STATEMENT:

The Logistics and Supply Chain Management program cultivates the next generation of adept leaders and global-minded professionals guided by a team of business professionals turned educators, who are driven by a commitment to student success. Through immersive training in critical thinking, strategic problem-solving, collaborative teamwork, ethical conduct, and visionary leadership, students are empowered to excel as agile leaders and innovative entrepreneurs in the ever-evolving landscape of logistics and supply chain.

90 Credit Hours

Technical and Basic Requirements:

53 Credit Hours

AC114 Accounting I/5
BU115 Contract Law/5
BU240 International Business I/5
DP150 Spreadsheet Applications/3
EC190 Survey of Economics/3
FI210 Principles of Finance/5
MA121 Principles of Management/5
MA131 Introduction to Logistics & Supply Chain Management/3
MA151 Intermodal Transportation Systems/3
MA163 Production & Operations Management/3
MA221 Purchasing & Sourcing/3
MA241 Current Topics in Logistics & Supply Chain Management/3
MA292 Logistics & Supply Chain Capstone/2
MT150 Principles of Marketing/5

General Education Requirements:

37 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH169 Business Math/5
MH190 Algebra/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100/200 level EN or HI course/3

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

ASSOCIATE OF APPLIED BUSINESS DEGREE

OFFICE MANAGEMENT

The demand for competent, qualified office personnel continues to grow. The associate degree program in Office Management provides instruction in all phases of the office career. Instruction is provided on document processing equipment. Additional general education courses provide a broad background for graduates. The sequence of major offerings starts fall quarter only.

MISSION STATEMENT:

The Office Technologies Department provides quality instruction to students by preparing them to be successful and productive community and business leaders while emphasizing employability skills and personal attributes.

108 Credit Hours

Technical and Basic Requirements:

73 Credit Hours

AC114 Accounting I/5
AC130 Introduction to Accounting Software/3
BU109 Customer Service/3
DP117 Database Applications/3
DP150 Spreadsheet Applications/3
DP155 Developing Business Presentations/5
DP210 Advanced Spreadsheet Applications/3
KY146 Keyboarding I/5
KY147 Keyboarding II/5
KY250 Keyboarding III/5
MA121 Principles of Management/5
OP135 Machine Transcription I/3
OP149 Records Management/3
OP235 Machine Transcription II/3
OP276 Office Procedures/5
OP292 Office Technology Capstone/3
WP138 Introduction to Word Processing Applications/3
WP267 Advanced Word Processing Applications/3
WP277 Document Design/5

General Education Requirements:

32 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH169 Business Math/5
OR
MH190 Algebra/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level EN or HI course/3

General Education Electives:

3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

ASSOCIATE OF APPLIED BUSINESS DEGREE

SPECIALIZED STUDIES

This degree will be designed by the student, with assistance from the Dean or Academic Advisors, to meet the requirements of the University.

MISSION STATEMENT:

The Specialized Studies Program allows students more flexibility in designing a specific curriculum that meets their career needs.

108 Credit Hours

Technical and Basic Requirements:

60 Credit Hours

Student will choose two majors consisting of at least 30 hours each.

General Education Requirements:

32 Credit Hours

CO179 Introduction to Human Communication/3

EN180 Composition I/5

EN200 Composition II/5

MH169 Business Math/5

OR

MH190 Algebra/5

PY177 Introduction to Psychology/3

OR

SO186 Sociology/3

SC200 Principles of Ecology/3

UN110 First-Year Experience/2

UN220 Introduction to Diversity Issues/3

Any 100- or 200-level EN or HI course/3

General Education Electives:

3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Specialized Electives:

13 Credit Hours

Choose courses at the 100- or 200-level that are not required in your program.

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

ASSOCIATE OF APPLIED BUSINESS DEGREE

SPORT MARKETING AND MANAGEMENT

The Sport Marketing and Management program is designed to prepare students to work in the sports industry. This program emphasizes the management, business, and leadership skills necessary to launch or enhance the sports business career. Reflected in the curriculum are the present issues in today's global sports industry and how integrating what is learned in the classroom can be immediately applicable to the workplace.

The sports industry is competitive; and, for students to succeed, it is necessary to network and build relationships in the industry while pursuing undergraduate education. This program seeks to maximize student contact with industry professionals and enhance understanding of the business of sport through academic preparation.

MISSION STATEMENT:

The Sport Marketing and Management program provides students an opportunity to combine marketing and management fundamentals with the sport and recreation industry, while preparing students to become well-trained business professionals.

108 Credit Hours

Technical and Basic Requirements:

62 Credit Hours

AC114 Accounting I/5
BU240 International Business I/5
DP150 Spreadsheet Applications/3
EC190 Survey of Economics/3
MA121 Principles of Management/5
MT246 Integrated Branded Promotions/5
MT256 Social Media/3
SM130 Principles of Sport Management/5
SM150 Sport in Society/3
SM170 Managing Fitness Concepts/3
SM190 Sport Marketing/5
SM230 Facility and Event Management/3
SM240 History of Sport in the United States/3
SM250 Sport Law/5
SM285 Sport Marketing Internship/3
SM291 Sport Practicum/3

Technical and Basic Electives:

6 Credit Hours

Choose 100- or 200-level electives from the following subjects: AC, AG, BU, HR, LSC, MA, MT, MSP.

General Education Requirements:

32 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH190 Algebra/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN110 First-Year Experience/2
UN220 Introduction to Diversity Issues/3
Any 100- or 200-level EN or HI course/3

General Education Electives:

8 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

ASSOCIATE OF APPLIED BUSINESS DEGREE

TRAVEL AND HOTEL MANAGEMENT

This program prepares graduates for careers in the travel and hotel industry. Hands-on computer instruction and observation experiences at the University travel agency and the University Event Center, combined with business and management courses, provide a well-rounded program. Students in this program participate in a travel experience. The sequence of major courses begins fall quarter.

MISSION STATEMENT:

The Travel and Hotel Management Department provides quality education in preparing committed students for a career in a continually changing global hospitality, travel and tourism market.

108 Credit Hours

Technical and Basic Requirements:

67 Credit Hours

- BU109 Customer Service/3
- BU240 International Business I/5
- BU250 International Business II/3
- DP175 Software Applications/3
- MA121 Principles of Management/5
- TR122 Introduction to the Travel Industry/3
- TR124 Cruises & Tours/3
- TR130 Travel Destinations: New World/5
- TR131 Travel Destinations: Old World/5
- TR135 Introduction to Casino & Gaming Industry/3
- TR216 Hospitality Supervision/5
- TR217 Event Planning/5
- TR221 Hotel & Motel Operations/5
- TR222 Restaurant Management/3
- TR224 Hospitality Sales & Marketing/5
- TR225 Resort Management/3
- TR292 Travel Capstone/3

General Education Requirements:

32 Credit Hours

- CO179 Introduction to Human Communication/3
 - EN180 Composition I/5
 - EN200 Composition II/5
 - MH169 Business Math/5
 - PY177 Introduction to Psychology/3
- OR
- SO186 Sociology/3
 - SC200 Principles of Ecology/3
 - UN110 First-Year Experience/2
 - UN220 Introduction to Diversity Issues/3
 - Any 100- or 200-level EN or HI course/3

General Education Electives:

3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Sociology (SO), or University Survey (UN).

Specialized Electives:

6 Credit Hours

Choose courses at the 100 -or 200-level that are not required in your program.

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.

UNIVERSITY OF NORTHWESTERN OHIO

COLLEGE OF APPLIED TECHNOLOGIES

Mission Statement

Engaging dedication and commitment, the College of Applied Technologies focuses on serving the needs of people in highly technologically advanced fields by assuring quality education.

BACHELOR OF SCIENCE DEGREE

Automotive Technology Supervision

ASSOCIATE OF APPLIED SCIENCE DEGREES

Agricultural Equipment Technology
Automotive Technology
Automotive/Diesel Technology - Light Duty
Automotive/Diesel Technology - Medium/Heavy Duty
Automotive/High Performance Technology
Construction Equipment Technology
Diesel Technology - Light Duty
Diesel Technology - Mack/Volvo DATE
Diesel Technology - Medium/Heavy Duty
Heating, Ventilation, Air Conditioning, and Refrigeration Technology
High Performance Technology
Hybrid Electric Vehicle Technology
Robotics & Automation Technology

DIPLOMA PROGRAMS

Agricultural Equipment Technician
Agricultural Equipment/Diesel Technician
Alternate Fuels Technician - Automotive
Alternate Fuels Technician - Diesel
Automotive Technician
Automotive/Diesel Technician
Automotive/High Performance Technician
Diesel Technician
Heating, Ventilation, Air Conditioning, and Refrigeration Technician
High Performance Technician

The College of Applied Technologies offers a Bachelor of Science degree in Automotive Technology Supervision and Associate of Applied Science degrees and Diploma programs in the Automotive; Diesel; Heating, Ventilation, Air Conditioning and Refrigeration; High Performance; Alternate Fuels; and Agricultural Equipment fields. These programs take from 16 to 36 months to complete. Classes are held Monday through Thursday in the morning, afternoon, and evening. Enrollment in the technical courses of the College of Applied Technologies is limited to 20 students. Graduates of the associate's degrees and diplomas in the College of Applied Technologies are trained to perform entry-level skills in their field(s) of endeavor as well as to enter management programs because of the associate's degree courses in general education. The Bachelor of Science degree in Automotive Technology Supervision prepares students to be well educated in both the technical and business aspects of the automotive industry. Other baccalaureate degree options available are Business Administration with a concentration in Automotive Management (see the College of Business section) and Specialized Studies (see the College of Occupational Professions section).

The ASE Education Foundation has evaluated the instruction, course of study, instructor credentials, facilities and equipment of the University of Northwestern Ohio's Automotive and Medium/Heavy-Duty Truck programs and determined that they meet or exceed the high standards set by the National Institute for Automotive Service Excellence. Both of these programs are Master Accredited by ASE.

Since most employers view the Automotive Service Excellence (ASE) certification program as a standard requirement of employment, the University reimburses for and recommends that students take a minimum of two ASE tests, which can be taken at ASE test sites across the United States or at the on-campus testing facility. The University also recognizes the Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) programs industry guidelines for the requirements to take a minimum of two NATE (North American Technician Excellence) certification tests.

BACHELOR OF SCIENCE DEGREE

AUTOMOTIVE TECHNOLOGY SUPERVISION

This is a 2+2 degree. University of Northwestern Ohio students in the Automotive, Diesel, High Performance, Agricultural Equipment, or Automotive Management associate degree programs will transfer into the degree completion program and complete their junior and senior years. The sequence of major offerings starts fall quarter.

In addition, students from other accredited institutions may transfer associate degrees in the following areas into the 2+2 program: automotive, diesel, high performance/motorsports, alternate fuels, or agricultural equipment. Students who transfer into the baccalaureate degree, however, may have differing requirements to complete, based upon the general education and related courses the students have already taken. Transfer information can be found on Pages 23 and 24.

MISSION STATEMENT:

The mission of the Automotive Technology Supervision Department is to provide our students a quality education preparing them for a supervisory position in the automotive/service industry.

Junior- and Senior-Level Courses

90 Credit Hours (Total)

Technical and Basic Requirements:

51 Credit Hours

- AM300 Survey of the Automotive Industry/5
- AM350 Supervision in the Automotive Industry/5
- AM400 Automotive Customer Relations/5
- AM430 Safety, Legal, and Environmental Issues in the Automotive Industry/5
- AM450 Marketing in the Automotive Industry/5
- AM490 Automotive Supervision Capstone/3
- BU304 Management Essentials for Specialized Studies/5
- MA322 Organizational Behavior/5
- MA330 Human Resource Management/5
- MA340 Leadership/5
- MA440 Project Management/3

General Education Requirements:

35 Credit Hours

- BU330 Business Communications/3
- OR
- EN410 Technical Writing for the Automotive Industry/3
- CO445 Group Dynamics/3
- EN Any 300/400 level EN course/3
- MH310 Finite Mathematics/3
- OR
- MH315 Calculus/3
- MH350 Statistics/5
- MH420 Quantitative Methods/3
- SC320 Biology/3
- Any 300/400 level PY or SO course/3
- Any 300/400 level HI or PO courses/9

General Education Electives:

3 Credit Hours

Choose a 300- or 400-level course from the general education subject categories, which may include English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), or University Survey (UN).

Specialized Elective:

1 Credit Hour

Choose a 300- or 400-level course that is not required in your program.

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate Degree programs are designed for students who have the desire and ability to obtain both the technical and management education needed to become an entry-level technician or manager. This training will provide graduates with the necessary education to move into such positions as service manager, parts manager or business owner. Program lengths do not include break weeks or time for remedial Math or English if required.

AGRICULTURAL EQUIPMENT TECHNOLOGY Length: 23 Months

Students in this program will prepare for entry-level positions in the agricultural equipment industry by acquiring both the technical and management skills currently applicable to the industry. They will also take a core of general education courses to augment their technical education.

MISSION STATEMENT: The Agricultural Equipment Department's mission is to provide quality education on various equipment to serve our students in developing skills for a productive work force as an entry-level agriculture technician.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AG227 Combines	120	6
AG228 Tractors	120	6
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU123 Electrical & Electronics I	120	6
DT119 Theory & Techniques in Welding	120	6
DT124 Diesel Engine Diagnosis & Repair	120	6
DT131 Truck Drivetrains	120	6
DT228 Heavy Equipment & Vehicle Integrated Electronics	120	6
DT230 Diesel Performance & Diagnosis	120	6
DT235 Diesel Engine Electronic Controls	120	6
HY130 Hydraulics	120	6
UN295 Major Specific Capstone - Associate	24	3
Total Technical Hours	1344	69

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
DP153 Digital Documents & Spreadsheets	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
EN180 Composition I	48	5
PS274 The American Political Scene	24	3
PY177 Psychology	24	3
SC205 Earth Science	24	3
UN220 Introduction to Diversity Issues	24	3
MA234 Customer Relations Automated Management	48	3
EN200 Composition II	48	5
UN110 First-Year Experience	11	2
Total General Hours	347	37
TOTAL HOURS FOR GRADUATION	1691	106

*EN070 Basic English

48

3

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

ASSOCIATE OF APPLIED SCIENCE DEGREE

AUTOMOTIVE TECHNOLOGY

Length: 21 Months

Students in this program will prepare for entry-level positions in the automotive industry by acquiring both the technical and management education currently applicable to the industry. They will also take a core of general education courses to augment their technical education.

MISSION STATEMENT: The Automotive Department's mission is to provide our students with technical training according to the standards set by the ASE Education Foundation to enable our students to be a viable commodity in the automotive field.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AU116 Manual Drivetrains & Axles	120	6
AU117 Automatic Transmissions/Transaxle	120	6
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU122 Automotive Engine Diagnosis & Repair	120	6
AU123 Electrical & Electronics I	120	6
AU126 Suspension & Steering	120	6
AU127 Hydraulic Brake Systems	120	6
AU228 Electrical & Electronics II	120	6
AU230 Automotive Engine Performance	120	6
AU232 Computerized Engine Control Systems	120	6
UN295 Major Specific Capstone - Associate	<u>24</u>	<u>3</u>
Total Technical Hours	1224	63

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
DP153 Digital Documents & Spreadsheets	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
EN180 Composition I	48	5
PS274 The American Political Scene	24	3
PY177 Psychology	24	3
SC205 Earth Science	24	3
UN220 Introduction to Diversity Issues	24	3
MA234 Customer Relations Automated Management	48	3
EN200 Composition II	48	5
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	347	37
TOTAL HOURS FOR GRADUATION	1571	100

*EN070 Basic English

48

3

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

ASSOCIATE OF APPLIED SCIENCE DEGREE

AUTOMOTIVE/DIESEL TECHNOLOGY - LIGHT DUTY Length: 27 Months

Students in this program will prepare for entry-level positions in the automotive/diesel industry by acquiring both the technical and management skills currently applicable to the industry. They will also take a core of general education courses to augment their technical education.

MISSION STATEMENT: The Automotive Department's mission is to provide our students with technical training according to the standards set by the ASE Education Foundation to enable our students to be a viable commodity in the automotive field. The Diesel Department's mission is to provide a quality education from its diverse courses, developing students into a knowledgeable and productive work force.

Technical Requirements		Instructional Hours	Credit Hours
AU116	Manual Drivetrains & Axles	120	6
AU117	Automatic Transmissions/Transaxle	120	6
AU118	Transportation Heating Ventilation Air Conditioning	120	6
AU122	Automotive Engine Diagnosis & Repair	120	6
AU123	Electrical & Electronics I	120	6
AU126	Suspension & Steering	120	6
AU127	Hydraulic Brake Systems	120	6
AU228	Electrical & Electronics II	120	6
	or		
DT228	Heavy Equipment & Vehicle Integrated Electronics	120	6
AU230	Automotive Engine Performance	120	6
AU232	Computerized Engine Control Systems	120	6
DT119	Theory & Techniques in Welding	120	6
DT127	Light Duty Diesel Engine Diagnosis & Repair	120	6
DT231	Light Duty Diesel Performance & Diagnosis	120	6
DT234	Light Duty Diesel Engine Electronic Controls	120	6
UN295	Major Specific Capstone - Associate	24	3
	Total Technical Hours	1704	87

General Education & Related Requirements		Instructional Hours	Credit Hours
DP153	Digital Documents & Spreadsheets	36	3
CO179	Introduction to Human Communication	24	3
MH150	Technical Math	36	4
EN180	Composition I	48	5
PS274	The American Political Scene	24	3
PY177	Psychology	24	3
SC205	Earth Science	24	3
UN220	Introduction to Diversity Issues	24	3
MA234	Customer Relations Automated Management	48	3
EN200	Composition II	48	5
UN110	First-Year Experience	11	2
	Total General Hours	347	37
	TOTAL HOURS FOR GRADUATION	2051	124

*EN070 Basic English

48

3

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

Recommended Additional Courses		Instructional Hours	Credit Hours
CD101	Commercial Driver License I	120	6
CD102	Commercial Driver License II	120	6

ASSOCIATE OF APPLIED SCIENCE DEGREE

AUTOMOTIVE/DIESEL TECHNOLOGY - MEDIUM/HEAVY DUTY

Length: 32 Months

Students in this program will prepare for entry-level positions in the automotive/diesel industry by acquiring both the technical and management skills currently applicable to the industry. They will also take a core of general education courses to augment their technical education.

MISSION STATEMENT: The Automotive Department’s mission is to provide our students with technical training according to the standards set by the ASE Education Foundation to enable our students to be a viable commodity in the automotive field. The Diesel Department’s mission is to provide a quality education from its diverse courses, developing students into a knowledgeable and productive work force.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AU116 Manual Drivetrains & Axles	120	6
AU117 Automatic Transmissions/Transaxle	120	6
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU122 Automotive Engine Diagnosis & Repair	120	6
AU123 Electrical & Electronics I	120	6
AU126 Suspension & Steering	120	6
AU127 Hydraulic Brake Systems	120	6
AU228 Electrical & Electronics II	120	6
or		
DT228 Heavy Equipment & Vehicle Integrated Electronics	120	6
AU230 Automotive Engine Performance	120	6
AU232 Computerized Engine Control Systems	120	6
DT119 Theory & Techniques in Welding	120	6
DT124 Diesel Engine Diagnosis & Repair	120	6
DT130 Truck Air Systems, Brakes & Preventive Maintenance	120	6
DT131 Truck Drivetrains	120	6
DT230 Diesel Performance & Diagnosis	120	6
DT235 Diesel Engine Electronic Controls	120	6
HY130 Hydraulics	120	6
UN295 Major Specific Capstone - Associate	24	3
Total Technical Hours	2064	105

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
DP153 Digital Documents & Spreadsheets	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
EN180 Composition I	48	5
PS274 The American Political Scene	24	3
PY177 Psychology	24	3
SC205 Earth Science	24	3
UN220 Introduction to Diversity Issues	24	3
MA234 Customer Relations Automated Management	48	3
EN200 Composition II	48	5
UN110 First-Year Experience	11	2
Total General Hours	347	37
TOTAL HOURS FOR GRADUATION	2411	142

*EN070 Basic English

48 3

*MH065 Review Math

48 3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

ASSOCIATE OF APPLIED SCIENCE DEGREE

AUTOMOTIVE/HIGH PERFORMANCE TECHNOLOGY Length: 33 Months

Students in this program will prepare for entry-level positions in the high performance industry by acquiring both the technical and management skills currently applicable to the industry. They will also take a core of general education courses to augment their technical education.

MISSION STATEMENT: The Automotive Department's Mission is to provide our students with technical training according to the standards set by the ASE Education Foundation to enable our students to be a viable commodity in the automotive field. The High Performance Division's mission is to provide our students with the competitive edge necessary to ensure their success by educating them in the most current technology and procedures being utilized in the high performance industry.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AU116 Manual Drivetrains & Axles	120	6
AU117 Automatic Transmissions/Transaxle	120	6
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU122 Automotive Engine Diagnosis & Repair	120	6
AU123 Electrical & Electronics I	120	6
AU126 Suspension & Steering	120	6
AU127 Hydraulic Brake Systems	120	6
AU228 Electrical & Electronics II	120	6
AU230 Automotive Engine Performance	120	6
AU232 Computerized Engine Control Systems	120	6
HP105 High Performance Accessory Trends	120	6
HP110 High Performance Welding	120	6
HP130 High Performance Engine Machining	120	6
HP215 High Performance Fabrication	120	6
HP217 High Performance Suspension & Steering	120	6
HP228 High Performance Drive Lines	120	6
HP240 High Performance Fuel/Electronics/Ignition Systems	120	6
HP245 High Performance Custom Engine Building	120	6
UN295 Major Specific Capstone - Associate	<u>24</u>	<u>3</u>
Total Technical Hours	2184	111

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CO179 Introduction to Human Communication	24	3
ME280 AutoCAD	36	3
MH150 Technical Math	36	4
EN180 Composition I	48	5
PS274 The American Political Scene	24	3
PY177 Psychology	24	3
SC205 Earth Science	24	3
UN220 Introduction to Diversity Issues	24	3
MA234 Customer Relations Automated Management	48	3
EN200 Composition II	48	5
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	347	37
TOTAL HOURS FOR GRADUATION	2531	148

*EN070 Basic English 48 3

*MH065 Review Math 48 3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

ASSOCIATE OF APPLIED SCIENCE DEGREE

CONSTRUCTION EQUIPMENT TECHNOLOGY

Length: 20 Months

Students in this program will prepare for entry-level positions in the construction equipment industry by acquiring the technical skills currently applicable to the industry. They will also take a core of general education courses to augment their technical education.

MISSION STATEMENT: The Construction Equipment Department's mission is to provide a quality education using equipment currently in the industry and its diverse courses to develop students into a knowledgeable and productive work force.

Technical Requirements	Instructional Hours	Credit Hours
AG228 Tractors	120	6
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU123 Electrical & Electronics I	120	6
CET100 Construction Equipment Drivetrains	120	6
CET295 Construction Equipment Capstone	36	4
DT124 Diesel Engine Diagnosis & Repair	120	6
DT228 Heavy Equipment & Vehicle Integrated Electronics	120	6
DT230 Diesel Performance & Diagnosis	120	6
DT235 Diesel Engine Electronic Controls	120	6
HY130 Hydraulics	120	6
HY231 Construction Equipment Hydraulics	<u>120</u>	<u>6</u>
Total Technical Hours	1236	64

General Education & Related Requirements	Instructional Hours	Credit Hours
MA234 Customer Relations Automated Management	36	3
MH150 Technical Math	36	4
EN180 Composition I	48	5
PS274 The American Political Scene	24	3
PY177 Introduction to Psychology	24	3
SC205 Earth Science	24	3
UN220 Introduction to Diversity Issues	24	3
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	227	26
TOTAL HOURS FOR GRADUATION	1463	90

*EN070 Basic English

48

3

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

Recommended Additional Courses	Instructional Hours	Credit Hours
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6
DT119 Theory & Techniques in Welding	120	6

ASSOCIATE OF APPLIED SCIENCE DEGREE

DIESEL TECHNOLOGY - LIGHT DUTY

Length: 23 Months

Students in this program will prepare for entry-level positions in the light duty diesel industry by acquiring both the technical and management education currently applicable to the industry. They will also take a core of general education courses to augment their technical education.

MISSION STATEMENT: The Diesel Department's mission is to provide a quality education from its diverse courses, developing students into a knowledgeable and productive work force.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AU116 Manual Drivetrains & Axles	120	6
AU117 Automatic Transmissions/Transaxle	120	6
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU123 Electrical & Electronics I	120	6
AU126 Suspension & Steering	120	6
AU127 Hydraulic Brake Systems	120	6
DT119 Theory & Techniques in Welding	120	6
DT127 Light Duty Diesel Engine Diagnosis & Repair	120	6
DT228 Heavy Equipment & Vehicle Integrated Electronics	120	6
DT231 Light Duty Diesel Performance & Diagnosis	120	6
DT234 Light Duty Diesel Engine Electronic Controls	120	6
UN295 Major Specific Capstone - Associate	<u>24</u>	<u>3</u>
Total Technical Hours	1344	69

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
DP153 Digital Documents & Spreadsheets	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
EN180 Composition I	48	5
PS274 The American Political Scene	24	3
PY177 Psychology	24	3
SC205 Earth Science	24	3
UN220 Introduction to Diversity Issues	24	3
MA234 Customer Relations Automated Management	48	3
EN200 Composition II	48	5
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	347	37
TOTAL HOURS FOR GRADUATION	1691	106

*EN070 Basic English 48 3

*MH065 Review Math 48 3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

ASSOCIATE OF APPLIED SCIENCE DEGREE

DIESEL TECHNOLOGY - MEDIUM/HEAVY DUTY

Length: 24 Months

Students in this program will prepare for entry-level positions in the diesel industry by acquiring both the technical and management education currently applicable to the industry. They will also take a core of general education courses to augment their technical education.

MISSION STATEMENT: The Diesel Department's mission is to provide a quality education from its diverse courses, developing students into a knowledgeable and productive work force.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU123 Electrical & Electronics I	120	6
AU126 Suspension & Steering	120	6
AU127 Hydraulic Brake Systems	120	6
DT119 Theory & Techniques in Welding	120	6
DT124 Diesel Engine Diagnosis & Repair	120	6
DT130 Truck Air Systems, Brakes & Preventive Maintenance	120	6
DT131 Truck Drivetrains	120	6
DT228 Heavy Equipment & Vehicle Integrated Electronics	120	6
DT230 Diesel Performance & Diagnosis	120	6
DT235 Diesel Engine Electronic Controls	120	6
HY130 Hydraulics	120	6
UN295 Major Specific Capstone - Associate	<u>24</u>	<u>3</u>
Total Technical Hours	1464	75

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
DP153 Digital Documents & Spreadsheets	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
EN180 Composition I	48	5
PS274 The American Political Scene	24	3
PY177 Psychology	24	3
SC205 Earth Science	24	3
UN220 Introduction to Diversity Issues	24	3
MA234 Customer Relations Automated Management	48	3
EN200 Composition II	48	5
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	347	37
TOTAL HOURS FOR GRADUATION	1811	112

*EN070 Basic English

48

3

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

ASSOCIATE OF APPLIED SCIENCE DEGREE

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY

Length: 18 Months

Students in this program will prepare for entry-level positions in the heating, ventilation, air conditioning, and refrigeration industry by acquiring both the technical and management skills currently applicable to the industry. They will also take a core of general education courses to augment their technical education.

MISSION STATEMENT: The HVAC/R Department's mission is to present the student with the knowledge, technical, and personal skills needed to obtain productive employment in the HVAC/R field, as the first stepping stone of a successful career.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
HV110 Service & Procedures I	120	6
HV115 Electrical & Electronics	120	6
HV120 Air Conditioning Systems and Controls	120	6
HV125 Heating Systems & Controls	120	6
HV210 Refrigeration Systems & Controls	120	6
HV215 Heat Pump Systems & Controls	120	6
HV220 Service & Procedures II	120	6
HV225 Special Topics & Applications of Refrigeration and Temperature Controls	120	6
UN295 Major Specific Capstone - Associate	<u>24</u>	<u>3</u>
Total Technical Hours	984	51

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
DP153 Digital Documents & Spreadsheets	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
EN180 Composition I	48	5
PS274 The American Political Scene	24	3
PY177 Psychology	24	3
SC205 Earth Science	24	3
UN220 Introduction to Diversity Issues	24	3
MA234 Customer Relations Automated Management	48	3
EN200 Composition II	48	5
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	347	37
TOTAL HOURS FOR GRADUATION	1331	88

*EN070 Basic English

48

3

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

ASSOCIATE OF APPLIED SCIENCE DEGREE

HIGH PERFORMANCE TECHNOLOGY

Length: 30 Months

Students in this program will prepare for entry-level positions in the high performance industry by acquiring both the technical and management skills currently applicable to the industry. They will also take a core of general education courses to augment their technical education.

MISSION STATEMENT: The High Performance Division's mission is to provide our students with the competitive edge necessary to ensure their success by educating them in the most current technology and procedures being utilized in the high performance industry.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AU116 Manual Drivetrains & Axles	120	6
AU117 Automatic Transmissions/Transaxle	120	6
AU122 Automotive Engine Diagnosis & Repair	120	6
AU123 Electrical & Electronics I	120	6
AU126 Suspension & Steering	120	6
AU127 Hydraulic Brake Systems	120	6
AU228 Electrical & Electronics II	120	6
AU230 Automotive Engine Performance	120	6
HP105 High Performance Accessory Trends	120	6
HP110 High Performance Welding	120	6
HP130 High Performance Engine Machining	120	6
HP215 High Performance Fabrication	120	6
HP217 High Performance Suspension & Steering	120	6
HP228 High Performance Drive Lines	120	6
HP240 High Performance Fuel/Electronics/Ignition Systems	120	6
HP245 High Performance Custom Engine Building	120	6
UN295 Major Specific Capstone - Associate	<u>24</u>	<u>3</u>
Total Technical Hours	1944	99

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CO179 Introduction to Human Communication	24	3
ME280 AutoCAD	36	3
MH150 Technical Math	36	4
EN180 Composition I	48	5
PS274 The American Political Scene	24	3
PY177 Psychology	24	3
SC205 Earth Science	24	3
UN220 Introduction to Diversity Issues	24	3
MA234 Customer Relations Automated Management	48	3
EN200 Composition II	48	5
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	347	37
TOTAL HOURS FOR GRADUATION	2291	136

*EN070 Basic English

48

3

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AU118 Transportation Air Conditioning & Refrigeration	120	6
AU232 Computerized Engine Control Systems	120	6
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

ASSOCIATE OF APPLIED SCIENCE DEGREE

HYBRID ELECTRIC VEHICLE TECHNOLOGY

Length: 21 Months

Students in this program will prepare for entry-level positions in the hybrid and/or electric vehicle field by acquiring the technical skills currently applicable to the industry. Students in this program will receive specialized education in not only gas-powered vehicles but, in addition, will learn specific techniques and skills related to repairing and troubleshooting vehicles powered by hybrid and electric components. They will also take a core of general education courses to augment their technical education.

MISSION STATEMENT: The Automotive Department’s mission is to provide our students with technical training according to the standards set by the ASE Education Foundation to enable our students to be a viable commodity in the automotive field.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU122 Automotive Engine Diagnosis & Repair	120	6
AU123 Electrical & Electronics I	120	6
AU126 Suspension & Steering	120	6
AU228 Electrical & Electronics II	120	6
AU230 Automotive Engine Performance	120	6
AU232 Computerized Engine Control Systems	120	6
AU236 Hydraulic/Electric Braking	120	6
AU237 Electrical & Electronics III - Advanced Electronics	120	6
AU238 Advanced Technology Vehicles	120	6
UN295 Major Specific Capstone - Associate	<u>24</u>	<u>3</u>
Total Technical Hours	1224	63

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
EN180 Composition I	48	5
PS274 The American Political Scene	24	3
PY177 Psychology	24	3
SC205 Earth Science	24	3
UN220 Introduction to Diversity Issues	24	3
MA234 Customer Relations Automated Management	48	3
EN200 Composition II	48	5
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	311	34
TOTAL HOURS FOR GRADUATION	1535	97

*EN070 Basic English

48

3

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

ASSOCIATE OF APPLIED SCIENCE DEGREE

ROBOTICS & AUTOMATION TECHNOLOGY

Length: 20 Months

Students in this program will prepare for entry-level positions in the manufacturing industry by acquiring both the technical and management education currently applicable to the industry. They will also take a core of general education courses to augment their technical education.

MISSION STATEMENT: The Robotics & Automation Department's mission is to provide students with technical training that will prepare them for entry-level positions in building, programming, and maintaining robotics and automation systems, preparing them for a rewarding career in the continually evolving manufacturing industry.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
RA110 Automation Mechanical	120	6
RA115 Fluid Power	120	6
RA120 Automation Electrical	120	6
RA130 AC/DC Motor Controls	120	6
RA150 Industrial Fabrication	120	6
RA205 Program Logic Controllers	120	6
RA210 Robotics Integration	120	6
RA215 Automation Controls & Network Integration	120	6
RA220 The Work Cell	120	6
RA298 Robotics & Automation Capstone	<u>24</u>	<u>3</u>
Total Technical Hours	1104	57

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
ME280 AutoCAD	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
EN180 Composition I	48	5
PS274 The American Political Scene	24	3
PY177 Psychology	24	3
SC205 Earth Science	24	3
UN220 Introduction to Diversity Issues	24	3
MA234 Customer Relations Automated Management	48	3
EN200 Composition II	48	5
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	347	37
TOTAL HOURS FOR GRADUATION	1451	94

*EN070 Basic English

48

3

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

The diploma programs are designed to prepare graduates with entry-level skills to gain employment in their career field. Students must maintain a 2.0 accumulative grade point average to graduate. Program lengths do not include break weeks or time for remedial Math or English if required.

AGRICULTURAL EQUIPMENT TECHNICIAN Length: 18 Months

Students in this program will prepare for entry-level positions in the agricultural industry by acquiring the technical skills currently applicable to the industry.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AG227 Combines	120	6
AG228 Tractors	120	6
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU123 Electrical & Electronics I	120	6
DT119 Theory & Techniques in Welding	120	6
DT124 Diesel Engine Diagnosis & Repair	120	6
DT131 Truck Drivetrains	120	6
DT228 Heavy Equipment & Vehicle Integrated Electronics	120	6
DT230 Diesel Performance & Diagnosis	120	6
DT235 Diesel Engine Electronic Controls	120	6
HY130 Hydraulics	120	6
UN290 Major Specific Capstone - Diploma	<u>11</u>	<u>1</u>
Total Technical Hours	1331	67

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
DP153 Digital Documents & Spreadsheets	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	107	12
TOTAL HOURS FOR GRADUATION	1438	79

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

DIPLOMA

AGRICULTURAL EQUIPMENT/DIESEL TECHNICIAN Length: 20 Months

Students in this program will prepare for entry-level positions in the agricultural and diesel industries by acquiring the technical skills currently applicable to the industry.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AG227 Combines	120	6
AG228 Tractors	120	6
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU123 Electrical & Electronics I	120	6
DT119 Theory & Techniques in Welding	120	6
DT124 Diesel Engine Diagnosis & Repair	120	6
DT130 Truck Air Systems, Brakes & Preventive Maintenance	120	6
DT131 Truck Drivetrains	120	6
DT228 Heavy Equipment & Vehicle Integrated Electronics	120	6
DT230 Diesel Performance & Diagnosis	120	6
DT235 Diesel Engine Electronic Controls	120	6
HY130 Hydraulics	120	6
UN290 Major Specific Capstone - Diploma	<u>11</u>	<u>1</u>
Total Technical Hours	1451	73

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
DP153 Digital Documents & Spreadsheets	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	107	12
TOTAL HOURS FOR GRADUATION	1558	85

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

ALTERNATE FUELS TECHNICIAN
Automotive

Length: 20 Months

Students in this program will prepare for entry-level positions in the alternate fuels industry by acquiring the technical skills currently applicable to the industry. Students could be certified through the NAFTC (National Alternate Fuels Training Consortium) in the following areas:

- Propane Vehicles
- Compressed Natural Gas Vehicles
- Biodiesel
- Hybrid/Electric
- Hydrogen/Hydrogen Fuels Cells

Technical Requirements		Instructional Hours	Credit Hours
AF235	Alternate Fuels I	120	6
AF237	Alternate Fuels II	120	6
AU116	Manual Drivetrains & Axles	120	6
AU117	Automatic Transmissions/Transaxle	120	6
AU118	Transportation Heating Ventilation Air Conditioning	120	6
AU122	Automotive Engine Diagnosis & Repair	120	6
AU123	Electrical & Electronics I	120	6
AU126	Suspension & Steering	120	6
AU127	Hydraulic Brake Systems	120	6
AU228	Electrical & Electronics II	120	6
AU230	Automotive Engine Performance	120	6
AU232	Computerized Engine Control Systems	120	6
UN290	Major Specific Capstone - Diploma	<u>11</u>	<u>1</u>
Total Technical Hours		1451	73

General Education & Related Requirements		Instructional Hours	Credit Hours
DP153	Digital Documents & Spreadsheets	36	3
CO179	Introduction to Human Communication	24	3
MH150	Technical Math	36	4
UN110	First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours		107	12
TOTAL HOURS FOR GRADUATION		1558	85

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

Recommended Additional Courses		Instructional Hours	Credit Hours
CD101	Commercial Driver License I	120	6
CD102	Commercial Driver License II	120	6

DIPLOMA

ALTERNATE FUELS TECHNICIAN Diesel

Length: 20 Months

Students in this program will prepare for entry-level positions in the alternate fuels industry by acquiring the technical skills currently applicable to the industry. Students could be certified through the NAFTC (National Alternate Fuels Training Consortium) in the following areas:

- Propane Vehicles
- Compressed Natural Gas Vehicles
- Biodiesel
- Hybrid/Electric
- Hydrogen/Hydrogen Fuels Cells

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AF235 Alternate Fuels I	120	6
AF237 Alternate Fuels II	120	6
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU123 Electrical & Electronics I	120	6
AU126 Suspension & Steering	120	6
AU127 Hydraulic Brake Systems	120	6
AU228 Electrical & Electronics II	120	6
or		
DT228 Heavy Equipment & Vehicle Integrated Electronics	120	6
AU230 Automotive Engine Performance	120	6
DT124 Diesel Engine Diagnosis & Repair	120	6
DT130 Truck Air Systems, Brakes, & Preventive Maintenance	120	6
DT131 Truck Drivetrains	120	6
DT235 Diesel Engine Electronic Controls	120	6
UN290 Major Specific Capstone - Diploma	<u>11</u>	<u>1</u>
Total Technical Hours	1451	73

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
DP153 Digital Documents & Spreadsheets	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	107	12
TOTAL HOURS FOR GRADUATION	1558	85

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

AUTOMOTIVE TECHNICIAN**Length: 17 Months**

Students in this program will prepare for entry-level positions in the automotive industry by acquiring the technical skills currently applicable to the industry.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AU116 Manual Drivetrains & Axles	120	6
AU117 Automatic Transmissions/Transaxle	120	6
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU122 Automotive Engine Diagnosis & Repair	120	6
AU123 Electrical & Electronics I	120	6
AU126 Suspension & Steering	120	6
AU127 Hydraulic Brake Systems	120	6
AU228 Electrical & Electronics II	120	6
AU230 Automotive Engine Performance	120	6
AU232 Computerized Engine Control Systems	120	6
UN290 Major Specific Capstone - Diploma	<u>11</u>	<u>1</u>
Total Technical Hours	1211	61

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
DP153 Digital Documents & Spreadsheets	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	107	12
TOTAL HOURS FOR GRADUATION	1318	73

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

DIPLOMA

AUTOMOTIVE/DIESEL TECHNICIAN

Length: 27 Months

Students in this program will prepare for entry-level positions in the automotive/diesel industry by acquiring the technical skills currently applicable to the industry.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AU116 Manual Drivetrains & Axles	120	6
AU117 Automatic Transmissions/Transaxle	120	6
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU122 Automotive Engine Diagnosis & Repair	120	6
AU123 Electrical & Electronics I	120	6
AU126 Suspension & Steering	120	6
AU127 Hydraulic Brake Systems	120	6
AU228 Electrical & Electronics II	120	6
or		
DT228 Heavy Equipment & Vehicle Integrated Electronics	120	6
AU230 Automotive Engine Performance	120	6
AU232 Computerized Engine Control Systems	120	6
DT119 Theory & Techniques in Welding	120	6
DT124 Diesel Engine Diagnosis & Repair	120	6
DT130 Truck Air Systems, Brakes & Preventive Maintenance	120	6
DT131 Truck Drivetrains	120	6
DT230 Diesel Performance & Diagnosis	120	6
DT235 Diesel Engine Electronic Controls	120	6
HY130 Hydraulics	120	6
UN290 Major Specific Capstone - Diploma	<u>11</u>	<u>1</u>
Total Technical Hours	2051	103

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
DP153 Digital Documents & Spreadsheets	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	107	12
TOTAL HOURS FOR GRADUATION	2158	115

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

AUTOMOTIVE/HIGH PERFORMANCE TECHNICIAN Length: 29 Months

Students in this program will prepare for entry-level positions in the high performance industry by acquiring the technical skills currently applicable to the industry.

Technical Requirements	Instructional Hours	Credit Hours
AU116 Manual Drivetrains & Axles	120	6
AU117 Automatic Transmissions/Transaxle	120	6
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU122 Automotive Engine Diagnosis & Repair	120	6
AU123 Electrical & Electronics I	120	6
AU126 Suspension & Steering	120	6
AU127 Hydraulic Brake Systems	120	6
AU228 Electrical & Electronics II	120	6
AU230 Automotive Engine Performance	120	6
AU232 Computerized Engine Control Systems	120	6
HP105 High Performance Accessory Trends	120	6
HP110 High Performance Welding	120	6
HP130 High Performance Engine Machining	120	6
HP215 High Performance Fabrication	120	6
HP217 High Performance Suspension & Steering	120	6
HP228 High Performance Drive Lines	120	6
HP240 High Performance Fuel/Electronics/Ignition Systems	120	6
HP245 High Performance Custom Engine Building	120	6
UN290 Major Specific Capstone - Diploma	<u>11</u>	<u>1</u>
Total Technical Hours	2171	109

General Education & Related Requirements	Instructional Hours	Credit Hours
CO179 Introduction to Human Communication	24	3
ME280 AutoCAD	36	3
MH150 Technical Math	36	4
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	107	12
TOTAL HOURS FOR GRADUATION	2278	121

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

Recommended Additional Courses	Instructional Hours	Credit Hours
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

DIPLOMA

DIESEL TECHNICIAN

Length: 20 Months

Students in this program will prepare for entry-level positions in the diesel industry by acquiring the technical skills currently applicable to the industry.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AU118 Transportation Heating Ventilation Air Conditioning	120	6
AU123 Electrical & Electronics I	120	6
AU126 Suspension & Steering	120	6
AU127 Hydraulic Brake Systems	120	6
DT119 Theory & Techniques in Welding	120	6
DT124 Diesel Engine Diagnosis & Repair	120	6
DT130 Truck Air Systems, Brakes & Preventive Maintenance	120	6
DT131 Truck Drivetrains	120	6
DT228 Heavy Equipment & Vehicle Integrated Electronics	120	6
DT230 Diesel Performance & Diagnosis	120	6
DT235 Diesel Engine Electronic Controls	120	6
HY130 Hydraulics	120	6
UN290 Major Specific Capstone - Diploma	<u>11</u>	<u>1</u>
Total Technical Hours	1451	73

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
DP153 Digital Documents & Spreadsheets	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	107	12
TOTAL HOURS FOR GRADUATION	1558	85

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNICIAN

Length: 14 Months

Students in this program will prepare for entry-level positions in the heating, ventilation, air conditioning, and refrigeration industry by acquiring the technical skills currently applicable to the industry.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
HV110 Service & Procedures I	120	6
HV115 Electrical & Electronics	120	6
HV120 Air Conditioning Systems and Controls	120	6
HV125 Heating Systems & Controls	120	6
HV210 Refrigeration Systems & Controls	120	6
HV215 Heat Pump Systems & Controls	120	6
HV220 Service & Procedures II	120	6
HV225 Special Topics & Applications of Refrigeration and Temperature Controls	120	6
UN290 Major Specific Capstone - Diploma	<u>11</u>	<u>1</u>
Total Technical Hours	971	49

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
DP153 Digital Documents & Spreadsheets	36	3
CO179 Introduction to Human Communication	24	3
MH150 Technical Math	36	4
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	107	12
TOTAL HOURS FOR GRADUATION	1078	61

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6

DIPLOMA

HIGH PERFORMANCE TECHNICIAN

Length: 26 Months

Students in this program will prepare for entry-level positions in the high performance industry by acquiring the technical skills currently applicable to the industry.

<u>Technical Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AU116 Manual Drivetrains & Axles	120	6
AU117 Automatic Transmissions/Transaxle	120	6
AU122 Automotive Engine Diagnosis & Repair	120	6
AU123 Electrical & Electronics I	120	6
AU126 Suspension & Steering	120	6
AU127 Hydraulic Brake Systems	120	6
AU228 Electrical & Electronics II	120	6
AU230 Automotive Engine Performance	120	6
HP105 High Performance Accessory Trends	120	6
HP110 High Performance Welding	120	6
HP130 High Performance Engine Machining	120	6
HP215 High Performance Fabrication	120	6
HP217 High Performance Suspension & Steering	120	6
HP228 High Performance Drive Lines	120	6
HP240 High Performance Fuel/Electronics/Ignition Systems	120	6
HP245 High Performance Custom Engine Building	120	6
UN290 Major Specific Capstone - Diploma	<u>11</u>	<u>1</u>
Total Technical Hours	1931	97

<u>General Education & Related Requirements</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
CO179 Introduction to Human Communication	24	3
ME280 AutoCAD	36	3
MH150 Technical Math	36	4
UN110 First-Year Experience	<u>11</u>	<u>2</u>
Total General Hours	107	12
TOTAL HOURS FOR GRADUATION	2038	109

*MH065 Review Math

48

3

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<u>Recommended Additional Courses</u>	<u>Instructional Hours</u>	<u>Credit Hours</u>
AU118 Transportation Air Conditioning & Refrigeration	120	6
AU232 Computerized Engine Control Systems	120	6
CD101 Commercial Driver License I	120	6
CD102 Commercial Driver License II	120	6



SUPER BOWL LIX
NEW ORLEANS

CAESARS SUPERDC

Clara

UNOH
SPORT MARKETING & MANAGEMENT

UNOH
SPORT MARKETING & MANAGEMENT

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SPORT MARKETING & MANAGEMENT

KREW
SUPER BOWL

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COURSES OF INSTRUCTION

The following pages contain descriptions of the courses offered. The courses are arranged under the various university academic disciplines.

The number of credit hours granted for each course is in parentheses.

The University reserves the right to withdraw a course from its schedule if the enrollment is not sufficient.

ACCOUNTING

AC-114 Accounting I (5)

Students receive a basic knowledge of the accounting equation. Instruction will be given in journalizing and posting accounts, periodic adjustments, closing entries, financial statement preparation, and cash controls.

No Prerequisite.

AC-115 Accounting II (5)

The study of accounting principles continues with more specific processes explained. Students will be exposed to special journals, receivables, inventory, depreciation methods, asset disposition, liabilities, and partnership and corporation formation.

Prerequisite: AC-114.

AC-118 Accounting III (3)

This course is an extension of AC115 with emphasis on corporation activities. Topics covered include long-term liabilities (bonds and notes), investments and fair value accounting, and preparation of cash flow statements.

Prerequisite: AC-115.

AC-122 Payroll Accounting (3)

Students are acquainted with legal compliance of payroll and tax calculations. Payroll accounting systems and procedures commonly followed in the development of personnel and payroll records are described.

Prerequisite: AC-114.

AC-130 Introduction to Accounting Software (3)

Students will be introduced to QuickBooks to create and customize forms, reports, and journals for a simulated business applying learned accounting skills and principles.

Prerequisite: AC-114.

AC-202 Managerial Accounting (5)

A study of accounting data: how it can be calculated, interpreted, and used by management in planning and controlling business activities. Business solutions are discussed to show how accounting can aid in the solving of problems confronting management. The use of accounting data by investors and potential investors is also addressed whenever applicable.

Prerequisite: AC-118.

AC-212 Individual Taxes (5)

Students are introduced to income tax laws and regulations to prepare federal income tax returns for individual and sole proprietorships.

No Prerequisite.

AC-213 Intermediate Accounting I (5)

This course covers the financial statements and related topics including cash, inventory, and receivables.

Prerequisite: AC-118.

AC-214 Intermediate Accounting II (5)

This course is an extension of Intermediate Accounting I covering debt and equity financing, investments, and lease accounting.

Prerequisite: AC-213.

AC-292 Accounting Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

AC-301 Cost Accounting I (5)

This specialized course focuses on the methods of accounting for costs and expenditures in a manufacturing, retail, or service business. This course focuses on different techniques for assigning costs, preparation of budgets, and variance reports.

Prerequisite: AC-202.

COURSES OF INSTRUCTION

AC-310 Business Taxes (5)

An in-depth study of business taxes focusing on partnerships and corporations identifying earnings and deductions.

Prerequisites: AC-212 and AC-214.

AC-375 Accounting Professional Ethics (3)

A study of the impacts and risks associated with professional decisions and behaviors on the public environment in relation to Section 404 Internal Controls of the Sarbanes-Oxley Act. This course will investigate how professional and accounting ethics become a factor for success, improved decision making, and defensible actions in the public forum. The ethical environment, accountability, special issues concerning accountants and managing ethics, risks, and opportunities will be discussed.

Prerequisite: Junior Standing.

AC-395 Auditing (5)

Students are introduced to attestation and auditing terminology, standards, and reports. The identification and application of Generally Accepted Auditing Standards, types of acceptable reports, internal control investigation, and working papers will be addressed.

Prerequisite: AC-214.

AC-405 Accounting Information Systems (5)

Students are introduced to Accounting Information Systems and the various cycles, such as revenue, expenditure, and conversion. These systems are a collection of resources, such as flow charts and internal controls, created to transform financial and other pertinent data into information to be communicated to many different decision makers.

Prerequisite: AC-214.

AC-414 Auditing II (5)

This is an in-depth study of the integrated auditing process of financial statements to include GAAS, internal control of financial reports, and an overview and analysis of the gathering of evidence in the preparation of reports by internal and external auditors.

Prerequisite: AC-395.

AC-435 Advanced Accounting I (5)

Students are introduced to advanced accounting concepts including business combinations, consolidations, consolidated working papers, and related financial statements.

Prerequisite: AC-214.

AC-436 Advanced Accounting II (5)

Students are introduced to additional advanced accounting concepts, including foreign currency transactions, bankruptcy, and partnerships and corporation liquidations and reorganizations.

Prerequisite: AC-435.

AC-445 Governmental and Not-for-Profit Organizations (5)

Students are acquainted with the accounting differences between government and not-for-profit organizations compared with for-profit businesses. Exposure will be provided to the various government funds, capital projects, and debt service. Students will be introduced to accounting for the various contributions to a not-for-profit organization.

Prerequisite: AC-214.

AC-452 CPA Review - Financial Accounting and Reporting (3)

This CPA review study centers on the section of the CPA exam that focuses on the financial accounting and reporting elements.

Prerequisite: AC-436.

AC-454 CPA Review - Regulation (3)

This CPA review study centers on the section of the CPA exam that focuses on regulation.

Prerequisite: AC-436.

AC-455 CPA Review - Auditing and Attestation (3)

This CPA review study centers on the section of the CPA exam that focuses on the auditing and attestation elements.

Prerequisites: AC-414 and AC-436.

AC-490 Accounting Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

COURSES OF INSTRUCTION

AGRIBUSINESS MARKETING/MANAGEMENT

AG-106 Agribusiness Fundamentals (3)

Students are introduced to the methods and procedures used by agribusiness in decision making.

No Prerequisite.

AG-116 Agricultural Technology (3)

Students will study the innovations and techniques that are transforming agriculture.

Prerequisite: AG-106.

AG-140 Agricultural Sales & Marketing (5)

This course explores the fundamentals of sales and marketing within the agricultural sector and allows students to develop and implement marketing strategies tailored to the unique characteristics of agricultural products and services. The course will cover digital marketing, branding, and consumer behaviors specific to the agriculture industry.

Prerequisite: MT-150.

AG-210 Agronomy I (5)

Basic characteristics of soils and its fertility, management alternatives, environmental concerns and profitable plant production practices are discussed.

Prerequisite: AG-106.

AG-211 Animal Science (5)

Students will learn about the livestock industry and the appropriate management practices of selecting, breeding, feeding, housing, waste management, health and marketing for the purpose of maintaining a profitable operation.

Prerequisite: AG-106.

AG-212 Agricultural Economics (3)

Basic macro- and microeconomic principles relative to agribusiness are discussed in this course.

Prerequisite: AG106.

AG-230 Agronomy II (5)

Characteristics of plant anatomy including an understanding of nutrient and health needs of plants are discussed. The influence of management alternatives and environmental applications using profitable plant production in today's agriculture are also covered.

Prerequisite: AG-210.

AG-235 Sustainable Agriculture (3)

This course provides an in-depth exploration of sustainability in the agricultural sector. Students will examine the environmental, economic, and social implications of conventional agriculture while learning about alternative, sustainable practices. Students will evaluate sustainability challenges and develop innovative solutions to improve the long-term viability of agriculture.

No Prerequisite.

AG-291 Agribusiness Practicum (3)

This practicum provides students with an opportunity to apply their knowledge and skills in real-world agribusiness settings. Through project-based learning, internships, and/or job shadowing experiences, students will showcase their understanding of the program and gain professional competencies essential for careers in the agriculture industry.

Prerequisite: Taken last quarter.

AG-300 Agribusiness Strategies and Management (5)

This course expands on the application of the four functions of management: planning, organizing, directing, and controlling plus viable business strategies relative to agribusiness.

Prerequisite: Junior Standing.

AG-311 Agricultural Finance (3)

This course provides an overview of financial management in agribusiness. Students will explore financial principles, including budgeting, accounting, record-keeping, and financial analysis within the agriculture sector. This course will also cover agricultural loans, grants, and risk management.

Prerequisite: FI210.

AG-315 Professional Agribusiness Selling (5)

This course expands on the concepts and applications of the total selling process relative to agribusiness and the clientele involved.

Prerequisite: Junior Standing.

AG-400 Agricultural Policy (5)

This course includes the study of U.S. food and agricultural policy and how it affects the agribusiness sector and the domestic and international populations.

Prerequisite: Senior Standing.

AG-405 Agricultural Price Analysis (3)

This course examines the forces that influence agricultural prices including the final product and analytical techniques in predicting price changes and the consequences of those price changes.

Prerequisite: Senior Standing.

AG-491 Agribusiness Practicum (3)

This practicum provides students with an opportunity to apply their knowledge and skills in real-world agribusiness settings. Through project-based learning, internships, and/or job shadowing experiences, students will showcase their understanding of the program and gain professional competencies essential for careers in the agriculture industry.

Prerequisite: Taken last quarter.

AGRICULTURAL EQUIPMENT

AG-227 Combines (6)

The principles, maintenance, electrical, and repair of the complete combine will be studied. Proper adjustments of the cutting, threshing, cleaning, grain handling, unloading and residue disposal, grain head, corn head, and monitoring systems for combines will be covered. Final drives, transmissions, slip clutches, and automatic header controls will also be included. An introduction to GPS and Guidance systems will be covered.

No Prerequisite.

AG-228 Tractors (6)

In this course, principles of power transfer components are discussed. Course material will include the types of clutches, gears, and the mechanical and electro-hydraulic systems used in power transfer and the diagnosis, failure analysis, and repair of synchronized manual shift and power shift transmissions, and the combination thereof. Additionally, essential tractor functions regarding power take off (PTO), braking, and multi-drive axle assemblies are covered. New technologies and modern trends in tractor power drives and their uses is a common theme throughout the course.

No Prerequisite.

ALTERNATE FUELS

AF-235 Alternate Fuels I (6)

This intensive six-week course incorporates the basic principles of alternative fuels and their positive impact on the environment with state-of-the-art computer-controlled systems. A complete understanding of system maintenance and repair of all components including regulators, converters, lock-offs, mixers and injectors is provided. The course covers all current alternative fuels including methanol, ethanol, compressed natural gas, liquefied natural gas, liquid propane gas, biodiesel, hydrogen, electric, hybrid and flexible fuel vehicles. All safety laws and regulations will be discussed and ad-

hered to. Students are provided lab activities that offer valuable hands-on training needed for future transportation industry maintenance and repair.

Prerequisite: AU-232 or DT-235.

AF-237 Alternate Fuels II (6)

An in-depth, hands-on study of propane (LPG) and compressed natural gas (CNG) and an overview study of hybrids and safety. Covered in this class is the diagnosis and repair of alternate fuels vehicles and installation procedures for conversion kits according to NFPA code. Diagnostic equipment, such as laptop programs, scan tools, engine analyzers and emissions analyzers, will be used as well as a road simulator. Processing bio-diesel for testing is also included.

Prerequisite: AF-235.

AUTOMOTIVE

AU-116 Manual Drivetrains and Axles (6)

Students will examine the basic construction, operating principles, and power flow of the manual drivetrain system. They will study diagnosis and overhaul of clutch assemblies, five-speed transmissions and transaxles, four-wheel/all-wheel drive components, and front- and rear-wheel drive shafts. Integral and removable ring and pinion replacement and setup will be discussed. Lab projects include disassembly, inspection and reassembly on late-model vehicles and equipment.

No Prerequisite.

AU-117 Automatic Transmissions/Transaxle (6)

Principles of hydraulic systems, planetary gear sets, torque converters, electronic control systems, and basic transmission components are the basis for this course. Diagnosis, servicing, and adjustments of various automatic transmissions and transaxles are covered. Lab work includes disassembly, inspection, reassembly, and adjustment on training aids. Lab projects include diagnosis, repair, or overhaul of transmissions in late-model vehicles and demonstration of special tools and techniques.

No Prerequisite.

COURSES OF INSTRUCTION

AU-118 Transportation Heating Ventilation Air Conditioning (6)

A study of design characteristics and principles of transportation air conditioning, including basic system operation, heat transfer, components and their location, and compressors is provided. Students should learn the use of refrigerant recovery equipment to lessen the impact of refrigerant's harmful effect on the environment. Lab work includes assignments to develop the skills and knowledge required to perform heating and air conditioning service, diagnosis and repair, and recovery and recycling of refrigerants. Basic electrical system principles, use of digital multimeter, and automatic climate control diagnosis will be studied.

No Prerequisite.

AU-122 Automotive Engine Diagnosis and Repair (6)

The principles of four-stroke engine designs are the foundation for this study. The introduction to automotive engines incorporates theory, construction, and overhaul procedures, including cylinder heads, blocks, bearings, pistons, rods, crankshafts, valve trains, and gaskets. Proper use of hand tools, precision tools, specialty tools, and equipment is demonstrated. Lab work includes application of diagnosis, overhaul, and repair procedures.

No Prerequisite.

AU-123 Electrical and Electronics I (6)

This course covers the basic principles of electricity, magnetism, and electronics. Basic operation of the complete electrical system is taught, including battery charging, starting, ignition, lighting, and accessory circuits. Through the use of shop manuals and electronic media, heavy emphasis is placed on wiring diagram comprehension. Students study diagnosis, troubleshooting, repair, and maintenance of the automotive electrical system. (A digital volt ohm meter and calculator are required for this class.)

No Prerequisite.

AU-126 Suspension and Steering (6)

The fundamentals of the chassis; manual, hydraulic, and electric assist steering systems; variable effort power steering systems; suspension systems, both basic and computer controlled; geometric centerline alignment; thrust line alignment; and total four-wheel alignment provide the focus of this course. Proper procedures in diagnosis of steering and suspension systems for replacing components along with basic frame and body measuring for correct locations are covered. Also proper procedures of tire and wheel service, including the diagnosis of vehicle vibrations and tire pressure monitor systems, is covered. Lab work includes steering

and suspension repair, tire balancing and alignment on computerized alignment equipment, and computerized wheel balancing, utilizing training aids and live vehicles.

No Prerequisite.

AU-127 Hydraulic Brake Systems (6)

The fundamental principles of hydraulics pertaining to the automotive and medium duty truck brake systems are presented. Students will study the theory of operation and advanced study of component principles. Students will use standard skills to diagnose and repair hydraulic systems, drum and disc brake systems, power assist units and anti-lock brake systems. Lab work includes demonstration, on-car practice to provide a working knowledge of diagnosis and repair of the hydraulic systems, drum and disc brake systems, power assist units and associated systems. Included will be coverage of wheel bearings, parking brakes, and related electrical circuits.

No Prerequisite.

AU-228 Electrical and Electronics II (6)

This course will review and build on information taught in the Electrical and Electronics I course. The information covered will include instrumentation, electronic climate controls, cruise control, advanced lighting systems, air bags, multiple types of sensors, and vehicle communication. This material will include automotive and truck electronic applications. The course is an in-depth study of electronic components and how they work in the previously mentioned systems. Also covered is the use of digital multimeters, scan equipment, oscilloscopes, and diagnostic charts for computerized management systems. This course will demonstrate how these devices help in trouble-shooting electrical problems.

Prerequisite: AU-123.

AU-230 Automotive Engine Performance (6)

Skills in basic engine performance on gasoline four-stroke engines are developed. Diagnosis and repair of the ignition and related electrical circuits, sensors, fuel injection systems, air induction, computer, emission systems, and components are stressed. Demonstrations and hands-on work will provide a working knowledge of diagnosis using test equipment ranging from scan tools, oscilloscopes, compression testers, cylinder leakage testers, and vacuum gauges.

Prerequisites: AU-122 or DT-124 and AU-228 or DT-228.

COURSES OF INSTRUCTION

AU-232 Computerized Engine Control Systems (6)

The current electronic engine and fuel management systems which are being utilized on today's vehicles are introduced including OBD II computer systems on General Motors, Chrysler, Ford, Toyota, Nissan, and Honda vehicles. Areas included in the OBD II system are the Turbocharger, DIS ignition, Coil-over-Plug, and Direct Injection. The students will be able to describe system operation, perform on-board computer diagnostics, and perform repairs in accordance with manufacturers' procedures. Lab (shop) work includes the diagnosis of drivability and engine performance complaints, utilizing modern diagnostic equipment such as OEM and aftermarket scanners with the aid of a Mustang Chassis Dynamometer.

Prerequisite: AU-230.

AU-236 Hydraulic/Electric Braking (6)

The fundamental principles of hydraulics pertaining to hybrid and electric vehicle braking systems will be presented. Students will study the theory of operation of those systems and will receive advanced study of component principles. Students will use standard skills to diagnose and repair hydraulic systems, disc brake systems, power assist units, anti-lock brake systems, and active braking systems. Included will be coverage of electric and mechanical parking brakes and related electrical circuits. Regenerative braking principles, operation, and diagnosis will be covered. Lab work includes demonstration, on-car practice to provide a working knowledge of diagnosis and repair of the hydraulic systems, disc brake systems, power assist units, and the electrical systems associated with hydraulic/electrical braking systems.

Prerequisite: AU-228.

AU-237 Electrical & Electronics III - Advanced Electronics (6)

This course will review and build on concepts and information taught in E&E I and E&E II courses. The information covered will include an in-depth look at high voltage safety practices and associated safety equipment. Students will review DC circuit theory as well as being introduced to AC circuit theory with a focus on reactive versus passive electrical components. Included will be a comprehensive analysis of power factors and electric motor theory. High-capacity battery technology needed for today's EV's will be explored to prepare students for diagnosing and repairing of battery modules. EV HVAC systems will be studied and modern driving aids such as adaptive cruise control, lane assist, self-driving, and camera systems will be covered. Students will continue

to hone their craft with voltage drop testing, wiring diagram comprehension, standard electrical diagnosis, and be introduced to more advanced diagnostic procedures.

Prerequisite: AU-236.

AU-238 Advanced Technology Vehicles (6)

This course will prepare students for service, diagnosis, and maintenance of advanced technology vehicles including hybrid and electric vehicles. This course will include high voltage safety, HV battery operation and predictive maintenance, high voltage wiring, AC and DC electric motor/generators, and the most common powertrain designs that will include the maintenance and diagnosis of those systems. The students will learn how to test batteries, inverters, control components, and diagnosis powertrain systems in order to isolate, pinpoint current, and diagnosis potential issues. Students will use oscilloscopes, high voltage battery test equipment, DVOM's, megohm meters, laptop-based scan tools, and current manufacturer strategies used in diagnosis and repair of today's electric and hybrid electric vehicles.

Prerequisite: AU-237.

AUTOMOTIVE MANAGEMENT

AM-130 Introduction to the Automotive Industry (5)

This course is designed to provide an overview of the automotive/vehicle industry including the history, terminology, and trends.

No Prerequisite.

AM-210 Parts & Service Management (3)

The activities involved in managing parts and service departments in an automotive/vehicle business--organization, equipment, and operations--are discussed.

No Prerequisite.

AM-215 Automotive Aftermarket Management (5)

This course discusses procedures and relationships involving all aspects of the automotive/vehicle aftermarket--from manufacturer to consumer. Those areas covered are marketing, sales, advertising, budgeting, and professional activities.

No Prerequisite.

AM-220 Current Topics in Automotive Management (5)

Current topics in the field of automotive management will be studied. Special attention will be directed to current events and how they relate to the actions of the automotive industry.

No Prerequisite.

COURSES OF INSTRUCTION

AM-292 Automotive Management Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

AM-300 Survey of the Automotive Industry (5)

This class will include looking at the past, present, and future trends in the automotive industry; what influences it has had on society and the world; and how it has changed to meet the global society in which we live.

No Prerequisite.

AM-310 Automotive Dealerships (3)

All aspects of the automotive dealerships will be introduced. Also included will be such topics as location and design of facilities, financing requirements, and management.

Prerequisite: Junior Standing.

AM-311 Automotive Aftermarket & Manufacturing (3)

This course discusses the various functions in the relationship between the automotive aftermarket and manufacturing activities. Students will be introduced to planning, marketing, sales, budgeting, and research.

Prerequisite: AM-310.

AM-312 Automotive Aftermarket and Retailing (3)

Managing an aftermarket business is emphasized. Parts management and marketing, especially with techniques of electronic data imaging, will be studied.

Prerequisite: AM-310.

AM-350 Supervision in the Automotive Industry (5)

This course will cover many current topics relating to supervising employees. The main focus will be on how to supervise within the automotive, transportation, and other related industries.

No Prerequisite.

AM-400 Automotive Customer Relations (5)

This course is designed for students to recognize the importance of the good service industry professional's practices. The course promotes effective customer service and ongoing relationships for both customer and business with the ability to maintain a record for good overall management of customer service relations.

Prerequisite: AM-350.

AM-412 Parts & Service Merchandising (3)

Students are introduced to practical approaches and techniques for effectively organizing practical applications of a mechanical service department for optimum customer retention and satisfaction. Students will learn how to incorporate modern personnel and the inventory management techniques for improved productivity and achieve practical parts and accessories in wholesale and retail.

Prerequisite: AM-312.

AM-413 Automotive Jobber/Wholesaler Aftermarket (3)

This course discusses procedures and relationships involving all aspects of the automotive/vehicle aftermarket--from manufacturer to retail customer. Those areas covered are marketing, cataloguing, layout of product lines, inventory cost, and personnel pertaining to the wholesale market. Organization and capitalization will be explored with a realization to the new changing atmosphere in the jobber wholesaler arena.

Prerequisite: AM-312.

AM-420 Automotive Entrepreneurship (5)

Current entrepreneurial practices will be introduced. Case studies will provide additional visionaries for analyzing entrepreneurial techniques in specific automotive aftermarket companies.

Prerequisite: Junior Standing.

AM-430 Safety, Legal, and Environmental Issues in the Automotive Industry (5)

Students will acquire basic knowledge of the service industries, safety, and environmental regulations. This includes the use of MSDS books and EPA regulation manuals. Students will be exposed to the latest safety and environmental regulations that are enforced by governmental agencies and the legal ramifications of not following the regulations.

No Prerequisite.

AM-450 Marketing in the Automotive Industry (5)

This course examines the role of marketing from an automotive industry perspective. Also discussed are relevant marketing practices for both the consumer and business markets. Applications of marketing principles to the service industry are analyzed as well as the ways the internet and associated technology are being used in the business world to create a competitive advantage.

No Prerequisite.

COURSES OF INSTRUCTION

AM-490 Automotive Technology Supervision Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

BUSINESS

BU-109 Customer Service (3)

This course provides students with an understanding of customer service. Customer needs and wants, values, trends, customer psychology, customer behavior, customer satisfaction, service performance, quality improvement, and use of information to improve business decisions are covered.

No Prerequisite.

BU-115 Contract Law (5)

Students will be introduced to the basic concepts of law and how it operates. Emphasis will be on contract law and the Uniform Commercial Code and its impact on business.

No Prerequisite.

BU-120 Introduction to Business (3)

Students should develop an understanding of the broad areas of activity known as business. A vocabulary of terms, the varied careers available in the business world, and an understanding of the methods and procedures used by business in decision making will be discussed.

No Prerequisite. No credit will be given for Business majors.

BU-220 Managerial Accounting for Business (3)

A study of accounting data: how it can be interpreted and used by management in planning and controlling business activities. Business problems are discussed from the point of view of internal management to show how accounting can aid in the solving of problems confronting management. The use of accounting data by investors and potential investors is also addressed whenever applicable.

Prerequisite: AC-114.

BU-230 Current Topics in Business (5)

Current topics in the field of business administration will be studied. Special attention will be directed to current events and how they relate to the actions of businesses.

No Prerequisite.

BU-240 International Business I (5)

This course is designed to provide students with knowledge of worldwide aspects of different business functions. Emphasis will be on the nature of international business, international government and foreign environment.

Prerequisites: MA-121 and [MT-150 or SM-190 or TR-224].

BU-292 Business Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

BU-304 Management Essentials for Specialized Studies (5)

This course is designed to provide the foundational management concepts for Specialized Studies students prior to taking upper-level courses. Material covered will concentrate on the four functions of management, decision making, and ethical standards. Students enrolled in the Specialized Studies baccalaureate program are required to successfully complete this course.

Prerequisite: Junior Standing. **Automotive Technology Supervision, Healthcare Administration, & Specialized Studies Majors Only.**

BU-305 Economics & Finance for Specialized Studies (5)

This course is designed to provide the foundation for more advanced economic and finance coursework. The concepts from the fields of economics and finance as used in upper level business courses are covered. Material covered will include terminology, conceptual application, and mathematical computations that students will be expected to have mastered upon entering the baccalaureate level business courses. Students enrolling in the Specialized Studies program are required to successfully complete this course.

Prerequisite: Junior Standing. **Healthcare Administration & Specialized Studies Majors Only.**

COURSES OF INSTRUCTION

BU-320 Legal Issues in Consumer Sales Transactions (5)

This course offers a comprehensive study of the legal aspects of personal property and bailments. Further concentration is placed on studying sales and leases of personal property, which includes such legal subjects as, risk of loss, obligations of performance, product warranties, remedies for breach of sales contract, and consumer protection.

Prerequisite: Junior Standing.

BU-325 Legal Issues in Commercial Transactions (5)

This course offers a comprehensive study of negotiable instruments, covering such legal topics as the kinds of negotiable instruments, transfer of negotiable instruments, rights of holders and defenses, as checks and funds transfers. Further concentration is placed on studying secured transactions, bankruptcy, and insurance.

Prerequisite: Junior Standing.

BU-330 Business Communication (3)

This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable image outside the firm environment, as well as an effective internal communications program. The various types of business communication media are covered. This course also develops an awareness of the importance of succinct written expression to modern business communication. Many of the assignments are to be keyboarded.

Prerequisite: EN-180.

BU-410 Practicum Preparation (1)

Students will complete this one-hour course prior to beginning their practicum. They will discuss the expectations of the University as well as the supervising facility or organization. Both BU-410 and one course-- BU-411, BU-412, BU-414--must be completed to receive credit.

Prerequisite: Senior Standing.

BU-411, BU-412 Practicum in Business (Credit hours will vary.)

Field experience is designed to allow the degree candidate to receive on-site training under the supervision of a practitioner. Students must be in good academic standing and have senior status to apply for this experience. Application should be made one quarter prior to the anticipated participation and approval must be granted by the supervising instructor. Students are required to work a minimum of 50 hours per credit granted. This course should be taken in the senior year. See your advisor for approval.

Prerequisite: BU-410.

BU-490 Business Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

COMMUNICATION

CO-179 Introduction to Human Communication (3)

Students are introduced to theory and skill building in the basic areas of human communication: interpersonal communication, nonverbal communication, small group dynamics, and public communication.

No Prerequisite.

CO-445 Group Dynamics (3)

This course is a more in-depth study of the factors which affect the behavior of individuals who make up diverse groups in society.

Prerequisites: CO-179 and EN-200.

CONSTRUCTION EQUIPMENT

CET-100 Construction Equipment Drivetrains (6)

This course will cover the systems found in the undercarriage of today's construction equipment. The students will learn the principles of operation, troubleshooting techniques, and the proper disassembly and assembly of the components within the different classifications of undercarriages. The topics covered will include hydrodynamic/torque converter drives, air brakes, suspension systems, twin track steering designs, and both electric and hybrid propulsion systems.

Prerequisites: AG-228 and HY-130.

CET-295 Construction Equipment Capstone (4)

The purpose of this class is to demonstrate and measure all the learning objectives of the student's major. The course is to be completed within the last two sessions and will require the completion of a variety of projects and assignments relating to the student's major. The course will also help prepare the student for the AED Foundation (Associated Equipment Distributors) certification test.

Prerequisite: Sophomore Standing.

CRIMINAL JUSTICE

CJ-200 Criminal Law for Non-Legal Majors (3)

Students will study the criminal justice system regulating social conduct relating to the health, safety, and moral welfare of people and property. Special emphasis will be placed on the elements of crimes, policy, criminal procedure, jurisdictional hierarchy, punishment, post-conviction remedies, deterrence, and rehabilitation.

Prerequisite: BU-115.

DATA PROCESSING

DP-117 Database Applications (3)

The concepts of relational databases and their manipulation will be presented. Microsoft Access is used to illustrate relational database concepts. The application of relational databases to typical business problems, especially on microcomputers in small businesses, is extensively discussed. (This course provides preparation for Microsoft® Application Certification Testing.)

No Prerequisite.

DP-150 Spreadsheet Applications (3)

This introductory course exposes students to a wide variety of fundamental electronic spreadsheet operations and functions through business-related applications. (This course provides preparation for Microsoft® Application Certification Testing.)

No Prerequisite.

DP-153 Digital Documents & Spreadsheets (3)

(College of Applied Technologies Only)

This course introduces students to the features of Microsoft Word and Microsoft Excel and many of their applications. Students will create, format, and edit documents, tables, and mailing labels as well as gain exposure to Windows and file management concepts. Students will also be exposed to a wide variety of fundamental electronic spreadsheet operations and functions through business-related applications.

No Prerequisite.

DP-155 Developing Business Presentations (5)

In this course students develop audio-visual business presentations using Microsoft PowerPoint. The course begins with introductory software instruction, continues with the completion of practice presentations and finishes with the development of a comprehensive presentation utilizing the full range of features available in the software. (This course provides preparation for Microsoft® Application Certification Testing.)

No Prerequisite.

DP-310 Advanced Spreadsheet Applications (3)

This hands-on course will implement advanced features of the electronic spreadsheet software in business-related applications. (This course provides preparation for Microsoft® Application Certification Testing.)

Prerequisite: DP-150.

DIESEL

CD-101 Commercial Driver License I (6)

In this course students will learn what is required to get a commercial driver's license (CDL). Students will receive instruction from UNOH instructors, who are experienced to teach a commercial driver course, through class time and driving time in order to help prepare them for the CDL test and will learn to be proficient at pre-trip and yard skills.

Prerequisites: Must be able to pass Department of Transportation (DOT) Physical and Drug Test. UN-110 First-Year Experience and a minimum of two sessions must be completed to familiarize students with UNOH policies and procedures. A major must be declared, and the student must be full-time as part of a designated major. (These requirements are due to the institution's exemption status as a state-licensed school under exemption 4508.7, sections 4508.1 to 4508.6.)

CD-102 Commercial Driver License II (6)

In this course students will continue learning what is required to get a commercial driver's license (CDL). Students will receive instruction from UNOH instructors, who are experienced to teach a commercial driver course, through class time and driving time in order to help prepare them for the CDL state test. The driving portion will consist of driving safety, starting, stopping, running, shifting, braking, parking, docking, hook-up and unhook, emergency equipment and driving test practice. Upon successful completion of CDLII and off-site state testing, students will be able to purchase a CDL license.

Prerequisites: CD-101, CDL Permit License and DOT Physical.

DT-119 Theory and Techniques in Welding (6)

This course will cover the techniques of welding and cutting of mild steel and aluminum. These materials are commonly used on automotive, truck, trailer, construction and agriculture equipment. Included are oxy acetylene welding, braze welding, Gas Metal Arc Welding (MIG), Gas Tungsten Arc Welding (TIG), Shielded Metal Arc Welding (STICK), Plasma Arc Cutting and flame cutting techniques. Students will perform practice welds in each process.

No Prerequisite.

COURSES OF INSTRUCTION

DT-124 Diesel Engine Diagnosis & Repair (6)

This course will cover theory and operation of a 4-cycle diesel engine and their components. Diesel engine systems that will be covered include: over-head adjustments, lube, cooling, fuel, and intake and exhaust systems. The engines will be disassembled, measured, and assembled to OEM specifications. Engine and components troubleshooting and failure analysis on all engine types and its components will be covered. Engines covered in the course include: Detroit Diesel, Caterpillar, Cummins, Mack, Volvo, PACCAR, Iveco, Navistar, and Dura-max.

No Prerequisite.

DT-127 Light Duty Diesel Engine Diagnosis and Repair (6)

This course will cover theory and operation of diesel engines smaller than 8.0L and their components. Diesel engine systems covered include overhead adjustments, lube, cooling, fuel, intake, and exhaust. Students will disassemble, measure, and assemble engines to O.E.M. specifications. Engine and component troubleshooting and failure analysis on all light duty engine types and their components will be covered. Engines covered in the course include on highway as well as off highway engines.

Prerequisite: AU-228 or DT-228.

DT-130 Truck Air Systems, Brakes and Preventive Maintenance (6)

This course includes discussion, lab, and shop exercises. Students will be able to identify and comply with personal and environmental safety practices common to a shop's environment; identify air systems, air brakes, and antilock brake system components; and perform failure analysis on these components and systems. Students will perform a complete preventive maintenance inspection on a class eight truck with emphasis given to all truck electronics and safe operation of highway equipment. Federal DOT rules and regulations covering the qualifications needed to be a brake and preventive maintenance inspector and service technician will be discussed.

No Prerequisite.

DT-131 Truck Drivetrains (6)

This course includes the operating principles of the components in truck drivetrains. Students will remove, disassemble, inspect, assemble, and install an Eaton/Fuller 9-, 10-, 13-, or 18-speed transmission; two-plate clutch; rear drive axle with a power divider; and a drive-line including U-joints, slip yokes, king pins, and related steering components on a non-drive steering axle. While performing these hands-on tasks, students will measure wheel alignment; inspect and measure the various com-

ponents for wear using micrometers, dial indicators, and protractors; tire and wheel mounting; inspection; and learn troubleshooting techniques, preventive maintenance, and failure analysis of these components.

No Prerequisite.

DT-228 Heavy Equipment and Vehicle Integrated Electronics (HEAVIE) (6)

This course will review and build on information taught in Electrical and Electronics I. The information covered will include instrumentation, global positioning, automated transmissions, multiple electronic control module communication, electronic climate controls, cruise control, air bags, lighting systems, and multiple types of sensors. The course is an in-depth study of electronic components and how they work in truck and agricultural applications. Also covered are multimeter, scan equipment, oscilloscopes, wiring diagrams, and trouble-shooting charts for computerized management systems.

Prerequisite: AU-123.

DT-230 Diesel Performance and Diagnosis (6)

This course includes discussion of the operating principles of a compression ignition engine, operation of both mechanical and electronic fuel injection systems, and turbochargers. The students will disassemble, inspect, discuss, assemble, and test diesel fuel injection system components such as supply pumps, injection pumps, nozzles, and/or injectors and governors. Testing will include the use of nozzle testers and demonstration of Bacharach injection pump test stand. Students will learn to diagnose and repair current electronic-controlled diesel engines used on highway, agricultural, industrial, and other applications. Lab work will include work on vehicles and/or engines in the live engine lab.

Prerequisite: AU-123.

DT-231 Light Duty Diesel Performance and Diagnosis (6)

This course includes discussion of the operating principles of a compression ignition engine. The operation of both mechanical and electronic fuel injection systems, turbochargers, and emissions systems will be covered. The students will disassemble, inspect, discuss, assemble, and test diesel fuel injection system components, such as supply pumps, injection pumps, nozzles, and/or injectors. Students will learn to diagnose and repair current light duty electronic-controlled diesel engines used on highway, agricultural, industrial, and other applications. Lab work will include work on vehicles and engines in the live engine lab.

Prerequisite: DT-127.

DT-234 Light Duty Diesel Engine Electronic Controls (6)

This course will cover light duty diesel engine electronic controls, advanced diagnostic procedures, and emission system diagnostics. The procedures will be done on vehicles and engines currently used in today's industry. Electronic troubleshooting will be done using engine manufacture specific diagnostic programs as well as aftermarket diagnostic software. Use of wiring diagrams and D.M.M. will be used extensively to troubleshoot diagnostic fault codes.

Prerequisite: DT-231.

DT-235 Diesel Engine Electronic Controls (6)

This course will cover diesel engine electronic controls and tune-up procedures, including engine brakes and diagnostic procedures along with emission control devices, which are EGR, DPF's, and SCR systems. The procedures will be done in the live engine room on running engines used in the industry. The student will perform horsepower and torque performance tests using the dynamometer. Electronic troubleshooting will be done using engine manufacture-specific diagnostic programs and non-specific, read-only electronic devices. The programs include Cummins Insite, Detroit Diesel DDDL, Caterpillar Electronic Technician, Mack/Volvo, PTT, and Navistar vehicle diagnostics. The non-specific, read-only devices include Snap-on Ultra and JPRO Fleet Diagnostics. Use of wiring diagrams and DMM will be covered. Engines systems covered include: Detroit Diesel, Cummins, Caterpillar, Mack/Volvo, PACCAR, and Navistar.

Prerequisites: DT-124, DT-228, and DT-230.

HY-130 Hydraulics (6)

Basic fluid power and the various types of hydraulic pumps, motors and controls, including electro-hydraulic controls, cylinders, and hydrostatic drive units are examined. Diagnosis and repair of different types of hydraulic systems and individual components will be covered.

Prerequisite: AU-123.

HY-231 Construction Equipment Hydraulics (6)

This course will build upon the information gained in HY-130. The students will learn the benefits and operation of flow-sharing hydraulics, the fundamentals and operation of negative and positive flow control systems and flow-summation hydraulic systems, and the different types of steering systems used on off-highway wheeled machines.

Prerequisite: HY-130.

DIESEL ADVANCED

DA-221 DATE Computer Information Systems (6)

In this course, students will be introduced to industry and OEM information systems based on Mack Trucks and Volvo Trucks. Students will become skilled in time management, warranty, safety, model identification, product specific truck theory, Premium Tech Tool proprietary software, and OEM internet support tools. Students will complete Mack/Volvo Trucks online dealer training (60 non-contact hours). Fundamentals of Mack/Volvo Trucks electronic systems include data links, basic theory, and electronic control components. Advanced diagnostic principles and practices as it relates to Mack/Volvo specifications. Preventive maintenance procedures to the related systems will be discussed.

Prerequisites: DT-124, DT-228, and DT-230.

DA-222 DATE Truck Systems (6)

In this course, students will learn brake systems including foundation brakes, wheel bearing adjustment, air systems, anti-lock braking systems, including enhanced cruise control, electronic stability program, and collision avoidance systems. Students will learn cab controls including HVAC systems and supplemental restraint systems as well as emissions system repair procedures and diagnostics to the regeneration process and DEF quality tests. They will continue to develop diagnostic principles and practices utilizing OEM resources throughout the course. Preventive maintenance procedures to the related systems will be discussed.

Prerequisites: DA-221.

DA-223 DATE Engine & Emission Systems (6)

In this course, students will learn Mack/Volvo Trucks specific engine overhaul procedures, injector cup replacements, exhaust after-treatment systems including EGR, DPF, and SCR technology. They will also learn engine management systems for Mack Trucks and Volvo Trucks. They will continue to develop diagnostic principles and practices utilizing OEM guided diagnostics throughout the course. Preventive maintenance inspection procedures will also be taught to the related systems.

Prerequisites: DA221.

DA-224 DATE Drivetrains (6)

In this course, students will learn differential overhaul and transmission service procedures for Mack/Volvo Trucks. They will also complete preventive maintenance inspections per Mack/Volvo Truck standards. They will continue to develop diagnostic principles and procedures utilizing OEM resources. Students will learn steering and suspension including alignment-related procedures as it relates to Mack/Volvo Trucks.

Prerequisites: DA-221.

COURSES OF INSTRUCTION

DIGITAL FORENSICS

DF-100 Introduction to Digital Forensics (3)

This course examines the use of digital devices during the commission of crimes and civil wrongs. Evidence collection and scientific methods as they relate to digital evidence will also be examined. The primary focus will be maintaining admissibility of digital evidence throughout the course of an investigation.

No Prerequisite.

DF-110 White-Collar Crime (3)

This course will provide students with a thorough presentation of the various types of white-collar crime identified by the law enforcement community. Students will gain insight into the motives behind white-collar crime and methods used by white-collar criminals to pursue their criminal endeavors. Students will also be presented with enforcement strategies and techniques.

Prerequisites: BU-115 and DF-100.

DF-120 Analysis of Digital Media (5)

This course will examine digital media and digital information in detail, to include different types of media, different file systems, and different data types, leading to an understanding of how information is saved to, organized on, and retrieved from digital media. The culmination of this subject will be to examine how information can be altered, deleted, and hidden on various digital media.

Prerequisite: DF-100.

DF-130 Intrusion Detection & Prevention (5)

In this course, students learn the complexities, technical details, and skills involved in investigating instances in which network and computer defenses have been compromised due to intrusions. Because of the sheer scope of a network, this course will require students to expand their technical and analytical skills. They will examine the planning of intrusions, methods employed in the surveillance of networks, and techniques intruders employ to penetrate and damage them. These concepts will be put into the context of investigating crimes that occur where computer networks are the "victim."

Prerequisite: DF-120.

DF-200 Cybercrime (3)

This course will cover a variety of topics as they relate to digital devices and the facilitation of criminal activity. To better comprehend how these devices facilitate crime, students will be exposed to an introduction of network forensics and how evidence can be obtained therein.

With the shift in technology towards smaller handheld devices, mobile forensics and their accompanying methodologies will also be examined.

Prerequisite: DF-120.

DF-210 Advanced Digital Forensics (5)

In this course students will be exposed to how data are arranged on storage media. File systems are an essential component to understanding how files are stored and deleted from various media, exploring the fundamentals for how it is stored will build the foundation for how it can be recovered.

Prerequisites: BU-115 and DF-120.

DF-220 Digital Forensics & Incident Response (3)

This course will introduce the students to the processes in planning for incident response. The students will learn how to communicate with site personnel, how to implement an organizational policy, and how to minimize the impact on the organization if an incident occurs. Topics also include the methodology in performing incident analysis, restoring systems, and capturing volatile information relating to the incident.

Prerequisite: DF-200.

DF-230 Mobile Device Forensics (3)

In this course students will learn the methods and techniques necessary to perform a forensic analysis on mobile phones, tablets, and other similar devices. Students learn various methodologies and techniques to acquire these devices in a forensically sound manner while utilizing field-accepted tools to perform these tasks.

Prerequisite: DF-200.

DF-240 Search and Seizure of Digital Evidence (3)

This course will introduce students to the processes involved in seizing digital equipment and searching them for evidence. Legal aspects of search and seizure will be covered as well as ethical issues relating to data recovery for investigative purposes. Topics will also include guidelines for preparing legal documentation and proper handling of digital evidence.

Prerequisites: CJ-200 and DF-200.

DF-250 Advanced Topics in Digital Forensics (5)

The purpose of this advanced topics course is to provide an in-depth study of the fundamental issues related to digital forensic analysis, by building upon the knowledge from the previous digital forensics courses. An in-depth study of file system forensics will be performed, and students will gain hands-on experience with the recovery of deleted and damaged data from various storage media.

Prerequisite: DF-210.

DF-260 Network Forensics (3)

This course builds on knowledge gained in previous courses and is the culmination of network forensics and incident response. Students will be exposed to various examples of compromised systems and will be tasked with the process of reconstructing the digital crime scene. Network traffic analysis as well as malware analysis will be utilized in completing this task.

Prerequisite: DF-220.

DF-292 Digital Forensics Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

DIGITAL MULTIMEDIA

DM-118 Digital Media Fundamentals (3)

In this course the students will learn the basic fundamentals of digital design using new media. The students will learn the elements of design by exploring visual components, additive versus subtractive, and RGB versus CMYK color modes. Other topics will include anti-aliasing and pixilation. The student will learn how these principles apply to new media technologies and will build on this knowledge with the remaining digital multimedia software courses.

No Prerequisite.

DM-121 Web Media Design Concepts (3)

HTML documents are a major component of the WWW on the Internet as well as Electronic Commerce web sites. Students will learn how to create hypertext pages for use on the Internet or on an Intranet for organizations that are using the most current version of HTML. In order to be successful in this field of study, students will work on properly organizing files, debugging errors, and proper resolution of images. Students will use various HTML text editors to enhance and create dynamic HTML web pages.

Prerequisite: IT-113.

DM-122 Digital Studio Fundamentals (3)

This introductory course will allow students to gain hands-on experience with equipment such as lighting, green screens, high definition digital video cameras, and

microphones. Classroom time will be spent working with this equipment as well as the cyclorama wall and sound recording booth. Other topics will include artificial and natural light, proper shooting skills, shadows, realism, and camera adjustments.

Prerequisite: DM-118.

DM-125 Digital Graphic Imaging (3)

This course will give the students the skills necessary to select and manipulate images. Students will develop skills in proper color modes, resolution, DPI, and image optimization. Students will also learn about file types and what their purposes are. Further discussion will include creating work that is easily edited in the future.

Prerequisite: DM-118.

DM-130 Applied 3-D Modeling Concepts (3)

The student will explore the fundamentals of 3D modeling. Students will create various 3D objects as this course is geared towards creating realistic 3D logos and character models that can be used in digital multimedia presentations. Topics will include vertices, faces, modifiers, subsurf, and multires modeling.

Prerequisite: DM-122.

DM-180 Applied Digital Drawing (3)

The student will explore the fundamentals of digital art design, creation, and manipulation. Students will create vector artwork, such as a logo, for various media in a digital format using drawing design skills and software of the digital drawing trade.

Prerequisite: DM-118.

DM-190 Interactive Media Presentation (3)

This course covers the basics of creating interactive and animated presentations utilizing graphics, sound, and video. The basic scripting techniques learned will be used to create vector tweens and frame-by-frame animation. These interactive presentations will be incorporated into web pages.

Prerequisite: DM-180.

DM-210 Advanced Interactive Media Presentation (5)

This course continues the experience of creating a multimedia production. The authoring tool will be used to integrate graphics, animations, sound, video and web pages together into a fully interactive multimedia presentation. Several programming techniques will be used to create these presentations, such as the following: advanced scripting and debugging, control structures, and object-oriented programming.

Prerequisite: DM-190.

COURSES OF INSTRUCTION

DM-215 Advanced Web Media Design Concepts (5)

This advanced course will further the exploration of web pages. Students will learn to incorporate various graphics, videos, 3D objects, and interactive presentations into a web page. Students will also learn advanced formatting skills such as CSS and client side scripting.

Prerequisite: DM-121.

DM-223 Applied Digital Video Editing (5)

This course involves capturing and editing digital video. The student will learn to create, edit, and export digital video. With rapidly changing technology on the Internet and portable devices, file compression and file codecs will be a major topic of discussion. Students will learn about linear versus non-linear editing, timelines, and frames per second. Storyboarding will also be utilized to assist in proper digital storytelling.

Prerequisites: DM-122 and DM-190.

DM-226 Advanced Digital Video Editing (5)

This course continues the study of digital video editing. Students will learn advanced techniques such as chroma key, advanced animation, and other special effects that are used in many Hollywood movies. Students will also learn to incorporate various forms of animation, such as 3D, in video editing.

Prerequisite: DM-223.

DM-236 Advanced Digital Graphic Imaging (3)

A continuation of Graphic Imaging, this course further explores the nuances of manipulating graphic images. The student will become skilled in the tools used for these manipulations to gain professionalism in this art. Many common techniques will be studied in depth through projects, such as layout, style, balance, raster versus vector, and color modes.

Prerequisite: DM-125.

DM-255 Applied 3-D Animation Concepts (5)

The 3D environment and tool sets will be further explored in this advanced course of object animation. Students will learn to skin and rig a 3D model, as well as create a proper walk cycle through inverse kinetics. Particle creation will also be utilized for adding realistic looking hair and grass. Students will create animations based upon key framing and interpolation.

Prerequisite: DM-130.

DM-292 Digital Multimedia Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is

to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

ECONOMICS

EC-190 Survey of Economics (3)

This course provides a basic introduction to the economic principles that affect our economy, public policy, and standard of living. Topics include supply and demand, production possibilities frontier, unemployment, inflation, opportunity costs, comparable analysis, as well as an introduction to macroeconomics and microeconomics. Emphasis is placed on students applying the concepts to daily life.

No Prerequisite.

EC-225 Macroeconomics (5)

Macroeconomics is the level of economics analysis that deals with the activity of the whole economy and with the interaction between the major sectors of the economy, such as all households, all businesses, or all governments. This course introduces the foundational economic concepts of supply and demand, opportunity costs, and marginal analysis. These are then used to analyze the business cycle and potential government policies to fight inflation and recession.

No Prerequisite.

EC-235 Microeconomics (5)

Microeconomics is the study of the economic decisions made by individual sectors of the economy: households, firms, and government; and interactions as a result of those choices. The focus will be the effect total, marginal, and average costs and revenues have on the individual firm's profitability. The constraints affecting costs and prices from elasticity of demand and supply are analyzed. Competition at the industry level and its effect on a firm's profitability is explored.

No Prerequisite.

EC-325 Economics in Today's Society (3)

Students who elect this course can expect a nontechnical economic approach to understanding important contemporary national issues and problems. This course focuses on topics such as crime, education, trade, populations, financial crises, the environment, and developing and transitional economies.

Prerequisite: EC-235 or BU-305.

COURSES OF INSTRUCTION

ENGLISH

EN-070 Basic English (3)

Students are provided with a thorough review of English grammar usage as well as an introduction to writing.

No Prerequisite.

EN-180 Composition I (5)

Students will apply the writing process to draft, revise, and edit a variety of short essays supporting a main idea, including a persuasion essay at the end of the term. Students will be introduced to MLA format for citations.

Prerequisite: EN-070 or Proficiency Credit.

EN-200 Composition II (5)

This course will build on skills from EN-180 as students apply the writing process to evaluating, problem solving, and responding to literature. It emphasizes critical reading and thinking skills and their use in writing essays. Students will write a research paper using multiple sources and MLA citations.

Prerequisite: EN-180.

EN-250 Introduction to Literature (3)

This course introduces students to the study of fiction, poetry, and drama by various writers and from various periods. Elements of literature such as plot, character, and setting, as well as techniques for writing about literature, will be presented.

Prerequisite: EN-180.

EN-278 Short Stories (3)

This course has two objectives: to introduce students to the short story genre and its techniques and to provide the opportunity to become careful, aware readers. The study begins briefly with the earliest types of stories—legends, fables and allegories—and extends through modern-day writings.

Prerequisite: EN-180.

EN-279 Creative Writing (3)

This course is designed to introduce students to the craft of writing creatively. Students will explore the various forms of writing from fiction to non-fiction as well as poetry. Through writing, reading, and analysis, students will develop their own technique of writing creatively.

Prerequisite: EN-180.

EN-280 Film and Literature (3)

This course presents the relationships between film and literature. Attention will be given to problems involved in adapting literature to another art form.

Prerequisite: EN-180.

EN-290 Women Writers (3)

The objectives of the course are to read several novels, stories and poems by women authors, with women as main characters, and explore themes dealing with women's issues, including the search for independence and the question of roles in society.

Prerequisite: EN-180.

EN-316 Mystery Fiction (3)

This class will explore the mystery genre, ranging from Sherlock Holmes stories to contemporary fiction.

Prerequisite: EN-200.

EN-317 Classics of the 20th Century (3)

Several short classic novels from the 20th century will be read and discussed, examining them both as literature and as expressions of important social themes in their historical and cultural settings.

Prerequisite: EN-200.

EN-318 Gothic Literature (3)

This course explores imaginative literature of the subconscious and dreams, including the work of Mary Shelley, Edgar Allen Poe, William Faulkner, and Joyce Carol Oates. Elements of suspense, horror, and psychological intrigue will be examined in relation to the dramatic events and settings of these works.

Prerequisite: EN-200.

EN-410 Technical Writing for the Automotive Industry (3) (College of Applied Technologies Only)

The purpose of this course is to develop the skills needed to write effectively in the workplace. The course will provide strategies for writing clear, accurate, and concise reports, proposals, and correspondence and will explore the principles of good design and how to use visuals in documents, while reinforcing the use of appropriate composition, grammar, and sentence structure. This course includes documents and exercises related to the automotive industry.

No Prerequisite.

EN-420 Myth and Fairy Tales (3)

This course presents a history of myth and fairy tales. Students will examine traditional and popular versions of these stories, as well as exploring their cultural and social influences.

Prerequisite: EN-200.

COURSES OF INSTRUCTION

FINANCE

FI-210 Principles of Finance (5)

The foundation for this course is the two key concepts of finance: time value of money and the risk-return relationship. These concepts and the importance of cash flows on the wealth are used in the coverage of financial theories and institutions, investments, and business finance.

Prerequisites: AC-114 and [MH-169 or MH-190].

FI-310 Personal Finance (3)

An overview of personal and family financial planning with an emphasis on financial record keeping, consumer spending decisions, tax planning, consumer credit, and insurance protection.

Prerequisite: FI-210.

FI-410 Investments (3)

This is a course for the student interested in learning the fundamentals of investing. Topics include investment terminology with a focus on stocks, bonds, and mutual funds.

Prerequisites: BU-305 or FI-210.

FI-420 Corporate Finance (5)

This course focuses on the capital budgeting, capital structure, and working capital management decisions and their impact on shareholder wealth.

Prerequisites: [BU-305 or FI-210] and MH-350.

FI-425 Money and Banking (3)

This course covers the three major components of aggregate demand and their impact on economic activity. Other topics include financial institutions and the Federal Reserve. The importance of money and credit are included.

Prerequisites: BU-305 or FI-210 and EC-225.

FORENSIC ACCOUNTING

FA-330 Financial Statement Investigation (5)

Students are introduced to examining the financial statements for potential fraud such as asset misappropriation, understatement of liabilities, improper revenue recognition, and management disclosure.

Prerequisite: AC-214.

FA-410 Forensic Accounting I (5)

This class provides students with knowledge about corporate fraud, both internal and external, and the means and schemes that are used as well as the detection and prevention of these schemes. Using case studies, the course will demonstrate the importance of transparent financial information as well as the psychology of fraud perpetrators.

Prerequisite: AC-395.

FA-420 Legal Implications of Fraud Examination (5)

Students learn about evidence management, constitutional amendments that affect the rights of the potential fraudster, courtroom procedures and litigation support, and federal and state legislations.

Prerequisite: FA-410.

FA-425 Forensic Accounting II (5)

This is a continuation of Forensic Accounting I where the student will learn about digital forensic analysis, business valuations, and expert witness criteria.

Prerequisite: FA-410.

HEALTH INFORMATION TECHNOLOGY

HIT-122 Introduction to Health Information Technology (5)

This course will help students to understand the many demands and concepts on health information. Students will begin to learn about health information professions, healthcare settings, regulatory environment, data retrieval and analysis, and managing data quality. This course will include a lab component in addition to the lecture.

No Prerequisite.

HIT-132 Introduction to Healthcare Data Analytics (3)

This course provides an overview of the fundamental concepts, tools, and techniques used in healthcare data analytics. Students will explore the role of data in healthcare decision-making, learn basic data analysis methods, and gain hands-on experience with key analytics tools. Topics include healthcare data sources, data visualization, statistical analysis, and the use of analytics in improving patient outcomes and operational efficiency. By the end of the course, students will have a foundational understanding of how data analytics is applied in healthcare settings to drive evidence-based decision-making and innovation.

Prerequisite: HIT-122.

COURSES OF INSTRUCTION

HIT-145 Health Information Systems (5)

Students will be introduced to the field of health information technology as it pertains to various health professions and how it revolutionizes every aspect of the health system. Many different types of technologies will be addressed in relation to health and medicine and the regulatory requirements of these new technologies. This course will include a lab component in addition to the lecture.

Prerequisite: HIT-122.

HIT-160 Legal and Ethical Aspects of HIT (5)

This course includes an overview of the many laws and ethics pertaining to the healthcare setting. Students will learn to apply acceptable legal and ethical boundaries and still provide excellent care to their patients. Students will be able to resolve many ethical and legal questions that will arise as a healthcare provider. Some topics covered in this course are professional liability and medical malpractice, licensure and certification processes, the law process including contracts and types of court cases, informed consent, privacy law, and workplace legalities. Health information initiatives for national, state, and local levels will be analyzed.

Prerequisite: HIT-122.

HIT-225 HIT Revenue Cycle Management (5)

This course includes the study and application of reimbursement methods such as DRGs, prospective payment systems (PPS), ambulatory patient groups (APGs), resource-based relative value system (RBRVS), case-mix analysis, managed care, and federal insurance plans. Students will study, analyze, and apply revenue cycle management and also evaluate the chargemaster maintenance function. This course will include a lab component in addition to the lecture.

Prerequisite: HIT-122.

HIT-235 Healthcare Statistics & Quality Assessment (5)

Students will be introduced to statistical computations and differentiate between descriptive and inferential statistics and how this information is applied to the healthcare setting. Students will also be introduced to the various dimensions of healthcare quality. This course will explore regulatory agencies, accreditation organizations, and other groups that influence healthcare quality management activities. This course will include a lab component in addition to the lecture.

Prerequisites: HIT-122 and MH-169.

HIT-245 Electronic Healthcare Records (5)

Students will learn and understand the detailed history of the electronic health record and how it is essential to all medical professionals. Students will learn through utilizing an electronic health records system and how to protect patient information through virtual access.

Prerequisite: HIT-122.

HIT-266 Management of Health Information Systems (5)

Students will analyze and evaluate communication and interpersonal skills, roles, and functions of teams, committees, and revenue cycle monitors. Students will apply supervisory management principles in health information management areas to include orientation and training, workflow process monitors, resource allocation, and presentation of data. Students will be able to comply with local, state, and federal labor regulations. Students will analyze organizational plans, budgets, and contracts, as well as other organizational responsibilities.

Prerequisite: HIT-235.

HIT-293 Health Information Practicum (5)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

HEALTHCARE

HC-110 Introduction to Health Professions (2)

This course is an introduction to professions and practices of healthcare careers. Students will receive information on grading system, study habits, and test taking strategies as well as basic healthcare standards and precautions. Clinical competency skills are NOT evaluated in this course.

No Prerequisite.

HC-203 Coding I (5)

This course will introduce the student to the fundamentals of the coding systems required for reimbursement of medical visits, procedures, and tests.

Prerequisite: SC-142.

COURSES OF INSTRUCTION

HC-209 Coding II (5)

This course focuses on CPT/HCPCS coding, which most healthcare providers use to charge for services. This includes doctors, therapists, ambulatory outpatient clinics, emergency rooms, home healthcare, and much more. Students will learn how to combine the ICD-10 codes in a report with the CPT-HCPCS codes.

Prerequisite: HC-203.

HC-217 Coding III (5)

This course is an advanced coding course. Students will apply and evaluate the fundamentals of ICD-10-CM coding systems required for reimbursement for all healthcare entities and ICD-10-PCS which is procedural coding for inpatient hospital only. Students will evaluate the accuracy of the diagnostic and procedural groupings, such as DRGs and APCs, and develop appropriate queries and learn to analyze medical record coding reports.

Prerequisite: HC-209.

HC-305 Healthcare Management (5)

This course views healthcare from a management perspective. Included are such topics as the roles healthcare institutions play, the terminology of the industry and the relationships of the various segments of healthcare.

Prerequisite: Junior Standing. **Recommended to take concurrently with BU-304.**

HC-310 Healthcare Law (3)

This course will introduce the student to important medical and legal issues that apply to the healthcare field.

Prerequisite: HC-305.

HC-315 Quality Metrics in Healthcare (3)

This course will examine total quality assurance used in healthcare as both strategy and control device. Additionally, the course will emphasize identification, modifications, and implementation of problem solving and process improvement.

Prerequisites: HC-305 and MH-350.

HC-325 Public Health & Epidemiology (3)

This course will address interventional issues related to the prevention and management of disease, promotion of healthy behaviors, and other efforts designed to prolong life.

Prerequisite: HC-310.

HC-415 Health Information Technology (5)

This course will address management information systems utilized in the healthcare setting. Specific attention will be given to electronic medical records in addition to rules, regulations, and laws addressing information management in the healthcare setting.

Prerequisite: HC-305.

HC-467 Healthcare Finance & Accounting (5)

This course is an introduction to healthcare financial management and accounting. The student will gain competencies in creating financial information, using financial information in decision making and application of financial information in a managed care environment.

Prerequisites: BU-305 and HC-305.

HC-472 Healthcare Economics (5)

This course examines supply, demand, resource utilization, allocation, provider concerns, and managing financial risk in healthcare.

Prerequisite: HC-467.

HC-490 Healthcare Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

HV-110 Service and Procedures I (6)

The fundamentals of refrigeration and equipment operation are discussed, including recovery machines, refrigerant identification, gauges, and vacuum pumps. Students will learn the identification of basic components, soldering, brazing, and trade-related tools. Safety awareness, customer relations, and professionalism are stressed.

No Prerequisite.

HV-115 Electrical and Electronics (6)

This course is an introduction into basic electricity, voltage, ohms, and amperage. Coverage of series, parallel, and series/parallel circuits is included. Motor construction, electrical connections, and speed controls are also covered. How to read, draw, and follow electrical schematics will be a focus of this class. Service procedures to check electrical circuits on various units throughout the lab are examined.

No Prerequisite.

COURSES OF INSTRUCTION

HV-120 Air Conditioning Systems and Controls (6)

This course is an introduction into air conditioning systems, including refrigerant characteristics and properties. Fans and blowers, silver soldering, brazing of sweat solder joints and piping, switching devices, and compressor operation will be covered. Recovery and evacuation and refrigerant documentation are also discussed. Air properties and the psychometric chart will be applied. Duct sizing and design calculations and layout of duct systems are also discussed.

Prerequisites: HV-110 and HV-115.

HV-125 Heating Systems and Controls (6)

This course is an introduction into the basics of natural gas, propane, fuel oil, and electrical heating. Standard-, mid-, and high-efficiency residential, light commercial forced air furnaces and boilers powered by both natural gas and electricity will be operated. Service, repair, and efficiency testing will be performed. Air filtration, humidification, and zoning will also be covered.

Prerequisites: HV-110 and HV-115.

HV-210 Refrigeration Systems and Controls (6)

This course is an introduction into refrigeration systems and the use of various refrigerants used in the industry. Commercial and residential coolers and freezer units will be a focus in this course. Proper recovery, evacuation, and recharging of the system will be covered. Pressure testing, leak testing, and repair will be performed. Troubleshooting and diagnosis of refrigeration and air conditioning systems are discussed. The different refrigerant characteristics, lubricants, piping methods, mechanical controls of high and low pressure system operation, along with compressor types and air handling, are covered.

Prerequisite: HV-120.

HV-215 Heat Pump Systems & Controls (6)

This course covers the principles of heat pump systems. Geothermal high-efficiency, mini-split ductless heat pumps will be covered as well as the demonstration of the installation, operation, and troubleshooting of the heat pump system. Recovery, evacuation, recharging, pressure testing, and ground loops will be studied.

Prerequisites: HV-120.

HV-220 Service and Procedures II (6)

This course will cover detailed servicing procedures of heating, air conditioning, refrigeration, and heat pump systems. The topics of indoor air quality (IAQ), pressure enthalpy, and maintenance will be covered. The subject of retrofitting will be covered in detail with projects in the shop. The EPA 608 Refrigerant Certification will be studied, and the test administered.

Prerequisite: HV-210.

HV-225 Special Topics & Applications of Refrigeration & Temperature Controls (6)

This course will cover special topics, such as solar heat, electric heat, and wind energy as well as diagnostic fees, hourly rates, proper documentation, and billing. Heat loss/heat gain, heat load calculation, duct sizing, and system design calculations and layout will be included. Hands-on performance testing will be done on all aspects of the HVAC/R program. System theory and operation of the following systems will also be taught: absorption, large chillers, and pneumatic controls.

Prerequisites: HV-125, HV-210, and HV-215.

HIGH PERFORMANCE

HP-105 High Performance Accessory Trends (6)

During this course students will learn to design, fabricate, and install many of the components involved in the aftermarket industry. Through both classroom instruction and hands-on training, students will learn how to design, produce, and install vinyl graphics using state-of-the-art vinyl cutters and printers. Instruction on preparation and installation of window film and pin striping, both paint-on and vinyl style, is taught. Students will learn the basics on the installation of mobile audio equipment, including the building of component enclosures and the final tuning of completed systems. Students will also learn to modify a vehicle's ride height through the use of hydraulics and air-ride suspension systems. The basics of custom fiberglass fabrication of vehicle "kick panels," as well as the basics for covering these components with carpet and vinyl, are taught.

No Prerequisite.

HP-110 High Performance Welding (6)

Students will learn the techniques required for the welding and cutting of the materials most commonly used in the racing and high performance industry. These materials are mild steel, chrome moly, nickel based alloys, aluminum, magnesium, titanium, and stainless steel. Techniques will be taught on how to work on these materials in plate, tubing and casting form. The welding and cutting processes taught include oxy-acetylene welding, gas tungsten arc welding (TIG), plasma arc cutting and flame cutting techniques. Students will perform practice welds in each welding process.

No Prerequisite.

COURSES OF INSTRUCTION

HP-130 High Performance Engine Machining (6)

The machining operations that are required to repair engines in a typical engine machine shop are covered. Industry standards and procedures will be taught. Engine block machining operations will include engine block align honing, cylinder boring, cylinder honing, and deck surface milling. Engine cylinder head machining operations will include head surface milling, bronze valve guide liner installation, cast iron valve seat and valve guide replacement, and three angle valve seat cutting. Connecting rod resizing and crankshaft polishing will also be accomplished. Additional theory on cylinder head straightening, crack repair methods, and engine block cylinder sleeving will be covered. The students will perform these operations on training aid components as well as their own components.

Prerequisite: AU-122 or DT-124.

HP-215 High Performance Fabrication (6)

Students will learn methods of fabrication with various materials that are commonly used in the high performance and racing industry. Materials that students will be working with are steel and aluminum alloys in the form of tubing, sheet, and bar stock. Students will learn proper and safe construction techniques of racing chassis and components, with discussions on choosing the right materials based on metallurgy and proper design methods. The students will be laying out and completing sheet metal projects using hammer forming, English wheel, slip roll, bead roller, metal brake, and welding techniques. Tubing fabrication projects will include layout, cutting, bending and notching, and welding. After completing these projects, students will have the opportunity to fabricate parts from material stock using vertical mills and horizontal metal lathes.

Prerequisites: HP-110 and MH-065.

HP-217 High Performance Suspension & Steering (6)

The objective of this course is to give the students a basic knowledge of vehicle dynamics for dirt, asphalt, road race, drag race, and street performance vehicles. The course starts with a detailed discussion of basic chassis construction and the techniques used to stiffen the chassis on existing vehicles. This is followed by in-depth discussions on front and rear suspension designs, spring and shock testing and selection, weight transfer, and tire design. Safety features both built into vehicles as well as driver safety equipment are also explained. Throughout the course students get the opportunity to gain hands-on experience in setting up and tuning race car suspensions.

Prerequisites: AU-126 and AU-127.

HP-228 High Performance Drive Lines (6)

The objective of this course is to teach students the principles of high performance enhancements that are available for the drive-trains of both street cars and light trucks as well as race cars. Areas of instruction involving the rear end include ring and pinion setup for the Ford 9" and quick change rear ends as well as the installation of traction aids, including lockers and spools. During the automatic transmissions section of the course, air shifters, transbrakes, torque converters, as well as powerglide modifications for circle track and drag strip, are covered in detail. The manual transmissions portion of the class covers the operation and hands-on servicing for Bert, Brinn, G-Force, Jerico, Lenco, and other transmissions plus high performance clutch components. Also included in the course is the discussion of high performance braking systems and their components.

Prerequisites: AU-116 and AU-117.

HP-240 High Performance Fuel/Electronics/Ignition Systems (6)

Performance enhancement principles for street and race vehicles provide the foundation for this course. Students will learn performance enhancements of ignition, fuel system, exhaust system, air induction, and learn to program electronic engine management systems. Results will be measured utilizing state-of-the-art water brake engine dynamometers from DTS/ Superflow, inertia wheel vehicle chassis dynamometer from Dyno-Jet, and eddy current chassis dynamometer from Superflow. Applied systems include products manufactured by Holley, Edelbrock, Accel, Mallory, MSD, and a host of others. Students will learn and perform cylinder head porting and polishing and test the results on modern cylinder head airflow benches. These tests will be performed on training aids as well as the students' own components.

Prerequisite: AU-230.

HP-245 High Performance Custom Engine Building (6)

This class will take the knowledge the students have gained in Engine Machining and High Performance Fuel/Electronics/Ignition Systems into more elaborate machining and building techniques of a performance engine. Starting with the component selection, the additional machining procedures used in modifying the engine using proven after-market components as well as factory performance options will be taught along with all relevant theory and formulas. These processes include fitting splayed main caps, squaring the deck surfaces on V-type engine blocks, correcting lifter bore alignment, crankshaft balancing, proper camshaft selection, and degreasing. Students will perform these procedures utilizing

RMC V-30 CNC (computer numerical control) machine. This 4-axis machine allows the operator to perform machining operations with a higher degree of accuracy. Other machines the students will use include: Sunnen CH 100 line hones, Rottler F7A cylinder boring machine, Rottler H75X and Sunnen SV10 diamond cylinder hones, Sunnen HBS1300 and DCM 3810 milling machines, Rottler SG9 and Serdi 3.0 cylinder head seat and guide machines, Sunnen DCB200 and Winona Van Norman XL2000 crankshaft balancers and Sunnen LBB1660 connecting rod hones. Students will apply theory to actual application by building engines for University training aids and their own projects utilizing proper assembly techniques.

Prerequisites: HP-130 and HP-240.

HISTORY

HI-225 A Brief History: Women in Modern America: 1890 to Present (3)

This course is designed to give the student an introduction to American women's history from the dates 1890 to present. It will examine the historical situations of female reformers, working class women, immigrant and ethnic women, farm women, women of color, and lesbians. This course will consider the ways in which these women have affected various social and economic issues, which include industrialization and the move to the cities, changing attitudes and behaviors in sexual expression and marriage, the growing power of the mass media and consumer culture, the expansion of the economy and of certain occupations within it that were identified with women, technological advancements that offered women more leisure time, and discrimination toward racial, ethnic, and sexual minorities.

Prerequisite: EN-180.

HI-250 Modern World History (3)

This course has two basic purposes: 1) to examine the beginnings of various economic, political, and social movements around the world and the effect that these movements had on world history and 2) to examine both the positive and negative impact of Western civilization on the rest of the world. The course will examine the effects of European colonization around the world, paying particular attention to the economic, political, and social changes that occurred as a result of this contact.

Prerequisite: EN-180.

HI-280 United States Formative History (3)

This class is a survey of the United States from the beginnings of European colonization in the Western hemisphere through the American Civil War and early Reconstruction. The course includes an examination of the Exploration Age, Jamestown, the Massachusetts Bay Colony, the French and Indian War, the American Revolution, the Constitutional Convention, westward migration, and the sectional conflict over slavery. The course also takes an in-depth look at the American Civil War. Particular attention is paid to the political and social characteristics and developments of the period.

Prerequisite: EN-180.

HI-285 United States History—1870 to Present (3)

A survey of the history of the United States from 1870 to the present with a view toward the rise to world prominence of the U.S., the course will include an examination of both World War I and II, plus the "roaring" twenties, "depressionary" thirties, and "crises" of the sixties, seventies and eighties, focusing upon the social and political effects of each era.

Prerequisite: EN-180.

HI-310 The American Civil War & Reconstruction (3)

This class is a thorough examination of the causes, events and effects of the American Civil War. The course examines the nature of sectional conflict, the debate over slavery, the major political and military events of the war and its social ramifications in terms of gender and race. The class also discusses Abraham Lincoln's assassination, the struggles of the Radical Republicans and Southern Democrats and the "unfinished business" of Reconstruction.

Prerequisite: EN-200.

HI-312 The American Experience in World War II (3)

This course is both an overview of the entire conflict known as World War II and also an exploration into the unique experience of the United States in the war. The class examines the specific causes of the war, American hesitance to get involved, and its level of commitment once war had been declared. The class investigates Pearl Harbor, rationing and production, Japanese internment, Allied strategy, important battles, the Manhattan Project, and Axis war crimes. The course also examines war as an instrument of social change.

Prerequisite: EN-200.

COURSES OF INSTRUCTION

HI-315 American Frontier & the Old West (3)

This course examines the major events relating to westward expansion in the United States beginning with the first white settlements in Kentucky and ending with the boom/bust settlements in the Southwest. The class studies the Lewis and Clark Expedition, the Mormon settlement in Utah, the California gold rush, the Oregon Trail, the transcontinental railroad and the Texas cattle drives. The course also discusses the peculiar Western society that was created by fur trappers, miners, explorers, gamblers and outlaws. The class delves into Native American culture; the influx and influence of Asians, Latinos and Africans; and the role of the frontier in changing gender identity in the United States.

Prerequisite: EN-200.

HI-320 History of England & Scotland (3)

This course has two basic purposes: 1) to compare and contrast the history of two very distinct countries--England and Scotland. These two nations developed in very different ways before finally uniting as Great Britain, and 2) to examine one of the first successful "melting pots" of Europe. The people of England and Scotland are a blending of several very distinct cultures and languages.

Prerequisite: EN-200.

HUMAN RESOURCES

HR-110 Introduction to Human Resource Management (3)

In this course, students will learn an overview of the primary functions of human resource management. This will include a focus on the important process of recruitment and selection and the impact human resources has on the safety and health of its employees.

No Prerequisite.

HR-130 HR Labor Relations (5)

This course will give students an overview of labor relations, the role of labor (unions) within businesses, the management responsibilities within labor relations, the procedure to establish a union within a business, the government's role in labor relations, the agreement labor and management create, and the working relationships that can exist once a union is established.

Prerequisites: HR-110 and MA-121.

HR-150 HR Compensation & Benefits (5)

In this course, students will get to engage with all areas of compensation and benefits that various companies are required under law to provide and the elements a business can choose to provide to the employee. Students will also learn the tasks involved in executing

compensation and benefit plans to satisfy and retain employees. Within the class, students will have the opportunity to create a competitive salary and benefits package after completing business industry compensation and benefit analysis.

Prerequisites: HR-110 and MA-121.

HR-170 HR Training & Development (5)

This course will look at the concepts within the application of training and development within a business setting. The course will examine the importance and differences of training and development. Students within this class will have the opportunity to plan a business training session.

Prerequisites: HR-110 and MA-121.

HR-210 HR Policy & Strategy (5)

This course will focus on the impact of HR policies that will direct employee and management behavior on the job. Students will engage in discussions and assignments that show the correlation between mission and vision statements and the organizational code of conduct. Students will have the opportunity to use their knowledge to create a sample handbook.

Prerequisites: HR-110 and MA-121.

HR-230 HR Conflict Resolution (5)

This course will present students with the tools to solve a conflict that arises in the workplace among employees, labor, and/or management through negotiation and critical thinking skills. The course also will have students understand their role in solving the conflict either as a direct participant or mediator. The course will allow students to practice their conflict resolution and negotiation skills throughout the class.

Prerequisites: HR-110 and MA-121.

HR-250 HR Employment Law (5)

This course examines the legal issues and laws related to human resource management. Students will learn laws that all businesses must follow within the functions of human resources; the rights of employees; and the overall punishment to the company, the management, or employment for disregarding the law. Within the class, students will have the opportunity to diagnose human resource legal dilemmas from a managerial viewpoint.

Prerequisites: HR-110 and MA-121.

COURSES OF INSTRUCTION

HR-290 HR Practicum (5)

Field experience is designed to allow students to receive on-site training under the supervision of an HR practitioner. Students must be in good academic standing and complete all HR courses. An application should be made one quarter prior to the anticipated participation, and the program advisor must approve. Students will also be required to work a total of 250 hours.

Prerequisites or Corequisites: HR-170 and HR-210.

INFORMATION TECHNOLOGY

IT-113 Introduction to Computer Programming (3)

This introductory course teaches the fundamentals of object-oriented programming. Basic concepts and principles of programming using a visually-oriented instructional program to teach otherwise abstract concepts are also taught.

No Prerequisite.

IT-125 Computer Hardware Fundamentals (3)

This course will examine the many different hardware components inside and outside of a computer. Students will accomplish this by disassembling and reassembling computers within the classroom. Software that operates the computer hardware will also be examined.

No Prerequisite.

IT-130 Management of Information Security (3)

This course is a survey of information security systems and the management issues associated with such systems. The focus of the course is placed on project management and security policy processes.

No Prerequisite.

IT-150 Administering a Client Operating System (5)

This course introduces the skills required for installation, configuration, and management of popular Microsoft operating system(s) for standalone and network computers. Aspects of the typical Microsoft client-server network administration functions are also discussed. Type 2 hypervisors are used extensively in this course to complete hands-on labs.

No Prerequisite.

IT-170 Ethics In Information Technology (3)

This course examines principles of ethics for IT professionals and IT users. Students evaluate different ethical situations that arise in the realm of information technology and gain practical advice for addressing these issues. Students also learn ethical concepts related to computer and internet crime, privacy, freedom of expression, intellectual property, and software development.

No Prerequisite.

IT-183 Network Fundamentals (5)

This course introduces common security vulnerabilities and the defenses used to protect against network attacks. Popular packet analyzer(s) will be used throughout the course. Aspects of business continuity and risk mitigation are also discussed. Type 2 hypervisors are used extensively in this course to complete hands-on labs.

No Prerequisite.

IT-260 IT Risk Management (3)

This course provides an in-depth exploration of IT risk management principles, frameworks, and best practices. Students will learn to identify, assess, and mitigate risks associated with IT infrastructure, cybersecurity threats, compliance requirements, and business continuity. Topics include risk assessment methodologies, governance and compliance standards, incident response planning, third-party risk management, and emerging threats. Through hands-on exercises, case studies, and real-world scenarios, students will develop practical skills in risk analysis, mitigation strategies, and policy development to protect organizational assets and ensure regulatory compliance.

No Prerequisite.

KEYBOARDING

KY-146 Keyboarding I (5)

Students are given a review of the keyboard and are introduced to vertical and horizontal centering, tables, placement and style of letters, reports and memoranda. Students will work toward increasing their keyboard speed to attain 45 NWPM throughout the quarter.

No Prerequisite.

KY-147 Keyboarding II (5)

Students take an in-depth look at personal and business correspondence, advanced tables and preparing inter-office communications while applying the rules from KY146. Students will work toward increasing their keyboard speed to attain 60 NWPM throughout the quarter.

Prerequisite: KY-146.

KY-250 Keyboarding III (5)

Students work on office simulation projects which focus on special reports, letters, tables and manuscripts. Students will work toward increasing their keyboard speed to attain 70 NWPM throughout the quarter.

Prerequisite: KY-147.

COURSES OF INSTRUCTION

LEGAL ASSISTING

PL-100 Introduction to the Legal System (5)

This course provides an overview of the fundamentals for success in the paralegal profession and practice areas. Course contains an overview of the basic legal processes in the United States and consideration of the federal and state criminal and civil court systems. Emphasis is placed on the role of the paralegal in the legal practice. This course provides an introduction to further paralegal classes through sessions that focus on an introduction to paralegalism, ethics, and working in legal environments.

No Prerequisite.

PL-110 Probate Administration (5)

A study of the formal requirement of wills; intestate and testate succession; and the nature, creation, and elements of a trust, including the rights, duties, and obligations of the settlor, trustee, and beneficiary are included in this course. Students will also study estates and estate administration including taxation, the law of descent and distribution, and estate planning with end-of-life documents. Students will apply the gained knowledge by preparing relevant estate planning documents, completing probate forms, and drafting dispositive instruments to address practical legal scenarios.

No Prerequisite.

PL-120 Litigation (5)

This course covers the general scope of litigation as to claims, defenses, and parties. The study of the civil litigation process with emphasis on jurisdiction, venue, civil procedure, rules of evidence, pretrial, discovery, trials and the related functions of judge and jury, and appellate practice will be included. Students will learn and develop interviewing skills, preparation of pleadings, motions, discovery, and the paralegal's role in civil practice.

Prerequisite: PL-100.

Prerequisite: BU-115 for Non-Legal Majors.

PL-130 Legal Research & Writing I (5)

The basic techniques of legal research to equip the paralegal with the ability to research and obtain familiarity with various federal, state, and local statutes; judicial opinions; and secondary sources, such as encyclopedias, treatises, and digests, are included. Students are trained in legal research and case analysis, shepardizing, proper citation, and writing legal briefs. Students are also introduced to oral advocacy techniques.

Prerequisite: PL-100.

PL-140 Domestic Relations (5)

Students will study many laws relating to family law including marriage, divorce, dissolution, and the allocation of parental rights and responsibilities. Students are required to prepare general pleadings and domestic relations forms, including child support calculations, a Shared Parenting Plan, and a Separation Agreement.

Prerequisite: PL-100.

PL-210 Real Estate (5)

This course is a study of the law of real property and the methods of title assurance and conveyances, such as deeds, title examinations, title opinions, sales contracts and leases, land contracts, and loan closing documents. Students are afforded hands-on instruction for using the local county offices and records for researching public documents.

Prerequisite: PL-100.

PL-220 Legal Research & Writing II (5)

This course is a continuation of Legal Research and Writing I, with more in-depth emphasis on legal research and writing while developing practical writing skills evidenced by the completion of legal correspondence, memoranda, and an appellate brief. Development of oral advocacy techniques as learned in PL130 is further expanded.

Prerequisite: PL-130.

PL-230 Automated Research (3)

As an introduction to computerized legal research, students will learn techniques and skills necessary in legal research using LexisNexis, Casemaker, and data collection from various government websites and regulatory agency websites. Students will be taught the skills necessary to assist attorneys in diverse aspects of legal practice where computer technology is used. The course will provide hands-on experiences by utilizing various legal software packages for students to apply to typical legal office situations.

Prerequisite: PL-130.

PL-240 Criminal Law (5)

The course will follow the steps of criminal litigation from arraignment to post-conviction relief. Emphasis will be placed on the paralegal's role in motion drafting and pretrial investigation.

Prerequisite: PL-100.

COURSES OF INSTRUCTION

PL-245 Legal Ethics (2)

This class discusses how attorneys are regulated, the ethical rules governing lawyer conduct, and how those rules affect paralegals. Specific topics include what constitutes the unauthorized practice of law, confidentiality issues, conflicts of interest, competency and professionalism, responsibility for client funds, and property. Emphasis is placed on the Ohio Code of Professional Responsibility.

Prerequisite: PL-100.

PL-250 Juvenile Law (3)

The basic legal concepts of juvenile law, including paternity, the allocation of parental rights and responsibilities, child support enforcement actions, and the administrative process are included. Also, general juvenile court proceedings involving child abuse, dependency, and neglect, "unruliness", and delinquency will be studied.

Prerequisite: PL-100.

PL-292 Legal Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

MANAGEMENT

MA-121 Principles of Management (5)

This course combines the analysis of the familiar management principles and the newer systems concept of management. The planning, organization, leadership and control functions of management are analyzed in detail.

No Prerequisite.

MA-122 Small Business (3)

As the dominant type of business in the United States, small business is attractive to many people as a way of life. This introductory course provides examination of a broad range of concepts, including typical personality characteristics, understanding the given industry, analyzing competition and customers, establishing groundwork for the business, legal and operational foundations, and the option of franchising.

No Prerequisite.

MA-131 Introduction to Logistics & Supply Chain Management (3)

This course offers students the core principles, ideas, and methodologies associated with effectively administering logistics and supply chain functions. The curriculum provides students with the essential knowledge and skills to proficiently strategize, coordinate, synchronize, and enhance the movement of commodities, data, and assets throughout the supply chain.

No Prerequisite.

MA-151 Intermodal Transportation Systems (3)

This course offers students an exploration of the principles, concepts, and methodologies essential in managing the various transportation systems. The curriculum emphasizes the intricacies of transportation networks, evaluates diverse transportation alternatives, and oversees the transportation of goods and individuals across a spectrum of industries

Prerequisite: MA-131.

MA-163 Production & Operations Management (3)

This course aims to teach students the complexities of production systems, optimize resource utilization, and enhance overall operational efficiency. Through theory and practical applications, students will gain insights into how to streamline processes, improve productivity, and contribute to the successful functioning of diverse industries.

Prerequisite: MA-131.

MA-221 Purchasing & Sourcing (3)

This course focuses on acquiring and sourcing goods and services within corporate settings, emphasizing the essential competencies for overseeing procurement procedures, navigating contract negotiations, and supply chain dynamics. This course equips students to realize cost efficiencies and operational flexibility in procurement.

Prerequisite: MA-131.

MA-234 Customer Relations Automated Mgt. (3)

(College of Applied Technologies Only)

Students will acquire basic knowledge of management in the service field using microcomputers in parts ordering and handling, inventory control and system pricing. Instruction will include service management and consultant, covering such areas as manager, writer and advisor. Students will be exposed to customer relations, evaluation of technicians, including time study proficiency as well as the use of the microcomputer in assisting with management operations.

No Prerequisite.

COURSES OF INSTRUCTION

MA-241 Current Topics in Logistics & Supply Chain (3)

This course offers students a look into evolving trends, pressing matters, and complexities in logistics and supply chains. This curriculum will help students analyze, plan, and develop solutions for responses to these topics.

Prerequisite: MA-131.

MA-292 Logistics & Supply Chain Capstone (2)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

MA-322 Organizational Behavior (5)

This course will study the interrelationships among the various constituencies in organizations. Particular emphasis will be given to the dynamics of the individual, groups, and the organization itself. Specific recurring topics will include job satisfaction, productivity, absenteeism, and turnover.

Prerequisite: Junior Standing.

MA-325 Training in Organizations (3)

This course provides information to help students learn the necessary steps for training within organizations. A systematic approach to training design, development, and evaluation will be taught. Specific topics will include needs assessment, training methods, and employee development.

Prerequisite: MA-322.

MA-330 Human Resource Management (5)

This course is designed to aid human resource managers in the methods used to implement human resource programs in business. Emphasis is placed in the areas of planning, recruiting, staffing, performance appraisal, compensation issues, training, and development. Additionally, legal and employee relations issues will be discussed.

Prerequisite: Junior Standing.

MA-340 Leadership (5)

This course will focus on the historical origins of leadership, major theoretical approaches to leadership, and current applications of leadership theory. In particular, students will evaluate different leadership styles, past and present, for effectiveness by analyzing various traits

and behaviors. This course will present leadership as a totality of the interaction of leaders, followers, and the situation.

Prerequisite: MA-322.

MA-395 Managing Change in Organizations (3)

Examines topics related to organization development and change, including diagnosing the need for change, overcoming resistance to change, implementing and evaluating interventions, and confronting the ethical dilemmas of change.

Prerequisite: Junior Standing.

MA-406 Information Management (3)

This course is a survey of information systems and the management issues associated with such systems. Management of personnel, equipment, and information are discussed, in addition to current events related to technological innovations used in the modern business world.

Prerequisite: Senior Standing.

MA-416 Moral Issues in Business (5)

Via multiple case studies, this course will discuss the situations in business ethics that business professionals face every day. The focus will be on the role ethics plays in all realms of day-to-day business operations, including company culture, production, competition, and international business. Course content will all address the role ethics plays in government contracts as well as nonprofit organizations.

Prerequisite: Senior Standing.

MA-425 Special Topics in Business Administration (3)

Special topics in the business administration field will be studied.

Prerequisite: MA-322.

MA-430 Entrepreneurship (3)

In this course students will discuss and analyze the theories and concepts relating to entrepreneurship. Part of the learning process will focus on application of textbook ideas to real life entrepreneurial opportunities. Students will gain an understanding and appreciation of the process and steps that must be used in researching, creating, and building an entrepreneurial venture. In addition, students will discuss business models, feasibility analysis, legal issues, and the business plan in general.

Prerequisite: Senior Standing.

COURSES OF INSTRUCTION

MA-440 Project Management (3)

This course is designed to provide practical and applied approaches to making managers better at controlling a complex process. The course will concentrate on the ideas and strategies presented by practicing project managers from a variety of industries. The student will develop specific skills such as conflict resolution and group problem-solving in various areas of project management.

Prerequisite: Senior Standing.

MA-447 Global Management Issues (5)

Contemporary challenges in management are analyzed through research and application of management concepts. Linking the management framework to global considerations enhances student perspective of competitive developments worldwide.

Prerequisite: BU-240 or BU-304.

MA-475 Strategic Management and Business Policy (5)

Long-run managerial decision-making is the essence of this case-study course. Students apply their knowledge of the functional areas of management to simulate strategic management decisions experienced in actual cases. Coursework includes integration of internal organizational analysis, external environmental examination, strategy formulation, and strategy implementation and control.

Prerequisite: FI-420.

MARKETING

MT-150 Principles of Marketing (5)

The philosophy of marketing is introduced. Key topics will include the 4 P's of the marketing mix, segmentation, targeting, positioning, and the economics of pricing.

No Prerequisite.

MT-160 Professional Selling (3)

Numerous aspects of the sales profession are explored. The concepts and applications of adaptive selling and the selling process as a series of interrelated activities will be included.

No Prerequisite.

MT-226 Retailing (3)

All phases of the retailing trade are thoroughly covered in this course, which include such topics as selling, buying, pricing, display, stock control, store organization, advertising, and government regulations.

Prerequisite: MT-150.

MT-233 Graphic Design for Marketing (3)

The course will focus on how to create images, documents, and advertising materials with Adobe Suites. The students will gain experience in design elements as they relate to the client needs and guidelines.

No Prerequisite.

MT-234 Website Management for Marketing (3)

Students will learn the foundations of website creation, the terminology, and platforms used currently. The students will gain experience on how to edit and manage websites for marketing plans and campaigns for an organization or client.

No Prerequisite.

MT-246 Integrated Branded Promotions (5)

This course will address the various forms of promotion (i.e. advertising, public relations, sales promotions, events, etc.) used by corporations in their attempt to communicate and deliver value to their target audiences. Special consideration will be given to the planning, integration, and implementation of the communication strategy.

Prerequisite: MT-150 or SM-190.

MT-256 Social Media (3)

Students will learn how to effectively use social media platforms, writing, posting, scheduling, and best practices to engage the market. Construction of effective content, including blogging, is emphasized.

No Prerequisite.

MT-306 Advanced Professional Selling (3)

Today's salesperson is a professional manager involved in building long-term relationships with customers. Successful salespeople have the ability to analyze and address the needs of customers and tailor sales presentations with products and services to solve those needs. Personal selling is an important element of the firms' overall marketing mix and promotional activities.

Prerequisite: MT-160.

MT-318 Consumer Trends (3)

This course is concerned with how and why people behave as buyers — either as industrial buyers or final consumers. It is designed to provide an understanding of buyer behavior, as well as to provide experience in the application of buyer behavior concepts to the field of marketing. The psychological factors that influence and shape consumer behavior will also be explored.

Prerequisite: Junior Standing.

COURSES OF INSTRUCTION

MT-321 International Marketing (3)

This course combines the components of international business and marketing. Emphasis will be placed on the significance of sociocultural, economic and geopolitical environments in global marketing.

Prerequisites: Junior Standing.

MT-335 Marketing Internship (3)

This course provides students the opportunity to work with professionals in the marketing field, gaining valuable experience in the workplace.

Prerequisite: Junior or Senior Standing with at least 9 hours in marketing completed.

MT-353 Services Marketing (3)

This services marketing course delves into the conceptual and analytical framework for applying marketing principles to the service section of the economy. The focus will be on developing and understanding the impact of unique service characteristics on the development of marketing strategies.

Prerequisite: MT-150 or SM-190.

MT-358 Digital Analytics (3)

Students will continue learning effective practices in social and digital media. Students will learn and use the various industry standard analytical tools as well as other online marketing platforms.

No Prerequisite.

MT-406 Special Topics in Marketing (3)

Special topics in the marketing field will be studied. Special attention will be given to development, planning, and needs analysis research.

Prerequisite: MT-318.

MT-415 Marketing Research (5)

This course emphasizes the problem-oriented nature of marketing research and investigates how marketing research activities are implemented. Students will study sampling theory, questionnaire design and an overview of acquiring data. This course prepares students for collecting research related to marketing objectives.

Prerequisites: MH-350 and MT-318 or MT-358.

MT-424 Marketing Management (5)

This course will provide students with a practical approach to analyzing, planning, and implementing marketing strategies. The course will allow students to understand the essence of how marketing decisions fit together to create a coherent strategy.

Prerequisite: MT-318 or MT-358.

MATH

MH-065 Review Math (3)

Basic mathematical operations are studied with emphasis on concepts, facts, and properties to prepare the student for college-level mathematics.

No Prerequisite.

MH-150 Technical Math (4)

(College of Applied Technologies Only)

This course provides each student with the mathematical skills necessary to be a skilled and competent technician. Early chapters of the course focus on the basic skills such as positive/negative whole numbers, fractions, decimals, percents, rates and ratios, measurement systems, and geometry. Later chapters apply these basic skills to topics such as engine balancing, camshaft event timing, modifying compression ratio, planetary gear ratios, and hydraulics.

Prerequisite: MH-065 or Proficiency Credit.

MH-169 Business Math (5)

Business math applications are studied and include banking, business statistics, trade and cash discounts, markup and markdown, payroll, simple and compound interest, consumer credit, annuities and sinking funds, mortgages, depreciation and inventory valuation. A business or scientific calculator is required.

Prerequisite: MH-065 or Proficiency Credit.

MH-190 Algebra (5)

This course is a study of complex numbers, variables, linear functions, the rectangular coordinate system, exponents, radicals, polynomials, equations and inequalities, linear and quadratic functions, and exponential and logarithmic functions. Additional topics include range and domain of a function, intercepts, inverse of a function, composition of functions, modeling with functions, and solving systems of equations and inequalities. Any model of TI-83 or TI-84 calculator is required.

Prerequisite: MH-065 or Proficiency Credit.

MH-310 Finite Mathematics (3)

This course includes a pre-calculus review and studies functions and linear models, systems of linear equations and matrices, linear programming, applications to finance, sets and counting, and probability. Any model of TI-83 or TI-84 calculator is required.

Prerequisite: MH-169 or MH-190.

COURSES OF INSTRUCTION

MH-315 Calculus (3)

This course studies functions, linear models, and nonlinear models; the derivative, differentiation techniques, and derivative applications; the integral, advanced integration techniques, and multivariable functions, and partial derivatives. Any model of TI-83 or TI-84 calculator is required.

Prerequisite: MH-190.

MH-350 Statistics (5)

This course studies data collection, presenting data, descriptive measures, probability, discrete probability distributions, the normal distribution, sampling and sampling distributions, confidence interval estimation, hypothesis testing, two sample tests, analysis of variance, and linear and multiple regression. Microsoft Excel software with an add-in is used. Any model of TI-83 or TI-84 calculator is recommended.

Prerequisite: MH-190.

MH-420 Quantitative Methods (3)

This course provides an introduction to quantitative methods for decision making. Topics include linear programming with graphical solutions, computer solutions, sensitivity analysis, and interpretation of solutions; project scheduling with PERT/CPM; decision analysis; and forecasting. Microsoft Excel software with an add-in is used. Any model of TI-83 or TI-84 calculator is recommended.

Prerequisite: MH-350.

MBA

MBA-500 Introduction to Graduate Studies (4)

This course is designed to provide students with graduate skills they will need in many of the other MBA courses and workplace situations. This course will focus on critical issues for graduate-level students. Emphasis will be placed on orienting students to UNOH and addressing writing techniques, informational technology resources, critical analytical thinking, and case analysis methodology. The course will also address additional outcomes required for graduate school success.

Prerequisite: Must be taken first quarter.

MBA-560 Legal & Ethical Environment of Business (4)

This course examines the legal and ethical environments that organizations and managers face and how these environments impact business. Course topics include privacy and technology, government regulation in the workplace, valuing diversity, environmental protection, marketing legalities, product liability, and intellectual property.

Prerequisite: MBA Program Acceptance.

MBA-570 Accounting for Managers (4)

Alternative internal financial information such as variable costing, activity-based costing and cost-volume-profit analysis are calculated and analyzed as tools to improve organizational decision-making. Various types of cost, profit planning, flexible budgets, and performance measurements will also be covered as tools to run the business.

Prerequisite: MBA Program Acceptance.

MBA-575 Organizational Behavior for Managers (4)

Students will study organizations and the critical elements required for their success, to include individuals, groups, and the organizational systems. Specific emphasis items include individual behavior and attitudes, teamwork, and the impact of change on today's global organizations. Students will explore the relatively young history of organizational behavior and analyze its interrelationship with other fields of study, such as psychology, sociology, etc. In addition, students will analyze the successes and failures of current global organizations and propose effective strategies for change.

Prerequisite: MBA Program Acceptance.

MBA-580 Global Business Issues and Strategies (4)

This course will investigate the major themes in international business today. The main emphasis will be on the four major subject areas of global business issues and strategies which include management, economics, political science and strategy. This course will provide a truly global perspective by exposing the student to cultural diversity for both the practitioner and the scholar.

Prerequisite: MBA Program Acceptance.

MBA-585 Finance for Managers (4)

This course focuses on how financial decisions made by managers affect the value of the organization. These decisions are broken down into financing and appropriate investments in working capital, analyzing capital budgeting projects, and determining the optimal capital structure. In addition, the effects of the financial markets and the firm's financial condition on these decisions are included.

Prerequisite: MBA Program Acceptance.

MBA-605 Graduate Marketing Management (4)

This course examines the role of the marketing function for both consumer and business markets. Relevant theory and practice are discussed in relation to principles, analysis, and planning for developing and implementing marketing strategies.

Prerequisite: MBA Program Acceptance.

COURSES OF INSTRUCTION

MBA-610 Human Resource Management (4)

This course addresses best practices that give organizations competitive advantage. This includes attracting, developing, and retaining talent, designing compensation and performance management systems that motivate performance, and practicing evidence-based decision-making. The legal, financial, and ethical implications of employment actions are discussed.

Prerequisite: MBA Program Acceptance.

MBA-640 Quantitative Analysis for Management (4)

Probability, as it pertains to decision theory, regression analysis, and forecasting, is studied to make objective business decisions in the face of uncertainty. Linear programming, within the context of establishing and analyzing a business model, will be studied, with a specific focus on how a business can optimize the resources available. This will help to establish analytical techniques for inventory control, project management, queuing theory, network modeling, and transportation, which improve the efficiency of most business organizations. The software POM-QM for Windows is used throughout the course.

Prerequisite: MBA Program Acceptance.

MBA-655 Executive Leadership (4)

This course serves as an introduction to applied leadership. It will focus on the historical origins of leadership as well as the contemporary approaches used in today's global society. In this course students acquire knowledge of and apply effective leadership practices as they work to understand their own personal leadership style. In doing so, they will analyze their own leadership strengths, weaknesses, and areas for improvement. Additionally, students will be assessing various leadership styles of prominent leaders, both past and present.

Prerequisite: MBA Program Acceptance.

MBA-680 Managerial Economics (4)

This course applies economic theory and methods to business and administrative decision-making and tells managers how decisions should be analyzed to achieve organizational objectives efficiently. It also helps managers recognize how macroeconomic forces affect organizations and describes the economic consequences of managerial behavior. Special attention is paid to the operation of the firm in a global economy.

Prerequisite: MBA Program Acceptance.

MBA-690 Management Capstone (4)

This course is designed to be a capstone course for the MBA program. Students will have the chance to analyze, synthesize and evaluate theories, terms and concepts discussed in other MBA courses through the use of a simulated business environment program. This course is designed to be an information application course.

Prerequisite: Taken last quarter.

MECHANICAL ENGINEERING

ME-280 AutoCAD (3)

Course curriculum will introduce students to the world of drafting using AutoCAD. It will teach students about page setups, insert notes, labels, line weights, line types, layers, dimensioning, isometric drawings, and creating formal design plans. Students will learn the principles needed to create machine prints, electrical circuit diagrams, fluid power diagrams, and assembly prints that are used in the industry. This course will cover the fundamentals of 3D design regarding 3D printing.

No Prerequisite.

MEDICAL TECHNOLOGY

MO-133 Administrative Skills for the Medical Assistant (3)

This course is designed to prepare the medical assistant for duties that are performed on the administrative side of the medical office setting. Concepts covered include the facility environment, computers, patient scheduling, communication skills, accounting practices, office management and employment strategies.

No Prerequisite.

MO-139 Basic Pharmacology (3)

A review of basic mathematics, dosage calculations, drug sources, schedules, forms, medication order, and medication administration is included. The use of vitamins, minerals, herbs, substance abuse, antibiotics, and antifungals will be discussed as a Segway into the medications for the various body systems.

Prerequisite: MH-169.

COURSES OF INSTRUCTION

MO-152 Medical Accounting Software (3)

This course will focus on the critical role of medical accounting software in a medical office and will equip students with the general concepts and procedures behind medical billing and database software. The course will be a hands-on experience with tutorial and simulation activities related to adding patients to the system; entering charges, payments, and adjustments; creating accounting reports; and preparing claims. The students will learn to follow complicated procedures in an office's accounting, billing, and insurance reimbursement systems using specialized software.

No Prerequisite.

MO-156 Clinical I (5)

This course is an introduction to the profession and practices of a Medical Assistant. Legal, moral, and ethical issues related to the medical field, as well as patient education are discussed. Emphasis on universal precautions, blood-borne pathogens, and aseptic procedures are included. Clinical competencies are practiced and evaluated in the clinical lab which includes obtaining a patient history, taking vital signs, and preparing a patient for an exam in a general office setting.

Prerequisite: MO-134.

MO-157 Understanding Health Insurance (3)

A course designed to introduce students to major nationwide medical insurance programs, including relevant patient/family education.

No Prerequisite.

MO-230 Medical Law & Ethics (3)

An introductory course providing an overview and discussion of legal, ethical, and bioethical issues pertaining to the healthcare field, particularly in an ambulatory care setting. This course encourages active student participation in the learning process through regular class discussion of these various issues.

No Prerequisite.

MO-235 Clinical II (5)

This course is a continuation of Clinical I. Theory and practice introduce students to more advanced skills, such as collection and processing of blood specimens, completing EKGs, pulmonary function testing, drug administration, assisting with cold and heat therapy and ambulation techniques, special diets, and how diets relate to patient care and health. An introduction to microbiology is completed with the emphasis on urine collection, processing, and testing of urine specimens, along with quality control standards. Laboratory safety and equipment will also be discussed, including disposing of bio-hazardous waste material.

Prerequisite: MO-156.

MO-244 Advanced Pharmacology (5)

This is the study of medications in relation to the following body systems: eyes, ears, skin, cardiovascular, respiratory, gastrointestinal, urinary, reproductive, endocrine, musculoskeletal, and nervous. Psychotropic and antineoplastic drugs will be discussed as well as special considerations for the pediatric and geriatric patient.

Prerequisite: MO-139.

MO-258 Healthcare in the Community (3)

This course is designed to prepare medical assisting students to function in the community. Students will receive their CPR certification, complete emergency disaster plans, and create an educational brochure related to a disease process common in the community. Other concepts include professionalism in the workplace, community resources, and patient education.

Prerequisite: MO-235.

MO-293 Medical Practicum (5)

This course is a supervised practicum that allows the student to observe and begin to utilize administrative and clinical skills in an ambulatory care setting. Exposure to the various responsibilities of the medical assistant including legal/moral/ethical obligations, professional behavior and effective communication skills is given. The classwork will concentrate on professional behavior at the beginning of the quarter and will then switch over to a concentration on CMA practice questions. The class will initially meet several times a week for the first two weeks and then meet once a week to allow the student to review and discuss the externship experience.

Prerequisites: HC-203, MO-133, MO-152, MO-157, MO-230, MO-244, MO-250, and MO-258.

MOTORSPORTS MARKETING

MSP-280 Introduction to Motorsports - History and Impact (3)

The course will introduce the types of motorsports competitions in society today, the history of the industry, and the impact on society and culture.

No Prerequisite.

MSP-310 Motorsports Administration, Governance, and Policy (3)

The course is a continuation of Introduction to Motorsports - History and Impact. The focus will be on the different organizations found in the industry, their business structure, policies that guide the industry, and future policy considerations.

Prerequisite: MSP-280 .

COURSES OF INSTRUCTION

MSP-336 PR and Event Planning in the Motorsports Industry (3)

Public relations and event planning are crucial in the success of drivers, teams, tracks, and governing agencies in motorsports. The course will focus on developing press releases, scheduling media interviews, driver appearances, and other motorsports-related events.

No Prerequisite.

MSP-350 Specialized Media in the Motorsports Industry (3)

The course focuses on the traditional and non-traditional media used in motorsports. The course builds on concepts learned in Integrated Branded Promotions with a focus on specific media types used in the industry.

Prerequisite: MT-246.

MSP-410 Field Experiences (5)

Students interact with a team, track, or agency to gain hands-on experience in an internship. Students will spend a minimum of 34 clock hours for every one (1) credit hour earned.

Prerequisite: Junior Standing.

MSP-420 Gaining Sponsorships in Motorsports (3)

The course provides the unique challenges of obtaining sponsorships within motorsports, honoring brands, and developing cohesive brand exposure.

Prerequisite: MT-160 and Senior Standing.

MSP-490 Managing the Motorsports Marketing Strategy (5)

The course provides students with a practical approach to analyzing, planning, and implementing marketing strategies. The course will allow students to understand the essence of how marketing decisions fit together to create a coherent strategy within the motorsports industry. This strategy will include sales, social media strategy, event planning, and sponsorships.

Prerequisite: Taken last quarter.

NETWORK SECURITY

NS-140 Open Source Fundamentals (3)

This course introduces the skills required for installation, configuration, and management of popular open-source operating systems for standalone and network computers. Aspects of the typical open-source client-server network administration functions are also discussed. Type 2 hypervisors are used extensively in this course to complete hands-on labs.

Prerequisite: IT-125.

NS-193 Local & Wide Area Networks (5)

This course discusses major concepts such as the OSI and TCP/IP models, LAN/WAN protocols, network devices/functions, topologies, and how WANS are used to interconnect LANS. Wiring standards/practices and various media used to design physical network solutions will be introduced. Focus will be placed on router and switch configuration and maintenance by building and troubleshooting various networks, as well as designing, configuring, and troubleshooting LAN/WAN topologies by using network and router simulation software.

Prerequisite: IT-183.

NS-235 Cyber Threat Foundations (3)

This course introduces different types of network threats that can target a network. Students will learn how to determine the key indicators of an attack as well as the key indicators of a compromise. Discussion will be held on different techniques for detecting cyber threats in a network.

Prerequisites: IT-130.

NS-240 Operating Systems Security (3)

This course expands on basic network and operating system knowledge to include accounting and authentication for end-users and system administrators. Access control to computer systems including tokens, public key infrastructures, as well as other cryptographic mechanisms will be introduced.

Prerequisite: NS-140.

NS-250 Open Source Server Administration (3)

This course focuses on shell scripting, configuring the kernel, with emphasis on the network services provided by open source solutions. Type 2 hypervisors are used extensively in this course to complete hands-on labs.

Prerequisites: IT-113 and NS-140.

NS-260 Firewall Administration (5)

This course takes an in-depth look at both hardware-based and software-based firewall technologies. Content Security including anti-virus, anti-spyware, and file blocking hardware capabilities will be studied. SSL and IPsec VPN services will be covered in detail. Students will design, test, evaluate, and configure secure firewall protected networks. Hands-on labs will utilize Cisco ASA hardware devices in addition to software solutions to construct sophisticated firewalls.

Prerequisite: IT-183.

COURSES OF INSTRUCTION

NS-280 Intrusion Detection Systems

Administration (3)

This course examines intrusion detection and prevention systems (IDPS) that monitor network/system activities for malicious activity. Classification and detection methods of IDPS will also be discussed. Reconnaissance, enumeration, gaining access, and exploiting vulnerabilities of network systems will be covered in detail. These penetration testing techniques will be used to evaluate the effectiveness of student configured IDPS. Hands-on labs will utilize Cisco ASA hardware devices in addition to software solutions to construct IDPS.

Prerequisites: NS-193 or SA-220.

NS-283 Ethical Hacking Foundations (3)

Students will learn how to utilize ethical hacking tools to assess security configurations on a network. Students will also learn how their security configurations will stand up against major network threats and how they can increase their security configurations to prevent these attacks.

Prerequisites: IT-130.

NS-292 Network Security Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

OFFICE PROCEDURES

OP-135 Machine Transcription I (3)

Students become acquainted with the use of the machine transcriber through the transcription of pre-dictated audio files. This course emphasizes proficiency in grammar, spelling, and written communications skills. Speed and accuracy are developed. Students taking this course online must have access to a computer with appropriate software installed and must buy the foot pedal required for this course.

Prerequisites: EN-070 or proficiency exam credit and KY-146.

OP-140 Medical Machine Transcription I (5)

Students type pre-dictated documents and forms used in the different kinds of medical offices. Good grammar, spelling, and written communication skills are essential. Students taking this course online must have access to a computer with appropriate software installed and must buy the foot pedal required for this course.

Prerequisites: KY-146 and SC-145.

OP-149 Records Management (3)

Students will study the principles and procedures of records storage, retrieval and disposition. The filing methods introduced include: alphabetic, numeric, and, subject. Manual simulation projects will be completed.

No Prerequisite.

OP-235 Machine Transcription II (3)

This course emphasizes proficiency in the necessary skills to edit the formatting and grammar errors in voice recognition documents. Students will edit various pre-typed office documents that contain a variety of office fields and topics and will face more challenging sources of syntax errors primarily from an office environment. Students taking this course online must have access to a computer with appropriate software installed and must buy the foot pedal required for this course.

Prerequisite: OP-135.

OP-240 Medical Machine Transcription II (3)

This course emphasizes proficiency in the necessary skills to correct the formatting and grammar errors in voice recognition medical documents. Students will edit medical reports from pre-typed documents that contain a variety of medical fields and topics and will face more challenging sources of syntax errors primarily from a hospital in-patient environment. Students taking this course online must have access to a computer with appropriate software installed and must buy the foot pedal required for this course.

Prerequisite: OP-140.

OP-276 Office Procedures (5)

This course will expose future administrative professionals to the changing global market place, continual advances in technology and an increasingly diverse labor force. This course will prepare students to perform in a professional office environment. Students will complete activities such as preparing presentations, learning about office professionalism and office confidentiality, composing documents, and developing telephone techniques. Students will learn to be a productive member of an office team, behave ethically, process information, and communicate effectively - both orally and in writing.

Prerequisites: EN-180, KY-146, and WP-138.

COURSES OF INSTRUCTION

OP-292 Office Technology Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

POLITICAL SCIENCE

PS-274 The American Political Scene (3)

This course is designed to inform students about government and politics in America: how the system works, its history and its strengths and weaknesses. It attempts to integrate the traditional with the modern approach so that students can understand the interconnection between political thought/the formal structure of politics on one hand and the policymaking process/political behavior on the other.

No Prerequisite.

POPULAR CULTURE

PO-312 Media and Pop Culture (3)

This course is designed to give students an introduction to media literacy by analyzing the historic, economic, political, and cultural characteristics of various media as seen through the lens of popular culture.

Prerequisite: EN-200.

PO-320 The Beatles (3)

This course will examine the story of the Beatles, including their lives, music, and times in which they produced their music, the 1960s. We will explore their most famous songs and albums, learning the stories behind the songs and the influences the Beatles had on music and society.

Prerequisite: EN-200.

PSYCHOLOGY

PY-177 Introduction to Psychology (3)

Introduction to Psychology is designed to introduce the concepts required for the study of social perceptions, conditioning, learning, intelligence, motivations, emotions, and personality. The primary focus of the course will be an examination of human behaviors that are

effectively valuable for work and professional environments and contribute positively to personal well-being. Students will also examine the history, methods, and theories of psychology as a behavioral science and the interaction of heredity and environment.

No Prerequisite.

PY-270 Social Psychology (3)

The study of how individuals think, feel, and behave in regard to other people. Topics may include the social self, perceiving others, stereotypes and prejudice, attitudes, conformity, group processes, attraction, helping others, aggression, law, business, and health.

Prerequisite: PY-177 or SO-186.

PY-276 Life Span Development (3)

This course will study normal patterns of cognitive, physical, emotional, and psycho-social growth and development from infancy through end of life.

Prerequisites: EN-070 or Proficiency Credit and PY-177 or SO-186.

PY-375 Abnormal Psychology (3)

This course provides a broad overview of the world of abnormal behavior. Students will discover the history, causes, and types of abnormal behavior. A variety of treatment options will also be discussed.

Prerequisite: EN-200.

PY-376 Child and Adolescent Psychology (3)

This course will give the students a broad introduction into the cognitive, psychosocial, and physical development of children. Students will be exposed to the various widely recognized stages of child development, including infancy, early childhood, middle childhood and adolescence.

Prerequisite: EN-200.

ROBOTICS & AUTOMATION

RA-110 Automation Mechanical (6)

This course is designed to give students a full understanding of the basic maintenance principles and concepts used in industrial production equipment. With practical application, students will learn the skills necessary to perform lubrication processes, repairs on various types of mechanical systems, and how to troubleshoot system failures. Students will learn the proper use of measuring devices, hand and power tools, fasteners, and various materials used in today's industry.

Prerequisite: None.

COURSES OF INSTRUCTION

RA-115 Fluid Power (6)

This course will give students a basic understanding of the principles and functions of both hydraulic and pneumatic operating systems and how they are used in the industry. Students will learn the various valves, actuators, and components that are used to control air and fluid. System operation and system failure with a special emphasis on practical application activities involving assembly and troubleshooting is a concentration.

Prerequisite: None.

RA-120 Automation Electrical (6)

This course covers the basic principles of electricity, magnetism, and electrical components. Basic operation of the complete electrical system is taught. Students will learn the difference between AC and DC circuits and the laws that apply. Proper operation and understanding of solenoids, relays, single phase, three phase systems, and the National Electric Code (NEC) will be covered. A strong emphasis is placed on wiring diagram comprehension. Students will study diagnosis and troubleshoot and repair industrial automation systems. (A digital volt/ohm meter and a calculator are required for this class.)

Prerequisite: None.

RA-130 AC/DC Motors & Controls (6)

This course explores advanced electrical components and will provide students with the concepts of AC (alternating current) and DC (direct current) motors, generators, and controlling devices. The practice of operation, connections, installation, and maintenance of motors will be taught, along with identifying, testing, troubleshooting, and repairing the various components required for the robotic and automated control systems.

Prerequisite: RA-120.

RA-150 Industrial Fabrication (6)

This course is designed to teach students the fundamentals of fabrication by using industrial metal working equipment. Students will learn fabrication skills through practical application by creating several metal working projects. Students will learn to use sheet metal shears and brakes, MIG and TIG welders, saws, grinders, power tools, drill presses, plasma cutters, and various other fabrication equipment.

Prerequisite: None.

RA-205 Programmable Logic Controllers (PLC) (6)

This class will introduce the fundamentals of Program Logic Controllers. This includes how to control machine processes, programming techniques symbol identification, module identification, and data interpretation. Students in the course will write, execute, and trou-

bleshoot programs using programmable controllers. Students transfer, monitor, and run projects as well as write basic programs for each hardware and software application. A special focus on interpretation of ladder logic will also be covered.

Prerequisite: RA-130.

RA-210 Robotics Integration (6)

This course will provide students the means to set up, operate, and integrate with controller systems using several material handling software packages. Students will practice using a teach pendant to control robot motion, set parameters, program, and troubleshoot a robot controller. Analyzing and interpretation of fault codes/error codes, configuration files, and use of input/output circuitry to communicate with other devices is also covered.

Prerequisite: RA-120.

RA-215 Automation Controls & Network Integration (6)

This course begins by teaching students the basic control devices used in industry today and expands to include networking among robots, PLC'S, and HMI'S (Human Machine Interface). Communication, process, and programming requirements for implementing robotic applications will be emphasized. An in-depth study of application programming and different methods of error handling and operator interfacing used in robotic applications will be covered.

Prerequisite: RA-205.

RA-220 "The Work Cell" (6)

This course will introduce students to one of the fastest growing trends in industry today – **The Work Cell**. It will teach students how to conserve floor space and reduce production costs by the proper construction and network integration of equipment, robots, and PLC'S in a confined work area. Students will also learn how to properly program multiple robots or automation equipment to modularize a multi-phase task into one work cell.

Prerequisite: RA-210 and RA-215.

RA-298 Robotics & Automation Capstone (3)

This course is designed to give associate degree students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last session of the program and will require completion of a variety of projects and assignments related to the student's major.

Prerequisite: Sophomore Standing.

COURSES OF INSTRUCTION

SCIENCE

SC-134 Human Anatomy, Pathophysiology, & Terminology I (3)

Students are introduced to the medical language. The course begins with a strong emphasis on the division of words into prefixes, root words, suffixes and building medical words from these components as well as learning the definitions. This course encourages active student participation in the learning process through regular class discussion and written textbook assignments. Introduction to human anatomy begins at the cellular level through tissues, organs and systems. The digestive system, including structure and function, related disease processes, clinical procedures and tests, and medical terminology are discussed.

No Prerequisite.

SC-142 Human Anatomy, Pathophysiology, & Terminology II (3)

This course is a continuation of Human Anatomy, Pathophysiology, and Terminology I. Students will learn the structure and function of individual body systems, various pathological conditions, clinical procedures and tests specific to that system. The systems include urinary, female reproductive, male reproductive, nervous, and cardiovascular. Medical terminology relevant to each system is integrated and reviewed. This course encourages active student participation in the learning process through regular class discussion and written textbook assignments. Students are introduced to the importance of relevant patient/family education and documentation.

Prerequisite: SC-134.

SC-145 Human Anatomy, Pathophysiology, & Terminology III (3)

This course is a continuation of Human Anatomy, Pathophysiology, and Terminology II. Various body systems, including structure, function, pathology, tests, and procedures for each system are discussed as well as related medical terminology. The systems include respiratory, blood, lymphatic/immune, musculoskeletal, and skin. This course encourages active student participation in the learning process through regular class discussion and written textbook assignments. Relevant patient/family education and documentation are emphasized.

Prerequisite: SC-142.

SC-200 Principles of Ecology (3)

This course serves as an introduction to the biological and ecological aspects of environmental science. Students will evaluate processes that affect natural envi-

ronments and will examine the structure and dynamics of populations, communities, and ecosystems while maintaining a focus on sustainability.

No Prerequisite.

SC-205 Earth Science (3)

(College of Applied Technologies Only)

This course is an introduction to the study of the Earth as an integrated system. Included are analyses of the dynamic processes of the Earth's interior, surface, water and energy resources, and atmosphere.

No Prerequisite.

SC-250 Human Anatomy, Pathophysiology, & Terminology IV (3)

This course is a continuation of Human Anatomy, Pathophysiology, and Terminology III. It is a detailed discussion of body systems, including structure; function; disease processes; and relevant tests, procedures, and medical terminology. Additional system topics include sense organs, endocrine, oncology, radiology, nuclear medicine, radiation therapy, and psychiatry. This course encourages active student participation in the learning process through regular class discussion and written textbook assignments. A strong emphasis on patient/family education and documentation are included.

Prerequisite: SC-145.

SC-320 Biology (3)

This course will introduce students to basic principles of molecular and cell biology, genetics, and evolution and discuss current biological and environmental issues.

Prerequisite: Junior Standing.

SC-340 Environmental Impacts of War (3)

This course will examine ecological principles related to war and examine the environmental consequences of war by researching environmental impacts and discussing case examples. It explores the ways in which war has changed the environmental landscape from historic wars to modern day warfare.

Prerequisite: SC-200 or SC-205.

SOCIOLOGY

SO-186 Sociology (3)

An introductory approach to the field of sociology, topics include a study of the individual's behavior in diverse social groups, ranging from family to bureaucracies, social stratification, group personality and social change.

No Prerequisite.

SO-380 Death and Dying (3)

This course will introduce the student to the phenomenon of death and dying. The student will be exposed to theories of death and dying as well as the needs of the terminally ill. The many cultural views of death and dying will also be explored.

Prerequisite: EN-200.

SPORT MARKETING & MANAGEMENT

SM-130 Principles of Sport Management (5)

This course presents a study of the sport arena: budget and finance development, application, and adherence; facility operations, building codes and requirements for both indoor and outdoor sport pursuits; and review of the personnel hiring process, staffing requirements, staff development procedures and legal aspects of human resource management. This course also offers a study of media relations, customer service programming and the use of technology in the sport industry.

No Prerequisite.

SM-150 Sport in Society (3)

This course examines some of the major issues and controversies of sport in society. From psychological, sociological and philosophical perspectives, the factors that often influence the behavior of sport participants will be studied. Developing an appreciation of the ways sport in society contributes to analyzing and understanding human behavior in sports contexts forms the foundation for the course. Course material also details some current problems in sports and how these problems may affect those involved in sports.

Prerequisite: SM-130.

SM-170 Managing Fitness Concepts (3)

The purpose of this course is to introduce students to the concept of fitness. In addition to fitness, the roles that physical activity, body composition, nutrition, and stress play in personal wellness development are examined.

Prerequisite: SM-130.

SM-190 Sport Marketing (5)

This course focuses on applying the basic foundations, theories and concepts of marketing to the sport industry. Topics will include marketing management in sport, consumer behavior, research, market segmentation, and sport product.

Prerequisite: SM-130.

SM-230 Facility and Event Management (3)

This course is designed to give students a comprehensive overview of designing, planning and managing sport venues. Students will be asked to show competency in directing and planning, both sport facilities and events. This course will also address issues pertaining to customer service, marketing, ticket sales, risk management and crowd control.

Prerequisites: SM-130 and SM-190.

SM-240 History of Sport in the United States (3)

This course is designed to look at the development and modernization of sport, recreation and athletics in the United States. Focus will revolve around the economic, political and social impact that sport has had on the development of the nation's framework.

Prerequisite: SM-130.

SM-250 Sport Law (5)

Sport Law is designed to give students an overview of the legal system related to the sport industry including topics such as tort law, risk management, contract, agency, employment and constitutional law, gender equity, and intellectual property. A variety of sport-related cases and examples will be explored.

Prerequisites: SM-130 and SM-190.

SM-285 Sport Marketing Internship (3)

This course is designed to allow students to gain professional experience through an internship in sport industry. Positions in professional sports, intercollegiate sports, health and fitness clubs, arenas and stadia, sport marketing and management firms, and other sport entities can be used to fulfill this requirement. The internship is directed and evaluated by a faculty member with supervision of an on-site professional.

Prerequisite: Taken towards end of program.

SM-291 Sport Practicum (3)

This course allows students to apply the knowledge and skills acquired throughout the program to real-world experiences in the sports industry. This could include additional faculty-supervised internship or field experiences. Students will gain hands-on experience with sports marketing and management firms or other related organizations.. This course is intended to be taken in the final phase of the program to prepare students for professional careers in the field.

Prerequisite: SM-250.

COURSES OF INSTRUCTION

SM-300 Sport Communication (5)

The focus of this course is on three types of communication used within the sports field: personal and organizational communication, sport mass media, and sport communication services and support. Students will learn the history and development of sport communication as well as the effect of technology, society, and laws on the communication process for this field of study.

No Prerequisite.

SM-320 Sport Promotion (5)

This course will describe the promotion and sales process used in the sport world, including ticketing, sponsorships, sales incentives, and licensures.

Prerequisite: Junior Standing.

SM-380 Psychology of Sport (3)

This course will provide students with foundational knowledge of personal factors that affect performance, situational factors that influence behavior, and group interaction and processes. Psychological techniques and factors that can be used to increase performance and well-being are also covered.

No Prerequisite.

SM-400 Special Topics in Sport (3)

This course will focus on a special topic related to the sport industry. Sample topics may include: Ethics in Sport Management, Managing People in Sport Organizations, Recreational Sport Management and Relationship Marketing within sports. Other topics pertaining to specific sport teams and organizations may be offered.

No Prerequisite.

SM-450 Sport and Public Policy (5)

The purpose of this course is to explore the wide variety of tasks, policies, and procedures which govern the sport industry. The structure of professional sports will be evaluated as well as globalization and amateur athletics.

No Prerequisite.

SM-485 Sport Marketing Internship (3)

This course is designed to allow students to gain professional experience through an internship in sport industry. Positions in professional sports, intercollegiate sports, health and fitness clubs, arenas and stadia, sport marketing and management firms, and other sport entities can be used to fulfill this requirement. The internship is directed and evaluated by a faculty member with supervision of an on-site professional.

Prerequisite: Taken towards end of program.

SM-491 Sport Practicum (3)

This course allows students to apply the knowledge and skills acquired throughout the program to real-world experiences in the sports industry. This could include additional faculty-supervised internship or field experiences. Students will gain hands-on experience with sports marketing and management firms or other related organizations.. This course is intended to be taken in the final phase of the program to prepare students for professional careers in the field.

Prerequisite: SM-450.

SYSTEM ADMINISTRATION

SA-110 Operating Systems Fundamentals (5)

This course examines the skills necessary to manage and maintain physical/logical devices and access to resources in a Microsoft server environment. Managing users, computers, and groups in addition to implementing a disaster recovery plan will also be discussed. Type 2 hypervisors are used extensively in this course to complete hands-on labs. This course provides preparation for Microsoft certification exam testing.

No Prerequisite.

SA-115 Database Design & Development (3)

This course examines database design and the use of different database management systems for applications. Microsoft SQL software will be used to design a SQL Server database in a hands-on lab environment.

Prerequisite: DP-117.

SA-130 Administering a Server Environment I (5)

This course examines the skills necessary to install, manage, monitor, configure and troubleshoot the many facets of networking in Windows Server including DNS, DHCP, Remote Access, and Network IP Routing. Active Directory Domain Services and group policy are also introduced. Type 2 hypervisors are used extensively in this course to complete hands-on labs. This course provides preparation for Microsoft certification exam testing.

Prerequisite: SA-110.

SA-220 Administering a Server Environment II (5)

This course will introduce students to the skills necessary to install, configure and troubleshoot Windows Server Active Directory Domain Service (AD DS) components, DNS for AD DS, and AD DS security solutions. The student will also learn how to manage, monitor and optimize the desktop environment by using Group Policy. Type 2 hypervisors are used extensively in this course to complete hands-on labs. This course provides preparation for Microsoft certification exam testing.

Prerequisite: SA-130.

COURSES OF INSTRUCTION

SA-230 Server Utilities (5)

This course provides an introduction into new features available on Microsoft's latest server operating system. Active Directory roles in addition to Hyper-V, Server Core, and Windows Deployment Service are discussed. Type 1 and Type 2 hypervisors are used extensively in this course to complete hands-on labs. This course provides preparation for Microsoft certification exam testing.

Prerequisite: SA-130.

SA-245 Emerging Trends in Computing (3)

In this course students develop an understanding of new and current information technologies as they apply to a corporate environment. Students are provided resources and/or hands-on applications that will serve to introduce technologies as they are applied in a corporate environment.

Prerequisite: SA-130.

SA-292 System Administration Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

TRAVEL & HOTEL MANAGEMENT

TR-122 Introduction to the Travel Industry (3)

An overview of the travel and tourism industry will be given. Included in the course will be discussion of hotels, food and beverage options, ground transportation options, cruises and tours, as well as domestic and international air. Opportunities for employment in travel and related fields will also be discussed.

No Prerequisite.

TR-124 Cruises & Tours (3)

This course examines the cruise line and tour industry. A wide variety of topics are covered including how the cruise line and tour industry operate, domestic and international experience, presenting packages to clients, and what the clients can expect on their trip.

Prerequisite: TR-122.

TR-130 Travel Destinations: New World (5)

This course covers destination geography and tourism for North and South America. Included are cities, major tourist attractions, and physical characteristics of landmarks that would attract travelers to those areas.

No Prerequisite.

TR-131 Travel Destinations: Old World (5)

This course covers destination geography and tourism for Europe, Asia, North Africa, and Australia. Included are cities, major tourist attractions, and physical characteristics of landmarks that would attract travelers to those areas.

No Prerequisite.

TR-135 Introduction to Casino & Gaming Industry (3)

This course will examine the casino and gaming industry. Students will learn the history of the industry and explore future trends. The relationship between casinos and other sectors of the travel and hospitality industry will also be explored.

No Prerequisite.

TR-216 Hospitality Supervision (5)

This is a practical course designed to teach students how to be supervisors in a hospitality setting. Skills for handling the transition from worker to a management level are covered, such as how to counsel subordinates, delegate the workload, build a productive team, and document work performance. Handling problem employees and termination procedures are two of the more difficult areas for new supervisors. The course gives students who will be new supervisors those skills necessary for success in their first management role.

Prerequisite: TR-122.

TR-217 Event Planning (5)

This course allows students to explore the careers of planning meetings and events, with employment opportunities in conference centers, hotels, convention centers, larger corporations, and meeting planning companies. Fundraisers, corporate events, expositions (trade shows), conventions, parties, incentive trips, sporting events, catering, and conferences will be examined. Students will learn how to work with destination management companies, service contractors, convention and visitor's bureaus, and caterers to provide quality meetings and events.

Prerequisite: TR-122.

COURSES OF INSTRUCTION

TR-221 Hotel & Motel Operations (5)

Students are provided with a basic understanding of hotel and motel operations. Topics studied will be trends and techniques in the industry, front office operations, guest relations, rooming procedures, handling of cash and auditing procedures. Students will also examine the variety of careers available in the hotel and hospitality industry. Hotel, motel, and resort operations are covered. (A hotel "site inspection" is required.)

Prerequisite: TR-122.

TR-222 Restaurant Management (3)

This course is designed to give current and future restaurant managers the tools needed to successfully run the business side of restaurant operations. Although many issues in culinary arts are addressed, the main emphasis is operational effectiveness for the restaurant management team.

Prerequisite: TR-122.

TR-224 Hospitality Sales & Marketing (5)

This course is an introduction to marketing and sales in the hospitality and tourism industries. Students will learn how to develop a marketing plan, covering market research, selecting target markets, positioning the product, and creating and implementing marketing strategies. Sales will be introduced as a vital process in marketing hospitality, with distribution channels, advertising, sales promotion, and public relations as integral components.

Prerequisite: TR-122.

TR-225 Resort Management (3)

Students will explore what makes managing resorts different from traditional hotels. Various resort types will be explored along with resort specific issues in guest relations and management issues.

Prerequisite: TR-122.

TR-292 Travel Capstone (3)

This course is designed to give students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Taken last quarter.

UNIVERSITY SURVEY

UN-110 First-Year Experience (2)

Students receive information on the grading system, note taking, study habits, methods of reading textbooks, methods of test taking, and take part in modules designed to introduce students to basic student financial principles. This course is required for all students.

No Prerequisite.

UN-125 Language and Culture in the United States (3)

Through course lectures and secondary research students will explore effective communication in the English language and domestic behaviors that students from countries abroad will need to be successful while studying in the United States.

Prerequisite: International student new to the University.

UN-154 Prior Learning Assessment (1)

In this class, documentation will be prepared for a complete and thorough portfolio that will be presented for credit for experiential learning for the associate degree programs. A maximum of six (6) hours may be earned.

Prerequisites: Students must have completed at least six credit hours of college-level work to apply for this course. The one-credit hour for developing the portfolio will not be counted towards graduation.

UN-205 U.S. Travel (2)

Through course lectures, secondary research, and travel experience, students are introduced to cultures, landmarks, entertainment, and geographic features of an urban environment. Possible travel destinations include Washington D.C., New York City, and Chicago. (**Please note: Other destinations must be approved by administration.)

Prerequisite: EN-180 and Good Academic Standing. (2.0 or better)

UN-210 International Travel (3)

This course provides students with the opportunity to study and experience other cultures by completing on-line course work and participating in international travel.

No Prerequisite.

UN-220 Introduction to Diversity Issues (3)

Students will explore topics related to diversity in the United States today, such as race, class, religion, sex, and gender, to learn how to better relate to a diverse society.

No Prerequisite.

COURSES OF INSTRUCTION

UN-290 Major Specific Capstone - Diploma (1)

This course is designed to give diploma students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Sophomore Standing.

UN-295 Major Specific Capstone - Associate (3)

This course is designed to give associate degree students a chance to summarize and apply the knowledge they have acquired in their academic major courses to real-world situations. The purpose is to demonstrate and measure all of the learning objectives of the student's major. The course is to be completed during the last quarter of the program and will require the completion of a variety of projects and assignments relating to the student's major.

Prerequisite: Sophomore Standing.

UN-305 U.S. Travel (2)

Through course lectures, secondary research, and travel experience, students are introduced to cultures, landmarks, entertainment, and geographic features of an urban environment. Possible travel destinations include Washington D.C., New York City, and Chicago. Additional coursework is required beyond UN-205. (**Please note: Other destinations must be approved by administration.)

Prerequisite: EN-180 and Good Academic Standing. (2.0 or better)

UN-310 International Travel (3)

This course provides students with the opportunity to study and experience other cultures by completing online course work and participating in international travel. Additional coursework is required beyond UN-210.

No Prerequisite.

UN-320 Multicultural Perspectives (3)

In this course, students experience customs, food, history and literature of several cultures. The subject matter will vary. The course is often team taught.

Prerequisite: EN-200.

UN-325 Language and Culture in the United States (3)

Through course lectures and secondary research students will explore effective communication in the English language and domestic behaviors that students from countries abroad will need to be successful while studying in the United States.

Prerequisite: International student new to the University.

UN-354 Experiential Learning (1)

In this class, documentation will be prepared for a complete and thorough portfolio that will be presented for credit for experiential learning for the baccalaureate degree programs. These hours may be used for the practicum. A maximum of six (6) hours may be earned.

Prerequisites: Students must have completed at least six credit hours of college-level work to apply for this course. The one-credit hour for developing the portfolio will not be counted towards graduation.

WORD PROCESSING

WP-138 Introduction to Word Processing Applications (3)

This is an introductory course in the use of Microsoft Word. Students will also be introduced to file management concepts. The functions will include creating, editing and formatting documents, tables, and labels. (This course provides preparation for Microsoft Application Certification Testing.) Students taking this course online must have access to a computer with appropriate software installed.

No Prerequisite.

WP-267 Advanced Word Processing Applications (3)

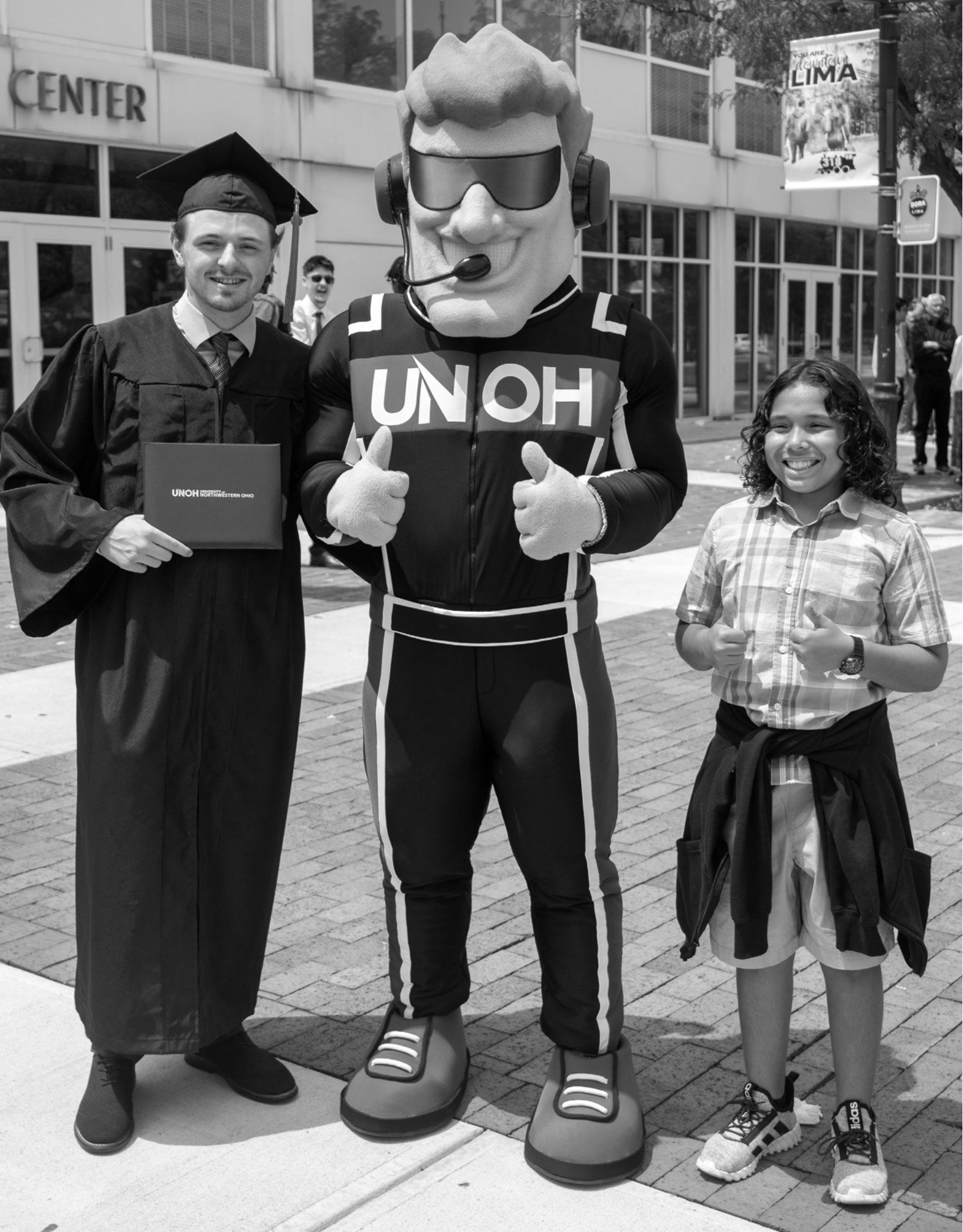
Students are introduced to document collaboration, time-saving tools, security features, and customization of word processing software. Students taking this course online must have access to a computer with appropriate software installed.

Prerequisite: WP-138.

WP-277 Document Design (5)

In this course students utilize word processing software and its desktop publishing features to create visually effective documents, such as newsletters, brochures, and flyers. Students taking this course online must have access to a computer with appropriate software installed.

Prerequisite: WP-267.



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CPA - Certified Public Accountant

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Adjunct Professor
M.L.A., Baker University
B.S.Ed., Missouri State University
General Education

Michael Haws

Adjunct Professor
D.B.A., Baker College
M.B.A., Thomas More University
B.S., University of Cincinnati
Accounting

Jason Hedrick

Adjunct Professor
M.S.W., The Ohio State University
B.S.E.C., The Ohio State University
Business

Beverly Herson

Adjunct Professor
J.D., Western Michigan University
B.S., Frostburg State University
A.A., Garrett College
Legal, MBA

Thomas Hooks, Jr.

Adjunct Professor
M.A.M., Cleveland State University
B.A., Cleveland State University
A.A., Cuyahoga Community College
General Education

Sally Jeffery

Adjunct Professor
M.A., Ohio University
M.Ed., Ohio University
B.A., Ohio Northern University
General Education

Ronda Jones

Adjunct Professor
M.H.S., University of Mississippi Medical Center
B.S., University of Mississippi Medical Center
RHIA, Registered Health Information Administrator
Health Information Technology

Douglas Kane

Adjunct Professor
Ph.D., The Ohio State University
M.S., The Ohio State University
B.S., The Ohio State University
Science

Ashley Keller

Adjunct Professor
M.A., Ball State University
B.S., Indiana University
Motorsports Marketing

ADMINISTRATION, STAFF, AND FACULTY

William D. Kellermeyer

Adjunct Professor
J.D., Capital University
B.A., Xavier University
General Education

Nadia Khrais

Adjunct Professor
Ph.D., University of Arkansas
M.A., University of Arkansas
General Education

Steve Klausing

Adjunct Professor
ASE Automobile Technician
ASE Advanced Level Specialist
ASE Alternate Fuels Technician
ASE Maintenance & Light Repair Technician
B.V.Ed., University of Toledo
A.A.S., University of Northwestern Ohio
Alternate Fuels, Automotive

Michael Scott Lail

Adjunct Professor
Ph.D., Northcentral University
M.Acc., The University of North Carolina at Charlotte
M.B.A., The University of North Carolina at Charlotte
B.S.W., The University of North Carolina at Charlotte
Business

Ashley Lang

Adjunct Professor
M.S., University of Wyoming
B.S., University of Wyoming
Agribusiness

Nathan Mailhot

Adjunct Professor
ASE Master Automobile Technician
ASE Advanced Level Specialist
ASE Medium/Heavy Truck Technician
ASE Maintenance & Light Repair Technician
MACS Commercial Heating & Cooling Certified
Snap-On Certified Instructor
B.S., University of Northwestern Ohio
A.A.S., University of Northwestern Ohio
Automotive, Diesel, High Performance

Brenda McKinley

Adjunct Professor
Ph.D., Capella University
M.B.A., Wright State University
M.Ed., Bowling Green State University
B.S., Wright State University
Business

Paul Miller

Adjunct Professor
M.B.A., University of Northwestern Ohio
B.S., University of Northwestern Ohio
Business

Kathleen Moore

Adjunct Professor
M.Ed., Antioch University McGregor
B.S., The Ohio State University
General Education

Lisa Niese

Adjunct Professor
J.D., Ohio Northern University
B.A., Bluffton University
A.A.B., Rhodes State College
Legal, MBA

Rebecca Nutt

Adjunct Professor
Ph.D., Michigan State University
B.A., The Ohio State University
General Education

Andrew Pohlman

Adjunct Professor
ASE Master Automobile Technician
Snap-On DMM Instructor Certified
B.S., University of Northwestern Ohio
A.A.S., University of Northwestern Ohio
Diesel, High Performance

Bob Proby

Adjunct Professor
M.S., Towson University
B.A., Bluffton University
Business

Mark Putnam

Adjunct Professor
M.A., The Ohio State University
B.A., Michigan State University
General Education

Jennifer Ress

Adjunct Professor
Ph.D., Bowling Green State University
M.S., Bowling Green State University
B.S., Ball State University
General Education

Audra Sherwood

Adjunct Professor
Ph.D., Walden University
M.Phil., Walden University
M.S., University of Wyoming
B.S., University of Wyoming
Business

Stacie Shine

Adjunct Professor
Ph.D., Tiffin University
M.B.A., University of Northwestern Ohio
B.S., University of Northwestern Ohio
Business

ADMINISTRATION, STAFF, AND FACULTY

Brook Stepleton

Adjunct Professor
M.B.A., University of Findlay
B.S.B.A., The Ohio State University
Accounting, Business

Tug Taviano

Adjunct Professor
M.B.A., Grace College & Seminary
B.S., Grace College & Seminary
Business

Toshiba Traynham-Jackson

Adjunct Professor
Ph.D., Iowa State University
M.S., Iowa State University
B.S., Virginia State University
Agribusiness

Janice Tucker

Adjunct Professor
Ph.D., Northcentral University
M.B.A., Florida Institute of Technology
B.A., Auburn University
MBA: Business

John Vizzuso

Adjunct Professor
D.B.A., Walden University
M.S., California Coast University
B.A., Hiram College
Business, Healthcare

Jennifer Wentz

Adjunct Professor
Ph.D., Capella University
M.A., Marywood University
B.A., Cedar Crest College
General Education

Curtis Williams

Adjunct Professor
D.B.A., Walden University
M.B.A., Embry-Riddle Aeronautical University
B.A., Southern Illinois University
Business



UNOH UNIVERSITY OF NORTHWESTERN OHIO

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GO GO GO

ALYCIA

COLLEGE OF BUSINESS
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ACCOUNTING

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Jennifer Callow, Alumni, Financial Accountant Aerospace Manufacturing, Forest, OH
Sharon Cole, CPA M.A. Hoops & Associates, Lima, OH
Sue Odenweller, Chief Deputy Auditor, Alumni City of Lima, Lima, OH
Tracey Regula, Alumni Sielschott, Walsh, Keifer, & Regula, CPA’s, Lima, OH
Amanda Rose, Alumni, Director of Accounting Van Wert County Hospital, Van Wert, OH
Robert Sielschott, CPA, Alumni Sielschott, Walsh, Keifer, & Regula, CPA’s, Lima, OH
Nikki Stolzenburg, CPA Stroh, Johnson, & Company, LLP, Wapakoneta, OH
Becky Taylor, VP of Accounting Perry ProTech, Lima, OH
Robert Terrill, Accounting Manager American Trim, Lima, OH

BUSINESS ADMINISTRATION

Devaki Ganesh, Employee Training Specialist K&M Tire, Lima, OH
Sam Jackson, Product Specialist Walmart Global Tech, Bentonville, AR
Josh Luke, Human Resources Administrator Allen County Job & Family Services, Lima, OH
Amber Martin, Workforce/Small Business Dev. Coord. Workforce & Small Business Development, Lima, OH
Joe Patton, Executive Director Ohio Means Jobs, Lima, OH
Derek Richardson, Regional Manager InfoLink User Support Crown Equipment Corporation, New Bremen, OH
Nicole Scott, Project Director Small Business Development Center, Lima, OH
Timothy Sielschott, President & LPL Financial Advisor Sielschott Financial Services, Lima, OH
Olivia Smith, Chief Marketing Officer NOW Marketing Group, Lima, OH
Chad Stolly, Agent Stolly Insurance Group, Lima, OH

MARKETING

Lynn Carpenter, Executive Director Lima Memorial Health System, Lima, OH
Kevin Creamer, Vice President/General Manager WLIO, Lima, OH
Ruben Medina, Sales Concrete Protector, Wapakoneta, OH
Jessika Phillips, President NOW Marketing Group, Elida, OH
Kelsey Pohlman, Digital Marketing Coordinator Superior Credit Union, Lima, OH
Craig Raney, General Manager Crown Equipment, New Bremen, OH
Kiley Rowe, Director of Social Media Quantifi Digital, Lima, OH
Ashley Thompson, Owner/CEO 50 Strong, Lima, OH
Curtis Williams, Manager--Revenue Mgt. Forecast Team Southwest Airlines, Dallas, TX

ADVISORY BOARDS

COLLEGE OF HEALTH PROFESSIONS ADVISORY BOARDS

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Kathy Ackerman, Administrator	Orthopaedic Institute of Ohio, Lima, OH
Lisa Carroll, RHIT, VP of HIM	Mercy Health, Lima, OH
Diane Lang, Health Information Management Instructor	Vantage Career Center, Van Wert, OH
Marie Kihm, RN, BSIT, MBA, RN Clinical Lead Consultant	CereCore Consulting, Nashville, TN
Tasha Kuhlman, RHIT, Network HIM Manager	Multiple Companies
Margaret Lawrence, Chief Officer	Coleman Professional Services, Lima, OH
Tiffanie Mavis, HIM Manager	Lima Memorial Health System, Lima, OH
Brooke Nice, RHIA, HIM Director & HIPAA Compliance Officer	Woodlawn Hospital, Rochester, IN
Tamika Smith, RHIA, Informatics Management Director	Community Health Systems, Nashville, TN
Kayla Swortcheck, Health Information Integrity Supervisor	Blanchard Valley Health System, Findlay, OH
Sam Wasson, Coding & Health Information Integrity Manager	Blanchard Valley Health System, Findlay, OH
Connie Wenzinger, HIM Director	Blanchard Valley Health System, Findlay, OH

MEDICAL

Vanias Carnauba, Student	University of Northwestern Ohio, Lima, OH
April Fast, Graduate	University of Northwestern Ohio, Lima, OH
Jodi Foster, Instructor	Lima Senior High School - Health Careers, Lima, OH
Jerzie Frazier, STNA	Wapak Manor, Wapakoneta, OH
Mary Grace Herman, Graduate	University of Northwestern Ohio, Lima, OH
Phyllis Hershey, Community Member	Mary Kay, Lima, OH
Cheryl Honigford, RN, MSN, CMSRN, Director of Specialty Practices	Bon Secour Mercy Health, Lima, OH
NoraLu Kahle, Nurse Manager	Orthopaedic Institute of Ohio, Lima, OH
Jane Sadler, Community Member	Delphos, OH
Kim Sadler, Nurse Practitioner	Wheatland Dermatology, St. Mary's, OH
Sara Schulte, MSN, RN, Director of Specialty Practices	Mercy Health St. Rita's Medical Center, Lima, OH
Jayci Snider, Graduate, Surgery Scheduler	Mercy Health St. Rita's Cardiothoracic & Vascular Surgery, Lima, OH
Diamond Williams, Graduate, Patient Access Supervisor	Health Partners of Western Ohio, Lima, OH

COLLEGE OF OCCUPATIONAL PROFESSIONS ADVISORY BOARDS

AGRIBUSINESS

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Sam Hann, Sales Representative	Golden Harvest Seeds, Wabash, IN
Mackenzie Ott, Intern	Ohio Corn & Wheat, Delaware, OH
Troy Elwer, Promotions & Operations Manager	Allen County Fairgrounds, Lima, OH
Kyle Stockton, Local Farmer	Stockton Farms LLC, Elida, OH
Brad Lentz, Agriculture Program Director	Edison State Community College, Piqua, OH
Susan Kiskis, Sustainable Systems Specialist	ASU Graduate Student in Sustainable Food Systems
Elena Mosher, Asst. Program Coord.	MSU Detroit Partnership for Food, Learning, & Innovation, Detroit, MI
Ellen Kamps, Sustainable Agriculture & Food Consultant	Kane County Government, IL

ADVISORY BOARDS

INFORMATION TECHNOLOGY

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Chad Bryan, Director of IT Infrastructure & Security University of Northwestern Ohio, Lima, OH
Lynn R. Child, President Centacomm, Findlay, OH
William Nance, Senior Engineer & Territory Manager Essential Solutions, Elida, OH
Dr. Loren Wagner, Director of Risk & Technical Services Centacomm, Findlay, OH

LEGAL

Anna Blankemeyer, Attorney Schroeder, Blankemeyer, Schroeder, LLP, Ottawa, OH
Courtney Burton, Attorney Wiesenmayer Law Office, Wapakoneta, OH
Richard Eddy, Prosecutor Lima City Prosecutor, Lima, OH
Lynette Harnishfeger, Legal Assistant Balyeat, Leahy, Daley, & Miller, Lima, OH
Dean Hobler, Vice President for Academic Affairs/Provost University of Northwestern Ohio, Lima, OH
Nancy Hogan, Paralegal and Real Estate Agent Slonaker Realty, Lima, OH
John Leahy, Jr., Esq. Balyeat, Leahy, Daley & Miller, Lima, OH
Dawn Maag, Paralegal Putnam County Probate Court, Ottawa, OH
Susan Myers, Alumni, Legal Assistant Bruce Comly French, Esq., Lima, OH
Edward B. Pedlow IV, Esq., Attorney Kilco Title Agency, Lima, OH
Byron Selden, Partner/Benefit Specialist YARAS LLC, Lima, OH
Tim Sielschott, Advisor LPL Sielschott Financial Services, Lima, OH
Pam Stebleton, Alumni, Clerk Allen County Juvenile Court, Lima, OH
Milissa Steinke, Legal Assistant RCW II Law Offices, Sidney, OH
Honorable John R. Willamowski, Appellate Judge Third District Court of Appeals, Lima, OH
Mona Willamowski, Attorney - Sole Practitioner Lima, OH

OFFICE TECHNOLOGY

Jennifer Miller, Business Office Manager/HR Coordinator Roselawn Manor, Spencerville, OH
Allison Radabaugh, Patient Access Supervisor Health Partners of Western Ohio, Lima, OH
Christopher Ricker, Principal Rea & Associates, Inc., Lima, OH
Sheri Thomas, Outreach Coordinator The Henry & Beverly Hawk Heart & Vascular Center at St. Rita's, Lima, OH

SPORT

Brenda Feasby, Community/Fan Engagement Manager ... Ft. Wayne TinCaps Baseball Parkview Field, Ft. Wayne, IN
Jeff Schwieterman, President Peak Community Wellness, Delphos, OH
Justin Slauterbeck, Athletic Director Ostego Local Schools, Tontogany, OH
P.J. Todd, Owner Consulting Business, Austin, TX
Todd Walker, News & Sports Director iHeartMedia/Clear Channel, Lima, OH
John Zell, Athletic Director Lima Senior High School, Lima, OH

TRAVEL

Peggy Baker, Independent Event Planner Lima, OH
Valerie Bollenbacher, Manager Fairfield Inn, Lima, OH
Karen Kleman, Travel Agent Northwestern Travel Service, Lima, OH
Cindy Langenkamp, LNHA, Administrator Vancrest Health Care & Rehabilitation Center, Delphos, OH
Jeff Lee, General Manager Howard Johnson, Lima, OH
Cindy Nelson, CTC, Sales Manager AAA Ohio Auto Club, Lima, OH
Christine Pleva, Executive Director Lima/Allen County Convention & Visitors Bureau, Lima, OH
Jeanne Previte Jeanne's Kitchen, Ada, OH
Erin Roberts, Alumni, Travel Agent Spectacular Adventures, Delphos, OH
Judy Rhodes Tim Hortons, Lima, OH
Josh Tattrie, Manager Lima Allen County Airport, Lima, OH
Rebecca Wilson, Account Executive Delta Vacations, Sidney, OH

ADVISORY BOARDS

COLLEGE OF APPLIED TECHNOLOGIES INDUSTRY ADVISORY BOARDS

AG EQUIPMENT

Charlie Chapman	Koenig Equipment
Dan Creager	North Star Hardware & Implement
Jamie Ealy	HG Violet
Jason Fredritz	Redline Equipment
Chad Huelskamp	Koenig Equipment
Tristan Kast	Redline Equipment
Bill McGuire	Truland Equipment
Mick Michel	Ag Pro
Brian Purcell	Koenig Equipment
Evan Tonjes	Homier & Sons, Imp.
Howard Violet	HG Violet
Jason Will	Truland Equipment
Wade Wortkoetter	Homier & Sons, Imp.
Aaron Young	Farmers Equipment, Inc.

AUTOMOTIVE & AUTOMOTIVE TECHNOLOGY SUPERVISION

Grant Brosseau	Clo-DeVoe Automotive Group
Jason DuVall	Ford Diagnostic & Training
Kris Fuller	American Chevrolet Buick GMC
Nick Kazmaier	Snap-On
Mark Lochtefeld	Bud's Chrysler Dodge Jeep RAM
Brian Neely	Elida Road Tire Service
Jeff Rose	Reineke Family Dealerships
Adam Saunders	Advanced Auto
Bryan Smith	Reineke Ford Lincoln
Lonnie Smith	NAPA
Jeff Steinke	West Lima Auto & Truck Supply
Greg Tomlinson	Tomlinson Motor Service, Inc.
Chris Woods	Subaru Training Center

CONSTRUCTION EQUIPMENT

Brian Baxter	Farmers Equipment
Matt Dilorio	Ditch Witch
Keith Dodds	Company Wrench
Kevin Dodds	Company Wrench
Erik Hammersmith	Murphy Tractor
John Mahon	Southeastern Equipment
Andre Miller	Bobcat of Lima
Mike Montgomery	Columbus Equipment Company
Blair Robinson	Bobcat of Lima
Josh Schiff	Ditch Witch
David Shepard	Bobcat of Lima
Josh Stivison	Columbus Equipment Company
Jason Will	Truland Equipment
Kyle Winkler	Ohio CAT

ADVISORY BOARDS

DIESEL & AUTOMOTIVE TECHNOLOGY SUPERVISION

Brandon Alexander	Whiteford Kenworth
Ryan Allen	DeLille
Blake Baltrip	Stykemain Truck
Brandon Bishop	Kirk National Lease
Scott Blackmer	Dean Transportation
Andy Boff	Penske
Lydia Burns	Ohio CAT/Ohio Machinery
Elandon Carey	Kirk National Lease
Adam Cupp	Dean Transportation
Jenny DeArmond	McCoy Group
Keith Dodds	Company Wrench
Kevin Dodds	Company Wrench
Ryan Harmon	Whiteford Kenworth
Bob Hollander	JX Truck Center
Randy Johnston	Kirk National Lease
Mike Kidd	Tremec Transmissions
Rodney Miller	Penske
Mike Montgomery	Columbus Equipment Company
Alyssa Nicholas	Flag City/Brechbuhler Truck
Jeremy Roszman	Flag City Truck & Equipment
DJ Rottier	JX Truck Centers
Brian Rupe	Penske
Jason Schmerge	Stoops Freightliner
Jake Versluis	JX Truck Centers
Ashley Warren	Company Wrench

HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION

Jason Cleaves	American Heating & Air Conditioning
Kiel Dennison	UA Local #776
Fred Elgert	Perry's Heating & Air Conditioning
Josh Gilbreath	Quality Indoor Air Service
Vince Gilbreath	Quality Indoor Air Service
Don Gillis	Chemours
Kevin Hanayik	Copeland
Mark Murphy	Suburban Propane
Matt Ricker	Copeland
Rick Saporiti	Copeland
Matt Schneider	Regal Plumbing & Heating
Doug Stemen	Stemen's
Scott Stewart	American Heating & Air Conditioning
Dave Sudhoff	Smith Boughan
Adam Weir	Copeland

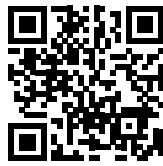
ADVISORY BOARDS

HIGH PERFORMANCE

Kelly Anonelli	Tony Stewart Racing
Scott Barry	Barry Electronics, Inc.
Ken Fenical	Posies Rods & Customs
Kevin Frische	Kalvinator Engines
Mike Green	Profler Performance Products
Keith Jessee	Holley Performance Products
John McLeod, III	Classic Instruments
Rick Trunkett	Big 3 Racing
Scott Whitaker	Dynamat
Robin Wright	Tremec Transmissions
Jason Youd	Mast Motorsports

ROBOTICS & AUTOMATION

Wayne Bennett	BF Goodrich Tire Manufacturing
Ketankumar Bhimani	SSI Schaefer
Jacob Capotosto	GM Defiance
Amber Cozad	Lincoln Electric Automation Solutions
Brianna Dicke	Grob Systems, Inc.
Ben Eilerman	Hartzell Air Movement
Craig Freewalt	Crown Equipment Corporation
Jeff Hager	Randall Bearings
Michael Hicks	AGC Automotive
Doug Johnston	Ford Motor Company
Kevin Kahle	B-K Tool
Dean Kales	GROB Systems, Inc.
Bob Kirkpatrick	Celina Aluminum Precision Technology, Inc.
Dave Lochtefeld	Celina Aluminum Precision Technology, Inc.
Chris McHenry	Lincoln Electric Automation Solutions
Ken Moran	Alliance Automation
Jonathan Nichols	General Dynamics Land Systems
Bryan Niese	Kalida Manufacturing, Inc.
Dean Oakes	BF Goodrich Tire Manufacturing
Joe Patton	Honda of America Manufacturing
Mark Reed	Grob Systems, Inc.
James Rieman	Ford Motor Company
Steve Schroeder	Vanamatic Company
Dain Stauffer	Alpla
Lance Symonds	Kirby Risk Electrical Supply
Marvin Thitoff	Crown Equipment Corporation
David Wadsworth	Honda Transmission Mfg. of America
Adam Wiltsie	Vanamatic Company
Justin Zielinski	Integrated Systems Technologies



**SCAN CODE TO
APPLY ONLINE!**

PLEASE SEND TO:

UNOH: ATTENTION ADMISSIONS
1441 N. Cable Rd. Lima, Ohio 45805
(419) 998-3120 FAX: (419) 998-3118

TO APPLY ONLINE, VISIT: WWW.UNOH.EDU

APPLICATION FOR ENROLLMENT

ABOUT YOU

FIRST NAME		MIDDLE	LAST
CHOSEN FIRST NAME (IF DIFFERENT THAN VARIATION OF LEGAL NAME)			
ADDRESS		CITY	STATE ZIP
RESIDENCE COUNTY	PHONE NUMBER		DATE OF BIRTH
EMAIL	PARENT PHONE NUMBER		SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
ARE YOU A U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	OHIO RESIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	SOCIAL SECURITY #	
ETHNICITY <input type="checkbox"/> BLACK/AFRICAN AMERICAN <input type="checkbox"/> AMERICAN INDIAN/ALASKAN NATIVE <input type="checkbox"/> WHITE/NON-HISPANIC <input type="checkbox"/> HISPANIC/LATINO	<input type="checkbox"/> PACIFIC ISLANDER <input type="checkbox"/> ASIAN <input type="checkbox"/> OTHER	ARE YOU FILING FOR FINANCIAL AID? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU NOW, OR HAVE YOU BEEN A MEMBER OF THE MILITARY? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES: BRANCH: _____ STATUS: <input type="checkbox"/> VETERAN <input type="checkbox"/> ACTIVE <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> U.S. ARMY RESERVES			
HAVE YOU EVER BEEN CONVICTED OF A FELONY, ADJUDICATED AS A JUVENILE FOR THE EQUIVALENT OF A FELONY, OR ARE THERE ANY SUCH CHARGES PENDING AGAINST YOU AT THIS TIME? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES: STATE _____ COUNTY _____	

EDUCATION

<input type="checkbox"/> HIGH SCHOOL DIPLOMA <input type="checkbox"/> GED	ACTUAL/ANTICIPATED HIGH SCHOOL GRADUATION OR GED COMPLETION _____ <small>MONTH YEAR</small>
HIGH SCHOOL NAME	HAVE YOU EVER ATTENDED UNOH OR COMPLETED THE APPLICATION PROCESS BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO
CAREER CENTER (IF APPLICABLE)	
SPECIFY ANY OTHER COLLEGES ATTENDED	

PROGRAM OF INTEREST

PROGRAM (SEE REVERSE SIDE)	CLASS PREFERENCE <input type="checkbox"/> ON-CAMPUS <input type="checkbox"/> ONLINE <input type="checkbox"/> FLEXIBLE	TIME PREFERENCE (BASED ON AVAILABILITY) <input type="checkbox"/> MORNING <input type="checkbox"/> AFTERNOON <input type="checkbox"/> EVENING
WHICH TERM AND YEAR DO YOU PLAN TO START?		
COLLEGE OF APPLIED TECHNOLOGIES <input type="checkbox"/> JANUARY <input type="checkbox"/> FEBRUARY <input type="checkbox"/> MARCH <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> AUGUST <input type="checkbox"/> OCTOBER <input type="checkbox"/> NOVEMBER		
COLLEGES OF BUSINESS, HEALTH PROFESSIONS, & OCCUPATIONAL PROFESSIONS <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER YEAR _____		
HOUSING REQUEST <input type="checkbox"/> REQUIRE HOUSING <input type="checkbox"/> DO NOT REQUIRE HOUSING <input type="checkbox"/> UNDECIDED	APPLICATION FEE <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT/DEBIT	

I hereby apply for enrollment in the indicated program and grant permission to release my academic transcript to UNOH. **My non-refundable application fee of \$20 is enclosed.**

Applicant Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

As the authorized representative of the University of Northwestern Ohio, I have interviewed the applicant and certify that in my judgment the application meets the requirements and standards of the University and recommend his/her acceptance.

By _____ (# _____) Approved _____
AUTHORIZED REPRESENTATIVE COLLEGE ADMINISTRATOR

PROGRAMS OF STUDY

GRADUATE COLLEGE

MASTER DEGREE

80 Master of Business Administration

COLLEGE OF BUSINESS

BACHELOR PROGRAMS

52 Accounting (4-year track)
81 Accounting CPA (5-year track)
53 Business Administration
82 Forensic Accounting
83 Marketing

ASSOCIATE PROGRAMS

1 Accounting
3 Business Administration
4 Marketing
5 Human Resource Management
6 Logistics and Supply Chain Management

73 Undeclared Major
ND Non-Degree Seeking

BUSINESS ADMINISTRATION CONCENTRATION IN:

56 Agribusiness Management
57 Automotive Management
55 Marketing

COLLEGE OF HEALTH PROFESSIONS

BACHELOR PROGRAMS

54 Healthcare Administration (2+2)

ASSOCIATE PROGRAMS

17 Health Information Technology
32 Medical Assistant Technology

COLLEGE OF OCCUPATIONAL PROFESSIONS

BACHELOR PROGRAMS

46 Agribusiness Management
88 Motorsports Marketing
61 Specialized Studies
97 Sport Marketing & Management

ASSOCIATE PROGRAMS

45 Agribusiness Marketing/Management Technology
30 Automotive Management
65 IT - Digital Multimedia Design
66 IT - System Administration
75 IT - Network Security
6 Logistics & Supply Chain Management
62 Specialized Studies
16 Sport Marketing & Management

COLLEGE OF APPLIED TECHNOLOGIES

BACHELOR PROGRAMS

89 Automotive Technology Supervision

ASSOCIATE PROGRAMS

51 Agricultural Equipment Technology
22 Automotive Technology
24 Auto/Diesel Tech-Medium/Heavy Duty
28 Auto/Diesel Tech-Light Duty
77 Auto/High Performance Technology
27 Construction Equipment Technology
33 Diesel Technology-Medium/Heavy Duty
26 Diesel Technology-Light Duty
34 Diesel Technology - Mack/Volvo DATE
49 High Performance Technology
29 Hybrid Electric Vehicle Technology
50 HVAC/R Technology
25 Robotics and Automation Technology

DIPLOMA PROGRAMS

39 Agricultural Equipment Technician
40 Agricultural Equipment/Diesel Technician*
42 Auto / Alternative Fuels Technician
21 Automotive Technician
23 Auto/Diesel Technician*
78 Auto/High Performance Technician
31 Diesel Technician*
44 Diesel / Alternate Fuels Technician*
37 High Performance Technician
43 HVAC/R Technician

*Diesel programs at the diploma level contain the Medium-Heavy Duty curriculum. Light Duty Diesel courses are only available at the associate degree level.



REQUEST FOR HIGH SCHOOL TRANSCRIPT

Please fill in form COMPLETELY.

DATE: _____

ATTENTION: STUDENT RECORDS DEPARTMENT

I hereby give permission to release information from the file of:

FIRST NAME	MIDDLE:	LAST:	MAIDEN:
FULL ADDRESS			
CITY:	STATE:	ZIP CODE:	
SOCIAL SECURITY NUMBER OR UNOH STUDENT ID#:	BIRTHDATE:	CLASS OF:	

NAME OF HIGH SCHOOL:	NAME OF CAREER CENTER:	
SCHOOL ADDRESS:		
CITY:	STATE:	ZIP:

X _____
 SIGNATURE ___Student ___Parent ___Guardian (Authorized signature valid for 18 months and is valid for Preliminary and Final Transcript)

Please send Pre-Graduation transcripts to:
 UNIVERSITY OF NORTHWESTERN OHIO
 ATTN: NEW STUDENT SERVICES
 1441 N. CABLE RD.
 LIMA, OH 45805

Please MAIL Final transcripts (after graduation) to:
 UNIVERSITY OF NORTHWESTERN OHIO
 ATTN: REGISTRAR
 1441 N. CABLE RD.
 LIMA, OH 45805

ATTACH THIS FORM WITH TRANSCRIPT

OFFICE USE ONLY		
Student #: _____	Starting Date: _____	HS#: _____

See reverse side for important details

Attention School Official:

If the student is not yet a graduate, a preliminary transcript does not need to be official. It can be hand-delivered, faxed, or sent by mail.

Upon graduation, a final and official transcript is required.

In order to consider the student's final transcript official, the University of Northwestern Ohio must receive it via first class mail or an accepted third party electronic vendor such as Parchment, Scribbles, or National Student Clearinghouse. The final official transcript must include the following information:

- Date of Graduation
- Signature of School Official
- Rank of Student
- Imprint/Raised Seal
- Cumulative GPA

If your school does not have a raised seal or does not rank students, it must be noted on the transcript by the school official.

This transcript must be sent directly from the high school to the University of Northwestern Ohio. Hand-delivered, emailed, or faxed transcripts are NOT recognized as official.

Thank you for your cooperation!

OBTAINING OFFICIAL GED TRANSCRIPTS

Transcripts (test scores) can be found on the following website:

www.gedtestingservice.com

- Select "Get Your Transcript"
- Select "Ohio"
- Create Account
- Select appropriate documents

To send transcripts electronically, please send to advisor@unoh.edu.

To send transcripts by mail, please mail to the following address:

1441 North Cable Road
Lima, OH 45805
Attn: Registrar's Office

If you choose to bring transcripts in, please bring in original transcripts (test scores) to the Registrar's Office.

UNOH will not request transcripts/certificates on applicant's behalf.



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