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B: College of Business, College of Health Professions, College of Occupational Professions, & Graduate College
T: College of Applied Technologies

*New students scheduled by Registrar’s Office at any time after Registration Period opens until the day before a quarter starts.
## ACADEMIC CALENDARS

### DECEMBER
- **23**: **T**: Session Ends/Final Exams
- **24, 25 & 28-31**: Holiday Closings - No School

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

**T**: College of Applied Technologies

*New students scheduled by Registrar’s Office at any time after Registration Period opens until the day before a quarter starts.*
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<tr>
<td>2-5</td>
<td>B: Late Adjustment Period for Summer Quarter</td>
</tr>
<tr>
<td>5</td>
<td>Independence Day Holiday - No School - Offices Closed</td>
</tr>
<tr>
<td>6</td>
<td>B: Summer Quarter Classes Begin</td>
</tr>
<tr>
<td>6-12</td>
<td>B: Late Change Period for Summer Quarter</td>
</tr>
<tr>
<td>7-9</td>
<td>T: August Session Orientation at 9 a.m.</td>
</tr>
<tr>
<td>16</td>
<td>B: Registration Period for Fall Quarter Begins at 5 p.m.*</td>
</tr>
<tr>
<td>AUGUST</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>B: Last day to drop classes w/WP</td>
</tr>
<tr>
<td>5</td>
<td>T: Session Ends/Final Exams</td>
</tr>
<tr>
<td>5-6</td>
<td>B: Fall Quarter Orientation at 9 a.m.</td>
</tr>
<tr>
<td>9</td>
<td>T: October Session Orientation at 9 a.m.</td>
</tr>
<tr>
<td>9</td>
<td>B: Registration Period for Fall Quarter Ends</td>
</tr>
<tr>
<td>9-20</td>
<td>T: Fall Vacation</td>
</tr>
<tr>
<td>23</td>
<td>T: Session Begins</td>
</tr>
<tr>
<td>25</td>
<td>B: Last day of Summer Quarter Classes</td>
</tr>
<tr>
<td>26-27</td>
<td>B: Summer Quarter Final Exams</td>
</tr>
<tr>
<td>27-Sept 2</td>
<td>B: Late Registration Period for Fall Quarter</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Labor Day - No School - Offices Closed</td>
</tr>
<tr>
<td>10-12</td>
<td>B: Late Adjustment Period for Fall Quarter</td>
</tr>
<tr>
<td>13</td>
<td>B: Fall Quarter Begins</td>
</tr>
<tr>
<td>13-17</td>
<td>B: Late Change Period for Fall Quarter</td>
</tr>
<tr>
<td>30</td>
<td>T: Session Ends/Final Exams</td>
</tr>
<tr>
<td>OCTOBER</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>B: Registration Period for Winter Quarter Begins at 5 p.m.*</td>
</tr>
<tr>
<td>4</td>
<td>T: Session Begins</td>
</tr>
<tr>
<td>10</td>
<td>B: Last day to drop classes w/WP</td>
</tr>
<tr>
<td>11</td>
<td>Columbus Day - No School - Offices Closed</td>
</tr>
<tr>
<td>29</td>
<td>B: Fall Open House &amp; Scholarship Testing</td>
</tr>
<tr>
<td>31</td>
<td>B: Registration Period for Winter Quarter Ends</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td></td>
</tr>
<tr>
<td>5-6</td>
<td>T: Fall Open House &amp; Scholarship Testing</td>
</tr>
<tr>
<td>10</td>
<td>T: Session Ends/Final Exams</td>
</tr>
<tr>
<td>11</td>
<td>Veterans’ Day - No School - Offices Closed</td>
</tr>
<tr>
<td>15</td>
<td>T: Session Begins</td>
</tr>
<tr>
<td>19</td>
<td>B: Last Day of Fall Quarter Classes</td>
</tr>
<tr>
<td>19</td>
<td>B: Winter Quarter Orientation at 9 a.m.</td>
</tr>
<tr>
<td>22-24</td>
<td>B: Fall Quarter Final Exams</td>
</tr>
<tr>
<td>22-Dec. 5</td>
<td>B: Late Registration Period for Winter Quarter</td>
</tr>
<tr>
<td>24</td>
<td>Faculty In-Service</td>
</tr>
<tr>
<td>25-26</td>
<td>Thanksgiving Holiday - No School - Offices Closed</td>
</tr>
<tr>
<td>DECEMBER</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>T: Session Ends/Final Exams</td>
</tr>
<tr>
<td>23, 24, 30, &amp; 31</td>
<td>Holiday Closings - No School</td>
</tr>
</tbody>
</table>

B: College of Business, College of Health Professions, College of Occupational Professions, & Graduate College
T: College of Applied Technologies

*New students scheduled by Registrar's Office at any time after Registration Period opens until the day before a quarter starts.
# ACADEMIC CALENDARS

## 2022

### JANUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>T: Session Begins</td>
</tr>
<tr>
<td>4</td>
<td>B: Winter Quarter Classes Begin</td>
</tr>
<tr>
<td>4-10</td>
<td>B: Late Change Period for Winter Quarter</td>
</tr>
<tr>
<td>17</td>
<td>Martin Luther King Day - No School - Offices Closed</td>
</tr>
<tr>
<td>21</td>
<td>B: Registration Period for Spring Quarter Begins at 5 p.m.*</td>
</tr>
<tr>
<td>30</td>
<td>B: Last day to drop classes w/WP</td>
</tr>
</tbody>
</table>

### FEBRUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>T: Session Ends/Final Exams</td>
</tr>
<tr>
<td>20</td>
<td>B: Registration Period for Spring Quarter Ends</td>
</tr>
<tr>
<td>21</td>
<td>President’s Day - No School - Offices Closed</td>
</tr>
<tr>
<td>14</td>
<td>T: Session Begins</td>
</tr>
</tbody>
</table>

### MARCH

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>B: Last Day of Winter Quarter Classes</td>
</tr>
<tr>
<td>14-16</td>
<td>B: Winter Quarter Final Exams</td>
</tr>
<tr>
<td>18-24</td>
<td>B: Late Registration Period for Spring Quarter</td>
</tr>
<tr>
<td>22</td>
<td>T: Session Ends/Final Exams</td>
</tr>
<tr>
<td>23-29</td>
<td>T: Spring Vacation</td>
</tr>
<tr>
<td>30</td>
<td>T: Session Begins</td>
</tr>
</tbody>
</table>

### APRIL

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>B: Late Adjustment Period for Spring Quarter</td>
</tr>
<tr>
<td>4</td>
<td>B: Spring Quarter Classes Begin</td>
</tr>
<tr>
<td>4-8</td>
<td>B: Late Change Period for Spring Quarter</td>
</tr>
<tr>
<td>15</td>
<td>Good Friday - No School - Offices Closed</td>
</tr>
<tr>
<td>18</td>
<td>Students Excused / Faculty In-Service</td>
</tr>
<tr>
<td>22</td>
<td>B: Registration Period for Summer Quarter Begins at 5 p.m.*</td>
</tr>
</tbody>
</table>

### MAY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B: Last day to drop classes w/WP</td>
</tr>
<tr>
<td>5</td>
<td>T: Session Ends/Final Exams</td>
</tr>
<tr>
<td>9</td>
<td>T: Session Begins</td>
</tr>
<tr>
<td>22</td>
<td>B: Registration Period for Summer Quarter Ends</td>
</tr>
</tbody>
</table>

### JUNE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>B: Last day of Spring Quarter Classes</td>
</tr>
<tr>
<td>12</td>
<td>Graduation</td>
</tr>
<tr>
<td>13-15</td>
<td>B: Spring Quarter Final Exams</td>
</tr>
<tr>
<td>16</td>
<td>T: Session Ends/Final Exams</td>
</tr>
<tr>
<td>17-23</td>
<td>B: Late Registration Period for Summer Quarter</td>
</tr>
<tr>
<td>20-24</td>
<td>T: Summer Vacation</td>
</tr>
<tr>
<td>27</td>
<td>T: Session Begins</td>
</tr>
</tbody>
</table>

### JULY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>B: Late Adjustment Period for Summer Quarter</td>
</tr>
<tr>
<td>4</td>
<td>Independence Day Holiday - No School - Offices Closed</td>
</tr>
<tr>
<td>5</td>
<td>B: Summer Quarter Classes Begin</td>
</tr>
<tr>
<td>5-11</td>
<td>B: Late Change Period for Summer Quarter</td>
</tr>
<tr>
<td>15</td>
<td>B: Registration Period for Fall Quarter Begins at 5 p.m.</td>
</tr>
<tr>
<td>31</td>
<td>B: Last day to drop classes w/WP</td>
</tr>
</tbody>
</table>

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B: College of Business, College of Health Professions, College of Occupational Professions, & Graduate College  
T: College of Applied Technologies  

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### AUGUST

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>T: Session Ends/Final Exams</td>
</tr>
<tr>
<td>8</td>
<td>B: Registration Period for Fall Quarter Ends</td>
</tr>
<tr>
<td>8-19</td>
<td>T: Fall Vacation</td>
</tr>
<tr>
<td>22</td>
<td>T: Session Begins</td>
</tr>
<tr>
<td>24</td>
<td>B: Last day of Summer Quarter Classes</td>
</tr>
<tr>
<td>25 &amp; 26</td>
<td>B: Summer Quarter Final Exams</td>
</tr>
<tr>
<td>26-Sep 1</td>
<td>B: Late Registration Period for Fall Quarter</td>
</tr>
</tbody>
</table>

### SEPTEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Labor Day - No School - Offices Closed</td>
</tr>
<tr>
<td>9-11</td>
<td>B: Late Adjustment Period for Fall Quarter</td>
</tr>
<tr>
<td>12</td>
<td>B: Fall Quarter Begins</td>
</tr>
<tr>
<td>12-16</td>
<td>B: Late Change Period for Fall Quarter</td>
</tr>
<tr>
<td>29</td>
<td>T: Session Ends/Final Exams</td>
</tr>
<tr>
<td>30</td>
<td>B: Registration Period for Winter Quarter Begins at 5 p.m.*</td>
</tr>
</tbody>
</table>

### OCTOBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>T: Session Begins</td>
</tr>
<tr>
<td>9</td>
<td>B: Last day to drop classes w/WP</td>
</tr>
<tr>
<td>10</td>
<td>Columbus Day - No School - Offices Closed</td>
</tr>
<tr>
<td>30</td>
<td>B: Registration Period for Winter Quarter Ends</td>
</tr>
</tbody>
</table>

### NOVEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>T: Session Ends/Final Exams</td>
</tr>
<tr>
<td>11</td>
<td>Veterans’ Day - No School - Offices Closed</td>
</tr>
<tr>
<td>14</td>
<td>T: Session Begins</td>
</tr>
<tr>
<td>18</td>
<td>B: Last Day of Fall Quarter Classes</td>
</tr>
<tr>
<td>21-23</td>
<td>B: Fall Quarter Final Exams</td>
</tr>
<tr>
<td>21-Dec. 4</td>
<td>B: Late Registration Period for Winter Quarter</td>
</tr>
<tr>
<td>23</td>
<td>Faculty In-Service</td>
</tr>
<tr>
<td>24 &amp; 25</td>
<td>Thanksgiving Holiday - No School - Offices Closed</td>
</tr>
</tbody>
</table>

### DECEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>T: Session Ends/Final Exams</td>
</tr>
<tr>
<td>23, 26, &amp; 30</td>
<td>Holiday Closings - No School</td>
</tr>
</tbody>
</table>

### 2023

### JANUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>T: Session Begins</td>
</tr>
<tr>
<td>3</td>
<td>B: Winter Quarter Classes Begin</td>
</tr>
</tbody>
</table>

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

T: College of Applied Technologies
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
    - High Performance Motorsports Complex Classroom
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
    - VC Support Department & 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
    - Barnes & Noble Cafe - Proudly serving Starbucks products
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
President
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.
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 of Northwestern Ohio’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 is accredited by the Higher Learning Commission. 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 Partnership for Air Conditioning Heating Refrigeration Accreditation (PAHRA) and 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 an entrepreneurial, not-for-profit institution of higher learning, preparing students for careers and productive citizenship that encompass the business, professional, corporate, and technological communities by providing quality education and training in response to the needs and aspirations of our constituents.

VISION STATEMENT

1. The University will evolve according to its entrepreneurial spirit.
2. The University will pursue quality and excellence by enhancing accreditations and certifications which bring the University national recognition and prestige.
3. The University will assess and measure students’ academic performance and its institutional effectiveness, connecting the results to continuous improvement and the dedication of its resources.
4. The University will offer a diversified curriculum of programs valued by employers that are delivered in formats that meet the needs of students.
5. The University will grow in a manner that encourages and supports a diverse campus population.
6. The University will continually attract, retain, and encourage the development of a talented and qualified University family of employees.
7. The University will enhance its financial security and expand the strength of its resources.
8. The University will aggressively pursue student body growth.
9. The University campus will become the center of community life with improved aesthetics, facilities, and services.
10. The University will share its resources with community and global partners.
11. The University will exceed expectations in the service of students.
12. The University will continue to offer sports programs.

VALUES STATEMENT

The Five Guiding Principles of the University of Northwestern Ohio are:

1. **Integrity**
   The University of Northwestern Ohio operates with fairness, objectivity, and honesty in its services to all people. The University leads by example and remains steadfast when challenged.

2. **Quality**
   The University of Northwestern Ohio commits itself to high standards in all areas including educational activities, experiences, and learning outcomes. The University regularly evaluates and improves the quality of its services.

3. **Learning**
   The University of Northwestern Ohio continuously solicits feedback from stakeholders, using the results toward the ongoing pursuit of excellence.

4. **Entrepreneurism**
   The University of Northwestern Ohio operates with imagination, initiative, and a readiness to undertake new projects and risks. A strong sense of urgency drives its demanding expectations for sustainable growth. The University is alert to the changing needs of its stakeholders and is committed to making agile responses that create value for its clients. The University is a non-profit institution with an entrepreneurial spirit.

5. **Diversity**
   The University of Northwestern Ohio understands the vital role that diversity plays in the pursuit of the University’s mission and in preparing students to succeed in a global society. The University encourages people to make a difference by creating an environment free from barriers, where everyone is encouraged to achieve his/her full potential. The University takes pride in the diversity of its students, faculty, and staff, and it values their contributions.

GOALS STATEMENTS TO ACHIEVE THE VISION

1. The University will evolve according to its entrepreneurial spirit.
   • It will research and acquire property and resources in order to expand the size of the campus and structures in correlation with the growing student enrollment.
   • The University will seek and attain partnerships and enter into commercial ventures.

2. The University will pursue quality and excellence by enhancing accreditations and certifications which bring the University national recognition and prestige.
   • To serve community and regional organizations as volunteers and, where appropriate, encourage individual employees to serve in similar capacities.
   • To create and implement a well-conceived strategy to alter the perceptions of the local community to more accurately reflect the breadth and quality of the programs the University offers and the roles in which the University participates.
   • To review existing programming and pursue, where the opportunity is available, new professional certifications for degrees and diplomas.
   • To achieve continued Ohio Department of Higher Education authorization.
   • To continue receiving 10-year HLC accreditations.
   • To maintain continued accreditation with ACBSP.
   • To maintain continued accreditation with AAMA.
   • To pursue ABA accreditation for Paralegal programs.
3. The University will assess and measure students’ academic performance and its institutional effectiveness, connecting the results to continuous improvement and the dedication of its resources.
   - To expand the commitment toward the continuous improvement of all existing processes and services by establishing benchmarks for key functions in all departments and measuring performance against those criteria.
   - To maintain an assessment team, complete with an assessment coordinator and assistants.
   - To sustain strict self-assessment practices in all academic and non-academic areas.

4. The University will offer a diversified curriculum of programs valued by employers that are delivered in formats that meet the needs of students.
   - To continue a process for new program development that includes an analysis of key criteria and the input of a diversified team of faculty and senior staff.
   - To develop and offer new accredited degree programs.
   - To diversify the fields of study offered by the University.
   - To respond to the needs of students by offering co-curricular programming.
   - To expand delivery of credit and non-credit industry and business training and development programs.
   - To evaluate programs regularly to assure they are of value to students and employers and that they are desired career paths for students.
   - To continue delivering degree programming at remote locations through Distance Learning.

5. The University will grow in a manner that encourages and supports a diverse campus population.
   - To develop and implement strategies that will allow the University to be more appealing to minority, foreign, and non-traditional students.
   - To perpetuate a culture that is accepting of students, faculty, and staff with diverse experiences and backgrounds.
   - To hire a more diverse staff and faculty.
   - To develop course offerings and counseling activities to ease the students’ transition to college and campus life and be prepared to handle diversity issues appropriately.
   - To have a coordinator whose responsibilities will include counseling, designing and implementing events and programs, collection and analysis of demographic information, and recruiting students of diverse backgrounds to the University.
   - To meet and exceed disability standards by evaluating and modifying the University’s technologies, services, accommodations, and other facilities to better serve learning and physically disabled students.

6. The University will continually attract, retain, and encourage the development of a talented and qualified University family of employees.
   - To prepare resources and processes that facilitate the orientation and welcome of new employees.
   - To expand its system to recognize the achievements of employees.
   - To invest in the personal and professional growth of employees.
   - To enhance the University’s reputation as well as the rewards offered to employees in order to entice high-quality candidates.
   - To ensure the activities and responsibilities of all employees are aligned with the goals of the University.
   - To incorporate team-building activities into the development of all employees.

7. The University will enhance its financial security and expand the strength of its resources.
   - To form new relationships with business and community organizations that create value for its constituencies and strengthen the financial resources of the University.
   - To build a successful Development Department.
   - To generate a change in net assets equal to 5% to 8% of revenues.
   - To maintain a business resumption plan to guide the continuance and/or re-creation of essential business processes in the event of a catastrophic occurrence.

8. The University will aggressively pursue student body growth.
   - To create a consistent and sustainable approach to student retention that is successful in reducing student attrition to less than 25% in all programs.
   - To increase the credit hours delivered to traditional students by 5% per year.
   - To increase the credit hours delivered to non-traditional students by 15% per year.
   - To retain 10% of graduating students by attracting them to advanced degrees.
   - To increase the number of student residents by 5% per year.
9. The University campus will become the center of community life with improved aesthetics, facilities, and services.
   • To use a committee of senior staff to study and implement a long-term strategy to renovate, expand, and improve the facilities and quality of the University campus.
   • To employ a consultant to work in conjunction with the committee to create the long-term strategic plan.
   • To prepare regular reports of committee and consultant activities and present them to the Presidential Cabinet and Board of Trustees.

10. The University will share its resources with community and global partners.
    • To share resources with community organizations in instances where common value can be created.
    • To expand the quality and quantity of events offered on campus that are open to the general public.
    • To partner with area businesses and organizations to offer benefits, facilities, and services on campus that students, employees, and the public are invited to attend and utilize.

11. The University will offer intercollegiate sports opportunities to its student body through the NAIA.

ASSESSMENT OBJECTIVES - INSTITUTIONAL STUDENT LEARNING OUTCOMES

Faculty at the University of Northwestern Ohio have identified six Student Learning Outcomes for students to develop during their coursework. 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 the tools of mathematics 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.
- **Competency in Major:** Graduates should be able to demonstrate expertise and integration of ideas, methods, theory, and practice in a specialized discipline of study.

Each course syllabus will list the Course Student Learning Objectives. Program Goals are found on the webpage for each academic program. Measurement and assessment of the Institutional Student Learning Outcomes and Program Goals will occur in the Capstone course that students will complete before graduating. The University completed a four-year Assessment Academy with The Higher Learning Commission to identify these curricular foci for Institutional Student Learning Outcomes as well as to define Program Goals and Course Objectives.

MAJOR/DEPARTMENT GOALS AND OBJECTIVES

Program Goals

Each program/department, both academic and non-academic, 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 generally measured in activities that are administered during the Capstone course which all students complete before graduation. 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, 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.
OVERVIEW

**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.

**GENERAL EDUCATION PHILOSOPHY**

**Philosophy 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.

**Philosophy Vision:**
More than ever, in today’s world a meaningful college education goes beyond studying in one’s major field or training for a specific career. General education is a curriculum that supports and complements our Program Goals by providing students the opportunity to achieve a breadth of knowledge, understanding, skills, and values that will help students adapt to change and be informed and productive students, workers, and citizens.

To achieve the General Education Philosophy of UNOH, students will take courses in the following areas:

**Oral, Written, and Visual Communications**
- Students should develop interpersonal, written, and oral communication skills as well as recognize non-verbal cues.
- Students should develop competencies with writing and reading, to express their own thoughts and to comprehend the writing of others.
- Course areas will include composition as well as electives students may choose.

**Mathematical Data Analysis**
- Students should engage in abstract and quantitative ways of thinking and problem solving, using mathematical operations and logic.
- Specific math courses will be determined by program.

**Arts and Humanities**
- Students should recognize the value of human experience and thought as shown through art, philosophy, ethics, history, and popular culture.
- Course areas will include literature, philosophy, history, political science, and popular culture.

**Social and Behavioral Sciences**
- Students should understand human behavior on the individual and group level and methods of inquiry used within these fields.
- Course areas will include communication, economics, politics, psychology, and sociology.

**Natural and Physical Sciences**
- Students should develop knowledge of science and its applications to make observations, draw conclusions, and evaluate scientific information.
- Course areas will include a science course and a laboratory course.
University Studies

- Students should develop an awareness, understanding, and respect for a variety of cultures and how they differ from one’s own, to better live and work in an increasingly interconnected world.
- Students will be introduced to various learning techniques and methods to enhance their educational experiences and contribute to success in college and beyond.
- Courses will include cultural diversity and other areas of enrichment.

Students will achieve different levels of Student Learning Outcomes depending on their degree level.

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
Partnership for Air Conditioning Heating Refrigeration Accreditation (PAHRA)
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)

MEMBERSHIPS

Air Conditioning Contractors of America (ACCA)
Air-Conditioning, Heating, & Refrigeration Institute (AHRI)
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Association of Higher Education and Accreditation (AAHEA)
American Institute for Certified Public Accountants (AICPA)
American Library Association (ALA)
American Library Association of Ohio (ALAO)
American Parts Rebuilders Association (APRA)
American Society of Travel Agents (ASTA)
American Vocational Association (AVA)
American Welding Society (AWS)
Association of College & Research Libraries (ACRL)
Association of Diesel Specialists (ADS)
Association of Governing Boards (AGB)
Association on Higher Education and Disability (AHEAD)
Association on Higher Education and Disability--Ohio Division (AHEAD-OH)
Association of Independent Colleges and Schools of Ohio (AICUO)
Association Supporting Computer Users in Education (ASCUE)
Automobile Race Club of America (ARCA)
Automotive Aftermarket Industry Association (AAIA)
Automotive Engine Rebuilders Association (AERA)
Automotive Parts and Accessories Association (APAA)
Automotive Service Association (ASA)
Automotive Service Excellence (ASE)
Automotive Service Industry Association (ASIA)
Business Professionals of America (BPA)
College English Association of Ohio (CEAO)
Cooperative Education Association
The Council for Adult and Experiential Learning (CAEL)
EduCause
Industry Planning Council (IPC)
Kappa Beta Delta Honor Society
Midwest Association of Student Financial Aid Administrators (MASFAA)
Midwest Institute for International/Intercultural Education (MIIE)
Mobile Air Conditioning Society (MACS)
Modern Language Association (MLA)
Motor and Equipment Manufacturers Association (MEMA)
NAFSA Association of International Educators
National Academic Advising Association (NACADA)
National Adobe Photoshop Professional Organization (NAPP)
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 Stores
National Association of Colleges and Employers (NACE)
National Association of Intercollegiate Athletics (NAIA)
National Council of Teachers of English (NCTE)
National FFA Organization
National Hot Rod Association (NHRA)
National Science Teachers Association (NSTA)
National Truck Equipment Association (NTEA)
North American Council of Automotive Teachers (NACAT)
Ohio Association for College Admission Counseling (OACAC)
Ohio Association for Counseling and Development
Ohio Association of Student Financial Aid Administrators (OASFAA)
Ohio Catholic Education Association (OCEA)
Ohio College Association (OCA)
Ohio Counseling Association (OCA)
OhioLINK
Online Learning Consortium (OLC)
Professional and Organizational Development Network in Higher Education (POD)
Quality Matters
Refrigeration Service Engineers Society (RSES)
Skills USA
Society for Automotive Engineers (SAE)
Specialty Equipment Market Association (SEMA)
United States Auto Club (USAC)
WICHE Cooperative for Educational Technologies (WCET)
World Racing Group (WoO, Dirt Car Racing)
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 unless they are in an early admissions or Ohio’s College Credit Plus program. 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 26 and 27.
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 SCHOOLLING

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: To be considered eligible for admission, students must submit the following documents:
- Online application for the University of Northwestern Ohio
  - $20 US application fee will be collected.
- 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.
- Certified English translation of transcripts, if applicable
- Evaluation of transcripts
  - This is required for all transcripts and grade reports issued by institutions outside the United States. We recommend using World Education Services (www.wes.org), InCRED (student-athletes), or Educational Perspectives (www.educational-perspectives.org).
  - It is the applicant’s responsibility to contact one of the evaluating companies and provide the necessary documentation and fees.
- TOEFL or IELTS scores, if applicable (within last two years)
  - Have 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 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.
Step 2: Once admitted, to receive the I-20, please be prepared to submit the following:

- I-20 application
- Sponsor’s financial statements in English showing sufficient funds in US currency
  - 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.

Telephone: +1 (419) 998-8843 or (419) 998-8412  Fax: +1 (419) 998-3080
Email: international@unoh.edu  Website: www.unoh.edu

**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 in May, July, and August.

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

Placement testing for students is available on campus or 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 their starting term may be required to take extra courses to prepare them for a college-level curriculum.
ADMISSIONS

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.
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 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 Virtual College.

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 courses 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 (required), mathematics (required), and keyboarding (if required by major). 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 attending the related course. There is no charge for placement tests.

To help students succeed, the University provides developmental assistance. For those students who demonstrate a need for help, MH065 Review Math, EN070 Basic English, and KY080 Keyboarding for Beginners 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 test scores of 26 or higher in writing and language or 24.5 or higher in 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. Students in select majors may have to take the test in keyboarding. Those students scoring below 25 net words per minute and/or scoring more than five errors on the keyboarding timing test are required to take KY080 Keyboarding for Beginners. 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. Special exams may be given in other classes with permission of the Vice President for Academic Affairs/Provost. Microsoft certifications may serve as credit competencies for DP117, DP150, and WP138. MOS tests must be completed in the current version of Microsoft Office.

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 Education Relations 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 Education Relations 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.
**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*

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

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 qualified high school students to take college courses for both high school and college credit. College Credit Plus is designed to promote a challenging academic career and provide an array of options to college-ready students. This program allows eligible students in Grades 7 through 12 to earn high school and college credit that will appear on both their high school and college transcripts.

UNOH offers two options within College Credit Plus:
- Take college courses at the UNOH campus
- Take college courses online

**Eligibility Requirements**

Students interested in participating in the College Credit Plus program at the University of Northwestern Ohio must submit an application indicating interest in College Credit Plus and request official high school transcripts be sent to UNOH for evaluation. Some courses will require placement testing before coursework can begin.

No application fee or general fees will be charged by the University of Northwestern Ohio to CCP students.
College Credit Plus Policies and Procedures

Admission requirements, application, registration procedures, and additional information about the College Credit Plus program at the University of Northwestern Ohio are included in the program description available at www.unoh.edu/CollegeCreditPlus. This information is provided to school district personnel.

Recommended Courses

The University of Northwestern Ohio has compiled a list of recommended courses for students to enroll in as part of the College Credit Plus program. Courses in the College of Applied Technologies are not available in the College Credit Plus program.

MBA ADMISSIONS REQUIREMENTS

Prospective students will be required to submit an application and application fee to the Admissions Department. 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 and Registrar’s Office. 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 Probational - 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.

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 28-29. For information on grading, please see Page 76.
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.

Army ROTC

Army ROTC is an elective that students take concurrently with their required college classes that teaches them the skills needed for a successful career. Students combine classroom time with hands-on experiences and learn leadership and management skills. It prepares them with the tools, training, and experiences that will help them succeed in any competitive environment. Because it’s an elective, students can try it out for their freshman and sophomore years without incurring any obligation to serve in the military. If they decide they are up to the challenge of leading in the world’s best armed forces, they continue on to the advanced courses of Army ROTC while completing their degree. Students will have a normal college student experience like everyone else on campus, but at graduation they are commissioned as a Second Lieutenant to serve on active duty or with the Army Reserves or National Guard.

Take Army ROTC for a semester, 1 year, 2 years, or all 4 years: Traditionally, Army ROTC is a four-year program. The first two years are taken in the freshman and sophomore years (Basic Course). Keep in mind, students can take the Basic Course on a trial basis for up to two years (unless, of course, students are on an Army ROTC scholarship or contracted). The ROTC courses must be taken on the Bowling Green State University campus in Bowling Green, Ohio, once a week.

The second two years are taken in the junior and senior years (Advanced Course). And, during the summer between the junior and senior years, students will attend Advance Camp, which will give them hands-on training and the confidence they can’t learn in a classroom. It is a four-week summer course to evaluate and train all Army ROTC Cadets.

What will you learn? During the Basic Course, studies will include: Basic Leadership Development, Basic Military Skills, Adventure Training, and Life Skills. During the Advanced Course, studies will include: Advanced Leadership and Management Skills, Advanced Tactics, and Army Ethics. Whether students take Army ROTC for a semester, two years, or all four years, they will have the skills, confidence, and experience needed to succeed after they graduate in whatever career they decide to pursue.

ROTC Courses (Bowling Green Courses)

MSL 1000 Introduction to the Army and Critical Thinking (3 quarter hours)
In this course, Cadets will learn how the personal development of life skills such as cultural understanding, goal setting, time management, stress management, and comprehensive fitness relate to leadership, officerhip, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions, attributes, and core leader competencies while gaining an understanding of the ROTC program, its purpose in the Army, and its advantages for the student. No military obligation or prerequisites.

MSL 1010 Introduction to the Profession of Arms (3 quarter hours)
In this course, Cadets will learn how Army ethics and values shape the Army and the specific ways that these ethics are inculcated into Army culture. Cadets can expect to explore the seven Army Values, Warrior Ethos, explore the Profession of Arms, Army Leadership, and critical communication skills. No military obligation or prerequisite.

MSL 2010 Leadership and Decision Making (3 quarter hours)
This course is primarily drawn from the Adaptability ALA. The outcomes are demonstrated through Critical and Creative Thinking and the ability to apply Troop Leading Procedures (TLP). Comprehension of the officer’s role in Leading Change by applying Innovative Solutions to Problems in concert with the Principles of Mission Command. The Army Profession is also stressed through leadership forums and a leadership self-assessment. No military obligation. Prerequisite: MSL 1000 or MSL 1010.
**MSL 2020 Army Doctrine and Team Development (3 quarter hours)**
This course begins the journey to understand and demonstrate Cross-Cultural Competencies as they relate to Army doctrine and how they apply in a combatant commander’s Engagement Strategies. Army Values, Teamwork, and Warrior Ethos and their relationship to the Law of Land Warfare and philosophy of military service are also stressed. Students are then required to apply their knowledge outside the classroom in a hands-on performance-oriented environment during Leadership LABs (team building exercises, LTXs, VBS exercises). No military obligation. Prerequisite: MSL 1000 or MSL 1010 or MSL 2010.

**MSL 3010 Training Management and the Warfighting Functions (5 quarter hours)**
This course challenges Cadets to study, practice, and apply the fundamentals of Army Leadership, Officership, Army Values and Ethics, Personal Development, and small unit tactics at the platoon level. Cadets receive systematic and specific feedback on their leadership attributes values, and core leader competencies from instructor, ROTC cadre, and MSL IV Cadets using the Cadet Officer Evaluation System (OES). Prerequisites: department permission and completion of one of the following: ROTC basic course, ROTC Basic Camp at Fort Knox, KY, prior active duty service, Army Reserve, or Army National Guard basic training.

**MSL 3020 Applied Leadership in Small Unit Operations (5 quarter hours)**
This course builds on the lessons learned and leadership attributes gained and developed during MSL 3010. This is an academically challenging course where Cadets will study, practice, and apply the fundamentals of Army Leadership, Officership, Army Values and Ethics, Personal Development, and small unit tactics at the platoon level. At the conclusion of this course, Cadets will be capable of planning, coordinating, navigating, motivating and leading a squad and platoon in the execution of a mission during a classroom PE, a Leadership Lab, or during a Leader Training Exercise (LTX). Prerequisite: department permission.

**MSL 4010 The Army Officer (5 quarter hours)**
This course develops Cadet proficiency in planning, executing and assessing complex operations, functioning as a member of a staff, and providing performance feedback to subordinates. Cadets assess risk, make ethical decisions, and lead fellow Army ROTC Cadets. They identify responsibilities of key staff, coordinate staff roles, and use situational opportunities to teach, train, and develop subordinates. Prerequisite: department permission.

**MSL 4020 Company Grade Leadership (5 quarter hours)**
This course explores the dynamics of leading in the complex situations of current military operations in today’s operational environment. Cadets examine differences in customs and courtesies, military law, principles of war, and rules of engagement in the face of international terrorism. They also explore aspects of interacting with nongovernmental organizations, civilians on the battlefield, and host nation support. The course places significant emphasis on preparing Cadets for their first unit of assignment. Prerequisite: department permission.

**MSL 4700 Studies in Military Science (3 - 5 quarter hours)**
Offered on demand. This course is a detailed study of selected military subjects. Offered on lecture basis in seminar or independent study depending on students’ needs and nature of material. May be repeated to six hours. Prerequisite: consent of instructor. Extra fee.

**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 (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 (Vocational Rehabilitation) 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.

**Military Withdrawal**

UNOH offers special circumstance extensions or withdrawals for students who find themselves deployed or sent on military mission assignments after starting a class or classes. Any service member who is eligible for a special extension or withdrawal is required to contact the Military Relations Department, Registrar’s Office, and the course instructor(s) when deployment or other circumstances will make it impossible to complete coursework within the scheduled time frame.

Service members who provide documentation of deployment or other acceptable reason to the Military Relations Office at the time of a withdrawal for military purposes may have their catalog year for program requirements maintained for a period of up to one year from the date of withdrawal. If the deployment period exceeds one year, the student must submit documentation of the date of return to the Military Relations Office and re-enroll in the next available term after returning from deployment. Students in the College of Applied Technologies may also have their tuition rate maintained for the same period of time. Documentation must be provided to the Military Relations Office before withdrawing in order to be eligible for this policy. In the absence of documentation, the withdrawal will be processed according to standard procedure.

In case of unexpected deployment, the University may provide forgiveness of University charges not covered by eligible financial aid or military benefits. Deployment orders must be submitted to the University of Northwestern Ohio’s Office of Military Relations no later than 14 calendar days after the start date of the orders.

**Yellow Ribbon Program**

The University of Northwestern Ohio is a participant in the Veterans’ Administration “Yellow Ribbon Program” for 2020-2021.

*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.

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. (Private - $25,162.14, August 1, 2020 - July 31, 2021)

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.

Examples of How the Yellow Ribbon Program Works: A student who is attending a public school as an out-of-state student has $16,000 for in-state tuition and fees for the year. The payable in-state tuition and fee charges for the school are $10,000. The total tuition and fees exceed the amount payable under the Post-9/11 GI Bill by $6,000. VA will pay a total of $10,000 to the school for the tuition and fees. The student is responsible for the $6,000 charged to out-of-state students.

If the school offers $3,000 in Yellow Ribbon contributions, VA will also pay $3,000 to the school. The full amount will be paid. If the school offers $2,000 in Yellow Ribbon contributions, VA will pay $2,000 to the school. The student will be responsible for the remaining $2,000.
TUITION

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 transcript. Payments can be made by mail, online (fees apply), in the convenient drop box located just outside of the Cashier’s Office, or in person at the Cashier’s 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.

Cashier’s Office hours are from 7:30 a.m. to 7:00 p.m., Monday and Wednesday, and 7:30 a.m. to 5:00 p.m., Tuesday, Thursday, and Friday.

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 Cashier’s 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.
- Transcripts may not be released.
- 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 following costs: parking, use of computer labs, internet, online and on-campus library resources, specialized computer software, document storage on Microsoft OneDrive for all students, printing of up to 300 pages per quarter or two sessions, Smarthinking 24/7 tutoring, weekly live faculty office hours through Collaborate, video presentation tools, student activities and clubs, counseling services, graduation expenses, use of the Indoor Athletic Complex and Racers Station, and more. Students are also entitled to attend, free of charge, all UNOH campus activities, regular season athletic events, and races at Limaland Motorsports Park.

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 Cashier’s Office or on-line at www.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 Page 84 to determine date of withdrawal.
If students decide not to attend the University, the $20 application fee will be refunded if requested within 30 calendar days after signing the enrollment agreement and making an initial payment or if students are not accepted by the University. Housing application fees are non-refundable.

**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. Dorm fees are prorated to the day the key is returned to Housing/Security and an exit sheet is completed. Prior to the first day of the term, 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. Dorm fees are prorated to the day the key is returned to Housing/Security and an exit sheet is completed.  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. Dorm fees are prorated to the day the key is returned to Housing/Security and an exit sheet is completed. 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. Dorm fees are prorated to the day the key is returned to Housing/Security and an exit sheet is completed. Meal plans will not be prorated or refunded.  
- Withdrawal policy does not apply to dual enrollment students. Dual enrollment students are not eligible for a tuition credit or refund.

**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 awards 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 Family Educational Loan
2. Subsidized Federal Family Educational Loan
3. Parent Loan for Undergraduate Student
4. PELL Grant
5. ACG Grant
6. FSEOG
7. Other Title IV Programs (except for Federal Work-Study)
TUITION

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 and/or room and board 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’s records will be placed on financial hold. This means the student will not be permitted to register for classes (or, in some cases, remain enrolled) or receive transcripts 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.

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.
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, meals, and an estimate for books and miscellaneous living expenses, such as laundry and transportation to and from home.

The University requires the Free Application for Federal Student Aid (FAFSA) to determine eligibility for 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. The only fund that MBA students are generally eligible for is the Federal Unsubsidized Direct Student Loan (see loans).

GRANTS

Grants are financial aid awards 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 students who have the highest financial need. Students can apply for the Federal Pell Grant by completing the Free Application for Federal Student Aid Form (FAFSA). A student must be an undergraduate to receive a Federal Pell Grant. 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 Grants are prorated based on a student’s enrollment status and expected federal contribution. These funds are available for up to 18 quarters of attendance.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal SEOG is another aid source of grant assistance for students with high need and who are eligible for the Federal Pell Grant. Students can apply for the FSEOG grant by completing the FAFSA. The funds are provided to the University and are then awarded by the Financial Aid Office. There is no separate application for the program.

Ohio College Opportunity Grant
The Ohio College Opportunity Grant is a state-funded grant available to eligible Ohio residents who demonstrate financial need with an EFC of 2190 or less. The grant is to be applied to tuition and general fees only. Students must be enrolled in an associate or baccalaureate degree program to receive the Ohio College Opportunity Grant. Students can apply by completing the FAFSA form. The application deadline is the last Friday in September of the award year. These funds are available for up to 15 quarters of attendance.

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 student loan borrowers are required to complete entrance counseling to learn about rights and responsibilities as a borrower before the first Federal Direct Student Loan funds can be disbursed. Exit loan counseling is required if the student graduates, drops to less than half-time, or withdraws.

Federal Direct Education Loans

The Federal Direct Education 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, 2020, is 2.75%, adjusted annually not to exceed 8.25%. (The annual grade level amounts are noted below.)

Beginning July 1, 2013, 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 have not completed their degree program and reached the 150% subsidized eligibility limit and either continue in the same program or enroll in another program, they will lose the interest subsidy on the subsidized loans. Additional information can be found at the following web address: http://www.unoh.edu/files/financial-aid/entrance-counseling.pdf.

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, 2020, is 2.75%, adjusted annually not to exceed 8.25%. (The annual grade level amounts are noted below.)

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

<table>
<thead>
<tr>
<th>Hours Below Represent Successfully Completed Credit Hours</th>
<th>Subsidized/Unsubsidized + $2,000 Unsubsidized</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,500 Freshman (0-36 credit hours)</td>
<td>$3,500 Subsidized/Unsubsidized + $2,000 Unsubsidized</td>
</tr>
<tr>
<td>$6,500 Sophomore (36-90 credit hours)</td>
<td>$4,500 Subsidized/Unsubsidized + $2,000 Unsubsidized</td>
</tr>
<tr>
<td>$7,500 Junior (90-135 credit hours/BS Degree)</td>
<td>$5,500 Subsidized/Unsubsidized + $2,000 Unsubsidized</td>
</tr>
<tr>
<td>$7,500 Senior (135-Grad. credit hours/BS Degree)</td>
<td>$5,500 Subsidized/Unsubsidized + $2,000 Unsubsidized</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Hours Below Represent Successfully Completed Credit Hours</th>
<th>Subsidized/Unsubsidized + $6,000 Unsubsidized</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9,500 Freshman (0-36 credit hours)</td>
<td>$3,500 Subsidized/Unsubsidized + $6,000 Unsubsidized</td>
</tr>
<tr>
<td>$10,500 Sophomore (36-90 credit hours)</td>
<td>$4,500 Subsidized/Unsubsidized + $6,000 Unsubsidized</td>
</tr>
<tr>
<td>$12,500 Junior (90-135 credit hours/BS Degree)</td>
<td>$5,500 Subsidized/Unsubsidized + $7,000 Unsubsidized</td>
</tr>
<tr>
<td>$12,500 Senior (135-Grad. credit hours/BS Degree)</td>
<td>$5,500 Subsidized/Unsubsidized + $7,000 Unsubsidized</td>
</tr>
</tbody>
</table>

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, 2020, is 4.30%, adjusted annually not to exceed 9.5%.
FINANCIAL AID PROGRAMS

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

$20,500 (Master of Business Administration) $20,500 Unsubsidized

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 30 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, 2020, is fixed at 5.30%, 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

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 Loan Programs
There are alternative loans available for students and parents, or supporters of students, needing additional aid. An alternative loan is a loan in which the student may borrow additional money to cover any remaining education expenses. These loans are based on creditworthiness of the borrower, and in many cases a co-borrower, and are, therefore, not guaranteed. In-school deferments of repayment, flexible repayment options, and co-borrower release options are available for private student loans. For borrowers and co-borrowers with excellent credit, the rate will in most cases be lower. More information will be provided on a student’s award notice for both online applications and electronic fund transfers to a student’s account or applicants may select a lender of their choice. Students may also contact the University of Northwestern Ohio’s Office of Financial Aid.

EMPLOYMENT

Students may be able to participate in Federal College Work-Study. This program allows students to work and earn money toward meeting expenses. Eligibility for College Work-Study is determined by filing the FAFSA form. College Work-Study is subject to the availability of job positions for which students can meet employment requirements. Students employed under the College Work-Study Program will be paid directly on a bi-weekly basis.
AWARD NOTICES OFFER

Electronic Award Notices Offers should be electronically reviewed through the student’s MyUNOH Portal on the University website. This acknowledgment allows us to reserve these funds for the student when he/she enrolls. A Loan Amendment form should be submitted to the Financial Aid Office within a five-day (5) time period if reductions or cancellations of awarded funds is requested by the student. This helps ensure proper application of the funds to a student’s account.

VETERANS’ EDUCATIONAL BENEFITS

The University of Northwestern Ohio is VA approved for Federal Tuition Assistance (TA), Post-9/11 GI Bill (CH-33), Vocational Rehabilitation (CH-31), Active Duty Montgomery GI Bill (CH 30), and the Reserve Montgomery GI Bill (CH 1606) benefits. The University has several VA School Certifying Officials available to assist current and prospective students with financial aid counseling. The University is a member of the GoArmyEd Portal, the AI Portal (AU-ABC), has signed the latest DODMOU, and is a yellow ribbon institution. The Military Relations Department provides guidance to prospective and current Active Duty, National Guard, Reservists, and Veterans (and dependents) to determine which programs administered by the VA may be most beneficial to them based on eligibility requirements.

Active Duty Military, National Guard, Reservists, and Veterans enrolled in the College of Applied Technologies are entitled to a UNOH Military Scholarship of 10% off tuition only. Active Duty, National Guard, and Reserve service members enrolled in the Colleges of Business, Health Professions, and Occupational Professions are entitled to the military rate of $165 per quarter hour. Veterans receive a Military Scholarship of 10% off tuition only. UNOH extends a Military Scholarship of 10% off tuition only to all service members and veterans enrolled in the Graduate College.

This scholarship is contingent upon receipt of any of the following:

- Copy of Member 4 DD-214
- Completed UNOH Military Verification Form
- DA Form 669
- Ohio National Guard Scholarship roster listing
- Approved Federal Tuition Assistance voucher from service branch

Awards will be made available in the current and future terms of enrollment once the documentation has been received. The Military Scholarship of 10% off tuition is renewable provided students maintain a minimum cumulative GPA of 2.5. One session or quarter of probation will be granted if students fall below a cumulative 2.5 GPA.

MAINTAINING FINANCIAL AID (Satisfactory Academic Progress)

The University of Northwestern Ohio must publish the standards for satisfactory academic progress 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 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.

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

Students who receive grades of “incomplete” for one or more courses must make arrangements 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 make arrangements with the instructors or failure to correct the “incomplete” grade will change the grade to an F; the course must then be retaken.

Students who received Federal aid in that term will receive a notice from the Office of Financial Aid if they are not meeting the Satisfactory Academic Progress requirements. 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 to receive financial aid for one or more sessions or quarters, depending on their 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. If a student does not follow the academic plan, the student will become ineligible for financial aid.

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.

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, the most recently admitted program will be the established program used for the maximum time frame calculations. All attempted credit hours for both programs are used to determine progress, 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. 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 time frame 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.

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. Students who wish to file for an appeal must notify the Financial Aid Appeals Committee within one week from the date they were notified of their suspension of financial aid. 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
FINANCIAL AID PROGRAMS

member, or other extenuating special circumstances that caused courses not to be completed successfully. Appeal letters must be submitted by the fifth business day of the quarter or session in the current term to be considered for reinstatement of funds in the current term. Appeal letters received after that date will be considered for future terms.

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 during which they will be given an academic plan to follow that will improve their GPA and completion rate. 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 will be divided over the number of terms in the published program length less CCP, 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 traditional tuition charges only (excluding lab fees, books, and housing).
- Scholarship awards 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 remain in good academic standing (2.5 GPA) 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.

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.
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: $3,000
  2nd place: $1,000
  3rd place: $1,000
  4th place: $1,000
  5th place: $1,000
- 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.

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;
- Scholarship amounts awarded:
  1st place: $3,000
  2nd place: $2,500
  3rd place: $2,000

Senior UNOH 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: Full tuition for traditional class work only, not to exceed 108 credit hours for Associate Degree or 180 credit hours 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.
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 $5,000.
- Send all scholarship request letters to: Mrs. Kim Clevenger, Assistant Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All requests for scholarships should be received no later than February 15 of current award year.

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

Crown Scholarship - Current UNOH Students Only
- To be considered, students must generally be enrolled in the Agricultural Technician Diploma Program.
- Have financial need
- Must have a 2.0 GPA
- Students selected by the University Scholarship Committee
- Up to 10 awards will be provided annually with the amount to be decided based on the number of qualified recipients.
- Send all scholarship request letters to: Mrs. Kim Clevenger, Assistant Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All requests for scholarships should be received no later than February 15 of current award year.

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

**KBR Industrial Services Scholarship**

- To be considered, students must be seeking an Associate of Applied Science Degree in Robotics & Automation Technology.
- Students must have eight (8) sessions completed with a minimum 2.5 GPA.
- Students selected by the University Scholarship Committee
  - 1st place: $2,500
  - 2nd place: $1,500
  - 3rd place: $1,000
- Send all scholarship request letters to: Mrs. Kim Clevenger, Assistant Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All requests for scholarships should be received no later than February 15 of current award year.

**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

**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

**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 request letters to: Mrs. Kim Clevenger, Assistant Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All requests for scholarships should be received no later than February 15 of current award year.
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

Richard Darrell Fry Scholarship - Current UNOH Students Only
- To be considered, students must be seeking an Associate of Applied Science degree in Diesel Technology.
- Have financial need.
- Must have a 3.0 UNOH GPA.
- Students selected by the University Scholarship Committee.
- Two awards will be provided annually for $1,250 per year.
- Send all scholarship request letters to: Mrs. Kim Clevenger, Assistant Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All requests for scholarships should be received no later than February 15 of current award year.

Senior Northwestern 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

Skills USA - Scholarship Competition
- These scholarships are provided to State winners for Diesel, Auto Service, Robotics (Mechatronics Only), and HVAC/R:
  - 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
- These scholarships are provided to National Skills USA winners for Diesel, Auto Service, Robotics (Mechatronics Only), and HVAC/R:
  - 1st place: $20,000
  - 2nd place: $10,000
  - 3rd place: $9,500
  - 4th place: $9,000
  - 5th place: $8,500
  - 6th place: $8,000
  - 7th place: $7,500
  - 8th place: $7,000
  - 9th place: $6,500
  - 10th place: $6,000

Skills USA - Tennessee, Pennsylvania, & Michigan
- These scholarships are provided to State winners in the following categories: General Auto, Brakes, Electrical, Maintenance & Light Repair, Small Engines, and Heating.
  - 1st place: $2,500 each
  - 2nd place: $2,000 each
  - 3rd place: $1,500 each

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.
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

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
  - 2nd place: $10,000
  - 3rd place: $9,500
  - 4th place: $9,000
  - 5th place: $8,500
  - 6th place: $8,000
  - 7th place: $7,500
  - 8th place: $7,000
  - 9th place: $6,500
  - 10th place: $6,000

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.

University Scholarships

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.
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 Accounting or 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 request letters to: Mrs. Kim Clevenger, Assistant Director of Financial Aid, Financial Aid Department, University of Northwestern Ohio, University of Northwestern Ohio, 1441 North Cable Road, Lima, OH 45805. All requests for scholarships should be received no later than February 15 of current award year.

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.

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, cheerleading, 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.

Global Automotive Aftermarket Symposium (GAAS) Scholarship

These $1,000 scholarships are awarded to high school graduates who are enrolling in a college, university or vocational-technical school. The program is funded from the net proceeds of the Global Automotive Aftermarket Symposium. For more information and an application for the program, go to www.automotivescholarships.com or call (919) 549-4800.

SEMA Memorial Scholarship Program

These $1,000 scholarships are awarded to U.S. citizens enrolled in an accredited university or college who have a minimum 2.5 GPA. They must be pursuing studies leading to a career in the automotive aftermarket or related field. For more information and an application for the program, go to www.sema.org or call (909) 396-0289, Ext. 137.
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.
5. Fill out and return your housing questionnaire.
6. Pay housing deposit 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 on Purple Briefcase (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.

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 insure 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 offer 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.

The primary focus of the Counseling Center is to provide the highest quality individual and group 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, couples, and group 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 the Student Assistance Program (SAP). The UNOH Counseling Center has a partnership with West Central Ohio Regional Healthcare Alliance, Ltd. (WCORHA) that offers short-term counseling to all UNOH students, both on campus (13000 Student Commons Building) and at an off-campus location (1875 South Dixie Highway). 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 419-226-9181 or 1-800-752-7923, or students can contact the UNOH Counseling Center at 419-998-8456.

ACADEMIC ADVISING

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 MyUNOH account 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 13,111 in the 13,000 Building, or by calling the ARC at 419-998-3146. The ARC is staffed Monday-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.

Students in the College of Applied Technologies may contact the Registrar’s Office or one of the Deans of the College of Applied Technologies for advising assistance. Graduate students should contact the Advising Office for advising assistance.

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 writinghelp@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.

**Mathematics Lab**

The UNOH Mathematics Lab is open to all undergraduate students, graduate students in selected courses, and is free of charge. For specific dates and times that the lab is available, please contact James Young-Nastally, Tutoring Specialist, at janastal@unoh.edu or 419-998-8405.

The UNOH Mathematics Lab:
- Strongly emphasizes students’ desires to learn and understand any and all math material that they are given so they can master the material once leaving the lab.
- Is designed to place students more at ease with any anxiety concerning math.
- Takes great pride in making any math course more fun, enjoyable, and more self-fulfilling for every student who has a goal in mind of becoming a great business/technical professional.
- Understands that students learn at their own pace, hence the staff is supportive and patient in the learning process.

What to Expect in the UNOH Mathematics Lab:
- All students who use the Mathematics Lab are to sign in on the Mathematics Lab Sign-In Sheet to keep track of traffic flow in the lab to evaluate for future endeavors for the lab.
- Come prepared with pencils, paper, books, calculators, etc. Computers will be provided for courses that require the use of software and online programs.
- Have at least tried to work through some of the homework to give the Mathematics Lab staff a better understanding of where students’ struggles are with certain material.

What the UNOH Mathematics Lab is NOT:
- A replacement for the classroom. For students to fully understand their courses, they must first understand the expectations and directions of their instructor to complete assigned material successfully. Instructors have the option to deviate from their syllabus at will, and it is the students’ responsibility to be aware of the changes to the course that an instructor or professor makes.
- A substitute for missed classes. The Mathematics Lab cannot compare with instructors’ direction and expectations, as stated from the previous bullet point. Students are advised to keep in contact with instructors or professors when missing a class period.
- A last-minute resort before an exam, midterm, or final examination. The Mathematics Lab cannot replace weeks of material into a few hours of tutoring. It is advised that students are seen in the Mathematics Lab frequently throughout the week to grasp a better understanding of the various material covered in their courses.

Tips for Using the UNOH Mathematics Lab:
- Stop into the Mathematics Lab the first day of class just to introduce yourself and know whom to meet once problems start to arise throughout the course.
- Become acquainted with peers in your math course and form study groups. Having familiar faces to work with while in the Mathematics Lab will help to create better success once leaving the lab.
STUDENT AFFAIRS

- Do similar problems to your assigned course work with the answers in the back of the book to grasp a better understanding of the material.
- Be patient with the Mathematics Lab staff, and they will be patient with you. Students learn on a different platform than the rest of their peers. The learning process is slow when tackling new material; but with time and patience, anything is possible with the right attitude and approach.

Students with Disabilities

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 $8 an hour—the student and the University each pays $4. 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 Success Center Location and Hours

The Student Success Department staff and Computer Lab are located in the Student Commons Building.

Hours:  
Student Success Staff Monday and Wednesday, 7:30 a.m. to 7:00 p.m.
Tuesday, Thursday, and Friday, 7:30 a.m. to 5:00 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.

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

Contact Information

Student Success Department
1441 North Cable Road, Lima, OH 45805

Danielle McClure, MRC, PC  Jason Wagner  James Young-Nastally  Bob Elsass
Director of Student Success  Disability Services Specialist  Student Success Coach  Student Success Coach
419-998-3157 (office)  419-998-8823 (office)  419-998-8830 (office)
419-998-8826 (fax)  419-998-8455 (fax)  relsass@unoh.edu
dmclure@unoh.edu  jwagner1@unoh.edu  janastal@unoh.edu
VIRTUAL COLLEGE SUPPORT DEPARTMENT

The VC Support Department provides students with a variety of online resources that encourage success in their academic endeavors, including ways to improve studying, writing, time management, and research skills. This department provides a wide variety of learner support to include academic needs, Blackboard Open Learning Management System, and instructional technologies for online and hybrid courses.

Contact Information
vcadmin@unoh.edu

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. 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 on campus at the corner of North Cable Road and College Park West. 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 their overall student life experience and campus pride. Though all of the intercollegiate sports, the Athletic Department strives to promote the pursuit of excellence, strength of character, teamwork, ethical conduct, and diversity, as well as other lessons competitive sports teach.

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.
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 must meet two of the three entry level requirements:
   a. A minimum score of 18 on the Enhanced ACT or 860 on the SAT (for tests taken on or after April 1, 1995).
      NOTE: In order to meet the requirement of Article V, Section C, item 2, paragraph above, an entering freshman taking the SAT as of March 1, 2005, must achieve a score of 860 or higher on the Critical Reading and Math sections.
   b. An overall high school grade point average of 2.00 or higher on a 4.00 scale.
   c. Graduate in the upper half of the student’s high school graduating class.

Transfer and international students may also enroll if they meet eligibility requirements. Athletic scholarship information may be found in Financial Aid Programs on Page 56. Interested students may contact Chris Adams, Director of Athletics.

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
- Men’s and Women’s Tennis
- Women’s Volleyball
- Cheerleading

Please refer to Pages 202 and 203 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. The time spent at study tables is based on the student’s accumulative GPA. Study table schedules are established by the Athletic Department.
STUDENT ACTIVITIES

The University of Northwestern Ohio realizes 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:

<table>
<thead>
<tr>
<th>Welcome Week</th>
<th>Bowling Nights</th>
<th>Racers Station Movie Nights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oktoberfest</td>
<td>Intramural Sports</td>
<td>Poker Nights</td>
</tr>
<tr>
<td>Late Night Bash</td>
<td>Dances (Halloween most popular)</td>
<td>Karaoke</td>
</tr>
<tr>
<td>May Daze</td>
<td>Tournaments (cornhole, ping pong, video games, and pool)</td>
<td>Comedy and Live Music Nights</td>
</tr>
<tr>
<td>Graduation Celebration Bonfire</td>
<td>Taco Tuesdays and Pizza Fridays</td>
<td>Student Clubs and Organizations</td>
</tr>
<tr>
<td>Summerfest</td>
<td></td>
<td>Mud Volleyball</td>
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<tr>
<td>Move-In Weekends</td>
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</tbody>
</table>

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 11 p.m.
- Friday and Sunday - 5 p.m. to 11 p.m.
- Open select Saturdays - 5 p.m. to 11 p.m.

Off-Campus Events & Opportunities

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

Gymnasium

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

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

Adventure Club

The Adventure Club’s purpose is to promote interest in outdoor activities and engage students in social networking. It strives to connect students with local resources, challenge students to make an impact in their community, and provide adventures designed to influence the intellectual and individual advancement of UNOH students. The Club encourages members to enjoy and learn about life through outdoor exploration with fellow classmates. Regardless of skill level, the Adventure Club makes activities accessible to everyone and gives the students an avenue to see what the surrounding area has to offer. The Club is open to any student who is enrolled at UNOH. Email adventure@unoh.edu for more information.

AGCO Advantage Internship Program

UNOH has partnered with AGCO to educate students to become top-performing agriculture service technicians. The program consists of completion of an Associate’s Degree in Agricultural Equipment Technology. Upon graduation, sponsored students will earn a potential offer of employment at AGCO Equipment. Students are expected to go through a specialized curriculum to understand all aspects of agriculture equipment. This degree program is divided between classroom and lab-based mechanical work on agriculture equipment used in today’s farming. Tuition reimbursement is available for students.

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 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. The Autocross Club meetings are held every Tuesday at 12:30 p.m. and 6:00 p.m. in the 600 Building front lobby. Email autocross@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 are currently rebuilding the pulling truck and assisting with the performance modifications in order to participate in local events. The club members have attended and worked several truck and tractor pulls by assisting the event promoters with track duties, competition line-up, and safety inspections of pulling vehicles. The Diesel Club is open to all University students and meets every Monday at 12:30 p.m. 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 Marion County International Raceway in LaRue, Ohio. 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. Drag Club meetings are held every Wednesday at 12:35 p.m. and 6:05 p.m. in the 600 dyno building lounge. Email drag@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.

HOSA – The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience. The purpose of HOSA-Future Health Professionals is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the health science education instructional program.
### 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.

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.

### National Truck Equipment Association (NTEA) Intern Program

UNOH has partnered with the NTEA to give students the opportunity to show their skills and knowledge by being ambassadors. This program is offered to Alternate Fuels and Diesel students. Students must be recommended by a faculty member. Attendance and GPA is also a determining factor in the selection process. Students are interviewed, and up to ten students are selected to become ambassadors for this conference/trade show. All expenses are paid for students to attend, and the students work in conjunction with the NTEA staff. Their primary responsibility is to manage the Hybrid Medium and Heavy Duty Truck Ride and Drive. The purpose is for students to learn of the opportunities available to them upon graduation and to find out the newest technology in the industry. This is also valuable information to have on their resume.

### 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. The Off-Road Club meets on Wednesday at 12:35 p.m. and 6:00 p.m. in the 600 Building lobby. Email offroad@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 advisors for more information: Steve Klausing at sklausi@unoh.edu, Chris Marker at cmarker@unoh.edu, or Dale Neidert at djneidert@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.

**SEMA Intern Program**
This is a very prestigious event for students. To qualify, students must be in their sophomore year of studies in an automotive/high performance or automotive/diesel area of concentration, must have applied for and been awarded a scholarship from SEMA (Specialty Equipment Manufacturers’ Association), and must have at least a 3.0 GPA with minimal absences in their respective concentration. SEMA interns are interviewed and chosen by a committee for their professional insight and desire for excellence in their respective field of expertise, not to mention a desire to go to Las Vegas, Nevada, to the largest convention and trade exhibit in the automotive field. Experiencing and learning alongside some of the best manufacturers this industry has to offer, students have a very rewarding learning experience.

**Student Veterans of America**
The mission of the UNOH chapter of Student Veterans of America is to provide resources, support, and advocacy needed to succeed in higher education and following graduation. The vision is that all veterans and current military members will succeed in higher education, achieve their academic goals, and gain meaningful employment.

Today’s veterans and service members face numerous obstacles along their path of attaining a college degree. These challenges range from a missing sense of camaraderie to feeling like an outsider among traditional college students. When coupled with the visible and invisible wounds of war, a college degree can be an elusive goal for many women and men returning from military service. SVA helps students to make that goal a reality. Membership is open to anyone interested in supporting student veterans and current military members. The Student Veterans of America meets monthly on campus in the Military Relations office 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. Contact advisor for more information: Chris Marker at cmarker@unoh.edu.
STUDENT AFFAIRS

UNOH FFA 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 chapter is a great opportunity for students to meet new people and practice social skills through community service, fund-raising, and professional growth opportunities.

Meetings are held every Wednesday at 12:35 p.m. and 6:05 p.m. in the 400 lobby area. The UNOH FFA 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.

UNOH Rotaract
The UNOH Rotaract is a service club for young men and women who are dedicated to community and international service. Its membership totals over 184,000 people in more than 8,000 clubs worldwide. Rotaract clubs are self-governing and self-supporting and meet on the University campus. The Lima Rotary Club sponsors the UNOH Rotaract Club and offers guidance and support, making the UNOH Rotaract Club a true “partner in service” and key member of the family of rotary. Email rotaract@unoh.edu for more information.

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.; Saturday, 10:00 a.m. to 2:00 p.m.; and Sunday, 5:00 p.m. to 10:00 p.m.

With 38 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. 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 provides 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.
- Eating in the Library is prohibited.
- All beverages must be in a spill-proof container.
- 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, including the Barnes & Noble Cafe, are open Monday through Thursday, 7 a.m. to 7 p.m.; Friday, 7 a.m. to 5 p.m.; Saturday, 11 a.m. to 4 p.m.; and closed on Sunday. The bookstore and Cafe are open extended hours during special events, including move-in weekends. The bookstore accepts cash, checks, all major credit cards, Barnes & Noble gift cards, and student financial aid (if excess is available). The Cafe accepts cash, checks, all major credit cards, and Barnes and Noble gift cards; excess financial aid cannot be used at the Cafe.

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, 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.

The Barnes & Noble Cafe is a full-service cafe proudly serving Starbucks products, as well as soups, sandwiches, and snacks. The Cafe cannot accept Starbucks gift cards or the meal cards.

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 Cashier’s Office at (419) 998-3156.

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: Monday through Thursday from 6:00 a.m. to 10:00 p.m., Friday from 6:00 a.m. to 8:00 p.m., and Saturday and Sunday from 11:00 a.m. to 8:00 p.m. Hours subject to change during Spring and Summer.
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 12:00 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 discounts on insurance through Nationwide® and special mortgage and loan rates from Quicken Loans®.

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 419-998-3147 or 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

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.

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.

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).

<table>
<thead>
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<td>C</td>
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<tr>
<td>D</td>
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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 Virtual College 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.
  - 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.
  - 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. Students will be counseled by Virtual College Support Department mentors about maintaining a 3.0 GPA.

**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.

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, SE, Washington, DC 20202-4605

Students can also submit a FERPA Authorization Release Form granting specific individuals access to educational records, including information related to the following offices: Business Office, Admissions, Financial Aid, Registrar, Counseling, and Student Conduct.

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.

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:

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<td>Participation in Officially Recognized Activities</td>
<td>Honors &amp; Awards Received</td>
<td>Educational Institution</td>
</tr>
</tbody>
</table>

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 another person’s answers on homework, quizzes, or tests, whether in paper or electronic format. **Plagiarism** includes using another’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. An incident of cheating or plagiarism will be considered an offense; subsequent offenses will be met with increasingly severe penalties. Therefore, the following revised 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.

Students who have been accused of cheating or plagiarism may appeal the decision in writing to the Academic Dean. 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.

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
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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Student Will Graduate</th>
<th>Term Form Needs to Be Completed - Three Qtrs. Before Final Qtr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Quarter</td>
<td></td>
<td>Winter Quarter after Scheduling for Spring Quarter</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td></td>
<td>Spring Quarter after Scheduling for Summer Quarter</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td></td>
<td>Summer Quarter after Scheduling for Fall Quarter</td>
</tr>
<tr>
<td>Summer Quarter</td>
<td></td>
<td>Fall Quarter after Scheduling for Winter Quarter</td>
</tr>
</tbody>
</table>

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 13,111 (13,000 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.
DEGREE PRINTING

To request a reprint of a degree certificate, please submit a written request to the Registrar’s Office and include the following information:

- Full Name (Maiden, if applicable)
- Current Address and Phone Number
- Social Security Number
- Dates Attended
- Date of Birth
- Major
- Signature

Degree certificate reprints should include a processing fee of $15 made payable to the University. Academic records cannot be released without the written consent of the student.

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.

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 (with the exception of students who are dismissed for Academic Dishonesty). They must write a letter to the Academic Qualifications Committee explaining why they had not been successful and identifying the reasons they should be given a fresh start in their academic careers. Following our current guidelines for retaking failing grades and substituting courses for new major courses, the students must have a 2.0 quarterly grade point average. If they are not successful, they will be dismissed with no provision for returning.

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.
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.

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.

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.

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 Cashier’s Office prior to taking the exam to pay the proficiency fee. Students must present their receipt from the Cashier to the Registrar’s Office. Tests will then be sent to the Testing Center unless an outside proctor is established. Students should schedule a time to test with the Testing Center.

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 Cashier’s 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.

EARLY/LATE EXAMS

All students should request an early or late exam time only when absolutely necessary. Students wishing to take an early exam must first contact the instructor/professor of the course. Upon approval by the instructor/professor, a signed, written permission form will be given to the student. Students must take the permission form to the Cashier’s Office for payment prior to taking the exam. A fee will be charged per exam.

The Cashier will give the students a receipt and sign the permission form verifying payment. Students must then return the form to the instructor/professor of the course.
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 Cashier’s 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.

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 a minimum 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:
  - Posted modules or lessons written or procured by the instructor
  - Chat room discussions with the instructor and/or other students
  - Bulletin board discussions with the instructor and/or other students
  - Email discussions with instructor and/or other students
  - 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:
  - Writing papers
  - Reading articles or text
  - Small group work
  - Visiting other websites
  - Presentations
  - Completing assignments from the textbook
  - Other activities that do not include direct instructor interaction and involvement

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.
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.

WITHDRAWAL OR HIATUS

To insure 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 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 39. 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.

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

For military withdrawal, please see Page 35.

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.
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 39 and 40 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, late registration, and late change periods. These students may add 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. Students who wish to change their academic program must contact the Advising Office by emailing advisor@unoh.edu. Students must withdraw within the first four weeks of the term to avoid failing grades.

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.

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.
4. When returning to classes after one or more term of non-attendance

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:

<table>
<thead>
<tr>
<th>Class Level</th>
<th>Minimum GPA Standard</th>
<th>Completed Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Diploma/Certificate</td>
</tr>
<tr>
<td>Freshman</td>
<td>1.75</td>
<td>1-29 hours</td>
</tr>
<tr>
<td>Freshman</td>
<td>2.00</td>
<td>30+ hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>2.00</td>
<td>30+ hours</td>
</tr>
<tr>
<td>Junior</td>
<td>2.00</td>
<td>30+ hours</td>
</tr>
<tr>
<td>Senior</td>
<td>2.00</td>
<td>30+ hours</td>
</tr>
</tbody>
</table>

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 AFFAIRS**

**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 80). 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.

**CLASS LEVEL DEFINITION**

**Highest Degree Level: Diploma or Certificate**

<table>
<thead>
<tr>
<th>Class Level</th>
<th>Institutional Credit Hours</th>
<th>Enrolled or completed at least 1 credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Highest Degree Level: Associate Degree Program**

<table>
<thead>
<tr>
<th>Class Level</th>
<th>Institutional Credit Hours</th>
<th>Completed at least 45 credit hours and enrolled in or completed a 200 level course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sophomore</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Highest Degree Level: Bachelor’s Degree Program

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

*Completed = Successfully completed credit hours

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.

FLEXIBLE LEARNING EVENING PROGRAMS

On-campus Flexible Learning Evening Programs are available—the Associate of Applied Business Degree in Accounting, the Bachelor of Science Degree in Accounting, Associate of Applied Business Degree in Business Administration, the Bachelor of Science Degree in Business Administration, and the Bachelor of Science Degree in Specialized Studies. These programs are hybrid in design, meaning that classes meet both face-to-face on campus and complete work in online course rooms. Students in these programs meet on Tuesdays each week from 6-10 p.m. but must also complete work in the online course room during the week to meet the assignment of credit hour requirements.

The Bachelor of Science Degrees in Accounting, Business Administration, and Specialized Studies may be completed in 18 months if the student meets the following requirements:

- Has an associate degree from an accredited college or university (or 90 quarter hours) in a business-related major for the Business Administration program; otherwise, the student will be enrolled in the Specialized Studies program. Transcript(s) providing evidence of the degree must be submitted before the end of the first quarter at UNOH, or the student will not be allowed to schedule for subsequent quarters.
- Follows the recommended sequence of courses.

Students will be scheduled according to the sequence of courses. Deviation from this rotation may require the students to take courses in the online environment, take courses to make up the deficiency, or wait until the next time the courses are offered in this format. Course materials are included in tuition charges. More information is available by contacting the Admissions Office or the Virtual College Support Department.

VIRTUAL COLLEGE

Many programs in the College of Business, College of Health Professions, College of Occupational Professions, College of Applied Technologies, and the Graduate College are offered through the Virtual College (VC). Learners may apply for admission to this delivery format, which provides the opportunity for students to complete their program in a flexible online environment.

Baccalaureate-degree-completion programs are also available through the Virtual College. Students who have earned an associate degree in a health-related field may complete a Bachelor of Science Degree in Healthcare Administration. Students with associate degrees also have the opportunity to earn a Bachelor of Science in Specialized Studies or
ACADEMIC AFFAIRS

Business Administration. Students can complete a baccalaureate degree in as little as 18 months if they meet all the above criteria. (The Healthcare Administration sequence of courses starts only in Fall Quarter.) A completed associate degree that meets the program’s entry requirements must be documented prior to enrollment.

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.

INTERNATIONAL EXPERIENCES

UNOH undergraduate students have the opportunity to experience other countries and cultures and to act as student ambassadors of the University. The International Travel course allows the students to visit destinations outside of the United States. Students may earn 3 hours of elective college credit for these experiences. The International Travel course may be taken only twice for credit.

CLASS MEETING TIMES

Classes Based on Quarters: Day and evening classes are held 12 months a year. Daytime classes begin at 8 a.m., Monday through Friday. Flexible Learning classes are scheduled on Tuesdays from 6-10 p.m.

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. Morning, afternoon, and evening classes are held Monday through Thursday. Early morning classes are offered from 12:00 a.m. to 6:30 a.m. Tuesday, Wednesday, and Thursday on a limited basis.

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 advisor@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.
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.

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.

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 13,000 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.

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 6:30 a.m. for day classes, by 4 p.m. for evening classes, and by 9 p.m. for College of Applied Technologies’ early morning 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 their first scheduled class at 10 a.m.; classes will then run half of the scheduled time.

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, students should email their instructors.
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 taking online programs should contact VC Support for guidance. Students may appeal (in writing) the decision made by the Dean to the Vice President for Academic Affairs/Provost.

VC Support (Online Programs) – vcadmin@unoh.edu
Dean, Colleges of Business, Occupational Professions, & Health Professions – Tim Fitzpatrick – 419-998-8416
Dean, College of Applied Technologies – Kevin Meager – 419-998-3135
Dean, College of Applied Technologies – Bob Marshal – 419-998-8891

The formal Grade Appeal Process is on Pages 74-76 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.

<table>
<thead>
<tr>
<th>State of Residence</th>
<th>Link to State Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio</td>
<td><a href="https://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx">https://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx</a></td>
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<tr>
<td>California</td>
<td><a href="https://www.dca.ca.gov/consumers/complaints/oos_students.shtml">https://www.dca.ca.gov/consumers/complaints/oos_students.shtml</a></td>
</tr>
<tr>
<td>All Other States</td>
<td><a href="https://www.nc-sara.org">https://www.nc-sara.org</a> - Choose your state of residence</td>
</tr>
</tbody>
</table>

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.”

Complaints should be addressed to 504 Officer, University of Northwestern Ohio, 419-998-3157, 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 ADA 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 http://www.unoh.edu/title-ix.index.html.

**Title IX Coordinators:**

Geri Morris &nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&n...
The Virtual College at the University of Northwestern Ohio offers students the opportunity to earn their degrees by taking courses online. Interested students should contact the University via email at vcadmin@unoh.edu.

**Requirements for Virtual College Students:** Colleges of Business, Health Professions, and Occupational Professions’ students have one quarter, and College of Applied Technologies’ students have two sessions to provide evidence of high school graduation. Online students who do not wish to take their tests at the Testing Center on campus must use the Proctor U remote system when taking tests.

**Notice for applicants from outside the State of Ohio:** Applicants from outside the State of Ohio who are interested in enrolling in an on-line program at the University of Northwestern Ohio should make sure that the University is authorized to deliver distance education in their state. 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.

**Hardware and Software Requirements:** The hardware required to use the Virtual College is typically included with computers and laptops manufactured after 2010. Microsoft Office is the product required by all students enrolled in online courses; having Microsoft Office 2016 or later will ensure complete compatibility between students and faculty. It is required that all students complete their assignments, papers, and tests with Microsoft Office, unless otherwise specified by the student’s instructor. Although many elements of the Virtual College may operate on portable devices such as iPad (iOS) and Android tablets, these devices are not suitable for overall coursework. Some of the content used in Virtual College courses requires browser add-ins that are not always available on all models of portable devices. Not having these browser add-ins prevents students from being able to fully participate in required coursework.

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum Specifications</th>
<th>Suggested Specifications</th>
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<tbody>
<tr>
<td>Processor</td>
<td>PC - 1 GHz or higher</td>
<td>PC - 2 GHz or higher</td>
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<td>MAC - G4 1.25 GHz or higher</td>
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<td>Memory</td>
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<td>CD-ROM or DVD Drive</td>
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<td></td>
<td>*Some courses come with CD supplements</td>
<td>*Some courses come with CD supplements</td>
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<td>PC - Windows 10 or higher</td>
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<td>MAC - OS X (10.14) or higher</td>
<td>MAC - OS X (10.15) or higher</td>
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<tr>
<td>Software</td>
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<td>PC: MS Office 2019 or higher</td>
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<td></td>
<td>MAC - MS Office 2016 or higher</td>
<td>MAC - MS Office 2019 or higher</td>
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<td>Webcam or Plug-in Webcam</td>
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<td>Google Chrome or Firefox (latest version of either)</td>
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<td>*All other browsers and versions are not supported</td>
<td>*All other browsers and versions are not supported</td>
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<td>QuickTime</td>
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<td>Adobe Flash Player</td>
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<tr>
<td></td>
<td>*Current version of all of the above.</td>
<td>*Current version of all of the above.</td>
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</tbody>
</table>
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:**
Through small, interactive online courses, students develop managerial skills for dynamic environments emphasizing applied knowledge and theories.

**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
- MBA665  Production & Operations Management/4 (Online only)
  OR
- MBA680  Managerial Economics/4
- MBA640  Quantitative Analysis for Management/4
- MBA655  Executive Leadership/4
- MBA690  Management Capstone/4
The College of Business of the University of Northwestern Ohio includes majors in Accounting, Business Administration, 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 ● ▲
- Marketing ●

● Programs are offered online. ▲ Programs are offered in Flexible Learning format.
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 and winter quarters for traditional students and summer and fall quarters for Virtual College students.

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:

107 Credit Hours

AC114  Accounting I/5*
AC115  Accounting II/5*
AC117  Personal Taxes/5*
AC118  Accounting III/3*
AC122  Payroll Accounting/3*
AC130  Introduction to Accounting Software/3*
AC202  Managerial Accounting/5*
AC221  Intermediate Accounting I/5*
AC222  Intermediate Accounting II/5*
AC223  Intermediate Accounting III/3*
AC301  Cost Accounting I/5
AC302  Cost Accounting II/5
AC310  Business Taxes/5
AC375  Accounting Professional Ethics/3
AC405  Accounting Information Systems/5
SC320  Biology/3
AC411  A Survey of Auditing/3
AC412  Auditing for Fraud/3
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*
SC300  Principles of Finance/5*
MA121  Principles of Management/5*

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
MH315  Calculus/3
MH350  Statistics/5
MH420  Quantitative Methods/3
PY177  Introduction to Psychology/3*
SO186  Sociology/3*
SC200  Principles of Ecology/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.

*Denotes first and second year courses
BACHELOR OF SCIENCE DEGREE

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 and winter quarters.

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: 149 Credit Hours
AC114 Accounting I/5*
AC115 Accounting II/5*
AC117 Personal Taxes/5*
AC118 Accounting III/3*
AC122 Payroll Accounting/3*
AC130 Introduction to Accounting Software/3*
OR
DP150 Spreadsheet Applications/3*
AC202 Managerial Accounting/5*
AC221 Intermediate Accounting I/5*
AC222 Intermediate Accounting II/5*
AC223 Intermediate Accounting III/3*
AC301 Cost Accounting I/5
AC302 Cost Accounting II/5
AC310 Business Taxes/5
AC321 Corporate Governance/3
AC375 Accounting Professional Ethics/3
AC405 Accounting Information Systems/5
AC411 A Survey of Auditing/3
AC412 Auditing for Fraud/3
AC413 Auditing for Compliance/3
AC435 Advanced Accounting I/5
AC436 Advanced Accounting II/5
AC440 Financial Statement Analysis/5
AC445 Governmental & Not-for-Profit Organizations/5
AC452 CPA Review - Financial Accounting & Reporting/3
AC453 CPA Review - Business Environment & Concepts/3
AC454 CPA Review - Regulation/3
AC455 CPA Review - Auditing & Attestation/3
AC490 Accounting Capstone/3
BU320 Legal Issues in Consumer Sales Transactions/5
BU325 Legal Issues in Commercial Transactions/5
EC225 Macroeconomics/5*
EC235 Microeconomics/5*
FI210 Principles of Finance/5*
FI420 Corporate Finance/5
MA121 Principles of Management/5*
OR
EN200 Composition II/5*
MH190 Algebra/5*
MH310 Finite Mathematics/3
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 AR, EN, HI, RE, or SP course/3*
Any 300/400 level PY or SO course/3
Any 300/400 level AR, CO, HI, PH, PO, or WS 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 Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), or University Survey (UN).

6 Credit Hours
Choose 300- or 400-level courses from the general education subject categories, which may include Art (AR), Communication (CO), English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), University Survey (UN), or Women’s Studies (WS).

Specialized Electives: 3 Credit Hours
Choose courses at the 300 or 400 level that are not required in your program. FI425 Money and Banking is recommended.

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
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: 102 Credit Hours
AC114  Accounting I/5*
AC115  Accounting II/5*
AC117  Personal Taxes/5*
AC118  Accounting III/3*
AC202  Managerial Accounting/5*
AC221  Intermediate Accounting I/5*
AC222  Intermediate Accounting II/5*
AC225  Survey of Governmental & Not-for-Profit Accounting/3*
AC315  Lean Accounting/5
AC321  Corporate Governance/3
AC375  Accounting Professional Ethics/3
AC405  Accounting Information Systems/5
AC411  A Survey of Auditing/3
AC490  Accounting Capstone/3
BU115  Contract Law/5*
CJ200  Criminal Law for Non-Legal Majors/3*
DF100  Introduction to Digital Forensics/3*
DP150  Spreadsheet Applications/3*
FA330  Financial Statement Investigation/5
FA340  Interviewing for Fraud/5
FA410  Forensic Accounting I/5
FA420  Legal Implications of Fraud Examination/5
FA425  Forensic Accounting II/5
PL120  Litigation/5*

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

General Education Electives: 9 Credit Hours
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 AR, EN, HI, RE, or SP course/3*
Any 300/400 level PY or SO course/3
Any 300/400 level AR, CO, HI, PH, PO, or WS courses/9

Specialized Electives: 5 Credit Hours
Choose courses at the 300 or 400 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.

*Denotes first and second year courses
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:
In a personalized setting, using multiple delivery methods, we prepare diverse students to acquire business skills, knowledge, and abilities for successful application in a global marketplace.

180 Credit Hours

Technical and Basic Requirements: 84 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
BU490  Business Capstone/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*

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 AR, EN, HI, RE, or SP course/3*
Any 300/400 level PY or SO course/3*
Any 300/400 level AR, CO, HI, PH, PO, or WS courses/9

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

Technical and Related Electives: 6 Credit Hours
Choose two of the following 100- or 200-level elective courses:
AC122  Payroll Accounting/3*
BU109  Customer Service/3*
BU250  International Business II/3*
MA122  Small Business/3*
MT160  Professional Selling/3*

General Education Electives: 9 Credit Hours
3 Credit Hours*
Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), or University Survey (UN).

6 Credit Hours
Choose 300- or 400-level courses from the general education subject categories, which may include Art (AR), Communication (CO), English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), University Survey (UN), or Women’s Studies (WS).

Specialized Elective: 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.

*Denotes first and second year courses
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
AG310 Agribusiness Entrepreneurship, Finance and Marketing/5
AG315 Professional Agribusiness Selling/5
AG400 Agricultural Policy/5
AG405 Agricultural Price Analysis/3
AG406 Special Problems in Agribusiness/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

MT317 Consumer Behavior/3
MT321 International Marketing/3
MT353 Services Marketing/3
MT355 Internet Marketing/5
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: 93 Credit Hours
AC114  Accounting I/5*
BU240  International Business I/5*
BU320  Legal Issues in Consumer Sales Transactions/5
EC225  Macroeconomics/5*
EC235  Microeconomics/5*
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/5*
MT225  Retailing/5*
MT245  Integrated Marketing Communications/5*
MT317  Consumer Behavior/3
MT321  International Marketing/3
MT353  Services Marketing/3
MT355  Internet Marketing/5
MT406  Special Topics in Marketing/3
MT415  Marketing Research/5
MT424  Marketing Management/5
MT490  Marketing Capstone/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
OR
SC330  Physics/3
UN110  First-Year Experience/2*
UN220  Introduction to Diversity Issues/3*
Any 100/200 level AR, EN, HI, RE, or SP course/3*
Any 300/400 level PY or SO course/3
Any 300/400 level AR, CO, HI, PH, PO, or WS courses/9

Technical and Basic Electives: 6 Credit Hours
Choose two of 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
MA435  Critical Thinking in Business Administration/3
MA440  Project Management/3
MT335  Marketing Internship/3

General Education Electives: 9 Credit Hours
3 Credit Hours*: Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), or University Survey (UN).
6 Credit Hours: Choose 300- or 400-level courses from the general education subject categories, which may include Art (AR), Communication (CO), English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), University Survey (UN), or Women’s Studies (WS).

Specialized Electives: 3 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.

*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 and winter quarters.

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:
64 Credit Hours
AC114  Accounting I/5
AC115  Accounting II/5
AC117  Personal Taxes/5
AC118  Accounting III/3
AC122  Payroll Accounting/3
AC130  Introduction to Accounting Software/3
AC202  Managerial Accounting/5
AC221  Intermediate Accounting I/5
AC222  Intermediate Accounting II/5
AC223  Intermediate Accounting III/3
AC225  Survey of Governmental & Not-for-Profit Accounting/3
AC292  Accounting Capstone/3
DP150  Spreadsheet Applications/3
DP210  Advanced Spreadsheet Applications/3
FI210  Principles of Finance/5
MA121  Principles of Management/5

General Education Electives:
3 Credit Hours
Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), or University Survey (UN).

Specialized Electives:
9 Credit Hours
Choose courses at the 100 or 200 level that are not required in your program. Choose courses from the following disciplines: Business, Marketing, or Data Processing.

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 AR, EN, HI, RE, or SP 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.

*18 hours of the associate degree curriculum are not required for students who go directly into the bacca-laureate 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:
In a personalized setting, using multiple delivery methods, we prepare diverse students to acquire business skills, knowledge, and abilities for successful application in a global marketplace.

108 Credit Hours

Technical and Basic Requirements: 56 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
EC225 Macroeconomics/5
EC235 Microeconomics/5
FI210 Principles of Finance/5
MA121 Principles of Management/5
MT150 Principles of Marketing/5
MT225 Retailing/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- or 200-level AR, EN, HI, RE, or SP course/3

Technical and Basic Electives: 6 Credit Hours
Choose two of the following 100- or 200-level elective courses:
AC122 Payroll Accounting/3
BU109 Customer Service/3
BU250 International Business II/3
MA122 Small Business/3
MT160 Professional Selling/3

General Education Electives: 3 Credit Hours
Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), 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.

*18 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

MARKETING

The associate degree program provides students with the foundational knowledge of marketing concepts preparing graduates for entry-level positions in retail, wholesale, and traditional 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:
56 Credit Hours
AC114 Accounting I/5
BU115 Contract Law/5
BU240 International Business I/5
EC225 Macroeconomics/5
EC235 Microeconomics/5
FI210 Principles of Finance/5
MA121 Principles of Management/5
MT150 Principles of Marketing/5
MT160 Professional Selling/3
MT225 Retailing/5
MT245 Integrated Marketing Communications/5
MT292 Marketing Capstone/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 AR, EN, HI, RE, or SP course/3

Technical and Basic Electives: 6 Credit Hours
Choose two of the following 100- or 200-level elective courses:
BU109 Customer Service/3
BU250 International Business II/3
DM118 Digital Media Fundamentals/3
MA122 Small Business/3

General Education Electives:
3 Credit Hours
Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), 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.
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. University of Northwestern Ohio students in the Medical Assisting or Medical Office Management associate degree 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 regionally accredited institutions may transfer associate degrees in health-related areas into the 2+2 program. 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 28 and 29.

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 one of 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 Electives:
6 Credit Hours
Choose 300- or 400-level courses from the general education subject categories, which may include Art (AR), Communication (CO), English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), University Survey (UN), or Women’s Studies (WS).

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
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
OR
SC330 Physics/3
Any 300/400 level AR, CO, HI, PH, PO, or WS courses/9
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:
63 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP175</td>
<td>Software Applications/3</td>
<td>3</td>
</tr>
<tr>
<td>HIT110</td>
<td>Medical Terminology/3</td>
<td>3</td>
</tr>
<tr>
<td>HIT122</td>
<td>Introduction to Health Information Technology/5</td>
<td>5</td>
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<tr>
<td>HIT145</td>
<td>Health Information Systems/5</td>
<td>5</td>
</tr>
<tr>
<td>HIT160</td>
<td>Legal and Ethical Aspects of HIT/5</td>
<td>5</td>
</tr>
<tr>
<td>HIT203</td>
<td>Coding I/5</td>
<td>5</td>
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<tr>
<td>HIT208</td>
<td>Coding II/5</td>
<td>5</td>
</tr>
<tr>
<td>HIT216</td>
<td>Coding III/5</td>
<td>5</td>
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<tr>
<td>HIT225</td>
<td>HIT Revenue Cycle Management/5</td>
<td>5</td>
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<tr>
<td>HIT235</td>
<td>Healthcare Statistics &amp; Quality Assessment/5</td>
<td>5</td>
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<tr>
<td>HIT245</td>
<td>Electronic Healthcare Records/5</td>
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<tr>
<td>HIT255</td>
<td>HIT Internship I/2</td>
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<tr>
<td>HIT261</td>
<td>HIT Internship II/2</td>
<td>2</td>
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<td>HIT266</td>
<td>Management of Health Information Systems/5</td>
<td>5</td>
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<tr>
<td>HIT292</td>
<td>Health Information Capstone/3</td>
<td>3</td>
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</table>

General Education Requirements:
42 Credit Hours

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CO179</td>
<td>Introduction to Human Communication/3</td>
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<tr>
<td>EN180</td>
<td>Composition I/5</td>
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<tr>
<td>EN200</td>
<td>Composition II/5</td>
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<tr>
<td>MH190</td>
<td>Algebra/5</td>
<td>5</td>
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<tr>
<td>PY177</td>
<td>Introduction to Psychology/3</td>
<td>3</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SO186</td>
<td>Sociology/3</td>
<td>3</td>
</tr>
<tr>
<td>SC125</td>
<td>Anatomy &amp; Physiology/5</td>
<td>5</td>
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<tr>
<td>SC135</td>
<td>Pathophysiology/5</td>
<td>5</td>
</tr>
<tr>
<td>SC220</td>
<td>Advanced Anatomy &amp; Physiology/3</td>
<td>3</td>
</tr>
<tr>
<td>UN110</td>
<td>First-Year Experience/2</td>
<td>2</td>
</tr>
<tr>
<td>UN220</td>
<td>Introduction to Diversity Issues/3</td>
<td>3</td>
</tr>
<tr>
<td>Any 100- or 200-level AR, EN, HI, RE, or SP course/3</td>
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</tbody>
</table>

General Education Electives:
3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), 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 competent, entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

108 Credit Hours

Technical and Basic Requirements: 73 Credit Hours
BU120 Introduction to Business/3
HIT203 Coding I/5
HIT208 Coding II/5
KY146 Keyboarding I/5
MO133 Administrative Skills for the Medical Assistant/3
MO134 Human Anatomy, Pathophysiology, and Terminology I/3
MO139 Basic Pharmacology/3
MO142 Human Anatomy, Pathophysiology, and Terminology II/3
MO145 Human Anatomy, Pathophysiology, and Terminology III/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
MO250 Human Anatomy, Pathophysiology, and Terminology IV/3
MO258 Healthcare in the Community/3
MO288 Medical Assisting Externship I/2
MO291 Medical Assisting Externship II/2
MO292 Medical Capstone/3
WP138 Introduction to Word Processing Applications/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 AR, EN, HI, RE, or SP course/3

General Education Electives: 3 Credit Hours
Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), 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

Medical office managers are needed in business today. This program provides instruction in many aspects of the medical field, including the use of microcomputers with document processing and medical office software and an introduction to billing and coding. Additional general education courses provide a broad background for the graduate. 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: 69 Credit Hours
BU109 Customer Service/3  
DP117 Database Applications/3  
DP150 Spreadsheet Applications/3  
KY146 Keyboarding I/5  
KY147 Keyboarding II/5  
MA121 Principles of Management/5  
MO120 Medical Terminology I/3  
MO138 Medical Terminology II/3  
MO148 Medical Terminology III/3  
MO152 Medical Accounting Software/3  
MO157 Understanding Health Insurance/3  
MO230 Medical Law & Ethics/3  
MO283 CPT Coding/3  
MO284 ICD Coding/5  
OP140 Medical Machine Transcription I/5  
OP149 Records Management/3  
OP276 Office Procedures/5  
OP292 Office Technology Capstone/3  
WP138 Introduction to 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 Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), or University Survey (UN).

Specialized Electives: 4 Credit Hours
Choose courses at the 100 or 200 level that are not required in your program.

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 AR, EN, HI, RE, or SP 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.
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 ●
- 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 ●
- Office Management ●
- Specialized Studies ●
- Sport Marketing and Management ●
- Travel and Hotel Management ●

● Programs are offered online. ▲ Programs are offered in Flexible Learning format.
AGRICULTURE 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: 99 Credit Hours
AC114 Accounting I/5*
AG106 Agribusiness Fundamentals/3*
AG116 Agricultural Technology/3*
AG130 Agriculture Law/3*
AG135 Sustainable Agriculture/3*
AG145 Agricultural Sales/5*
AG208 Agricultural Economics/5*
AG209 Agricultural Marketing/5*
AG210 Agronomy I/5*
AG211 Animal Science/5*
AG230 Agronomy II/5*
AG300 Agribusiness Strategies & Management/5
AG310 Agribusiness Entrepreneurship, Finance, & Marketing/5
AG315 Professional Agribusiness Selling/5
AG400 Agricultural Policy/5
AG405 Agricultural Price Analysis/3
AG406 Special Problems in Agribusiness/3
AG490 Agribusiness Capstone/3
BU320 Legal Issues in Consumer Sales Transactions/5
MA121 Introduction to Human Communication/3*
MA322 Organizational Behavior/5
MA330 Human Resource Management/5
MT317 Consumer Behavior/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
OR
SC330 Physics/3
UN110 First-Year Experience/2*
UN220 Introduction to Diversity Issues/3*
Any 100/200 level AR, EN, HI, RE, or SP course/3*
Any 300/400 level PY or SO course/3
Any 300/400 level AR, CO, HI, PH, PO, or WS 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 Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), or University Survey (UN).

6 Credit Hours: Choose 300- or 400-level courses from the general education subject categories, which may include Art (AR), Communication (CO), English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), University Survey (UN), or Women’s Studies (WS).

Specialized Electives: 3 Credit Hours
Choose courses at the 300 or 400 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.

*Denotes first and second year courses
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.

A student transferring into the program with a completed associate degree from the University of Northwestern Ohio or another regionally accredited college or university will use that concentration for the lower-level requirements and will be admitted to Option 1 which has requirements for the Specialized Studies in Business Administration. By submitting documentation to the Registrar’s Office and with the approval of the Vice President for Academic Affairs, students with extensive healthcare related work experience may be admitted to Option 2 which has requirements majoring in Healthcare Administration. Students will complete 90 credit hours at the upper level to meet the requirements for this program.

Students with a completed associate degree in Business Administration should declare the baccalaureate degree in Business Administration. Students with a completed associate degree in an allied health area that meets the requirements for the baccalaureate degree in Healthcare Administration should declare that program. Associate degrees in other majors from accredited institutions make students eligible for the baccalaureate degree in Specialized Studies.

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
Students will choose one of the upper level options to complete the degree.

OPTION 1 (Please see next page for Option 2.)

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
OR
SC330 Physics/3
Any 300/400 level AR, CO, HI, PH, PO, or WS 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 Art (AR), Communication (CO), English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), University Survey (UN), or Women’s Studies (WS).

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.
OPTION 2
Technical and Basic Requirements:
47 Credit Hours
BU304 Management Essentials for Specialized Studies/5
BU305 Economics & 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 one of 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
SC320 Biology/3
OR
SC330 Physics/3
PY375 Abnormal Psychology
OR
SO380 Death & Dying/3
Any 300/400 level AR, CO, HI, PH, PO, or WS courses/9

General Education Electives:
6 Credit Hours
Choose 300- or 400-level courses from the general education subject categories, which may include Art (AR), Communication (CO), English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), University Survey (UN), or Women’s Studies (WS).

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: 93 Credit Hours
AC114  Accounting I/5*
BU240  International Business I/5*
BU320  Legal Issues in Consumer Sales Transactions/5
FI210  Principles of Finance/5*
MA121  Principles of Management/5*
MA322  Organizational Behavior/5
MA447  Global Management Issues/5
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
SM488  Sport Internship I/1
SM489  Sport Internship II/3
SM490  Sport Capstone/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
OR
SC330  Physics/3
UN110  First-Year Experience/2*
UN220  Introduction to Diversity Issues/3*
Any 100/200 level AR, EN, HI, RE, or SP course/3*
Any 300/400 level PY or SO course/3
Any 300/400 level AR, CO, HI, PH, PO, or WS 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 Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), or University Survey (UN).

6 Credit Hours
Choose 300- or 400-level courses from the general education subject categories, which may include Art (AR), Communication (CO), English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), University Survey (UN), or Women's Studies (WS).

Specialized Electives: 9 Credit Hours

3 Credit Hours*
Choose a course at the 100 or 200 level that is not required in your program.

6 Credit Hours
Choose two 300- or 400-level courses 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.

*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:

68 Credit Hours
AC114  Accounting I/5
AG106  Agribusiness Fundamentals/3
AG116  Agricultural Technology/3
AG130  Agriculture Law/3
AG135  Sustainable Agriculture/3
AG145  Agricultural Sales/5
AG208  Agricultural Economics/5
AG209  Agricultural Marketing/5
AG210  Agronomy I/5
AG211  Animal Science/5
AG230  Agronomy II/5
AG292  Agribusiness Capstone/3
BU220  Managerial Accounting for Business/3
FI210  Principles of Finance/5
MA121  Principles of Management/5
MT150  Principles of Marketing/5

General Education Electives:

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

Specialized Electives:

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

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 AR, EN, HI, RE, or SP 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

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:
62 Credit Hours
AC114  Accounting 1/5
AC122  Payroll Accounting/3
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*
BU109  Customer Service/3
BU115  Contract Law/5
BU120  Introduction to Business/3
BU220  Managerial Accounting for Business/3
MA121  Principles of Management/5
MA122  Small Business & the Entrepreneur/3
MA234  Customer Relations Automated Management/3*
MT150  Principles of Marketing/5
MT160  Professional Selling/3

General Education Electives:
3 Credit Hours
Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), 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.

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
UN111  Foundations of Online Learning/2
UN220  Introduction to Diversity Issues/3
Any 100- or 200-level AR, EN, HI, RE, or SP course/3

*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 in the Virtual College.

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 Electives:
3 Credit Hours
Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), or University Survey (UN).

Specialized Electives:
5 Credit Hours
Choose courses at the 100 or 200 level that are not required in your program.

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 AR, EN, HI, RE, or SP 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

INFORMATION TECHNOLOGY
Digital Multimedia Design

This curriculum is a study of digital multimedia design using current information technologies that are utilized in this high growth field. The curriculum will give the student the skills to create dynamic and interactive multimedia productions for both the web and optical media. 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 in the Virtual College.

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:
73 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
IT109  Welcome to Web 2.0 & New Media/2
IT113  Introduction to Computer Programming/3
IT170  Ethics in Information Technology/3
MT150  Principles of Marketing/5
MT245  Integrated Marketing Communications/5

General Education Electives:
3 Credit Hours
Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), 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
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 AR, EN, HI, RE, or SP course/3
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 in the Virtual College.

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

<table>
<thead>
<tr>
<th>Technical &amp; Basic Requirements:</th>
<th>General Education Electives:</th>
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<tbody>
<tr>
<td>73 Credit Hours</td>
<td>3 Credit Hours</td>
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<tr>
<td>BU109 Customer Service/3</td>
<td>Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), or University Survey (UN).</td>
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<tr>
<td>BU115 Contract Law/5</td>
<td>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.</td>
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<tr>
<td>BU120 Introduction to Business/3</td>
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<td>DF100 Introduction to Digital Forensics/3</td>
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<td>IT109 Welcome to Web 2.0 &amp; New Media/2</td>
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<tr>
<td>IT113 Introduction to Computer Programming/3</td>
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<td>IT125 Computer Hardware Fundamentals/3</td>
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<td>IT130 Management of Information Security/3</td>
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<td>IT150 Administering a Client Operating System/5</td>
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<td>IT170 Ethics in Information Technology/3</td>
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<td>IT183 Network Fundamentals/5</td>
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<td>IT225 Virtual Environments/5</td>
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<td>NS140 Open Source Fundamentals/3</td>
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<td>NS193 Local &amp; Wide Area Networks/5</td>
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<td>NS230 Router Administration/5</td>
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<td>NS240 Operating Systems Security/3</td>
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<td>NS250 Open Source Server Administration/3</td>
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<td>NS260 Firewall Administration/5</td>
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<td>NS280 Intrusion Detection Systems Administration/3</td>
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<td>NS292 Network Security Capstone/3</td>
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<td>General Education Requirements:</td>
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<td>32 Credit Hours</td>
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<tr>
<td>CO179 Introduction to Human Communication/3</td>
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<td>EN180 Composition I/5</td>
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<td>EN200 Composition II/5</td>
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<td>MH190 Algebra/5</td>
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<td>SO186 Sociology/3</td>
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<td>SC200 Principles of Ecology/3</td>
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<tr>
<td>UN110 First-Year Experience/2</td>
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<tr>
<td>UN220 Introduction to Diversity Issues/3</td>
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<tr>
<td>Any 100- or 200-level AR, EN, HI, RE, or SP course/3</td>
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</tbody>
</table>
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 in the Virtual College. 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:
73 Credit Hours
BU109  Customer Service/3
BU120  Introduction to Business/3
DP117  Database Applications/3
EC190  Survey of Economics/3
IT109  Welcome to Web 2.0 & New Media/2
IT113  Introduction to Computer Programming/3
IT130  Management of Information Security/3
IT150  Administering a Client Operating System/5
IT170  Ethics in Information Technology/3
IT183  Network Fundamentals/5
IT225  Virtual Environments/5
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
SA240  Advanced Server^/3
SA245  Emerging Trends in Computing/3
SA250  Implementing Network Security/3
SA292  System Administration Capstone/3

General Education Requirements:
32 Credit Hours
CD179  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 AR, EN, HI, RE, or SP course/3

General Education Electives:
3 Credit Hours
Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), 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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>AC114</td>
<td>Accounting I/5</td>
</tr>
<tr>
<td>BU120</td>
<td>Introduction to Business/3</td>
</tr>
<tr>
<td>DP150</td>
<td>Spreadsheet Applications/3</td>
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<td>KY146</td>
<td>Keyboarding I/5</td>
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<td>PL100</td>
<td>Introduction to the Legal System/5</td>
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<td>PL110</td>
<td>Probate Administration/5</td>
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<td>PL120</td>
<td>Litigation/5</td>
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<td>PL130</td>
<td>Legal Research &amp; Writing I/5</td>
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<td>PL140</td>
<td>Domestic Relations/5</td>
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<tr>
<td>PL210</td>
<td>Real Estate/5</td>
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<tr>
<td>PL220</td>
<td>Legal Research &amp; Writing II/5</td>
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<td>PL230</td>
<td>Automated Research/3</td>
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<td>PL240</td>
<td>Criminal Law/5</td>
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<tr>
<td>PL245</td>
<td>Legal Ethics/2</td>
</tr>
<tr>
<td>PL250</td>
<td>Juvenile Law/3</td>
</tr>
<tr>
<td>PL292</td>
<td>Legal Capstone/3</td>
</tr>
<tr>
<td>WP138</td>
<td>Introduction to Word Processing Applications/3</td>
</tr>
<tr>
<td>WP267</td>
<td>Advanced Word Processing Applications/3</td>
</tr>
</tbody>
</table>

General Education Electives: 3 Credit Hours

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

General Education Requirements: 32 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO179</td>
<td>Introduction to Human Communication/3</td>
</tr>
<tr>
<td>EN180</td>
<td>Composition I/5</td>
</tr>
<tr>
<td>EN200</td>
<td>Composition II/5</td>
</tr>
<tr>
<td>MH169</td>
<td>Business Math/5</td>
</tr>
<tr>
<td>MH190</td>
<td>Algebra/5</td>
</tr>
<tr>
<td>PY177</td>
<td>Introduction to Psychology/3</td>
</tr>
<tr>
<td>SO186</td>
<td>Sociology/3</td>
</tr>
<tr>
<td>SC200</td>
<td>Principles of Ecology/3</td>
</tr>
<tr>
<td>UN110</td>
<td>First-Year Experience/2</td>
</tr>
<tr>
<td>UN220</td>
<td>Introduction to Diversity Issues/3</td>
</tr>
<tr>
<td>Any 100- or 200-level AR, EN, HI, RE, or SP course/3</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC114</td>
<td>Accounting I/5</td>
<td>5</td>
</tr>
<tr>
<td>AC130</td>
<td>Introduction to Accounting Software/3</td>
<td>3</td>
</tr>
<tr>
<td>BU109</td>
<td>Customer Service/3</td>
<td>3</td>
</tr>
<tr>
<td>DP117</td>
<td>Database Applications/3</td>
<td>3</td>
</tr>
<tr>
<td>DP150</td>
<td>Spreadsheet Applications/3</td>
<td>3</td>
</tr>
<tr>
<td>DP155</td>
<td>Developing Business Presentations/5</td>
<td>5</td>
</tr>
<tr>
<td>DP210</td>
<td>Advanced Spreadsheet Applications/3</td>
<td>3</td>
</tr>
<tr>
<td>KY146</td>
<td>Keyboarding I/5</td>
<td>5</td>
</tr>
<tr>
<td>KY147</td>
<td>Keyboarding II/5</td>
<td>5</td>
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<tr>
<td>KY250</td>
<td>Keyboarding III/5</td>
<td>5</td>
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<tr>
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<td>Principles of Management/5</td>
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<tr>
<td>OP135</td>
<td>Machine Transcription I/3</td>
<td>3</td>
</tr>
<tr>
<td>OP149</td>
<td>Records Management/3</td>
<td>3</td>
</tr>
<tr>
<td>OP235</td>
<td>Machine Transcription II/3</td>
<td>3</td>
</tr>
<tr>
<td>OP276</td>
<td>Office Procedures/5</td>
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</tr>
<tr>
<td>OP292</td>
<td>Office Technology Capstone/3</td>
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</tr>
<tr>
<td>WP138</td>
<td>Introduction to Word Processing Applications/3</td>
<td>3</td>
</tr>
<tr>
<td>WP267</td>
<td>Advanced Word Processing Applications/3</td>
<td>3</td>
</tr>
<tr>
<td>WP277</td>
<td>Document Design/5</td>
<td>5</td>
</tr>
</tbody>
</table>

General Education Electives: 3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO179</td>
<td>Introduction to Human Communication/3</td>
<td>3</td>
</tr>
<tr>
<td>EN180</td>
<td>Composition I/5</td>
<td>5</td>
</tr>
<tr>
<td>EN200</td>
<td>Composition II/5</td>
<td>5</td>
</tr>
<tr>
<td>MH169</td>
<td>Business Math/5</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td>MH190</td>
<td>Algebra/5</td>
</tr>
<tr>
<td>OR</td>
<td>PY177</td>
<td>Introduction to Psychology/3</td>
</tr>
<tr>
<td>OR</td>
<td>SO186</td>
<td>Sociology/3</td>
</tr>
<tr>
<td>SC200</td>
<td>Principles of Ecology/3</td>
<td>3</td>
</tr>
<tr>
<td>UN110</td>
<td>First-Year Experience/2</td>
<td>2</td>
</tr>
<tr>
<td>UN220</td>
<td>Introduction to Diversity Issues/3</td>
<td>3</td>
</tr>
<tr>
<td>Any 100- or 200-level AR, EN, HI, RE, or SP course/3</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
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 AR, EN, HI, RE, or SP course/3

General Education Electives:
3 Credit Hours
Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), 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
FI210  Principles of Finance/5
MA121  Principles of Management/5
MT245  Integrated Marketing Communications/5
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
SM289  Sport Internship I/1
SM290  Sport Internship II/3
SM292  Sport Capstone/3

General Education Electives:
3 Credit Hours
Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), 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.

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 AR, EN, HI, RE, or SP course/3
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 Electives: 3 Credit Hours
Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), 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.

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 AR, EN, HI, RE, or SP course/3  

ASSOCIATE OF APPLIED BUSINESS DEGREE

TRAVEL AND HOTEL MANAGEMENT

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TR124  Cruises & Tours/3  
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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  
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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 AR, EN, HI, RE, or SP course/3  

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Mission Statement
Engaging dedication and commitment, the College of Applied Technologies focuses on serving the needs of people in high technologically advanced fields by assuring quality education.

BACHELOR OF SCIENCE DEGREE
Automotive Technology Supervision

ASSOCIATE OF APPLIED SCIENCE DEGREES
Automotive Technology
Automotive/High Performance Technology
Diesel Technology - Light Duty
Diesel Technology - Medium/Heavy Duty
Automotive/Diesel Technology - Light Duty
Automotive/Diesel Technology - Medium/Heavy Duty
High Performance Technology
Agricultural Equipment Technology
Robotics & Automation Technology
Heating, Ventilation, Air Conditioning, and Refrigeration Technology

DIPLOMA PROGRAMS
Automotive Technician
Automotive/High Performance Technician
Diesel Technician
Automotive/Diesel Technician
High Performance Technician
Agricultural Equipment Technician
Agricultural Equipment/Diesel Technician
Heating, Ventilation, Air Conditioning, and Refrigeration Technician
Alternate Fuels Technician - Automotive
Alternate Fuels Technician - Diesel

CERTIFICATE
Diesel Advanced Technology Education

The College of Applied Technologies offers a Bachelor of Science degree in Automotive Technology Supervision and associate 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, evening, and early-morning (offered from 12:00 a.m. to 6:30 a.m.). Enrollment in the technical courses of the College of Applied Technologies is limited to 20 students. Graduates of the associate 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 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 two of the three ICE (Industry Competency Exams) exams for the ARI-PAHRA accrediting body.
The University is one of the six founding members of the National Alternative Fuels Training Consortium (NAFTC). Alternate fuels is becoming a large component in the transportation industry; therefore, the University not only offers the alternate fuels program but students can also become NAFTC certified in propane, natural gas, and cylinder inspection. This will allow students to be more marketable when looking for employment.

In addition, since the Environmental Protection Agency (EPA) also requires technicians under Sections 608 and 609 of the Clean Air Act to be certified to perform any air conditioning service or repair, the University offers students the opportunity to certify through the Mobile Air Conditioning Society (MACS), voluntary testing through Video General Inc. (V.G.I.) and RSES, “Refrigeration Service Engineers Society.”

The University of Northwestern Ohio also provides optional testing for students to become certified under Federal requirement 49CFR 396.25 (D)(3)(1), qualifying them to perform “in service” adjustments on air-operated cam brakes on commercial vehicles for students in the Diesel program.

The growth of the College of Applied Technologies over the years has resulted in the expansion into nine buildings which contain more than 200,000 square feet of classroom and shop space, along with student and faculty lounges to accommodate the increasing enrollments in the programs.

**CAREER OPPORTUNITIES**

The University of Northwestern Ohio graduates will enter into a growing job market. According to industry sources, the job market for graduates of both the degree or diploma programs is expected to increase steadily to the year 2028 and beyond (see chart below*).

<table>
<thead>
<tr>
<th>Occupational Field</th>
<th>Currently in Field</th>
<th>Growth Potential Percentage</th>
<th>Job Openings Due to Growth &amp; Replacement by Year 2028</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive</td>
<td>770,000</td>
<td>3%</td>
<td>740,000</td>
</tr>
<tr>
<td>Agricultural Equipment</td>
<td>45,400</td>
<td>4%</td>
<td>48,000</td>
</tr>
<tr>
<td>Diesel</td>
<td>285,300</td>
<td>7%</td>
<td>284,000</td>
</tr>
<tr>
<td>HVAC/R</td>
<td>367,900</td>
<td>13%</td>
<td>428,000</td>
</tr>
<tr>
<td>Robotics</td>
<td>14,000</td>
<td>3%</td>
<td>14,200</td>
</tr>
</tbody>
</table>


In addition, the high performance industry offers an extensive variety of career opportunities. This multi-billion dollar industry offers careers in performance engine building and testing, chassis building and modification, vinyl graphic design and application, and the production and installation of after-market accessories. Opportunities also exist for graduates to work with the teams and organizations involved in competing in professional motorsports under the following sanctioning bodies: National Association for Stock Car Auto Racing (NASCAR), Automobile Race Club of America (ARCA), United States Auto Club (USAC), INDYCAR, National Hot Rod Association (NHRA), International Hot Rod Association (IHRA), and other sanctioning bodies.
UNIVERSITY OF NORTHWESTERN OHIO
COLLEGE OF APPLIED TECHNOLOGIES

The University of Northwestern Ohio offers state-of-the-art programs to educate students to handle advanced professional technology within the industry. Experienced instructors develop and teach a curriculum designed to prepare students for success. Knowledge-based and performance-based courses are carefully integrated to provide a well-balanced education.

NATIONAL ALTERNATIVE FUELS TRAINING CONSORTIUM

The University of Northwestern Ohio is a National Training Center (NTC) for the National Alternative Fuels Training Consortium (NAFTC). The NAFTC, founded in 1992, is the only nationwide alternative fuel vehicle (AFV) and advanced technology vehicle training organization. The NAFTC’s mission is to educate the nation about alternative fuel and advanced technology vehicles through program management, curriculum development, training implementation, and outreach and education activities leading to the decrease of U.S. dependence on foreign oil and the improvement of air quality.

NAFTC training audiences include technicians, secondary and post-secondary automotive students, fleet managers, transit managers, first responders, and academic institution automotive trainers. The NAFTC is also the developer and coordinator of the largest AFV and advanced technology vehicle consumer event, National AFV Day Odyssey.

The University of Northwestern Ohio is one of nearly 50 national and associate training centers in the country and is one of the founding members of the consortium. In cooperation with the NAFTC, the University has trained and certified thousands of students in alternate fuels to date.

The NAFTC state-of-the-art curricula and training has been funded by the U.S. Environmental Protection Agency (USEPA), U.S. Department of Energy (USDOE), U.S. Department of Homeland Security Federal Emergency Management Agency, and numerous other public and private organizations. Through this funding, the NAFTC has trained organizations, such as the U.S. Postal Service, NASA, UPS, GSA Services, National Park Service, Ford Motor Company, General Motors Company, Honda Motor Company, and many others.

The University has seen a direct need for alternate fuels training, and our commitment is reflected by its accomplishments in alternate fuels. The University is accredited in Alternate Fuels and Master accredited in Automotive and Medium/Heavy Duty Trucks by the ASE Education Foundation. Its Alternate Fuels Instructors are ASE certified in Automotive and F1 certified in Alternate Fuels. Alternate fuels training at the University covers electric technology, hybrid electric, compressed natural gas (LPG), liquefied natural gas (LNG), bio-diesel, ethanol, methanol, propane, autogas, and hydrogen fuel cell technology.

Technology changes in alternate fuels daily. The country must rely less on foreign oil, so the government is supportive of this theory and is taking proactive steps to pass legislation with regard to alternate forms of clean energy. We are very serious about our alternate fuels training and invite you to come and train with the best at the University of Northwestern Ohio.
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 28 and 29.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM300</td>
<td>Survey of the Automotive Industry/5</td>
<td>5</td>
</tr>
<tr>
<td>AM350</td>
<td>Supervision in the Automotive Industry/5</td>
<td>5</td>
</tr>
<tr>
<td>AM400</td>
<td>Automotive Customer Relations/5</td>
<td>5</td>
</tr>
<tr>
<td>AM430</td>
<td>Safety, Legal, and Environmental Issues in the Automotive Industry/5</td>
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</tr>
<tr>
<td>AM450</td>
<td>Marketing in the Automotive Industry/5</td>
<td>5</td>
</tr>
<tr>
<td>AM490</td>
<td>Automotive Supervision Capstone/3</td>
<td>3</td>
</tr>
<tr>
<td>BU304</td>
<td>Management Essentials for Specialized Studies/5</td>
<td>5</td>
</tr>
<tr>
<td>MA322</td>
<td>Organizational Behavior/5</td>
<td>5</td>
</tr>
<tr>
<td>MA330</td>
<td>Human Resource Management/5</td>
<td>5</td>
</tr>
<tr>
<td>MA340</td>
<td>Leadership/5</td>
<td>5</td>
</tr>
<tr>
<td>MA440</td>
<td>Project Management/3</td>
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General Education Requirements:
35 Credit Hours

<table>
<thead>
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<th>Title</th>
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</thead>
<tbody>
<tr>
<td>BU330</td>
<td>Business Communications/3</td>
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</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EN410</td>
<td>Technical Writing for the Automotive Industry/3</td>
<td>3</td>
</tr>
<tr>
<td>CO445</td>
<td>Group Dynamics/3</td>
<td>3</td>
</tr>
<tr>
<td>EN</td>
<td>Any 300/400 level EN course/3</td>
<td>3</td>
</tr>
<tr>
<td>MH310</td>
<td>Finite Mathematics/3</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MH315</td>
<td>Calculus/3</td>
<td>3</td>
</tr>
<tr>
<td>MH350</td>
<td>Statistics/5</td>
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<tr>
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<td>OR</td>
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<tr>
<td>Any 300/400 level PY or SO course/3</td>
<td>3</td>
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<tr>
<td>Any 300/400 level AR, CO, HI, PH, PO, or WS courses/9</td>
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</table>

General Education Electives:
3 Credit Hours

Choose a 300- or 400-level course from the general education subject categories, which may include Art (AR), Communication (CO), English (EN), History (HI), Math (MH), Popular Culture (PO), Psychology (PY), Science (SC), Sociology (SO), University Survey (UN), or Women’s Studies (WS).

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.

AUTOMOTIVE TECHNOLOGY

Length: 23 Months

Program length includes 9 break-weeks and class time for Review Math and Basic English if required.

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.

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<tr>
<th>Technical Requirements</th>
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<td>AU117 Automatic Transmissions/Transaxle</td>
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<td>AU118 Transportation Heating Ventilation Air Conditioning</td>
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</tr>
<tr>
<td>AU122 Automotive Engine Diagnosis &amp; Repair</td>
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<td>6</td>
</tr>
<tr>
<td>AU123 Electrical &amp; Electronics I</td>
<td>120</td>
<td>6</td>
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<tr>
<td>AU126 Suspension &amp; Steering</td>
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<td>AU127 Hydraulic Brake Systems</td>
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<td>PS274 The American Political Scene</td>
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<td>3</td>
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<td>MA234 Customer Relations Automated Management</td>
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<td>EN200 Composition II</td>
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<tr>
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*EN070 Basic English
*MH065 Review Math
*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

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<th>Recommended Additional Courses</th>
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<th>Credit Hours</th>
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<td>CDL101 Commercial Driver License I</td>
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<td>CDL102 Commercial Driver License II</td>
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</table>
ASSOCIATE OF APPLIED SCIENCE DEGREE

DIESEL TECHNOLOGY - LIGHT DUTY  Length: 25 Months

Program length includes 10 break-weeks and class time for Review Math and Basic English if required.

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.

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Total Technical Hours 1344 69

General Education & Related Requirements

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Total General Hours 347 37

TOTAL HOURS FOR GRADUATION 1691 106

*EN070 Basic English

*MH065 Review Math

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

Recommended Additional Courses

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*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.

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**Total Technical Hours:** 1704

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**Total General Hours:** 347

**TOTAL HOURS FOR GRADUATION:** 2051

*EN070 Basic English
*MH065 Review Math

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

### Recommended Additional Courses

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ASSOCIATE OF APPLIED SCIENCE DEGREE

AUTOMOTIVE/DIESEL TECHNOLOGY - MEDIUM/HEAVY DUTY

Length: 34 Months

Program length includes 13 break-weeks and class time for Review Math and Basic English if required.

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.

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<td>DT130  Truck Air Systems, Brakes &amp; Preventive Maintenance</td>
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<td>DT131  Truck Drivetrains</td>
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<td>DT230  Diesel Performance &amp; Diagnosis</td>
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<td>EN180  Composition I</td>
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<td>PS274  The American Political Scene</td>
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<tr>
<td>PY177  Psychology</td>
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<td>SC205  Earth Science</td>
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<tr>
<td>UN220  Introduction to Diversity Issues</td>
<td>24</td>
<td>3</td>
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<tr>
<td>MA234  Customer Relations Automated Management</td>
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<td>3</td>
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<tr>
<td>EN200  Composition II</td>
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<tr>
<td>UN112  CoA1 First-Year Experience</td>
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*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.

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<th>Recommended Additional Courses</th>
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<td>CDL102 Commercial Driver License II</td>
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</table>
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.

**Technical Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructional Hours</th>
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<td>Transportation Heating Ventilation Air Conditioning</td>
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<td>Automotive Engine Diagnosis &amp; Repair</td>
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<tr>
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<td>Electrical &amp; Electronics I</td>
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<td>High Performance Welding</td>
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**Total Technical Hours:** 2184

**General Education & Related Requirements**

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**Total General Hours:** 347

**TOTAL HOURS FOR GRADUATION:** 2531

*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**

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</table>
ASSOCIATE OF APPLIED SCIENCE DEGREE

HIGH PERFORMANCE TECHNOLOGY  
Length: 33 Months

Program length includes 13 break-weeks and class time for Review Math and Basic English if required.

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.

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<td>MA234 Customer Relations Automated Management</td>
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*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.

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ASSOCIATE OF APPLIED SCIENCE DEGREE

AGRICULTURAL EQUIPMENT TECHNOLOGY  
Length: 25 Months

Program length includes 10 break-weeks and class time for Review Math and Basic English if required.

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.

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Technical Requirements

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<td>DT119</td>
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<td>DT131</td>
<td>Truck Drivetrains</td>
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<td>DT228</td>
<td>Heavy Equipment &amp; Vehicle Integrated Electronics</td>
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<td>DT230</td>
<td>Diesel Performance &amp; Diagnosis</td>
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General Education & Related Requirements

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<tr>
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<td>EN180</td>
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<td>PS274</td>
<td>The American Political Scene</td>
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<td><strong>Total General Hours</strong></td>
<td></td>
<td><strong>347</strong></td>
<td><strong>37</strong></td>
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</table>

**TOTAL HOURS FOR GRADUATION** 1691 106

*EN070 Basic English
MH065 Review Math

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

---

Recommended Additional Courses

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CDL101</td>
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</tbody>
</table>
ASSOCIATE OF APPLIED SCIENCE DEGREE

ROBOTICS & AUTOMATION TECHNOLOGY  Length: 20 Months

Program length includes 8 break-weeks and class time for Review Math and Basic English if required.

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.

<table>
<thead>
<tr>
<th>Technical Requirements</th>
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<td>RA120  Automation Electrical</td>
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<td>RA130  AC/DC Motor Controls</td>
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<td>RA205  Program Logic Controllers</td>
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<td>RA210  Robotics Integration</td>
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<td>RA215  Automation Controls &amp; Network Integration</td>
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<td>RA220  The Work Cell</td>
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<td>PY177  Psychology</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>SC205  Earth Science</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>UN220  Introduction to Diversity Issues</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>MA234  Customer Relations Automated Management</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>EN200  Composition II</td>
<td>48</td>
<td>5</td>
</tr>
<tr>
<td>UN112  CoAT First-Year Experience</td>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total General Hours</strong></td>
<td><strong>347</strong></td>
<td><strong>37</strong></td>
</tr>
<tr>
<td><strong>TOTAL HOURS FOR GRADUATION</strong></td>
<td><strong>1355</strong></td>
<td><strong>90</strong></td>
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</table>

*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.

<table>
<thead>
<tr>
<th>Recommended Additional Course</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>RA150  Industrial Fabrication</td>
<td>120</td>
<td>6</td>
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</table>
HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY

Length: 20 Months

Program length includes 8 break-weeks and class time for Review Math and Basic English if required.

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.

### Technical Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HV110</td>
<td>120</td>
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<tr>
<td>HV115</td>
<td>120</td>
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<td>HV120</td>
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<td>HV125</td>
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<td>HV210</td>
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<td>HV215</td>
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<td>UN295</td>
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### General Education & Related Requirements

<table>
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<tr>
<th>Course</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>DP153 Digital Documents &amp; Spreadsheets</td>
<td>36</td>
<td>3</td>
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<tr>
<td>CO179 Introduction to Human Communication</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>MH150 Technical Math</td>
<td>36</td>
<td>4</td>
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<tr>
<td>EN180 Composition I</td>
<td>48</td>
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<tr>
<td>PS274 The American Political Scene</td>
<td>24</td>
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</tr>
<tr>
<td>PY177 Psychology</td>
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<td>3</td>
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<tr>
<td>SC205 Earth Science</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>UN220 Introduction to Diversity Issues</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>MA234 Customer Relations Automated Management</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>EN200 Composition II</td>
<td>48</td>
<td>5</td>
</tr>
<tr>
<td>UN112 CoAT First-Year Experience</td>
<td>11</td>
<td>2</td>
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<tr>
<td>Total General Hours</td>
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<td>37</td>
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<tr>
<td>TOTAL HOURS FOR GRADUATION</td>
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*EN070 Basic English
*MH065 Review Math
*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

### Recommended Additional Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CDL101 Commercial Driver License I</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>CDL102 Commercial Driver License II</td>
<td>120</td>
<td>6</td>
</tr>
</tbody>
</table>
DIPLOMA

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.

AUTOMOTIVE TECHNICIAN

Length: 19 Months

Program length includes 8 break-weeks and class time for Review Math if required.

Students in this program will prepare for entry-level positions in the automotive industry by acquiring the technical skills currently applicable to the industry.

<table>
<thead>
<tr>
<th>Technical Requirements</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AU116 Manual Drivetrains &amp; Axles</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>AU117 Automatic Transmissions/Transaxle</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>AU118 Transportation Heating Ventilation Air Conditioning</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>AU122 Automotive Engine Diagnosis &amp; Repair</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>AU123 Electrical &amp; Electronics I</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>AU126 Suspension &amp; Steering</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>AU127 Hydraulic Brake Systems</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>AU228 Electrical &amp; Electronics II</td>
<td>120</td>
<td>6</td>
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<tr>
<td>AU230 Automotive Engine Performance</td>
<td>120</td>
<td>6</td>
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<tr>
<td>AU232 Computerized Engine Control Systems</td>
<td>120</td>
<td>6</td>
</tr>
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<td>UN290 Major Specific Capstone - Diploma</td>
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<td><strong>Total Technical Hours</strong></td>
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</table>

<table>
<thead>
<tr>
<th>General Education &amp; Related Requirements</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP153 Digital Documents &amp; Spreadsheets</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>CO179 Introduction to Human Communication</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>MH150 Technical Math</td>
<td>36</td>
<td>4</td>
</tr>
<tr>
<td>UN112 CoAT First-Year Experience</td>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total General Hours</strong></td>
<td><strong>107</strong></td>
<td><strong>12</strong></td>
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<tr>
<td><strong>TOTAL HOURS FOR GRADUATION</strong></td>
<td><strong>1318</strong></td>
<td><strong>73</strong></td>
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</table>

*MH065 Review Math

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<table>
<thead>
<tr>
<th>Recommended Additional Courses</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CDL101 Commercial Driver License I</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>CDL102 Commercial Driver License II</td>
<td>120</td>
<td>6</td>
</tr>
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</table>

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at: http://www.unoh.edu/academics/college-of-applied-technologies/automotive-technology.shtml
Students in this program will prepare for entry-level positions in the diesel industry by acquiring the technical skills currently applicable to the industry.

**Technical Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AU118</td>
<td>Transportation Heating Ventilation Air Conditioning</td>
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<tr>
<td>AU123</td>
<td>Electrical &amp; Electronics I</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>AU126</td>
<td>Suspension &amp; Steering</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>AU127</td>
<td>Hydraulic Brake Systems</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>DT119</td>
<td>Theory &amp; Techniques in Welding</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>DT124</td>
<td>Diesel Engine Diagnosis &amp; Repair</td>
<td>120</td>
<td>6</td>
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<tr>
<td>DT130</td>
<td>Truck Air Systems, Brakes &amp; Preventive Maintenance</td>
<td>120</td>
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<tr>
<td>DT131</td>
<td>Truck Drivetrains</td>
<td>120</td>
<td>6</td>
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<tr>
<td>DT228</td>
<td>Heavy Equipment &amp; Vehicle Integrated Electronics</td>
<td>120</td>
<td>6</td>
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<tr>
<td>DT230</td>
<td>Diesel Performance &amp; Diagnosis</td>
<td>120</td>
<td>6</td>
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<tr>
<td>DT235</td>
<td>Diesel Engine Electronic Controls</td>
<td>120</td>
<td>6</td>
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<td>HY130</td>
<td>Hydraulics</td>
<td>120</td>
<td>6</td>
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<td>UN290</td>
<td>Major Specific Capstone - Diploma</td>
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**Total Technical Hours**

<table>
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<th>Instructional Hours</th>
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<td>1451</td>
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**General Education & Related Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP153</td>
<td>Digital Documents &amp; Spreadsheets</td>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>CO179</td>
<td>Introduction to Human Communication</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>MH150</td>
<td>Technical Math</td>
<td>36</td>
<td>4</td>
</tr>
<tr>
<td>UN112</td>
<td>CoAT First-Year Experience</td>
<td>11</td>
<td>2</td>
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</tbody>
</table>

**Total General Hours**

<table>
<thead>
<tr>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>107</td>
<td>12</td>
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</tbody>
</table>

**Total HOURS FOR GRADUATION**

<table>
<thead>
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<th>Instructional Hours</th>
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</table>

*MH065 Review Math

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**Recommended Additional Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL101</td>
<td>Commercial Driver License I</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>CDL102</td>
<td>Commercial Driver License II</td>
<td>120</td>
<td>6</td>
</tr>
</tbody>
</table>

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at: [http://www.unoh.edu/academics/college-of-applied-technologies/diesel-technology.shtml](http://www.unoh.edu/academics/college-of-applied-technologies/diesel-technology.shtml)
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.

### Technical Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU116</td>
<td>Manual Drivetrains &amp; Axles</td>
<td>120</td>
<td>6</td>
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<td>AU117</td>
<td>Automatic Transmissions/Transaxle</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>AU118</td>
<td>Transportation Heating Ventilation Air Conditioning</td>
<td>120</td>
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</tr>
<tr>
<td>AU122</td>
<td>Automotive Engine Diagnosis &amp; Repair</td>
<td>120</td>
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<td>AU123</td>
<td>Electrical &amp; Electronics I</td>
<td>120</td>
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<td>AU126</td>
<td>Suspension &amp; Steering</td>
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<td>AU128</td>
<td>Electrical &amp; Electronics II</td>
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<td>or</td>
<td>DT228</td>
<td>Heavy Equipment &amp; Vehicle Integrated Electronics</td>
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<tr>
<td>AU230</td>
<td>Automotive Engine Performance</td>
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</tr>
<tr>
<td>AU232</td>
<td>Computerized Engine Control Systems</td>
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<td>DT119</td>
<td>Theory &amp; Techniques in Welding</td>
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<tr>
<td>DT130</td>
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<td>DT131</td>
<td>Truck Drivetrains</td>
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<td>DT230</td>
<td>Diesel Performance &amp; Diagnosis</td>
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<td>DT235</td>
<td>Diesel Engine Electronic Controls</td>
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<tr>
<td>HY130</td>
<td>Hydraulics</td>
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<td>UN290</td>
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**Total Technical Hours**: 2051

**Credit Hours**: 103

### General Education & Related Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>DP153</td>
<td>Digital Documents &amp; Spreadsheets</td>
<td>36</td>
<td>3</td>
</tr>
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<td>3</td>
</tr>
<tr>
<td>MH150</td>
<td>Technical Math</td>
<td>36</td>
<td>4</td>
</tr>
<tr>
<td>UN112</td>
<td>CoAT First-Year Experience</td>
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</table>

**Total General Hours**: 107

**TOTAL HOURS FOR GRADUATION**: 2158

*MH065 Review Math

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### Recommended Additional Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CDL101</td>
<td>Commercial Driver License I</td>
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<td>6</td>
</tr>
<tr>
<td>CDL102</td>
<td>Commercial Driver License II</td>
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</tr>
</tbody>
</table>

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at: http://www.unoh.edu/academics/college-of-applied-technologies/diesel-technology.shtml
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.

<table>
<thead>
<tr>
<th>Technical Requirements</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AU116 Manual Drivetrains &amp; Axles</td>
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<tr>
<td>AU117 Automatic Transmissions/Transaxle</td>
<td>120</td>
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<td>AU123 Electrical &amp; Electronics I</td>
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<td>6</td>
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<td>AU127 Hydraulic Brake Systems</td>
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<tr>
<td>AU230 Automotive Engine Performance</td>
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<td>AU232 Computerized Engine Control Systems</td>
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<tr>
<td>HP105 High Performance Accessory Trends</td>
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<td>HP110 High Performance Welding</td>
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<td>HP130 High Performance Engine Machining</td>
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<td>HP215 High Performance Fabrication</td>
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<tr>
<td>HP217 High Performance Suspension &amp; Steering</td>
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<td>HP228 High Performance Drive Lines</td>
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<td>6</td>
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<tr>
<td>HP240 High Performance Fuel/Electronics/Ignition Systems</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>HP245 High Performance Custom Engine Building</td>
<td>120</td>
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<tr>
<td>UN290 Major Specific Capstone - Diploma</td>
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<table>
<thead>
<tr>
<th>General Education &amp; Related Requirements</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
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<td>3</td>
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<td>MH150 Technical Math</td>
<td>36</td>
<td>4</td>
</tr>
<tr>
<td>UN112 CoAT First-Year Experience</td>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total General Hours</strong></td>
<td><strong>107</strong></td>
<td><strong>12</strong></td>
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<td><strong>TOTAL HOURS FOR GRADUATION</strong></td>
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<td><strong>121</strong></td>
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*MH065 Review Math

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

<table>
<thead>
<tr>
<th>Recommended Additional Courses</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CDL101 Commercial Driver License I</td>
<td>120</td>
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</tr>
<tr>
<td>CDL102 Commercial Driver License II</td>
<td>120</td>
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Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at: http://www.unoh.edu/academics/college-of-applied-technologies/high-performance-motorsports.shtml
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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>AU117</td>
<td>Automatic Transmissions/Transaxle</td>
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<td>AU122</td>
<td>Automotive Engine Diagnosis &amp; Repair</td>
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<tr>
<td>AU123</td>
<td>Electrical &amp; Electronics I</td>
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<td>AU126</td>
<td>Suspension &amp; Steering</td>
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<td>AU127</td>
<td>Hydraulic Brake Systems</td>
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<td>AU228</td>
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<td>Automotive Engine Performance</td>
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<td>HP105</td>
<td>High Performance Accessory Trends</td>
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<td>HP110</td>
<td>High Performance Welding</td>
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<td>HP130</td>
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<td>HP215</td>
<td>High Performance Fabrication</td>
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<td>High Performance Suspension &amp; Steering</td>
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<td>High Performance Drive Lines</td>
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<td>High Performance Fuel/Electronics/Ignition Systems</td>
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<td>High Performance Custom Engine Building</td>
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**General Education & Related Requirements**

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<th>Course Code</th>
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<th>Instructional Hours</th>
<th>Credit Hours</th>
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<tbody>
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<td>DP153</td>
<td>Digital Documents &amp; Spreadsheets</td>
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<td>CO179</td>
<td>Introduction to Human Communication</td>
<td>24</td>
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<tr>
<td>MH150</td>
<td>Technical Math</td>
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<tr>
<td>UN112</td>
<td>CoAT First-Year Experience</td>
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<td><strong>TOTAL HOURS FOR GRADUATION</strong></td>
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*MH065 Review Math

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**Recommended Additional Courses**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<td>Transportation Air Conditioning &amp; Refrigeration</td>
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<td>AU232</td>
<td>Computerized Engine Control Systems</td>
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<td>Commercial Driver License I</td>
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<tr>
<td>CDL102</td>
<td>Commercial Driver License II</td>
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Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at: http://www.unoh.edu/academics/college-of-applied-technologies/high-performance-technology.shtml
AGRICULTURAL EQUIPMENT TECHNICIAN

Length: 22 Months

Program length includes 9 break-weeks and class time for Review Math if required.

Students in this program will prepare for entry-level positions in the agricultural industry by acquiring the technical skills currently applicable to the industry.

<table>
<thead>
<tr>
<th>Technical Requirements</th>
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<td>AG228 Tractors</td>
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<td>AU118 Transportation Heating Ventilation Air Conditioning</td>
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<td>AU123 Electrical &amp; Electronics I</td>
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<tr>
<td>DT119 Theory &amp; Techniques in Welding</td>
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<td>DT124 Diesel Engine Diagnosis &amp; Repair</td>
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<td>DT131 Truck Drivetrains</td>
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<td>DT228 Heavy Equipment &amp; Vehicle Integrated Electronics</td>
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<td>DT230 Diesel Performance &amp; Diagnosis</td>
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<td>HY130 Hydraulics</td>
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<td>LT101 Lift Truck Service Training</td>
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<th>General Education &amp; Related Requirements</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<tr>
<td>DP153 Digital Documents &amp; Spreadsheets</td>
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<td>CO179 Introduction to Human Communication</td>
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<tr>
<td>MH150 Technical Math</td>
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<td>UN112 CoAT First-Year Experience</td>
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<td><strong>Total General Hours</strong></td>
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<td><strong>TOTAL HOURS FOR GRADUATION</strong></td>
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*MH065 Review Math

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<thead>
<tr>
<th>Recommended Additional Courses</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>CDL101 Commercial Driver License I</td>
<td>120</td>
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</tr>
<tr>
<td>CDL102 Commercial Driver License II</td>
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Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at: http://www.unoh.edu/academics/college-of-applied-technologies/agricultural-equipment-technology.shtml
DIPLOMA

AGRICULTURAL EQUIPMENT/DIESEL TECHNICIAN

Length: 23 Months

Program length includes 9 break-weeks and class time for Review Math if required.

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.

Technical Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<td>DT230</td>
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<td>DT235</td>
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<td>HY130</td>
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General Education & Related Requirements

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<th>Course</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>DP153</td>
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<td>3</td>
</tr>
<tr>
<td>CO179</td>
<td>24</td>
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</tr>
<tr>
<td>MH150</td>
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<td>4</td>
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<td>UN112</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>TOTAL HOURS FOR GRADUATION</strong></td>
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*MH065 Review Math
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Recommended Additional Courses

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<tr>
<th>Course</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CDL101</td>
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<tr>
<td>CDL102</td>
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</table>

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at:
http://www.unoh.edu/academics/college-of-applied-technologies/agricultural-equipment-technology.shtml
HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNICIAN

Length: 16 Months

Program length includes 7 break-weeks and class time for Review Math if required.

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.

**Technical Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<td>HV120</td>
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<td>Heating Systems &amp; Controls</td>
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<td>Refrigeration Systems &amp; Controls</td>
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<td>HV215</td>
<td>Heat Pump Systems &amp; Controls</td>
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<td>HV220</td>
<td>Service &amp; Procedures II</td>
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<td>HV225</td>
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**General Education & Related Requirements**

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<th>Instructional Hours</th>
<th>Credit Hours</th>
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<td>DP153</td>
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<td>36</td>
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</tr>
<tr>
<td>CO179</td>
<td>Introduction to Human Communication</td>
<td>24</td>
<td>3</td>
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<td>MH150</td>
<td>Technical Math</td>
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<td>UN112</td>
<td>CoAT First-Year Experience</td>
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*MH065 Review Math

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**Recommended Additional Courses**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Instructional Hours</th>
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<tbody>
<tr>
<td>CDL101</td>
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<tr>
<td>CDL102</td>
<td>Commercial Driver License II</td>
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Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at: http://www.unoh.edu/academics/college-of-applied-technologies/hvac-technology.shtml
DIPLOMA

ALTERNATE FUELS TECHNICIAN
Automotive  Length: 22 Months

Program length includes 9 break-weeks and class time for Review Math if required.

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
--Cylinder Inspection - this certification requires an additional two-day class and a certification test must be completed

Technical Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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</thead>
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General Education & Related Requirements

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<thead>
<tr>
<th>Course</th>
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</thead>
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<td><strong>Total General Hours</strong></td>
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<td><strong>12</strong></td>
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<tr>
<td><strong>TOTAL HOURS FOR GRADUATION</strong></td>
<td><strong>1558</strong></td>
<td><strong>85</strong></td>
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Recommended Additional Courses

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<tr>
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<th>Instructional Hours</th>
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<td>CDL102</td>
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Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at: http://www.unoh.edu/academics/college-of-applied-technologies/alternate-fuels-technology.shtml
ALTERNATE FUELS TECHNICIAN
Diesel

Length: 22 Months

Program length includes 9 break-weeks and class time for Review Math if required.

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
--Cylinder Inspection - this certification requires an additional two-day class and a certification test must be completed

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</tr>
<tr>
<td>DT131</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>DT235</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>UN290</td>
<td>11</td>
<td>1</td>
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<tr>
<td><strong>Total Technical Hours</strong></td>
<td><strong>1451</strong></td>
<td><strong>73</strong></td>
</tr>
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</table>

### General Education & Related Requirements

<table>
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<tr>
<th>Course</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>DP153</td>
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<td>3</td>
</tr>
<tr>
<td>CO179</td>
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<td>3</td>
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<tr>
<td>MH150</td>
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<tr>
<td>UN112</td>
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<td><strong>Total General Hours</strong></td>
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<td><strong>TOTAL HOURS FOR GRADUATION</strong></td>
<td><strong>1558</strong></td>
<td><strong>85</strong></td>
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*MH065 Review Math

*MH065 Review Math

*If the placement test is passed with a score of 70% or higher, course will not be required to graduate.

### Recommended Additional Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<td>CDL101</td>
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<tr>
<td>CDL102</td>
<td>120</td>
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</table>

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at: http://www.unoh.edu/academics/college-of-applied-technologies/alternate-fuels-technology.shtml
The Diesel Advanced Technology Education (DATE) is an advanced program that is designed to be taken after completion of the Diesel Technology degree. Students in this program will receive specialized training for Mack Trucks and Volvo Trucks including engines, electrical and electronics, emissions, powertrain, and chassis components. Completion of the DATE program can allow graduates to enter the Mack or Volvo dealerships with Professional Mack and Volvo Certifications.

<table>
<thead>
<tr>
<th>Technical Requirements</th>
<th>Instructional Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>DA201 Diesel Advanced Entry-Level Technician</td>
<td>120</td>
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</tr>
<tr>
<td>DA202 Diesel Advanced Truck Systems</td>
<td>120</td>
<td>3</td>
</tr>
<tr>
<td>DA203 Diesel Advanced Engines &amp; Emissions</td>
<td>120</td>
<td>3</td>
</tr>
<tr>
<td>DA204 Diesel Advanced Drivetrains</td>
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<tr>
<td><strong>Total Technical Hours</strong></td>
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</table>
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

AC114 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.

AC115 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: AC114.

AC117 Personal Taxes (5)
Students are introduced to income tax laws and regulations to prepare federal income tax returns for individual and sole proprietorships.
No Prerequisite.

AC118 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: AC115.

AC122 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: AC114.

AC130 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: AC114.

AC202 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: AC118.

AC221 Intermediate Accounting I (5)
This course covers the financial statements and related topics including, but not limited to, earnings management, cash management, and revenue recognition.
Prerequisite: AC118.

AC222 Intermediate Accounting II (5)
This course is an extension of Intermediate Accounting I covering operating assets, debt and equity financing, investments, and inventory.
Prerequisite: AC221.

AC223 Intermediate Accounting III (3)
This course is an extension of Intermediate Accounting II and finalizes intermediate accounting. Major topics include pension accounting, earnings per share, contingencies, business segments, and leases.
Prerequisite: AC222.

AC225 Survey of Governmental & Not-for-Profit Accounting (3)
This course will provide an overview of the characteristics of accounting for governmental and not-for-profit organizations and include a study of the various governmental funds, the budgetary process, reporting standards, and preparation of financial statements in compliance with GASB.
Co-requisite: AC222.

AC292 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.
AC301 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: AC202.

AC302 Cost Accounting II (5)
This course launches off the activity-based cost management system studied in Cost Accounting I. It prepares the students for the strategies employed in today’s business environment. Topics include, but are not limited to, JIT, theory of constraints, lean accounting, balanced scorecard, and activity-based management.
Prerequisite: AC301.

AC310 Business Taxes (5)
An in-depth study of business taxes focusing on partnerships and corporations identifying earnings and deductions.
Prerequisites: AC117 and AC222.

AC315 Lean Accounting (5)
This specialized course will deal with the development of budgets, responsibility accounting, and performance evaluation. The course will introduce students to a modern business environment utilizing techniques such as JIT, value stream analysis and the theory of constraints to help develop workable solutions to current business issues.
Prerequisite: AC202.

AC321 Corporate Governance (3)
Students focus on the Sarbanes-Oxley Act of 2002 and on the set of processes, customs, policies, laws, and institutions impacting the way corporations are managed and controlled. The principal constituents are shareholders, management, and the board of directors.
Prerequisite: AC222.

AC375 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.

AC405 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: AC222.

AC411 A Survey of Auditing (3)
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: AC222.

AC412 Auditing for Fraud (3)
Fraud examination will study such topics as fraud triangle, elements of the triangle, and fraud prevention, detection, and investigation. Emphasis is placed on various accounting/auditing skills including technology updates, interviewing, documents, and record examination.
Co-requisite: AC411.

AC413 Auditing for Compliance (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: AC412.

AC435 Advanced Accounting I (5)
Students are introduced to advanced accounting concepts including business combinations, consolidations, consolidated working papers, and related financial statements.
Prerequisite: AC222.

AC436 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: AC435.
COURSES OF INSTRUCTION

AC440 Financial Statement Analysis (5)
Students will analyze financial statements, both from the user’s and preparer’s perspective. This examination will involve industry economics, business strategy, generally accepted accounting principles, as well as the quality of accounting information. The course includes guides for predicting future profitability and risk and the valuation of firms.
Prerequisite: AC222.

AC445 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: AC222.

AC452 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: AC436.

AC453 CPA Review - Business Environment and Concepts (3)
This CPA review study centers on the section of the CPA exam that focuses on the business environment and concepts.
Prerequisite: AC436.

AC454 CPA Review - Regulation (3)
This CPA review study centers on the section of the CPA exam that focuses on regulation.
Prerequisite: AC436.

AC455 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: AC413 and AC436.

AC490 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.

AGRICULTURE MARKETING/MANAGEMENT

AG106 Agribusiness Fundamentals (3)
Students are introduced to the methods and procedures used by agribusiness in decision making.
No Prerequisite.

AG116 Agricultural Technology (3)
Students will study the innovations and techniques that are transforming agriculture.
Prerequisite: AG106.

AG130 Agriculture Law (3)
Study of the law as it applies to agriculture and ag business. Study of the application of grain, futures, livestock marketing, equipment, and land contracts, along with other major areas of concern in ag business today.
No Prerequisite.

AG135 Sustainable Agriculture (3)
Students will study the stewardship of ecological principles and concepts to the innovative strategies to the production of food, fiber, and fuel.
No Prerequisite.

AG145 Agricultural Sales (5)
Students will examine the fundamentals of selling as it relates to agriculture. The selling process of agriculture products are explored in detail.
No Prerequisite.

AG208 Agricultural Economics (5)
Basic macro- and microeconomic principles relative to agribusiness are discussed in this course.
Prerequisite: AG106.
AG209 Agricultural Marketing (5)
Students will learn the application of basic marketing principles to the field of agribusiness with emphasis on products/services.
Prerequisite: AG106.

AG210 Agronomy I (5)
Basic characteristics of soils and its fertility, management alternatives, environmental concerns and profitable plant production practices are discussed.
Prerequisite: AG106.

AG211 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: AG106.

AG230 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: AG210.

AG292 Agribusiness 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.

AG300 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.

AG310 Agribusiness Entrepreneurship, Finance and Marketing (5)
This course includes the study of entrepreneurship, finance, and marketing including (1) establishing a relationship with financial institutions, (2) marketing challenges, and (3) solutions relative to agribusiness.
Prerequisite: Junior Standing.

AG315 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.

AG400 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.

AG405 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.

AG406 Special Problems in Agribusiness (3)
Case studies of agribusiness firms and enterprises are studied.
Prerequisite: Senior Standing.

AGRICULTURAL EQUIPMENT

AG227 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.

AG228 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.
COURSES OF INSTRUCTION

LT101 Lift Truck Service Training (6)
This course introduces students to the maintenance and repair procedures using demonstrated performance service training. The course encompasses stock pickers, stand-up reach riders, and sit-down forklifts, either electric or propane fueled on various models of lift trucks. Students will be exposed to practical preventative maintenance, electrical/electronic trouble logging diagnosis, systematic reporting, and repair procedures. Hydraulic servicing and safety will be reiterated as well as proper control of hazardous energy. Testing will be by demonstrated performance with the instructor signing off on competency learned. Exams are specific to the demonstrated performance of the individual student. Prerequisite: AU123 and HY130.

ALTERNATE FUELS

AF235 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 adhered to. Students are provided lab activities that offer valuable hands-on training needed for future transportation industry maintenance and repair. Prerequisite: AU232 or DT235.

AF237 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: AF235.

ART

AR305 Composing Your Life: Exploration of Self through Visual Arts & Writing (3)
Students explore a variety of visual and written tools for self-exploration and self-expression. Through discussion, written assignments, and directed exercises, students practice utilizing a variety of media to explore and express who they are. Students will need access to a camera. Prerequisite: EN200.

AUTOMOTIVE

AU116 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.

AU117 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.

AU118 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.
AU122 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.

AU123 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.

AU126 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.

AU127 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.

AU228 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: AU123.

AU230 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. Prerequisite: AU228 or DT228.

AU232 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: AU230.
COURSES OF INSTRUCTION

AUTOMOTIVE MANAGEMENT

AM130 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.

AM210 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.

AM215 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.

AM220 Current Topics in Automotive Management (3)
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.

AM292 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.

AM300 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.

AM310 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.

AM311 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: AM310.

AM312 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: AM311.

AM350 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.

AM400 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: AM350.

AM412 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: AM312.

AM413 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: AM312.
AM420 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: Senior Standing.

AM430 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.
Prerequisite: EN410.

AM450 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.
Prerequisite: EN410.

AM490 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

BU109 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.

BU115 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.

BU120 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.

BU220 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: AC114.

BU230 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.

BU240 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: MA121 and [MT150 or SM190 or TR224].

BU250 International Business II  (3)
More detailed information about the operations of international business is provided. Students will apply learned information and research different aspects of international business such as various international forces, marketing, exporting and importing procedures.
Prerequisite: BU240.
BU292 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.

BU304 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.

BU305 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.

BU320 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.

BU325 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.

BU330 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: EN180.

BU410 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 BU410 and one course-- BU411, BU412, BU414--must be completed to receive credit.
Prerequisite: Senior Standing.

BU411, BU412 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: BU410.

BU490 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

CO179 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.

CO445 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: CO179 and EN200.

CRIMINAL JUSTICE

CJ200 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: BU115.

DATA PROCESSING

DP117 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.) Students taking this course via Virtual College must have access to a computer with appropriate software installed.
No Prerequisite.

DP150 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.) Students taking this course via Virtual College must have access to a computer with appropriate software installed.
No Prerequisite.

DP153 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.

DP155 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.) Students taking this course via Virtual College must have access to a computer with appropriate software installed.
No Prerequisite.

DP175 Software Applications (3)
This is an introductory course in the use of Microsoft Word, Excel, and PowerPoint. Students will be introduced to the Word functions of creating, editing, and formatting documents and tables. The students will also be introduced to PowerPoint functions of slide layouts, applying themes, inserting media objects, adding animations, transitions, pictures, and videos. This course continues with the completion of exposing students to a wide variety of fundamental electronic spreadsheet operations and functions through business-related applications.
No Prerequisite.

DP210 Advanced Spreadsheet Applications (3)
This hands-on course will implement advanced features of the electronic spreadsheets software in business-related applications. Topics include table creation, database operations, and advanced macro operations. (This course provides preparation for Microsoft® Application Certification Testing.) Students taking this course via Virtual College must have access to a computer with appropriate software installed.
Prerequisite: DP150.
COURSES OF INSTRUCTION

DIESEL

CDL101 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. UN110 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.)

CDL102 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: CDL101, CDL Permit License and DOT Physical.

DT119 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.

DT124 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.

DT127 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.

No Prerequisite.

DT130 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.
DT131 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 components 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.

DT228 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: AU123.

DT230 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: AU123.

DT231 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.
Prerequisites: AU228 or DT228.

DT234 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 manufacturer specific diagnostic programs as well as aftermarket diagnostic software. Use of wiring diagrams and DMM will be used extensively to troubleshoot diagnostic fault codes.
Prerequisites: AU228 or DT228, DT124, and DT230.

DT235 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 currently used in today’s industry. The student will perform horsepower and torque performance tests using the dynamometer. Electronic troubleshooting will be done using engine manufacturer-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: DT124, DT228, and DT230.
COURSES OF INSTRUCTION

HY130 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: AU123.

DIESEL ADVANCED

DA201 Diesel Advanced Entry-Level Technician   (3)
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, OEM internet support tools, and advanced diagnostic principles and practices as it relates to Mack and Volvo specifications.
Prerequisite: DATE Program Acceptance.

DA202 Diesel Advanced Truck Systems   (3)
In this course, students will learn brake systems, cab controls including HVAC systems, supplemental restraint systems, and steering and suspension as it relates to Mack Trucks and Volvo Trucks. They will continue to develop diagnostic principles and practices utilizing OEM resources throughout the course.
Prerequisite: DA201 (may be taken as co-requisite).

DA203 Diesel Advanced Engines & Emissions   (3)
In this course, students will learn engine overhaul procedures, exhaust after-treatment systems, and 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.
Prerequisite: DA201 (may be taken as co-requisite).

DA204 Diesel Advanced Drivetrains   (3)
In this course, students will learn differential overhaul and transmission service procedures for Mack Trucks and Volvo Trucks. They will also complete preventative maintenance inspections per Mack Truck and Volvo Truck standards. They will continue to develop diagnostic principles and procedures utilizing OEM resources.
Prerequisite: DA201 (may be taken as co-requisite).

DIGITAL FORENSICS

DF100 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.
Prerequisite: AU123.

DF110 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: BU115 and DF100.

DF120 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: DF100.

DF130 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: DF120.
DF200 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: DF120.

DF210 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: BU115 and DF120.

DF220 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: DF200.

DF230 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: DF200.

DF240 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: CJ200 and DF200.

DF250 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: DF210.

DF260 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: DF220.

DF292 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

DM118 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.
DM121 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 organiza-
tions 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 var-
ious HTML text editors to enhance and create dynamic
HTML web pages.
Prerequisite: IT113.

DM122 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: DM118.

DM125 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: DM118.

DM130 Applied 3-D Modeling Concepts   (3)
The student will explore the fundamentals of 3D mod-
eling. 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, modi-
fiers, subsurf, and multires modeling.
Prerequisite: DM122.

DM180 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: DM118.

DM190 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 in-
corporated into web pages.
Prerequisite: DM180.

DM210 Advanced Interactive Media Presentation   (5)
This course continues the experience of creating a mul-
timedia 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: DM190.

DM215 Advanced Web Media Design Concepts   (5)
This advanced course will further the exploration of web
pages. Students will learn to incorporate various graph-
ics, 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: DM121.

DM223 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: DM122 and DM190.

DM226 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: DM223.
DM236 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: DM125.

DM255 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: DM130.

DM292 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

EC190 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.
Prerequisite: MH190.

EC225 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.
Prerequisite: MH190.

EC235 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.
Prerequisite: EC225.

EC325 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: EC235 or BU305.

ENGLISH

EN070 Basic English  (3)
Students are provided with a thorough review of English grammar usage as well as an introduction to writing.
No Prerequisite.

EN180 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: EN070 or Proficiency Credit.
COURSES OF INSTRUCTION

EN200 Composition II (5)
This course will build on skills from EN180 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: EN180.

EN250 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: EN180.

EN278 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: EN180.

EN279 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: EN180.

EN280 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: EN180.

EN290 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: EN180.

EN316 Mystery Fiction (3)
This class will explore the mystery genre, ranging from Sherlock Holmes stories to contemporary fiction.
Prerequisite: EN200.

EN317 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: EN200.

EN318 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: EN200.

EN325 Sherlock Holmes (3)
Selected stories of the “great detective” will involve both literary analysis and specific applications of deductive reasoning and critical thinking. The course includes a review of the socioeconomic and political climate of Victorian England which coincided with the popularity of the detective story in the 1880s (the Jack the Ripper murders) and led to the development of crime fiction as a genre.
Prerequisite: EN200.

EN410 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.

EN420 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: EN200.
FINANCE

FI210 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: AC114 and [MH169 or MH190].

FI310 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: FI210.

FI410 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: BU305 or FI210.

FI420 Corporate Finance  (5)
This course focuses on the capital budgeting, capital structure, and working capital management decisions and their impact on shareholder wealth.
Prerequisites: [BU305 or FI210] and MH350.

FI425 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: BU305 or FI210 and EC225.

FOREIGN LANGUAGE

FL120 Beginning Spanish  (3)
This course is designed for the beginning student with no previous experience in Spanish. The main objectives of this course are to help students develop effective communication skills in Spanish through the elementary development of the four basic language skills (listening, speaking, reading, and writing), while focusing on and critically examining cultural beliefs, values, and aspects of everyday life in Spanish-speaking nations.
No Prerequisite.

FL220 Conversational Spanish  (3)
Language emphasis will be on learning practical and functional Spanish that can be used in everyday situations. This course is designed for students who have no, or very little, understanding of the Spanish language.
No Prerequisite.

FORENSIC ACCOUNTING

FA330 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: AC222.

FA340 Interviewing for Fraud  (5)
Students learn how to gather evidence, the proper writing of fraud reports, interviewing techniques to include types of questions to ask, how to identify nonverbal communications, and consideration of the legal environment.
Prerequisite: FA330.

FA410 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: AC315.

FA420 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: FA410.

FA425 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: FA410.
HIT110 Medical Terminology  (3)
Students will study the basic components of the medical language by word division and applying suffixes, prefixes, and combining forms to build medical words. Through this process, students will be able to spell, pronounce, and relate medical terms to the structure and function of the human body.
No Prerequisite.

HIT122 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.
Prerequisites: HIT110 and SC125.

HIT145 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: HIT122.

HIT160 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: HIT122.

HIT203 Coding I  (5)
This course will introduce the student to the fundamentals of the ICD coding systems required for reimbursement of medical visits, procedures, and tests.
Prerequisite: MO142 or SC135.

HIT208 Coding II  (5)
This course will introduce the student to the fundamentals of the CPT coding system required for reimbursement of medical visits, procedures, and tests.
Prerequisite: HIT203.

HIT216 Coding III  (5)
This course is an advanced coding course. Students will apply and evaluate the fundamentals of ICD and CPT coding systems required for reimbursement of medical visits, procedures, and tests. They will also be introduced to ICD-10-PCS inpatient procedural coding. Students will evaluate the accuracy of the diagnostic and procedural groupings and develop appropriate queries when necessary.
Prerequisite: HIT208.

HIT225 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: HIT122.

HIT235 Healthcare Statistics & Quality Assessment  (5)
This course 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: HIT122 and MH190.
COURSES OF INSTRUCTION

HIT245 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: HIT122.

HIT255 HIT Internship I (2)
This course provides for a professional practice experience (PPE) in an approved healthcare facility. Emphasis is on applying the following skills: confidentiality of patient information, orientation to health information department functions, patient registration procedures, hospital billing procedures, HIM committee functions, record storage and retrieval, discharged patient record procedures, hospital statistics, and release of information processing. Students will be assigned projects that relate to the above skills which will be completed at the site under the supervision of the site supervisor. This is an unpaid work experience requiring 3 hours per week of participation within a 10-week time period for a total of 30 hours per quarter.
Prerequisite: HIT208.

HIT261 HIT Internship II (2)
This course provides for a professional practice experience (PPE) in an approved healthcare facility. Emphasis is on applying the following skills: international classification of diseases, 9th revision, clinical modification (ICD-10-CM), current procedural terminology (CPT), and healthcare common procedure coding system level II (HCPCS Level II) coding. Students will be assigned projects that relate to the above skills which will be completed at the site under the supervision of the site supervisor. This is an unpaid work experience requiring 6 hours per week of participation within a 10-week time period for a total of 60 hours per quarter.
Prerequisite: HIT216 and HIT255.

HIT266 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: HIT235.

HIT292 Health Information 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.

HEALTHCARE

HC305 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 BU304.

HC310 Healthcare Law (3)
This course will introduce the student to important medical and legal issues that apply to the healthcare field.
Prerequisite: HC305.

HC315 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: HC305 and MH350.

HC325 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: HC310.

HC415 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: HC305.
COURSES OF INSTRUCTION

HC467 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: BU305 and HC305.

HC472 Healthcare Economics (5)
This course examines supply, demand, resource utilization, allocation, provider concerns, and managing financial risk in healthcare.
Prerequisite: HC467.

HC490 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

HV110 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.

HV115 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 domestic/commercial refrigeration freezers, coolers, and ice machines are examined in depth.
No Prerequisite.

HV120 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: HV110 and HV115.

HV125 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: HV110 and HV115.

HV210 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: HV120.

HV215 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: HV120.

HV220 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: HV210.
HV225 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: HV125, HV210, and HV215.

HIGH PERFORMANCE

HP105 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.

HP110 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.

HP130 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: AU122 or DT124.

HP110 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.

HP215 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: HP110 and MH065.

HP217 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: AU126 and AU127.
COURSES OF INSTRUCTION

HP228 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: AU116 and AU117.

HP240 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, FAST, 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: AU230.

HP245 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 de-greeing. 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 honers. Students will apply theory to actual application by building engines for University training aids and their own projects utilizing proper assembly techniques.
Prerequisites: HP130 and HP240.

HISTORY

HI225 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: EN180.

HI250 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: EN180.
**COURSES OF INSTRUCTION**

**HI280 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: EN180.

**HI285 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: EN180.

**HI310 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: EN200.

**HI312 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: EN200.

**HI315 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: EN200.

**INI20 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: EN200.

**INFORMATION TECHNOLOGY**

**IT109 Welcome to Web 2.0 and New Media (2)**
This course is designed to help students understand and effectively use a variety of Web 2.0 technologies including blogs, RSS, wikis, social bookmarking tools, photo sharing tools, screen casts, audio and video podcasts, social networking sites, virtual worlds (Second Life), and video sharing (You Tube).

No Prerequisite.

**IT113 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.

**IT125 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.
COURSES OF INSTRUCTION

IT130 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.
Prerequisite: IT109.

IT150 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.

IT170 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.

IT183 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.

IT225 Virtual Environments  (5)
This course examines how virtualization technology enables high-powered computers to run multiple operating system environments. Upon completion of this course, students will have a working knowledge of many virtualization products by installing and using Type 1 and Type 2 hypervisors in a hands-on lab environment. Configuring virtual networks, creating high-availability solutions with clustering, improving security and performance, and using management software to administer multiple virtual machines will also be discussed.
Prerequisite: IT183.

KEYBOARDING

KY080 Keyboarding for Beginners  (2)
Students are provided with a knowledge of the keyboard. Emphasis is placed on accuracy, speed and proofreading. A speed of 25 NWPM (net words per minute) must be attained. This course is required of students who key less than 25 NWPM on the placement test. (Credit is not counted toward graduation.)
No Prerequisite. Graded S/U.

KY146 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.
Prerequisite: KY080 or Proficiency Credit.

KY147 Keyboarding II  (5)
Students take an in-depth look at personal and business correspondence, advanced tables and preparing interoffice communications while applying the rules from KY146. Students will work toward increasing their keyboard speed to attain 60 NWPM throughout the quarter.
Prerequisite: KY146.

KY250 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: KY147.

MANAGEMENT

MA121 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.

MA122 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.
Prerequisite: MA121.
MA234 Customer Relations Automated Mgt. (3)
(College of Applied Technologies and Automotive Management Only)
Students will acquire basic knowledge of management in the service field through the use of the microcomputer in parts ordering and handling, inventory control and system pricing. Instruction will include service management, 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.

MA322 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.

MA325 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: MA322.

MA330 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.

MA340 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: MA322.

MA395 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.

MA406 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.

MA416 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.

MA425 Special Topics in Business Administration (3)
Special topics in the business administration field will be studied.
Prerequisite: MA322.

MA426 Introduction to Production and Operations Management (3)
This course provides an overview of the fundamentals of management of operations of firms, design of production systems, operation, coordination and control of production activity, and major analytical tools for management.
Prerequisite: Senior Standing.

MA430 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

MA435 Critical Thinking in Business Administration (3)
This course will utilize the critical thinking process to address both historical and current events pertaining to business administration. Students will address key events and leaders through social, political, and economic lenses and understand their importance to current events.
Prerequisite: MA322.

MA440 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.

MA447 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: BU240 or BU304.

MA475 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: FI420.

MARKETING

MT150 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.

MT160 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.

MT225 Retailing (5)
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: MT150.

MT245 Integrated Marketing Communications (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: MT150 or SM190.

MT292 Marketing 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.

MT305 Advanced Sales (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: MT160.

MT317 Consumer Behavior (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.

MT321 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: BU240 and MT317.
MT335 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.

MT353 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: MT150 or SM190.

MT355 Internet Marketing (5)
This course explores how marketing and networked economy knowledge can be utilized for the business world. Students will learn how to design a marketing program for the online environment of today’s organizations. Using technology to create a competitive advantage for a company will be an important theme of the course.
Prerequisite: MT150 or SM190.

MT406 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: MT317.

MT415 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: MH350 and MT317.

MT424 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: MT317.

MT490 Marketing 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.

MATH

MH065 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.

MH150 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: MH065 or Proficiency Credit.

MH169 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: MH065 or Proficiency Credit.

MH190 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: MH065 or Proficiency Credit.
COURSES OF INSTRUCTION

MH310 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: MH169 or MH190.

MH315 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: MH190.

MH350 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: MH310 or MH315.

MH420 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: MH350.

MBA

MBA500 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.

MBA560 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.

MBA570 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.

MBA575 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.

MBA580 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.
MBA585 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.

MBA605 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.

MBA610 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.

MBA640 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.

MBA655 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.

MBA665 Production & Operations Management (4)
This course presents design, planning, and control for effective supply chain and process control. Learners apply the techniques and principles to effectively manage market leadership, organizational growth, and innovation.
Prerequisite: MBA Program Acceptance.

MBA680 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.

MBA690 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.

MEDICAL TECHNOLOGY

MO120 Medical Terminology I (3)
A vocabulary course for students enrolled in the medical field. It is designed to aid in the spelling, definition and pronunciation of the terminology related to the following: the body as a whole, integumentary system, eye and ear, musculoskeletal system, digestive system, hematology/blood, and cardiovascular.
No Prerequisite.

MO133 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.
COURSES OF INSTRUCTION

MO134 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.

MO138 Medical Terminology II (3)
Students continue the study of medical terms, their spelling, and usage. Emphasis is on terminology related to the following: respiratory, nervous, urinary, male and female reproductive, and endocrine systems.

Prerequisite: MO120.

MO139 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: MH065.

MO142 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: MO134.

MO145 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: MO142.

MO148 Medical Terminology III (3)
Students continue the study of medical terms, their spelling, and usage. Emphasis is on terminology related to the following: lymphatic and immune system, pediatrics and gerontology, nutrition, rehabilitation, mental health, infectious disease, genetics, cancer, and alternative medicine.

Prerequisite: MO138.

MO152 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.

Prerequisite: KY146 or WP138.

MO156 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: MO134.
**COURSES OF INSTRUCTION**

MO157 Understanding Health Insurance  (3)
A course designed to introduce students to major nationwide medical insurance programs, including relevant patient/family education.

No Prerequisite.

MO230 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.

MO235 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: MO156.

MO244 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: MO139.

MO250 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: MO145.

MO258 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: MO235.

MO283 CPT Coding  (3)
This course will introduce the student to the fundamentals of the CPT coding system required for reimbursement of medical visits, procedures, and tests.

Prerequisite: MO138.

MO284 ICD Coding  (5)
This course will introduce the student to the fundamentals of the ICD coding system required for reimbursement of medical visits, procedures, and tests.

Prerequisite: MO148.

MO288 Medical Assisting Externship I  (2)
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: HIT203, HIT208, MO133, MO152, MO157, MO230, MO244, MO250, and MO258.

MO290 Advanced Coding  (5)
This course is designed to work with various coding systems. The student will code both diagnoses and procedures and work with complex coding situations.

Prerequisites: MO283 and MO284.
COURSES OF INSTRUCTION

MO291 Medical Assisting Externship II (2)
This course is a continuation of Medical Assisting Externship I. Students continue to develop the necessary administrative and clinical skills through experience in an ambulatory care setting including focus on legal/moral/ethical issues, professional behavior, and effective communication. The practicum remains supervised but allows the student to participate in a more independent role. This class meets once a week to allow the student to review and discuss the externship experience.
Prerequisite: MO288.

MO292 Medical 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.

NETWORK SECURITY

NS140 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.
Prerequisites: IT109 and IT125.

NS193 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: IT183.

NS230 Router Administration (5)
This course focuses on configuring routers to control access, resist network attacks, and protect other network devices and systems in addition to protecting the confidentiality and integrity of network traffic. Concepts will be reinforced by hands-on labs that use network and router simulation software.
Prerequisites: NS140 and NS193.

NS240 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: NS140.

NS250 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: IT113 and NS140.

NS260 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.
Prerequisites: NS230.

NS280 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: NS230.
NS292 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

OP135 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 via Virtual College must have access to a computer with appropriate software installed and must buy the foot pedal required for this course.
Prerequisites: EN070 or proficiency exam credit and KY146.

OP140 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 via Virtual College must have access to a computer with appropriate software installed and must buy the foot pedal required for this course.
Prerequisites: KY146 and MO148.

OP149 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.

OP235 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 via Virtual College must have access to a computer with appropriate software installed and must buy the foot pedal required for this course.
Prerequisite: OP135.

OP240 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 via Virtual College must have access to a computer with appropriate software installed and must buy the foot pedal required for this course.
Prerequisite: OP140.

OP276 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: EN180, KY146, and WP138.

OP292 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.

PARALEGAL

PL100 Introduction to the Legal System (5)
This course provides an overview of the fundamentals for success in the paralegal procession 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.
PL110 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.

PL120 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: PL100.
Prerequisite: BU115 for Non-Legal Majors.

PL130 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: PL100.

PL140 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: PL100.

PL210 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: PL100.

PL220 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: PL130.

PL230 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: PL130.

PL240 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: PL100.

PL245 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: PL100.
PL250 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:** PL100.

PL292 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.

**PHILOSOPHY**

PH310 Ethics (3)
This course is designed to introduce students to the study of ethics and moral philosophy. The course will explore the moral impact of acts not only on the individual but also on the community as a whole. Emphasis will be placed on developing individual critical thought.  
**Prerequisite:** EN200.

**POLITICAL SCIENCE**

PS274 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.**

**PSYCHOLOGY**

PY177 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.**
COURSES OF INSTRUCTION

PY270 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: PY177 or SO186.

PY276 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: EN070 or Proficiency Credit and PY177 or SO186.

PY375 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: EN200.

PY376 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: EN200.

RELIGION

RE270 Religions of the World  (3)
This course is a survey of the major world religions, examining their beliefs and values. Current issues in religion will also be discussed.
Prerequisite: EN180.

ROBOTICS & AUTOMATION

RA110 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.

RA115 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.

RA120 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.

RA130 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: RA120.

RA150 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.
RA205 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 troubleshoot 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:  RA130.

RA210 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:  RA120.

RA215 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:  RA205.

RA220 “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:  RA210 and RA215.

RA295 Robotics & Automation Capstone   (5)
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.

SCIENCE

SC125 Anatomy & Physiology   (5)
This course will guide the allied health student through the understanding of how the human body works from birth through death. The student will be able to comprehend the basic concepts of human anatomy and physiology and the working mechanisms of the body.
No Prerequisite.

SC135 Pathophysiology   (5)
This course is an introduction to the fundamentals of pathophysiology with a focus on the essential concepts of physiologic changes and disruption of normal processes of the human body. Emphasis will be on various ways symptoms, signs, and physical findings manifest themselves in the disease process. Diagnostic procedures, preventative measures, and current therapeutic regimens will be explored.
Prerequisite:  SC125.

SC200 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 environments and will examine the structure and dynamics of populations, communities, and ecosystems while maintaining a focus on sustainability.
No Prerequisite.

SC205 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.
COURSES OF INSTRUCTION

SC220 Advanced Anatomy & Physiology (3)
This course will expand on the fundamentals learned in SC125 and will focus on understanding the intricate details of the nervous, respiratory, circulatory, gastrointestinal, muscular, skeletal, and endocrine systems. Students will be able to better understand each of these systems and the body parts associated with each system.
Prerequisite: SC125.

SC301 Planet Earth: A Survey of Zoology, Taxonomy, and Community Ecology (3)
Students will be introduced to the diversity of life on our planet. Analysis of the past, present, and future conditions of the environment will be performed. Underlying themes include community ecology, conservation genetics, and environmental sustainability.
Prerequisite: EN200.

SC320 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.

SC330 Introduction to Physics (3)
Basic principles of Newtonian mechanics will be studied. Topics include Newton’s Laws, friction, conservation laws, and linear and rotational motion. Laboratory experiments will be used to bolster understanding.
Prerequisite: MH190 or MH310.

SOCIOLOGY

SO186 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.

SO380 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: EN200.

SPORT MARKETING & MANAGEMENT

SM130 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.

SM150 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.
No Prerequisite.

SM170 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: SM130.

SM190 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: SM130.

SM230 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.
Prerequisite: SM130.
SM240 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.
Prerequisites: EN200 and SM130.

SM250 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.
Prerequisite: SM130.

SM289 Sport Internship I (1)
Students will complete this one-hour course prior to beginning their sport internship in SM290. In this course, students will: 1) complete the work necessary to locate an internship site, 2) learn the expectations of the University as well as the supervising facility or organization, and 3) complete the paperwork required for the internship.
Prerequisite: SM130.

SM290 Sport Internship II (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: SM289.

SM292 Sport 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.

SM300 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.
Prerequisite: SM250.

SM320 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: SM250.

SM380 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.
Prerequisites: PY177 or SO186 and SM250.

SM400 Special Topics in Sport (3)
This course will focus on a special topics 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.
Prerequisite: SM250.

SM450 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.
Prerequisite: SM250.

SM488 Sport Internship I (1)
Students will complete this one-hour course prior to beginning their sport internship in SM489. In this course, students will: 1) complete the work necessary to locate an internship site, 2) learn the expectations of the University as well as the supervising facility or organization, and 3) complete the paperwork required for the internship.
Prerequisite: SM300.
SM489 Sport Internship II (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 stadiums, 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: SM488.

SM490 Sport 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.

SYSTEM ADMINISTRATION

SA110 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.

SA115 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: DP117.

SA130 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: IT150.

SA220 Administering a Server Environment II (3)
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: SA130.

SA230 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: SA130.

SA240 Advanced Server (3)
This course focuses on the use of Windows PowerShell. Work with objects in Windows PowerShell, including cmdlets, data types, variables, and fundamental object-based information models will be completed in hands-on labs. Managing disk storage volumes, shadow copies, shared folders, Terminal Services and IIS properties using WMI in Windows PowerShell will also be examined.
Prerequisites: IT113 and IT150.

SA245 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: SA130.

SA250 Implementing Network Security (3)
This course takes an in-depth look at network intrusion prevention, proxy, and filtering techniques to safeguard a network. Safeguarding remote access and site-to-site VPNs will also be covered in this course. Windows-based solution will be used to develop a secure web gateway that will provide URL filtering, antimalware inspection, application/network-layer firewall, and HTTP/HTTPS inspection. Type 2 hypervisors are used extensively in this course to complete hands-on labs.
Prerequisite: SA220 and SA230.
SA292 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

TR122 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.

TR124 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: TR122.

TR130 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.

TR131 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.

TR135 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.

TR166 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: TR122.

TR216 Hospitality Supervision  (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 visitors bureaus, and caterers to provide quality meetings and events.
Prerequisite: TR122.

TR217 Event Planning  (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: TR122.

TR221 Hotel & Motel Operations  (5)
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: TR122.
COURSES OF INSTRUCTION

TR224 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: TR122.

TR225 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: TR122.

TR292 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 COURSES

UN101 Chess (1)
An introduction to the game of chess, students will learn the rules, strategies, and tactics of the game, while also improving critical thinking skills. No prior chess experience is necessary.
No Prerequisite.

UN102 Introduction to Hatha Yoga (1)
The Introduction to Hatha Yoga class is specifically designed for those with little or no yoga experience. Students will learn the basic principles and techniques of Yoga, a 4,000 year old ancient art and science of creating a healthy mind and body. During this ten-week session, the fundamentals, the Yoga Asanas (the physical postures), Pranayama (breathing practices), Yoga Nidra (Yogic Sleep), and basic meditation are also introduced. Learn how to use yoga practice to enhance the quality of life, reduce stress, and improve focus and concentration while increasing physical strength and flexibility. Create a harmonious unity in the body, mind, and spirit with yoga.
No Prerequisite.

UN105 Orientation for the College of Business (1)
Students participating in orientation will receive information and training in the use of the online scheduling system, applying for financial aid, housing/safety services, career services, and academic resources.
No Prerequisite.

UN110 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.

UN111 Foundations of Online Learning (2)
This course is designed to provide a solid foundation for undergraduate study in the online environment. Students will be introduced to learning theory, the tools available in the online classroom and campus, and online research. Identification of personal learning style allows students to improve their study/learning techniques and prepares them to succeed in online college level courses. Students will be introduced to formatting and citation styles. UNOH online policy and procedure is addressed. There is an emphasis on written communication to assist students in the transition to the online environment.
Prerequisite: None.

UN112 CoAT First-Year Experience (2)
Upon completion of this course, students in the College of Applied Technologies will be able to identify academic culture and university life. Additionally, they will be able to describe their academic program and the learning experience related to it, as well as define the resources available to them.
No Prerequisite.

UN125 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.
UN150 21st Century Thinking  (3)
This course will focus on the fundamental concepts related to critical thinking and reasoning in order to prepare students to think critically in future classes, within their jobs and within their daily lives. Learning the fundamental skills will help students better evaluate any topic and will present a solid foundation for becoming better thinkers.

No Prerequisite.

UN154 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.

UN202 Intermediate Yoga  (1)
Intermediate Yoga is designed for those that have completed the Introduction to Yoga class. The basic principles and techniques of yoga taught in the introduction class will be expanded upon. The pace of the vinyasa flow of the asanas (postures) will move faster and more advanced poses will be introduced, along with continued teachings of pranayama (breathing practices), yoga nidre (the yogic sleep) and meditation. The chakras (energy centers) will be studied, with a three-page research paper on the chakras being due on the final class. Learn how yoga vinyasa flow will increase your physical strength and flexibility, plus tone your body while reducing stress, improving focus and concentration, and creating a feeling of peace and well-being.

Prerequisite: UN102.

UN205 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 UN205. (**Please note: Other destinations must be approved by administration.)

Prerequisite: EN180 and Good Academic Standing. (2.0 or better)

UN210 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.

No Prerequisite.
COURSES OF INSTRUCTION

UN325 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.

UN354 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.

WOMEN’S STUDIES

WS315 Women and Technology (3)
This course is designed to provide students with an overview of women’s issues regarding technologies, including reproductive and computer technologies. This course will also introduce students to the concept of gendered technologies and provide an opportunity to consider the historical roots of persisting United States social issues, particularly sexism, sex role expectations, divisions of labor, racism, homophobia, and classism. Special attention will be given to how social expectations about technology play out in the work place, to the changing organizational characteristics of businesses, and to the changing role of business leaders.
Prerequisite: EN200.

WORD PROCESSING

WP138 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 via Virtual College must have access to a computer with appropriate software installed.
No Prerequisite.

WP267 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 via Virtual College must have access to a computer with appropriate software installed.
Prerequisite: WP138.

WP277 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 via Virtual College must have access to a computer with appropriate software installed.
Prerequisite: WP267.
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- Safety Services Officer

Jennifer Bendele
- Executive Assistant to the President
- A.A.B., University of Northwestern Ohio

Savannah Bigham
- Registrar, College of Applied Technologies
- A.A.B., University of Northwestern Ohio

Alma Boop
- Financial Aid Advisor
- A.A.B., University of Northwestern Ohio

Joseph Boop
- Assistant Director of Safety Services
- Safety Services Officer

Julie Bowshwer
- Housing & Safety Services Office Manager
- A.A.B., University of Northwestern Ohio

Chandra Braun
- Human Resources Officer

Jeremy Brinkman
- Assistant Vice President of Information Technology
- Director of Administrative Systems
- B.S., University of Northwestern Ohio
- A.A.B., Rhodes State College
- CompTIA Network+ Certified Professional

James Bronder
- Controller
- M.B.A., Ashland University
- B.S., The Ohio State University
- A.B.T., University of Toledo
- CMA - Certified Management Accountant
- CPA - Certified Public Accountant

James Brown
- Maintenance Specialist
- B.S., University of Northwestern Ohio
- A.A.S., University of Northwestern Ohio
- Diploma, University of Northwestern Ohio

Steve Brown
- Plant Superintendent
- A.A.S., University of Northwestern Ohio
- Diploma, University of Northwestern Ohio
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Director of IT Infrastructure & Security  
A.T.S., Rhodes State College

Kathleen Buettner  
Cashier

Ginny Burkholder  
Accounting Manager  
M.B.A., University of Northwestern Ohio  
B.B.A., University of Toledo

Michael Callahan  
Virtual College Support  
M.B.A., University of Northwestern Ohio  
B.A., The Ohio State University

Dennis Christen  
Evening Director, College of Applied Technologies  
M.H.A., The Ohio State University

Dave Clevenger  
Senior Systems Architect  
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NATE Certified
AHRI ICE Certified
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Mark Cush ........................................................................... Young Trucks
Michael Falk .......................................................................... Wal-Mart, Inc.
Jack Garrison ......................................................................... First Vehicle Services
Greg Jack ................................................................................ Flag City Truck & Equipment
Randi Johnston ..................................................................... Kirk National Leasing
Todd Jordan ........................................................................... Rush Truck Center
Mike Kidd ............................................................................. Tremec Transmissions
Randy Kilbourne ................................................................... Ryder Systems, Inc.
Levi Miltimore ....................................................................... Penske
Mike Montgomery ................................................................ Columbus Equipment Company
Charlie Ogilbee ................................................................)... Penske
Jeff Phipot ........................................................................... Kirk National Leasing
Kyle Platt ................................................................................ Palmer Trucks of Indianapolis
Scott Reyna ................................................................. Pioneer
Keith Ricker ............................................................................. HG Violet
Tim Rowe ................................................................................ TARTA
Andrea Sibila ........................................................................ Brechubhler Truck Sales
Bill Smiewec ........................................................................ West Michigan International - K & R
Lucas Smith ........................................................................... Palmer Trucks Kenworth Cincinnati
Eileen Toghill ........................................................................ Ohio CAT
John Wearly ........................................................................... Kirk National Leasing

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Dean Hobler ......................................................................... Vice President for Academic Affairs/Provost
Kevin Meager ........................................................................ Dean, College of Applied Technologies
Bob Marshal ......................................................................... Dean, College of Applied Technologies
Chuck Elwer ......................................................................... Division Head, College of Applied Technologies
Jeremy Garretson ................................................................ Division Head, College of Applied Technologies
ADVISORY BOARDS

HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION
Chuck Barga ................................................................. Emerson Climate Technologies
Lance Buettner ............................................................... Smith-Boughan
Jason Cleaves ............................................................... American Heating & Air Conditioning
Adam Cole ................................................................. Habegger Corp.
Tom Coy ................................................................. Lennox Industries
Kiel Dennison ............................................................... GEM Energy
Don Ditto ................................................................. Grothouse Plumbing & Heating
Fred Elgert ................................................................. Perry's Heating & Air Conditioning
Mike Flynn ................................................................. R.A. Flynn & Sons, Inc.
Vince Gilbreath ............................................................... Quality Indoor Air Service
Don Gillis ................................................................. Emerson Commercial & Residential Solutions
Kevin Hanayik ............................................................... Emerson Commercial & Residential Solutions
Brian Michael .............................................................. Mitsubishi
Dustin Pohlman .............................................................. All Temp Refrigeration
Matt Ricker ................................................................. Emerson Commercial & Residential Solutions
Rick Sapariti ............................................................... Emerson Climate Technologies
Scott Stewart ............................................................... American Heating & Air Conditioning

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Bob Marshal ................................................................. Dean, College of Applied Technologies
Randy Waller ................................................................. Division Head, College of Applied Technologies

HIGH PERFORMANCE
Kelly Anonelli ............................................................... John Force Racing
Scott Barry ................................................................. Barry Electronics, Inc.
Ken Fenical ................................................................. Posies Rods & Customs
Kevin Frische ............................................................... Kalvinator Engines
Mike Green ................................................................. Profiler Performance Products
Keith Jessee ................................................................. Holley Performance Products
William McKnight .......................................................... Clevite Engine Division Parts
John McLeod, III ........................................................... Classic Instruments
Rick Trunkett ................................................................. Big 3 Racing
Scott Whitaker ............................................................... Dynamat
Robin Wright ................................................................. Tremec Transmissions

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Paul Higgins ................................................................. Division Head, College of Applied Technologies
Randy Lucius ................................................................. Division Head, College of Applied Technologies
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ROBOTICS & AUTOMATION
Doug Beach ................................................................. SSI Schaefer
Wayne Bennett .......................................................... BF Goodrich Tire Manufacturing
Ketankumar Bhimani ..................................................... SSI Schaefer
Roger Briem ................................................................ Production Products, Inc.
Amber Cozad ............................................................ Lincoln Electric Automation Solutions
Ben Eileman ............................................................... Hartzell Air Movement
Miguel Enriquez ......................................................... GM Defiance
Dan Fortman .............................................................. GM Defiance
Craig Freewalt .......................................................... Crown Equipment Corporation
Greg Garmann .......................................................... Lincoln Electric Automation Solutions
Jeff Hager ................................................................ Randall Bearings
Michael Hicks ........................................................... AGC Automotive
Kevin Kahle ................................................................ B-K Tool
Dean Kales ................................................................ GROB Systems, Inc.
Bob Kirkpatrick ......................................................... Celina Aluminum Precision Technology, Inc.
Dave Lochtefeld ......................................................... Celina Aluminum Precision Technology, Inc.
Laura McGuire .......................................................... DENSO Manufacturing Michigan, Inc.
Bryan Niese ............................................................... Kalida Manufacturing, Inc.
Chris Noll .................................................................. Lincoln Electric Automation
Dean Oakes ............................................................... BF Goodrich Tire Manufacturing
Joe Patton ................................................................. Honda of America Manufacturing
Valencia Rucker ........................................................ Parker Hannifin Corporation
Steve Schroeder ......................................................... Vanamatic Company
David Stall ............................................................... Grob Systems, Inc.
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
Brandon Wobler ....................................................... BF Goodrich Tire Manufacturing
Justin Zielinski ........................................................ Integrated Systems Technologies

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Kevin Meager .......................................................... Dean, College of Applied Technologies
Bob Marshal ............................................................. Dean, College of Applied Technologies
Ben Frail ................................................................. Division Head, College of Applied Technologies
Dennis Christen ......................................................... Evening Director, College of Applied Technologies
Randy Herrod-Gonzalez ........................................... New Student Services
I hereby apply for enrollment in the program indicated. My application fee of $20 is enclosed. The application fee will be fully refundable if the application is not accepted. I understand that I can request cancellation of the application within thirty days of the signature dated below and receive a full refund. After 30 days the application fee is non-refundable. I hereby give permission to release my academic transcript to UNOH.

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

The University of Northwestern Ohio 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 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.
# PROGRAMS OF STUDY

## GRADUATE COLLEGE
### MASTER'S DEGREE

80 Master of Business Administration

## COLLEGE OF BUSINESS
### BACHELOR PROGRAMS

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<td>81</td>
<td>Accounting CPA (5-year track)</td>
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<td>53</td>
<td>Business Administration</td>
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<td>83</td>
<td>Marketing</td>
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**BUSINESS ADMINISTRATION CONCENTRATION IN:**

- 56 Agribusiness Management
- 57 Automotive Management
- 55 Marketing

### ASSOCIATE PROGRAMS

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### DIPLOMA PROGRAMS

*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:

<table>
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<th>MIDDLE:</th>
<th>LAST:</th>
<th>MAIDEN:</th>
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<th>CLASS OF:</th>
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<th>STATE:</th>
<th>ZIP:</th>
</tr>
</thead>
</table>

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 for the University of Northwestern Ohio to consider the student’s final transcript official, the following information must be included:

- 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 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.**