

**Central Ohio Technical College  
Course Description Listing  
1999-2000 Academic Year**

**GENERAL EDUCATION: 1000**

**1004 Employment Seeking Skills**

2 credit hours, 3 contact hours (1 hour lecture and 2 hours lab). Prerequisite: None.

Students are taught the methods, techniques, and procedures necessary for successfully finding and keeping a satisfying job. Preparation of resumes, letters of inquiry, and employment applications as well as interviewing techniques are presented. The coursework includes the study of requirements for a wide variety of occupations, sources of employment wage and non-wage information, employment outlook and opportunities, evaluation of job offers, decision making, and job termination requirements.

**1005 Student Career Development and Leadership Training**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. S/U Graded Course.

This course will provide an overview of the theory and skills necessary for the practice of effective leadership as an integral component of a student's career and life plan. The course will be graded Satisfactory/Unsatisfactory.

**1006 Critical Thinking**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: 1502.

This course, an introduction to logic, teaches students to analyze the media, advertising, and everyday problems -- career, academic, and personal. It aims at equipping students with the basic skills and discipline necessary to make valid judgments.

**1007 Career Explorations**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: None.

Career Explorations provides opportunities for students to build confidence and to develop self-reliance while they relate their educational experience to the importance of career planning. The course focuses on self-awareness, job market research, career services and options at COTC, and team building. Students will experience contact with working professionals, class and team discussions, lectures, videos, handouts, readings, on-site visitations, and individual reports.

**1008 Ethics**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

The course studies eight basic ethical theories: divine command, social law, egoism,

utilitarianism, categorical imperative, prima facie duties, situationism, and maximin principle--their strengths and weaknesses. It balances theory and practice, using case studies and open discussion. It intends to afford students with the necessary knowledge, attitudes, and processes to make appropriate moral decisions.

### **1011 Career Planning I**

1 credit hour, 2 contact hours (0 hours lecture and 2 hours lab). Prerequisite: Successful completion of 1007 Career Explorations course, or documented enrollment in a technology program, or permission of the Division Chair, or current employment.

This course develops the student's ability to prepare resumes, cover letters, and employment applications. Students examine authentic job materials with emphasis on writing job objectives, using action words, as well as focusing on the benefit factor. Professional appearance of documents is stressed.

### **1012 Career Planning II**

1 credit hour, 2 contact hours (0 hours lecture and 2 hours lab). Prerequisite: Successful completion of 1007 Career Explorations course and/or 1012 Technology Career Planning I, or documented enrollment in a technology program, or permission of the Division Chair, or current employment.

Technology Career Planning II prepares the student for the three stages of the interview process: pre-interview planning, interview management, and post-interview follow-up. Specific topics include: 1) company research; 2) interview questions and responses; 3) employer evaluation criterion; 4) positive image; 5) skill reinforcement; and 6) interview reassessment. Emphasis is given to professionalism and persuasive communication. This course is taught through employer contacts, role play, small group discussion, lectures, videos, and videotaped interviews.

### **1013 College Success Skills**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. This course will count neither for elective credit nor toward meeting minimum credit hours for graduation.

Skills developed in this course include basic organizational techniques such as time management, memory and concentration, prioritizing tasks, goal setting. Academic skills include identifying individual learning styles, note taking, and test taking skills.

### **1023 Pre-Technical Reading Skills**

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: None. S/U Graded Course. This course will count neither for elective credit nor toward meeting minimum credit hours for graduation.

Critical reading skills necessary for successful use of college level reading materials are the focus of this course. Critical reading and vocabulary building skills covered include features of textbooks, interpreting graphics, identifying main ideas and supporting details, textbook marking and annotating, vocabulary building, dictionary usage, and reading systems. This course may be taken concurrently with College Success Skills. The course is graded

Satisfactory/Unsatisfactory.

### **1024 Reading Development Lab**

1 credit hour, 2 contact hours (0 hours lecture and 2 hours lab). Prerequisite: Placement by receiving an "IP" grade in 1023. S/U Graded Course. This course will count neither for elective credit nor toward meeting minimum credit hours for graduation.

1024 Reading Development Lab concentrates on improving reading comprehension to a mastery level of 12th grade as measured by a standardized reading test. Only students with a grade of "IP" from 1023 Pre-Technical Reading Skills may register for this course. If mastery level is not attained, a grade of "U" will be recorded for all reading courses transcribed. The course is graded Satisfactory/Unsatisfactory.

### **1200 Basic Mathematics**

5 credit hours, 5 contact hours (5 hours lecture and 0 hours lab). Prerequisite: None. Not open to students with credit for 3000 or 3002. Course is required for all students scoring below 41 on the ASSET numerical skills test or below 44 on the COMPASS numerical skills test. This course will count neither for elective credit nor toward meeting minimum credit hours for graduation.

Basic Mathematics is designed to develop the student's potential to succeed in other college mathematics courses. The basic arithmetic skills involving whole numbers, fractions, and decimals are reviewed. Also covered are signed numbers, percents, dimension analysis, and the rudiments of algebra.

### **1201 Business Mathematics**

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: Completion of 1200 with a "C" (2.00) or better, or score of at least 41 on ASSET Numerical Skills test, or score of at least 44 on COMPASS Pre-Algebra/Numerical Skills test. This course is not open to students with credit for 2010.

The course is a study of basic business arithmetic. It presents the concepts and applications of percentages, payroll, insurance, consumer interest, loans, and other common business computations.

### **1203 Introduction to Geometry**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: Completion of 1200 with a grade of "C" (2.00) or better, or score of at least 41 on ASSET Numerical Skills test, or score of at least 44 on COMPASS Pre-Algebra/Numerical Skills test. This course will count neither for elective credit nor toward meeting minimum credit hours for graduation.

CRIMINAL JUSTICE STUDENTS, PLEASE NOTE: If a Criminal Justice student has not taken Geometry within the last five (5) years receiving a "C" (2.00) grade or better, 1203 must be taken prior to enrollment in 5215. Students who have not met the geometry requirement will be removed from 5215 class rosters.

This course is an introduction to elementary geometric concepts. It includes the study of

lines, angles, triangles, polygons, circles and solids. Right triangle trigonometry and classic geometric constructions are also explored. This course is problem-solving oriented rather than proof-oriented.

### **1205 Introduction to Algebra**

5 credit hours, 5 contact hours (5 hours lecture and 0 hours lab). Prerequisite: Completion of 1200 with a grade of "C" (2.00) or better, or score of at least 41 on ASSET Numerical Skills test, or score of at least 44 on COMPASS Pre-Algebra/Numerical Skills test. This course will count neither for elective credit nor toward meeting minimum credit hours for graduation. This course is not open to students with credit for 1210.

This course is an introduction to elementary algebraic concepts. It includes operations with real numbers, exponents and radicals, variable expressions, first degree equations, word problems, formulas and graphing. The student will develop the ability to use a scientific calculator efficiently.

### **1210 College Algebra**

5 credit hours, 5 contact hours (5 hours lecture and 0 hours lab). Prerequisite: Completion of 1205 with a grade of "C" (2.00) or better, or score of at least 10 on COTC Algebra Skills test, or score of at least 43 on COMPASS Elementary Algebra test. This course is not open to students with credit for 3010.

This course is a study of intermediate algebraic operations. It includes solving equations and inequalities, factoring, rational expressions, radicals, systems of equations, and graphing.

### **1223 Basic Chemistry**

6 credit hours, 7 contact hours (5 hours lecture and 2 hours lab). Prerequisite: Completion of 1205 with a grade of C (2.00) or better, or 1210, or score of at least 10 on COTC Algebra Skills test, or score of at least 43 on COMPASS Elementary Algebra test. This course will count neither for elective credit nor toward meeting minimum credit hours for graduation.

An introduction to the basic concepts of chemistry designed to serve as a foundation (or refresher) for the student about to enter the study of allied health sciences.

The course includes the following topic areas: metrics; elements, compounds and mixtures; atomic structure; bonding; chemical reactions, energy of reactions; oxidation-reduction; gas laws, solids and liquids; liquid mixtures; acids, bases and salts; and a brief look at fluid-electrolyte balance.

### **1225 General Chemistry**

6 credit hours, 7 contact hours (5 hours lecture and 2 hours lab). Prerequisite: C (2.00) grade or better in 1210.

This course will help to prepare the student for further courses in advanced chemistry. The student will study states of matter, solutions, kinetics, acids, bases, and chemical equilibrium with problem solving. The student will also study basics of organic chemistry.

The student will have the opportunity to apply these principles learned through lecture in a lab setting.

### **1240 Basic Science**

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: None. This course will count neither for elective credit nor toward meeting minimum credit hours for graduation.

This Basic Science course is designed for students who need additional skills or background in science to be successful in college level science courses. In this course, the student will develop an understanding of what science is, the scientific method of investigation, measurements and units, use of scientific equipment, types of energy, motion and forces, elements and matter, chemical transformation, matter and life forms, and plant and animal cells. Successful completion of this Basic Science course will prepare the student to enter chemistry or biology courses.

### **1380 Sociology**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. This course is not open to students with credit for 1387, 1390 or 1391.

Sociology is the study of social groups and social issues with emphasis on research methods, cultural evolution, deviance, socialization, differential stratification systems and contemporary institutions. Topics will be presented through lectures, films and classroom discussion.

### **1385 Organizational Psychology**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

Organizational Psychology is an introduction to the application of the methods, facts, and principles of psychology of human behavior within work organizations. Topics include history and use of applied psychology, causation and purpose in behavior, leadership, group problem solving and group leadership, evaluating individual abilities, motivating workers for optimum performance, job fatigue, and counseling skills for managers. Course objectives are achieved through lecture and discussion, role-playing exercises, and written projects.

### **1386 General Psychology**

5 credit hours, 5 contact hours (5 hours lecture and 0 hours lab). Prerequisite: ASSET score of 44 or higher or COMPASS score of 85 or higher and satisfactory completion of 1023 or permission of the instructor or Division Chair. This course is not open to students with credit for 1396.

General Psychology provides an introduction to the areas of basic theoretical constructs, nervous system functioning, perception, learning, memory, emotion, cognition, intelligence, personality theories, stress, social psychology and psychology.

### **1389 Cultural Diversity**

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: 1502 (or 1520) or permission of the instructor or Division Chair. This course is not open to students with credit for 1392 or 1399.

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.

### **1393 Psychology of Personal Growth and Adjustment**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

The course deals with a number of issues pertinent to personal growth and adjustment. Among these are the conflicting views of human behavior offered by psychoanalytic, trait, learning, and phenomenological theories; scientific methodology; self-perception; attraction and love; marriage; contemporary sexual behavior; adjustment problems; stress; handling fear, depression, and anger; and substance abuse. Course goals are achieved through lectures/class discussions, class activities and films.

### **1397 Abnormal Psychology**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: 1393 or 1386 [or 1396] (or permission of the instructor).

Abnormal psychology is the study of maladaptive behaviors with emphasis on etiology, classification and symptom recognition. Major areas of study include general theoretical perspectives, anxiety disorders, sexual variations and dysfunctions, personality disorders, schizophrenia and substance-use disorders. Topics will be presented through lecture/class discussion, structured class activities and films.

### **1398 International Relations**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: 1502.

International Relations is the study of the geography, history, culture, religion, and political and economic processes of significant modern nations. Topics will be presented through lectures, films, classroom discussion and individual research.

### **1500 Basic Communications**

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: None. Course is not open to students with credit for 1110, 1501 or 1510. This course will count neither for elective credit nor toward meeting minimum credit hour requirements for graduation. This course is highly recommended for all students scoring in the designated range on the language section of ASSET or COMPASS.

This course provides the student the opportunity to strengthen language skills with emphasis on sentence structure, paragraph, capitalization, punctuation, word usage and spelling.

### **1502 Composition I**

4 credit hours, 4 contact hours (4 lecture and 0 lab). Prerequisite: ASSET or COMPASS Placement or successful completion of the following courses: 1500, 1013 and/or 1023 as required by ASSET or COMPASS scores. This course is not open to students with credit for 1111, 1508, 1511 or 1520.

This course presents the fundamentals of college writing, emphasizing the writing process and the improvement of one's personal writing style. Students read and write narrative and descriptive essays and reports. Also included is a unit on basic research skills.

### **1503 Composition II**

4 credit hours, 4 contact hours (4 lecture and 0 lab). Prerequisite: 1502. This course is not open to students with credit for 1111, 1508, 1511, 1520, or 1521.

This course is a continuation of 1504 Composition I, focusing on reading and writing expository and argumentative essays and reports. The student will further develop his/her writing style and ability to use research skills.

### **1504 Public Speaking**

3 credit hours, 4 contact hours (2 lecture and 2 lab). Prerequisite: 1502. This course is not open to students with credit for 1112, 1509, 1509.1, 1512, or 1521.

This course emphasizes instruction and practical experience in public speaking. Students learn to analyze audiences, select topics, apply research learned, organize, and present a series of extemporaneous speeches. This course introduces other interpersonal and intrapersonal communications skills, including listening, non-verbal communications, and small group communications.

### **1505 Technical Writing**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: 1502 and 1503. This course is not open to students with credit for 1113, 1513, or 1522.

Technical writing trains students in writing techniques used in business, industry, and public service. Students prepare, edit, and submit memoranda, letters, reports, and resumes.

### **1514 Contemporary Fiction**

5 credit hours, 5 contact hours (5 hours lecture and 0 hours lab). Prerequisite: 1502 or equivalent.

This course acquaints the student with various pieces of contemporary fiction. The student reads noteworthy novels and short stories and write essays demonstrating his/her analysis and understanding of these texts.

### **1516 English as a Second Language (ESL) I**

2 credit hours, 3 contact hours (1 hour lecture and 2 hours lab). Prerequisite: TOFEL score of 450. S/U Graded Course. This course will count neither for elective credit nor toward meeting minimum credit hours for graduation.

English as a Second Language (ESL) I focuses on basic sentence structure and the writing process, developing a reflective writing portfolio, and basic reading comprehensive skills. ESL I is a technology-assisted instruction course that utilizes a constructivist humanistic methodology in developing basic English skills required for successful entry into college level technology courses. This course is graded Satisfactory/Unsatisfactory.

### **1517 English as a Second Language (ESL) II**

2 credit hours, 3 contact hours (1 hour lecture and 2 hours lab). Prerequisite: TOFEL score of 500 or successful completion of 1516 ESL I. S/U Graded Course. This course will count neither for elective credit nor toward meeting minimum credit hours for graduation.

ESL II builds upon ESL I in developing greater depth in writing and reading skills. Academic reading and writing is emphasized. The writing process is linked to the critical reading process necessary for success in college-level courses. ESL II is a technology-assisted instruction course using a constructive humanist methodology in developing basic English skills. This course is graded Satisfactory/Unsatisfactory.

### **1518 Communications Seminar**

1-3 credit hours, 1-3 contact hours (1 to 3 hours lecture and 0 hours lab). Prerequisite: None.

Possible areas of study include vocabulary development, current technical literature, public speaking, the large conference, specific grammar studies, and local business/industrial communication problems. Course content is subject to change in response to student need and may be individualized in nature.

### **1523 Small Group Communications**

3 credit hours, 3 contact hours (3 lecture and 0 lab). Prerequisite: 1502. Course is not open to students with credit for 1115 or 1515.

Students practice the techniques of defining, researching, planning, and group decision making in a series of five conferences, stressing leadership, participation, and responsibility.

### **1524 Technical Writing II**

4 credit hours, 4 contact hours (4 lecture and 0 lab). Prerequisite: 1505.

Technical Writing II stresses training in advanced team writing techniques used in business, industry, and public service. The students, working in project groups, prepare, edit, and submit a proposal, manual, reports, and a feasibility study.

### **1531 National Issues**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: 1502 or equivalent. This course is not open to students with credit for 1530.

The course explores the economical, historical and geo-political nature and ramification of several current issues facing the people of the United States. Each issue will be studied in

depth. It requires synthesis and fine tuning of the basic communicative skills--thinking, listening, speaking, reading, and writing. Frequent oral and written reports are required.

### **1800 Foundation Art 2D**

5 credit hours, 10 contact hours (0 hours lecture and 10 hours lab). Prerequisite: None.

This is a beginning studio course in two-dimensional art, dealing with line, form, composition, and color with exploration in several media.

### **1990 Community Service**

1-3 credit hours depending upon the amount of work experience per week (1 credit hour per 5 hours work experience). Prerequisite: Permission of the Division Chair. S/U Graded Course.

Students perform non-paid work (five hours a week per credit hour of directed practice in a real-world problem) for an organization and be involved in a seminar with others pursuing this experience. A directed practice hour is one during which a student receives individual instruction and then is observed and critiqued by the instructor. Assignments will be with organizations having a working agreement with the College. Appropriate health insurance must be obtained by the student. The coordinating faculty member, with employer input, will be responsible for grading on a satisfactory/unsatisfactory basis.

### **1991 Special Topics in Cultural Diversity**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: 1502 or permission of the Division Chair or the instructor. This course is not open to students with credit for 1392.

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.