

**Central Ohio Technical College
Course Description Listing
2007-2008 Academic Year**

PUBLIC SERVICE TECHNOLOGIES COURSES: 5000

LET-5010 Basic Police Academy - Administration

2.5 credit hours, 2.5 contact hours (2.5 hours lecture and 0 hours lab). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

The student will learn the basics regarding the role of the American Peace Officer, the structure of the CJ system and methods of dealing with the citizens they will serve, both ethically and professionally. This course defines Community Policing and establishes guidelines for developing community policing programs.

LET-5011 Basic Police Academy - Criminal Law I

1 credit hour, 3 contact hours (0.5 hours lecture, 0 hours lab, and 2.5 hours directed practice). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

The student will develop an understanding of the Ohio Revised Code. The criminal code will be studied as it relates to criminal justice substantive and procedural law. The student will apply appropriate statutes to violations through scenarios created by the faculty.

LET-5012 Basic Police Academy - Criminal Law II

2.5 credit hours, 4.5 contact hours (2 hours lecture, 0 hours lab, and 2.5 hours directed practice). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

The student will learn when they may arrest with or without a warrant, search with or without a warrant, apply knowledge of the law when conducting an interrogation, understand liability issues with the use of force, and demonstrate how to testify in court.

LET 5013 Basic Police Academy - Human Relations

4 credit hours, 5 contact hours (3 hours lecture, 0 hours lab, and 2 hours directed practice). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

The student will learn the techniques necessary for responding to situations regarding people with specific problems. This area of study also includes handling of special needs populations, domestic violence, missing and abused children, and crisis intervention. The student will understand victim's rights, the juvenile justice system, and crime prevention.

LET 5014 Basic Police Academy - Cultural Diversity

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

This course focuses on the differences and similarities among racial, ethnic, and other diverse populations in the United States and includes historical, religious, and sociocultural issues and current conflicts.

LET 5015 Basic Police Academy - Patrol

3.5 credit hours, 6.5 contact hours (2 hours lecture, 2 hours lab and 2.5 hours directed practice). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

This course is designed to familiarize the student with the police patrol function. The subjects that are covered provide the basic knowledge to enable the student to safely conduct the required tasks. Areas of instruction include patrol, traffic, civil disorders, and prisoner booking.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

LET 5017 Basic Police Academy - Investigations

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

The emphasis of this course will deal with basic investigative techniques and procedures. The student will study the fundamentals of obtaining evidence from crime scene searches and from witnesses. During mock crime scenes the student will establish corpus delicti and prepare the necessary reports, crime scene sketches and photography.

LET 5018 Basic Police Academy - Physical Conditioning I

0.5 credit hours, 1.5 contact hours (0 hours lecture and 1.5 hours lab). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

The student will participate in a physical conditioning program that will increase their strength, physical endurance, and tone the muscle groups of the body as required by the Ohio Peace Officer Training Commission. The student will also learn good nutrition habits.

LET 5019 Basic Police Academy - Physical Conditioning II

0.5 credit hours, 1.5 contact hours (0 hours lecture and 1.5 hours lab). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

The student will participate in a physical conditioning program that will increase their strength, physical endurance, and tone the muscle groups of the body. The student will also learn good nutrition habits. This is a continuation of Skills I.

LET 5020 Basic Police Academy - First Aid

1 credit hours, 1.5 contact hours (0.5 hours lecture and 1 hour lab). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

This course is designed to teach the student the basic first aid and life saving skills.

LET 5022 Basic Police Academy - Firearms

2 credit hours, 6 contact hours (1 hour lecture, 0 hours lab, and 5 hours directed practice). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

The student will learn the fundamentals of weapon craft with both handguns and shotguns. The student will fire both semi-auto pistols and revolvers. The student will fire assorted shotgun ammo as used by police agencies.

LET 5023 Basic Police Academy - Defensive Driving

1.5 credit hours, 2.5 contact hours (0.5 hours lecture and 2 hours lab). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

The student will learn defensive and pursuit driving techniques as well as safety issues and laws regarding the use of police vehicles.

LET 5024 Basic Police Academy - Subject Control

2 credit hours, 5 contact hours (.50 hour lecture and 4.5 hours lab). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

The student will learn and practice the basic skills for survival. Subject areas include self-defense, both with and without the use of self-defense equipment.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

LET 5025 Basic Police Academy - Traffic Enforcement

5 credit hours, 9 contact hours (3 hours lecture and 6 hours lab). Prerequisite: Admittance into the COTC Basic Police Academy. Course is graded A-E.

The student will study the traffic enforcement responsibilities of peace officers and the purpose of traffic enforcement. This course includes the study of traffic laws, accident investigation, alcohol detection and apprehension, and enforcement with speed measuring devices.

LET 5113 Wellness I

0.5 credit hours, 3 contact hours (0 hours lecture, 0 hours lab, 3 hours miscellaneous applications). Prerequisite: None. Course is graded A-E.

This course will enhance the student's learning in the area of wellness, and specifically in the areas of fitness required for law enforcement occupations. Life long learning approaches to physical, spiritual, and psychological wellness will be facilitated. Diet and components of health-related fitness including cardiovascular function, body composition, muscular strength, muscular endurance, and flexibility will be addressed.

LET 5114 Wellness II

0.5 credit hours, 3 contact hours (0 hours lecture, 0 hours lab, 3 hours miscellaneous applications). Prerequisite: 5113. Course is graded A-E.

This course will enhance the student's learning in the area of wellness, and specifically in the topics of strength and aerobics required for law enforcement occupations. Endurance strength versus explosive maximum strength will be addressed. An introduction to running covering topics of natural gate and pace will be covered. Jogging versus sprinting will also be covered.

LET 5115 Wellness III

0.5 credit hours, 3 contact hours (0 hours lecture, 0 hours lab, 3 hours miscellaneous applications). Prerequisite: 5114. Course is graded A-E.

This course will enhance the student's learning in the area of wellness, and specifically in the topics of endurance strength and aerobic intensity and duration required for law enforcement occupations.

LET 5116 Wellness IV

0.5 credit hours, 3 contact hours (0 hours lecture, 0 hours lab, 3 hours miscellaneous applications). Prerequisite: 5115. Course is graded A-E.

This course will enhance the student's learning in the area of wellness, and specifically will prepare them for the final assessment to achieve 40 percent of the Cooper standard.

LET 5117 Ethics in Criminal Justice

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 5209. Course is graded A-E.

This core criminal justice course is designed to offer the student a thematic perspective for making ethical decisions in criminal justice. The student will be introduced to the fundamentals of ethical theory, doctrines, controversies, and the rules of moral judgement. The student will examine ethical principles common to all components of the criminal justice discipline, such as wisdom, goodness, morality, and justice, as well as the common vices of deception, racial prejudice, and egotism. This course will also explore area-specific perspectives which will address the state of ethics in policing, corrections, probation and parole.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

LET 5118 Basic Jail Training II

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: 5130 with a grade of C (2.00) or better. Student must have completed six quarters of the LET Plan of Student before enrollment in the Correctional Management Option will be permitted. Course is graded A-E.

This is the second part of a course designed to offer the student an understanding of basic jail operations as a practitioner. Once again, the standardized form of jail training for full service adult correctional facilities will be used following the course curriculum developed by the Ohio Peace Officer Training Academy. Lab sessions, as well, will remain an integral part of the course instruction. Basic Jail Training II explores inmate booking procedures, medical health screening requirements, inmate classification, an extensive review of interpersonal communication skills, jail security and emergency procedures.

LET 5119 Public Administration

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: 5209. Student must have completed six quarters of the LET Plan of Student before enrollment in the Correctional Management Option will be permitted. Course is graded A-E.

This course will examine all aspects of the criminal justice system from an organizational perspective. Agencies and organizations will be portrayed within a general open-systems context in which community, state, and national inputs can be assessed with respect to their impact on individual agencies.

LET 5120 Correctional Management

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: Completed 45 or more credit hours of CJT courses with a grade of C (2.00) or better or approval of the Program Director. Student must have completed six quarters of the LET Plan of Student before enrollment in the Correctional Management Option will be permitted. Course is graded A-E.

This course is designed to offer the student an advanced look at correctional management and administration. Correctional work is unlike that encountered in any other "total institution", such as the military, hospitals, and the residential mental health facilities. To a large degree, correctional management at the individual supervisory level has many, if not most, of the key underpinnings of management found elsewhere in society. One key difference between corrections and other service organizations and agencies, however, is that the population served by the correctional staff is held involuntarily. This produces a work environment that can be hostile and even dangerous at times. As such, this comprehensive overlay of security concerns permeates the correctional environment and has an impact on virtually all management issues.

LET 5122 Counter-terrorism and Intelligence

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: Student must have completed six quarters of the LET Plan of Student before enrollment in the Homeland Security Option will be permitted. Course is graded A-E.

A course designed to further the depth and breadth of knowledge in the areas of domestic and international terrorism and the intelligence gathering apparatus utilized regarding its origin, causes, infrastructure, and operations. Emphasis will be placed upon strategies of law enforcement and national security organizations in the detection, apprehension, adjudication/neutralization of terrorist entities.

LET 5123 Physical Security

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: Student must have completed six quarters of the LET Plan of Student before enrollment in the Homeland Security Option will be permitted. Course is graded A-E.

A course designed for the student to learn and become familiar with the overall process of security system design and integration.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

LET 5124 Protective Operations

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: Student must have completed six quarters of the LET Plan of Student before enrollment in the Homeland Security Option will be permitted. Course is graded A-E.

A course of instruction on the fundamentals of protective operations focusing upon high threat dignitary protection and transportation security.

LET 5125 Tactical Crisis Resolution

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: Student must have completed six quarters of the LET Plan of Student before enrollment in the Homeland Security Option will be permitted. Course is graded A-E.

A course designed for the student to learn basic functions of special operations personnel in response to critical incident management. The course will facilitate topical areas in tactical crisis resolution. The student will learn historical perspectives regarding personnel, equipment, training paradigms, and missions. Operator level hands-on training in individual and team tactical movement, covert and dynamic entry, patrolling, weapons deployment training, and assault options will be studied and learned.

LET 5126 Advanced Criminalistics

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: Student must have completed six quarters of the LET Plan of Student before enrollment in the Advanced Patrol and Investigations Option will be permitted. Course is graded A-E.

This course is an advanced continuation of Part I. The course will focus on additional criminalistics techniques employed in the field to collect additional evidence not available to basic crime scene processing. The student will learn techniques for the collection of body fluids, trace evidence, firearms, tool marks, drugs, paint and glass fragments, additional means of processing fingerprints, and the use of photography. The student will also learn the methods used in processing crime scenes with biohazard materials. Techniques employed for specific crimes will also be addressed.

LET 5127 Advanced Patrol Tactics

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: Student must have completed six quarters of the LET Plan of Student before enrollment in the Advanced Patrol and Investigations Option will be permitted. Course is graded A-E.

A course of instruction for the police academy graduate that facilitates a change in paradigm in responding to violent crimes in progress, the tactical application of patrol rifle, the certification in the use of tactical baton and oleoresin capsicum, offensive unarmed applications, and the introduction of the defensive and offensive applications of edged weaponry. The student learner will grasp this material through the utilization of structural simulation and experiential learning application. Multiple certifications will be awarded pending the passing of all subject matter areas.

LET 5128 Advanced Traffic Accident Investigation

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: Student must have completed six quarters of the LET Plan of Student before enrollment in the Advanced Patrol and Investigations Option will be permitted. Course is graded A-E.

This course is designed to provide the patrol officer with more knowledge in the investigation of traffic accidents. The course will focus on identifying factors from people, the road, and the vehicles involved in a traffic accident. The student will be introduced to different ways of taking measurements, calculating speeds from evidence at the scene, and drawing details scaled drawings of accident scenes.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

LET 5129 Computer Crimes

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: Student must have completed six quarters of the LET Plan of Student before enrollment in the Advanced Patrol and Investigations Option will be permitted. Course is graded A-E.

This course will educate the law enforcement officer in current and future crimes associated with computer systems and how to investigate them. Identifying computer criminals and their crimes that are committed on the computer network system will prepare the officer for detection and apprehension of offenders. The course will also examine the legalities of investigating crimes on computers.

LET 5130 Basic Jail I

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: Completed 45 or more credit hours of CJT courses with a grade of C (2.00) or better or approval of the Program Director. Student must have completed six quarters of the LET Plan of Student before enrollment in the Correctional Management Option will be permitted. Course is graded A-E.

This course is designed to offer the student an introduction to basic jail operations from a practitioner's perspective. A standardized form of jail training for full service adult correctional facilities will be used following the course curriculum developed by the Ohio Peace Officer Training Academy. Lab sessions will be an integral part of the course instruction. Basic Jail Training I is designed to familiarize the student with legal issues, the role of corrections officers, facility security operations, booking procedures and searching strategies.

LET 5163 CA Skills I

4 credit hours, 10 contact hours (1 hour lecture and 9 hours lab). Prerequisite: Admittance into the College Police Academy. Course is graded A-E.

The student will learn and practice the basic skills for survival. Subject areas covered include self-defense, first aid, and physical conditioning. This course is partial fulfillment of the OPOTC Certificate Program.

LET 5164 CA Criminal Investigations

4 credit hours, 8 contact hours (2 hours lecture and 6 hours lab). Prerequisite: Enrolled in the College Police Academy in the second year or permission of the instructor. Course is graded A-E.

The emphasis of this course will deal with basic investigative techniques and procedures. The student will study the fundamentals of obtaining evidence from crime scene searches and from witnesses. During mock crime scenes the student will establish corpus delicti and the preparation of necessary reports, crime scene sketches, and photography.

LET 5166 Traffic Enforcement

5 credit hours, 9 contact hours (3 hours lecture and 6 hours lab). Prerequisite: Admittance into the College Police Academy only. Course is graded A-E.

The student will study the traffic enforcement responsibilities of a peace officer and the purposes of traffic enforcement. This course includes the study of traffic laws, accident investigation, alcohol detection and apprehension, and enforcement with speed measuring devices.

LET 5197 CA Criminal Law

3 credit hours, 8 contact hours (2 hours lecture, 0 hours lab and 6 hours directed practice). Prerequisite: Admittance to the College Police Academy. Course is graded A-E.

The student will develop an understanding of the Ohio Revised Code. The student will study the criminal code as it pertains to criminal justice procedures. The student will be able to recognize violations of the law and appropriate statutes pertaining to these violations and apply the procedures through practical application. Included in this course are guidelines to laws of arrest, search and seizure.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

LET 5198 Community Based Corrections

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 5209. Course is graded A-E.

Community Based Corrections is the general term used to refer to a variety of sanctions and non-institutional correctional programs for criminal offenders. These include: 1) efforts designed to divert accused offenders from the criminal justice system or jail prior to prosecution; 2) sentences and programs that impose restrictions on convicted offenders while maintaining them in the community; and 3) efforts designed to assist in the transition of inmates from prison back to the community. This course will explore these efforts and these options in the continuum of Community Based Corrections.

LET 5209 Principles of Criminal Justice

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

During this introductory course students will examine the criminal justice system, including the role of the police, the courts, and the correctional system. An analysis of the agencies involved and the process of administration of criminal justice are also discussed.

LET 5210 Criminal Law and Procedure

3 credit hours, 5 contact hours (2 hours lecture and 3 hours lab). Prerequisite: C grade (2.00) or better in 5235. Course is graded A-E.

The student will learn the Ohio Revised Code. The student will study the criminal code and pre-trial, trial, and post-trial procedures used in the law. The student will be able to recognize violations of the law, the appropriate statutes pertaining to these violations, and apply the procedures used in trials through a Mock Trial.

LET 5215 Basic Investigation

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: 1200 (or score of at least 41 on ASSET Numerical Skills test, or score of at least 44 on COMPASS Pre-Algebra/Numerical Skills test) and for Criminal Justice Students only C grade (2.00) or better in all previous CJT or LET courses. Course is graded A-E.

The emphasis of this course will deal with basic investigative techniques and procedures. The student will learn the fundamentals of obtaining evidence from witnesses and crime scene searches. The student will establish corpus delicti and how to prepare the necessary reports associated with the crime scene.

LET 5223 Public Service Practicum

2 credit hours, 14 contact hours (14 hour per week in a practicum setting). Prerequisite: Second year standing in the Criminal Justice Technology or Law Enforcement Technology with C grade (2.00) or better in all CJT or LETI courses. Course is graded S/U.

Pre-service students gain valuable experience and insight into the practical operations of a public service related agency through work assignments. A seminar (discussion time) will be arranged throughout the quarter to discuss the activity in which the students are participating. This course is recommended to all pre-service students and is offered on a satisfactory/unsatisfactory basis.

LET 5233 Adult/Juvenile Corrections

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5198 or permission of the instructor. Course is graded A-E.

This course will cover the various views of corrections prevailing in different parts of the country and among the different specialties within the field. Students will discuss the divergent interpretations of correctional objectives and the means by which those objectives should be achieved and implemented.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

LET 5235 Constitutional Law and Evidence

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5209 and 5262. Course is graded A-E.

This course will provide the student with an understanding of the U.S. Constitution. The focus will be on the Bill of Rights and the Constitutional Law cases that are affected by the Bill of Rights. The Laws of Evidence will also be presented and discussed. The relationship the Bill of Rights has with the Laws of Evidence will enable the student to prepare cases for prosecution while protecting the rights of the accused. This course will assist the student in understanding the different kinds of evidence that may be collected from various sources.

LET 5239 Human Relations in Criminal Justice

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5209 or permission of the instructor. Course is graded A-E.

Good human relations are an integral part of any Law Enforcement or Correctional agency. The purpose of this course is to provide the student with an understanding of what human relations are, how to improve human relations through self-development, and how to apply those skills in dealing with domestic disputes and crisis through role-playing scenarios.

LET 5240 CA Criminalistics

3 credit hours, 5 contact hours (2 hours lecture and 3 hours lab). Prerequisite: Course is open to students enrolled in the Criminal Justice Program or accepted into the College Police Academy Program. Course is graded A-E.

The student will be involved in the study and application of scientific crime detection techniques with emphasis on ballistics, fingerprints, blood tracing, and other on-the-scene forensics techniques. This course includes photography as applied to investigation with emphasis on techniques and darkroom processing.

LET 5258 Public Service Seminar

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: Final quarter Criminal Justice Technology students only with C grade (2.00) or better in all Criminal Justice technical courses or by permission of the instructor. Course is graded A-E.

This last quarter course will center on the current events that have a significant impact on the Criminal Justice System. The students will take part in discussing the most current events that have changed the way the system works.

LET 5259 Law Enforcement Seminar

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: Final quarter Law Enforcement Technology students only; students must have successfully completed 5267, 5272 and 5273 with a C grade (2.00) or better. Course is graded A-E.

This course is to be taken in the final quarter of the program. The student will discuss and perform previously learned techniques as recommended for a peace officer in the State of Ohio. At the completion of this course the state examination will be given.

LET 5262 Government and Courts

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

The first quarter Criminal Justice course will examine the federal, state, and local governments and their respective courts. Students will become familiar with the purpose and functions of our governments and the courts. This course will prepare the student for future courses in law enforcement and corrections.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

LET 5263 Criminology

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5209 or permission of the instructor. Course is graded A-E.

This course involves the study of crime and criminal behavior. The student will study the nature and causes of crime and the theories dealing with criminal behavior and delinquency.

LET 5264 Crime Prevention

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: 5209. Course is graded A-E.

The student will be introduced to the preventive as opposed to the reactive methods of criminal interception through exposure to a variety of programs applicable to crime prevention. Statistical analysis of crime patterns are interpreted and methods for involving citizens and others to become involved are developed in this program.

LET 5266 Juvenile Process

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 5209. Course is graded A-E.

The Juvenile System is somewhat similar to the Adult system, yet the study of the system is unique to those who work in the Criminal Justice System. For every similarity between the two systems, there are as many differences. This course will enhance the student's understanding of these differences. Juvenile criminal behavior will be discussed as it relates to the theories of criminal behavior. This course will focus on these theories of criminal behavior, the classifications of juvenile offenders, laws that pertain to juvenile offenders, the court process, and the types of juvenile correctional institutions and diversion programs.

LET 5267 Medical First-Responders

3 credit hours, 5 contact hours (2 hours lecture and 3 hours lab). Prerequisite: Criminal Justice Technology or Law Enforcement Technology students only with C grade (2.00) or better in CJT or LET technical courses or permission of the instructor. Course is graded A-E.

Students will study the emergency techniques utilized by first responders to an accident or other medical emergencies. The program is recognized by public safety agencies in the State of Ohio.

LET 5268 Victimology

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: 5209. Course is graded A-E.

The student will look at the growing concern for the plight of crime victims and the exploitation of the victimization experience. This course will also cover the losses that burden victims of business and various kinds of street crime.

LET 5273 CA Skills II

3 credit hours, 9 contact hours (1 hour lecture and 0 hours lab, 8 hours directed practice). Prerequisite: Acceptance into the OPOTC/COTC College Police Academy Program. Course is graded A-E.

The student will learn the fundamentals of weapon craft with the handgun and shotgun and qualify with each weapon. Also, the course includes defensive driving, pursuit and maneuverability. This course is partial fulfillment of the Ohio Peace Officers Training Council's Certificate Program.

LET 5277 Human Relations in Law Enforcement

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: Admittance to the College Police Academy Law Enforcement Technology program only by faculty. Course is graded A-E.

The student will learn the techniques in responding to situations regarding people with specific problems. This area of study includes handling of special needs population, domestic violence, missing and abused children. Also, the student will learn crisis intervention, victim rights, juvenile justice and crime prevention techniques.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

LET 5278 CA Patrol

4 credit hours, 10 contact hours (2 hours lecture, 1 hour lab, and 7 hours directed practice). Prerequisite: Admittance to the College Police Academy Law Enforcement Technology program only by faculty. Course is graded A-E.

This course is designed to familiarize the student with the police patrol function. The subjects that are covered provide the basic knowledge to enable the student to safely conduct the required tasks. Areas of instruction include patrol, traffic, civil disorders and prisoner booking.

LET 5279 CA Administration

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: Admitted to the College Police Academy Law Enforcement Technology program upon completion of required documentation and approved by faculty. Course is graded A-E.

The student will learn the basics regarding the role of the American Peace Officer, the structure of the system and methods of dealing with the citizens they serve, both ethically and professionally. This course defines Community Policing and establishes guidelines for developing community policing programs.

HUM 5280 Principles of Social Work

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

In this course students are acquainted with the field of human services, social work, and related professions, including history and development, legal and ethical issues, and various settings in which services are provided. The roles and functions of the skilled helper in the field of human services will also be examined.

HUM 5281 Interpersonal Skills

3 credit hours, 5 contact hours (2 hours lecture and 3 hours lab). Prerequisite: None. Course is graded A-E.

This course presents basic interpersonal and interviewing skills, with special emphasis on techniques relevant to diverse populations and a multicultural society. Topics include rapport building, active listening, and verbal and non-verbal communication skills utilized in helping relationships. Techniques will be practiced through videotaped role-playing.

HUM 5282 Counseling Theories

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 1386. Course is graded A-E.

This course presents the major concepts and techniques associated with various counseling theories. Emphasis is on the practical application of techniques, including the advantages and disadvantages of each and the impact on the client-helper relationship.

HUM 5284 Group Dynamics in Human Services

3 credit hours, 5 contact hours (2 hours lecture and 3 hours lab). Prerequisite: C grade (2.00) or better in 5281. Course is graded A-E.

This course presents the basic principles of therapeutic group dynamics utilized in the field of human services. Topics include group formation, process, stages of development, leadership skills, and conflict resolution. Students are provided with an experiential awareness of group dynamics and practice of interpersonal skills through participation as a group member in the laboratory setting. Students also practice group leadership skills in this group laboratory setting.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

HUM 5285 Human Services Seminar

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: Criminal Justice students only with a C grade (2.00) or better in Criminal Justice technical courses. Course is graded A-E.

This last quarter course will center on the current events and public policy issues that have a significant impact on the human services system. Students will be provided the opportunity to discuss personal experiences in the human services field and will be required to develop a personal assessment portfolio.

HUM 5286 Case Management - Human Services

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: None. Course is graded A-E.

This course provides the student with basic knowledge and beginning skills in case management. Topics introduced include observation, data collection, documentation, and reporting of client behaviors, as well as identification and referral to appropriate services.

HUM 5288 Counseling Skills

3 credit hours, 5 contact hours (2 hours lecture and 3 hours lab). Prerequisite: C grade (2.00) or better in 5281. Course is graded A-E.

This course builds on the basic interpersonal and interviewing skills learned in the previous course, with special emphasis on learning advanced skills that are appropriate in a helper/helpee relationship. Topics include techniques related to confrontation, focusing, influencing strategies, skill integration, and determining personal style. Techniques will be practiced through videotaped role-playing.

HUM 5297 Crisis Intervention

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: C grade (2.00) or better in 5281. Not open to students with credit for 5287. Course is graded A-E.

This course emphasizes assessment of diverse crisis situations with emphasis on the use of short-term intervention and problem-solving techniques to help individuals and families de-escalate crisis situations and develop appropriate coping techniques. Students must demonstrate skills in laboratory experiences.

HUM 5300 Principles of Chemical Dependency

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

This course explores chemical dependency issues from a historical, cultural, and legal perspective. Current theories of addiction are presented, as well as physiological effects and categorization of numerous addictive substances. An overview of treatment and prevention will also be included.

HUM 5301 Pharmacology of Chemical Dependency

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 1386 and 5300. Course is graded A-E.

This course extensively examines the composition, uses, and effects of various addictive substances. A comprehensive overview of the central nervous system and drug/neurotransmitter interactions will also be covered.

HUM 5302 Prevention and Treatment of Chemical Dependency

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: C grade (2.00) or better in 5280, 5281 and 5300. Course is graded A-E.

This course covers the theory and practices related to chemical dependency treatment. Strategies and community resources useful in preventing chemical dependency and/or relapse are also presented.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

HUM 5303 Family Dynamics and Addiction

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

This course will survey various addictions and examine the interrelationship between family dynamics and the addiction process. Examples of topics include co-dependency, children of alcoholic parents, compulsive gambling, prescription and non-prescription substance abuse, and eating disorders.

HUM 5304 CD Issues with Special Populations

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5300. Course is graded A-E.

This course will explore the psychosocial aspects of chemical dependency across the lifespan, as well as within particular populations. Examples of populations covered include the elderly; ethnic minority groups; gays and lesbians; adolescents, including juvenile delinquents; persons who are homeless; and persons who are physically and/or mentally challenged.

HUM 5307 Human Services Practicum I

4 credit hours, 16 contact hours (2 hours lecture, 0 hours lab, and 14 hours practicum). Prerequisite: Must be enrolled in the Human Services Program; must have completed a minimum of 36 quarter hours from the Plan of Study; must have received a C grade (2.00) or better in the following: 1386, 1532, 1533, 5280, 5281, 5284, 5286, 5288, 5300 and (5302 for Chemical Dependency Counseling Option or 5303 for Social Services Option or technical elective for prior to the 2005-2006 Plan of Study); must have permission of the Program Director or the Practicum Coordinator. The student must meet with the Program Director or Practicum Coordinator NO LATER THAN THE FOURTH WEEK OF THE QUARTER PRIOR to when the student wishes to begin a Practicum. Certain conditions, including but not limited to the following, could result in dismissal from the Human Services program and/or failure to qualify for Practicum placement: felony conviction (within the last 2 years) and/or pending charges; current relapse from drug and/or alcohol recovery (within last 12 months); conviction and/or pending charges related to child endangerment, falsification of any documents. Course is graded A-E.

This course is designed to provide 140 clock hours of practical experience in the field of human services. The student will be placed in a human service agency where they will learn agency policies and procedures, observe professionals at work, and practice their own human services skills. Supervision will be provided by a qualified professional and an appropriate college representative. Classroom instruction will focus on discussion of experiences encountered in the practicum setting.

HUM 5321 Social Welfare and Policy

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5280. Course is graded A-E.

This course examines the programs and policies of the social welfare system in the United States. Historical development as well as current policies and trends will be analyzed.

HUM 5322 Social Gerontology

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

In this course the knowledge and principles of generalist social work practice are applied to working with people in late adulthood. The physical, cognitive, and psychosocial aspects of aging will be discussed. Special emphasis will be placed on strategies for meeting the needs of an aging population through community and institutional services.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

HUM 5324 Social Problems

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5280. Course is graded A-E.

In this course a variety of selected social problems in contemporary society are studied. Special emphasis is given to the analysis of the problems and evaluation of potential solutions. Social problems to be covered will include both micro-level and macro-level social issues.

HUM 5325 Health and Aging

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5322. Course is graded A-E.

This course examines the nature of the aging process, the manner in which the individual responds to change, and the ways in which interventions may help with adaptations. A continuum of elderly impairment, from the unimpaired through the minimally, moderately and severely impaired stages of elder functioning is reviewed. Emphasis is on understanding the bio-psycho-social-spiritual needs of the aging person and the major issues, concepts and theories in late stage functioning.

HUM 5326 Social Services for an Aging Population

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5322. Course is graded A-E.

This course is designed to provide the student with the specialized knowledge base to meet the needs of older persons and their families in a variety of community-based and institutional settings. A basic orientation to the roles of the various providers in these settings is offered. Current social policies and programs are reviewed and discussed throughout the curriculum.

HUM 5327 Human Services Practicum II

4 credit hours, 16 contact hours (2 hours lecture, 0 hours lab, and 14 hours practicum). Prerequisite: Must be enrolled in the Human Services Program; have permission from the Practicum Coordinator or Program Director, and have a C grade (2.00) or better in 5307. The student must meet with the Program Director or Practicum Coordinator NO LATER THAN THE FOURTH WEEK OF THE QUARTER PRIOR to when the student wishes to begin a Practicum. Course is graded A-E.

This course is designed as a continuation of practical experience and provides an additional 140 clock hours in a human service agency. The student will increase their level of responsibility in implementing their human service skills. Supervision will be provided by a qualified professional and an appropriate college representative. Classroom instruction will focus on discussion of experiences encountered in the practicum setting.

HUM 5331 Practicum in Chemical Dependency Counseling

4 credit hours, 16 contact hours (2 hours lecture, 0 hours lab, and 14 hours practicum). Prerequisite: Must be enrolled in the Human Services Program; have permission from the Practicum Coordinator or Program Director, and have a C grade (2.00) or better in 5327. The student must meet with the Program Director or Practicum Coordinator NO LATER THAN THE FOURTH WEEK OF THE QUARTER PRIOR to when the student wishes to begin a Practicum. Course is graded A-E.

This course is designed as a culmination of practical experience and provides an additional 140 clock hours in a human service agency. The student will be placed in an agency that provides chemical dependency counseling services to clients. The student will implement the specific skills appropriate to this area of specialty with supervision provided by a qualified professional and an appropriate college representative. Classroom instruction will focus on discussion of experiences encountered in the practicum setting.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

HUM 5332 Practicum in Social Services

4 credit hours, 16 contact hours (2 hours lecture, 0 hours lab, and 14 hours practicum). Prerequisite: Must be enrolled in the Human Services Program; have permission from the Practicum Coordinator or Program Director, and have a C grade (2.00) or better in 5327. The student must meet with the Program Director or Practicum Coordinator NO LATER THAN THE FOURTH WEEK OF THE QUARTER PRIOR to when the student wishes to begin a Practicum. Course is graded A-E.

This course is designed as a culmination of practical experience and provides an additional 140 clock hours in a human service agency. The student will be placed in an agency that provides social services to clients and will implement the specific skills appropriate to this area of specialty with supervision provided by a qualified professional and an appropriate college representative. Classroom instruction will focus on discussion of experiences encountered in the practicum setting.

HUM 5333 Practicum in Gerontology

4 credit hours, 16 contact hours (2 hours lecture, 0 hours lab and 14 hours practicum). Prerequisite: Must be enrolled in the final quarter of the Human Services Program Gerontology Option, have permission from the Program Director, and 5327 with a grade of C (2.00) or better. The student must meet with the Program Director or Practicum Coordinator NO LATER THAN THE FOURTH WEEK OF THE QUARTER PRIOR to when the student wishes to begin a Practicum. Course is graded A-E.

This course is designed as the culmination of practical experience and provides an additional 140 clock hours in a human service agency. The student will be placed in an agency that provides social services and will implement the specific skills appropriate to this area of specialty with supervision provided by a qualified professional and an appropriate college representative. Classroom instruction will focus on discussion of experiences encountered in the practicum setting as well as preparation for future career development.

FOR 5510 Principles of Forensics

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None; however, (1700/1710 or 1715) and 5209 are recommended. Course is graded A-E.

The purpose of this course is to provide the student with an overview of the various disciplines of forensic science and how they relate to the identification, detection, and solution of crime. The student will learn the significance of preserving physical evidence. The student will be introduced to the role of the criminalistics laboratory for comparison and analysis of evidence. This course will provide the framework for the skills needed by a crime lab technician and crime scene processor.

FOR 5514 Forensic Firearms

3 credit hours, 5 contact hours (2 hours lecture and 3 hours lab). Prerequisite: Acceptance into the Forensic Science Technology Program and permission of the Program Director. Course is graded A-E.

This course will enable the student to learn firearms and knife safety techniques including firing, unloading, packaging and transporting weapons to the lab. The student will also learn how to test fire a weapon while maintaining all safety requirements and will study ammunition characteristics and identification. The student will also apply scientific crime detection techniques in the field of firearms investigations including ballistics, trace metal detection, gun powder residue, instant shooter identification, determining range of fire. Knife and gun shot wounds and legal aspects of firearms investigations and the history of firearms investigation will be discussed. Bullet and cartridge case comparison will also be practiced.

FOR 5516 Forensic Investigations

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: None. Course is graded A-E.

The emphasis of this course will deal with forensic and general investigative techniques. The student will study the fundamentals of interviews and interrogations and their legal aspects, working with informants and sources, crime scene searches, evidence handling and packaging, chain of custody issues, crime scene reports and sketching. This course will prepare the student for the advance courses of criminalistics.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

FOR 5520 Legal and Evidentiary Aspects of Forensics

4 credit hours, 5 contact hours (3 hours lecture and 2 hour lab). Prerequisite: None. Course is graded A-E.

The student will study the legal aspects of being a forensic technician. The student will learn to apply legal principles regarding search and seizure, as well as legal principles which serve to protect a defendant's rights to the preservation and/or independent testing of evidence. Additionally, the student will learn evidence rules governing testimony by expert witnesses.

FOR 5524 Forensic Photography I

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: None; Open to Forensic Science Technology students only. Course is graded A-E.

This course will teach the student forensic photography and various uses of photography in the criminal justice system. The student will learn the history of photography. There will be hands on experience with the use of various cameras, including the 35mm film camera, digital cameras and videography. Different shutter speeds, f-stops, apertures, depth of field, as well as various lenses and their uses will be utilized. The course will address different film speed uses, and the use of both artificial and natural light. The student will demonstrate the ability to do surveillance, traffic accident photography and videography.

FOR 5525 Forensic Photography II

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: C grade (2.00) or better in 5524. Course is graded A-E.

The student will learn lighting techniques, the use of filters, crime scene photography and alternative light sources. Legal aspects of forensic photography will be discussed and court presentation of photographs will be done in a moot court. A crimes scene photographic report will be prepared. The student will develop proficiency in digital photography and be familiarized with the development and printing of film in a darkroom. Aspects of photographic composition will also be covered and painting with light will be performed. Crime, evidence, Ultraviolet, fluorescent and infrared photography will also be covered in this course.

FOR 5530 Forensic Criminalistics I

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: None; however 5510 is recommended. Course is graded A-E.

The student will be involved in the study and application of scientific crime detection techniques with emphasis on collection of physical evidence, fingerprint development, identification of known to unknown fingerprint and palm prints. The student will learn footprint recovery and identification, tool mark comparisons, and blood spatter analysis.

FOR 5531 Forensic Criminalistics II

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: None; however 5510 and 5530 are recommended. Course is graded A-E.

The student will be involved in the study of scientific crime detection techniques with emphasis on ballistics, trace metal, gunpowder, residue, hair and fiber evidence, paint comparison and physical comparisons. The student will participate in courtroom testimony and what is required from an expert witness.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

FOR 5532 Introduction to Laboratory Instrumentation

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in (1700/1710 or 1715), and 1720 and concurrent enrollment in 5534. Course is graded A-E.

The student will learn that advances in the technology of laboratory instrumentation have enabled technicians to replace highly trained analytical chemists in the routine work of the forensic laboratory. The purpose of this course is to introduce the student to the basic underlying principles of spectroscopy and chromatography, the techniques of identification and separation science. The student will become familiar with the Beer-Lambert Law which provides the theoretical basis for quantitative spectroscopy. The student will be exposed to the common principles which run through thin-layer, liquid and gas chromatography. The student will learn the basic principles of operation for the gas chromatography detectors, their limits of detectability and their application to analysis for forensic evidence.

FOR 5534 Instrumentation Analysis

1 credit hour, 2 contact hours (0 hours lecture and 2 hours lab). Prerequisite: This course must be taken concurrently with 5532. Course is graded A-E.

Through demonstration and hands on experience, the student will expand their theoretical knowledge with practical illustration of spectrophotometers and chromatographs. Through examples of actual casework, the student will apply visible ultraviolet and infrared spectroscopy. The student will also apply gas chromatography to alcohol and drug analysis. The student will gain experience the application of the combined technique, gas chromatography/mass spectroscopy to forensic problems.

FOR 5535 Forensic Toxicology

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: C grade (2.00) or better in 5532 and 5534. Course is graded A-E.

The student will learn the adverse effects of drugs and chemicals upon the human body. Forensic toxicology is concerned with not only the identification and quantitation of chemicals, but also the relationship of any levels detected in body fluids or tissues to the impairment of a person's health or behavior. The student will focus on the pharmacology of alcohol and the major drugs of abuse and their detection in breath, blood, urine, and saliva. Demonstrations and laboratory work will be essential to the student's successful completion of this course.

FOR 5538 Questioned Documents

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: None; however 5510, 5530 and 5531 are recommended. Course is graded A-E.

The student will learn through lecture, demonstration, and laboratory work, an overview of the field of questioned document examination. The field of document examination has traditionally been one of more art than science involving the carefully trained eye of an expert technician. Now, science, with the aid of computer-driven equipment, can compare handwriting, raise obliterated text, and detect subtle changes in style. Forged signatures and bad checks along with computer-assisted forgeries will be examined, as well as document alterations and wire fraud.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

FOR 5547 Forensic Serology

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: C grade (2.00) or better in 1210, (1700/1710 or 1715) and (1740 or 1745). Course is graded A-E.

The purpose of this course is, through lecture, demonstration and laboratory, to overview the field of serology with an emphasis on forensic application. The course will comprise a review of the formed elements of the blood and other biological fluids such as saliva, perspiration, milk, and semen. The traditional immunological techniques used for identification and blood grouping of fluids and dried stains will be emphasized by lecture and lab. The principles of DNA testing will be explained and demonstrated. The student will learn to apply the most appropriate technique to their specific serological circumstance.

FOR 5548 Advanced Crime Scenes

4 credit hours, 6 contact hours (3 hours lecture and 3 hours lab). Prerequisite: C grade (2.00) or better in 5530 and 5531. Course is graded A-E.

This course will prepare the student for court preparation of crime scenes. The student will process crime scenes and then draw the scenes manually for court presentation. The student will learn how to reenact a crime scene for presentation in court.

FOR 5550 Introduction to Fire Origin and Cause

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

The purpose of this course is to be able to determine the cause of fires and explosions. Finding the point of origin and determining the cause at a scene will be discussed. Familiarity with chemical and physical principles are necessary in these investigations and the conditions which influence the growth, spread, and development will be reviewed. Emphasis will be placed on techniques for debris removal and scene reconstruction and examination of evidence.

FOR 5551 Forensic Science Seminar

2 credit hours, 3 contact hours (1 hour lecture and 2 hours lab). Prerequisite: Second year Forensic Science Student. Course is graded A-E.

This course is designed to allow the student to apply their theoretical and laboratory training knowledge to practical experiences in a forensic setting. The major emphasis for this seminar will be on criminalistics. The student will have the opportunity to interact with criminalists and other professionals who are involved daily in the scientific detection, identification and ultimately, the solution of the crime. The lecture portion will be a less formal educational experience in which the student will engage in discussions of current topics relative to the forensic sciences. Guest presenters and field trips may be part of the educational experience.

EAR 5610 Observation and Assessment of Young Children

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: Concurrent enrollment in 5614 and eligible to take 1532 (or by permission of the ECD Program Director). Course is graded A-E.

This course is designed to help prepare students to observe, record and assess young children's development and learning for the purpose of planning appropriate programs, environments, interactions, and adapting for individual differences. Informal, authentic assessment will be highlighted and formal techniques will be introduced. Observation will be required in various early childhood programs and include teacher's reflective practices across the curriculum that encompasses the developmental continuum.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

EAR 5614 Introduction to Early Childhood Education

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: Concurrent enrollment in 5610 and eligible to take 1532 (or permission of the ECD Program Director). Course is graded A-E.

This course will introduce the student to topics on the history of early childhood education, program descriptions, evaluation, policy concerns, and professional behavior. The underlying theories and practices of specific program models or frameworks to curriculum planning for early childcare and education settings will be examined. The student will discover the broad range of educational strategies that are available for working with young children and their families.

EAR 5615 Managing Children in Groups

2.5 credit hours, 5 contact hours (2 hours seminar, 0 hours lab, and 3 hours practicum). Prerequisite: 1532, and a C grade (2.00) or better in 5610, 5614, 5656, plus prior approval by the ECD Program Director at least six weeks prior to the start of class, a completed Student Practicum File, or by permission of the ECD Program Director. Course is graded A-E.

This course will focus on the principles and methods of guiding young children. Emphasis will be on the use of individual and group guidance and problem solving techniques to develop positive and supportive relationships with children. Students will explore and reflect on strategies that promote positive conflict resolution, self-control, self-esteem within a nurturing, safe community classroom environment. As participant observers, students will apply the principles of active positive guidance with young children under the supervision of a qualified cooperating teacher. Referral sources, parental participation and program collaboration will be an important focus for children with challenging behaviors.

EAR 5616 ECD Instructional Technology

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: C grade (2.00) or better in 5614 and experience with basic personal computer or permission of the ECD Program Director. Course is graded A-E.

This course will prepare the early childhood development professional to design, select and analyze instructional materials, basic media options and computer applications to enhance teaching and maximize children's progress. An overview of augmentative technology will be included.

EAR 5617 Engaging Children in Projects

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

This course is designed to assist the student in learning the fundamentals of project based learning with children. The student will review completed projects to assess the children's learning outcomes and teaching strategies. Documentation processes will be explored and practiced. Collaborative groups will be assigned to practice project based learning and document the progress of a project topic.

EAR 5621 ECD Field Practicum

1.5 credit hours, 4.5 contact hours (1 hour seminar, 0 hours lab and 3.5 hours practicum). Prerequisite: C grade (2.00) or better in 5610, 5614, 5615, 5616, 5624, 5645, 5656, concurrent enrollment in 5638, and permission of the ECD Program Director. Course is graded A-E.

This course will assist the student in applying the principles, methods and practices learned in the following method course, 5638 Children's Literature. The student will participate in a supervised early childhood setting.

EAR 5624 Curriculum Planning

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5614 and 5645 or permission of ECD Program Director. Course is graded A-E.

In this course the student will be introduced to theories of classroom planning and instruction. Specific topics will include exploring various curriculum philosophies, planning and assessment, teaching strategies, transitions, guidance techniques with attention to exceptionality and cultural diversity.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

EAR 5631 ECD Field Practicum

1.5 credit hours, 4.5 contact hours (1 hour lecture, 0 hours lab and 3.5 hours practicum). Prerequisite: C grade (2.00) or better in 5610, 5614, 5615, 5616, 5624, 5645 and 5656, concurrent enrollment in 5637, and permission of the ECD Program Director. Course is graded A-E.

This course will assist the student in applying the principles, methods, and practices learned in the following method course, 5637 Creative Arts Across the Curriculum. The student will participate in a supervised early childhood setting.

EAR 5637 Creative Arts Across the Curriculum

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5610, 5614, 5616, 5624, 5615, 5645 and 5656 and concurrent enrollment in 5631 and completion of the ECD Student Practicum File or permission of the ECD Program Director. Course is graded A-E.

This course will emphasize the aesthetic development of children through creative experiences in art, music, drama, and movement. The student will explore, practice and reflect on the integration of meaningful learning experiences across the curriculum. The principles of project based work will be introduced and practiced within an early childhood program. Students will work with a group of children following the children's interests and needs in planning experiences.

EAR 5638 Children's Literature

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5610, 5614, 5616, 5624, 5615, 5645, 5656, 5684, concurrent enrollment in 5631, and completion of the ECD Student Practicum File, or by permission of the ECD Program Director. Course is graded A-E.

This course will explore and evaluate children's literature, by genre for children birth to early school age. The integration of family literacy and cultural background will be included as students develop plans for integrating children's literature across curricular areas especially with links to social studies. Students will assess, critique and reflect on appropriate literature for children and families. The student will practice reading and integrating meaningful literature related experiences for children within an early childhood program.

EAR 5640 Parenting and Parent Education

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

This course is an introduction to current theories of parenting and parent education programs that focus on parenting from infancy through the early childhood years. Topics will examine guidance techniques that promote the optimum development of young children with sensitivity to special needs and cultural variation. The student will examine ways to work with parents, individually or in groups, within the early childhood setting.

EAR 5641 ECD Field Practicum

1.5 credit hours, 4.5 contact hours (1 hour seminar, 0 hours lab and 3.5 hours practicum). Prerequisite: C grade (2.00) or better in 5610, 5614, 5615, 5616, 5624, 5631, 5645, 5656, concurrent enrollment in 5649, and permission of the ECD Program Director. Course is graded A-E.

This course will assist the student in applying the principles, methods, and practices learned in the following method course, 5649 Math and Science for ECD. The student will participate in a supervised early childhood setting.

EAR 5645 Theory and Practice of Children's Play

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

This course will explore the important role of a play-based curriculum for young children. Children's development along with ways to foster play experiences in the early childhood setting will be explored. Child initiated and teacher guided events of play will be discussed, including developmentally appropriate play activities that promote children's learning like blocks, sociodramatic play, games and sensorimotor play.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

EAR 5649 Math and Science for ECD

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5610, 5614, 5615, 5616, 5624, 5645, 5656 and concurrent enrollment in 5641 and completion of the ECD Student Practicum File, or by permission of the ECD Program Director. Course is graded A-E.

In this course the student will explore various ways to assist preschool children in developing specific concepts in the areas of math and science including computers and current technologies. The focus will be on setting up developmentally appropriate practices which enable children to develop critical thinking and problem-solving skills. Attention will be given to various methods of documentation of children's learning.

EAR 5656 Family, Child, and Community Health and Safety

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: None.

This course will provide training and practice in basic First Aid, in communicable disease recognition and management, and in child abuse recognition and prevention. Meets requirements of the Ohio Department of Human Services, Child Day Care Licensing Regulations for staff in early child care settings. Local and national laws and regulations related to community health and safety will be explored.

EAR 5665 Mentoring and Supervision Seminar

2 credit hours, 2 contact hours (2 hours seminar and 0 hours lab). Prerequisite: C grade (2.00) or better in 5624, 5637, 5638, 5645, 5649, 5671, and 5686, or permission of the ECD Program Director. Course is graded A-E.

This course is designed to provide the student with the opportunity to analyze and evaluate personal, professional and pre-service teaching experiences relevant to the principles and practices of mentors and protégés in the early childhood field. Students will explore the stages of teacher development, working towards collegiality, conflict resolution and assessment of adult knowledge, skills and dispositions.

EAR 5667 Student Teaching Practicum

3 credit hours, 17 contact hours (1 hour lecture, 0 hours lab, and 16 hours practicum). Prerequisite: C grade (2.00) or better in 5610, 5614, 5616, 5624, 5640, 5645, 5665 (or concurrent enrollment in 5665), 5674 (or concurrent enrollment in 5674), 5679, 5684, 5685, 5686. An overall B grade average (3.00) is required in the methods/practicum course work: 5621, 5631, 5637, 5638, 5641, 5649. Students may also enroll by permission of the ECD Program Director. Course is graded A-E.

This course is designed to meet the final requirements for Ohio Department of Education Pre-Kindergarten Associate Licensure by providing the opportunity for a student to assume responsibility for planning and assessing children's learning. Under the guidance and supervision of a qualified early childhood teaching and supervising faculty, the student will actively assume the role of teacher with in and early childhood program. A portfolio will be completed for review by faculty. The student will participate in seminar sessions to reflect on the teaching and learning process. To register for this course, the student must meet with the ECD Program Director at least one month prior to the start of the quarter.

EAR 5671 Exceptional Children

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5686 and (5656 or equivalent) or by permission of the ECD Program Director. Course is graded A-E.

This course will explore the special needs of atypical children, which include children with severe mental or physical disabling conditions, children with more mild forms of delay, and gifted children. Causes, treatment, concepts, and services available will be studied.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

EAR 5674 Trends and Issues in ECD

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5614, 5624, 5637, 5638, 5645, 5649, 5671, and 5686 or by permission of the ECD Program Director. Course is graded A-E.

In this course the student will explore historical and contemporary issues affecting children, family, community and the early childhood professional. Topics will include societal views of children, early childhood professionalism, current research and future implications. This course is taught via internet.

EAR 5675 ECD Early Intervention Family Dynamics

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: Approved Early Childhood coursework or permission of the ECD Program Director. Course is graded A-E.

This course examines the function and structure of the relationship and interaction among the family, helping professional and the child, birth to age six years with special needs. The student will complete structured observations and interviews with community professionals and families emphasizing an individualized family service planning.

EAR5676 Team Models and Community Collaboration

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: Approved Early Childhood coursework or permission of the ECD Program Director. Course is graded A-E.

This course is designed to familiarize the student with the importance of early intervention team models and community collaboration. Focus will be with the development of cooperative community services for children birth to six years and their families. In addition, the student will explore the formation of group processes, team leadership and the coordination of the individualized service plans for the family and child.

EAR 5678 Early Intervention Assessment Practices

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: Approved Early Childhood coursework or permission of the ECD Program Director. Course is graded A-E.

This course is designed to provide basic knowledge of finding, screening, and assessing children, birth to age six, who are at risk and need further assessment. The student will become familiar with a wide range of diagnostic assessment instruments and procedures that encompass the developmental needs of the whole child involving the family, appropriate community resources and professionals. The student will complete structured observations of typically developing children and assist with the screening and assessment of children with special needs.

EAR 5679 Infant and Toddler Development and Care

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

This course will emphasize development from conception through three years of age. Principles related to physical, cognitive, language, social, and emotional development will be covered. Connections of principles to practices, with a focus on appropriate environments, activities and curriculums will be evaluated. The importance of parents as partners will be explored.

EAR 5680 Administration in Early Childhood Programs

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5621, 5631, 5641 or by permission of the ECD Program Director. Course is graded A-E.

This course is designed for the student interested in the administration of Early Childhood care and education programs. The focus will be on operational planning to include curriculum, parent programs, staff management, community involvement, legal responsibilities, and hiring requirements. Establishing and maintaining effective fiscal practices will be explored.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

EAR 5682 Children's Mental Health Issues

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

This course will explore children's mental health issues related to self-esteem, development, the effects of adult life choices, and the effects of current day stressors.

EAR 5683 School Age Programs and Care

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

This course is designed to assist caregivers of school ages in understanding the needs elementary school age children have for programs and care outside of school hours. Students will explore developmentally and culturally appropriate activities, positive guidance, and communication guidelines.

EAR 5684 Fundamentals of Reading and Writing

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

This course will focus on research-based principles and practices that will provide children birth to eight years of age with a solid foundation in developmentally appropriate early reading and writing. The student will explore and evaluate the concepts in practice.

EAR 5685 Family Development

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-E.

This course is an introduction to the study of families from a social science perspective. The focus will be on family related issues that affect individuals throughout the life cycle. The course will comprise the principles of family research including cultural and historical influences. Contemporary social issues will be explored that affect the formation and maintenance of family life.

EAR 5686 Child Development

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 5679 or by permission of the ECD Program Director. Course is graded A-E.

This course will emphasize the development of young children, and explore development in middle childhood and adolescence. Principles related to physical, cognitive, social and emotional development will be covered. Class topics will include influences on development, such as culture and various abilities. Connections of principles to practice will be evaluated.

EAR 5801 ECD Independent Study: Creative Music Experiences with Pre-Schoolers

1-2 (variable) credit hours; 5-10 hours contact hours independent study. Prerequisite: C grade (2.00) or better in 5610, 5614 and 5686 and permission of the ECD Program Director. Course is graded A-E.

This course is designed to allow the ECD student the opportunity to choose a topic for independent study related to early childhood development or education. The student will work closely with an ECD faculty member in determining the appropriateness of the topic area. Transfer students receiving partial credit for an ECD course may utilize this course as an elective to meet up to 2 credit hours in any one topic area towards the required credits for graduation.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

EAR 5802 ECD Independent Study: Self-Esteem Development with Children

1-2 (variable) credit hours; 5-10 hours contact hours independent study. Prerequisite: C grade (2.00) or better in 5610, 5614 and 5686 and permission of the ECD Program Director. Course is graded A-E.

This course is designed to allow the ECD student the opportunity to choose a topic for independent study related to early childhood development or education. The student will work closely with an ECD faculty member in determining the appropriateness of the topic area. Transfer students receiving partial credit for an ECD course may utilize this course as an elective to meet up to 2 credit hours in any one topic area towards the required credits for graduation.

EAR 5803 ECD Independent Study: Children's Literature

1-2 (variable) credit hours; 5-10 hours contact hours independent study. Prerequisite: C grade (2.00) or better in 5610, 5614 and 5686 and permission of the ECD Program Director. Course is graded A-E.

This course is designed to allow the ECD student the opportunity to choose a topic for independent study related to early childhood development or education. The student will work closely with an ECD faculty member in determining the appropriateness of the topic area. Transfer students receiving partial credit for an ECD course may utilize this course as an elective to meet up to 2 credit hours in any one topic area towards the required credits for graduation.

EAR 5804 ECD Independent Study: Special Needs Inclusion

1-2 (variable) credit hours; 5-10 hours contact hours independent study. Prerequisite: C grade (2.00) or better in 5610, 5614 and 5686 and permission of the ECD Program Director. Course is graded A-E.

This course is designed to allow the ECD student the opportunity to choose a topic for independent study related to early childhood development or education. The student will work closely with an ECD faculty member in determining the appropriateness of the topic area. Transfer students receiving partial credit for an ECD course may utilize this course as an elective to meet up to 2 credit hours in any one topic area towards the required credits for graduation.

EAR 5805 ECD Independent Study: The School Age Child: Plans and Activities

1-3 (variable) credit hours; 5-15 hours contact hours independent study. Prerequisite: C grade (2.00) or better in 5610, 5614 and 5686 and permission of the ECD Program Director. Course is graded A-E.

This course is designed to allow the ECD student the opportunity to choose a topic for independent study related to early childhood development or education. The student will work closely with an ECD faculty member in determining the appropriateness of the topic area. Transfer students receiving partial credit for an ECD course may utilize this course as an elective to meet up to 2 credit hours in any one topic area towards the required credits for graduation.

EAR 5806 ECD Independent Study: Parent Education

1-3 (variable) credit hours; 5-15 hours contact hours independent study. Prerequisite: C grade (2.00) or better in 5610, 5614 and 5686 and permission of the ECD Program Director. Course is graded A-E.

This course is designed to allow the ECD student the opportunity to choose a topic for independent study related to early childhood development or education. The student will work closely with an ECD faculty member in determining the appropriateness of the topic area. Transfer students receiving partial credit for an ECD course may utilize this course as an elective to meet up to 2 credit hours in any one topic area towards the required credits for graduation.

EAR 5807 ECD Independent Study: Current Issues in Child Development

1-3 (variable) credit hours; 5-15 hours contact hours independent study. Prerequisite: C grade (2.00) or better in 5610, 5614 and 5686 and permission of the ECD Program Director. Course is graded A-E.

This course is designed to allow the ECD student the opportunity to choose a topic for independent study related to early childhood development or education. The student will work closely with an ECD faculty member in determining the appropriateness of the topic area. Transfer students receiving partial credit for an ECD course may utilize this course as an elective to meet up to 2 credit hours in any one topic area towards the required credits for graduation.

**COTC Course Description Listing
2007-2008 Academic Year
Public Service Technologies Course Descriptions**

EAR 5808 ECD Independent Study: Developing an ECD Manual

1-3 (variable) credit hours; 5-15 hours contact hours independent study. Prerequisite: C grade (2.00) or better in 5610, 5614 and 5686 and permission of the ECD Program Director. Course is graded A-E.

This course is designed to allow the ECD student the opportunity to choose a topic for independent study related to early childhood development or education. The student will work closely with an ECD faculty member in determining the appropriateness of the topic area. Transfer students receiving partial credit for an ECD course may utilize this course as an elective to meet up to 2 credit hours in any one topic area towards the required credits for graduation.

EAR 58XX Independent Study in ECD

1-2 (variable) credit hours; 5 hours per quarter minimum contact hours. Prerequisite: C grade (2.00) or better in 5610, 5614, and 5686 and permission of the ECD Program Director. Course is graded A-E.

This course is designed to allow the ECD student the opportunity to choose a topic for independent study related to early childhood development or education. The student will work closely with an ECD faculty member in determining the appropriateness of the topic area. Transfer students receiving partial credit for an ECD course may utilize this course as an elective to meet up to 2 credit hours in any one topic area towards the required credits for graduation.