

explore

# Wayne College

The  
University  
of Akron

ACADEMIC CATALOG





# CALENDAR

**2001-2002**
**Fall Semester 2001**

Day and Evening Classes Begin  
 \*Labor Day  
 Veterans Day (classes held)  
 \*\*Thanksgiving Recess

Classes Resume  
 Final Examination Period

Commencement

Monday, August 27  
 Monday, September 3  
 Monday, November 12  
 Thursday - Sunday  
 November 22-25  
 Monday, November 26  
 Monday - Sunday  
 December 10-16  
 Saturday, December 15

**Spring Semester 2002**

Day and Evening Classes Begin  
 \*Martin Luther King Day  
 President's Day Observed  
 Spring Recess  
 Classes Resume  
 Final Examination Period  
 Commencement

Monday, January 14  
 Monday, January 21  
 Tuesday, February 19  
 Monday - Sunday, March 25-31  
 Monday, April 1  
 Monday - Sunday, May 6 - 12  
 Saturday, May 11

**Summer Session I 2002**

Five- and Ten-Week Sessions Begin  
 \*Memorial Day  
 First Five-Week Session Ends

Monday, May 13  
 Monday, May 27  
 Saturday, June 15

**Summer Session II 2002**

Five- and Ten-Week Sessions Begin  
 \*Independence Day  
 First Ten-Week Session Ends  
 Second Five-Week Session Ends

Monday, June 17  
 Thursday, July 4  
 Saturday, July 20  
 Saturday July 20

**Summer Session III 2002**

Five-Week Session Begins  
 Second Ten-Week Session Ends  
 Third Five-Week Session Ends  
 Commencement

Monday, July 22  
 Saturday, August 24  
 Saturday, August 24  
 Saturday, August 24

\*University closed.

\*\*University closed from Wednesday, November 21, 2001, at 5 p.m., until Monday, November 26, 2001, at 7 a.m. Classes scheduled to begin at 4 p.m. or before on Wednesday will meet through the regularly scheduled ending time.

**2002-2003 (Proposed)**
**Fall Semester 2002**

\*Labor Day  
 Day and Evening Classes Begin  
 Veterans Day (classes held)  
 \*\*Thanksgiving Recess

Classes Resume  
 Final Examination Period

Commencement

Monday, September 2  
 Tuesday, September 3  
 Monday, November 11  
 Thursday - Sunday  
 November 28- December 1  
 Monday, December 2  
 Monday - Sunday  
 December 16-22  
 Saturday, December 21

**Spring Semester 2003**

Day and Evening Classes Begin  
 \*Martin Luther King Day  
 President's Day Observed  
 Spring Recess

Classes Resume  
 Final Examination Period  
 Commencement

Monday, January 13  
 Monday, January 20  
 Tuesday, February 18  
 Monday - Sunday  
 March 24-30  
 Monday, March 31  
 Monday - Sunday, May 5-11  
 Saturday, May 10

**Summer Session I 2003**

Five- and Ten-Week Sessions Begin  
 \*Memorial Day  
 First Five-Week Session Ends

Monday, May 12  
 Monday, May 26  
 Saturday, June 14

**Summer Session II 2003**

Five- and Ten-Week Sessions Begin  
 \*Independence Day  
 First Ten-Week Session Ends  
 Second Five-Week Session Ends

Monday, June 16  
 Friday, July 4  
 Saturday, July 19  
 Saturday July 19

**Summer Session III 2003**

Five-Week Session Begins  
 Second Ten-Week Session Ends  
 Third Five-Week Session Ends  
 Commencement

Monday, July 21  
 Saturday, August 23  
 Saturday, August 23  
 Saturday, August 23

\*University closed.

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

THE UNIVERSITY OF AKRON IS AN  
 EQUAL EDUCATION AND EMPLOYMENT INSTITUTION  
 operating under non-discrimination provisions of Titles VI, VII, IX and Executive Order 11246,  
 Vocational Rehabilitation Act Section 504, and Vietnam Era Veterans' Readjustment Act  
 as related to admissions, treatment of students, and employment practices.

It is the policy of this institution that there shall be no discrimination against any individual at The University of Akron because of age, color, creed, handicap, national origin, race, religion, sex, or sexual orientation. The University of Akron will not tolerate sexual harassment of any form in its programs and activities.

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

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

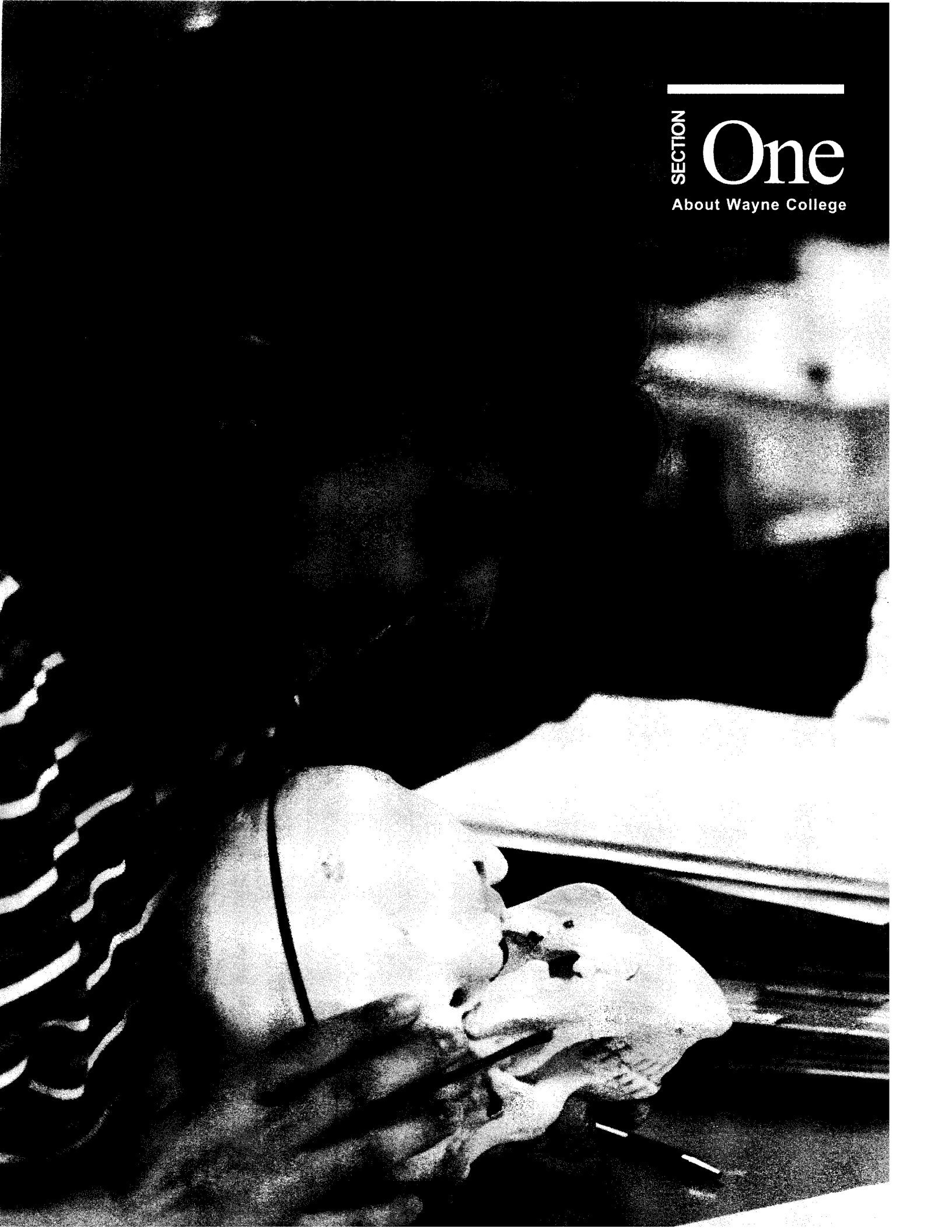
Information on Title IX (sex discrimination) may be obtained from  
 Nell Miles, Title IX Coordinator  
 277 South Broadway Street Building 210  
 Phone: 330-972-7300

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SECTION

# One

About Wayne College



# Welcome to Wayne College



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## A LETTER FROM THE PRESIDENT

Welcome, Dear Student...

...to The University of Akron Wayne College.

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

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

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

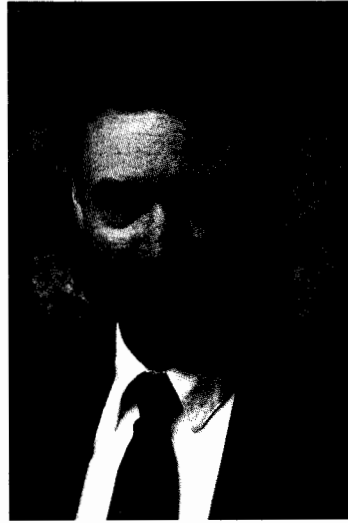
I wish you well in your college career and, with the rest of the Wayne College and University faculty and staff, stand ready to help you succeed.

Welcome to *your* university.

With every good wish.

Sincerely,

Luis M. Proenza



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## A LETTER FROM THE DEAN

Dear Student:

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

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

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

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

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

John P. Kristofco  
Dean

## HISTORY

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

## MISSION

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

## VISION

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

## FACILITIES

With one primary and several smaller buildings, Wayne College has approximately 200,000 square feet on a campus of 160 acres on the north edge of the city of Orrville. The College is currently working with Sasaki and Associates Architects to develop a twenty-year plan for campus/facilities development.

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

## ENROLLMENT

Wayne College enrolls approximately 1,700 students each semester for credit classes with another 2,000 participating in some manner of continuing education and/or workforce development training. Of those students, 70% come from Wayne County, 20% from Medina County, with the remaining 10% from Holmes and other counties.

Wayne College offers day and evening classes, plus special sections for Weekend College (including Sunday afternoons).

## FACULTY

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

## BELIEFS

The University of Akron Wayne College believes in . . .

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

## VALUES

Wayne College values . . .

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

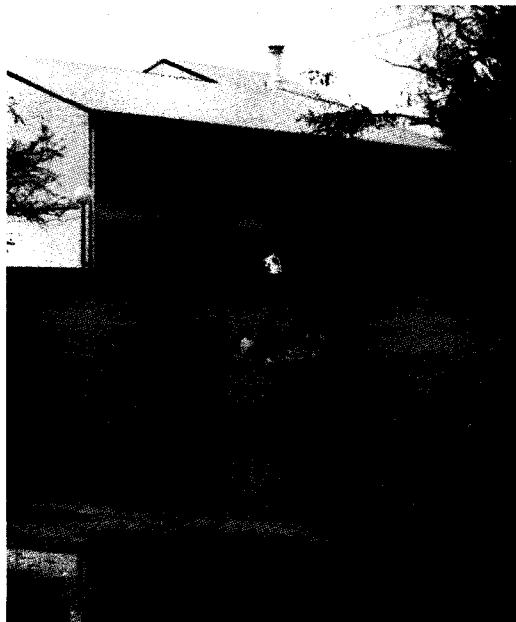
## EVIDENCE

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

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

## ACCREDITATION

The University of Akron Wayne College is accredited at the associate degree level by the Higher Learning Commission of the North Central Association of Colleges and Schools.



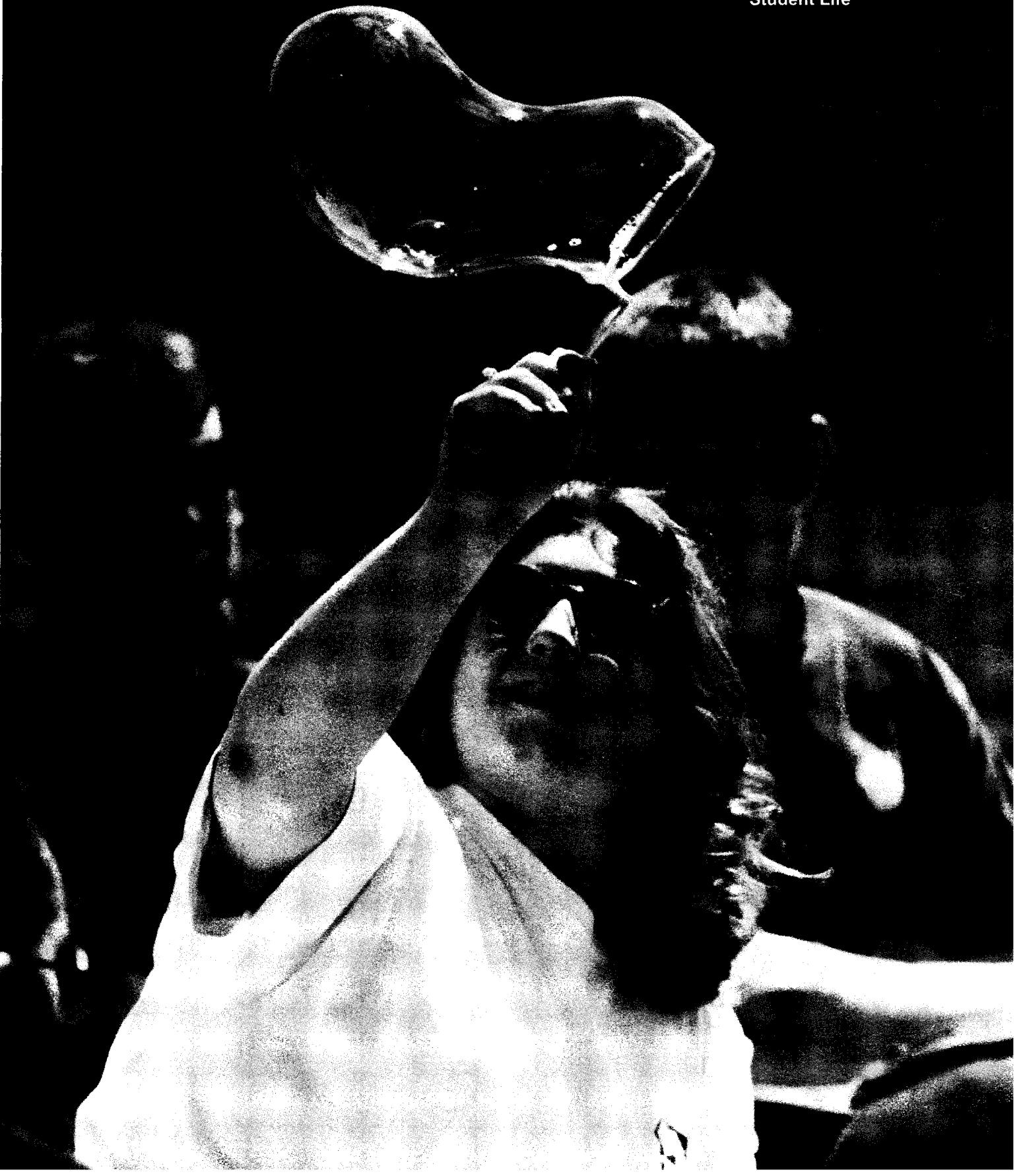


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SECTION

# Two

Student Life





## SERVICES

### Academic Advising

Academic advising at Wayne College is concerned with assisting the student in making the best possible decisions about academic life. The academic adviser is a "generalist" and helps the student to select from available programs the one most appropriate to abilities and interests, and to establish realistic academic goals in terms of sensible credit loads, proper choice of courses, study habits, outside workloads, and other circumstances affecting the student's academic life.

The adviser also serves as a reliable storehouse of information about program demands and administrative procedures. The adviser possesses a thorough knowledge of the University community and its members and maintains a comprehensive and current awareness of developments and requirements in all University programs.

The adviser is familiar with administrative procedures such as admission, registration, withdrawal from classes, credit-by-examination, advanced placement credit, intercampus/intercollege transfer, probation and academic dismissal. Finally, the adviser acts as a referral source for the student with specialized needs.

A student wishing to talk with an adviser simply stops in or calls the Student Services Office at the College, (330) 684-8900 or 1-800-221-8308, to schedule an appointment.

### Bookstore

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

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

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

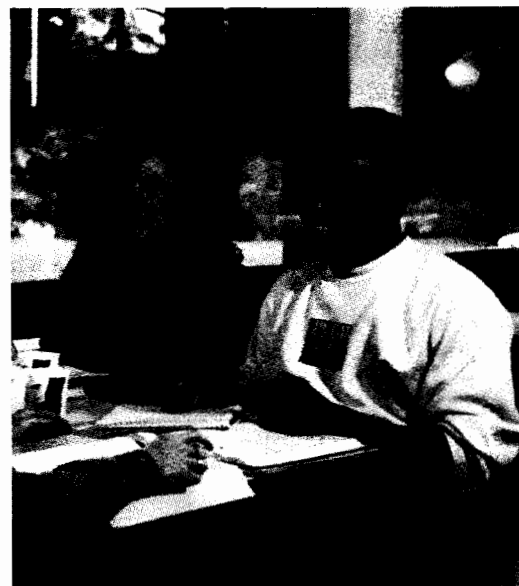
On the average, books and supplies for a full-time student will cost from \$150 to \$350 per semester. To help reduce the cost of books, the bookstore features a used-book service. Used books are purchased from many sources, including students on campus and from other college stores throughout the country. Books thus purchased are sold at reduced prices to students. Students' actual cost will depend on their field of study and whether used texts are available for classes.

If the bookstore is out of a text, the tag on the shelf will indicate if it is on order and the approximate due date. The student should also fill out a reserved book card with the cashier. If you have any questions about availability, talk to the staff.

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

Refunds on textbooks may be obtained if the book is returned by the date printed on the bottom of the receipt. A cash refund cannot be issued unless the following conditions are met:

- The cash register receipt must be presented. No cash refunds are given without the cash register receipt.
- Books must be unmarked and in the same condition as when they were purchased to obtain a full refund. A 50 percent refund will result if a new book is marked.
- Books wrapped in plastic must be returned unopened if the publisher marks that the book is non-returnable if opened.
- The seal to disk packages must not be broken.



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

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

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

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

Students should be especially watchful of their texts the first two weeks and the last two weeks of each term. Unfortunately, stealing can occur on campus during these periods. Students are encouraged to write their name in ink on the inside cover and also on the same random page of all their books. This will help the Bookstore identify stolen books offered for buy-back. The Bookstore cannot accept identification of stolen merchandise based on underlining and notations only. If textbooks are stolen, the student should file a report with campus police and notify the Bookstore of the stolen items.

Book buy-back is held during the final exam week of each semester and summer session. Guidelines for buy-back are as follows:

- No receipt is required.
- All pages and the cover must be intact.
- Books purchased for resale in the store are purchased at 50 percent of the current new list price.
- Texts not currently used are purchased at nationally recognized wholesale prices. These prices are significantly less than 50 percent of the new price.

The Bookstore reserves the right to limit quantities of texts purchased for resale to prevent overstocking certain titles. The supply of used books is limited.

## Boyer Health and Physical Education Center

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

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

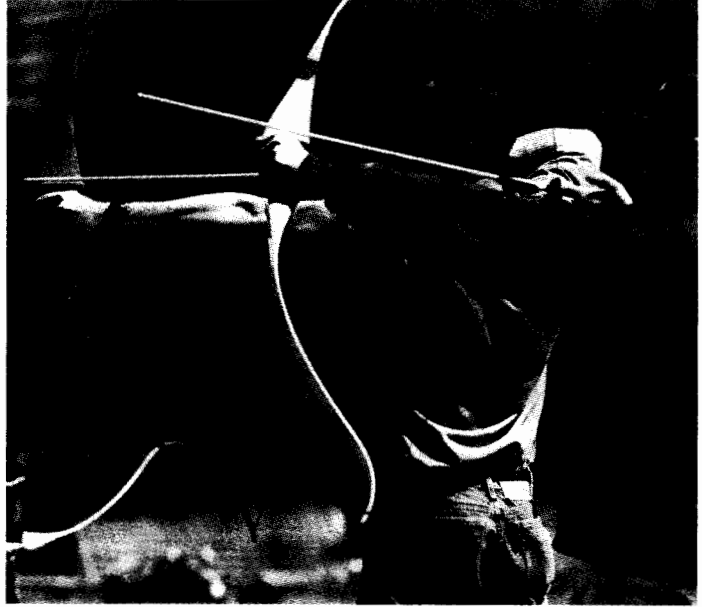
## Campus Police

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

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

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

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



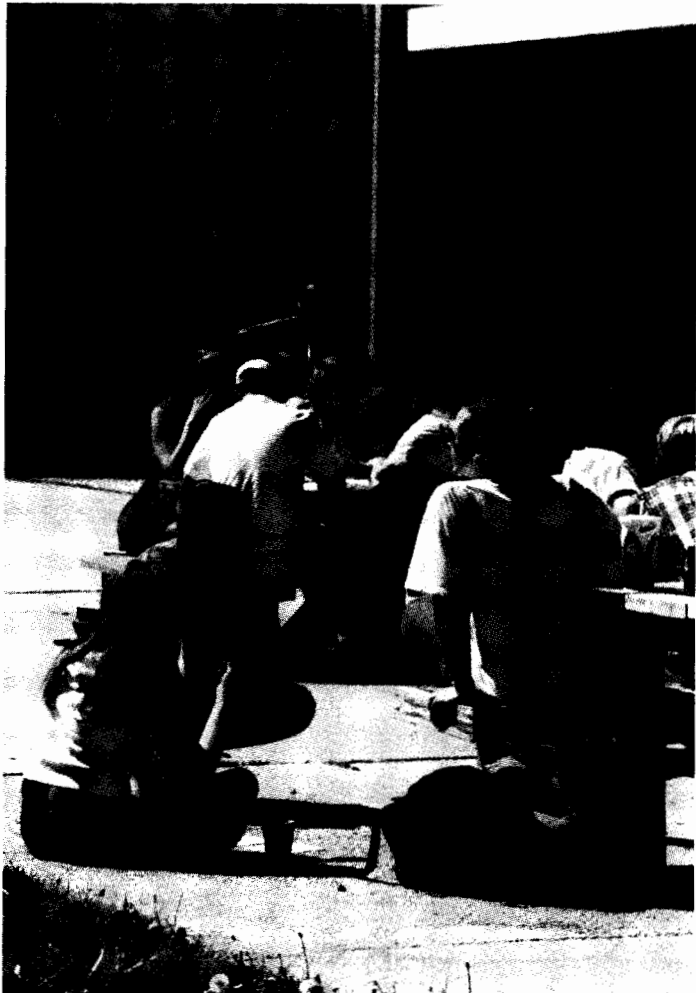
## Financial Aid

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

Generally, financial aid is provided in three forms: gift aid, loans, and work. It is not unusual for a student to have all three forms of aid. This is called a "financial aid package." If a person receives a proper financial aid package, it is assumed that the family will not be expected to contribute more than is reasonable for a family member's education. The word "family" is crucial because the financial aid system assumes that the family will work together to help meet college expenses.

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

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



## 2002-2003 Financial Aid Assistance Chart

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

The University of Akron Wayne College - Financial Aid Office  
1901 Smucker Road, Orrville OH 44667  
(330) 684-8942 or 1-800-221-8308 ext. 8942

- The Free Application for Federal Student Aid (FAFSA) is the need analysis document used by The University of Akron.
- The FAFSA should be filed as soon as possible after January 1 and mailed no later than March 1 for priority consideration.
- The FAFSA may be submitted after the deadline, but aid will be given only as funds permit.
- Scholarships are granted on an annual basis prior to the fall semester.
- New scholarship and financial aid applications are necessary each year.
- Some financial aid procedures may change for 2002-2003. This chart has been printed with the best information available at time of publication.

### SCHOLARSHIPS FOR EXCELLENCE (new freshmen)

**Deadline:** February 1  
**Criteria:** Academic record, national test scores, and collegial representation  
**Enrollment Requirement:** 12 credits  
**Amount:** \$9,000 living in University residence halls  
\$4,500 not living in University residence halls  
**Documents Required:** UA Scholarship Application & FAFSA  
**Remarks:** Targeted toward top high school seniors in State of Ohio and distributed throughout all colleges within the University.

### NATIONAL MERIT SCHOLARSHIP (new freshmen)

**Deadline:** February 1  
**Criteria:** Selected as a National Merit Finalist  
**Enrollment Requirement:** 12 credits  
**Amount:** Full tuition/fees and room/board not covered by other scholarships/grants first year  
**Documents Required:** UA Scholarship Application & FAFSA  
**Remarks:** National Merit finalists are eligible. Recipients receive full tuition/fees for second through fourth years.

### ACADEMIC SCHOLARSHIP

**Deadline:** February 1  
**Criteria:** Academic record (and national test scores for new freshmen)  
**Enrollment Requirement:** 12 credits  
**Amount:** \$500/\$1,000 per year  
**Documents Required:** UA Scholarship Application & FAFSA  
**Remarks:** Available to full-time new freshmen and continuing students.

### PRESIDENTIAL SCHOLARSHIP

**Deadline:** February 1  
**Criteria:** Academic record  
**Enrollment Requirement:** 12 credits  
**Amount:** \$2,500 per year  
**Documents Required:** University of Akron Scholarship Application & FAFSA

### HECKER-NUSSBAUM ACADEMIC ACHIEVEMENT SCHOLARSHIP

**Deadline:** March 1  
**Criteria:** Academic record and national test scores  
**Enrollment Requirement:** 12 credits  
**Amount:** \$500 per year  
**Documents Required:** Wayne College Scholarship Application  
**Remarks:** Available to high school graduates who are new freshmen at Wayne College.

### GLENDORA HEALTH CARE CENTER SCHOLARSHIP

**Deadline:** March 1  
**Criteria:** Academic record and financial need  
**Enrollment Requirement:** 12 credits  
**Amount:** \$750 per year  
**Documents Required:** Glendora Scholarship Application  
**Remarks:** Available only to Wayne College students who are residents of Wayne County, and enrolled in the RN/BSN program. Contact the financial aid office for an application.

### ANITA DEGNAN MEMORIAL SCHOLARSHIP

**Deadline:** March 1  
**Criteria:** Academic record and financial need  
**Enrollment Requirement:** 12 credits  
**Amount:** \$1,000  
**Documents Required:** Wayne College Scholarship Application & FAFSA  
**Remarks:** Wayne College new freshmen only. Candidates are preferred to be graduates of Wooster High School, the Wayne County Career Center or Smithville Boys Village. However, any graduate of a Wayne County high school will be considered.

### FOUNDERS SCHOLARSHIPS

**Deadline:** March 1  
**Criteria:** Financial need, academic record and/or career accomplishments  
**Enrollment Requirement:** 6 or 12 credits  
**Amount:** \$500/\$1,000  
**Documents Required:** Wayne College Scholarship Application & FAFSA  
**Remarks:** Available to Wayne College students. Refer to Wayne College Scholarship application for requirements.

### FOUNDERS SCHOLARSHIPS - GED CATEGORY

**Deadline:** March 1  
**Criteria:** Exceptional GED scores  
**Enrollment Requirement:** 6 credits  
**Amount:** \$1,000 per year  
**Documents Required:** Wayne College Scholarship Application & FAFSA  
**Remarks:** Available to Wayne College students. Refer to Wayne College Scholarship application for requirements.

### MARIAN ROTHSTEIN MEMORIAL SCHOLARSHIP

**Deadline:** March 1  
**Criteria:** Academic record and financial need  
**Enrollment Requirement:** 12 credits  
**Amount:** \$2,000 per year  
**Documents Required:** Wayne College Scholarship Application & FAFSA  
**Remarks:** Available to graduates of Wayne County schools who have a declared major in Nursing.

### PAUL H. SMUCKER MEMORIAL SCHOLARSHIP

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

### WAYNE COLLEGE COMMUNITY SCHOLARSHIPS

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

### WILL-BURT COMPANY SCHOLARSHIP

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

**ORRVILLE CAMPUS FOUNDATION GRANT**

**Deadline:** March 1  
**Criteria:** Academic record and financial need  
**Enrollment Requirement:** 12 credits  
**Amount:** \$800 per year  
**Documents Required:** Wayne College Scholarship Application & FAFSA  
**Remarks:** Available only to new freshmen students at Wayne College.

**HECKER-NUSSBAUM ACADEMIC OPPORTUNITY GRANT**

**Deadline:** July 31  
**Criteria:** Selected as a National Merit Finalist  
**Enrollment Requirement:** 3 credits  
**Amount:** \$250 per year  
**Documents Required:** Wayne College Scholarship Application & FAFSA  
**Remarks:** Must submit an application for admission to Wayne College, complete all required skills assessments, plan to enroll in 3-6 credit hours of coursework, and be a new freshman.

**OHIO INSTRUCTIONAL GRANT (OIG)**

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

**FEDERAL PELL GRANT**

**Deadline:** May 2002 (apply ASAP after January 1, 2002)  
**Criteria:** Financial need  
**Enrollment Requirement:** 12 credits  
**Amount:** \$400 to \$3,300  
**Documents Required:** Free Application for Federal Student Aid or Renewal Application  
**Remarks:** May be used by all undergraduates, even if attending less than half time.

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

**Deadline:** FAFSA analysis must be received by UA by 4/1/02 for priority consideration. (Mail FAFSA by 3/1/02.)  
**Criteria:** Financial need and academic record  
**Enrollment Requirement:** 6 credits  
**Amount:** Varies with need  
**Documents Required:** Free Application for Federal Student Aid or Renewal Application  
**Remarks:** FSEOG funds are generally awarded to undergraduate students who still show financial need after receiving aid from other sources. Priority is given to Federal Pell grant recipients.

**FEDERAL PERKINS LOAN**

**Deadline:** Funds are limited. FAFSA analysis must be received by UA by 4/1/02 for priority consideration. (Mail FAFSA by 3/1/02.)  
**Criteria:** Academic record and financial need  
**Enrollment Requirement:** 6 credits  
**Amount:** Varies with need  
**Documents Required:** Free Application for Federal Student Aid or Renewal Application  
**Remarks:** Repayment begins nine months after ceasing to be a half-time student. 5 percent simple interest. Loan may be deferred/cancelled under certain conditions. Refer to promissory note for information.

**NURSING STUDENT LOAN**

**Deadline:** Funds are limited. FAFSA analysis must be received by UA by 4/1/02 for priority consideration.  
**Criteria:** Financial need and academic record; must be B. S. Nursing student.  
**Enrollment Requirement:** 6 credits  
**Amount:** Varies with need  
**Documents Required:** Free Application for Federal Student Aid or Renewal Application  
**Remarks:** Available to undergraduate students who show financial need and who are pursuing a B.S. in Nursing. Repayment begins nine months after ceasing to be a half-time student, at 5 percent interest. Loan interview required for all borrowers.

**FEDERAL SUBSIDIZED STAFFORD LOAN**

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

**FEDERAL UNSUBSIDIZED STAFFORD LOAN**

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

**FEDERAL PLUS PARENT LOAN**

**Deadline:** Application must be sent to The University of Akron by July 1, 2002 to ensure the funds will be available to pay for all fees.  
**Criteria:** Not based on financial need; however, if eligible for subsidized Stafford, that loan must be taken first.  
**Enrollment Requirement:** 6 credits  
**Amount:** Cost of attendance minus financial aid equals the maximum parents can borrow per academic year.  
**Documents Required:** PLUS Application available at bank of your choice.  
**Remarks:** Variable interest rate adjusted annually, cap of 9%. Repayment begins 30-60 days after funds are disbursed. Checks are co-payable to the University and the parent. Mandatory credit check.

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

**Deadline:** Funds are limited. FAFSA analysis must be received by UA by 4/1/02 for priority consideration. (Mail FAFSA to need analysis processor by 3/1/02.)  
**Enrollment Requirement:** 6 credits  
**Amount:** Varies with need  
**Documents Required:** Free Application for Federal Student Aid or Renewal Application  
**Remarks:** Repayment begins nine months after ceasing to be a half-time student. 5 percent simple interest. Loan may be deferred/cancelled under certain conditions. Refer to promissory note for information.

## Learning Support Services

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

All services are located in the newly-built Smucker Learning Center. The Center has moved to the new wing of the Wayne College main building in order to provide more space and services for students. The new center is substantially larger than the previous area and houses 25 more computers in an open computer lab, an expanded tutoring area and group study rooms allowing students greater privacy during tutoring sessions.

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

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

## Library

The library is committed to providing students with access to the resources necessary to successfully complete Wayne College coursework. During fall and spring semesters, the library is open 7 days/week.

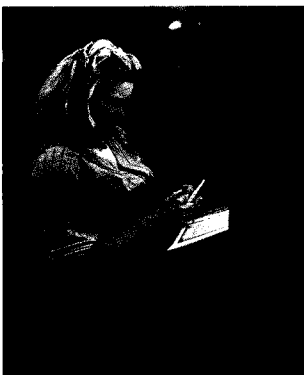
Monday-Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 6:30 p.m.
Saturday	8:00 a.m. – 4:00 p.m.
Sunday	1:00 p.m. – 6:00 p.m.

Summer hours are determined by building schedule and course offerings.

Assistance is available on-campus during all open hours. In addition, the library reference desk may be reached by e-mail at [wrefere@uakron.edu](mailto:wrefere@uakron.edu) anytime.

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

The library has recently undergone a complete renovation and expansion. New features include a library instruction classroom, three group-study rooms, laptop work areas, a large reading lounge, and a community room.



## Computing Services

Wayne College affords students easy and convenient access to computers, laser printers, and Internet services. There are 150 computers housed in nine computer lab areas. All units are connected to the College's local area network and to the Internet.

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

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

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

## Career Planning

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

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

OCIS (Ohio Career Information System) provides students with information to help with career and educational planning. State of Ohio and national job outlook information is included in this system. Information on academic programs and colleges is also available on OCIS.

## Career Placement

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

## Parking

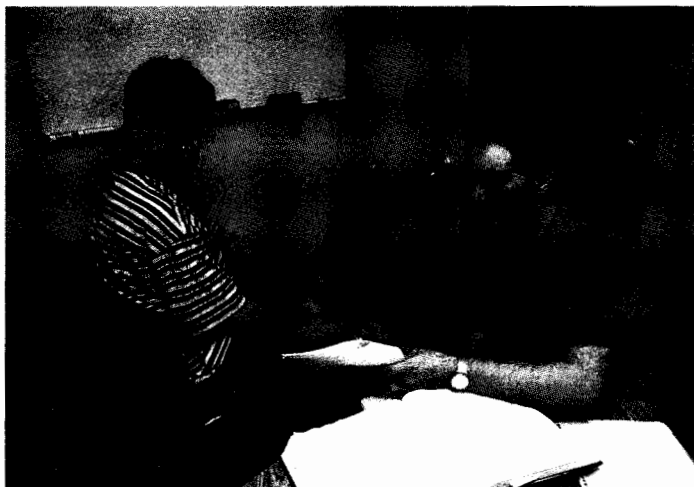
Parking at Wayne College is free; however, certain regulations must be observed. All students are required to register their car(s) through the Student Services Office of the College. The resulting card file is used solely for the protection and benefit of the student for notification in the event of accidents, lights left on, potential towing situations, etc.

Parking is prohibited on either side of the main driveway from the entrance to the end, and in the oval drive in front of the building. Also, no one is to park in such a way as to obstruct the designed traffic flow. If these regulations are violated, Wayne College reserves the right to ticket vehicles subject to fine and/or to have the car towed at the individual's expense.

## Services for Students with Disabilities

In compliance with the Americans with Disabilities Act and University policies and procedures, Wayne College provides accommodations for differently-abled students through the Learning Center. The services are individualized and help students become more independent without separating them from the rest of the College community.

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



## Serving the Adult Learner - The New Majority Student

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

The College's academic advisers are particularly sensitive to the special needs of the returning adult learner, helping the student achieve the confidence that comes with being informed. In addition, the College's 25 and Over Club, which meets once a week, serves as a support group for such students. Topics of special interest to the returning adult learner are featured each week. The College's Learning Support Services provides tutoring and free workshops to assist the student with college studies.

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

## Sixty-Plus (60+) Program

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

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

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

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

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

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

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

For further information regarding the Sixty-Plus Program, contact the Student Services Office at (330) 683-2010 or (800) 221-8308, ext. 8900.

## Student Identification Card

While on the campus of Wayne College or The University of Akron, each student is required to carry a photo-identification (Zip Card/ID) card bearing his/her name, student number and other pertinent information. Each semester or summer session a validation sticker is issued to each registered part- or full-time student. The ID card is used to secure materials from the library and obtain tickets to athletic or cultural events. ID cards are not transferable and must be presented when requested by University officials.

These cards are issued free-of-charge to all new students. ID pictures are taken at Wayne College throughout the year. Students should contact the Student Services Office of Wayne College to obtain a card. A replacement fee of \$5 is assessed for lost cards.

## Veterans' Expenses

A disabled veteran who is eligible for admission to the College may register for courses without payment of fees if the disabled veteran has been authorized for training by the Veterans' Administration. If the disabled veteran has not been authorized, payment of all fees is required. When official authorization is received, the College will reimburse the veteran for fees paid.

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

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

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

## STUDENT CLUBS AND ORGANIZATIONS

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

### Business Professionals of America

Business Professionals of America (BPA) is a national voluntary association for students enrolled in business and office occupations education. It is a co-curricular activity that is an integral part of the educational program designed to develop leadership abilities, interest in the free enterprise system and competency in office occupations within the framework of vocational and career education. Any student enrolled in a business course or pursuing a business-oriented degree (Office Administration, Business Management, Accounting, Computer Science, etc.) may join.

In BPA, a teamwork attitude is cultivated as the group plans community and school service projects and fund-raising activities to help defray the costs for trips and contests. Each year the group participates in the State Leadership Conference and state competitive events. The highlight of each year is participation in the National Leadership Conference held at various sites throughout the United States.

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

### 25 and Over Club

The 25 and Over Club is a support group for adult learners. In an informal and friendly atmosphere, students share their concerns about returning to school, offer one another encouragement, exchange ideas and meet others with similar interests. Topics of special interest to the adult student are featured each week.

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

### Waynessence

*Waynessence: Writers and Artists at Work* is Wayne College's literary magazine. Published twice a year, *Waynessence* prints many different kinds of stories, essays, poems, drawings and photographs by Wayne College students and faculty.

At the beginning of each semester, information is posted on how to submit contributions for the upcoming issue.

### Wayne Mirror

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

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

### Phi Theta Kappa

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

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

## STUDENT SENATE

Student Senate is an elected governmental body whose function is to provide activities, direction, and support for the students of Wayne College. Student Senate is funded by the students through the General Service Fee and has responsibility for allocating funds to support social and cultural events and educational endeavors. It also provides a communication link of considerable importance between students and faculty and administration. Student requests, suggestions and concerns may be directed to the Student Senate for resolution. Since most Student Senate activities are simply extensions of the larger student body, all students are encouraged to attend Student Senate meetings, to communicate with senators, and to participate in extracurricular activities.

In late spring, Student Senate holds an awards function to honor students for academic achievement and for service to Wayne College. Some of the awards presented include: the Dean's Awards, area of study awards, sports awards, and Warrior Service Awards.

Students interested in Student Senate should contact the student senate adviser or a current student senator.

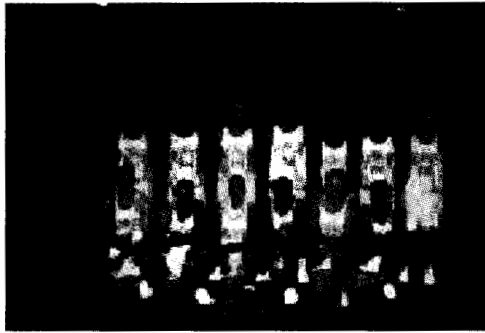


## SPECIAL EVENTS

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

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

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



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

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

## SPORTS

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

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

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

The campus features a soccer field, a sand volleyball court, a softball diamond and tennis courts for play outdoors. Indoors, the Boyer Health and Physical Education Center offers open gym hours, a raquetball court, and a fully-equipped weight room.

### Men's Basketball

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

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

### Women's Basketball

The Wayne College Lady Warriors intercollegiate basketball team completed a successful 1998-99 season by finishing second in the Ohio Regional Campus Conference and winning the State Regional Campus tournament. The Lady Warriors also won the State Regional Campus championship in 1991-92 and 1997-98.

### Women's Volleyball

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

### Intramurals

Intramural activities are available to all interested Wayne College students. To date, intramural activities have included basketball and volleyball. Other activities may be available if sufficient student interest is expressed.



## **OFFICE OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT**

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

### **Continuing Education**

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

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

Call Wayne College for a catalog of current offerings. Upon receipt of the catalog, you may register by telephone (Visa, MasterCard, or Discover only), by completing the accompanying form and mailing it with your check to the College, or by visiting in person. Wayne College is pleased to accept any suggestions for future courses or programs. If you have a course idea, or if you are interested in teaching a class, contact the Office of Continuing Education at 330-684-8980, or toll-free 800-221-8308, ext. 8980.

### **Corporate Training Resources**

The Office of Continuing Education and Workforce Development can provide a wide range of affordable, quality services to local business, industry, and government organizations designed to meet specific training needs.

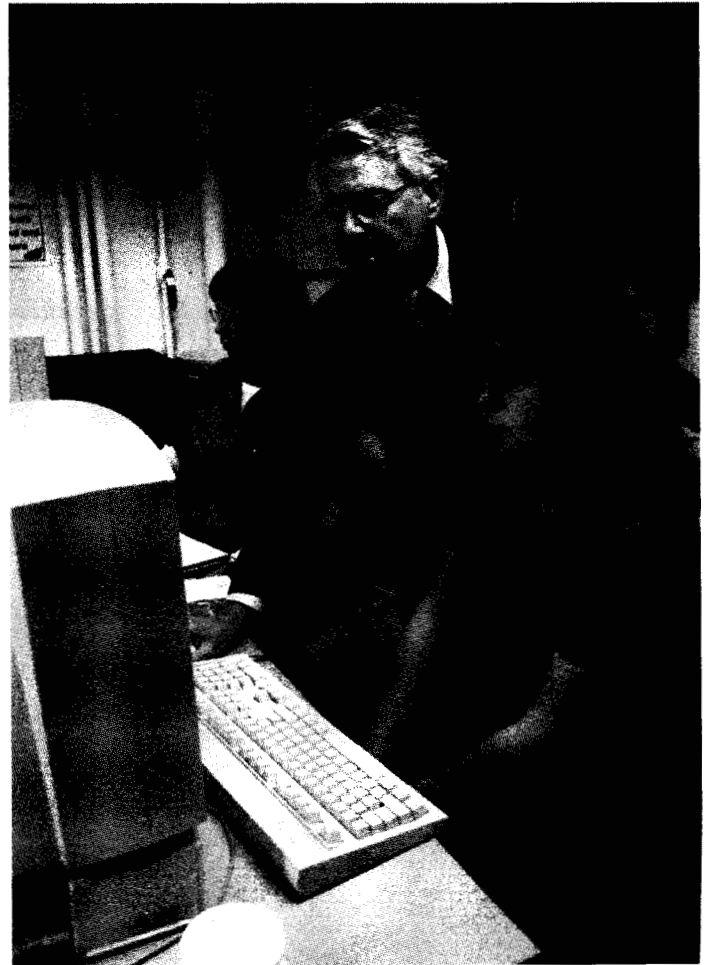
From management and employee development seminars to computer training classes, our Workforce Development programs are tailored to each company's needs and objectives. Our highly experienced and effective trainers and facilitators can help your organization grow and meet the ever competing needs of the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

Wayne College offers these competitive advantages:

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

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

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

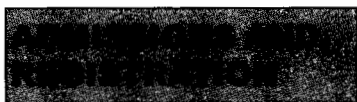




SECTION

# Three

Admissions and  
Registration



For complete presentation of the policies and practices of The University of Akron, consult the most recent edition of the *General Bulletin* and/or *A-Book* available through the Student Services Office at Wayne College.

## Admissions

A graduate of an accredited secondary school or a person holding a General Education Development (GED) diploma is eligible to apply for admission to The University of Akron Wayne College. Wayne College does not discriminate on the basis of age, race, sex or handicap in admission or access to its programs.

Wayne College operates under a policy of rolling admissions, which means an applicant receives a letter of admission as soon as all credentials are received. There is no established date for notification of admission as it is an on-going process. All credentials must be received and evaluated before any admission decision and action can be taken by Wayne College.

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

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

## Conditional/Unconditional Admission Policy

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

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

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

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

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

## Postsecondary Enrollment Options Program (PSEOP)

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

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

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

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

## Admission Requirements

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

Minimum academic requirements are:

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

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

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

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

An interested Tech Prep student should take the following steps:

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

### How to Apply

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

### Placement/Testing

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

There are three ways to determine appropriate placement:

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

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

Proficiency tests for keyboarding and computer literacy are available. Arrangements also can be made for foreign language placement tests to be taken on the Akron campus of The University of Akron. Information about placement can be obtained from the Student Services Office of Wayne College.

### Registration

Each term it is necessary for a student to select courses, complete the necessary forms and pay the appropriate fees to satisfy the formal process of class registration.

Details relative to the registration process are available from the Student Services Office. A nonrefundable late registration fee is assessed registrants enrolling after the official open registration period.

### Tech Prep

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

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

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

### Tech Prep Postsecondary Enrollment Option

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



## State Policy on Institutional Transfer

The Ohio Board of Regents, following the directive of the Ohio General Assembly, has developed a new statewide policy to facilitate movement of student and transfer credits from one Ohio public college or university to another. The purpose of the State Policy is to avoid duplication of course requirements and to enhance student mobility throughout Ohio's higher education system. Since independent colleges and universities in Ohio may or may not be participating in the transfer policy, students interested in transferring to an independent college or university are encouraged to check with the institution of their choice regarding transfer agreements.

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

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

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

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

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

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

A multi-level, broad based appeal process is required to be in place at each institution. A student disagreeing with the application of transfer credit by the receiving institution shall be informed of the right to appeal the decision and the process for filing the appeal. Each institution shall make available to students the appeal process for that specific college or university.

If a transfer student's appeal is denied by the institution after all appeal levels within the institution have been exhausted, the institution shall advise the student in writing of the availability and process of appeal to the state level Articulation and Transfer Appeals Review Committee.

The Appeals Review Committee shall review and recommend to institutions the resolution of individual cases of appeal from transfer students who have exhausted all local appeal mechanisms concerning applicability of transfer credits at receiving institutions.

## Transfer Module Course Requirements

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

### I. English - 7 credits

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

### II. Mathematics - 3 credits

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

### III. Arts/Humanities - 10 credits

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

Two courses from different sets are required from the following:

#### Set 1

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

#### Set 2

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

#### Set 3

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

#### Set 4

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

Select two courses from two different sets:

#### Set 1

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

#### Set 2

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

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

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



**Instructional Fee**

- Undergraduate and postbaccalaureate  
*Ohio Resident:*  
 1 - 11 credits \$ 144.62 per credit hour  
 12 - 15 credits \$1,735.44 per semester  
 15.5 credits or more \$1,735.44 per semester  
 plus \$133.20 per credit over 15
- Tuition Surcharge:  
 (Nonresidents of Ohio pay the surcharge in addition to the instructional and general fees)  
 1 or more credits \$ 168.15 per credit hour

**V. Natural Sciences - 8 credits**

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

2820:161	Technical Physics: Mechanics I*	2
2820:162	Technical Physics: Mechanics II*	2
2820:163	Technical Physics: Electricity and Magnetism*	2
2820:164	Technical Physics: Heat and Light*	2
2820:105	Basic Chemistry*	3
2820:111	Introductory Chemistry*	3
2820:112	Introductory and Analytical Chemistry*	3
3100:100	Introduction to Botany	4
3100:101	Introduction to Zoology	4
3100:103	Natural Science: Biology	4
3100:111	Principles of Biology I	4
3100:112	Principles of Biology II	4
3100:130	Principles of Microbiology	3
3100:200	Human Anatomy and Physiology I	3
3100:201	Human Anatomy and Physiology I Lab	1
3100:202	Human Anatomy and Physiology II	3
3100:203	Human Anatomy and Physiology II Lab	1
3150:100	Chemistry and Society	3
3150:110	Introduction to General, Organic and Biochemistry I	3
3150:111	Introduction to General, Organic and Biochemistry I Lab	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Lab	1
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Lab	1
3150:153	Principles of Chemistry II	3
3370:100	Earth Science	3
3370:103	Natural Science: Geology	3
3370:200	Environmental Geology	3
3370:201	Exercises in Environmental Geology I	1
3370:203	Exercises in Environmental Geology II	1
3650:130	Descriptive Astronomy	4
3650:133	Music, Sound and Physics	4
3650:137	Light	4
3650:160	Physics in Sports	3

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

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

**General Service Fee**

- Undergraduate and postbaccalaureate  
*per credit* \$4.32 to a maximum of \$51.84 per semester

**Registration and Other Related Fees**

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

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

\* All fees are subject to change without notice. Fees listed are effective Fall 2001 for Wayne College courses. Undergraduate fees at The University of Akron are slightly higher.

## Refund

Registration does not automatically carry with it the right of a refund or reduction of indebtedness in cases of failure or inability to attend class or in cases of withdrawal. The student assumes the risk of all changes in business or personal affairs.

### Fees Subject to Refund - Credit

Certain fees are subject to refund.

- Instructional fee (tuition) and nonresident surcharge.
- General fee.
- Course materials and computing fee.
- Laboratory breakage and late service deposit.
- Technology fee.

### Amount of Refund — Credit

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

- In full
  - If the University cancels the course;
  - If the University does not permit the student to enroll or continue except for disciplinary reasons. No refund will be granted to a student dismissed or suspended for disciplinary reasons;
  - If the student dies before or during the term, is drafted into military service by the United States, is called to active duty, or if the student enlisted in the National Guard or Reserves prior to the beginning of the term. Notice of induction or orders to active duty is required if the student is called to active duty. A student who enlists voluntarily for active duty should see "In part" below.
- In part
  - Less \$5 per enrolled credit to a maximum of \$50 if the student requests in writing official withdrawal from all credit courses on or before the Sunday (midnight) that begins the second week of the enrolled term.
  - If the student requests official withdrawal after the Sunday (midnight) that begins the second week of the fall or spring semester, the following refund percentages apply:
 

During the second week of the semester	70%
During the third week of the semester	50%
During the fourth week of the semester	30%
During the fifth week of the semester	20%
Thereafter	0
  - If the student requests in writing official withdrawal after the Sunday (midnight) that begins the second week of any summer session, the following refund percentages apply:
 

During the second week of the session	40%
Thereafter	0

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

Refunds will be determined as of the date of official withdrawal unless proof is submitted that circumstances beyond control of the student prevented the filing of the formal withdrawal earlier, in which case the refund will be determined as of the date of said circumstances. The student assumes responsibility for filing for a refund.

Refunds will be mailed as soon as possible. Refund checks are subject to deduction for any amount owed to The University of Akron Wayne College by the student.

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

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



## Residency Requirements

Payment of the nonresident tuition surcharge is required by any student who does not qualify as a permanent resident of Ohio as defined by one or more of the sections as contained in the Ohio Board of Regents, 3333-1-10. *Ohio Student Residency For State Subsidy and Tuition Surcharge Purposes*. The following statement is an abbreviated version of this rule: If the student has not been living in the state of Ohio for the past 12 months, qualification as a resident for tuition purposes would not be granted.

Specific exceptions to this rule do exist in the following categories: military service, immigration visa status, dependent of a resident or employment within Ohio.

Full explanations and residency application forms are available in the Student Services Office of Wayne College or the Office of the University Registrar at The University of Akron.

## Course/Class Cancellations

Wayne College reserves the right to cancel any course previously announced due to inadequate enrollment or other reasons deemed sufficient by the College, to change the time of a scheduled course or section, to divide a class if enrollment is too large or to change instructors at any time. The College reserves the right to close registration in a course after the maximum enrollment has been reached in order to assure high academic standards.

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

The closing of the Akron campus does not mean that classes at Wayne College are canceled. The dean of Wayne College makes a separate determination and decision. Courses offered at off-campus locations adhere to the calendars of the host institutions. A student attending classes at the Medina County Career Center should listen to WQMX (FM 94.9) to find out if the center has been closed due to inclement weather or other reasons. Cancellation of classes at The University of Akron and/or Wayne College due to inclement weather or other reasons does not mean that classes are canceled at off-campus sites.





## ACADEMIC POLICIES AND PRACTICES

### Academic Action

A student who fails to maintain a grade-point average of 2.00 (C) is placed on academic probation. Probation is a warning to the student that academic performance is unsatisfactory and that the student is in danger of being dismissed from the College/University. Continued unsatisfactory academic performance will result in dismissal. A student who has been dismissed from the College/University is not eligible to register for any credit courses until reinstated by the appropriate dean. A student who has been dismissed and wishes to be reinstated must apply in writing to the dean of the college from which dismissed.

### Academic Dishonesty

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

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

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

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

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

### Academic Honors

A student who has carried 12 graded credits or more without receiving an Incomplete (INC) or In Progress (IP) grade and obtained a grade-point average of 3.25 or better in the previous semester is eligible for the Dean's List of Wayne College. This is an undergraduate academic honor recognizing excellence in the classroom prior to the completion of the degree.

A student who has carried between 6 and 11.5 graded credits without receiving an Incomplete (INC) or In Progress (IP) grade and obtained a grade-point average of 3.25 or better in the previous semester is eligible for the Part-Time Student Dean's List of Wayne College. This is an undergraduate academic honor recognizing excellence in the classroom prior to the completion of the degree.

A student receiving the initial associate degree who has completed a minimum of 30 credits at The University of Akron and who has earned a minimum grade-point average of 3.40 for all work taken is graduated with distinction, with high distinction if the overall average is at least 3.60, and with highest distinction if the overall average is at least 3.80.

A student receiving the initial bachelor's degree who has completed a minimum of 60 credits at The University of Akron and who has earned a minimum grade-point average of 3.40 for all work taken is graduated *cum laude*, *magna cum laude* if the overall average is at least 3.60, and *summa cum laude* if the overall average is at least 3.80.

Wayne College has a chapter (Alpha Zeta Chi) of Phi Theta Kappa, a national honorary society for community and junior colleges. Phi Theta Kappa recognizes the student who has demonstrated academic excellence as judged by the College faculty. To be eligible for membership a student must have completed 24 semester credits and attained at least a 3.80 grade-point average. See page 14 for more information on Phi Theta Kappa.

### Academic Reassessment

An undergraduate student who has not attended The University of Akron for at least three calendar years and re-enrolls and maintains a grade-point average of 2.50 or better for the first 24 credits may petition the dean to delete from the grade-point average those grades earned while previously enrolled at The University of Akron.

This policy applies only to the grade-point average. All grades remain on the student's official academic record. A student may utilize academic reassessment only once.

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

### Attendance

Each student is expected to attend all class meetings for which registered. A student may be dropped from a course by the dean if the student is repeatedly absent and the instructor recommends this action. The student can gain readmission only with permission of the instructor and the student's dean. A student dropped from a course receives an "F," which counts as work attempted when grade-point ratio calculations are made.

### Auditing

A student may audit a course. To audit a course, a student must be admitted and indicate audit status at the time of registration. An audit request may be denied if space is unavailable. The student pays the same fee as for credit enrollment and may be expected to do all the work prescribed for students taking the course for credit, except the writing of examinations. A faculty member may initiate withdrawal for a student not meeting these expectations. An audited course may be repeated for credit at a later date (see "Repeating Courses").

## Bypassed Credit

Certain courses, designated in *The University of Akron General Bulletin* by each department, enable a student to earn bypassed credit. A student who completes such a course with a grade of "C" or better is entitled to credit for designated prerequisite courses that carry the same departmental code number. Credit for such bypassed prerequisites shall be included in the total credits earned, but shall not count in the grade-point average or class standing or credits required for graduation with honors. Bypassed credit is not awarded on the basis of completing a course either credit-by-examination or credit/noncredit. For each course awarded via this bypassed process, the recipient student will be assessed a fee. Please consult an academic adviser for further details.

## Credit-by-Examination

A student interested in earning credits by special examination may do so with the permission of the dean of the student's academic college and the dean of the college in which a particular course is offered and by payment of the special examination fee. The grade obtained in such an examination is recorded on the student's academic record. Credit-by-examination is not permitted in the semester before graduation and may not be used to repeat for change of grade. Applications for credit-by-examination are available in the Student Services Office.

## Credit/Noncredit

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

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

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

- completed 50 percent of the number of credits required for a degree;
- a grade-point average of 2.30 or better;
- the consent of an adviser.

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

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

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

Courses that **cannot** be taken on a CR/NC basis:

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

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

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

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

## Disciplinary Action

Continuation as a student of the College/University is dependent on the maintenance of satisfactory grades and conformity to University rules. The student is expected to be familiar with rights and responsibilities as embodied herein as well as in the *General Bulletin* and *A-Book* of The University of Akron. Copies are available in the Student Services Office at Wayne College.

## Distinguished Student Program

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

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

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

## Drop, Add and Withdrawal

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

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

A student may withdraw from a course without an adviser's or course instructor's signature through the 15th day of a semester or comparable dates during summer session or intersession. After the 15th day of a semester, and up to the midpoint of a semester, a student may withdraw from a course with the signature of an adviser.

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

An approved withdrawal after the 15th day will be indicated on the student's official academic record by a "WD." A student who leaves a course without going through the withdrawal procedure will be given a grade of "F." *Non-attendance does not constitute official withdrawal.*

A student may be dropped from a course by the dean if absences are repeated and the instructor recommends this action. A dismissed student may gain readmission only with the permission of the instructor and the dean. A student dropped from a course receives an "F," which counts as work attempted when grade-point calculations are made.

## Grades

At the end of each semester, the Office of the Registrar of The University of Akron mails the semester grade reports to the student's home address: summer grade reports are mailed for both summer sessions at the end of the second summer session. The method of recording grades is based on a grade-point system as follows:

Grade	Quality Points	Key
A	4.00	
A-	3.70	
B+	3.30	
B	3.00	
B-	2.70	
C+	2.30	
C	2.00	
C-	1.70	
D+	1.30	
D+	0.00	Graduate courses only
D	1.00	
D	0.00	Graduate courses only
D-	0.70	
D-	0.00	Graduate courses only
F	0.00	
I	0.00	Incomplete
IP	0.00	In Progress
AUD	0.00	Audit
CR	0.00	Credit
NC	0.00	Noncredit
WD	0.00	Withdrawn
NGR	0.00	No grade reported
INV	0.00	Invalid grade reported
PI	0.00	Permanent Incomplete
R	0.00	Repeat

**I - Incomplete:** Indicates that the student has done passing work in the course, but that part of the work is, for good and acceptable reason, not complete at the end of the term. Failure to make up the omitted work satisfactorily before the final examination period of the following semester (not including summer sessions) converts the "I" to an "F". When the work is satisfactorily completed within the allotted time the "I" is converted to whatever grade the student has earned. (If instructors wish to extend the "I" grade beyond the following semester for which the student is registered, they must notify, the Student Services Office in writing of the extension and indicate the date of its termination, prior to the end of the semester. It is the responsibility of the student to make up the incomplete work. The faculty member should submit the new grade to the Student Services Office by completing a Grade Change Form.)

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

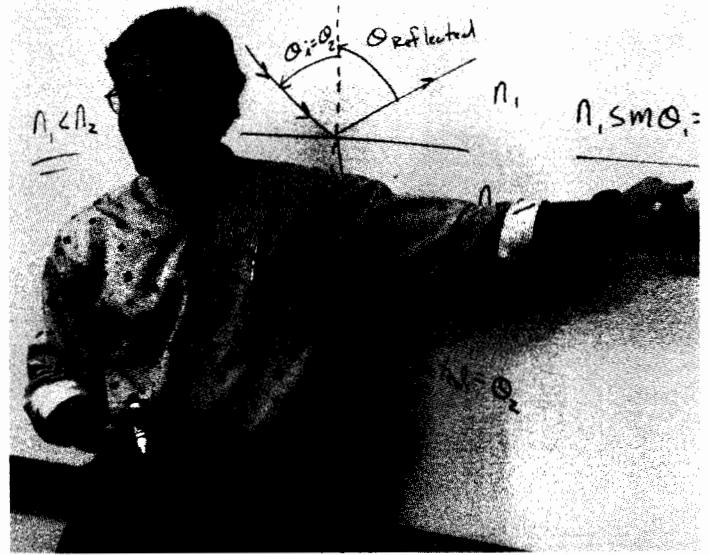
**PI - Permanent Incomplete:** Indicates that the student's instructor and the instructor's dean have for special reason authorized the change of an incomplete ("I") to a permanent incomplete ("PI").

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

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

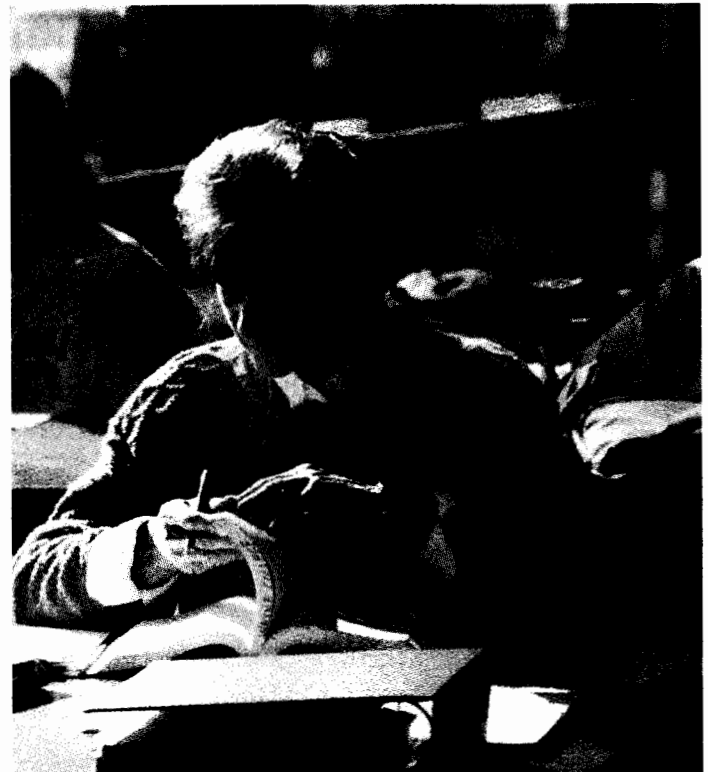
**INV - Invalid:** Indicates the grade reported by the instructor for the course was improperly noted and thus unacceptable for proper processing.

The accumulated grade-point average is computed by taking the total number of grade points (determined by multiplying the number of credits of each course by the number of points received) and dividing them by the total number of credits attempted. For example: if a student has attempted nine credits and has received a total of 27 grade points, his accumulative grade-point average would be a 3.00 (B).



Grades determine whether a student is eligible or ineligible to remain at Wayne College and The University of Akron according to the grade-point value of each grade for each course completed. A student must maintain a cumulative grade-point average of at least 2.00 to remain "in good standing" with the College/University. A student who maintains specified levels of scholastic achievement receives privileges to participate in extracurricular activities.

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



## Graduation

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

- File an application for graduation with the registrar of The University of Akron. Applications are available through the Student Services Office of Wayne College. If students plan to complete degree requirements at the end of fall semester, they must submit an application by May 15. If students plan to complete degree requirements at the end of spring semester, they must submit an application by September 15. If students plan to complete degree requirements at the end of summer sessions, an application must be submitted by February 15.
- Meet all degree requirements that are in force upon entrance into the associate degree program.
- Earn a minimum of 2.00 grade-point average as computed by the registrar for work attempted at The University of Akron consistent with the repeating courses policy. The grade-point average achieved at the time of completion of requirements for a degree will include repeated and reassessed courses, which will be used to calculate rank in class and graduation honors.
- Complete the requirements for a degree in not more than five calendar years from the date of entrance into the program. In the event the student fails to complete the degree requirements within five calendar years from the date of transfer, the College/University reserves the right to make changes in the number of credits and/or courses required for a degree.
- Earn the last 16 credits in residence at Wayne College/The University of Akron unless excused in writing by the dean of the college in which the student is enrolled.
- Complete a minimum of 16 earned credits in the degree total in residence at Wayne College/The University of Akron.
- If a student who has transferred from another institution wishes to present for the major area of study fewer than 14 credits earned at The University of Akron, written permission of both dean and head of the department is required.

## Graduation Requirements for Additional Associate and Baccalaureate Degrees

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

## Change of Degree Requirements

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

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

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

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

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

## Guest Student (Wayne College Students)

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

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

Coursework taken at another institution cannot be considered for the *Repeat for Change of Grade Policy* or *Academic Reassessment*. No grade-point value will appear on the record and no grade-point average will be calculated for the coursework listed. The name of the institution will be listed on the record as well as the date that the coursework was taken.

## Intercampus/Intercollege Transfer

A student who wishes to transfer to the Akron campus of The University of Akron, but remain in their present college, may do so by requesting the Student Services Office to complete an *Intercampus Transfer*. The student's file will then be forwarded to the appropriate office at the University.

All students are initially admitted into the University College. Eventually it becomes necessary for each student to transfer into the Community and Technical College (for associate degrees) or the College of Arts and Sciences, Engineering, Education, Business Administration, Fine and Applied Arts or Nursing (for bachelor's degrees). The process used to accomplish this is called an *Intercollege Transfer*.

The earliest a student pursuing a bachelor's degree may apply for transfer to a degree-granting college is upon completion of at least 30 semester credits. The student must also have at least a minimum 2.00 overall grade-point average. These are minimum general requirements. Certain departments/colleges have more specific criteria in addition to the above. Please consult with your Wayne College adviser for more specific information and to initiate the necessary paper work.

## Military Credit

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

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

## Privacy

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

### Right to Prevent Disclosures

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

### Right to Inspect

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

### Right to Request Amendment

The student has the right to seek to have corrected any parts of any education record that is believed to be inaccurate, misleading, or otherwise in violation of FERPA rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to the request.

### Right to Obtain Policy

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

### Right to Complaint to FERPA Office

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

### Release of Directory Information

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

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

## Repeating Courses

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

To secure a letter grade (A-F) or a grade of NC, CR, or AUD, a student may repeat a course in which the previously received grade was C- or below, AUD, or NC. Registrations under the CR/NC option are subject to the restrictions in the CR/NC policy.

With the dean's permission, a student may substitute another course if the previous course is no longer offered. Courses must be repeated at Wayne College or The University of Akron.

Grades for all attempts at a course will appear on the student's official academic record. Only the grade for the last attempt will be used in computing the student's graduation grade-point average. All grades for attempts at a course will be used in grade-point calculations for the purpose of determining graduation with honors and the student's class standing. Finally, credit for a course or its equivalent will apply only once toward meeting degree requirements.

## Academic Assessment

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

## College Level Learning Outcomes

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

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

## University Honors Program

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

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

The requirements for admission to the Honors Program are:

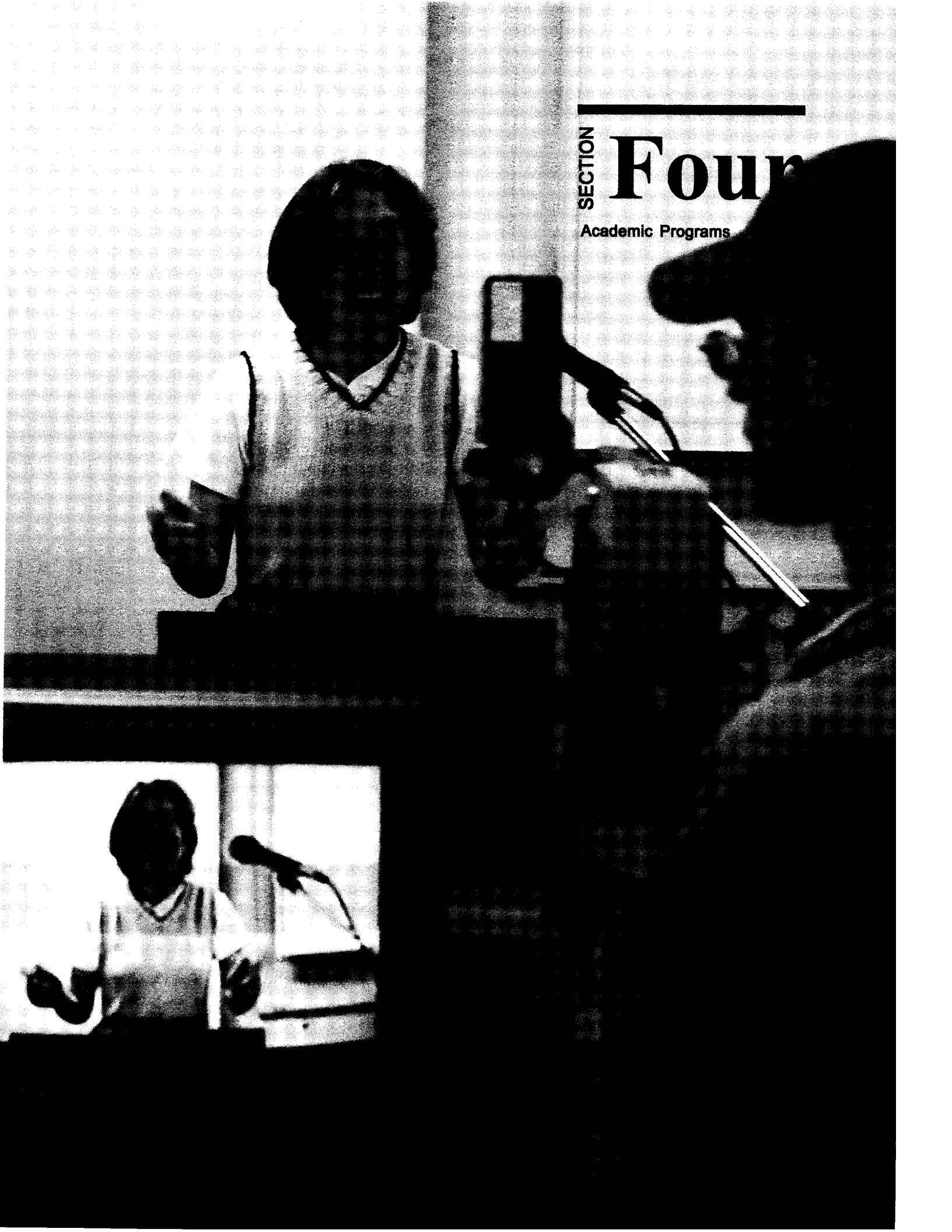
- A high school grade-point average of 3.50 or better.
- Scores on the SAT or ACT that place the applicant in the 90th percentile or higher of freshman college norms in the field of interest.
- An interview with a member of the University Honors Council.
- Enrollment in a baccalaureate degree program.

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

SECTION

# Four

Academic Programs



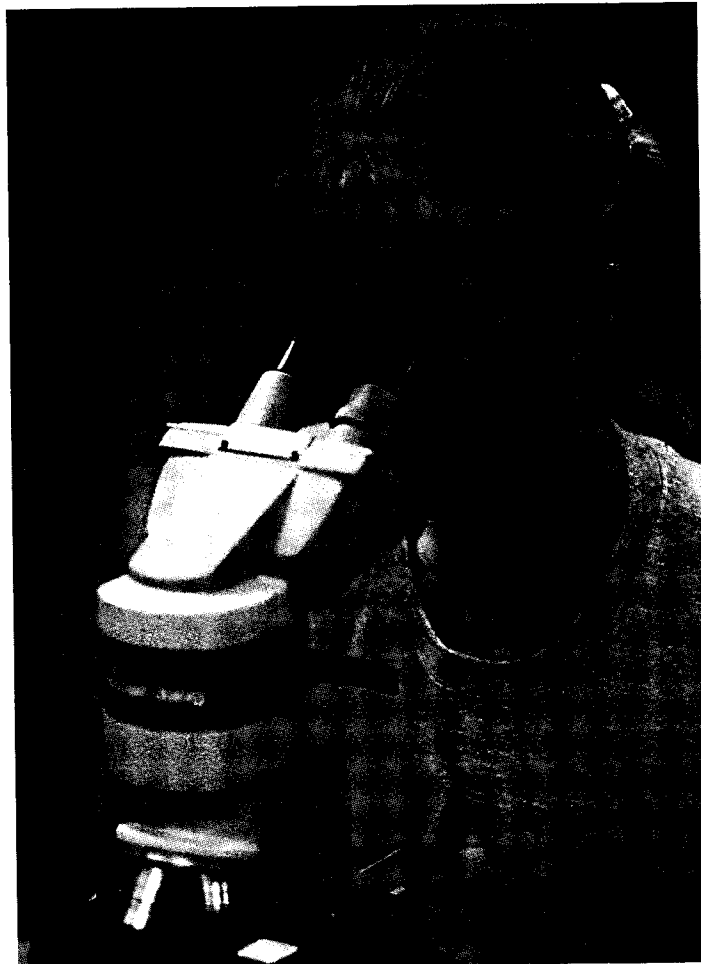
## ACADEMICS

### COURSE NUMBERING SYSTEM

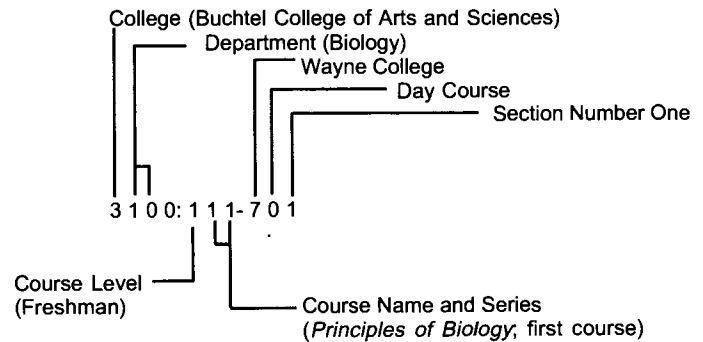
Wayne College, as a branch of The University of Akron, employs the course numbering system of the University. University course numbers consist of 10 digits separated into three sets by a colon and a dash. The first digit represents the name of the college in which the course is offered, e.g., 3 = Buchtel College of Arts and Sciences. The next two digits refer to the department within the college, e.g., 10 = Biology. The last zero is for administrative convenience.

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

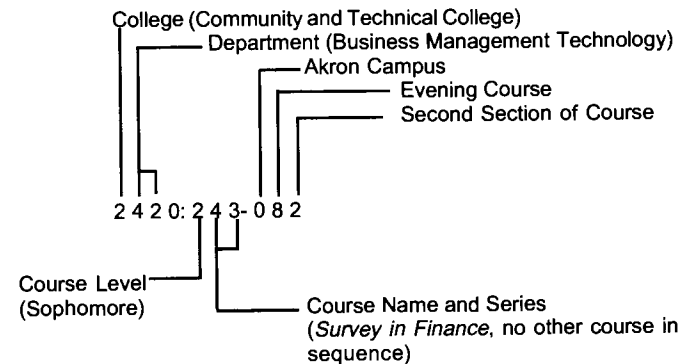
The last three digits--after the dash--represent the section (day and time the course is offered). The first digit will be either a 7, meaning the course is offered at the Wayne campus or a 0, meaning the course is offered at the Akron campus. The second digit, if it is between 0 and 7, means the course is a "day" course (8:00 a.m. to 4:00 p.m.). If the second digit is a 8, it is an "evening" course (4:15 p.m. to 11:00 p.m.). If the second digit is a 9, it is a Saturday course. The last digit refers to the number of the section.



#### EXAMPLE I



#### EXAMPLE II



## ASSOCIATE DEGREES

Wayne College affords the individual of any age or background the opportunity to continue education without pursuing a bachelor's degree. First, the College offers a program of general education designed to equip the student for intelligent living and to meet individual needs and personal goals. (Please refer to the "General Education/Transfer Program" for further details on the Associate of Arts and Associate of Science program.)

Second, the College prepares the student for entry-level positions or advancement in selected paraprofessional and technical careers in business, industry, and public service organizations.

Finally, Wayne College, as a branch of The University of Akron, supports, where feasible, the broad range of career education programs of the University's Community and Technical College.

Associate degree programs typically require two years of full-time study or about three and one-half years of part-time study and lead to the degrees of Associate of Arts, Associate of Science, Associate of Technical Studies, Associate of Applied Business or Associate of Applied Science (carrying the designation of the program). A student may complete a program of study while working full or part time. Moreover, since the associate degree signifies completion of an accredited program of collegiate course work, credits earned at Wayne College may be applied at a later date toward a bachelor's degree. However, acceptance and evaluation of credits lie exclusively within the jurisdiction of the college/university to which the student wishes to transfer.

## WAYNE COLLEGE PROGRAMS

The following associate degree programs are available at Wayne College. The structure of these programs may differ significantly from similar programs within the Community and Technical College of The University of Akron. All required courses for these programs are available at the College. A diploma issued as a result of the completion of one of these programs carries The University of Akron Wayne College designation. In some instances, specific course sequencing is necessary, especially to the student attending full time, to accommodate completion of the program in two years. Please consult an adviser at Wayne College for further details.

### Associate of Technical Studies

The Associate of Technical Studies (ATS) provides an integrated program of study for those students whose educational objectives and interests cannot be met through the College's formal associate degree programs. The Associate of Technical Studies permits students to combine various courses from two or more of the College's existing programs with other University credits, with credits earned at other postsecondary institutions, and/or with training received through other educational enterprises.

The Associate of Technical Studies is administered through the Office of the Dean and coordinated by the Associate Dean of Instruction. Interested students must complete a formal Associate of Technical Studies application. Upon application, the Associate Dean of Instruction makes an initial assessment of any transfer work and assists the applicant in selecting relevant areas of study. The application is then forwarded for review by the faculty most closely associated with the proposed area of study. Upon faculty acceptance, the application is submitted to the Associate of Technical Studies committee which, upon approval, forwards the application to the Dean of Wayne College for final approval.

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

- Completion of an Associate of Technical Studies application specifying a coherent combination of technical courses selectively drawn from two or more technical programs currently offered at the College, with no more than three major areas of study reflecting a reasonable array of courses within each area of study.
- Approval of the Associate of Technical Studies application by the Associate Dean of Instruction, relevant faculty, the Associate of Technical Studies committee, and the Dean of Wayne College.
- Degree application of only that transfer course work completed with a "C" (2.0) grade or better.
- Completion of at least 14 credits of "general education" courses and 14 credits of "basic" courses, as required by the Ohio Board of Regents.
- Completion of at least one-half of the technical credits at The University of Akron and/or Wayne College, equally divided among the selected areas of study.
- Completion of a minimum of 64 credits with a grade point average of 2.0.
- Completion of all other University graduation requirements.

### 2260: Social Services Technology

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

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

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

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



**2420: Business Management Technology****Accounting Option**

The Accounting Option provides paraprofessional training for a variety of accounting positions. Graduates will be prepared for immediate employment in the areas of financial accounting, sales, procurement, credit and collections, business research, data compilation and reporting.

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

**Data Management Option - Software Emphasis**

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

2030:151	2
2030:152	2
2040:240	3
2040:247	3
2040:260	3
2420:103	3
2420:104	3
2420:202	3
2420:211	3
2420:212	2
2420:243	3
2420:280	3
2440:102	1
2440:103	2
2440:125	2
2440:170	3
2440:245	3
2520:101	3
2540:119	3
2540:263	3
2600:272	3
3300:111	4
7600:106	3
Physical Education/Wellness	1
Electives	2
	64

**Data Management Option - Network Emphasis**

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

	<i>Credits</i>
2030:151	2
2030:152	2
2040:240	3
2040:247	3
2040:260	3
2420:103	3
2420:104	3
2420:202	3
2420:211	3
2420:243	3
2420:280	3
2440:102	1
2520:101	3
2540:119	3
2540:263	3
2600:270	2
2600:272	3
2600:276	2
2600:278	3
2600:282	2
3300:111	4
7600:106	3
Physical Education/Wellness	1
	64

**General Business Option**

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

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

## 2530: Health Care Office Management

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

	<i>Credits</i>	
2040:240	Human Relations	3
2040:251	Human Behavior at Work	3
2040:260	The Arts and Human Experience	3
2420:103	Essentials of Management Technology	3
2420:202	Elements of Human Resource Management	3
2420:211	Basic Accounting I	3
2440:103	Software Fundamentals	2
2440:125	Spreadsheet Software	2
2530:241	Health Information and Records Management	2
2530:245	Reimbursement Payment Systems in Health Care	3
2530:255	Health Care Office Management & Medicolegal Issues	3
2530:260	Health Care Office Management Internship	3
2540:119	Business English	3
2540:256	Medical Office Procedures	3
2540:263	Business Communications	3
2540:284	Office Nursing Techniques I	2
2540:289	Career Development for Business Professionals	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes	3
2740:230	Basic Pharmacology	3
3300:111	English Composition I	4
5550:211	First Aid & CPR	2
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		67

## 2540: Office Administration

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

### Executive Assistant Option

2040:240	Human Relations	3
2040:260	The Arts and Human Experience	3
2420:171	Business Calculations	3
2420:103	Essentials of Management Technology	3
2420:211	Basic Accounting I	3
2440:102	Introduction to Windows	1
2440:125	Spreadsheet Software	2
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:150	Beginning Keyboarding	3
2540:151	Intermediate Word Processing	3
2540:241	Information Management	3
2540:243	Internship	3
2540:253	Advanced Word Processing	3
2540:263	Business Communications	3
2540:270	Business Software Applications	4
2540:271	Desktop Publishing	3
2540:273	Computer-Based Graphic Presentation	3
2540:281	Editing/Proofreading/Transcription	3
2540:289	Career Development for Business Professionals	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		66

### Legal Administrative Assistant Option

		<i>Credits</i>
2040:240	Human Relations	3
2040:260	The Arts and Human Experience	3
2420:171	Business Calculations	3
2420:211	Basic Accounting I	3
2420:280	Essentials of Business Law	3
2440:102	Introduction to Windows	1
2440:125	Spreadsheet Software	2
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:150	Beginning Keyboarding	3
2540:151	Intermediate Word Processing	3
2540:241	Information Management	3
2540:243	Internship	3
2540:253	Advanced Word Processing	3
2540:263	Business Communications	3
2540:273	Computer-Based Graphic Presentation	3
2540:279	Legal Office Procedures	4
2540:281	Editing/Proofreading/Transcription	3
2540:289	Career Development for Business Professionals	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Elective	1
		64

### Health Care Administrative Assistant

2040:240	Human Relations	3
2040:260	The Arts and Human Experience	3
2420:171	Business Calculations	3
2440:103	Software Fundamentals	2
2530:241	Health Information and Records Management	3
2530:245	Reimbursement Payment Systems in Health Care	3
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:151	Intermediate Word Processing	3
2540:243	Internship	3
2540:253	Advanced Word Processing	3
2540:256	Medical Office Procedures	3
2540:263	Business Communications	3
2540:282	Medical Machine Transcription	3
2540:284	Office Nursing Techniques I	2
2540:289	Career Development for Business Professionals	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes	3
2740:230	Basic Pharmacology	3
3300:111	English Composition I	4
5550:211	First Aid & CPR	2
	Physical Education/Wellness	1
		65

**2600: Computer Service and Network Technology**

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

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

	<i>Credits</i>
2020:222	3
2030:151	2
2030:152	2
2040:251	3
2440:121	3
2440:145	3
2600:100	5
2600:125	4
2600:160	4
2600:180	2
2600:185	1
2600:240	1-4
2600:242	1-4
2600:244	1-4
2600:246	1-4
2600:270	3
2600:272	3
2600:274	3
2600:276	2
2600:278	3
2600:282	2
3300:111	4
7600:106	3
	1
	66

**2800: Environmental Health and Safety Technology**

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

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

2020:222	Technical Report Writing	3
2040:251	Human Behavior at Work	3
2230:250	Hazardous Materials	4
2230:257	Fire Protection for Business and Industry	3
2420:104	Introduction to Business in the Global Environment	3
2800:200	Internet: Physics for Environmental Technicians	1
2800:210	Occupational Safety and Risk	3
2800:220	Environmental Law and Regulations	3
2800:230	Water and Atmospheric Pollution	3
2800:232	Environmental Sampling Laboratory	2
2800:250	Internship: Environmental Health and Safety	3
3100:104	Introduction to Ecology Laboratory	1
3100:105	Introduction to Ecology	2
3100:130	Principles of Microbiology	3
3150:110	Introduction to General, Organic and Biochemistry I	3
3150:111	Introduction to General, Organic and Biochemistry I Laboratory	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Laboratory	1
3300:111	English Composition I	4
3370:200	Environmental Geology	3
3470:260	Basic Statistics	3
3600:120	Introduction to Ethics	3
5550:211	First Aid & CPR	2
6200:250	Microcomputer Applications for Business	3
7600:106	Effective Oral Communication	3
		66

**Certificate Programs\***

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

**Gerontological Social Services Certificate**

Jobs in gerontological social services are expected to increase significantly in coming years because of rapidly growing numbers of older persons in our society. However, there is a shortage of personnel with specialized training in the field of aging. This certificate program in Gerontological Social Services is designed to respond to the need for individuals with specialized knowledge and skills for social service employment in nursing homes, retirement communities, senior centers, nutrition sites and similar programs.

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

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

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

**Information Processing Specialist Certificate**

Local area networks (LANs) have either supplemented or replaced main-frame computing systems. The increased reliance on LANs has led to a shortage of qualified local area network administrators. The purpose of the Information Processing Specialist Certificate is to assure employers that individuals involved in information processing possess skills in the use of the most current technology. This certificate program will provide college credit for those in supervisory, managerial, and support positions related to the area of information storage, retrieval, and processing. Graduates of this program will be prepared to fill entry-level positions requiring skills in local area network administration and support. The starting salary will depend on your level of education, skills, experience, the size of the company, and geographic area.

	<i>Credits</i>	
2040:240	3	Human Relations
2420:103	3	Essentials of Management Technology
2420:104	3	Introduction to Business in the Global Environment
2420:211	3	Basic Accounting I
2440:102	1	Introduction to Windows
2440:103	2	Software Fundamentals
2440:125	2	Spreadsheet Software
2440:170	3	Visual BASIC
2440:245	3	Introduction to Databases for Micros
2540:119	3	Business English
2540:263	3	Business Communications
2600:272	3	Network Technology I
	<b>32</b>	

**Legal Office Assistant Certificate**

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

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

2420:171	3	Business Calculations
2420:280	3	Essentials of Business Law
2540:119	3	Business English
2540:121	3	Introduction to Office Procedures
2540:151	3	Intermediate Word Processing
2540:253	3	Advanced Word Processing
2540:263	3	Business Communication
2540:279	4	Legal Office Procedures
2540:281	3	Editing/Proofreading/Transcription
2540:289	3	Career Development for Business Professionals.
	<b>31</b>	

**Medical Billing Certificate**

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

2420:211	3	Basic Accounting I
2440:103	2	Software Fundamentals
2530:241	3	Health Information and Records Management
2530:245	3	Reimbursement Payment Systems in Health Care
2540:119	3	Business English
2540:121	3	Introduction to Office Procedures
2540:151	3	Intermediate Word Processing
2540:256	3	Medical Office Procedures
2540:263	3	Business Communications
2740:120	3	Medical Terminology
2740:121	3	Study of Disease Processes
	<b>32</b>	

**Medical Transcription Certificate**

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

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

**Network Management Specialist Certificate**

Local area networks (LANs) have either supplemented or replaced main-frame computing systems. The increased reliance on LANs has led to a shortage of qualified local area network administrators. The purpose of the Network Management Specialist certificate is to assure employers that individuals involved in the management of local area networks possess skills in the use of the most current technology. To this end, this certificate program incorporates Novell, Inc. standard courses and prepares students to qualify for certification as a Certified Novell Engineer (CNE). CNE certification is highly regarded by the computing industry. Graduates of this program will be prepared to fill entry-level positions requiring skills in local area network administration and support. The starting salary will depend on your level of education, skills, experience, the size of the company, and geographic area.

2040:240	3	Human Relations
2420:103	3	Essentials of Management Technology
2420:104	3	Introduction to Business in the Global Environment
2440:102	1	Introduction to Windows
2440:103	2	Software Fundamentals
2540:119	3	Business English
2540:263	3	Business Communications
2600:270	2	Introduction to Network Technologies
2600:272	3	Network Technology I
2600:274	3	Network Technology II
2600:276	2	Network Directory Structures
2600:278	3	Network Troubleshooting Techniques
2600:282	2	Current Networking Topics
	<b>33</b>	

**Office Software Specialist Certificate**

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

2440:102	1	Introduction to Windows
2440:125	2	Spreadsheet Software
2540:119	3	Business English
2540:121	3	Introduction to Office Procedures
2540:151	3	Intermediate Word Processing
2540:241	3	Information Management
2540:253	3	Advanced Word Processing
2540:263	3	Business Communications
2540:271	3	Desktop Publishing
2540:273	3	Computer-Based Graphic Presentations
2540:289	3	Career Development for Business Professionals
7600:106	3	Effective Oral Communication
	<b>33</b>	

**Personal Computer Repair Certificate**

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

	<i>Credits</i>
2020:222	3
2030:151	2
2030:152	2
2040:251	3
2440:145	3
2600:100	5
2600:160	4
2600:180	2
2600:185	1
3300:111	4
7600:106	3
	<b>32</b>

**Therapeutic Activities Certificate**

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

2260:150	3
2260:251	3
2260:275	3
2260:276	1
	<b>10</b>



The following associate degree programs are available through the Community and Technical College of The University of Akron. These outlines show the courses that a student can complete at Wayne College and the remaining courses that must be completed on the Akron campus. In many of these programs, specific course sequencing is important, especially for the full-time student. Additionally, some programs require special admission procedures be completed before enrollment in certain courses can occur. Consult an adviser at Wayne College for further explanation before enrolling for courses.

**2200: Early Childhood Development Program***Courses at Wayne College*

2040:240	3
2040:242	3
3300:111	4
5550:211	2
7400:265	3
7400:270	3
7400:280	4
7600:106	3
	2-4
	3
	1
	<b>0-2</b>
	<b>33</b>

*Courses at Akron Campus*

2200:245	3
2200:246	3
2200:247	3
2200:250	3
2200:295	5
5200:360	2
5200:370	2
5610:450	3
7400:132	2
7400:448	2
7400:460	3
	<b>31</b>

**2220: Criminal Justice Technology****General Option***Courses at Wayne College*

2020:222	3
2040:240	3
2040:242	3
2220:100	3
2820:105	3
3300:111	4
3850:100	4
7600:106	3
	1
	<b>27</b>

*Courses at Akron Campus*

2030:161	4
2220:102	3
2220:104	3
2220:106	3
2220:240	3
2220:250	6
2220:296	6
2220:298	3
2220:	6
	<b>37</b>

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

2020:222	3
2040:240	3
2040:242	3
2230:250	4
2230:257	3
2420:104	3
2440:103	2
2820:105	3
3300:111	4
7600:106	3
	1
	<b>32</b>

*Courses at Akron Campus*

2030:161	4
2220:101	4
2220:102	3
2220:104	3
2220:240	3
2220:250	6
2220:296	3
2230:204	3
2220:	3
	<b>32</b>

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

2020:222	3
2040:240	3
2040:242	3
2230:250	4
2230:257	3
2820:105	3
3300:111	4
7600:106	3
	<b>26</b>

*Courses at Akron Campus*

2030:161	Mathematics for Modern Technology	4
2230:100	Introduction to Fire Protection	3
2230:102	Fire Safety in Building Design and Construction	3
2230:104	Fire Investigation Methods	4
2230:202	Fire Suppression and Emergency Response Methods	4
2230:204	Fire Hazards Recognition	3
2230:205	Fire Detection and Suppression Systems I	3
2230:206	Fire Detection and Suppression Systems II	3
2230:254	Fire Codes and Standards	3
2230:280	Fire Service Administration	4
2940:180	Introduction to Computer Aided Drafting	1
	Technical electives	4
		<b>39</b>

**2280: Hospitality Management**

**Culinary Arts Option**

*Courses at Wayne College*

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

*Courses at Akron Campus*

2280:101	Introduction to Hospitality	3
2280:120	Safety and Sanitation	3
2280:121	Fundamentals of Food Preparation I	4
2280:122	Fundamentals of Food Preparation II	4
2280:160	Wine and Beverage Service	3
2280:230	Advanced Food Preparation	4
2280:232	Dining Room Service and Training	2
2280:233	Restaurant Operations and Management	4
2280:237	Internship	1
2280:245	Menu, Purchasing and Cost Control	4
2280:256	Hospitality Law	3
2280:261	Baking and Classical Desserts	3
2420:170	Applied Mathematics for Business	3
7400:133	Nutrition Fundamentals	3
		<b>44</b>

**Hotel/Motel Management Option**

*Courses at Wayne College*

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

*Courses at Akron Campus*

2280:101	Introduction to Hospitality	3
2280:120	Safety and Sanitation	3
2280:121	Fundamentals of Food Preparation I	4
2280:160	Wine and Beverage Service	3
2280:230	Advanced Food Preparation	4
2280:232	Dining Room Service and Training	2
2280:233	Restaurant Operations and Management	4
2280:237	Internship	1
2280:240	Systems Management and Personnel	3
2280:245	Menu, Purchasing and Cost Control	4
2280:256	Hospitality Law	3
2280:268	Revenue Centers	3
2280:278	Hotel Catering and Marketing	3
2420:111	Public Relations	3
2420:170	Applied Mathematics for Business	3
2520:212	Principles of Sales	3
		<b>49</b>

**Hotel Marketing and Sales Option**

*Courses at Wayne College*

2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
2540:263	Business Communications	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
		<b>22</b>

*Courses at Akron Campus*

2280:101	Introduction to Hospitality	3
2280:120	Safety and Sanitation	3
2280:121	Fundamentals of Food Preparation I	4
2280:160	Wine and Beverage Service	3
2280:232	Dining Room Service and Training	2
2280:233	Restaurant Operations and Management	4
2280:237	Internship	1
2280:240	Systems Management and Personnel	3
2280:243	Food Equipment and Plant Operations	3
2280:245	Menu, Purchasing and Cost Control	4
2280:256	Hospitality Law	3
2280:268	Revenue Centers	3
2280:278	Hotel Catering and Marketing	3
2420:170	Applied Mathematics for Business	3
2520:103	Principles of Advertising	3
2520:202	Retailing Fundamentals	3
2520:212	Principles of Sales	3
		<b>51</b>

**Restaurant Management Option**

*Courses at Wayne College*

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

*Courses at Akron Campus*

2280:101	Introduction to Hospitality	3
2280:120	Safety and Sanitation	3
2280:121	Fundamentals of Food Preparation I	4
2280:122	Fundamentals of Food Preparation II	4
2280:160	Wine and Beverage Service	3
2280:230	Advanced Food Preparation	4
2280:232	Dining Room Service and Training	2
2280:233	Restaurant Operations and Management	4
2280:237	Internship	1
2280:240	Systems Management and Personnel	3
2280:243	Food Equipment and Plant Operations	3
2280:245	Menu, Purchasing and Cost Control	4
2280:256	Hospitality Law	3
2420:117	Small Business Development	3
2420:170	Applied Mathematics for Business	3
2520:103	Principles of Advertising	3
		<b>50</b>

**2290: Legal Assisting**

*Courses at Wayne College*

2020:222	Technical Report Writing	3
2030:151	Elements of Mathematics I	2
2030:152	Elements of Mathematics II	2
2040:240	Human Relations	3
2420:211	Basic Accounting I	3
2440:103	Software Fundamentals	2
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Electives	6
		<b>29</b>

*Course at Akron Campus*

2220:104	Evidence and the Criminal Legal Process	3
2290:101	Introduction to Legal Assisting	3
2290:104	Basic Legal Research and Writing	3
2290:106	Business Associations	3
2290:108	Real Estate Transactions	3
2290:110	Tort Law	3
2290:112	Family Law	3
2290:118	Probate Administration	4
2290:204	Advanced Legal Research	3
2290:214	Civil Procedures	3
2290:216	Debtor-Creditor Relations	3
2290:218	Advanced Probate Administration	3
2290:220	Legal Assisting Internship	4
		<b>41</b>

**2440: Computer Information Systems**

**Microcomputer Specialist Option**

*Courses at Wayne College*

2030:151	Elements of Mathematics I	2
2030:161	Mathematics for Modern Technology	4
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	2
2440:121	Introduction to Logic/Programming	3
2440:140	Internet Tools	3
2440:145	Operating Systems	3
2440:170	Visual BASIC	3
2440:267	Microcomputer Database Applications	3
2540:119	Business English	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		<b>46</b>

*Courses at Akron Campus*

2440:175	Microcomputer Application Support	3
2440:180	Database Concepts	3
2440:210	Client/Server Programming	3
2440:241	Systems Analysis and Design	3
2440:247	Hardware Support	3
2440:257	Microcomputer Projects	3
2440:268	Network Concepts	2
		<b>20</b>

**Programming Specialist Option**

*Courses at Wayne College*

2030:151	Elements of Mathematics I	2
2030:161	Mathematics for Modern Technology	4
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	2
2440:121	Introduction to Logic/Programming	3
2440:140	Internet Tools	3
2440:145	Operating Systems	3
2440:160	Java Programming	3
2440:170	Visual BASIC	3
2440:256	C++ Programming	3
2540:119	Business English	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		<b>49</b>

*Courses at Akron Campus*

2440:180	Database Concepts	3
2440:210	Client/Server Programming	3
2440:234	Advanced Business Programming	3
2440:241	Systems Analysis and Design	3
2440:251	Computer Applications Projects	3
		<b>15</b>

**2560: Transportation**

**General Option**

*Courses at Wayne College*

		<i>Credits</i>
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
2420:280	Essentials of Business Law	3
2440:103	Software Fundamentals	2
2520:101	Essentials of Marketing Technology	3
2540:119	Business English	3
2540:263	Business Communications	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		<b>37</b>

*Courses at Akron Campus*

2420:170	Applied Mathematics for Business	3
2560:110	Principles of Transportation	3
2560:115	Motor Transportation	3
2560:116	Air Transportation	2
2560:117	Water Transportation	2
2560:118	Transportation Rate Systems	3
2560:221	Traffic and Distribution Management	3
2560:222	Microcomputer Applications in Transportation	3
2560:224	Transportation Regulations	3
2560:227	Transportation of Hazardous Materials and Wastes	2
		<b>27</b>

**2740: Medical Assisting Technology**

*Courses at Wayne College*

2040:240	Human Relations	3
2420:211	Basic Accounting I	3
2440:103	Software Fundamentals	2
2540:119	Business English	3
2540:151	Intermediate Word Processing	3
2540:256	Medical Office Procedures	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes	3
2740:230	Basic Pharmacology	3
2740:241	Medical Records	3
3300:111	English Composition	4
5550:211	First Aid and CPR	2
7600:106	Effective Oral Communication	3
	Math Requirement	3
	Physical Education/Wellness	1
		<b>42</b>

*Courses at Akron Campus*

2040:244	Death and Dying	2
2740:125	Medical Assisting I	4
2740:135	Medical Assisting II	4
2740:240	Medical Machine Transcription	3
2740:260	Medical Assisting Externship	3
2780:106	Anatomy and Physiology for Allied Health I	3
2780:107	Anatomy and Physiology for Allied Health II	3
		<b>22</b>

**2760: Radiologic Technology**

*Courses at Wayne College*

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

*Courses at Akron Campus*

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

*Accredited Hospital Program*

Children's Hospital Medical Center

**2770: Surgical Assisting Technology****Surgical Technologist Option***Courses at Wayne College*

2040:240	Human Relations	3
2040:242	American Urban Society	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes	3
2740:230	Basic Pharmacology	3
2820:105	Basic Chemistry	3
3100:130	Principles of Microbiology	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Mathematics requirement	3
	General elective	2
		33

*Courses at Akron Campus*

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

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

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

*Courses at Akron Campus*

2780:106	Anatomy and Physiology for Allied Health I	3
2780:107	Anatomy and Physiology for Allied Health II	3
2790:121	Introduction to Respiratory Care	3
2790:122	Respiratory Patient Care	3
2790:123	Mechanical Ventilators	3
2790:131	Clinical Application I	3
2790:132	Clinical Application II	2
2790:133	Clinical Application III	5
2790:134	Clinical Application IV	5
2790:141	Pharmacology	2
2790:201	Anatomy and Physiology of Cardiopulmonary System	3
2790:223	Advanced Respiratory Care	3
2790:224	Pulmonary Rehabilitation and the Respiratory Care Dept.	2
2790:242	Pathology for Respiratory Care	3
		43

**2840: Polymer Technology***Courses at Wayne College*

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

*Courses at Akron Campus*

2030:154	Elements of Mathematics IV	3
2820:100	Introduction to Engineering Technology	2
2820:111	Introductory Chemistry	3
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2820:164	Technical Physics: Heat and Light	2
2840:111	Polymer Technology I	3
2840:112	Polymer Technology II	3
2840:202	Instrumental Methods	3
2840:211	Polymer Technology III	3
2840:220	Case Studies in Polymer Design and Processing	2
2840:260	Compounding Methods	2
2840:281	Polymer Lab Project	2
2860:110	Basic Electricity and Electronics	4
2880:100	Basic Principles of Manufacturing Management	4
2880:151	Industrial Safety and Environmental Protection	2
2880:241	Introduction to Quality Assurance	3
2920:130	Introduction to Hydraulics and Pneumatics	3
2940:180	Introduction to CAD	1
		48

**2860: Electronic Engineering Technology***Courses at Wayne College*

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

*Courses at Akron Campus*

2030:154	Elements of Mathematics IV	3
2030:255	Elements of Calculus	3
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2820:164	Technical Physics: Heat and Light	2
2860:120	DC Circuits	4
2860:122	AC Circuits	3
2860:123	Electronic Devices	3
2860:136	Digital Fundamentals	2
2860:225	Electronic Devices Applications	3
2860:237	Digital Circuits	4
2860:238	Microprocessor Applications	4
2860:242	Machinery and Controls	3
2860:251	Communications Circuits	3
2860:260	Electronics Project	2
2870:301	Computer Control of Automated Systems	3
2940:210	Computer Aided Drawing	3
		50

**2880: Manufacturing Engineering Technology****Computer-Aided Manufacturing Option***Courses at Wayne College*

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



*Courses at Akron Campus*

		<i>Credits</i>
2030:154	Elements of Mathematics IV	3
2030:255	Elements of Calculus	3
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2820:163	Technical Physics: Electricity and Magnetism	2
2870:348	CNC Programming I	3
2880:110	Manufacturing Processes	2
2880:100	Basic Principles of Manufacturing Management	4
2880:130	Work Measurement and Cost Estimating	3
2880:151	Industrial Safety and Environmental Protection	2
2880:201	Robotics and Automated Manufacturing	3
2880:211	Computerized Manufacturing Control	3
2880:241	Introduction to Quality Assurance	3
2920:130	Introduction to Hydraulics and Pneumatics	3
2940:121	Technical Drawing I	3
2940:180	Introduction to CAD	1
	Technical electives	3
		<b>44</b>

**Industrial Supervision Option**

*Courses at Wayne College*

2020:222	Technical Report Writing	3
2030:151	Elements of Mathematics I	2
2030:152	Elements of Mathematics II	2
2040:247	Survey of Basic Economics	3
2040:251	Human Behavior at Work	3
2420:103	Essentials of Management Technology	3
2420:202	Elements of Human Resource Management	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	2
2420:280	Essentials of Business Law	3
2880:232	Labor-Management Relations	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	General electives	4
		<b>42</b>

*Courses at Akron Campus*

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

**2920: Mechanical Engineering Technology**

*Courses at Wayne College*

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

*Courses at Akron Campus*

2030:154	Elements of Mathematics IV	3
2030:255	Elements of Calculus	3
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2820:163	Technical Physics: Electricity and Magnetism	2
2820:164	Technical Physics: Heat and Light	2
2920:101	Introduction to Mechanical Design	3
2920:142	Introduction to Materials Technology	3
2920:243	Kinematics	2
2920:245	Mechanical Design II	5
2920:247	Technology of Machine Tools	3
2920:249	Applied Thermal Energy I	2
2920:251	Fluid Power	2
2920:252	Thermo-Fluids Laboratory	1
2940:121	Technical Drawing I	3
2940:210	Computer Aided Drawing I	3
2990:125	Statics	3
2990:241	Strength of Materials	3
		<b>48</b>

**2940: Drafting and Computer Drafting Technology**

*Courses at Wayne College*

		<i>Credits</i>
2020:222	Technical Report Writing	3
2030:151	Elements of Mathematics I	2
2030:152	Elements of Mathematics II	2
2040:240	Human Relations	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	General electives	6
		<b>24</b>

*Courses at Akron Campus*

2820:131	Software Applications for Technology	1
2880:110	Manufacturing Processes	2
2920:247	Technology of Machine Tools	3
2940:121	Technical Drawing I	3
2940:122	Technical Drawing II	3
2940:150	Drafting Design Problems	2
2940:170	Surveying Drafting	3
2940:200	Advanced Drafting	3
2940:210	Computer Aided Drawing I	3
2940:211	Computer Aided Drawing II	3
2940:230	Mechanical Systems Drafting	3
2940:240	Electrical & Electronic Drafting	3
2940:250	Architectural Drafting	3
2940:260	Drafting Technology Project	3
2980:223	Fundamentals of Map Production	3
2980:231	Building Construction	2
2980:250	Structural Drafting	2
		<b>45</b>

**2980: Surveying and Construction Engineering Technology**

**Construction Option**

*Courses at Wayne College*

2020:222	Technical Report Writing	3
2030:152	Elements of Mathematics II	2
2040:242	American Urban Society	3
2040:247	Survey of Basic Economics	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
		<b>18</b>

*Courses at Akron Campus*

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

**Surveying Option**

*Courses at Wayne College*

2020:222	Technical Report Writing	3
2030:152	Elements of Mathematics II	2
2040:242	American Urban Society	3
2040:247	Survey of Basic Economics	3
3300:111	English Composition I	4
7600:106	Effective Oral Communications	3
		<b>18</b>

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



A student seeking a bachelor's degree studies in the University College before entering one of the degree-granting colleges of The University of Akron or transferring to another liberal arts college or university. While in the University College, the student acquires a wide foundation of general knowledge; develops intellectual abilities and interests; clarifies academic, personal and occupational objectives; and selects curricula that will equip the student to enter a degree-granting college prepared to undertake advanced work.

For the undecided student, this is the time to take courses from several areas in order to select a field most to their liking. In cases where the student is relatively certain of transferring to an institution other than The University of Akron, close contact should be maintained with an academic adviser so that the student's coursework at Wayne College is similar in nature to what is required at that college or university. Questions regarding substitutions and relevance of Wayne College courses to the student's program of study at another college or university can be worked out through a cooperative effort by the student, the academic adviser and the appropriate person at the college/university to which the student will be transferring.

## GENERAL EDUCATION

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

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

## Recommended Core Curriculum

Students pursuing a baccalaureate degree must complete the General Education Program, which consists of 42 credits distributed among eight categories. Students are advised to select General Education courses in conjunction with courses needed for their major during the first years of study. **Students should work to complete their English, mathematics and speech requirements during their first year of study.** Courses noted with a single asterisk (\*) will apply toward the General Education requirement only for students enrolled in the Community and Technical College. All students are responsible for meeting prerequisites for the necessary courses listed in the General Education Program. NOTE: Special departmental requirements may vary; students are encouraged to consult an adviser for specific information about selecting appropriate General Education courses from the recommended core curriculum.

### English Composition: 7 credits – 2 courses

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

### Mathematics: 3 credits

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

2030:151, 152, 153	Elements of Math I, II, III*	6
	(Must complete all 3 courses. Only 3 credits apply toward fulfilling General Education requirement)	
2030:161	Math for Modern Technology*	4
3450:113	Combinatorics and Probability	1
3450:114	Matrices	1
3450:115	Linear Programming	1
3450:127	Trigonometry	2
3450:135	Mathematics for Liberal Arts	3
3450:138	Mathematics of Finance	1
3450:140	Mathematics for Elementary Teachers	3
3450:141	Algebra with Business Applications	3
3450:145	College Algebra	4
3470:260	Basic Statistics	3
3470:261	Introduction to Statistics I	2
3470:262	Introduction to Statistics II	2

### Natural Science: 8 credits minimum –

At least two courses, one of which must be a lab

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

#### Anthropology

3230:151	Human Evolution	3
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#### Biology

2780:106	Anatomy and Physiology for Allied Health I*	3
2780:107	Anatomy and Physiology for Allied Health II*	3
3100:100	Introduction to Botany/Lab	4
3100:101	Introduction to Zoology/Lab	4
3100:103	Natural Science-Biology/Lab	4
3100:104	Introduction to Ecology Laboratory	1
3100:105	Introduction to Ecology	2
3100:108	Introduction to Biological Aging	3

#### Chemistry

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

#### Geology

3370:100	Earth Science	3
3370:103	Natural Science-Geology	3
3370:121-138	Concepts in Geology	1
3370:200	Environmental Geology	3
3370:201	Exercises in Environmental Geology I	1
3370:203	Exercises in Environmental Geology II	1

<b>Physics</b>		<i>Credits</i>	<b>Area Studies &amp; Cultural Diversity: 4 credits - 2 courses</b>	<i>Credits</i>	
2820:161	Technical Physics: Mechanics I/Lab*	2	2040:254	The Black American*	2
2820:162	Technical Physics: Mechanics II/Lab*	2	3001:300	Introduction to Women's Studies	3
2820:163	Technical Physics: Electricity and Magnetism/Lab*	2	3005:300	Canadian Studies: An Interdisciplinary Approach	3
2820:164	Technical Physics: Heat and Light/Lab*	2	3230:251	Human Diversity	3
3650:130	Descriptive Astronomy/Lab	4	3350:375	Geography of Cultural Diversity	2
3650:131	Astronomy by Inquiry/Lab	4	3400:385	World Civilization: China	2
3650:133	Music, Sound and Physics/Lab	4	3400:386	World Civilization: Japan	2
3650:137	Light/Lab	4	3400:387	World Civilization: Southeast Asia	2
			3400:388	World Civilization: India	2
			3400:389	World Civilization: Near East	2
			3400:390	World Civilization: Africa	2
			3400:391	World Civilization: Latin America	2
<b>Oral Communication: 3 credits</b>			<b>NOTE:</b> A student majoring in medical technology or engineering is only required to take two credits from the Area Studies & Cultural Diversity area of General Education requirements.		
7600:105	Introduction to Public Speaking or	3			
7600:106	Effective Oral Communication	3			
<b>Social Science: 6 credits</b>			<b>Physical Education/Wellness: 1 credit</b>		
(One course from two different sets for a minimum of 6 credits)			5540:120-183	Physical Education	0.5-1
<b>Set 1 - Economics</b>			5550:150	Concepts of Health and Fitness	3
2040:247	Survey of Basic Economics*	3	5550:194	Sports Officiating	2
3250:100	Introduction to Economics	3	5550:211	First Aid and Cardiopulmonary Resuscitation	2
3250:200	Principles of Microeconomics	3	5570:101	Personal Health	2
3250:244	Introduction to Economic Analysis	3	7400:133	Nutrition Fundamentals	3
<b>Set 2 - Geography</b>			7900:119/120	Modern Dance I/II: Introduction to Modern Dance I/II	2
3350:100	Introduction to Geography	3	7900:124/125	Ballet I/II: Introduction to Ballet I/II	2
<b>Set 3 - Government/Politics</b>			7900:130/230	Jazz Dance I/II: Introduction to Jazz Dance I/II	2
2040:242	American Urban Society*	3	7900:144	Tap Technique I: Introduction to Tap I	2
3700:100	Government and Politics in the United States	4			
3700:150	World Politics and Governments	3			
<b>Set 4 - Psychology</b>					
2040:240	Human Relations*	3			
3750:100	Introduction to Psychology	3			
<b>Set 5 - Sociology/Anthropology</b>					
3230:150	Cultural Anthropology	4			
3850:100	Introduction to Sociology	4			
5100:150	Democracy in Education	3			
<b>Set 6 - United States History</b>					
3400:250	United States History to 1877	4			
3400:251	United States History since 1877	4			
<b>Set 7 - Science/Technology/Society</b>					
2040:241	Technology and Human Values*	2			
3600:125	Theory and Evidence	3			
<b>Humanities: 10 credits - 3 courses</b>					
All students are required to complete:					
3400:210	Humanities in the Western Tradition I	4			
Students may select one course from two different sets below for a minimum of six additional credits:					
<b>Set 1 - Fine Arts</b>					
7100:210	Visual Art Awareness	3	3300:111	English Composition I	4
7500:201	Exploring Music	3	3300:112	English Composition II	3
7800:301	Introduction to Theatre Through Film	3	3400:210	Humanities in the Western Tradition I <sup>1</sup>	4
7900:210	Viewing Dance	3	7600:106	Effective Oral Communication	3
<b>Set 2 - Philosophy/Classics</b>					
3200:189	Mythology of Ancient Greece	3		Area Studies/Cultural Diversity requirement <sup>2</sup>	4
3200:220	Introduction to the Ancient World	3		Humanities requirement <sup>1</sup>	6
3200:230	Sports and Society in Ancient Greece and Rome	3		Mathematics requirement <sup>3</sup>	3
3600:101	Introduction to Philosophy	3		Natural Science requirement <sup>4</sup>	8
3600:120	Introduction to Ethics	3		Physical Education/Wellness requirement	1
3600:170	Introduction to Logic	3		Social Sciences requirement <sup>5</sup>	6
<b>Set 3 - Literature</b>				Electives <sup>6</sup>	22
3300:250	Classic and Contemporary Literature	3			64
3300:251	Topics in World Literature	3			
3300:252	Shakespeare and His World	3			
3300:281	Fiction Appreciation	3			
Other literature in English Translation:					
3200:361	Literature of Greece	3			
3580:350	Literature of Spanish-America in Translation	3			
<b>Set 4</b>					
3400:211	Humanities in the Western Tradition II	4			

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

### Physical Education/Wellness: 1 credit

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

## 2020: Arts and Science

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

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

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

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

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

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

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

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

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

## TRANSFER PROGRAMS

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

### 3100: Biology

<i>First Year</i>		<i>Credits</i>
3100:111	Principles of Biology I	4
3100:112	Principles of Biology II	4
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Lab	1
3150:153	Principles of Chemistry II	3
3150:154	Qualitative Analysis	2
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:145	College Algebra	4
3450:149	Precalculus Mathematics	4
		<u>32</u>
<i>Second Year</i>		
3100:211	General Genetics	3
3100:217	General Ecology	3
3150:263	Organic Chemistry Lecture I	3
3150:264	Organic Chemistry Lecture II	3
3150:265	Organic Chemistry Laboratory I	2
3150:266	Organic Chemistry Laboratory II	2
3400:210	Humanities in the Western Tradition I	4
	Beginning Foreign Language	8
	Physical Education/Wellness	1
	Social Science requirement	6
		<u>35</u>

### 3150: Chemistry

<i>First Year</i>		<i>Credits</i>
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Lab	1
3150:153	Principles of Chemistry II	3
3150:154	Qualitative Analysis	2
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:149	Precalculus Mathematics	4
3450:221	Analytic Geometry-Calculus I	4
	Physical Education/Wellness	1
	Foreign Language requirement	8
	or	
	Social Science requirement	6
		<u>31-33</u>
<i>Second Year</i>		
3150:263	Organic Chemistry Lecture I	3
3150:264	Organic Chemistry Lecture II	3
3150:265	Organic Chemistry Laboratory I	2
3150:266	Organic Chemistry Laboratory II	2
3450:222	Analytic Geometry-Calculus II	4
3450:223	Analytic Geometry-Calculus III	4
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
7600:106	Effective Oral Communication	3
	Foreign Language requirement	6-8
	or	
	Social Science requirement	6
		<u>35-37</u>

### 3250: Economics

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:145	College Algebra	4
3450:215	Concepts of Calculus I	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Natural Science requirement	8
	Physical Education/Wellness	1
		<u>35</u>
<i>Second Year</i>		
3400:210	Humanities in the Western Tradition I	4
3250:200	Principles of Microeconomics	3
3250:201	Principles of Macroeconomics	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Social Science requirement	3
	Electives	3
		<u>32</u>

### 3250:01 Labor Economics\*

<i>First Year</i>		<i>Credits</i>
3250:200	Principles of Microeconomics	3
3250:201	Principles of Macroeconomics	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:145	College Algebra	4
3450:215	Concepts of Calculus I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Electives	7
		<u>32</u>
<i>Second Year</i>		
3400:210	Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Natural Science requirement	8
	Social Science requirement	3
	Electives	7
		<u>32</u>

### 3300: English\*

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

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

**3350: Geography and Planning\***

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

**3370: Geology (and Geophysics\*\*)\***

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

**3400: History**

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

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

(see 3470: Statistics below)

**3470: Statistics**

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

**Second Year**

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

**3460: Computer Science**

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3460:209	Introduction to Computer Science	4
	Beginning Foreign Language	8
	Natural Science requirement	8
	Physical Education/Wellness	<u>1</u>
		32

**Second Year**

3400:210	Humanities in the Western Tradition I	4
3450:222	Analytic Geometry-Calculus II	4
3450:223	Analytic Geometry-Calculus III	4
7600:106	Effective Oral Communication	3
	Humanities requirement	6
	Intermediate Foreign Language	6
	Social Studies requirement	<u>6</u>
		33

**3700: Political Science\***

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3700:100	Government and Politics in the U.S.	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics requirement	3
	Physical Education/Wellness	1
	Social Science requirement	3
	Electives	<u>3</u>
		32

**Second Year**

3400:210	Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Natural Science requirement	8
	Electives	<u>4</u>
		32

**3750: Psychology\***

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3750:100	Introduction to Psychology	3
3750:105	Professional and Career Issues in Psychology	1
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics requirement	3
	Physical Education/Wellness	1
	Electives	<u>2</u>
		32

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

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

<i>Second Year</i>		<i>Credits</i>
3400:210	Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Natural Science requirement	8
	Electives	4
		32

**3850: Sociology\***

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics requirement	3
	Physical Education/Wellness	1
	Social Science requirement	3
	Electives	3
		32

<i>Second Year</i>		
3230:150	Cultural Anthropology	4
3400:210	Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Natural Science requirement	8
		32

**4200: Chemical Engineering\***

<i>First year</i>		
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3150:154	Qualitative Analysis	2
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
4200:121	Chemical Engineering Computations	2
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		33

<i>Second year</i>		
3150:263	Organic Chemistry Lecture I	3
3150:264	Organic Chemistry Lecture II	3
3150:265	Organic Chemistry Laboratory I	2
3150:266	Organic Chemistry Laboratory II	2
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
		32

**4300: Civil Engineering\***

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

<i>Second Year</i>		<i>Credits</i>
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
4600:203	Dynamics	3
	Humanities requirement	6
		34

**4400: Electrical Engineering\***

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

<i>Second year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
4400:231	Circuits I	3
4400:232	Circuits II	3
	Area Studies/Cultural Diversity requirement	2
		33

**4450: Computer Engineering\***

<i>First Year</i>		
3250:244	Introduction to Economic Analysis	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	3
	Natural Science requirement	3
	Physical Education/Wellness	1
	Social Science requirement	3
		31

<i>Second year</i>		
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4400:231	Circuits I	3
4400:232	Circuits II	3
	Area Studies/Cultural Diversity requirement	2
	Humanities requirement	6
		33

**4600: Mechanical Engineering\***

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

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

<i>Second year</i>		<i>Credits</i>
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
4300:202	Introduction: Mechanics of Solids	3
4600:203	Dynamics	3
	Humanities requirement	6
		37

**4700: Mechanical Polymer Engineering\***

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

<i>Second year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
4300:202	Introduction: Mechanics of Solids	3
4600:203	Dynamics	3
	Humanities requirement	6
		37

**5200: Elementary Education\***

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

<i>First Year</i>		
3100:103	Natural Science-Biology	4
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:140	Mathematics for Elementary Teachers	3
7400:265	Child Development	3
7600:106	Effective Oral Communication	3
	Natural Science requirement	4
	Physical Education/Wellness	1
	Social Science requirement	6
	Elective	1
		32

<i>Second Year</i>		
3400:210	Humanities in the Western Tradition I	4
3450:260	Mathematics for Kindergarten Through 9th Grade Teachers	3
		3
5100:210	Characteristics of Learners	3
5100:211	Teaching and Learning Strategies: Early Childhood	3
5500:245	Understanding Literacy Development and Phonics	3
5500:286	Teaching Multiple Texts through Genre	3
7400:270	Theory and Guidance of Play	3
7400:360	Parent-Child Relations	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
		32

**5300: Secondary Education\***

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

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
7600:106	Effective Oral Communication	3
	Mathematics requirement	3
	Natural Science requirement	8
	Physical Education/Wellness	1
	Social Science requirement	6
	Teaching Field(s) Course	6
	or	
	Electives	4
		32

<i>Second Year</i>		
3400:210	Humanities in the Western Tradition I	4
5100:210	Characteristics of Learners	3
5100:211	Teaching and Learning Strategies	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Teaching Field(s) Courses	6
	or	
	Electives	12
		32

**5500: Middle Level Education Program**

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

<i>First Year</i>		
3100:103	Natural Science-Biology	4
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:140	Mathematics for Elementary Teachers	3
7600:106	Effective Oral Communication	3
	Natural Science requirement	4
	Physical Education/Wellness	1
	Social Science requirement	6
	Area of concentration courses	6
	or	
	Electives	4
		32

<i>Second Year</i>		
3400:210	Humanities in the Western Tradition I	4
3450:260	Mathematics for Kindergarten Through 9th Grade Teachers	3
		3
5100:210	Characteristics of Learners	3
5100:211	Teaching and Learning Strategies: Middle Childhood	3
5500:245	Understanding Literacy Development and Phonics	3
5500:286	Teaching Multiple Texts through Genre	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Area of concentration courses	6
	or	
	Electives	3
		32

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

**6000: Business Administration**

**Accounting, Finance, Management, Marketing, Advertising, and International Business Options**

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:141	Algebra with Business Applications or	3
3450:145	College Algebra	4
3450:210	Calculus with Business Applications or	3
3450:215	Concepts of Calculus I	4
3230:150	Cultural Anthropology or	4
3750:100	Introduction to Psychology or	3
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication Natural Science requirement Physical Education/Wellness Electives	3 8 1 <u>1-4</u> 32

<i>Second Year</i>		
3250:200	Principles of Microeconomics	3
3250:201	Principles of Macroeconomics	3
3400:210	Humanities in the Western Tradition I	4
6200:201	Accounting Concepts and Principles for Business	3
6200:202	Managerial Accounting	3
6200:250	Microcomputer Applications for Business	3
6400:220	Legal and Social Environment of Business (except Accounting majors)	3
6500:221	Quantitative Business Analysis I	3
6500:222	Quantitative Business Analysis II Areas Studies/Cultural Diversity requirement Humanities requirement	3 4 6 35-38

**7100: Art\***

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
7100:131	Introduction to Drawing	3
7100:144	Two-Dimensional Design	3
7100:—	Studio Art Courses	6
7600:106	Effective Oral Communication Physical Education/Wellness Social Science requirement Electives	3 1 6 <u>3</u> 32

<i>Second Year</i>		
3400:210	Humanities in the Western Tradition I	4
7100:—	Studio Art Courses Areas Studies/Cultural Diversity requirement Humanities requirement Mathematics requirement Natural Science requirement Electives	6 4 3 3 8 4 32

**7400: Family and Consumer Sciences\***

**Dietetics Option\***

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

<i>Second Year</i>		<i>Credits</i>
3100:130	Principles of Microbiology	3
3100:200	Human Anatomy and Physiology I	3
3100:201	Human Anatomy and Physiology I Laboratory	1
3100:202	Human Anatomy and Physiology II	3
3100:203	Human Anatomy and Physiology II Laboratory	1
3400:210	Humanities in the Western Tradition I	4
3750:100	Introduction to Psychology	3
6200:201	Accounting Concepts and Principles for Business or	3
2420:211	Basic Accounting I Areas Studies/Cultural Diversity requirement Humanities requirement Elective	3 4 6 1 32

**Family Life and Child Development Option**

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

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

**Fashion Merchandising Option**

<i>First Year</i>		
2520:101	Essentials of Marketing Technology	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication Economics requirement Foreign Language Courses or Language Alternative Courses Mathematics requirement Physical Education/Wellness Electives	3 3 3 8 3 1 <u>7</u> 32

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

**Food and Consumer Science Option**

<i>First Year</i>		
3150:110	Introduction to General, Organic and Biochemistry I	3
3150:111	Introduction to General, Organic and Biochemistry I Lab	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Lab	1
3300:111	English Composition I	4
3300:112	English Composition II	3
3470:260	Basic Statistics	3
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication Economics requirement Physical Education/Wellness Electives	3 3 1 32

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



<i>Second Year</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2440:103	Software Fundamentals	2
3100:130	Principles of Microbiology	3
3400:210	Humanities in the Western Tradition I	4
7400:201	Courtship, Marriage, and Family Relations or	3
7400:265	Child Development	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Natural Science electives	<u>6-8</u>
		31-33

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

<i>Second Year</i>		<i>Credits</i>
3100:200	Human Anatomy and Physiology I	3
3100:201	Human Anatomy and Physiology I Laboratory	1
3100:202	Human Anatomy and Physiology II	3
3100:203	Human Anatomy and Physiology II Laboratory	1
3400:210	Humanities in the Western Tradition I	4
3470:260	Basic Statistics	3
3750:230	Developmental Psychology	4
7600:106	Effective Oral Communication	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	3
	Electives	<u>3</u>
		32

### 7600: Communication

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

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

### 7750: Social Work

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

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

### 8200: Nursing

<i>First Year</i>		<i>Credits</i>
3100:130	Principles of Microbiology	3
3150:110	Introduction to General, Organic and Biochemistry I	3
3150:111	Introduction to General, Organic and Biochemistry I Lab	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Lab	1
3250:200	Principles of Microeconomics or	3
3700:100	Government and Politics in the United States	4
3300:111	English Composition I	4
3300:112	English Composition II	3
3600:120	Introduction to Ethics	3
3750:100	Introduction to Psychology	3
3230:150	Cultural Anthropology or	4
3850:100	Introduction to Sociology	4
8200:100	Introduction to Nursing	1
	Physical Education/Wellness	<u>1</u>
		33-34



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

## **DEVELOPMENTAL PROGRAMS**

### **1020:**

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

## **GENERAL EDUCATION**

### **1100:**

- 101 UNIVERSITY ORIENTATION** 2 credits  
Acquisition of the skills, techniques, information, and strategies necessary to aid new students in their transition from high school or work to the college environment.

## **ASSOCIATE STUDIES— ENGLISH**

### **2020:**

- 222 TECHNICAL REPORT WRITING** 3 credits  
Prerequisite: 3300:111 or equivalent. Prepares student to write the types of reports most often required of engineers, scientists and technicians. Includes types of reports, memoranda, letters, techniques of research, documentation and oral presentation.

## **ASSOCIATE STUDIES— MATHEMATICS**

### **2030:**

- 130 INTRODUCTION TO TECHNICAL MATHEMATICS** 3 credits  
Prerequisite: Placement. The real number system, systems of measurement, conversions, linear equations, factoring, quadratic equations, graphing, linear systems, organizing data, averages, standard deviation, the normal distribution. May not be used to meet general education mathematics requirement.
- 151 ELEMENTS OF MATHEMATICS I** 2 credits  
Prerequisite: Placement. Fundamental concepts and operations, functions, graphs, factoring and algebraic fractions, variation, and quadratic equations.
- 152 ELEMENTS OF MATHEMATICS II** 2 credits  
Prerequisite: 2030:151 or placement. Trigonometric functions, systems of linear equations, determinants, trigonometric functions of any angle, the straight line, radians, the j-operator.
- 153 ELEMENTS OF MATHEMATICS III** 2 credits  
Prerequisite: 2030:152 or equivalent. Complex fractions, exponents and radicals, binomial theorem, exponential and logarithmic functions. Arithmetic and geometric sequences, series optional.
- 161 MATHEMATICS FOR MODERN TECHNOLOGY** 4 credits  
Prerequisite: 2030:151 or placement by adviser. Numeration systems. Analytic geometry of the straight line, linear system. Matrices and matrix methods, determinants. Sets and logic. Probability and statistics. Math of finance.

## **ASSOCIATE STUDIES— SOCIAL STUDIES**

### **2040:**

- 240 HUMAN RELATIONS** 3 credits  
Examination of principles and methods that aid in understanding the individual's response to society and the relationship between society and individual.
- 241 TECHNOLOGY AND HUMAN VALUES** 2 credits  
Examination of impact of scientific and technical change upon man, their values and institutional arrangements. Topics include biomedical technology, automation, economic growth, natural environment and technology and quality of life.
- 247 SURVEY OF BASIC ECONOMICS** 3 credits  
Introduction to economic analysis and issues designed for the student taking only one course in economics. Coverage includes economic systems, exchange, money and banking, national income, employment, fiscal policy and current domestic economic problems.
- 251 HUMAN BEHAVIOR AT WORK** 3 credits  
Examination of relationship between human behavior and the work organization. Emphasis on how contemporary organizations are changing and what makes individuals within their organizations more effective.
- 260 THE ARTS AND HUMAN EXPERIENCE** 3 credits  
Designed to introduce the two-year technical student to the intellectual and artistic heritage of the humanities as it expresses and reflects societal and personal values through the arts. Not applicable for a student pursuing a bachelor's curriculum.

## **DISTINGUISHED STUDENT PROGRAM**

### **2015:**

- 150 **DISTINGUISHED STUDENT COLLOQUIUM** *2 credits*  
Prerequisite: Admission to the Distinguished Student Program. Colloquium that will enable students from different disciplines to experience an interdisciplinary focus through a variety of speakers on contemporary issues.

## **INDIVIDUAL STUDY**

### **2100:**

- 190 **INDIVIDUALIZED STUDY** *1 credit*  
Prerequisite: Admission to the Distinguished Student Program. Focused investigation of a specific topic mutually determined by the student and a supervising faculty member.

## **CRIMINAL JUSTICE TECHNOLOGY**

### **2220:**

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

## **FIRE PROTECTION TECHNOLOGY**

### **2230:**

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

## **SOCIAL SERVICES TECHNOLOGY**

### **2260:**

- 121 **SOCIAL SERVICE TECHNIQUES I** *3 credits*  
Prerequisite: 2260:171, or permission. Preparation to provide helping interventions as social work assistants. Focuses on helping relationships, helping and problem-solving processes, social work values, attending skills, and interviewing techniques.
- 122 **SOCIAL SERVICE TECHNIQUES II** *3 credits*  
Corequisite: 2260:121. Focuses on enhancing self-awareness. Provides basic knowledge about social group work and opportunities for students to practice beginning group work techniques by co-facilitating self-awareness exercises.
- 150 **INTRODUCTION TO GERONTOLOGICAL SERVICES** *3 credits*  
Basic orientation to gerontology and role of community service technician in service delivery to aged. Topics include social, biological, economic and psychological aspects of aging; national and state legislation; services and service provider.

- 171 **CAREER ISSUES IN SOCIAL SERVICES I** *1 credit*  
Corequisite: 7750:276. Orients students to human service education and introduces them to the knowledge, skills, and attitudes essential for future educational and career success.
- 172 **CAREER ISSUES IN SOCIAL SERVICES II** *1 credit*  
Prerequisite: 2260:171; corequisite: 2260:122. Addresses attitudes and behavior necessary to succeed in field work and on the job. Topics include appropriate professional behavior, using supervision effectively, and workplace competencies.
- 223 **SOCIAL SERVICE TECHNIQUES III** *3 credits*  
Prerequisite: 2260:122; corequisite: 2260:172 or 273. Provides knowledge base for working with individuals and families in crisis. Students apply crisis theory to developmental and situational crises and practice crisis intervention techniques.
- 251 **COMMUNITY SERVICES FOR SENIOR CITIZENS** *3 credits*  
Prerequisite: 2260:150. A study of national and community resources for social service delivery to senior citizens. Specific agencies, program needs, and senior citizens and resultant services.
- 260 **INTRODUCTION TO ADDICTION** *3 credits*  
An overview of the continuum of use, abuse and dependency; theories of addiction; the impact of addiction on society; and the implications for professional practice.
- 266 **SOCIAL SERVICE TECHNIQUES WITH CHILDREN AND FAMILIES** *3 credits*  
Prerequisite: 2260:122. Preparation for working with children individually and in their families. Content includes child development in relation to environmental factors, social policy concerns, and helping interventions.
- 273 **CAREER ISSUES IN SOCIAL SERVICES III** *1 credit*  
Prerequisites: 2260:122 and 171. Explores strategies to promote optimal effectiveness in human service careers. Topics include self-care, preventing burnout, ethical dilemmas, human diversity, and the professional use of self.
- 275 **THERAPEUTIC ACTIVITIES** *3 credits*  
Prerequisite: 2260:150. Preparation for planning, adapting, and implementing individual and group therapeutic activities to meet diverse psychosocial needs. Emphasizes program planning, motivational techniques, and group work skills.
- 276 **PRACTICUM IN THERAPEUTIC ACTIVITIES** *1 credit*  
Prerequisite: 2260:150; corequisite: 2260:275. Supervised 90-hour experience in a long-term care facility observing, planning, and providing therapeutic activities. Students practice program planning, documentation, and group work skills.
- 285 **SOCIAL SERVICES PRACTICUM I** *1-2 credits*  
Prerequisite: 2260:122, 172 or 273, and permission. Supervised field placement in a human service organization. Students apply classroom learning to actual helping situations, test career interests, and gain practical, on-the-job experience.
- 287 **SOCIAL SERVICES PRACTICUM II** *1-2 credits*  
Prerequisites: 2260:172, 273, 285, and permission; corequisite: 2260:223. Second supervised field placement in a human service organization. Students apply classroom learning to actual helping situations, test career interests, and gain practical, on-the-job experience.
- 290 **SPECIAL TOPICS: COMMUNITY SERVICES TECHNOLOGY** *1-3 credits*  
Prerequisite: Permission. Selected topics or subject areas of interest in community services technology.
- 294 **SOCIAL SERVICES PRACTICUM SEMINAR** *1-2 credits*  
Corequisite: 2260:285 or 287. Taken concurrently with Social Services Practicum I and II to discuss practicum experiences confidentially, integrate classroom learning with practical field work situations, and support learning.

## **BUSINESS MANAGEMENT TECHNOLOGY**

### **2420:**

- 103 ESSENTIALS OF MANAGEMENT TECHNOLOGY** 3 credits  
Survey of management principles for business and other organizations. Emphasizes the basic management functions including planning, organizing, staffing, influencing, and control.
- 104 INTRODUCTION TO BUSINESS IN THE GLOBAL ENVIRONMENT** 3 credits  
Survey of business emphasizing the global nature of business and including entrepreneurship concepts, form, marketing, management, human resources, financial resources and production.
- 171 BUSINESS CALCULATIONS** 3 credits  
Applied fundamental mathematical principles within the business setting. Electronic calculator proficiency will be developed through repeated problem-solving applications using these principles.
- 202 ELEMENTS OF HUMAN RESOURCE MANAGEMENT** 3 credits  
Prerequisite: 2420:103 or permission. Provides students with an overview of human resource management functions. Includes planning, EEO/AA, selection, development, legal environment, compensation, labor relations, appraisal systems, and career planning.
- 211 BASIC ACCOUNTING I** 3 credits  
Accounting for sole proprietorships operating as service and merchandising concerns. Includes handling of cash, accounts receivable, inventories, plant/equipment, and payroll.
- 212 BASIC ACCOUNTING II** 2 credits  
Prerequisite: 2420:211. A study of accounting as it applies to partnership and corporate forms of business. Includes stocks, bonds, cash flows, and financial statement analysis.
- 213 ESSENTIALS OF MANAGEMENT ACCOUNTING** 3 credits  
Prerequisite: 2420:211. Study of the interpretation and use of accounting data by management in decision making and the planning and controlling of business activities.
- 214 ESSENTIALS OF INTERMEDIATE ACCOUNTING** 3 credits  
Prerequisite: 2420:212. Study of development of financial accounting theory and its application to problems of financial statement generation, account valuation, analysis of working capital and determination of net income.
- 216 SURVEY OF COST ACCOUNTING** 3 credits  
Prerequisite: 2420:213. Provides student with conceptual understanding of how accounting information is developed and used for product costing, decision making, and managerial planning and control.
- 217 SURVEY OF TAXATION** 4 credits  
Prerequisite: 2420:212. Survey course of basic tax concepts, research, planning, and preparation of returns for individuals, partnerships, and corporations. Federal, state and local business taxes are discussed.
- 218 AUTOMATED BOOKKEEPING** 2 credits  
Corequisite: 2420:212. Provides experience with accounting software packages to include the processing of general ledger, accounts receivable, accounts payable, and payroll transactions.

- 243 SURVEY IN FINANCE** 3 credits  
Prerequisite: 2040:247, 2420:171 and 2420:211. Survey of field including instruments, procedures, practices and institutions. Emphasis on basic principles.
- 280 ESSENTIALS OF BUSINESS LAW** 3 credits  
History of the law and the judicial system, torts and criminal law affecting business contracts with emphasis on sales under the UCC, and commercial paper.
- 290 SPECIAL TOPICS: BUSINESS MANAGEMENT TECHNOLOGY** 1-3 credits  
(May be repeated for a total of four credits) Prerequisite: permission. Selected topics or subject areas of interest in business management technology.

## **REAL ESTATE**

### **2430:**

- 105 REAL ESTATE PRINCIPLES** 2 credits  
Introduction to real estate as a profession, process, product and measurement of its productivity. The student is responsible for readings and discussions relative to real estate and the American system.
- 185 REAL ESTATE LAW** 2 credits  
Prerequisite: 2430:105. Contents of contemporary real estate law. The student is responsible for readings covering units on estates, property rights, license laws, contracts, deeds, mortgages, civil rights and zoning.
- 245 REAL ESTATE FINANCE** 2 credits  
Prerequisite: 2430:105, 185. Study of contents of contemporary real estate finance. Units on reading and discussion include mortgage instruments, financial institutions, mortgage market, governmental influence on finance and risk analysis and mortgage lending.
- 255 VALUATION OF RESIDENTIAL PROPERTY** 2 credits  
Prerequisite: 2430:105, 185. Methods used to estimate value in residential property including cost of reproduction, market data and income approach. Student prepares an appraisal on a residential property.

## **COMPUTER INFORMATION SYSTEMS**

### **2440:**

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

- 140 INTERNET TOOLS** *3 credits*  
Prerequisite: Student must pass department placement test, complete bridge courses, or gain permission from program director. This course concentrates on using the Internet as a tool in business. Topics include electronic mail and browsing with an emphasis on Internet document publishing.
- 145 OPERATING SYSTEMS** *3 credits*  
Prerequisite: Student must pass department placement test, complete bridge courses, or gain permission from program director. Course explores vital functions that an operating system performs. Single user and multi-user operating systems are studied from a functional and hands-on approach.
- 160 JAVA PROGRAMMING** *3 credits*  
Prerequisite: 2440:140. Corequisite: 2440:170. Course introduces the Java programming language. Programming techniques are demonstrated through the coding, testing, and debugging of Java applications and applets.
- 170 VISUAL BASIC** *3 credits*  
Prerequisite: 2440:121. Course includes hands-on experience with Visual BASIC, design of Graphical User Interface (GUI) applications, event-driven programming, linking of Windows, and accessing relational databases.
- 175 MICROCOMPUTER APPLICATION SUPPORT** *3 credits*  
Prerequisite: Student must pass department placement test, complete bridge courses, or gain permission from program director. This course is a continuation of Software Fundamentals. In-depth use of word processing and spreadsheet software packages.
- 180 DATABASE CONCEPTS** *3 credits*  
Prerequisite: 2440:210. Overview of models and functions of database management systems. Data definition and data manipulation in the relational model using SQL. Introduction to database design.
- 210 CLIENT/SERVER PROGRAMMING** *3 credits*  
Prerequisite: 2440:170, 180. Introduces student to client/server programming. Includes hands-on experience using a Rapid Application Development (RAD) tool to show integration of database and program development.
- 234 ADVANCED BUSINESS PROGRAMMING** *3 credits*  
Prerequisite: 2440:210. Course emphasizes programming and documentation skills to solve business problems. Topics include business applications programming, file handling, and advanced data manipulation.
- 245 INTRODUCTION TO DATABASES FOR MICROS** *3 credits*  
Prerequisite: 2440:103. Explains fundamental database concepts and provides hands-on experience using database software.
- 256 C++ PROGRAMMING** *3 credits*  
Prerequisite: 2440:160. This course explores object-oriented programming through C++ program development.
- 257 MICROCOMPUTER PROJECTS** *3 credits*  
Prerequisites: 2440:175, 267. Course is designed to be the capstone course for the Microcomputer Specialist Option and will include integration of desktop applications resulting in a comprehensive project.
- 267 MICROCOMPUTER DATABASE APPLICATIONS** *3 credits*  
Prerequisites: 2440:170, 180. Students receive hands-on experience using a database applications package. Topics include database creation, organization, updates, queries, and generation of reports.
- 268 NETWORK CONCEPTS** *2 credits*  
Prerequisite: Admission to program or by permission from program director. An introduction to network concepts and terminology of network computing. Data communications, network components, the OSI reference model, and popular industry communication protocols are explored.

- 290 SPECIAL TOPICS: DATA PROCESSING** *1-3 credits*  
Prerequisite: Permission. Seminar in topics of current interest in data processing or special individual student projects in data processing.

## **MARKETING AND SALES TECHNOLOGY 2520:**

- 101 ESSENTIALS OF MARKETING TECHNOLOGY** *3 credits*  
Survey of marketing including its environment, buyer behavior, target market selection, product decision, distribution decisions, promotion decisions, pricing decisions, and marketing management.
- 103 PRINCIPLES OF ADVERTISING** *3 credits*  
Review of basic principles and functions of current advertising practice. Includes overview of related distributive institutions, media types and economic functions of advertising.
- 106 VISUAL PROMOTION** *3 credits*  
Studio course in retail display and promotion techniques. Window, interior and point-of-purchase categories, principles of visual design, elements of design, color theory, lettering, printing process, layout to camera-ready art.
- 201 PRINCIPLES OF WHOLESALING** *2 credits*  
Examination of wholesaler and wholesaling function. Attention given to buying process and relationship of ultimate consumer to wholesaler.
- 202 RETAILING FUNDAMENTALS** *3 credits*  
Presents basic principles and practices of retailing operations, including site selection, buying, pricing and promotion practices. Use is made of extensive projects and investigations and actual retail operations.
- 203 FUNDAMENTALS OF INDUSTRIAL DISTRIBUTION** *3 credits*  
An introductory examination of the industrial distribution network and pertinent intermediaries involved. Includes wholesalers, service institutions and other channel members.
- 210 CONSUMER SERVICE FUNDAMENTALS** *2 credits*  
Discussion of problems facing business today created by social issues in society. Emphasis on understanding viewpoints of all groups involved.
- 212 PRINCIPLES OF SALES** *3 credits*  
Study of basic principles of selling, emphasizing individual demonstrations and sales projects. Includes a review of the sales function as integral part of marketing process.
- 215 ADVERTISING PROJECTS** *2 credits*  
Prerequisites: 2520:103 and 106. A workshop for students interested in developing their advertising and creative promotional skills. Projects would include 'real world' situations facing prospective users of advertising.
- 217 MERCHANDISING PROJECTS** *2 credits*  
Prerequisite: 2520:101 and 202. Students will be charged with 'creating' a retail operation including the establishment and defense of planning, site selection, merchandise and pricing, and promotion strategies.
- 219 SALES PROJECTS** *2 credits*  
Prerequisite: 2520:212. Allows students to sharpen the skills necessary to make an effective sales presentation. Extensive use of video tape analysis. Team as well as individual sales strategies.
- 290 SPECIAL TOPICS: MARKETING AND SALES** *1-3 credits*  
(May be repeated for a total of four credits) Prerequisite: Permission. Selected topics or subject areas of interest in marketing and sales.

## HEALTH CARE OFFICE MANAGEMENT 2530:

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

## OFFICE ADMINISTRATION 2540:

- 118 **EXPLORING THE INTERNET** *2 credits*  
Prerequisite: 2440:101 or equivalent. Use of the Internet for conducting research and job searches, using e-mail, accessing personal and business information, and setting up and maintaining a web page.
- 119 **BUSINESS ENGLISH** *3 credits*  
Fundamentals of English language with emphasis on grammatical correctness, acceptable usage, spelling and punctuation. Limited writing primarily involves choice of precise words and effective sentence structure with some attention to paragraph development.
- 121 **INTRODUCTION TO OFFICE PROCEDURES** *3 credits*  
Prerequisite: Basic touch typing skills and 2540:143. Introduction to concepts regarding role of office worker, human relations, communications, productivity, reference materials, technological advances in processing information and employment opportunities.
- 140 **KEYBOARDING FOR NONMAJORS** *2 credits*  
Beginning typewriting for the nonsecretarial student. Fundamentals in the operation of the keyboard; application emphasis on the individual student needs such as resumes, application letters and forms, term papers, and abstracting. Credit not applicable toward the associate degree in Office Administration.
- 143 **MICROSOFT WORD: BEGINNING** *2 credits*  
Prerequisite: Basic touch typing skills. Introduction to word processing software and personal computers as a tool for personal and business communications using Microsoft Word software.
- 150 **BEGINNING KEYBOARDING** *3 credits*  
For the beginning student or one who desires a review of fundamentals. Includes basic keyboard, letters, tables and manuscripts. Minimum requirements: 30 words a minute with a maximum of 3 errors for 3 minutes.
- 151 **INTERMEDIATE WORD PROCESSING** *3 credits*  
Prerequisite: Basic touch typing skills and 2540:143. Further development of keyboarding skills. Advanced letter styles, forms, reports, and shortcuts. Minimum requirement: 40 words a minute with a maximum of 5 errors for 5 minutes.
- 241 **INFORMATION MANAGEMENT** *3 credits*  
Prerequisite: 2540:150 or equivalent. Study of creation, classification, encoding, transmission, storage, retention, transfer and disposition of information. Computer filing procedures are taught using database management software.
- 243 **INTERNSHIP** *2-3 credits*  
Prerequisite: Permission of instructor. Work experience in an office environment integrated with instruction on information management systems. Sharing of knowledge gained during internship in on-campus seminars.
- 253 **ADVANCED WORD PROCESSING** *3 credits*  
Prerequisite: 2540:151 or equivalent. To increase student's ability to do office-style production keyboarding with minimal supervision. Advanced word processing techniques are taught. Minimum requirement: 50 words a minute with a maximum of 5 errors for 5 minutes.
- 256 **MEDICAL OFFICE PROCEDURES** *3 credits*  
Prerequisite: 2740:120. Simulates a professional medical office that "employs" the student to perform office administration duties and manage office information and finances on specialized computer software.
- 263 **BUSINESS COMMUNICATIONS** *3 credits*  
Prerequisite: 2540:119 and 3300:111 or permission. Business writing with emphasis on communicating in typical business situations and expressing ideas effectively to achieve specific purposes. Includes business letters, memoranda, application letters, resumes and a business report.
- 270 **BUSINESS SOFTWARE APPLICATIONS** *4 credits*  
Prerequisite: 2440:125; 2540:241, 253. Use of business application software and critical thinking skills to solve business problems. Word processing, spreadsheets, database, presentation software, integration of applications, and the Internet.
- 271 **DESKTOP PUBLISHING** *3 credits*  
Prerequisite: 2540:253 or permission. Desktop publishing software used to create printed materials such as newsletters, brochures, business forms, and resumes. Course addresses design/layout decision and editing for the office worker.
- 273 **COMPUTER-BASED GRAPHIC PRESENTATION** *3 credits*  
Prerequisite: 7600:106, 2440:102 or permission. An introduction to the basic principles of preparation, design, and organization necessary to produce exciting and effective computerized graphic presentations. Current graphic software will be taught.
- 279 **LEGAL OFFICE PROCEDURES** *4 credits*  
Prerequisite: 2540:121, 151. Provides an understanding of various facets of the law, when and how to use documents, important legal procedures and typical office routine.
- 281 **EDITING/PROOFREADING/TRANSCRIPTION** *3 credits*  
Prerequisites: 2540:119 and 151. Transcription from taped dictation with emphasis on mailable documents using a computer. Special techniques for developing accuracy, proofreading, and increasing productivity will be emphasized.
- 282 **MEDICAL MACHINE TRANSCRIPTION** *3 credits*  
Prerequisite: 2540:256. Introduction to medical terminology. Emphasis on meaning, pronunciation, spelling and application of common medical terms, abbreviations, stems and suffixes as related to the human body in computerized transcription. Speed, accuracy, and proofreading skills emphasized.
- 284 **OFFICE NURSING TECHNIQUES I** *2 credits*  
Prerequisite or corequisite: 2540:283. Provides theory and practice in nursing duties most often performed in a physician's and dentist's office. These include temperature, pulse and respiration readings; and taking blood pressure.

- 289 CAREER DEVELOPMENT FOR BUSINESS PROFESSIONALS** 3 credits  
Fundamentals of job search technique, professional image development and personal and interpersonal dynamics within the business environment.
- 290 SPECIAL TOPICS: OFFICE ADMINISTRATION** .5-3 credits  
(May be repeated for a total of four credits) Prerequisite: Permission. Selected topics or subject areas of interest in office administration.

## **COMPUTER SERVICE AND NETWORK TECHNOLOGY 2600:**

- 100 BASIC ELECTRONICS FOR TECHNICIANS** 5 credits  
Corequisites: 2030:151 and 152. Fundamentals of electrical/electronic operations, linear devices and instrumentation essential to electrical/electronics maintenance and troubleshooting. Laboratory.
- 125 DIGITAL ELECTRONICS FOR TECHNICIANS** 4 credits  
Prerequisite: 2600:100. Mathematical principles of electronic switching for logic-based systems and examination of methods of switching syntheses.
- 155 MICROPROCESSOR ASSEMBLY LANGUAGE PROGRAMMING** 2 credits  
Corequisite: 2600:125. The in-depth coverage of assembler language and architecture for 8088-based systems.
- 160 PERSONAL COMPUTER SERVICING** 4 credits  
Prerequisite: 2600:100, 2440:151; corequisite: 2600:190. Techniques for isolating and correcting faults in personal computers including the use of software diagnostic routines and electronic test equipment.
- 180 MICROPROCESSOR SERVICE PRACTICUM** 2 credits  
Corequisite: 2600:160. Work experience in the repair of microprocessor-based equipment using failed or malfunctioning equipment.
- 185 MICROPROCESSOR SERVICE PRACTICUM SEMINAR** 1 credit  
Corequisite: 2600:180. Integrates on-the-job technical experience acquired in 2600:180 with the fundamental concepts and skills acquired through coursework.
- 190 MICROPROCESSOR SYSTEMS ARCHITECTURE** 3 credits  
Prerequisite: 2600:100; corequisite: 2600:160. Introduction to the basic structure microprocessor systems including instruction sets, addresses, memories and the interface of hardware and software.
- 240 MICROSOFT NETWORKING I** 1-4 credits  
Prerequisite: 2440:145 and 2600:270, or permission. Provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a Microsoft Windows NT network.
- 242 MICROSOFT NETWORKING II** 1-4 credits  
Prerequisite: 2600:240. Provides students with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows NT 4.0.
- 244 MICROSOFT NETWORKING III** 1-4 credits  
Prerequisite: 2600:242. Provides students with the knowledge and skills required to set up, configure, use, and support the TCP/IP protocol and Microsoft Internet Information Server.
- 246 MICROSOFT NETWORKING IV** 1-4 credits  
Prerequisite: 2600:244. Install, configure, and administer Microsoft Windows 2000 Active Directory services. Implementing Group Policy and performing the Group Policy-related tasks required to centrally manage users and computers.

- 270 INTRODUCTION TO NETWORK TECHNOLOGIES** 2 credits  
Prerequisite: 2440:145. Provides students with an excellent foundation upon which to build their network training. Covers basic terms and concepts of computer networking.
- 272 NETWORK TECHNOLOGY I** 3 credits  
Prerequisite: 2440:102 and 103, or 2440:145, or 2600:270, or equivalent. Provides students with the necessary knowledge and skills to perform competently in the role of network administrator or system manager.
- 274 NETWORK TECHNOLOGY II** 3 credits  
Prerequisite: 2600:272. This course provides students with the knowledge and skills they need to design, configure and administer complex networks.
- 276 NETWORK DIRECTORY STRUCTURES** 2 credits  
Prerequisite: 2600:274. Teaches network administrators, network designers and networking consultants the skills needed to design and implement hierarchical directories in LAN and WAN environments
- 278 NETWORK TROUBLESHOOTING TECHNIQUES** 3 credits  
Prerequisite: 2600:274. This course focuses on the prevention, diagnosis, and resolution of hardware-related problems network professionals encounter while working with the network.
- 280 FIELD EXPERIENCE IN MICROPROCESSOR SERVICE** 2 credits  
Prerequisites: 2600:180 and 230. Work experience within a business that makes, uses, or services microprocessor-based equipment.
- 282 CURRENT NETWORKING TOPICS** 1-3 credits  
Prerequisite: 2600:274. This course addresses specific technological changes in networking theory and practice.
- 290 SPECIAL TOPICS: COMPUTER SERVICE AND NETWORK TECHNOLOGY** 1-5 credits  
Prerequisite: Permission. This course is designed to allow for special topics and subject areas of particular interest to students.

## **MEDICAL ASSISTING 2740:**

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

## **ENVIRONMENTAL HEALTH AND SAFETY TECHNOLOGY 2800:**

- 200 INTERNET: PHYSICS FOR ENVIRONMENTAL TECHNICIANS** 1 credit  
Online course utilizing aspects of the Internet introducing various topics of physics important to Environmental Technicians including mechanic energy, heat, sound, fluid flow, and radioactivity.



- 210 OCCUPATIONAL SAFETY AND RISK** *3 credits*  
Introduction to the field of health and safety as related to business and industrial operations. Emphasis is placed on hazard/risk analysis and the regulatory environment.
- 220 ENVIRONMENTAL LAW AND REGULATIONS** *3 credits*  
Introduction to the legal system and to the laws and regulations dealing with water, air, land, noise and other sources of pollution.
- 230 WATER AND ATMOSPHERIC POLLUTION** *3 credits*  
Prerequisite: 3100:104, 105. Basic concepts of aquatic and atmospheric systems and the processes that pollute them. Emphasis on control and monitoring of cultural, industrial, and agricultural pollution sources. Laboratory.
- 232 ENVIRONMENTAL SAMPLING LABORATORY** *2 credits*  
Corequisite: 2800:230. Field experience with a wide range of environmental sampling techniques and equipment.
- 250 INTERNSHIP: ENVIRONMENTAL HEALTH AND SAFETY** *3 credits*  
Prerequisite: Students must have permission of program coordinator, completed at least 30 hours of coursework, and have completed at least one of the following courses pertinent to internship: 2230:250; 2230:257; 2800: 210; 2800:220; 2800:230 and 232. A supervised work experience in environmental health and/or safety to increase student understanding of the practical application of health and safety training.
- 290 SPECIAL TOPICS IN ENVIRONMENTAL HEALTH AND SAFETY TECHNOLOGY** *1-4 credits*  
Prerequisite: permission. Special topics and subject areas of particular interest to students.

## **GENERAL TECHNOLOGY**

### **2820:**

- 105 BASIC CHEMISTRY** *3 credits*  
Elementary treatment of facts and principles of chemistry emphasizing biological application. Elements and compounds important in everyday life, biological processes, and medicine. Introduction to laboratory techniques. Laboratory.
- 161 TECHNICAL PHYSICS: MECHANICS I** *2 credits*  
Corequisite: 2030:152. Principles of mechanics that include motion, vectors, forces, equilibrium; also significant figures and unit conversions. Laboratory.
- 162 TECHNICAL PHYSICS: MECHANICS II** *2 credits*  
Prerequisite: 2820:161; corequisite: 2030:153. Principles of mechanics that include work, power, conservation of energy, rotational motion, torque. Laboratory.
- 163 TECHNICAL PHYSICS: ELECTRICITY AND MAGNETISM** *2 credits*  
Prerequisite: 2820:161; corequisite: 2030:153. Principles of electricity and magnetism. Electrostatics, basic direct current circuits, magnetism and electromagnetism, alternating currents, basic AC circuits. Laboratory.
- 164 TECHNICAL PHYSICS: HEAT AND LIGHT** *2 credits*  
Prerequisite: 2820:161; corequisite: 2030:153. Topics include thermal behavior of matter, thermodynamics, light, geometric and physical optics. Introduction to atomic and nuclear physics. Laboratory.

## **MANUFACTURING ENGINEERING TECHNOLOGY**

### **2880:**

- 232 LABOR MANAGEMENT RELATIONS** *3 credits*  
Study of historical background of labor movement, management viewpoints, legal framework for modern labor organizations and collective bargaining process.

## **ENVIRONMENTAL STUDIES**

### **3010:**

- 201 SOCIETY AND THE ENVIRONMENT** *2 credits*  
Study of man's relationship with nature, his dependence upon his environment and his control over it. An interdisciplinary approach with lectures from various University departments, government and industry, describing their approaches to the environment.

## **BIOLOGY**

### **3100:**

- 100 INTRODUCTION TO BOTANY** *4 credits*  
An introductory survey to the plant kingdom. Investigation of local flora and landscape species is stressed. Laboratory. Not available for credit toward a degree in biology.
- 101 INTRODUCTION TO ZOOLOGY** *4 credits*  
An evolutionary survey of the animals. Investigation of local fauna is stressed. Laboratory. Not available for credit toward a degree in biology.
- 103 NATURAL SCIENCE: BIOLOGY** *4 credits*  
Designed for non-science majors. Laboratory and class instruction illustrate concepts of living organisms with emphasis on mankind's position in, and influence on, the environment.
- 104 INTRODUCTION TO ECOLOGY LABORATORY** *1 credit*  
Corequisite: 3100:105. Short field trips and laboratory studies illustrating natural and man-modified characteristics of selected ecosystems.
- 105 INTRODUCTION TO ECOLOGY** *2 credits*  
Basic principles governing structure and function of natural ecosystems. Various options for managing natural resources, human populations, biotic communities, and industrial technologies at global level emphasized. Not available for credit toward a degree in biology.
- 108 INTRODUCTION TO BIOLOGICAL AGING** *3 credits*  
Prerequisite: 3100:103. Survey of normal anatomical and physical changes in aging and associate diseases. For students in gerontological programs at Wayne College. Not available for credit toward a degree in biology.
- 111 PRINCIPLES OF BIOLOGY I** *4 credits*  
Molecular, cellular basis of life; energy transformations, metabolism; cell reproduction, genetics, development, immunology, evolution, and origin and diversity of life (through plants). Laboratory.
- 112 PRINCIPLES OF BIOLOGY II** *4 credits*  
Prerequisite: 3100:111. Animal diversity; nutrients, gas exchange, transport, homeostasis, control in plants and animals; behavior; ecology. (3100:111, 112 are an integrated course for biology majors). Laboratory.

- 130 PRINCIPLES OF MICROBIOLOGY** 3 credits  
Basic principles and terminology of microbiology; cultivation and control of microorganisms; relationships of microorganisms to man and his environment; medical microbiology. Laboratory.
- 200 HUMAN ANATOMY AND PHYSIOLOGY I** 3 credits  
Prerequisite: 3150:110, 111, 112, 113, or 3150:151, 152, 153; corequisite: 3100:201. Study of structure and function of the human body. Molecular, cellular function, histology, integumentary systems, skeletal system, muscular system, nervous system, and the sense organs.
- 201 HUMAN ANATOMY AND PHYSIOLOGY LAB I** 1 credit  
Corequisite: 200. Laboratory to accompany lecture. Devised to allow hands-on experience using models, dissections of various animals, virtual dissection, and physiological exercises.
- 202 HUMAN ANATOMY AND PHYSIOLOGY II** 3 credits  
Prerequisite: 3100:200, 201; corequisite: 3100:203. Study of structure and function of the human body. Endocrine system, cardiovascular system, lymphatics, respiratory system, urinary system, digestive system, and reproductive systems.
- 203 HUMAN ANATOMY AND PHYSIOLOGY LAB I** 1 credit  
Prerequisite: 3100:200, 201; corequisite: 3100:202. Laboratory to accompany lecture. Devised to allow hands-on experience using models, dissections of various animals, virtual dissection, and physiological exercises.
- 211 GENERAL GENETICS** 3 credits  
Prerequisite: 3100:112. Principles of heredity, principles of genetics.
- 212 GENERAL GENETICS LABORATORY** 1 credit  
Prerequisite or corequisite: 3100:211. Laboratory experiments in genetics. Emphasis on scientific method and techniques in molecular biology.
- 217 GENERAL ECOLOGY** 3 credits  
Prerequisite: 3100:112. Study of interrelationships between organisms and environment.

## CHEMISTRY

### 3150:

- 100 CHEMISTRY AND SOCIETY** 3 credits  
Corequisite: 3300:111, 3450:100. Qualitative introduction to chemistry using current world problems and commercial products, such as the ozone layer, nuclear fission, polymers and drugs, to introduce chemical principles.
- 101 CHEMISTRY FOR EVERYONE** 4 credits  
Integrated, hands-on laboratory instruction in the fundamental concepts of chemistry for general education and middle-level licensure for pre-service and in-service teachers.
- 110 INTRODUCTION TO GENERAL, ORGANIC, AND BIOCHEMISTRY I** 3 credits  
Sequential. Introduction to principles of chemistry and fundamentals of inorganic and biochemistry. Structure and chemistry of carbohydrates, lipids, proteins; biochemistry of enzymes, metabolism, radiation.
- 111 INTRODUCTION TO GENERAL, ORGANIC, AND BIOCHEMISTRY LABORATORY I** 1 credit  
Prerequisite/Corequisite: 3150:110. Sequential. Laboratory course applying principles of chemistry and fundamentals of inorganic, organic and biochemistry.
- 112 INTRODUCTION TO GENERAL, ORGANIC, AND BIOCHEMISTRY II** 3 credits  
Prerequisite: 3150:110. Sequential. Introduction to principles of chemistry and fundamentals of inorganic and biochemistry. Structure and chemistry of carbohydrates, lipids, proteins; biochemistry of enzymes, metabolism, radiation.

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

## ANTHROPOLOGY

### 3230:

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

## ECONOMICS

### 3250:

- 200 PRINCIPLES OF MICROECONOMICS** 3 credits  
Analysis of the behavior of the firm and household, and the market processes affecting price, output and resource allocation. No credit if 3250:244 already taken.
- 201 PRINCIPLES OF MACROECONOMICS** 3 credits  
Prerequisite: 3250:200. Study of the economic factors that affect price level, national income, employment, and economic growth. No credit if 3250:244 already taken.
- 244 INTRODUCTION TO ECONOMIC ANALYSIS** 3 credits  
For engineering majors. Intensive introduction to analysis of modern industrial society and formulation of economic policy. Structure of economic theory and its relation to economic reality. No credit to a student who has completed 3250:200, 201.

- 248 CONSUMER ECONOMICS** *3 credits*  
Spending habits of American consumers, influences affecting finance, budget planning, saving programs, installment buying, insurance, investments, housing finance.

**ENGLISH****3300:**

- 111 ENGLISH COMPOSITION I** *4 credits*  
Prerequisite: Placement. Extensive and varied experience in developing writing skills, with practice in expressive, reflective, and analytic forms of writing.
- 112 ENGLISH COMPOSITION II** *3 credits*  
Prerequisite: 3300:111. Designed to develop skills in analyzing and writing persuasive arguments.
- 250 CLASSIC AND CONTEMPORARY LITERATURE** *3 credits*  
Prerequisites: 3300:111 and 112 or equivalents, and 3400:210, or permission of the instructor. Close reading and analysis of fiction, poetry, and drama from the evolving canon of American, British, and World literature. This course fulfills the General Education humanities requirement. This course cannot be used to meet major requirements in English.
- 251 TOPICS IN WORLD LITERATURE** *3 credits*  
Prerequisites: 3300:111 and 112 or equivalents, and 3400:210, or permission of the instructor. Close reading and analysis of various themes represented in world literatures, both ancient and modern. This course fulfills the General Education humanities requirement. This course cannot be used to meet major requirements in English.
- 252 SHAKESPEARE AND HIS WORLD** *3 credits*  
Prerequisites: 3300:111 and 112 or equivalents, and 3400:210, or permission of the instructor. An introduction to the works of Shakespeare and their intellectual and social contexts. Each section "places" Shakespeare through compact readings of works by the playwright's contemporaries. This course fulfills the General Education humanities requirement. This course cannot be used to meet major requirements in English.
- 255 POPULAR FICTION** *3 credits*  
Prerequisite: 3300:111 and 112, and 3400:210. A close reading of types of popular fiction (e.g., detective novels, science fiction) and how it reflects cultural attitudes.
- 275 SPECIALIZED WRITING** *3 credits*  
(May be repeated for different topics, with permission) Prerequisites: 3300:111 and 112, or equivalent, or permission. Principles and practice of style, structure and purpose in writing, with special applications to writing demands of a specific career area.
- 277 INTRODUCTION TO POETRY WRITING** *3 credits*  
Prerequisite: 3300:112, or equivalent, or permission. Practice in writing poems. Study of techniques in poetry using contemporary poems as models. Class discussion of student work. Individual conferences with instructor to direct student's reading and writing.
- 280 POETRY APPRECIATION** *3 credits*  
Prerequisites: 3300:111 and 112, or equivalent, or permission. Close reading of a wide selection of British and American poems with emphasis on dramatic situation, description, tone, analogical language, theme and meaning.
- 281 FICTION APPRECIATION** *3 credits*  
Prerequisites: 3300:111 and 112, or equivalent, and 3400:210. Close readings of modern masters of short story and novel. Fulfills the general studies humanities requirement.
- 282 DRAMA APPRECIATION** *3 credits*  
Prerequisites: 3300:111 and 112, or equivalent, or permission. Close reading and analysis of a variety of plays. (May be repeated for credit as a text of a film appreciation course.)

- 283 FILM APPRECIATION** *3 credits*  
Prerequisites: 3300:111 and 112, or equivalent, or permission. Introduction to dramatic choices made by filmmakers in scripting, directing, editing and photographing narrative films; and qualities of reliable film reviews.

**GEOGRAPHY AND PLANNING****3350:**

- 100 INTRODUCTION TO GEOGRAPHY** *3 credits*  
Analysis of world patterns of population characteristics, economic activities, settlement features, land forms, climate as inter-related.
- 250 WORLD REGIONAL GEOGRAPHY** *3 credits*  
Survey of world regions with focus on both physical and human landscapes; emphasis on world patterns and issues from a regional perspective.
- 375 GEOGRAPHY OF CULTURAL DIVERSITY** *2 credits*  
Evaluation of cultural elements unique to various geographical regions to explain why different people utilize resources differently, and how cultural diversity affects regional conflicts.

**GEOLOGY****3370:**

- 100 EARTH SCIENCE** *3 credits*  
Introduction to earth science for non-science majors. Survey of earth in relation to its physical composition, structure history, atmosphere, oceans; and relation to solar system and universe.
- 101 INTRODUCTORY PHYSICAL GEOLOGY** *4 credits*  
A study of the nature of the Earth, its materials, and the processes that continue to change it. Laboratory.
- 102 INTRODUCTORY HISTORICAL GEOLOGY** *4 credits*  
Prerequisite: 3370:101. Geologic history of Earth, succession of major groups of plants and animals interpreted from rocks, fossils. Laboratory.
- 103 NATURAL SCIENCE: GEOLOGY** *3 credits*  
Study of basic principles and investigative techniques in various fields of geology with emphasis on the relationship of geological processes to society.
- 121-140 CONCEPTS OF GEOLOGY** *1 credit each*  
A series of one-credit modules designed to introduce specific topics of science and the scientific method from the perspective of geologists.
- 121 DINOSAURS** *1 credit*  
Introductory course exploring the geological occurrence, mode of fossilization, evolutionary development, habits, and sudden extinction of the largest known land vertebrates.
- 122 MASS EXTINCTIONS AND GEOLOGY** *1 credit*  
Catastrophic changes in plants and animals have occurred throughout Earth's history. The causes of these extinctions have sparked debate that has enlivened the scientific world.
- 123 INTERPRETING EARTH'S GEOLOGICAL HISTORY** *1 credit*  
An introduction to geological techniques and reasoning used to develop theories and interpretations of earth history. Exercises allowing students to develop interpretations.
- 124 PLATE TECTONICS: THE NEW GEOLOGY** *1 credit*  
Plate tectonic theory is the solution to the origin of the oceans and mountains, earthquakes and volcanoes, mineral deposits, and many other geological riddles.
- 125 EARTHQUAKES: WHY, WHERE AND WHEN?** *1 credit*  
Causes and effects of earthquakes, geological settings for earthquakes, seismic measurements, mechanical response of rock to stress, earthquake prediction and precautionary measures.

- 126 NATURAL DISASTERS AND GEOLOGY** 1 credit  
A study of the Earth's natural hazards including earthquakes, landslides, meteorites, and tsunamis.
- 127 THE ICE AGE AND OHIO** 1 credit  
Introductory course covering the effects of the ice age on the geology, vegetation, fauna, and economy of Ohio.
- 128 GEOLOGY OF OHIO** 1 credit  
Survey of Ohio's geologic setting and history, natural resources, landforms, and their significance in terms of human activity, from early settlement to future economy.
- 129 MEDICAL GEOLOGY** 1 credit  
Abundance and distribution of trace elements in surface and groundwater, soils and rocks. The effects of trace elements to health through dose-response relationships.
- 130 GEOLOGIC RECORD OF CLIMATE CHANGE** 1 credit  
Examines evidence for natural climate changes in geologic past and evaluates the role of modern society in influencing future climate.
- 131 GEOLOGY AND SOCIETY** 1 credit  
Discussion of how geology has influenced the growth of societies and how governmental regulation affects the development and exploitation of geological resources.
- 132 GEMSTONES AND PRECIOUS METALS** 1 credit  
Introduction to minerals that form gemstones and precious metals. Topics to be covered include physical properties, geological occurrences and geographic locations of major deposits.
- 133 CAVES** 1 credit  
Topics include: karst processes and the origin of caverns; carbonate depositional environments and the origin of limestones and environmental problems associated with karst landscapes.
- 134 HAZARDOUS AND NUCLEAR WASTE DISPOSAL** 1 credit  
Disposition of hazardous waste in secured landfill site. Geological factors that determine the selection of low level and high level radioactive waste.
- 135 GEOLOGY OF ENERGY RESOURCES** 1 credit  
Topics include the origin of hydrocarbon and coal deposits, methods of petroleum exploration, global distribution of hydrocarbon resources.
- 136 EARTH'S OCEANS** 1 credit  
Introduction to the geological evolution of oceans and discussion of factors controlling ocean currents, tides and development of coastlines.
- 137 EARTH'S ATMOSPHERE AND WEATHER** 1 credit  
Structure and composition of the atmosphere; Earth's radiation budget; atmospheric moisture, clouds and precipitation; weather systems and storms, severe weather, Ohio weather.
- 138 PLANETARY GEOLOGY** 1 credit  
Solar system characteristics and formation; structure, composition and geology of terrestrial and Jovian planets and their satellites; comets, asteroids, meteorites and their relationship to earth.
- 140 ROCKY MOUNTAIN NATIONAL PARKS** 1 credit  
Badlands, Yellowstone, Grand Canyon and other Rocky Mountain national parks will be used to illustrate basic principles of geology.
- 200 ENVIRONMENTAL GEOLOGY** 3 credits  
Analysis of geologic aspects of the human environment with emphasis on geologic hazards and environmental impact of society's demand for water, minerals, and energy.
- 201 EXERCISES IN ENVIRONMENTAL GEOLOGY I** 1 credit  
Prerequisite or corequisite: 3370:200. Recognition, evaluation of environmental problems related to geology through field, laboratory exercises and demonstrations that apply concepts from 200.

- 203 EXERCISES IN ENVIRONMENTAL GEOLOGY II** 1 credit  
Recognition and evaluation of environmental problems related to geology. Continuation of 3370:201.

## HISTORY

### 3400:

- 210 HUMANITIES IN THE WESTERN TRADITION I: ANTIQUITY TO THE RENAISSANCE** 4 credits  
Prerequisite: 32 credit hours completed; 3300:112. Introduction to the human condition in the past as manifested in the ideas, religions, visual arts and music of Western civilization from the ancient Greeks through the Renaissance.
- 211 HUMANITIES IN THE WESTERN TRADITION II: REFORMATION TO THE PRESENT** 4 credits  
Prerequisite: 3400:210. Introduction to the human condition in the past as manifested in the ideas, religions, visual arts and music of Western civilization from the Protestant Reformation to the present.
- 250 UNITED STATES HISTORY TO 1877** 4 credits  
Historical survey from the Age of Discovery and North American colonization through the creation of the United States to the Civil War and Reconstruction.
- 251 UNITED STATES HISTORY SINCE 1877** 4 credits  
Survey of United States history from the end of Federal Reconstruction to the present.

World Civilization courses present a basic knowledge of past human experiences and an understanding of current events in some key areas of the world. Prerequisite is completion of 32 credits of course work.

- 385 WORLD CIVILIZATIONS: CHINA** 2 credits  
**386 WORLD CIVILIZATIONS: JAPAN** 2 credits  
**387 WORLD CIVILIZATIONS: SOUTHEAST ASIA** 2 credits  
**388 WORLD CIVILIZATIONS: INDIA** 2 credits  
**389 WORLD CIVILIZATIONS: NEAR EAST** 2 credits  
**390 WORLD CIVILIZATIONS: AFRICA** 2 credits  
**391 WORLD CIVILIZATIONS: LATIN AMERICA** 2 credits

## MATHEMATICS

### 3450:

- 100 PREPARATORY MATHEMATICS** 3 credits  
Prerequisite: placement. A review of high school algebra. Real numbers, exponents and radicals, factoring, linear and quadratic equations, graphing, systems of equations, and problem solving. For students whose algebraic skills are not sufficient to allow them to enroll in University mathematical science courses. Does not meet General Education mathematics requirement.
- 135 MATHEMATICS FOR LIBERAL ARTS** 4 credits  
Prerequisite: Mathematics placement test or 3450:100. Contemporary applications of mathematics for the non-science major to develop skills in logical thinking and reading technical material. Topics include voting, apportionment, scheduling, patterns, networks.
- 140 MATHEMATICS FOR ELEMENTARY TEACHERS** 3 credits  
Prerequisite: Mathematics placement test or 3450:100. Enrollment limited to elementary education majors only. A problem-solving and inquiry-based approach to number systems, bases, operations, properties, relationships, algorithms of real numbers. Introduction to number theory, functions, algebra and coordinate geometry.

- 141 ALGEBRA WITH BUSINESS APPLICATIONS** 3 credits  
Prerequisite: Mathematics placement test or 3450:100. Solving, graphing equations; inequalities; algebraic operations; functions, including exponential, logarithmic; matrix operations; systems of equations; simplex method. For students interested in business. Graphing calculator required.
- 145 COLLEGE ALGEBRA** 4 credits  
Prerequisite: Mathematics placement test or 3450:100. Real numbers; equations and inequalities; linear and quadratic functions. Exponential and logarithmic functions. Systems of equations; matrices; determinants. Permutations and computations.
- 149 PRECALCULUS MATHEMATICS** 4 credits  
Prerequisite: 3450:145 or placement. Functions, polynomial functions, complex numbers, exponential and logarithmic functions, systems of equations, trigonometric functions, mathematical induction, sequences, and binomial theorem.
- 210 CALCULUS WITH BUSINESS APPLICATIONS** 3 credits  
Prerequisite: Mathematics placement test or 3450:141 or 145. Review of functions; derivatives of functions; extrema and concavity; optimization; logarithmic and exponential functions; extrema for multivariate functions. Graphing calculator required. For business majors only.
- 215 CONCEPTS OF CALCULUS I** 4 credits  
Prerequisite: 3450:145, or 149 or placement. Functions; limits and continuity; differentiation and applications of differentiation; trigonometric, logarithmic, and exponential functions; integration and applications of integration; math of finance.
- 216 CONCEPTS OF CALCULUS II** 4 credits  
Prerequisite: 3450:215. Trigonometric functions, calculus of trigonometric functions, integration techniques, L'Hopital's Rule, improper integrals, multiple integrals, mathematical induction, difference equations, series.
- 221 ANALYTIC GEOMETRY-CALCULUS I** 4 credits  
Prerequisite: 3450:149 or equivalent or placement. Analytic geometry, limits, continuity, derivatives, tangent and normal lines extreme of functions, Rolle's theorem, mean value theorem, related rates, antiderivatives, definite integrals, areas, volumes, arc length.
- 222 ANALYTIC GEOMETRY-CALCULUS II** 4 credits  
Prerequisite: 3450:221. Derivatives of exponential, logarithmic, trigonometric, inverse trigonometric, hyperbolic and inverse hyperbolic functions; methods of integration, sequences, series, moments, centroids, indeterminate forms, polar coordinates.
- 223 ANALYTIC GEOMETRY-CALCULUS III** 4 credits  
Prerequisite: 3450:222. Vector algebra, cylindrical and spherical coordinates, vector-valued functions, curvature; functions of several variables, limit, continuity, partial derivatives, differentials, directional derivatives, maxima and minima, multiple integrals, Divergence Theorem.
- 260 MATHEMATICS FOR KINDERGARTEN THROUGH 9TH GRADE TEACHERS** 3 credits  
Prerequisite: 3450:140. A problem-solving and inquiry-based approach to fundamentals of Euclidean geometry and elementary data analysis via hands-on activities and the use of technology.
- 289 SELECTED TOPICS IN MATHEMATICS** 1-3 credits  
Prerequisite: permission. Selected topics of interest in mathematics.
- 335 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS** 3 credits  
Prerequisite: 3450:223. Basic techniques for solving ODEs and systems of ODEs. Analysis of models involving differential equations of first order and simple equations of second order.

## COMPUTER SCIENCE

### 3460:

- 125 DESCRIPTIVE COMPUTER SCIENCE** 2 credits  
Computer literacy; terminology; methods; media for data representation, storage; elements of a computing system; data organization.
- 206 INTRODUCTION TO C PROGRAMMING** 3 credits  
Prerequisites: Programming experience and 3450:145 or 149 or equivalent. Provides the student with additional programming skills allowing access to assembly or high-level macros.
- 208 INTRODUCTION TO C++ PROGRAMMING** 3 credits  
Prerequisite: 3460:206. Introduction to class types and data abstraction. In addition, memory management and dynamic memory allocation will be discussed.
- 209 INTRODUCTION TO COMPUTER SCIENCE** 4 credits  
Prerequisite: 3450:145 or 149. An introduction to problem-solving methods and algorithm development. Programming in a high-level language including how to design, code, debug and document programs using techniques of good programming style.
- 210 DATA STRUCTURES AND ALGORITHMS I** 4 credits  
Prerequisites: 3460:209 and 3450:208. Dynamic memory allocation methods, elementary data structures, internal representations, and associated algorithms. Topics include lists, stacks, queues, trees, and sorting methods.

## STATISTICS

### 3470:

- 260 BASIC STATISTICS** 3 credits  
Prerequisite: Mathematics placement test or 3450:100. Applied approach to data description and statistical inference (hypothesis testing, estimation); one-sample parametric and non-parametric methods. Analysis of ratios, rates, and proportions. Computer applications.
- 261 INTRODUCTORY STATISTICS I** 2 credits  
Prerequisite: Placement. Descriptive statistics such as mean, median; frequency tables and histograms; probability; random variables; discrete and continuous probability distributions; sampling distributions.
- 262 INTRODUCTORY STATISTICS II** 2 credits  
Prerequisite: 3470:261. Statistical inference, point estimation, interval estimation, hypothesis testing, parametric (tests for the mean and variance), and non-parametric (binomial test, chi-square tests, rank tests) methods.

## GERMAN

### 3530:

- 101,2 BEGINNING GERMAN I, II** 4 credits each  
Sequential. Acquisition of basic reading, speaking, writing and listening comprehension skills, with emphasis on development of self-expression in everyday situations through culturally authentic media and texts.
- 201,2 INTERMEDIATE GERMAN I, II** 3 credits each  
Sequential. Prerequisite: 3530:102 or equivalent. Continuing acquisition of competence in reading, writing, speaking, and listening comprehension through use of culturally authentic materials, with emphasis on developing accuracy and self-expression in a wide range of situations.

**SPANISH****3580:**

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

**PHILOSOPHY****3600:**

- 101 INTRODUCTION TO PHILOSOPHY** *3 credits*  
Introduction to philosophic problems and attitudes through acquaintance with the thoughts of some leading thinkers of Western tradition.
- 120 INTRODUCTION TO ETHICS** *3 credits*  
Introduction to problems of moral conduct through readings from the tradition and class discussion; nature of "good," "right," "ought" and "freedom".
- 170 INTRODUCTION TO LOGIC** *3 credits*  
Introduction to logic and critical thinking. Includes such topics as meaning, informal fallacies, propositional logic, predicate and syllogistic logic and nature of induction.

**PHYSICS****3650:**

- 130 DESCRIPTIVE ASTRONOMY** *4 credits*  
Qualitative introduction to astronomy, intended primarily as a first science course for non-science majors. Includes laboratory and observational activities.
- 133 MUSIC, SOUND, AND PHYSICS** *4 credits*  
Qualitative introduction to the physics of sound, its properties, perception, and reproduction, including acoustical principles of musical instruments. Laboratory and observational activities included.
- 137 LIGHT** *4 credits*  
Introductory, qualitative course dealing with the nature of light and the interaction of light with various materials to produce common visual effects. Laboratory activities included that provide experiences in scientific investigation.
- 261 PHYSICS FOR THE LIFE SCIENCES I** *4 credits*  
Prerequisites: High school algebra, trigonometry or 3450:149 as corequisite or permission. Introductory course for professional work in biology and health professions and services. Emphasizes life science applications. Mechanics: laws of motion, force, torque, work, energy, power; properties of matter; gases, liquids, solids, fluid mechanics. Laboratory.
- 262 PHYSICS FOR THE LIFE SCIENCES II** *4 credits*  
Prerequisite: 3650:261. Laws of thermodynamics, kinetic theory. Wave phenomena; sound, light, optics; electricity and magnetism; atomic and nuclear physics; radioactivity. Laboratory.
- 267,8 LIFE SCIENCES PHYSICS COMPUTATIONS I, II** *1 credit each*  
Corequisite: 3650:261 (with 267); 3650:262 (with 268). Optional companion courses to 261,2 provides additional computational experience in applications of physics to life sciences, emphasizing use of algebra and trigonometry. Particularly recommended for student with modest mathematical preparation.

- 291 ELEMENTARY CLASSICAL PHYSICS I** *4 credits*  
Corequisite: 3450:221. Introductory physics for science and engineering. Classical statics, kinematics and dynamics as related to contemporary physics. Oscillations, waves; fluid mechanics. Vectors and some calculus as needed. Laboratory.
- 292 ELEMENTARY CLASSICAL PHYSICS II** *4 credits*  
Prerequisite: 3650:291. Thermodynamics from atomic point of view; basic laws of electromagnetism; mechanical and electromagnetic waves. Interference and diffraction; coherence; geometrical and physical optics. Laboratory.
- 293,4 PHYSICS COMPUTATIONS I, II** *1 credit each*  
Corequisite: 291 (with 293); 292 (with 294). Optional companion courses to 291,2 provides experience in problem solving, and elaborates application of calculus to simple physics phenomena. Particularly recommended for a freshman or for a student with modest preparation in mathematics or physical sciences.

**POLITICAL SCIENCE****3700:**

- 100 GOVERNMENT AND POLITICS IN THE UNITED STATES** *4 credits*  
Examination of the American political system with emphasis on fundamental principles, ideas, institutions and processes of modern government.
- 120 CURRENT POLICY ISSUES** *3 credits*  
Cannot be used for credit toward a major in political science. Survey of major political issues and problems confronting nation; environment in which public policies are formed and executed.
- 150 WORLD POLITICS AND GOVERNMENTS** *3 credits*  
Introduction to international politics and an examination of the governments and foreign policies of selected states from a comparative perspective.
- 201 INTRODUCTION TO POLITICAL RESEARCH** *3 credits*  
Introduction to the research process in political science through an introduction to the logic of social science inquiry and contemporary techniques of analysis.
- 210 STATE AND LOCAL GOVERNMENT AND POLITICS** *3 credits*  
Examination of institutions, processes and intergovernmental relations at state and local levels.
- 220 AMERICAN FOREIGN POLICY** *3 credits*  
Examination of American foreign policy-making process; public opinion and other limitations on policy; specific contemporary problems in selected areas.

**PSYCHOLOGY****3750:**

- 100 INTRODUCTION TO PSYCHOLOGY** *3 credits*  
Introduction to scientific study of behavior, survey of physiological basis of behavior, sensation and perception, development, learning and cognition, personality, social interaction and other selected topics.
- 105 PROFESSIONAL AND CAREER ISSUES IN PSYCHOLOGY** *1 credit*  
Corequisite: 3750:100. An overview of the field of psychology including educational requirements, career opportunities, and professional issues for students considering a psychology major.
- 230 DEVELOPMENTAL PSYCHOLOGY** *4 credits*  
Prerequisite: 3750:100. Determinants and nature of behavioral changes from conception to death.

**SOCIOLOGY****3850:**

- 100 **INTRODUCTION TO SOCIOLOGY** *4 credits*  
Basic terminology, concepts and approaches in sociology, including introduction to analysis of social and methods of presentation groups and application of sociological concepts to the understanding of social systems. Required of majors.
- 104 **SOCIAL PROBLEMS** *3 credits*  
Prerequisite: 3850:100 or permission. Analysis of selected contemporary problems in society; application of sociological concepts and research as tools for understanding sources of such problems.

**GENERAL ENGINEERING****4100:**

- 101 **TOOLS FOR ENGINEERING** *3 credits*  
Corequisite: 3450:221. Introduction to engineering. Free hand, engineering, and CAD drawing. Introduction to computer programming, computer applications including word processing, spreadsheets, data base. Introduction to engineering economics. Required for Chemical, Civil, and Electrical Engineering majors.

**CIVIL ENGINEERING****4300:**

- 201 **STATICS** *3 credits*  
Corequisites: 3450:222 and 3650:291. Forces, resultants, couples; equilibrium of force systems; distributed forces; centers of gravity, analysis of simple structures; moments of inertia; kinematics.
- 202 **INTRODUCTION TO THE MECHANICS OF SOLIDS** *3 credits*  
Prerequisite: 4300:201. Axial force, bending moment diagrams, axial stress and deformation; stress-strain diagrams; torsion; flexural stress; flexural shearing stress; compound stress; indeterminate beams, columns.

**ELECTRICAL ENGINEERING****4400:**

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

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

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

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

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

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

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

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

- 120-90 **PHYSICAL EDUCATION/WELLNESS** *½ credit each*  
Participation in individual and group sports. Individual can acquire knowledge and skill in activities that may be of value and satisfaction throughout life. One-half credit courses are offered one-half semester.
- 120 **ARCHERY**
- 121 **BADMINTON**
- 122 **BASKETBALL**
- 123 **BOWLING**
- 126 **FITNESS AND WELLNESS\*\***
- 127 **GOLF\*\***
- 132 **KARATE\*\***
- 135 **RACQUETBALL**
- 139 **SELF-DEFENSE\*\***
- 150 **TENNIS (beginning)**
- 151 **VOLLEYBALL**

## PHYSICAL EDUCATION

### 5550:

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

## HEALTH EDUCATION

### 5570:

- 101 **PERSONAL HEALTH** *2 credits (5 clinical hours)*  
Application of current principles and facts pertaining to healthful, effective living. Personal health problems and needs of a student.

## ACCOUNTANCY

### 6200:

- 201 **ACCOUNTING CONCEPTS AND PRINCIPLES FOR BUSINESS** *3 credits*  
Prerequisite: 24 college credits completed. Introduction to accounting concepts and terminology. Accounting for assets, liabilities and proprietorship. Analysis of cash flow and financial statements.
- 202 **MANAGERIAL ACCOUNTING** *3 credits*  
Prerequisite: 6200:201. Informational needs of management. Study of product costing systems; standard costs; planning, budgeting, and control systems; responsibility accounting; activity-based costing and activity-based management; cost-volume-profit analysis; relevant costing; and capital budgeting.
- 250 **MICROCOMPUTER APPLICATIONS FOR BUSINESS** *3 credits*  
Provides fundamentals of, and hands-on experience with, microcomputer operating systems and software applications including word processing, spreadsheet, database, presentation and the Internet.

## FINANCE

### 6400:

- 220 **THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS** *3 credits*  
Prerequisite: Completion of 32 credits. Explores the legal and social environment in which modern business must function. The legal system, public and private law, and contemporary social issues are addressed.

## MANAGEMENT

### 6500:

- 221 **QUANTITATIVE BUSINESS ANALYSIS I** *3 credits*  
Prerequisite: 3450:141, or 145 or 289. Mathematics test and review, probability; probability distributions and expected values; specific probability distributions; descriptive statistics, sampling distributions; interval estimations; introduction to hypothesis testing and p-values. Case analysis with written and oral team reports will be used.
- 222 **QUANTITATIVE BUSINESS ANALYSIS II** *3 credits*  
Prerequisite: 6500:221. Continuation of hypothesis testing; ANOVA; simple and multiple linear regression; one and two sample nonparametric procedures; chi-square tests of goodness of fit and association; multi-sample nonparametric procedures. Cases and outside team projects will be used.

## ART

### 7100:

- 131 **INTRODUCTION TO DRAWING** *3 credits*  
Freehand drawing experiences with an orientation to elements and principles of visual organization. Limited media.
- 144 **TWO-DIMENSIONAL DESIGN** *3 credits*  
Fundamental information about the theory and practice of visual design as applied to surfaces including composition, color, and pictorial illusions, with lecture and studio experience.
- 170 **FUNDAMENTALS OF PHOTOGRAPHY** *3 credits*  
A study of photography through lecture, demonstration and studio work. An exploration and enrichment opportunity for the non-art major. No credit toward a major in art.
- 210 **VISUAL ARTS AWARENESS** *3 credits*  
Prerequisite: 3400:210. Lecture course providing appreciation and understanding of various types/periods with emphasis on topics and influences on societies, rather than on historical sequences.
- 231 **DRAWING II** *3 credits*  
Prerequisite: 7100:131. Continuation of 131. In-depth exploration of wide range of techniques and media. Attention to controlled descriptive drawing and space illusion and their aesthetic applications.
- 275 **INTRODUCTION TO PHOTOGRAPHY** *3 credits*  
Prerequisite: 7100:131 and 144, or 286 or 2240:124. Lecture, studio and laboratory course techniques and aesthetics are studied using 35mm cameras. A 35mm camera with full manual control is required.

## FAMILY AND CONSUMER SCIENCES

### 7400:

- 133 **NUTRITION FUNDAMENTALS** *3 credits*  
Study of basic nutrition concepts, contemporary issues, controversies; emphasis on macro/micro nutrient requirements for healthy individuals; analysis of intake and energy balance.
- 201 **COURTSHIP, MARRIAGE, AND FAMILY RELATIONSHIPS** *3 credits*  
Love, intimacy, relationship development, sexuality, marriage and childbearing from a lifespan perspective. Emphasis on changing familial, social, and cultural demands.
- 265 **CHILD DEVELOPMENT** *3 credits*  
Physical, cognitive, language, social, emotional, and personality development of child from prenatal through age eight. Observation of children in early childhood education settings.
- 270 **THEORY AND GUIDANCE OF PLAY** *3 credits*  
Prerequisite: 7400:265. Theory and guidance of play as primary vehicle and indicator of physical, intellectual, social, emotional development and learning of children from birth to kindergarten.
- 280 **EARLY CHILDHOOD CURRICULUM METHODS** *3 credits*  
Prerequisite: 7400:265, 270. Planning, presenting, evaluating creative activities in art, music, movement, language arts, logic-mathematics and science. Space, time, materials and adult-child interactions are emphasized.
- 360 **PARENT-CHILD RELATIONS** *3 credits*  
Prerequisite: 7400:265. The study of interactive parent-child relations from infancy through adulthood and the internal and environmental forces which impact upon family dynamics.



**MUSIC****7500:**

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

**COMMUNICATION****7600:**

- 102 **SURVEY OF MASS COMMUNICATION** 3 credits  
Considers entire field of contemporary American mass communication. Presents and explains functions of agencies through which news, views and entertainment reach the general public.
- 106 **EFFECTIVE ORAL COMMUNICATION** 3 credits  
Principles of communication in speaker-audience, group and informal settings and application of the principles in speeches, group discussions and other oral and written assignments. Cannot be used as credit toward a major in communication.
- 115 **SURVEY OF COMMUNICATION THEORY** 3 credits  
Presents models of major forms of speech communication and discusses elements of models, their interaction and their function in the human communication system.
- 200 **CAREERS IN COMMUNICATION** 1 credit (credit/noncredit)  
A survey of career opportunities in the communication field. Outside speakers, field trips.
- 225 **LISTENING** 1 credit  
Techniques and approaches involved in understanding the listening process and practice of listening improvement techniques.
- 226 **INTERVIEWING** 3 credits  
A concentrated study of the principles of interviewing and application of those principles to varied settings (especially those crucial to media study).
- 227 **NONVERBAL COMMUNICATION** 3 credits  
Focused study of the principal aspects of nonverbal communication in public, group and interpersonal settings.
- 235 **INTERPERSONAL COMMUNICATION** 3 credits  
Theory and practice in interpersonal communication concepts and principles. Special topics in communication apprehension, assertive communication, communication dyads and triads and transactional communication.
- 245 **ARGUMENTATION** 3 credits  
The study of the process of developing, presenting and defending inferences and arguments in oral communication setting. Includes study and practice of evidence, reasoning, case construction, refutation and rebuttal.

**SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY****7700:**

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

- 201 **AMERICAN SIGN LANGUAGE II** 3 credits  
Prerequisite: 7700:102. Continued development of skills in American Sign Language: vocabulary expansion, emphasis on expressive/receptive communication, fingerspelling and fluency.

- 202 **CONVERSATIONAL AMERICAN SIGN LANGUAGE** 3 credits  
Prerequisite: 7700:201. Further practice and development of expressive/receptive communication, fingerspelling and fluency.

**SOCIAL WORK****7750:**

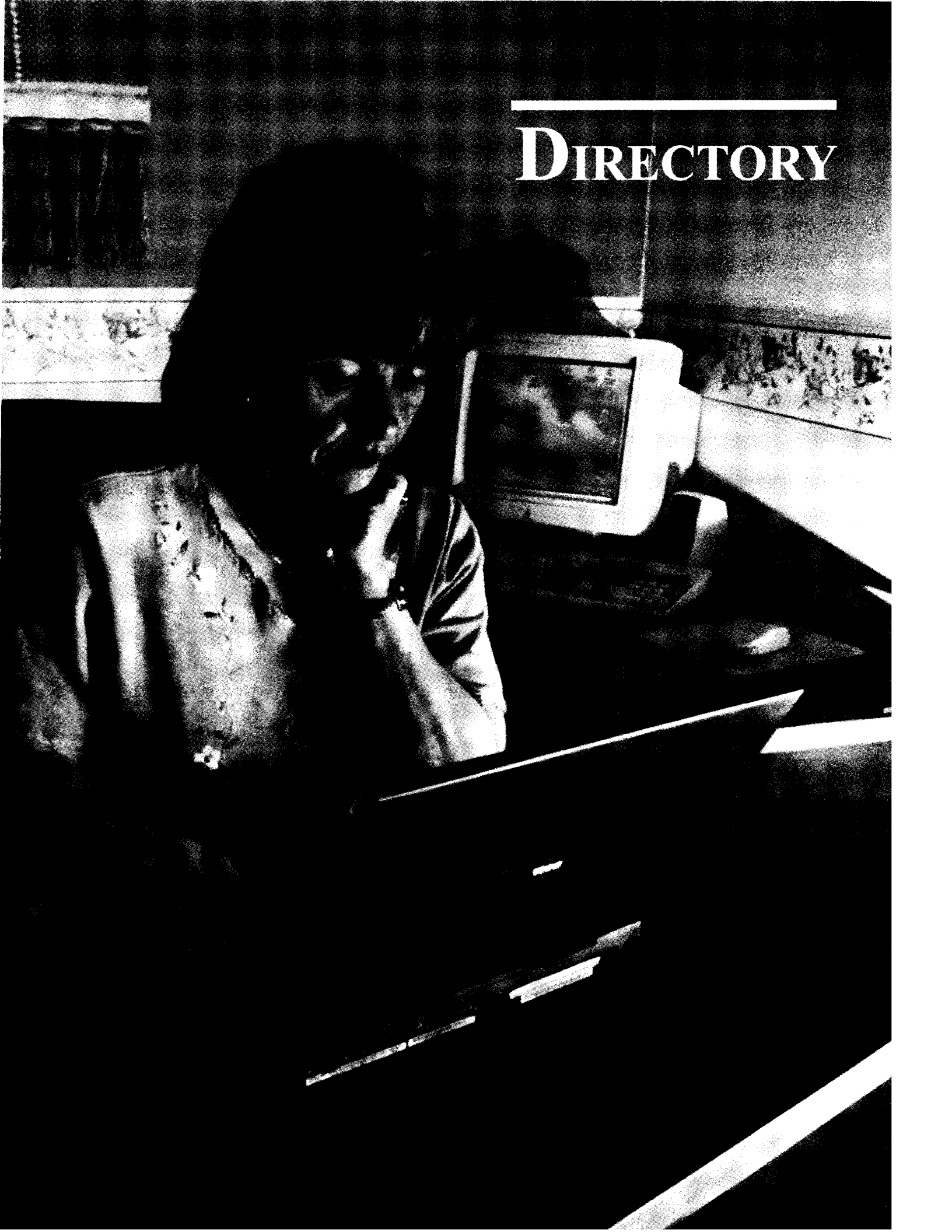
- 270 **POVERTY IN THE UNITED STATES** 3 credits  
Survey of social and personal dimensions of life in the inner city and other areas of poverty in the United States. For person wishing to develop an in-depth understanding and/or intending to work in such areas.
- 276 **INTRODUCTION TO SOCIAL WELFARE** 4 credits  
Survey of field of social welfare; place of social work profession within human services institutions of United States. Introduction to basic concepts relating social welfare institutions and social work to society.

**NURSING****8200:**

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

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# DIRECTORY



## Board of Trustees

- DR. MARK N. APTE, 182 East Avenue, Tallmadge, OH, 44278 (Term expires 2003).  
 MR. ALEX R. ARSHINKOFF, 106 South Main Street, Akron, OH, 44308 (Term expires 2001).  
 DR. WILLIAM F. DEMAS, Akron City Hospital, 525 E. Market St., Akron, Ohio 44304 (Term expires 2008).  
 DR. DONALD E. DEMKEE, 1450 Christmas Run Blvd., Wooster, OH 44691 (Term expires 2005).  
 DR. JOHN FINK, 75 Arch Street, Suite #407, Akron, OH, 44304 (Term expires 2006).  
 MRS. DIANE C. FISHER, The University of Akron, Board of Trustees Office, Akron, OH, 44325 (Term expires 2009).  
 MS. PATRICIA L. GRAVES, 525 St. Andrews Drive, Akron, OH, 44303 (Term expires 2004).  
 MR. CLIFFORD J. ISROFF, 4000 Embassy Parkway, Suite 110, Akron, OH 44333 (Term expires 2007).  
 MR. DAVID E. (GENE) WADDEL, 707 Society Building, Akron, OH, 44308 (Term expires 2002).

## Administration

### Akron Campus

- DR. LUIS M. PROENZA, *President of the University*  
 DR. TERRY L. HICKEY, *Senior Vice President and Provost*, Ph.D.  
 MR. TED CURTIS, *Vice President for Capital Planning and Facilities Management*  
 DR. THOMAS A. GAYLORD, *Vice President for Information and Instructional Technologies, Libraries and Institutional Planning*  
 MR. JOHN A. LAGUARDIA, *Vice President, Public Affairs and Development*  
 MR. TED A. MALLO, *Vice President and General Counsel and Secretary to the Board of Trustees*  
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 DR. MARLESA A. RONEY, *Vice President for Student Affairs*  
 MS. NELL M. RUSSELL, *Director of EEO and Training*  
 MR. RUSSELL D. SIBERT, *Associate Vice President, Board Operations*  
 MR. MICHAEL J. THOMAS, *Director of Athletics*  
 MS. CHERYL L. URBAN, *Assistant to the President for Special Projects*  
 DR. JEFFREY J. WALLACE, SR., *Associate Provost and Special Assistant to the President for Campus Diversity*

## Emeritus Faculty

### Wayne College Campus

- R. DIANE ARNOLD, *Associate Professor Emeritus of Health & Physical Education* (1972), B.S., University of Maryland; M.A., The Ohio State University; M.S., The University of Akron, 1991.  
 CARL L. HUSTON, *Instructor Emeritus in English* (1972), B.S., Bowling Green State University, 1951.  
 ROBERT L. McELWEE, *Associate Professor Emeritus of Political Science* (1972), B.A., M.A., Kent State University, 1969.  
 WARNER D. MENDENHALL, *Professor Emeritus of Political Science* (1972), B.S., Davidson College; M.A., Duke University; Ph.D., Kent State University, 1982.  
 KAY E. STEPHAN, *Professor Emeritus of Business and Office Technology, Coordinator of Office Administration Technology* (1979), B.S., Wittenberg University; M.S., The University of Akron, 1978.  
 EDWIN THALL, *Professor Emeritus of Chemistry*, (1974), B.S., Pratt Institute; M.S., New Mexico Institute of Mining and Technology; Ph.D., The University of Akron, 1972.  
 HELENE S. THALL, *Assistant Dean Emeritus of Wayne College, Director of Student Services* (1980), B.S., M.S., Pratt Institute, 1969.

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

### Wayne College Campus

- JOHN P. KRISTOFKO, *Dean; Professor of English*; (1997), B.A., John Carroll University; M.A., Cleveland State University; Ed.S., Wright State University; Ph.D., The Ohio State University, 1990.  
 PAULETTE M. POPOVICH, *Associate Dean of Instruction and Associate Professor of Business Management Technology* (1998), B.A., The University of Akron; M.Ed., The Pennsylvania State University; Ph.D., Virginia Polytechnic Institute and State University, 1988.  
 TAMARA A. LOWE, *Director of Business Operations and Finance* (1978), B.S., M.S., The University of Akron, 1994.  
 SUSAN D. ACKERMAN, *Coordinator of the Word Processing Center* (2000), B.S., Mount Vernon Nazarene College, 2000.  
 THOMAS E. ANDES, CPA, *Associate Professor of Business Management Technology* (1983), B.S., The University of Akron; M.M., Kellogg Graduate School of Management of Northwestern University, 1979.  
 GARY BAYS, *Associate Professor of English* (1986), B.S., M.A., Central Michigan University, 1984.  
 JULIA M. BEYELER, *Director of Learning Support Services* (1988), B.S., Goshen College; M.Ed., Kent State University; Ph.D., The University of Akron, 1995. Certified Reading Specialist.  
 KARIN BILLIONS, *Associate Professor of Communication* (1988), B.A., Oklahoma Baptist University; M.A., The University of Akron; Ph.D., Kent State University, 1992.  
 LORI A. BRINKER, *Assistant Professor in Business and Office Technology and Coordinator of Office Administration* (2000), B.S., The University of Akron; M.Ed., Ashland University, 1996.  
 ALICIA BROADUS, *Student Services Counselor* (1992).  
 JOHN CARROLL, JR., *Patrol Officer* (1995), A.A.S., B.S., The University of Akron, 1991.  
 WILLIAM CLARK, *Research Analyst* (1998), B.S., B.A., The University of Washington; M.A., Kent State University, 1993.  
 CATHY E. COOPER, *Administrative Assistant* (2000), A.A.B., The University of Akron Wayne College, 1981.  
 EDWARD DALESSANDRO, *Supervisor of the College Bookstore* (1975), A.A.S., The University of Akron, 1975.  
 DANIEL C. DECKLER, *Associate Professor of Engineering* (1991), B.S.M.E., Ohio Northern University; M.S.M.E., The University of Akron, 1990.  
 CHER R. DEEDS, *Media Support Technician* (1999).  
 DEIRDRE D. DUELL, *Financial Aid Specialist* (2000).  
 DAVID M. FORSHEE, *Facilities Maintenance Worker* (2001).  
 E. ROGER FOUTS, *Facilities Maintenance Worker-Senior* (1990).  
 CAROLYN FREELON, *Desktop Publishing Specialist* (1996).  
 HALDIN "BUD" FRIEDT, *Facilities Maintenance Worker* (2001).  
 LORRIE GRAHAM, *Accounting Clerk 2* (1997).  
 THOMAS J. HAMMOND, *Computer Support Assistant* (1997), A.S., The University of Akron Wayne College, 1996.  
 CANDACE HAYES, *Word Processing Secretary* (2001).  
 CYNTHIA HETHERINGTON, *Accounting Clerk Senior* (1997), A.A.B., Jefferson Community College, 1990.  
 JENNIFER HOLZ, *Assistant Professor of Sociology* (1998), B.A., Colorado State University; M.A., Colorado State University; Ph.D., Kent State University, 1995.  
 SUSANNA HORN, *Coordinator of the Writing Center* (1998), B.A., M.A., Ph.D., The University of Akron, 2000.  
 GABRIEL J. HUBA, *Assistant Facilities Manager* (1987).  
 GAYLE HUMPHREY, *Assistant to the Supervisor of the College Bookstore* (2000).  
 LOUIS M. JANELLE, JR., CNE, CNI, *Associate Professor of Mathematics and Director of Computing Services* (1981), A.B., St. Michaels College; M.A.T., Bowling Green State University, 1971.  
 DEBRA JOHANYAK, *Associate Professor of English* (1992), B.A., M.A., The University of Akron; Ph.D., Kent State University, 1988.  
 SCOTT KERR, *Patrol Sergeant* (1986), Commissioned, 1987.  
 ELYS KETTLING, *Director of the Library* (1992), B.A., M.L.I.S., University of Wisconsin-Milwaukee, 1991.  
 PATRICIA J. KIRK, *Administrative Secretary* (1998), A.A.S., The University of Akron Wayne College, 2000.  
 RON KRATZER, *Facilities Maintenance Worker* (1998).  
 CHARLENE LANCE, *Student Services Counselor* (1989), A.A.B., The University of Akron Wayne College, 2000.  
 MAUREEN LERCH, *Reference/Outreach Librarian* (2001), B.A., M.L.S., Kent State University, 1995.  
 JACK LOESCH, *Assistant Professor of Business Management Technology* (1993), B.B.A., Kent State University; M.B.A., Kennesaw College, The University System of Georgia, 1988.

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

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

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

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

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

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

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

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

**LESA NALLEY**, Career Placement and Adult Services Specialist (2001), B.S., M.A., Ball State University, 1990.

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

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

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

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

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

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

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

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

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

**KIMBERLY SHAMSI**, Career Services Specialist (1993), B.S., M.A., Bowling Green State University, 1992.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## Accreditation, Affiliations, Memberships

### Ahead

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



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