



# ALLIED HEALTH, BUSINESS, & PUBLIC SERVICES

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## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES

The division of Allied Health, Business, and Public Services offers a variety of majors in the fields of criminal justice, early childhood education, human services, and health care. Many of the graduates from these programs are ready to join the workforce after they earn their diploma and are qualified for a State or national credential in their profession. However, there are also opportunities for these graduates to transfer on and earn their bachelor's degree from a four-year college or university.

Degree and Certificate programs offered through the Allied Health, Business, and Public Services Division include:

### Associate of Applied Business

Accounting  
Business Management  
Paralegal

### Associate of Applied Business in Business Management

Banking and Finance  
Entrepreneurship  
Human Resource Management  
Logistics and Supply Chain Management  
Marketing

### Associate of Applied Business in Office Administrative Services

Medical Support  
Office Administration  
Office Management

### Associate of Applied Science

Human Services  
Medical Assisting  
Paraprofessional Education

### Associate of Science

Pre-Business Administration

### Associate of Applied Science: Early Childhood Development

Pre-Kindergarten

### Associate of Applied Science: Criminal Justice

Criminal Justice  
Law Enforcement – Academy Option

### Certificate Programs

Accounting Assistant  
Emergency Medical Services  
Law Enforcement Academy  
Logistics and Supply Chain Management  
Office Assistant  
Phlebotomy  
Real Estate

### Northwest Ohio Allied Health Education Consortium

Health Information Technician  
Medical Laboratory Technician  
Occupational Therapy Assistant  
Radiographic Imaging  
Respiratory Care Practitioner

### Course Sequence

This is a suggested sequence of course(s) for full-time students. If you are a part-time student or have transferred course(s) in from another school, you should generally complete the courses listed under semester 1 before moving on to semester 2, 3, and then 4. Elective courses may be taken at any time. Please meet with your advisor if you need assistance to register. Your advisor can help you make any necessary changes to this recommended sequence.

### Prerequisites

All students are required to demonstrate proficiencies in reading, writing, and mathematics based on scores on the assessment test or take the recommended classes. If you have not taken these tests, stop by the Admissions Office in C106 or call (419) 267-1320 for information or referral to testing.

Some courses listed in this program have specific prerequisites. See course descriptions for these prerequisites in the Course Description section of this publication. Education majors are required to have a completed documentation file.

### General Education

For Northwest State core Requirements for all graduates, See page 31. Unless specified on the program page, Humanities and Natural Science electives should be selected from the Core Requirements list while Math electives should be selected from the following elective lists.

#### Math Electives

MTH109	College Algebra
MTH112	Trigonometry
MTH213	Calculus I
MTH214	Calculus II
STA120	Introduction to Statistics
STA222	Business Statistics

### Disclosure for Allied Health & Public Services Students

Students pursuing a degree in one of the Allied Health or Public Services professions leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, or practica through their program, should be aware that their host facility may require a criminal background check, finger printing, or drug screening. Although the College will make reasonable efforts to place admitted students in field experiences and internships, it will be up to the host facility to determine whether a student will be allowed to work at the facility. Students shall further be aware that a criminal record may jeopardize licensure by the State certification body. Expunged convictions may or may not jeopardize licensure and internship placement. Students should consult the licensing certification body corresponding to their intended occupation for more details (see web sites below). Successful completion of a program of study at the College does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study.

**Note:** The inability to complete the internship or practicum requirements of a program will also mean the inability to complete the requirements for the degree.

### College Credit Plus Students

Many of our internship and practicum facilities require that students be at least 18 years of age in order to participate in activities associated with the professional role.

### Helpful Web Sites of Licensing and Certifying Boards

- American Association of Medical Assistants  
[www.aama-ntl.org/](http://www.aama-ntl.org/)
- State of Ohio Counselor, Social Worker, and Marriage & Family Therapist Board <http://www.cswmft.ohio.gov>
- Ohio Department of Mental Retardation and Developmental Disabilities  
<http://dodd.ohio.gov>
- Ohio Department of Alcohol & Drug Addiction Services  
<http://mha.ohio.gov>
- Ohio Department of Education [www.ode.state.oh.us/](http://www.ode.state.oh.us/)
- Ohio Department of Corrections [www.drc.ohio.gov/](http://www.drc.ohio.gov/)
- Ohio Peace Officer Training Commission  
[www.ohioattorneygeneral.gov/opotc](http://www.ohioattorneygeneral.gov/opotc)

# ACCOUNTING ASSOCIATE OF APPLIED BUSINESS

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

Students in accounting develop a high degree of technical skills in accounting systems and business organization. The accounting programs provide business-related experience on modern equipment. Courses utilize personal computers and electronic printing calculators. The Accounting degree program is designed to help students attain technical accounting skills and a broad knowledge of business fundamentals. Accounting systems are studied as they are applied every day in business and industrial organizations.

Graduates are qualified as senior clerks or junior accountants, positions as a cost accountant, accounting supervisor, payroll supervisor or office manager.

### Career Outlook

As the economy grows, the number of businesses will increase as well as the need for accountants. The accounting profession generally has a low rate of turnover; therefore, openings will be primarily created through retirements and promotions.

### Program Learning Outcomes

Students will be able to:

1. Create financial statements, reports, and schedules.
2. Demonstrate managerial decision making based on their interpretation of financial statements.
3. Integrate accounting knowledge into software programs.
4. Demonstrate accurate skills in recording and reporting of accounts.
5. Demonstrate mastery of a foundation of business understanding.

See page 31 for Natural Science, Humanities and Social Behavioral Science Electives.

#### Accounting Electives:

- ACC240 Business Income Tax Accounting
- ACC291 Accounting Internship

#### Computer Accounting Electives:

- ACC260 Accounting on Computers

#### Mathematics Electives:

- MTH105 Quantitative Reasoning
- MTH109 College Algebra

#### First Semester

			<u>Credits</u>
+	ACC111	Financial Accounting .....	3
+	ACC120	Payroll Accounting .....	3
	ENG111	Composition I .....	3
		Mathematics Elective .....	3
		Social Behavioral Science Elective	<u>3</u>
			15

#### Second Semester

			<u>Credits</u>
+	ACC112	Managerial Accounting .....	3
+	ACC140	Individual Income Tax Accounting	3
	CIS114	Microsoft Applications .....	3
	ENG112	Composition II .....	3
		Humanities Elective .....	<u>3</u>
			15

#### Third Semester

			<u>Credits</u>
+	ACC211	Intermediate Accounting I .....	3
+	ACC221	Cost Accounting I .....	3
+		Computer Accounting Elective .....	3
+		Accounting Elective .....	3
		Business Elective .....	<u>3</u>
			15

#### Fourth Semester

			<u>Credits</u>
+	ACC212	Intermediate Accounting II .....	3
+	ACC222	Cost Accounting II .....	3
+	ACC230	Auditing .....	3
	BUS221	Business Law .....	3
		Natural Science Elective .....	<u>3</u>
			15

**Total Program Credit Hours      60**

#### Business Electives:

- BUS160 International/Global Business
- BUS211 Business Communications
- BUS250 Labor Relations
- BUS260 International Trade
- CIS113 Microsoft Excel
- ECO211 Macroeconomics
- ECO212 Microeconomics
- MGT110 Management
- MGT210 Human Resource Management
- MGT280 Business Climate Analysis
- MKT230 Salesmanship

*All of the following are 1 credit hour courses:*

- CIS118 Access
- CIS119 PowerPoint
- CIS122 Intermediate Excel

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

# ACCOUNTING ASSISTANT CERTIFICATE

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

Accounting is an excellent foundation for any type of business or office position. Most managerial positions require at least some understanding of accounting functions. The one-year certificate program provides students with accounting skills in balance sheets, income statements, payroll accounting and personal tax accounting.

Those who complete the program are employable within one academic year as a payroll clerk, accounts payable clerk, Accounts receivable clerk or general accounting bookkeeper in business or industrial organizations. The student can earn the associate degree by completing one year of full-time study beyond the Accounting Assistant Certificate.

### Career Outlook

As the economy grows, the number of businesses will increase as well as the need for accountants. The accounting profession generally has a low rate of turnover; therefore, openings will be primarily created through retirements and promotions.

### Program Learning Outcomes

Students will be able to:

1. Create financial statements, reports, and schedules.
2. Demonstrate managerial decision making based on their interpretation of financial statements.
3. Integrate accounting knowledge into software programs.
4. Demonstrate accurate skills in recording and reporting of accounts.
5. Demonstrate mastery of a foundation of business understanding.

### Computer Accounting Electives:

ACC260 Accounting on Computers

### Mathematics Electives:

MTH105 Quantitative Reasoning

MTH109 College Algebra

### First Semester

		<u>Credits</u>
+	ACC111 Financial Accounting .....	3
+	ACC120 Payroll Accounting .....	3
	ENG111 Composition I .....	3
	Business Elective .....	3
	Mathematics Elective .....	<u>3</u>
		15

### Second Semester

		<u>Credits</u>
+	ACC112 Managerial Accounting .....	3
+	ACC140 Individual Income Tax Accounting	3
	ENG112 Composition II .....	3
	CIS114 Microsoft Applications.....	3
+	Computer Accounting Elective .....	<u>3</u>
		15

**Total Program Credit Hours**      **30**

### Business Electives:

BUS160	International/Global Business
BUS211	Business Communications
BUS221	Business Law
BUS250	Labor Relations
BUS260	International Trade
CIS113	Microsoft Excel
ECO211	Macroeconomics
ECO212	Microeconomics
MGT110	Management
MGT210	Human Resource Management
MGT280	Business Climate Analysis
MKT230	Salesmanship

*Gainful employment information for NSCC's certificate programs can be found online at [NorthwestState.edu/GainfulEmployment](http://NorthwestState.edu/GainfulEmployment). Gainful employment information includes: estimated cost of the program, average student loan debt and types of jobs available.*

- + Students must attain a 2.00 grade point average in these technical courses to graduate.

# BANKING & FINANCE ASSOCIATE OF APPLIED BUSINESS IN BUSINESS MANAGEMENT

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

The banking and finance degree provides students with a broad and practical background in bank-related management skills and the application of those skills to the banking field. Topics with which a bank manager should be familiar (commercial and real estate lending, investments, regulatory structure, and financial statements) receive major emphasis. Several course projects require extensive research into these bank-related fields. The graduate is also familiar with the computer field and with some accounting and spreadsheet applications.

The graduate is qualified for a position as a manager or assistant manager of a small bank, savings and loan or credit union. In a larger institution, the graduate could specialize in either the loan origination or consumer/commercial credit department.

Real estate classes are offered in a seminar format as full-day sessions on weekends.

### Career Outlook

Most opportunities will be found in financial institutions which include banks, credit unions, loan companies, insurance firms, stock brokerage firms, investment banking firms and commercial and residential real estate businesses. As the economy grows, loan officers/counselors will process more applications for commercial, consumer, and mortgage loans. Financial Manager Positions are expected to grow about as fast as the average, especially in the securities industry because more people are investing.

### Program Learning Outcomes

Students will be able to:

1. Analyze comprehension of the major styles of management.
2. Exhibit work skills of attendance, work ethic, and self-motivation.
3. Apply appropriate comprehension of business ethics.
4. Exhibit personal skills of business etiquette, proper business attire, and social skills.
5. Evaluate effective comprehension of banking practices.
6. Demonstrate appropriate understanding of the foundation of consumer banking.
7. Demonstrate appropriate understanding of the foundation of commercial banking.

<u>First Semester</u>		<u>Credits</u>
+	ACC111	Financial Accounting ..... 3
	BUS101	Introduction to Business..... 3
	CIS114	Microsoft Applications..... 3
	ENG111	Composition I..... 3
		Mathematics Elective ..... <u>3</u>
		15

<u>Second Semester</u>		<u>Credits</u>
+	ACC112	Managerial Accounting ..... 3
+	BAN110	Bank Management ..... 3
	ECO212	Microeconomics ..... 3
	ENG112	Composition II ..... 3
+	MKT110	Marketing ..... <u>3</u>
		15

<u>Third Semester</u>		<u>Credits</u>
+	BAN210	Credit Management..... 3
+	BUS221	Business Law ..... 3
	CIS113	Microsoft Excel..... 3
+	PAR205	Real Estate Transactions ..... 3
		Social/Behavioral Science Elective. <u>3</u>
		15

<u>Fourth Semester</u>		<u>Credits</u>
+	BAN220	Investment Management ..... 3
+	BUS211	Business Communications ..... 3
+	MGT280	Business Climate Analysis ..... 3
		Humanities Elective ..... 3
		Natural Science Elective ..... <u>3</u>
		15

**Total Program Credit Hours      60**

### Mathematics Electives:

- MTH105    Quantitative Reasoning
- MTH109    College Algebra

**See page 31 for Natural Science, Humanities and Social Behavioral Science Electives.**

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

# BUSINESS MANAGEMENT ASSOCIATE OF APPLIED BUSINESS

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

Today's successful managers need a variety of skills, including communication and analytical and decision-making skills. The demand for business management personnel has risen with the growing number of small businesses in northwest Ohio. At the same time, large businesses continuously require mid-management and supervisory personnel. The graduate of the business management program is skilled in supervision, labor relations, accounting, marketing, salesmanship, and decision-making. The graduate is qualified for a position as a general manager or assistant manager of a small business or a personnel specialist, foreman or supervisor of a manufacturer, commercial business, or other organization. The business management program offers a weekend college option along with the typical schedule of daytime or evening classes.

### Career Outlook

Employment opportunities are varied and will depend on each individual goal. Entry-level management positions are found in the manufacturing, retail, food service, banking and governmental services. Individuals interested in sales positions will find many opportunities. Both nationally and in the state of Ohio, business services sales positions, particularly technical sales, are expected to grow much faster than the average. Companies which are new and existing will be hiring managers. Service industries, such as food service, will experience a faster than average growth.

### Program Learning Outcomes

Students will be able to:

1. Demonstrate comprehension of the major styles of management.
2. Exhibit work skills of attendance, work ethic, and self-motivation.
3. Demonstrate comprehension of business ethics.
4. Evaluate the history of management and the importance of planning, organizing, leading and controlling.
5. Apply the various management principles and concepts with the various organizational designs and how they fit within their advantages and disadvantages.
6. Develop an understanding of the communication and interpersonal skills needed for managing organizations and how to manage change, technology, and innovation.
7. Create an understanding of individual and group behavior of work teams and apply the various motivations theories to work situations.

<u>First Semester</u>		<u>Credits</u>
+ ACC111	Financial Accounting.....	3
BUS101	Introduction to Business .....	3
CIS114	Microsoft Applications .....	3
ECO212	Microeconomics .....	3
ENG111	Composition I .....	3
		15

<u>Second Semester</u>		<u>Credits</u>
+ ACC112	Managerial Accounting.....	3
ENG112	Composition II.....	3
+ MGT110	Management .....	3
+ MKT110	Marketing.....	3
	Mathematics Elective .....	3
	Social Behavioral Science Elective ...	3
		18

<u>Third Semester</u>		<u>Credits</u>
+ BUS221	Business Law.....	3
+ CIS113	Microsoft Excel .....	3
+ MGT210	Human Resource Management.....	3
+ MKT230	Salesmanship .....	3
	Humanities Elective.....	3
		15

<u>Fourth Semester</u>		<u>Credits</u>
ACC221	Cost Accounting I.....	3
BUS211	Business Communications.....	3
+ BUS250	Labor Relations.....	3
+ MGT280	Business Climate Analysis.....	3
	Natural Science Elective.....	3
		15

**Total Program Credit Hours**      **63**

### Mathematics Electives:

MTH105	Quantitative Reasoning
MTH109	College Algebra

See page 31 for Natural Science, Humanities and Social Behavioral Science Electives.

- + Students must attain a 2.00 grade point average in these technical courses to graduate.

# CRIMINAL JUSTICE ASSOCIATE OF APPLIED SCIENCE

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

This degree is designed to prepare students for careers in the criminal justice field as well as prepare them for future academics and training. Students will become familiar with the components and processes of the criminal justice system as well as studying the areas of law, corrections, investigations and procedures at a more comprehensive level. Students will also examine social and criminal justice issues through multiple perspectives.

Students who have prior felony convictions may be excluded from numerous criminal justice career opportunities. Students, who have prior misdemeanor charges or excessive civil infractions, including traffic citations, may be denied an opportunity for practicum experience or employment within the criminal justice field. In addition, students should note that the people they associate with may inhibit the College from finding an adequate internship. Students who do not complete the practicum will not be able to complete the requirements for the degree. Tattoos are not considered part of professional appearance and must be covered whenever you are in the practicum setting or professional role. All students entering the program must adhere to the division's Substance Abuse Policy.

### Program Learning Outcomes

At the completion of the program students will be able to:

1. Have a general understanding and appreciation of the role of the CJ system at local, state, and federal levels.
2. Demonstrate knowledge of appropriate codes of professional ethics and the capability to critically and reflectively engage ethical issues in CJ, particularly questions of social responsibility and professional decision-making.
3. Demonstrate knowledge of the theories, principles and practice of criminal justice, including constitutional principles, judicial and correctional processes, legal institutions, and methods of law enforcement.
4. Have a sound basic education in CJ for graduates who choose to pursue a bachelor's degree.

### Computer Elective:

Any 3 credit hour or 3 one credit hour computer course(s).

### Math Elective:

See page 68 for list of courses. STA120 Introduction to Statistics is recommended.

### Technical Electives:

- CJT136 Juvenile Delinquency
- CJT242 Probation and Parole
- CJT252 Seminar in Criminal Justice
- CJT132 Criminal Justice Administration
- CJT140 Constitutional Law
- CJT 220 Law Enforcement in American Society

<u>First Semester</u>	<u>Credits</u>
ENG111	Composition I ..... 3
+ CJT130	Criminal Justice Principles ..... 3
PSY110	General Psychology ..... 3
	Computer Elective ..... 3
	Natural Science Elective ..... 3-4
	15-16

<u>Second Semester</u>	<u>Credits</u>
+ CJT134	Criminal Law ..... 3
+ CJT230	Corrections ..... 3
ENG112	Composition II ..... 3
PSY210	Abnormal Psychology ..... 3
+ Technical Elective #1	..... 3
	Human Service/ Social Science Elective ..... 3
	18

<u>Third Semester</u>	<u>Credits</u>
+ CJT240	Evidence and Procedure ..... 3
+ Technical Elective #2	..... 3
	Sociology
SSC101	Sociology-Sustainable World ..... 3
or	
SSC102	Math Elective ..... 3
	Humanities Elective ..... 3
	15

<u>Fourth Semester</u>	<u>Credits</u>
+ CJT244	Criminal Investigation ..... 4
+ CJT290*	Criminal Justice Practicum ..... 4
+ Technical Elective #3	..... 3
+ Technical Elective #4	..... 3
	14

**Total Program Hours 62-63**

### Human Service/Social Science Electives:

- For Criminal Justice Majors only
- HST101 Principles of Human Services  
*(recommended for those seeking careers in Probation/Parole)*
  - HST105 Cultural Competence with Diverse Populations
  - HST 208 Interview Techniques  
*(recommended for those seeking careers in Probation/Parole)*
  - HST212 Principles of Addictions
  - HST214 Human Service Case Management  
*(recommended for those seeking careers in Probation/Parole)*
  - HST240 Social Problems
  - HST242 Marriage and Family
  - PSY220 Social Psychology
  - PSY230 Human Growth & Development
  - PSY260 Forensic Psychology
  - SSC110 General Anthropology
  - SSC120 American Government
  - SSC130 Comparative Government
  - SSC210 Cultural Diversity
  - SSC220 Interpersonal Violence

- \* Students currently employed full-time in a professional criminal justice setting may be allowed to substitute this course.
- + Students must attain a minimum grade of "C" in all courses with a "+" to progress in the program and to graduate.

## EMERGENCY MEDICAL SERVICES CERTIFICATE

### ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

This program prepares students for entry level career positions as EMT's and Advanced EMT's. Emergency medical technicians administer lifesaving care at the scene of accidental injury or sudden illness. The program leads to eligibility for state and national certification. The EMT-Basic (EMS102 and EMS103) and EMT-Advanced(EMS202 and EMS203) classes are held at Four County Career Center, Archbold, Ohio and require additional fees.

Students are required to have a records check through the Bureau of Criminal Investigation and Identification (BCI) prior to entering clinical experiences in EMS 102.

<u>Course</u>		<u>Credits</u>
BIO101	Principles of Biology.....	4
EMS102	EMT Basic I.....	4
EMS103	EMT Basic II.....	3
ENG111	Composition I.....	3
NRS105	Math for Nurses.....	1
PSY110	General Psychology.....	3
EMS202	EMT Advanced I.....	5
EMS203	EMT Advanced II.....	3
PHI220	Ethics in Health Care.....	3
SSC210	Cultural Diversity.....	3
		<u>32</u>

### Program Learning Outcomes

Students completing the certificate program are able to:

1. Initiate advanced patient assessment and appropriate intravenous procedures and use specific pharmacological agents for pain, respiratory, cardiac, and diabetic emergencies.
2. Challenge the certification exam and meet the standards set forth by the Ohio Board of EMS.
3. Perform all duties of an EMT - Intermediate.
4. Apply principles of effective oral and written communication skills with patients, their families and other health care providers.

*Gainful employment information for NSCC's certificate programs can be found online at [NorthwestState.edu/GainfulEmployment](http://NorthwestState.edu/GainfulEmployment). Gainful employment information includes: estimated cost of the program, average student loan debt and types of jobs available.*

Note: To qualify for Ohio EMT Basic (EMT-B) Certification, students must successfully complete EMS 102 and EMS 103.

To qualify for Ohio Advanced EMT Certification, students must have Ohio EMT Basic Certification and successfully complete EMS 202 and EMS 203.



# ENTREPRENEURSHIP

## ASSOCIATE OF APPLIED BUSINESS IN BUSINESS MANAGEMENT

### ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

Graduates of this program acquire skills to create innovative ventures, recognize opportunities, evaluate alternative courses of action and formulate a plan to successfully achieve organizational objectives. Entrepreneurial skills can be utilized within existing organizations and government agencies to effect changes necessary to the success and survival of the organization.

Students are prepared with assessment skills in financial and legal analysis. The creation of the business plan forms the foundation for the entrepreneur and is a major focus of the entrepreneurship program.

#### Career Outlook

Entrepreneurship plays a vital role in the growth of the U.S. economy. Employment both nationally and in the state of Ohio, is expected to grow as fast as the average. From 2010 to 2020 the top areas of job creation will be administrative service and operations managers (15 percent growth rate) and computer systems and related services (18 percent growth rate), indicating areas of opportunities for individuals with a drive, vision and skills to provide new and creative services.

#### Program Learning Outcomes

Students will be able to:

1. Exhibit work skills of attendance, work ethic, professionalism and self-motivation.
2. Demonstrate comprehension of business ethics.
3. Assess entrepreneurial opportunities.
4. Apply the various functional areas of accounting, marketing, finance, management, human resources and economics
5. Develop a feasible business plan utilizing business tools that prepare students to communicate the output effectively.
6. Evaluate the global environment of business.
7. Analyze potential start-up models and resources available given current and future trends and opportunities.

<u>First Semester</u>		<u>Credits</u>
BUS101	Introduction to Business .....	3
CIS114	Microsoft Applications.....	3
ECO212	Microeconomics.....	3
ENG111	Composition I.....	3
	Mathematics Elective.....	<u>3</u>
		15

<u>Second Semester</u>		<u>Credits</u>
+ BUS211	Business Communications .....	3
ENG112	Composition II .....	3
+ MKT110	Marketing.....	3
	Computer Elective .....	3
	Natural Science Elective .....	<u>3</u>
		15

<u>Third Semester</u>		<u>Credits</u>
+ ACC111	Financial Accounting .....	3
+ BUS221	Business Law .....	3
	Management.....	3
+ MGT110	Entrepreneurship I.....	3
	Social Behavioral Science Elective .....	<u>3</u>
		15

<u>Fourth Semester</u>		<u>Credits</u>
+ ACC112	Managerial Accounting.....	3
+ MGT221	Entrepreneurship II .....	3
+ MGT280	Business Climate Analysis.....	3
+ MGT210	Human Resource Management.....	3
+ MGT230	Retail Management .....	3
	Humanities Elective.....	<u>3</u>
		18

**Total Program Credit Hours      63**

#### Computer Electives:

CIS113	Microsoft Excel
CIS129	Web Page Development

#### Mathematics Electives:

MTH105	Quantitative Reasoning
MTH109	College Algebra

**See page 31 for Natural Science, Humanities and Social Behavioral Science Electives.**

- + Students must attain a 2.00 grade point average in these technical courses to graduate.

# HUMAN RESOURCE MANAGEMENT ASSOCIATE OF APPLIED BUSINESS IN BUSINESS MANAGEMENT

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

An environment that is very fast paced and dynamic requires human resource professionals that are able to help manage a productive and efficient workforce. The human resource professional is a critical member of the management team and has direct responsibility for managing employee relations, wage and salary administration, benefits, as well as contract negotiations. The Ohio demand for professionals in the time period 2006 to 2016 is expected to grow at 14% compared to a national average of 11 percent for Human Resource Managers.

### Program Learning Outcomes

Students will be able to:

1. Demonstrate comprehension of the major styles of management.
2. Exhibit work skills of attendance, work ethic, and self-motivation.
3. Demonstrate comprehension of business ethics.
4. Evaluate an understanding of all the HR disciplines and how they contribute to overall organizational effectiveness.
5. Apply acquired human resources knowledge to resolve business and organizational issues.
6. Demonstrate an understanding of the relationship between strategic HR initiatives and an organization's global competitiveness.
7. Analyze the relative merits of a variety of human resources interventions such as organizational development, succession and workforce planning, strategic staffing, diversity training, cultural change, and rewards and recognition redesign.
8. Describe how to design, develop, and implement effective HR policies and programs.

<u>First Semester</u>		<u>Credits</u>
BUS101	Introduction to Business.....	3
ECO212	Microeconomics.....	3
ENG111	Composition I.....	3
+ MGT110	Management.....	3
	Mathematics Elective.....	<u>3</u>
		15

<u>Second Semester</u>		<u>Credits</u>
CIS114	Microsoft Applications.....	3
ECO211	Macroeconomics.....	3
ENG112	Composition II.....	3
+ MGT120	Supervision.....	3
+ MGT210	Human Resource Management.....	<u>3</u>
		15

<u>Third Semester</u>		<u>Credits</u>
+ ACC111	Financial Accounting.....	3
+ ACC120	Payroll Accounting.....	3
+ BUS221	Business Law.....	3
CIS113	Microsoft Excel.....	3
	Natural Science Elective.....	3
	Social Behavioral Science Elective.....	<u>3</u>
		18

<u>Fourth Semester</u>		<u>Credits</u>
+ ACC112	Managerial Accounting.....	3
+ BUS211	Business Communications.....	3
+ BUS223	Employment Law, Safety & Security	3
+ BUS250	Labor Relations.....	3
	Humanities Elective.....	<u>3</u>
		15

**Total Program Credit Hours 63**

### Mathematics Electives:

MTH105	Quantitative Reasoning
MTH109	College Algebra

See page 31 for Natural Science, Humanities and Social Behavioral Science Electives.

- + Students must attain a 2.00 grade point average in these technical courses to graduate.

# HUMAN SERVICES ASSOCIATE OF APPLIED SCIENCE

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

The human services degree provides a foundation in social work, behavioral and social sciences which will prepare students for entry level generalist practice. The program is designed to integrate coursework with practical, hands-on experience through Methods classes and a field practicum in community social service agencies. These courses are taught by professionally trained licensed faculty. The program meets standards for Social Work Assistant certification by the Ohio Counselor, Social Work, Marriage & Family Therapist Board and the Ohio Chemical Dependency Professionals Board, CDCA Phase I (and Phase II with additional course work).

Students can earn a separate certification approved by the Ohio Board of Developmental Disabilities by taking additional coursework. Students must meet all program requirements, have day time availability and meet agency age requirements for a field placement. BCI & FBI Criminal records checks are required. Students who have prior felony convictions and excessive civil infractions may be ineligible for practicum placement and employment.

### Career Outlook

Social service, mental health, chemical dependency and developmental disability agencies are aware of the skill level and competence of graduates from the Human Services program with their SWA, CSCA certification and ability to work with supervision. Projected job growth for human service workers is expected to grow by 22% nationally and 15% in Ohio between the period of 2012-2022 (Bureau of Labor Statistics, Ohio Bureau of Labor Market Information).

### Program Learning Outcomes

Graduates will be able to demonstrate the following skills/ behaviors.

1. Identify and explain how the competencies established for entry level generalist practice are incorporated into the role of a Human Service worker (including knowledge, skills, attitudes, values & ethics).
2. Apply theories from social work, behavioral and social sciences to increase understanding of human behavior.
3. Apply knowledge of diversity by demonstrating a set of congruent behaviors, attitudes and policies that enable a system, agency or professional to function effectively across cultural differences. (Diversity not limited to gender, ethnicity, religion, sexual orientation, disability, socioeconomic differences or vulnerable populations).
4. Demonstrate critical thinking, communication & documentation skills to analyze problems and apply social work ethical principles at the micro, mezzo, and macro levels of practice.
5. Demonstrate evidence based practice skills to engage, assess, plan, intervene, advocate, refer, and evaluate individuals, families, groups, organizations & communities.

<u>Fall Semester</u>	<u>Credits</u>
ENG111	Composition I..... 3
+ HST101	Principles of Human Services..... 3
+ HST112	Group Work in Human Services ..... 3
PSY110	General Psychology ..... 3
	15

<u>Spring Semester</u>	<u>Credits</u>
ENG112	Composition II ..... 3
+ HST105	Cultural Competence with Diverse Populations ..... 3
+ HST212	Principles of Addictions ..... 3
PSY210	Abnormal Psychology ..... 3
HST240	Social Problems..... 3
	Math Elective ..... 3
	18

<u>Fall Semester</u>	<u>Credits</u>
+ HST208	Interviewing Techniques ..... 3
+ HST210	Human Service Methods..... 6
+ HST222	Ethics in the Helping Professions ... 3
	Humanities Elective ..... 3
	15

<u>Spring Semester</u>	<u>Credits</u>
+ HST214	Human Service Case Management . 3
HST242	Marriage & Family..... 3
+ HST290	Practicum I ..... 6
	Natural Science Elective ..... 3-4
	15-16

**Total Program Hours      63-64**

**Math Elective:**

STA120 Introductions to Statistics is strongly recommended.

**Natural Science Elective: Elective:**

BIO101 Principles of Biology is strongly recommended.

**Humanities Elective:**

See page 31 for list of courses.

**Additional Classes Approved by Ohio Board of Developmental Disabilities:**

- HST218      Introduction to Developmental Disabilities
- HST219      Principles of Self-Determination
- HST220      Principles of Work
- HST221      Principles of Habilitation Programming

ALL coursework must be completed with a minimum grade of “C” or higher for state licensure.

- + Students must attain a 2.00 grade point average in each of these courses to graduate

# LAW ENFORCEMENT ACADEMY CERTIFICATE

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

The Law Enforcement Academy Certificate will lead to State of Ohio Certification as a Peace Officer.

- The student must meet Academy qualifications to be accepted into the program
- Students must be 21 years of age by December 31 of the year they enroll in the Academy, and have a high school diploma or GED.
- Students will be required to submit the Ohio Peace Officer Training Commission Student Enrollment Certification Record, Statement of Understanding, Physical form, training waiver, and liability forms.
- A valid driver's license is required.
- Background and criminal record checks will be completed and an interview is required. Students who have a state or federal weapons disqualifier, any felony conviction, currently registered as a sex offender, arson offender, convicted of a drug offense, theft or fraud, negligent assault, or convicted of a misdemeanor offense of violence or any related offenses as a result of domestic violence will not be eligible for admission.
- To successfully complete the Academy, students must meet the attendance and physical conditioning requirement.
- Students are encouraged to prepare in advance for the academy by developing, or continuing, a physical fitness routine. While students are enrolled in the Academy at NSCC, they have free access to the fitness room located on campus. For more information on physical fitness requirements and some valuable resources on becoming and staying fit, please visit [northweststate.edu/academic-divisions/allied-health-public-services/law-enforcement-academy](http://northweststate.edu/academic-divisions/allied-health-public-services/law-enforcement-academy) and click on Physical Fitness Resources.

Policies regarding the Law Enforcement Academy are available in the Academy Student Handbook. All students entering the program must adhere to the regulations within the handbook as well as the Division's Substance Abuse Policy. Tattoos are not considered part of a professional appearance and must be covered whenever you are in the practicum setting or professional role.

If you are interested in enrolling in the NSCC Law Enforcement Academy, please follow these steps:

- Complete an Application for Admission to NSCC by visiting [northweststate.edu/apply-now/](http://northweststate.edu/apply-now/)
- Contact the Allied Health, Business, & Public Services Division Secretary at 419-267-1345 for an Academy Application or to be placed on the list for the next scheduled Academy
- Obtain your health physical from your physician and then conduct the required fingerprinting at the NSCC Campus Police Office
- Contact the Allied Health, Business, & Public Services Division Secretary to schedule an interview with the Academy Commander.
- Bring ALL of your completed forms from the application packet to the interview

<u>Course</u>	<u>Credits</u>
+ CJT134 Criminal Law .....	3
+ CJT240 Evidence & Procedures .....	3
+ CJT244 Criminal Investigation.....	4
+ CJT246 Technical Skills for Officers.....	3
+ CJT281 Vehicle Patrol/Traffic Enforcement.	4
+ CJT282 Firearms/Driving.....	4
+ CJT283 Defensive Tactics/Physical Fitness .	3
+ CJT284 Human Conditions .....	4
<b>Total Program Hours</b>	
	<b>28</b>

Law Enforcement Academy - All courses listed must be taken within the Academy hours. The academy schedule is August to May, Monday – Thursday evenings from 6 – 10 p.m., and Saturdays 8 a.m. – 4 p.m. A complete course calendar will be distributed on the first day of class.

*Gainful employment information for NSCC's certificate programs can be found online at [NorthwestState.edu/GainfulEmployment](http://NorthwestState.edu/GainfulEmployment). Gainful employment information includes: estimated cost of the program, average student loan debt and types of jobs available.*

- + Students must maintain a minimum grade of "C" in all courses to progress in the program and graduate.

# LAW ENFORCEMENT - ACADEMY OPTION ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE TECHNOLOGY

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

Upon successful completion of this program, students will graduate with an Associate of Applied Science Degree and will be eligible to take the State of Ohio Peace Officer Certification exam. The student must meet Academy qualifications to be accepted into the program. Students must be 21 years of age by December 31st of the year they enroll in the Academy, and have a high school diploma or GED. Students under 21 years of age will have limited employment opportunities. Students will be required to submit the Ohio Peace Officer Training Commission Student Enrollment Certification Record, a Statement of Understanding, physical form, training waiver and liability forms. A valid driver's license is required. Background and criminal record checks will be completed and an interview is required. Students who have a state or federal weapons disqualifier, any felony conviction, currently registered as a sex offender, arson offender, convicted of a drug offense, theft or fraud, negligent assault, or convicted of a misdemeanor offense of violence or any related offenses as a result of domestic violence will not be eligible for admission.

Policies regarding the Law Enforcement Academy are available in the Academy Student Handbook. All students entering the program must adhere to the regulations within the handbook as well as the division's Substance Abuse Policy. Tattoos are not considered part of professional appearance and must be covered whenever you are in the practicum setting or professional role.

### Program Learning Options

At the completion of the program students will be able to: At the completion of the program students will be able to:

1. Describe the role of the criminal justice system at local, state, and federal levels.
2. Apply codes of professional ethics and principles of ethical decision-making to case situations.
3. Analyze the fundamental theories, principles, and practices of criminal justice, including constitutional principles, judicial and correctional processes, and legal institutions.
4. Apply methods of law enforcement to traffic and speed enforcement, accidents, civil disorders, and crime.
5. Meet the requirements of the Peace Officer Basic Training and qualify for certification through the Ohio Peace Officer Training Commission.

### Computer Elective:

Any 3 credit hour or 3 one credit hour computer course(s).

### Math Elective:

See page 68 for list of courses.

### Humanities and Natural Science Elective:

Select from core requirements listed on page 31.

<u>First Semester</u>		<u>Credits</u>
+	CJT130 Criminal Justice Principles .....	3
	ENG111 Composition I .....	3
	PSY110 General Psychology .....	3
	Computer Elective .....	3
	Humanities Elective.....	3
	Natural Science Elective.....	3-4
		18-19

<u>Second Semester</u>		<u>Credits</u>
+	CJT230 Corrections.....	3
	ENG112 Composition II.....	3
	PSY210 Abnormal Psychology .....	3
	SSC101 Sociology	
	Math Elective.....	3
	Human Service/Social	
	Science Elective.....	3
		18

### Third and Fourth Semester Credits

**Academy Option:** All courses listed must be taken within the Academy hours.

**Note:** The Academy schedule is August to May, Mon-Thurs evenings 6-10 p.m., Saturdays 8a.m.-4 p.m.

+	CJT134 Criminal Law .....	3
+	CJT240 Evidence & Procedure .....	3
+	CJT244 Criminal Investigation .....	4
+	CJT246 Technical Skills for Officers .....	3
+	CJT281 Vehicle Patrol/Traffic Enforcement	4
+	CJT282 Firearms/Driving .....	4
+	CJT283 Defensive Tactics/Physical Fitness	3
+	CJT284 Human Conditions .....	4
		28

**Total Program Hours** **64-65**

### Human Service/Social Science Electives:

For Criminal Justice Majors only

HST101	Principles of Human Services
HST105	Cultural Competence with Diverse Populations
HST212	Principles of Addictions
HST240	Social Problems
HST242	Marriage & Family
PSY220	Social Psychology
PSY230	Growth & Development
PSY260	Forensic Psychology
SPN111	Spanish I
SSC110	General Anthropology
SSC120	American Government
SSC130	Comparative Government
SSC210	Cultural Diversity
SSC220	Interpersonal Violence

+ Students must attain a minimum grade of "C" in all courses with a "+" to progress in the program and to graduate.

\* Students currently employed full-time in a professional criminal justice setting may be allowed to substitute these courses.

# LOGISTICS AND SUPPLY CHAIN MANAGEMENT ASSOCIATE OF APPLIED BUSINESS IN BUSINESS MANAGEMENT

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

A career in supply chain management deals with a dynamic environment of efficiently facilitating the delivery of goods to customers through a variety of intermediaries. The process is known as channel management and is only a small part of supply chain management. Supply chain management deals with the entire array of sourcing, procurement, conversion, and logistics management activities. Organizations must rely on effective supply chains to coordinate the vast array of inputs and outputs of globally networked companies. The combination of information technology and outsourcing have created organizations like Dell and Wal-Mart adept at forming alliances and/or performing specific strategic tasks to take advantage of market conditions.

### Career Outlook

Employment outlook appears strong through 2014 for front line supervisors/managers of production/operating workers with 860 new jobs per year and hourly rates of pay at \$24.15. Upper management positions including general and operations managers will experience an average annual growth of 1,894 workers per year and wage rates of \$45.63/hr. and would require additional education and experience.

### Program Learning Outcomes

Students will be able to:

1. Analyze comprehension of the major styles of management.
2. Exhibit work skills of attendance, work ethic, and self-motivation.
3. Apply appropriate comprehension of business ethics.
4. Employ a working knowledge of best practices in supply chain management.
5. Differentiate between make the stock and make the order strategies.
6. Employ methods to manage inventory efficiently and pool inventory risks across time, products, channels, and geography.
7. Optimally position the push-pull boundary to leverage economies of scale and economies of scope.

<u>First Semester</u>		<u>Credits</u>
+ ACC111	Financial Accounting .....	3
BUS101	Introduction to Business.....	3
CIS114	Microsoft Applications.....	3
ENG111	Composition I.....	3
MTH109	College Algebra.....	3
+ SCM220	Operations Management .....	3
		18

<u>Second Semester</u>		<u>Credits</u>
+ ACC112	Managerial Accounting .....	3
ECO212	Microeconomics.....	3
ENG112	Composition II .....	3
+ SCM200	Supply Chain Management.....	3
+ SCM230	Physical Distribution Logistics .....	3
		15

<u>Third Semester</u>		<u>Credits</u>
+ BUS221	Business Law .....	3
+ MKT110	Marketing .....	3
+ SCM210	Purchasing and Materials Management.....	3
STA222	Business Statistics .....	3
	Humanities Elective .....	3
		15

<u>Fourth Semester</u>		<u>Credits</u>
+ BUS211	Business Communications .....	3
CIS113	Microsoft Excel.....	3
+ MGT110	Management.....	3
	Natural Science Elective .....	3
	Social Behavioral Science Elective.....	3
		15

**Total Program Credit Hours 63**

**See page 31 for Natural Science, Humanities and Social Behavioral Science Electives.**

- + Students must attain a 2.00 grade point average in these technical courses to graduate.

# LOGISTICS AND SUPPLY CHAIN MANAGEMENT CERTIFICATE

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

A career in supply chain management deals with a dynamic environment of efficiently facilitating the delivery of goods to customers through a variety of intermediaries. The process is known as channel management and is only a small part of supply chain management. Supply chain management deals with the entire array of sourcing, procurement, conversion, and logistics management activities. Organizations must rely on effective supply chains to coordinate the vast array of inputs and outputs of globally networked companies. The combination of information technology and outsourcing have created organizations like Dell and Wal-Mart adept at forming alliances and/or performing specific strategic tasks to take advantage of market conditions.

### Career Outlook

Employment outlook appears strong through 2014 for front line supervisors/managers of production/operating Workers with 860 new jobs per year and hourly rates of pay at \$24.15. Upper management positions including general and operations managers will experience an average annual growth of 1,894 workers per year and wage rates of \$45.63/ hr. and would require additional education and experience.

### Program Learning Outcomes

Students will be able to:

1. Analyze comprehension of the major styles of management.
2. Exhibit work skills of attendance, work ethic, and self-motivation.
3. Apply appropriate comprehension of business ethics.
4. Employ a working knowledge of best practices in supply chain management.
5. Differentiate between make the stock and make the order strategies.

<u>First Semester</u>		<u>Credits</u>
+	ACC111	Financial Accounting ..... 3
	ENG111	Composition I..... 3
+	MGT110	Management..... 3
	MTH109	College Algebra..... 3
+	SCM220	Operations Management ..... 3
		15
<u>Second Semester</u>		<u>Credits</u>
	ENG112	Composition II ..... 3
+	MGT120	Supervision..... 3
+	SCM200	Supply Chain Management..... 3
+	SCM230	Physical Distribution Logistics ..... 3
	STA222	Business Statistics ..... 3
		Computer Elective..... 3
		18
<b>Total Program Credit Hours</b>		<b>33</b>

### Computer Electives:

- CIS112 Microsoft Word
- CIS113 Microsoft Excel
- CIS114 Microsoft Applications

*Gainful employment information for NSCC's certificate programs can be found online at [NorthwestState.edu/GainfulEmployment](http://NorthwestState.edu/GainfulEmployment). Gainful employment information includes: estimated cost of the program, average student loan debt and types of jobs available.*

- + Students must attain a 2.00 grade point average in these technical courses to graduate.

## MARKETING

### ASSOCIATE OF APPLIED BUSINESS IN BUSINESS MANAGEMENT

#### ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

Graduates of the marketing degree are skilled in marketing, small business management, salesmanship and advertising, as well as accounting, supervision and decision making. Graduates are qualified for a position as manager or assistant manager of a retail store, franchise outlet or department store. Graduates may also work as managers or supervisors of other organizations.

#### Career Outlook

Employment in marketing both nationally and in the state of Ohio, is expected to grow as fast as the average. The main employers in marketing and retail management are grocery stores, automotive dealerships, clothing stores and department stores.

#### Program Learning Outcomes

Students will be able to:

1. Analyze comprehension of the major styles of management.
2. Exhibit work skills of attendance, work ethic, and self-motivation.
3. Apply appropriate comprehension of business ethics.
4. Explain and apply the marketing functions of product/service planning, pricing, distribution, and promotion for both domestic and international marketing situations.
5. Synthesize principles and concepts of marketing in developing a marketing plan.
6. Apply current technology skills in real world situations.
7. Apply the principles of retailing and e-marketing within the marketing function of a business.
8. Apply critical thinking skills to perform marketing research and analyze information.
9. Develop marketing concepts both written and orally in clear concise language appropriate to the audience including business presentation skills.
10. Analyze the issues, advantages, and challenges related to diversity in a global workforce.

<u>First Semester</u>		<u>Credits</u>
BUS101	Introduction to Business.....	3
CIS114	Microsoft Applications.....	3
ECO212	Microeconomics.....	3
ENG111	Composition I.....	3
	Mathematics Elective.....	<u>3</u>
		15

<u>Second Semester</u>		<u>Credits</u>
ECO211	Macroeconomics.....	3
ENG112	Composition II.....	3
+ MGT120	Supervision.....	3
+ MKT110	Marketing.....	3
	Natural Science Elective.....	<u>3</u>
		15

<u>Third Semester</u>		<u>Credits</u>
+ ACC111	Financial Accounting.....	3
+ BUS221	Business Law.....	3
+ MKT210	Advertising.....	3
	Computer Elective.....	3
	Social Behavioral Science Elective.....	<u>3</u>
		15

<u>Fourth Semester</u>		<u>Credits</u>
+ ACC112	Managerial Accounting.....	3
+ BUS211	Business Communications.....	3
+ MGT230	Retail Management.....	3
+ MGT280	Business Climate Analysis.....	3
+ MKT230	Salesmanship.....	3
	Humanities Elective.....	<u>3</u>
		18

**Total Program Credit Hours 63**

#### Computer Electives:

CIS113	Microsoft Excel
CIS129	Web Page Development
VCT111	Layout & Design

#### Mathematics Electives:

MTH105	Quantitative Reasoning
MTH109	College Algebra

See page 31 for Natural Science, Humanities and Social Behavioral Science Electives.

- + Students must attain a 2.00 grade point average in these technical courses to graduate.



# MEDICAL ASSISTING

## ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING

### ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

Medical assistants are multi-skilled allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices, performing administrative and clinical procedures. This program will prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The following performance standards are necessary to safely and accurately carry out medical assisting duties: critical thinking ability sufficient for clinical judgment, physical abilities sufficient to move from room to room and maneuver in small spaces, tactile ability sufficient for physical assessment, ability to prepare and administer medications, ability to transfer patients, ability to read medication labels and patient records, ability to take blood pressure and hear breath sounds through a stethoscope, communicate English clearly enough for most patients to understand and understand the verbal communication of English-speaking patients, clear written communication, and manual dexterity.

#### Program Learning Outcomes

1. Demonstrate knowledge of human structure and function and recognize common disorders of the body.
2. Demonstrate competence in clinical duties associated with assisting a physician in the diagnosis and treatment of patients in an ambulatory setting.
3. Apply the legal concepts and ethical responsibilities associated with patient care and the documentation of health information.
4. Display professionalism with interpersonal situations and business functions.
5. Apply principles of office management; planning, policy development, supervisory process, personnel training, equipment and facility maintenance, and time management.
6. Apply principles of effective oral and written communication skills with patients, their families and other health care providers, including effective patient instruction on health topics.
7. Demonstrate competence in performing administrative clerical duties and managing medical practice finances.
8. Demonstrate proficiency in computer operations and applications relative to patient care and the management of a medical office.
9. Demonstrate the ability to solve problems through proper means of analysis / synthesis and application of rational, systemic and logical thinking.

#### Admission Requirements for the Program:

- Course placement Algebra score at the MTH080 level or successful completion of MTH080.
- High School Biology and Chemistry with a grade of "C" or higher or BIO101 Principles of Biology with a "C" grade or higher.
- ACCUPLACER testing. Complete any developmental courses needed.
- GPA 2.0 or higher.

#### Requirements prior to enrollment in Externship:

- American Heart Association Healthcare Provider CPR
- BCI Background Check
- Health Insurance Coverage
- Medical/Immunization Form
- Signed Confidentiality Statement

Note: Students shall not receive compensation or payment, monetary or otherwise, for the externship/practicum experience.

<u>Fall Semester</u>	<u>Credits</u>
CIS114	Microsoft Applications..... 3
ENG111	Composition I..... 3
BIO150	Human Body ..... 4
PSY 110	General Psychology ..... 3
OAS180	Medical Terminology..... 3
	<b>16</b>

<u>Spring Semester</u>	<u>Credits</u>
+ MEA101	Medical Assisting Clinical I..... 3
+ MEA105	Laboratory Techniques..... 3
+ MEA108	Administrative Medical Office Procedures..... 3
+ MEA 110	Pharmacology for Allied Health Professionals ..... 3
+ MEA 205	Disease Conditions..... 3
	<b>15</b>

<u>Fall Semester</u>	<u>Credits</u>
OAS 111	Electronic Health Records ..... 3
+ MEA229	Diagnostic & Procedural Coding..... 4
+ MEA283	Computerized Medical Insurance ..... 3
+ MEA 201	Clinical II ..... 3
ENG112	Composition II ..... 3
	<b>16</b>

<u>Spring Semester</u>	<u>Credits</u>
SSC 210	Cultural Diversity OR
HST 105	Cultural Competence w/Diverse Populations..... 3
+ MEA200	Administrative Externship ..... 4
+ MEA202	Clinical Externship..... 4
	Math Elective (Stats)..... 3
	Humanities Elective..... 3
	<b>17</b>

**Total Program Hours                    64**

**Felony Conviction Disclosure:** Previous conviction of a felony may prevent an applicant from being eligible for the certification exam given by the American Association of Medical Assistants. "Individuals who have been found guilty of a felony or pleaded guilty to a felony are not eligible to take the Certified Medical Assistants exam. However, the certifying board may grant a waiver based upon mitigating circumstances."

The Medical Assisting program is Accredited by the Commission on Accreditation of Allied Health Programs ([www.caahep.org](http://www.caahep.org)), upon the recommendation of the Medical Assisting Review Board (MAERB).

Students must maintain a minimum grade of "C" in all courses to progress in the program and graduate.

+ Refers to technical course work.

# MEDICAL SUPPORT

## ASSOCIATE OF APPLIED BUSINESS IN OFFICE ADMINISTRATIVE SERVICES

### ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

Medical support employees work in physicians' offices, hospitals, nursing homes, and other medical settings. They may transcribe dictation, prepare medical records or charts, schedule appointments, handle correspondence, prepare bills and process insurance forms. In addition to a good background in keyboarding, accounting and computers, there is a need for expertise with medical terminology and familiarization with medical references. Strong communication skills are also important in dealing with patients in stressful situations.

#### Career Outlook

The increase in medical services and the aging population place tremendous demands on physicians and hospitals. Medical support employees are essential workers who must accurately process medical and insurance documents.

#### Program Learning Outcomes

Students will be able to:

1. Exhibit proficient keyboarding skills.
2. Create documents using language arts skills such as proofreading, grammar, and punctuation.
3. Develop and formulate documents using computer software skills.
4. Develop time management and organizational skills.
5. Create financial statements, reports, and schedules.
6. Apply mathematical operations to realistic business problems.
7. Create documents using accurate medical terminology and transcription.
8. Determine accurate codes for medical billing procedures.

#### Extended Pathway:

After completing the Medical Support degree requirements, a student interested in sitting for the Certified Coding Associate (CCA), Certified Coding Specialist (CCS), and/or Certified Coding Physician (CCS-P) Exam(s), will want to complete the following:

MEA205 Disease Conditions

The above are required courses prior to registering for the following:

OAS223 CCA Coding Exam Review  
 OAS224 CCS Hospital Coding Exam Review  
 OAS225 CCS-P Physician Office Coding Exam Review

See page 31 for Humanities Electives.

#### Mathematics Electives:

MTH105 Quantitative Reasoning  
 MTH109 College Algebra  
 STA120 Introduction to Statistics

<u>First Semester</u>		<u>Credits</u>
	CIS104*	Desktop Management..... 1
+	CIS112*	Microsoft Word ..... 3
	ENG111	Composition I..... 3
	OAS101*	Business Document Formatting & Skillbuilding..... 3
+	OAS160	Administrative Technology & Procedures..... 3
+	OAS180	Medical Terminology ..... 3
		<u>16</u>

<u>Second Semester</u>		<u>Credits</u>
	BIO150	The Human Body ..... 4
	ENG112	Composition II ..... 3
+	OAS102	Advanced Business Formatting & Skillbuilding..... 3
+	OAS105	Document Editing & Proofreading 2
+	MEA108	Administrative Medical Office Procedure..... 3
	MEA110	Pharmacology for Allied Health Professionals..... 3
		<u>18</u>

<u>Third Semester</u>		<u>Credits</u>
	OAS103	Office Accounting ..... 3
+	OAS111	Electronic Health Records..... 3
+	OAS200	Speedbuilding..... 1
+	OAS229	Diagnostic & Procedural Coding .... 4
+	OAS282	Medical Transcription ..... 3
+	OAS283	Computerized Medical Insurance ... 3
		<u>17</u>

<u>Fourth Semester</u>		<u>Credits</u>
	CIS113*	Microsoft Excel..... 3
+	OAS291	Internship I ..... 1
	PSY110	General Psychology ..... 3
		Humanities Elective ..... 3
		Math Elective ..... 3
		<u>13</u>

**Total Program Credit Hours 64**

\* CIS090 Introduction to Computers and OAS090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113 and OAS101. A placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate. Office management is a

# OFFICE ADMINISTRATION ASSOCIATE OF APPLIED BUSINESS IN OFFICE ADMINISTRATIVE SERVICES

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

A management team is complete only with a qualified administrative staff. The office administrative services technology develops well-trained graduates for positions in business and in governmental agencies as principal assistants to the managers and administrators of industrial corporations, financial institutions, colleges and schools, hospitals, clinics, law firms, governmental agencies and small businesses.

Graduates' skills include records management, keyboarding on computers, operating word processing software programs on the PC, accounting and the composition of business letters and reports. They also prioritize work, process mail, arrange business trips, make appointments, answer the telephone, operate photocopy machines and assist in routine office duties. They may supervise other office employees.

### Career Outlook

This occupation is one of the largest in the United States. Employment opportunities should be very good, especially for those who have obtained excellent communication skills. Although many of the tasks that secretaries and administrators perform have become automated, it will be those tasks which require personal contact and communication which will continue to play a key role in the office activities of most organizations. Those duties include planning conferences, receiving clients and giving staff instructions. It is expected that several hundred thousand secretarial positions will be open annually throughout the U.S.

### Program Learning Outcomes

Students will be able to:

1. Exhibit proficient keyboarding skills.
2. Create documents using language arts skills such as proofreading, grammar, and punctuation.
3. Develop and formulate documents using computer software skills.
4. Develop time management and organizational skills.
5. Create financial statements, reports, and schedules.
6. Apply mathematical operations to realistic business problems.

#### Accounting Electives:

- ACC111 Financial Accounting
- OAS103 Office Accounting

#### Business Electives:

- ACC120 Payroll Accounting
- ACC260 Accounting on Computers
- CIS201 Workplace Technologies
- VCT111 Layout & Design

#### Management Electives:

- MGT110 Management
- MGT120 Supervision
- MGT210 Human Resource Management

#### Mathematics Electives:

- MTH105 Quantitative Reasoning
- MTH109 College Algebra

	STA120	Introduction to Statistics	<u>Credits</u>
<b>First Semester</b>			
	CIS104*	Desktop Management.....	1
+	CIS112*	Microsoft Word.....	3
	CIS119*	PowerPoint.....	1
	ENG111	Composition I.....	3
	OAS101*	Business Document Formatting & Skillbuilding.....	3
+	OAS110	Records Management.....	<u>3</u>
			14

			<u>Credits</u>
<b>Second Semester</b>			
+	CIS113*	Microsoft Excel.....	3
	CIS117	Microsoft Publisher.....	1
	CIS118*	Access.....	1
	ENG112	Composition II.....	3
+	OAS102	Advanced Business Document Formatting & Skillbuilding.....	3
+	OAS105	Document Editing & Proofreading	2
+	OAS160	Administrative Technology & Procedures.....	<u>3</u>
			16

			<u>Credits</u>
<b>Third Semester</b>			
+	OAS200	Speedbuilding.....	1
+		Accounting Elective.....	3
		Humanities Elective.....	3
		Management Elective.....	3
		Mathematics Elective.....	3
		Natural Science Elective.....	<u>3</u>
			16

			<u>Credits</u>
<b>Fourth Semester</b>			
+	BUS211	Business Communications.....	3
+	OAS230	Transcription.....	3
+	OAS249	Advanced Microsoft Suite.....	3
+	OAS291	Internship I.....	1
+		Business Elective.....	3
		Social Behavioral Science Elective	<u>3</u>
			16

**Total Program Credit Hours** **62**

**See page 31 for Natural Science, Humanities and Social Behavioral Science Electives.**

\* CIS090 Introduction to Computers and OAS090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113, CIS117, CIS118, CIS119, OAS101 and/or OAS104. A placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

# OFFICE ASSISTANT CERTIFICATE

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

A one-year certificate is available for students who need a quick entry into the job market. The skills needed for entry-level positions in today's fast-paced and automated business office are provided in this program. The office assistant is prepared to assemble facts and figures from office records and express them in statements, letters, and forms; file office records, operate calculators, photocopy machines, and the latest word processing equipment; and assist with general business duties such as responding to mail, making arrangements for business trips, and scheduling appointments.

Students can earn the associate degree by completing one year of full-time study beyond the Office Assistant Certificate.

### Career Outlook

Employment opportunities should be very good, especially for those who have obtained excellent communication skills. Although many of the tasks that secretaries perform have become automated, it will be those tasks which require personal contact and communication which will continue to play a key role in the office activities of most organizations.

### Program Learning Outcomes

Students will be able to:

1. Exhibit proficient keyboarding skills.
2. Demonstrate language arts skills such as proofreading, grammar, and punctuation.
3. Demonstrate proficiency in computer software skills.
4. Demonstrate time management and organizational skills.

<u>First Semester</u>		<u>Credits</u>
	CIS104*	Desktop Management..... 1
+	CIS112*	Microsoft Word ..... 3
	CIS119*	PowerPoint ..... 1
	ENG111	Composition I..... 3
	OAS101*	Business Document Formatting & Skillbuilding..... 3
+	OAS110	Records Management..... 3
		14

<u>Second Semester</u>		<u>Credits</u>
+	CIS113*	Microsoft Excel..... 3
	CIS117	Publisher..... 1
	CIS118*	Access ..... 1
	ENG112	Composition II ..... 3
+	OAS102	Advanced Business Document Formatting & Skillbuilding..... 3
+	OAS105	Document Editing & Proofreading . 2
+	OAS160	Administrative Technology & Procedures..... 3
		16

**Total Program Credit Hours** **30**

*Gainful employment information for NSCC's certificate programs can be found online at [NorthwestState.edu/GainfulEmployment](http://NorthwestState.edu/GainfulEmployment). Gainful employment information includes: estimated cost of the program, average student loan debt and types of jobs available.*

\* CIS090 Introduction to Computers and OAS090 Keyboarding Basics are prerequisites to CIS104, CIS112, CIS113, CIS118, CIS119, and/or OAS101. A placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate. Office management is a critical

# OFFICE MANAGEMENT ASSOCIATE OF APPLIED BUSINESS IN OFFICE ADMINISTRATIVE SERVICES

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

Office management is a critical component in the efficient and effective office operations. All organizations need timely and effective office and administrative support to operate efficiently. Office and administrative support supervisors and managers coordinate this support. These workers are employed in virtually every sector of the economy, working in positions as varied as teller supervisor, customer services manager or shipping and receiving supervisor.

### Career Outlook

Employment is expected to grow by 6 percent during the 2006-2016 period. According to the Bureau of Labor Statistics, office and administrative support supervisors and managers held 1.4 million jobs in 2006. Although jobs for office and administrative support supervisors and managers are found in practically every industry, the largest number are found in organizations with a large administrative support workforce, such as banks, wholesalers, government agencies, retail establishments, business service firms, health care facilities, schools and insurance companies. Because of most organizations' need for continuity of supervision, few office and administrative support supervisors and managers work on a temporary or part-time basis.

### Program Learning Outcomes

Students will be able to:

1. Demonstrate language arts skills such as proofreading, grammar, and punctuation.
2. Demonstrate proficiency in computer software skills.
3. Demonstrate the understanding of defining the problem, identification of possible solutions and development and implementation of the solution.
4. Analyze and differentiate the major styles of management.

#### Accounting Electives:

- ACC111 Financial Accounting
- OAS103 Office Accounting

#### Mathematics Electives:

- MTH105 Quantitative Reasoning
- MTH109 College Algebra
- STA120 Introduction to Statistics

#### Technical Electives:

- CIS201 Workplace Technologies
- OAS249 Advanced Microsoft Suite

**See page 31 for Natural Science, Humanities and Social Behavioral Science Electives.**

<u>First Semester</u>	<u>Credits</u>
+ CIS112* Microsoft Word .....	3
ENG111 Composition I.....	3
+ OAS101 Business Document Formatting & Skillbuilding.....	3
+ OAS110 Records Management.....	3
+ Accounting Elective .....	<u>3</u>
	15

<u>Second Semester</u>	<u>Credits</u>
BUS221 Business Law .....	3
CIS113* Microsoft Excel.....	3
+ CIS118* Access .....	1
ENG112 Composition II .....	3
+ MGT110 Management.....	3
Mathematics Elective .....	<u>3</u>
	16

<u>Third Semester</u>	<u>Credits</u>
ECO212 Microeconomics.....	3
+ MKT110 Marketing .....	3
+ OAS160 Administrative Technology & Procedures.....	3
+ PAR101 Law Office Management.....	3
Natural Science Elective .....	<u>3</u>
	15

<u>Fourth Semester</u>	<u>Credits</u>
+ BUS211 Business Communications .....	3
CIS117 Microsoft Publisher.....	1
+ MGT210 Human Resource Management .....	3
+ OAS291 Internship I .....	1
Humanities Elective .....	3
Social Behavioral Science Elective.	3
+ Technical Elective .....	<u>3</u>
	17

**Total Program Credit Hours                    63**

\* CIS090 Introduction to Computers and OAS090 Keyboarding Basics are prerequisites to CIS112, CIS113, and CIS118. A placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate. The paralegal works under

## PARALEGAL ASSOCIATE OF APPLIED BUSINESS

### ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

The paralegal works under the direct supervision of an attorney, performing a variety of duties including research and investigation of facts. The Associate of Applied Business Degree in Paralegal Studies prepares students for an entry-level position in a law firm or law department of a business or financial institution. Typical job titles include legal assistant, title researcher and legal researcher. The paralegal may be called on to prepare a variety of law-related documents including standard forms, pleadings, deeds mortgages and other documents. The paralegal may search official records and record and file documents with County Clerk of Courts, Secretary of State or other officials. The paralegal will perform legal research for the preparation of briefs and other legal documents and communicate clearly and effectively in writing and orally with attorneys, clients and other government officials.

This program prepares the student for transfer to the University of Toledo's Bachelor of Science in Paralegal Studies.

#### Career Outlook

Most paralegals will be hired by private firms, although opportunities will also exist in the public sector. In larger cities there are also opportunities with consumer organizations, public agencies and the courts.

#### Program Learning Outcomes

Students will be able to:

1. Analyze and apply comprehension of law office practices.
2. Conduct legal research and comprehend legal documents.
3. Distinguish between civil and criminal procedures.
4. Analyze and apply comprehension of tort law situations and procedures.
5. Explain real estate transactions and probate procedures in Ohio.
6. Explain domestic relations law in Ohio.

See page 31 for a list of Natural Science Electives.

#### Business Electives:

- BUS221 Business Law  
ECO211 Macroeconomics (Transfer)

#### Mathematics Electives:

- MTH105 Quantitative Reasoning  
MTH109 College Algebra (Transfer)

<u>First Semester</u>		<u>Credits</u>
	CIS114	Microsoft Applications..... 3
	ENG111	Composition I..... 3
+	PAR100	Introduction to Paralegal..... 3
+	PAR101	Law Office Management..... 3
		Mathematics Electives ..... 3
		15

<u>Second Semester</u>		<u>Credits</u>
	ACC111	Financial Accounting ..... 3
	ENG112	Composition II ..... 3
+	PAR110	Civil Procedures..... 3
+	PAR115	Family Law ..... 3
		Social Behavioral Science Elective. 3
		15

<u>Third Semester</u>		<u>Credits</u>
+	PAR205	Real Estate Transactions ..... 3
+	PAR210	Legal Research & Writing..... 3
+	PAR215	Tort Law ..... 3
		Business Elective ..... 3
		Natural Science Elective ..... 3
		15

<u>Fourth Semester</u>		<u>Credits</u>
+	PAR220	Criminal Law ..... 3
+	PAR222	Estates, Trusts & Wills..... 3
	PHI110	Critical Thinking & Logic..... 3
	SSC210	Cultural Diversity..... 3
		Program Elective..... 3
		15

**Total Program Credit Hours 60**

#### Program Electives:

- BIO101 Principles of Biology  
BIO115 Ecology  
BIO231 Anatomy & Physiology I  
PAR221 Bankruptcy (Not for Transfer)  
PHY140 Astronomy

#### Social Behavioral Science Electives:

- PSY110 General Psychology  
SSC120 American Government

- + Students must attain a 2.00 grade point average in these technical courses to graduate.

# PARAPROFESSIONAL EDUCATION ASSOCIATE OF APPLIED SCIENCE

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

The paraprofessional education degree program prepares individuals for instructional teacher assistant positions in Pre-K to grade 12 settings. The program was developed to meet the Ohio Department of Education standards for the Paraprofessional Associate License. The curriculum integrates classroom and field experiences to provide the student with the opportunity to apply skills and techniques with multiple age groups.

<u>Fall Semester</u>	<u>Credits</u>
EDP 160*	Intro to Paraprofessional Education 4
+ EDU100	Introduction to Teaching ..... 3
+ EDU 150	Child Development I..... 3
ENG111	Composition I..... 3
PSY110	General Psychology ..... 3
	16

A student who wishes to be recommended for the Paraprofessional Associate License must meet the criteria of the program as stated in the student handbook. Students must also show completion of standard first aid training, community CPR, common childhood illness recognition and child abuse and neglect training through additional college courses or approved community providers to be eligible for licensure.

<u>Spring Semester</u>	<u>Credits</u>
+ EDU120	Guidance & Classroom Management 3
+ EDU230	Family, School, Community ..... 3
+ EDU260	Instructional Technology..... 3
ENG112	Composition II ..... 3
PSY230	Human Growth and Development .. 3
	15

All students are required to have a documentation file which includes: a recent medical statement, non-conviction statement and records check through the Bureau of Criminal Investigation and Identification and the FBI. The appropriate forms are available from Education faculty and/or the division secretary. Specific program policies are stated in the ECD/EDU/EDP Student Handbook.

<u>Fall Semester</u>	<u>Credits</u>
+ EDU 140	Strategies for Teaching Reading ..... 3
+ EDU220	Special Education..... 3
+ EDU240	Educational Psychology..... 3
EDU 270*	Cultural & Linguistic Diversity ..... 3
MTH170	Survey of Mathematics ..... 3
	15

### Program Learning Outcomes

Graduates of the Paraprofessional Educator program will:

1. Demonstrate knowledge and understand the principles of learning and child development in order to assist the classroom teacher.
2. Assist teachers in creating learning environments that promote high levels of student learning and achievement.
3. Assist in the implementation of instructional strategies that accommodate various learning styles, intelligences, and exceptionalities.
4. Assist teachers with the implementation of varied assessment tools.
5. Collaborate and communicate with students, parents, other educators, administrators, and the community to support student learning.
6. Demonstrate an understanding of the importance of professional growth, ethical conduct, and involvement as an individual and as a member of a learning community

<u>Spring Semester</u>	<u>Credits</u>
+ EDP290*	Paraprofessional Internship..... 2
+ EDU210	Creative Arts Curriculum ..... 3
+ EDU250	Education Seminar ..... 2
ENG214	Discussion & Conference Methods. 3
ENG230	Children’s Literature ..... 3
	Natural/Physical Science Elective... 4
	17
<b>Total Program Hours</b>	
	<b>63</b>

### Natural/Physical Science Elective:

Select any 4 credit hour lab course with a BIO, CHM, or PHY prefix.

Students must attain a minimum grade of “C” in all courses to progress in the program and to graduate.

+ Refers to technical coursework.

\* For an ODE Paraprofessional Associate License, students must have a grade of “B” or higher in EDP160, EDU270, and EDP290.

# PRE-BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

Students who wish to transfer into the College of Business Administration (COBA) at the University of Toledo can complete the first two years at Northwest State and earn an Associate of Science in Pre-Business Administration. Courses will transfer to the Bachelor of Business Administration degree. Many other four-year colleges and universities will also accept the courses for transfer credits.

### Career Outlook

Employment opportunities are varied and will depend on each individual goal. Entry-level management positions are found in the manufacturing, retail, food service, banking and governmental services. Individuals interested in sales positions will find many opportunities. Both nationally and in the state of Ohio business services sales positions, particularly technical sales are expected to grow much faster than the average. Companies which are new and existing will be hiring managers. Service industries, such as food service, will experience a faster than average growth.

### Program Learning Outcomes

Students who complete the Pre-Business Administration program will be able to transfer to four-year colleges in degree programs in which students will be able to:

1. Demonstrate comprehension of the major styles of management.
2. Demonstrate mastery of a foundation of business understanding.

### Humanities Electives:

*At least one from each prefix*

HUM209	Humanities & Cultures: Renaissance to Present
HUM210	Humanities & Cultures: Ancient & Medieval Worlds
HUM221	Music Appreciation
HUM230	Art Appreciation
PHI110	Critical Thinking & Logic
PHI201	Introduction to Philosophy
PHI210	Ethics
PHI230	World Religions

### Social Behavioral Science Electives:

HIS101	U.S. History Pre-1876
HIS102	U.S. History Post-1876
PSY110	General Psychology
SSC101	Sociology
SSC120	American Government

### First Semester

		<u>Credits</u>
ACC111	Financial Accounting .....	3
ECO212	Microeconomics.....	3
ENG111	Composition I.....	3
MGT110	Management.....	3
	Humanities Elective .....	<u>3</u>
		15

### Second Semester

		<u>Credits</u>
ACC112	Managerial Accounting .....	3
CIS114	Microsoft Applications.....	3
ENG112	Composition II .....	3
MKT110	Marketing .....	3
	Humanities Elective .....	<u>3</u>
		15

### Third Semester

		<u>Credits</u>
MTH109	College Algebra.....	3
SSC210	Cultural Diversity.....	3
	Humanities Elective .....	3
	Natural Science Elective .....	4
	Social Behavioral Science Elective .....	<u>3</u>
		16

### Fourth Semester

		<u>Credits</u>
ECO211	Macroeconomics .....	3
STA222	Business Statistics .....	3
	Humanities Elective .....	3
	Literature Elective.....	3
	Natural Science Elective .....	<u>4</u>
		16

**Total Program Credit Hours** **62**

### Literature Electives:

ENG223	Interpretation of Literature
ENG240	Introduction to Poetry
ENG241	Introduction to Fiction
ENG250	American Literature Through the Mid-19th Century
ENG251	American Literature Since the Mid-19th Century
ENG260	British Literature Through the 18th Century
ENG261	British Literature 19th Century to Present

### Natural Science Electives:

*One course per prefix*

BIO101	Principles of Biology
BIO115	Ecology
BIO180	Principles of Genetics
PHY140	Astronomy
PHY251	Physics: Mechanics and Heat
PHY252	Physics: Electricity and Magnetism



# PRE-KINDERGARTEN ASSOCIATE OF APPLIED SCIENCE IN EARLY CHILDHOOD DEVELOPMENT

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

The early childhood development (ECD) degree program prepares individuals for teaching positions in child care facilities, Head Start centers, and pre-schools as well as provides professional training for in-home child care providers. The curriculum integrates classroom and field experiences to provide the student with the opportunity to apply skills and techniques in fostering the young child's social, emotional, physical, creative and cognitive growth.

This program is approved by the Ohio Department of Education for the Pre-Kindergarten Associate License. A student who wishes to be recommended for the Pre-Kindergarten Associate License must meet the criteria of the program as stated in the student handbook and must formally apply for admission. Students must also show completion of standard first aid training, community CPR, common childhood illness recognition and child abuse and neglect training through additional college courses or approved community providers to be eligible for licensure. The student must have day-time availability for field placements.

All students are required to have a documentation file which includes: a recent medical statement, non-conviction statement and records check through the Bureau of Criminal Investigation and Identification and the FBI. The appropriate forms are available from Education faculty and/or the division secretary. Specific program policies are stated in the ECD/EDU/EDP Student Handbook.

### Program Learning Outcomes

Graduates of the Pre-Kindergarten program will:

1. Apply content knowledge in early childhood learning environments.
2. Create learning environments that promote growth and development and achievement for all students.
3. Describe and apply instructional strategies to promote students' learning and meet the needs and interests of all students.
4. Construct and use varied assessments to inform instruction, evaluate, and ensure student learning in Pre-Kindergarten learning environments.
5. Collaborate and communicate with students, families, other educators, administrators, and the community to support student learning.
6. Demonstrate responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.

<u>Fall Semester</u>		<u>Credits</u>
+	ECD190*	Fundamentals of Early Childhood Education..... 3
	ECD 150	Infant Toddler Development ..... 2
+	EDU100	Introduction to Teaching ..... 3
+	EDU150	Child Development 1 ..... 3
	ENG111	Composition I..... 3
+	PSY110	General Psychology ..... 3
		17

<u>Spring Semester</u>		<u>Credits</u>
+	ECD201*	Pre-K Curriculum & Methods..... 3
+	EDU120	Guidance & Classroom Management 3
+	EDU210	Creative Arts Curriculum ..... 3
+	EDU230	Family, School, Community ..... 3
	ENG112	Composition II ..... 3
		15

<u>Fall Semester</u>		<u>Credits</u>
+	EDU140	Strategies for Teaching Reading ..... 3
+	EDU220	Special Education..... 3
+	EDU240	Educational Psychology..... 3
+	EDU 270*	Cultural & Linguistic Diversity ..... 3
	MTH170	Survey of Mathematics ..... 3
		15

<u>Spring Semester</u>		<u>Credits</u>
	ECD290	Pre-Kindergarten Practicum..... 3
	EDU250	Education Seminar ..... 2
+	EDU260	Instructional Technology..... 3
	ENG230	Children's Literature ..... 3
		Natural/Physical Science Elective... 4
		15

**Total Program Hours                    62**

### Natural/Physical Science Elective:

Select any 4 credit hour lab course with a BIO, CHM or PHY prefix.

Students must attain a minimum grade of "C" in all courses to progress in the program and graduate.

+ Refers to technical coursework

\* ODE Pre-K Associate License requires grade of "B" or higher in ECD190, ECD201, EDU270, and ECD290.

# PHLEBOTOMY TECHNICIAN CERTIFICATE

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

The Phlebotomy Certificate prepares students to be an important member of the health care team. The phlebotomist's primary role is to collect blood specimens for testing which aids the physician in the proper diagnosis and treatment of illness. Graduates will be prepared for entry level employment and will be qualified to sit for one of the national certification exams. This program will provide a career pathway to Medical Assisting, Medical Laboratory Technician and other allied health professions.

For Gainful Employment information, find this certificate program online at [NorthwestState.edu](http://NorthwestState.edu) under the Allied Health, Business, & Public Services link.

### Program Learning Outcomes

Students completing the Phlebotomy Technician Certificate will:

1. Comply with infection control standards and federal, state, and locally mandated regulations regarding safety practices.
2. Follow standard operating procedures to collect, transport, handle and process blood and other specimens.
3. Model professional appearance, behavior and interpersonal skills in the work environment.
4. Perform duties within legal and ethical boundaries.

<u>Course</u>		<u>Credits</u>
BIO150	Human Body* .....	4
CIS114	Microsoft Applications.....	3
ENG111	Composition I.....	3
OAS180	Medical Terminology .....	3
+ MEA105	Laboratory Techniques.....	3
+ MEA108	Admin Med Office Procedures.....	3
+ MEA207	Phlebotomy Externship .....	6

**Total Program Hours** **25**

### \*Prerequisite requirement:

BIO 101 or high school Biology & Chemistry with a grade of "C" or better.

Demonstrated proficiency at the level of MTH 080 review of Beginning Algebra by placement test score or successful completion of the course.

### Program Requirements Prior to Externship:

American Heart Association Healthcare Provider CPR  
BCI/Background Check  
Health Insurance Coverage  
Health Physical & Immunization Form  
Confidentiality Statement

*Gainful employment information for NSCC's certificate programs can be found online at [NorthwestState.edu](http://NorthwestState.edu)/GainfulEmployment. Gainful employment information includes: estimated cost of the program, average student loan debt and types of jobs available.*

Students must maintain a minimum grade of "C" in all courses to progress in the program and graduate.

+ Refers to technical course work

\* Prerequisite requirement: BIO101 or high school Biology and Chemistry with a grade of "C" or better.

## REAL ESTATE CERTIFICATE

### ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

Real estate agents assist people in buying, selling and renting properties and businesses. Real estate agents work for brokers on a contractual basis. Some real estate agents work for construction companies, promoting homes that the company is building. Students who complete the Real Estate Certificate are qualified to pursue licensure as a real estate salesperson. The Ohio Real Estate Commission has approved the following courses in preparation for licensure: REA210 Real Estate Principles, REA220 Real Estate Law, REA230 Real Estate Finance and REA240 Real Estate Appraisal. Credits earned in the Real Estate Certificate also apply toward a Banking & Finance degree.

Real estate classes are offered in a seminar format as full-day sessions on weekends.

#### Career Outlook

Employment will be stable in the state of Ohio for real estate agents. The demand for home purchases and management of rental units is expected to grow in the future. People will continue to move to other parts of the country, creating a demand for home sales, while others will be seeking larger homes as their income increases. Real estate agents will be able to work more efficiently with the increased use of technology in the field, such as computers, cellular phones, and pagers. Access to the Internet will also allow agents to show clients homes without leaving the office, therefore helping the agent to serve more clients than in the past.

#### Program Learning Outcomes

Student will be able to:

1. Explain basic terms regarding real estate.
2. Define the laws governing the real estate industry.
3. Explain terms and procedures regarding real estate financing.
4. Apply the techniques of appraising to determine the value of a residential real estate property.

<u>First Semester</u>		<u>Credits</u>
+ ACC111	Financial Accounting .....	3
ENG111	Composition I.....	3
+ REA210	Real Estate Principles.....	3
+ REA220	Real Estate Law.....	3
	Mathematics Elective .....	<u>3</u>
		15
<u>Second Semester</u>		<u>Credits</u>
+ ACC112	Managerial Accounting .....	3
CIS114	Microsoft Applications.....	3
ENG112	Composition II .....	3
+ REA230	Real Estate Finance .....	3
+ REA240	Real Estate Appraisal .....	<u>3</u>
		15
<i>Total Program Credit Hours</i>		<b>30</b>

#### Mathematics Electives:

- MTH105 Quantitative Reasoning
- MTH109 College Algebra

*Gainful employment information for NSCC's certificate programs can be found online at [NorthwestState.edu/GainfulEmployment](http://NorthwestState.edu/GainfulEmployment). Gainful employment information includes: estimated cost of the program, average student loan debt and types of jobs available.*

- + Students must attain a 2.00 grade point average in these technical courses to graduate.

# NORTHWEST OHIO ALLIED HEALTH EDUCATION CONSORTIUM

## ALLIED HEALTH, BUSINESS, AND PUBLIC SERVICES DIVISION

This initiative brings four institutions of higher education in the northwestern corner of Ohio into partnership to share existing Allied Health programs. The partner schools are Northwest State Community College, Rhodes State College, Marion Technical College and Clark State Community College. Students can enroll in any of these partner colleges while attending their hometown college or university with the help of distance education formats such as live video conferencing, webcasting, podcasting and other distance modalities. For example, Northwest State students can take their general education core courses at NSCC and become enrolled in the Occupational Therapy Assistant program at Rhodes State with a reduction in travel due to the use of distance education. Clinical education experiences may be available in your hometown as well.

More information on the Northwest Ohio Allied Health Education Consortium can be found at [www.ohioalliedhealth.com](http://www.ohioalliedhealth.com).

### Health Information Technician

Health Information Technician (HIT) focuses on the management of healthcare data. As a Health Information Technician, you would be responsible for maintaining components of health information systems consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. The health information technician must collect, integrate, and analyze primary and secondary health care data; disseminate information and manage information resources related to the research, planning, provision, payment and evaluation of healthcare services. Health information technicians are found in all types of healthcare facilities including hospitals, research centers, and clinics.

### Medical Laboratory Technician

Medical Laboratory Technician courses are offered in a blended format, using the distance education and live laboratory sessions at Marion one day a week. Clinical education experiences may be available in the local area and will be arranged during the last quarter in the program. Upon successful completion of the program, students received an Associate's Degree from Marion Technical College. The program is designed to teach students how to collect and process specimens, perform basic analytical tests, monitor quality control and solve medical laboratory problems. Students in the program receive instruction in classroom sessions, lab practices and clinical experiences.

### Radiographic Imaging

Upon successful completion of the program, the student will be eligible to take the examination in radiography of the American Registry of Radiologic Technologists. Graduates of the program find employment as radiographers in a variety of settings including hospitals, clinics, physicians' offices and mobile units, as well as numerous specialty fields including computed tomography, magnetic resonance imaging, mammography and vascular procedures. In addition, radiography is considered the foundation for careers in diagnostic medical sonography (ultrasound), radiation therapy and nuclear medicine. Graduates may also qualify for job opportunities with commercial firms and (once advanced academic credentials are obtained), may compete for faculty appointments in radiography education as well as radiology administration positions.

### Respiratory Care

Skillful providers of respiratory care are in increasing demand. Respiratory Care Practitioners are prepared to administer pulmonary care under the direction of licensed physicians. Their tasks involve the administration of medical gases, medications by inhalation, pulmonary drainage and positive pressure breathing treatments. Knowledge of special life-support equipment and methods of monitoring the critically-ill patients are required of respiratory care practitioners. Individuals educated as respiratory care therapists must complete a minimum of two years of education. Upon completion of the Respiratory Care Program at Rhodes State College, graduates are eligible to sit for the national board exams to become a Registered Respiratory Therapist (RRT).

### Occupational Therapy Assistant

An occupational therapy assistant treats patients using purposeful and meaningful activities. The treatment is holistic including focus on the patients' physical, cognitive and psychological abilities. Occupational therapy assistants (OTA) aid individuals of any age to regain skills needed to participate in productive, satisfactory and meaningful living. Under the supervision of an occupational therapist, an assistant can treat clients with cognitive, physical, emotional and/or developmental disabilities in a variety of healthcare and other settings. After successfully completing an accredited Occupational Therapy Assistant Program, the graduate is eligible to take the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT).

### For More Information Contact

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