

## **ARTS AND SCIENCES DEPARTMENT:**

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### **Associate of Arts Degree**

The purpose of these baccalaureate-oriented associate degrees is to enable students: (1) to transfer to colleges and universities and earn baccalaureate degrees; or, (2) to enable students to terminate academic study after two years with recognition of academic achievement by earning an associate degree. This degree will provide students with the opportunity to affordably complete their first two years of the baccalaureate degree and transfer credit to public four- year colleges and universities.

The Associate of Arts (AA) is essentially the first two years towards a bachelor of arts degree. The AA degree is a two year liberal arts/general education degree comprised of courses that emphasize English, Social Sciences, Arts and Humanities, Mathematics, and Natural Sciences. Graduates of this program will have the general education necessary to pursue a bachelor's degree at most four-year colleges and universities as juniors.

### **Associate of Science Degree**

The purpose of these baccalaureate-oriented associate degrees is to enable students: (1) to transfer to colleges and universities and earn baccalaureate degrees; or, (2) to enable students to terminate academic study after two years with recognition of academic achievement by earning an associate degree. This degree will provide students with the opportunity to affordably complete their first two years of the baccalaureate degree and transfer credit to public four- year colleges and universities.

The Associate of Science (AS) is essentially the first two years towards a bachelor of science degree. The AS degree is a two year liberal arts/general education degree with an emphasis in English, Social Sciences, Arts and Humanities, Mathematics, and Natural Sciences. Graduates of this program will have the general education necessary to pursue a bachelor's degree at most four-year colleges and universities as juniors.

### **Mission**

The mission of MTC's Arts and Sciences Department (A&S) is to provide a foundation for all academic programs. A&S curricula provides educational support and course development in response to the identified needs of the community, including those of business and industry. Department members do their utmost to stimulate and maintain an environment of respect and encouragement so that optimum learning can occur.

General studies courses are designed not only to give you the necessary foundation, knowledge, and skills for completing courses in a technical specialty, but also to prepare you to be an active, interested, and productive member of the community. Certain general studies courses are required for associate degree and certificate programs, while others may be taken as electives or for personal enrichment. General studies courses are typically transferrable to other colleges and universities. Descriptions of these courses can be found in this catalog.

## ARTS AND SCIENCES DEPARTMENT

### COMPETENCIES:

#### **Communications**

Students will have the skills to write, speak, and listen effectively.

#### **Reading**

Students will have the skills to understand vocabulary from context and the skills to read an essay and identify the main ideas and supporting details.

#### **Learning Skills**

Students will have the skills to locate and use information resources and have the ability to apply methods of inquiry.

#### **Critical Thinking**

Students will have the skills to recognize and solve problems; skills to analyze, evaluate, synthesize, and reflect; and the ability to make decisions and demonstrate the knowledge of how to change.

#### **Computation**

Students will have knowledge of calculator functions and applications, the skills to interpret numerical data and solve applied problems (program determines the level of competence).

### COLLEGE FOUNDATION COURSES:

Through its Arts and Sciences department, MTC offers a variety of courses specifically designed to enhance the skills of adults re-entering the academic setting after an extended absence, and to help prepare those who have not taken college preparatory courses in high school or whose performance in high school was inadequate to be successful at the college level.

The college assesses readiness for college-level course work through measures such as Basic Skills Assessment (COMPASS), review of high school experiences, and academic advising conferences. Students who appear to need services beyond those provided by the college will be referred to the appropriate schools, agencies, or other resources in the communities served by the college.

#### **College Foundation Courses**

- Reading Enrichment I (ENG0960A)
- Reading Enrichment II (ENG0965A)
- Preparation for College Writing I (ENG0980A)
- Preparation for College Writing II (ENG0990A)
- Basic College Mathematics (MTH0970A)
- Pre Algebra (MTH0990A)

### CREDIT BY EXAMINATION:

Students may be permitted to progress to more advanced work in a particular program if they can demonstrate college-level competency. If students have qualifications from previous education, job training, self-study, occupational, or other experiences, they may be able to earn credit in certain courses by successfully completing a proficiency examination.

A maximum of 48 term hours of credit may be earned through exam. A per credit hour, nonrefundable fee must be paid to the Business Office before a proficiency examination is taken.

For more information concerning the Arts and Science credit-by-exams, contact the department academic secretary at 740-389-4636, Ext.332.

### TRANSFER MODULE AND TRANSFER ASSURANCE GUIDE:

The Ohio transfer program has been authorized under H.B. 95. Individuals who successfully complete the Transfer Module at one institution will be considered to have met the Transfer Module requirements of the receiving institution. Approved Transfer Module courses, when taken individually, are also guaranteed for transfer among public institutions on a course-by-course basis and are to be applied to the Transfer Module of the receiving institution.

A **Transfer Assurance Guide** (TAG) course is unique in that it has been matched to a set of learning outcomes (identified by an OAN code) in a specific academic subject area. Approved TAG courses carry the guarantee that the courses and their credits will transfer and apply toward the major at any of Ohio's public institutions of higher education, provided they were taken when the courses were equivalent.

Further Ohio transfer information may be obtained at <http://regents.ohio.gov/transfer/>

### Responsibilities of Students

#### Completing Transfer Module Courses or Using Transfer Services

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify a major and college to which they desire to transfer before they begin scheduling MTC classes, or at the latest, very early in their collegiate studies. For example, students should determine if there are language requirements or any special course requirements that must be met during the freshmen or sophomore year. This will enable students to plan and pursue a course of study that will articulate well with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.



## TRANSFER COURSE LIST

### Marion Technical College's Guide to Transferring Ohio College Credit

#### Background

The Ohio transfer program has been authorized under H.B. 95. Individuals who successfully complete the *Ohio Transfer Module (OTM)* at one institution will be considered to have met the Transfer Module requirements of the receiving institution. Approved Transfer Module courses, when taken individually, are also guaranteed for transfer among public institutions on a course-by-course basis and are to be applied to the Transfer Module of the receiving institution.

**Transfer Assurance Guide (TAG)**, courses are unique in that they have been matched to a set of learning outcomes (identified by an OAN<sup>1</sup> code) in a specific academic subject area. Approved TAG courses carry the guarantee that the courses and their credits will transfer and apply toward the major at any of Ohio's public institutions of higher education, provided they were taken when the courses were equivalent.

**Career Technical Credit Transfer (CT)<sup>2</sup>** Legislation directs the Ohio Board of Regents to work collaboratively with the Ohio Department of Education, public adult and secondary career technical education, and state-supported institutions of higher education to establish criteria, policies, and procedures to transfer agreed-upon technical courses from one system to another.

Further Ohio transfer information may be obtained at <http://regents.ohio.gov/transfer/index.php>.

Ohio Transfer Module (OTM) Approved MTC Courses	Ohio ID (OAN)	Transfer Assurance Guide (TAG) Approved MTC Courses
BIO 1000A General Biology	OBU001 ACC 1400A	Financial Accounting I
BIO 1010A Introductory Biology I (Includes lab)	OBU002 ACC 2700A	Managerial Accounting
BIO 1020A Introductory Biology II (Includes lab)	OBU004 BUS 2150A	Legal Environment of Business
ECN 2000A Microeconomics	OSC008 -----	CHM 1200A Chemistry I [1 of 2]
ECN 2010A Macroeconomics		CHM 1215A Chemistry II [2 of 2]
ENG 1090A English Composition I	OSS004 ECN 2000A	Microeconomics
ENG 1100A English Composition II	OSS005 ECN 2010A	Macroeconomics
ENG 1140A Business Communications	OET001 -----	EET 1100B Circuit Analysis I [1 of 2]
ENG 1160A Oral Communications		EET 1101A Circuit Analysis I Lab [2 of 2]
ENG 1170A Professional Research and Presentation	OET002 -----	EET 2200B Digital Circuits I [1 of 2]
HSS 1400A Abnormal Psychology		EET 2220A Digital Circuits II [2 of 2]
HSS 2100A Dealing with Diversity	OET003 -----	EET 1110B Circuit Analysis II [1 of 2]
HST 1500A Early American History		EET 1111A Circuit Analysis II Lab [2 of 2]
HST 1520A Modern American History	OET005 -----	EET 2010A Electronic Devices and Circuits [1 of 2]
MTH 1120B Intermediate Algebra & Intro to Trigonometry		EET 2030A Linear Integrated Circuits [2 of 2]
MTH 1130A Mathematics III	OBU005 ENG 1140A	Business Communications
MTH 1200A College Algebra	OCM004 ENG 1160A	Oral Communications
MTH 1210A PreCalculus	OHL021 HIT 2000A	HIT Legal Issues
MTH 1300A Calculus I	OHL022 HIT 1150A	HealthCare Reimbursement
MTH 1310A Calculus II	OSS029 HSS 1200A	Introduction to Social Work
NTR 1000A Introductory Nutrition	OSS017 HSS 1400A	Abnormal Psychology
PHI 1300A Introduction to Ethics	OSS024 HSS 2100A	Dealing with Diversity
PHY 1200A Physics: Mechanics	OHS043 HST 1500A	Early American History
PHY 1201A Physics: Mechanics Lab	OHS044 HST 1520A	Modern American History
PHY 1210A Physics: Matter and Waves	OHS010 -----	HST 1500A Early American History [1 of 2]
PHY 1211A Physics: Matter and Waves Lab		HST 1520A Modern American History [2 of 2]
PHY 1220A Physics: Electricity & Magnetism	OES001 IET 1000A	Introduction to Engineering
PHY 1221A Physics: Electricity & Magnetism Lab	OET007 MET 2010B	Statistics
PSY 1120A General Psychology	OET008 MET 2020B	Strength of Materials
PSY 1123A Social Psychology	OET010 -----	MET 1500A Metrology [1 of 2]
PSY 1130A Human Growth & Development		MFT 2500A Manufacturing Materials and Processes [2 of 2]
SCI 1110A Anatomy and Physiology I	OET012 MET 1340B	CAD II
SCI 1120A Anatomy and Physiology II	OES004 MFT 1410A	Engineering Statistics
SCI 1130A Microbiology	OBU006 MKT 2030A	Principles of Marketing
SCI 2000A Advanced Human Physiology	OCM012 MKT 2150A	Principles of Advertising & Promotion
SOC 1210A Personal and Family Relations	OHL008 MLT 1300A	Basic Medical Lab Techniques
SOC 1220A Sociology	OHL010 MLT 2400A	Body Fluids
SOC 1230A Investigating Social Problems	OHL009 MLT 2500A	Hematology/Coagulation
	OHLO20 MSC 1030A	Medical Terminology
	OHL019 MSC 1110A	Human Diseases
	OMT005 -----	MTH 1300A Calculus I [1 of 2]
		MTH 1310A Calculus II [2 of 2]
	OHL006 NTR 1000A	Introductory Nutrition
	OBU003 OIS 1240A	Computer Applications I (approved for HIM)
	OSS015 PSY 1120A	General Psychology
	OSS016 PSY 1123A	Social Psychology
	OSS048 PSY 1130A	Human Growth and Development
	OSS023 SOC 1210A	Personal and Family Relations
	OSS021 SOC 1220A	Sociology
	OSS025 SOC 1230A	Investigating Social Problems
	OSC014, or	Physics Sequence (Combination of 2 courses and 2 Labs)
	OSC015	PHY1200A, PHY1201A, PHY1210A, PHY1211A; or, PHY1210A, PHY1211A, PHY1220A, PHY1221A
	OSC021	Physics Sequence (Combination of 3 courses and 3 Labs)
		PHY1200A, PHY1201A, and PHY1210A, PHY1211A, and PHY1220A, PHY1221A

38 MTC courses transfer for the OTM

54 MTC courses transfer for 45 TAGs

<sup>1</sup> OAN = Ohio Articulation Number set by the Ohio Board of Regents.

**Note:** On the reverse side you will find CT<sup>2</sup> approved courses and a three-part process that you should follow, in the rare event that there is difficulty in transferring your college credit.

### Appeal Process for Transfer Credit to and from MTC:

Marion Technical College complies with Ohio Transfer and Articulation Policy to accept transfer credit from new students that eliminates the need to repeat courses already successfully completed. While credit transfer among Ohio public colleges and universities is guaranteed for many courses, other courses not so guaranteed to transfer may be evaluated for transfer in varying ways or not transferred at all. The steps below are provided to guide students who may dispute the outcome of their transcript evaluation when transferring credits to Marion Technical College, or from Marion Technical College to another Ohio public institution.

1. Check the college's published internal appeals process.
2. Student applies for admission.
3. The college evaluates the transcript of accepted student.
4. The college decides on the acceptability and applicability of credit and sends a dated evaluation statement of transfer credit to the student along with a notification of the 90-day period for filing an appeal.
5. If the student accepts the judgment, the process ends.
6. The student challenges the judgment and appeals within the college.
7. The college initiates its multi-level internal appeal process. At each level, the college shall respond to the appeal within 30 days of the receipt of the appeal.
8. The college notifies the student of its judgment.
9. If the student disagrees with the last college decision, he/she may notify the institution at which the credits were earned. That institution may notify the Ohio Board of Regents, if in its judgment, there is noncompliance with the Ohio Articulation and Transfer Policy.

If you are transferring **to** MTC and wish to appeal the official evaluation of your transfer credit, the appeal must be typed and submitted within 90 days of the postmark/electronic or other delivery of this communication, preferably through email, to the appropriate academic department dean or director of your program. Students undecided about a specific program would appeal to the Dean, Arts and Sciences. For more information, contact the Office of the Registrar.

If you are transferring **from** MTC and wish to appeal the official evaluation of your transfer credit received from the college to which you are transferring, you must follow the appeals process of that institution. If you disagree with the judgment of that college or university concerning the earned MTC credits *after* completion of the appeals process, you may report your dissatisfaction to Marion Technical College's Office of Student Records.

### ARTS AND SCIENCES COURSE LIST

#### COMMUNICATIONS

ENG0920A	My Foundations Lab
ENG0960A	Reading Enrichment I
ENG0965A	Reading Enrichment II
ENG0980B	Preparation for College Writing I
ENG0990B	Preparation for College Writing II
ENG1090A	English Composition I
ENG1100A	English Composition II
ENG1140A	Business Communication
ENG1160A	Oral Communications
ENG1170A	Professional Research and Presentation

ENG1900B	Early American Literature
ENG1920B	Modern American Literature
<b>ECONOMICS</b>	
ECN2000A	Microeconomics
ECN2010A	Macroeconomics
<b>HUMANITIES</b>	
HUM1200A	Critical Thinking and Problem Solving
HUM1220A	Introduction to Logic
HSS2100A	Diversity
HST1500A	Early American History
HST1520A	Modern American History
<b>MATHEMATICS</b>	
MTH0970A	Basic College Mathematics
MTH0990A	Pre Algebra
MTH1010A	Business Algebra
MTH1015A	Basic Algebra
MTH1110A	Beginning Algebra
MTH1120B	Intermediate Algebra
MTH1200B	College Algebra
MTH1210A	PreCalculus
MTH1300A	Calculus I
MTH1310A	Calculus II
<b>NATURAL SCIENCES</b>	
BIO1000A	General Biology
CHM1000A	General and Biological Chemistry
CHM1200A	Chemistry I
CHM1215A	Chemistry II
NTR1000A	Intro Nutrition
HLT1000A	Health Terminology I
HLT1010A	Health Terminology II
SCI1010A	Principles of Biology and Chemistry
SCI1110A	Anatomy and Physiology I
SCI1120A	Anatomy and Physiology II
SCI1130A	Microbiology
SCI1060A	Basic Anatomy and Physiology (Online)
SCI2000A	Advanced Human Physiology
<b>PSYCHOLOGY</b>	
HSS1400A	Abnormal Psychology
PSY1000A	Skills for Success
PSY1010A	Career Planning for the 21st Century
PSY1020A	Orientation to College
PSY1120A	General Psychology
PSY1125A	Social Psychology
PSY1130A	Human Growth and Development
<b>SOCIOLOGY</b>	
SOC1210A	Personal and Family Relations
SOC1220A	Sociology
SOC1230A	Investigating Social Problems

The AA and AS are pre-baccalaureate degrees designed to transfer to Bachelor of Arts (BA) and Bachelor of Science (BS) degrees offered at universities and colleges. Completion of the AA or AS means that the student has completed all or nearly all of the freshman and sophomore courses of a BA or BS degree, or about one-half of the total courses required to graduation. The university to which a student transfers may require certain courses in some majors, therefore, MTC advisors will assist students to align their MTC courses to match requirements at the university of their choice.

## **TRANSFERRING TO UNIVERSITIES AND COLLEGES:**

Marion Technical College students have many opportunities to explore upon graduation. Most seek direct entry into the job market; however, more graduates continue their education toward a bachelor's degree directly after they graduate or after starting their careers. Recent statistics show that between 20 and 25 percent of MTC graduates transfer to a four-year institution within six months of graduation.

MTC encourages students who intend to transfer to plan their academic courses carefully in consultation with MTC advisors as well as with advisors at the university to which they want to transfer.

The college participates in an annual area College Night and hosts other special programs/workshops, providing easy access to dozens of well-known colleges and universities, many of which have offered MTC students guaranteed or highly favorable credit transfer.

### **Transfer Agreements**

MTC has entered into transfer agreements with other Ohio colleges and universities. These agreements enable graduates to enter the "transfer college" with junior status so they can, in most cases, complete a bachelor's degree program in as little as two more years.

Please see the **Transfer Brochure** or an Admission representative for specific transfer options.

### **Transfer Guarantees**

In addition to using transfer agreements, MTC students can also complete an individual course or several courses within an academic major that are **guaranteed to transfer** to Ohio public colleges and universities.

The Ohio Board of Regents (OBR) worked with colleges and universities to establish policies that ensure students can begin their college career at any state college or university, including Marion Technical College, and transfer credits earned to other state institutions without unnecessary barriers. This allows students, parents, and advisors to develop viable educational plans using all the resources of the public higher education system – beginning at any point along the pathway from high school through college.

Three (3) key stipulations of Ohio transfer policy mandates that public colleges and universities:

- assure transfer of course credits and degrees without unnecessary duplication.
- use a universal course equivalency classification system to eliminate inconsistent judgment in transfer credit application.
- admit students with associate degrees to state public universities on an equally competitive basis with native students for specific programs and with priority over out-of-state associate degree graduates and out-of-state transfer students.

It is possible for students to complete 50 percent of a bachelor's degree at MTC depending upon their chosen major. According to state policy, students can maximize the transfer of college credit throughout all Ohio public institutions using the following methods:

## **Transfer Assurance Guides (TAGs)**

TAGs are groups of foundational and other courses that represent commonly-accepted pathways to bachelor's degrees, including specific majors. TAG courses are guaranteed to transfer and apply to degree/program requirements of each major. Each of the 35 subject areas found in the Ohio TAGs typically includes introductory or core courses in a major, e.g., business or psychology, and also recommended courses in the Ohio Transfer Module (OTM), e.g., microeconomics or sociology. You may use the **TAG** course Bulletin Board to explore various course transfer scenarios by linking to: [www.regents.ohio.gov/transfer/tagcourses/index.php](http://www.regents.ohio.gov/transfer/tagcourses/index.php)

## **Career-Technical Assurance Guides (CTAGs)**

**CTAGs** are courses students (both high school and adult) take at career-technical schools; these courses can count for college credit providing the student meets the requirements listed in the CTAG. MTC participates in CTAGs for Engineering, Information Technology, Medical Assisting, Criminal Justice, and Practical Nursing.

## **Ohio Transfer Module (OTM)**

The Ohio Board of Regents (OBR) has developed a subset of the complete set of a college's or university's general education requirements known as the **Ohio Transfer Module (OTM)**. The OTM represents a body of knowledge and academic skills common across Ohio colleges and universities in: 1) English composition; 2) mathematics; 3) arts and humanities; 4) social and **behavioral** sciences; and 5) natural and physical sciences. Similar to the TAGs mentioned above, the OTM provides students the opportunity to easily transfer course credits. Any college's OTM courses are guaranteed to transfer among Ohio public institutions of higher education as a block of courses, or on an individual course-by-course basis for students who do not intend to complete the entire block. Therefore, students can transfer credit for successful completion of only one OTM course if desired.

See Page 7-8 for more details on Ohio's Transfer Module.

## **Ohio GI Promise**

Military training, experience, and coursework of student service members will count for credit throughout the University System of Ohio. Under this new standard, Ohio colleges and universities will use the American Council on Education (ACE) Guide to the Evaluation of Educational Experience in the Armed Services to translate military education into credit. Where possible, this credit will count toward a student's major or general education requirements.

<http://www.acenet.edu/AM/Template.cfm?Section=Home>

## **CLEP - Credit via College Board**

CLEP is an external credit-by-exam. Students may take this exam given by the College Board, the same organization that proctors the ACT. Students can go to the following website and click on CLEP for more details. <http://www.collegeboard.org/>

## **Advanced Placement (AP) Credit via College Board**

The University System of Ohio (USO) has initiated policies to facilitate the ease of transition from high school to college as well as between and among Ohio's public colleges and universities.

AP tests are offered to high school students through College Board. With a sufficient score on the AP exams, students will be able to earn college credit and/or course equivalencies. High school students take Advanced Placement classes to prepare for the exams, as well as to earn high school credit.

MTC credit awarded for AP exams completed successfully are indicated on the next page. Elective credit may be awarded for other AP exams completed with a score of 3 or above in accordance with Ohio policy.

Students can visit MTC's website to locate information about Advanced Placement (AP), CLEP and other external credit that may transfer for applicable MTC coursework <http://www.mtc.edu/FutureStudents/creditbyexam.html> or <http://www.mtc.edu/earlycollege/index.html>

### **USELECT**

Ohio colleges and universities use **USELECT**, an electronic advising system that describes the transfer opportunities for students through a Web-based portal. USELECT is an effective and user-friendly tool that helps students transfer and apply credits to degree requirements through better planning, cohesive advising, and a one-stop clearinghouse of transfer and academic pathway information.

The overall goal of Ohio's transfer policy is to allow students to easily transfer credits between campuses for equivalent courses and be guaranteed that the courses apply to degrees in specific majors. Ohio needs more college educated citizens, and these efforts are aimed to streamline the process, and avoid duplication of effort and costs to students.

### **PROGRAM OPTIONS:**

#### **Associate Degree**

Associate degrees, the preferred credential for many of the fastest growing occupations, are awarded upon completion of an established MTC two-year program.

MTC offers the Associate of Applied Business (A.A.B.) degree in Business Technologies and Information Technologies. The Associate of Applied Science (A.A.S.) degree is offered in Engineering Technologies, Health Technologies, and Public Services.

Residency requirement: the minimum number of credit hours for all associate degree programs that must be earned through regular MTC course enrollment is 32, of which 16 must be technical course credits. All 32 credit hours must be directly applicable to the chosen program curriculum.

#### **Associate of Arts Degree**

The Associate of Arts Degree (AA) is essentially the first two years of a bachelor of arts degree. The AA degree is a two-year liberal arts/general education degree with an emphasis in English, Social Sciences, Arts and Humanities, Mathematics, and Natural Sciences. Graduates of this program will have the general education necessary to pursue bachelor's degrees that emphasizes non-science majors at most four-year colleges and universities as juniors.

#### **Associate of Science Degree**

The Associate of Science (AS) is essentially the first two years of a bachelor of science degree. The AS degree is a two-year

liberal arts/general education degree with an emphasis in mathematics and natural sciences. Graduates of this program will have the general education necessary to pursue bachelor's degrees that emphasizes science majors at most four-year colleges and universities as juniors.

### **Associate of Technical Study Degree**

Also a two-year option, MTC's **Associate of Technical Study (A.T.S.)** degrees combine existing courses from a minimum of two disciplines to create a unique individually-planned degree that meets a more specialized employment objective.

Individuals interested in pursuing an A.T.S. degree work closely with an academic advisor and must complete a separate A.T.S. application to the college. Individuals have two options: (1) combining portions of established programs to create a hybrid curriculum; or, (2) individually selecting nearly all courses required to qualify for a degree to create a truly unique program.

### **Certificate Programs**

MTC's certificate programs are designed with the advice of employers to provide concise learning opportunities so students can enter the workforce with a technical or professional skill in a compressed period of time. (see [www.mtc.edu](http://www.mtc.edu) for list of Programs and Majors which includes certificate programs.)

Certificate options often target regional employment needs to prepare students competently for quick entry into the workforce. All of the courses completed in a certificate program apply to one or more associate degrees, providing students a clear pathway for continued learning and career advancement.

### **Certification Credentials – IT, Health, etc.**

Students can earn one or more certifications in a variety of specialty areas at MTC. Certification documents to an employer that a student has the knowledge, skills, and abilities in a specific professional area. Certification is typically achieved by successfully passing an exam, which may include a demonstration of skills. Through its VUE™ and Prometric™ Testing Center, MTC offers an array of exams that lead to certification for current students and working professionals.

The certification courses that MTC provides qualify a student to sit for a corresponding certification exam (many mentioned throughout this catalog). In some career areas, certification can be an expected or preferred qualification for initial hiring, internal promotion, or pay increases, including many in the Information Technologies (IT) area.

### **ASSESSMENT:**

#### **What Students Are Expected To Learn and How It Will Be Assessed**

Student learning is the cornerstone of Marion Technical College's mission. To determine how well students learn what is being taught, faculty develop and use a systematic process to assess student academic achievement. This assessment takes place throughout a student's academic career. Assessment results help guide faculty as they continuously improve teaching, learning, courses, programs, and future assessment. Results also help students and others learn about the effectiveness of teaching and learning at MTC.

Assessment begins with a clear understanding of what students are expected to learn. With the advisement of employers, professional associations, and others, faculty have defined two types of core learning goals for MTC students: 1) **Student Learning Outcomes (SLOs)** which usually apply only to students enrolled in a specific area of study; and, 2) **College Graduate Competencies (CGCs)** which are common to all areas of study and apply to all students. Together, SLOs and CGCs form the complete set of core competencies that all graduates are expected to learn.

The individual sub-skills defined in each CGC and SLO are taught, reinforced, and/or periodically measured in various courses throughout the curriculum. Each course in which a College Graduate Competency is assessed in a primary way is designated with a special D icon next to the course in this catalog. SLOs are listed for each degree program and major next to the course displays in this catalog. The six CGC areas and statements of competence are:

**Communications:** Communicate effectively both written and orally

**Mathematics:** Solve problems using mathematics

**Problem Solving:** Solve problems through analysis, creativity, and synthesis to make informed decisions.

**Professionalism:** Demonstrate good work habits, effective interpersonal and teamwork skills, and a high level of professionalism.

**Technology:** Use technology tools efficiently and effectively to perform personal and professional tasks.

**Diversity:** Exhibit respect and sensitivity for individual and institutional differences

More complete information about each CGC is available in the Student Handbook and at the college web site, [www.mtc.edu](http://www.mtc.edu). Through its public disclosure of all learning outcomes, and an ongoing assessment of the extent to which students learn them, Marion Technical College affirms that all graduates will be characterized for their ability to competently practice what they have learned.

#### ADVANCED PLACEMENT (AP) AND MTC COURSE EQUIVALENTS

AP EXAM	MTC COURSE #	COURSE TITLE	CREDIT HOURS
Art History	HST2020Z	History of Western Art II	5
Biology	BIO1000A	General Biology	5
Calculus AB	MTH1300A	Calculus I	5
Chemistry	CHM1200A	Chemistry I	5
Chinese Language and Culture		General Elective Credit	5
Comp Government & Politics		Social Science Elective Credit	4
English Language	ENG1090A	English Composition I	4
English Literature	ENG1090A	English Composition I	4
Environmental Science		Natural Science Elective Credit	4
European History		Arts and Humanities Elective Credit	4
French Language		General Elective Credit	5
French Literature		General Elective Credit	5
German Language		General Elective Credit	5
Human Geography		Social Science Elective Credit	4
Italian Language and Culture		General Elective Credit	5
Japanese Language and Culture		General Elective Credit	5
Latin Literature		General Elective Credit	5
Latin: Vergil		General Elective Credit	5
Macroeconomics	ECN2010A	Macroeconomics	4
Microeconomics	ECN2000A	Microeconomics	4
Music Theory		General Elective Credit	4
Physics B	PHY1210A	Physics Matter and Waves (Lecture)	4
	PHY1211A	Physics Matter and Waves (Lab)	1
	PHY1220A	Physics Electricity and Magnetism (Lecture)	4
	PHY1221A	Physics Electricity and Magnetism (Lab)	1
	PHY1220A	Physics Mechanism (Lecture)	4
	PHY1201A	Physics Mechanism (Lab)	1
Physics C: Electricity and Magnetism	PHY1220A	Physics Electricity and Magnetism (Lecture)	4
	PHY1221A	Physics Electricity and Magnetism (Lab)	1
Physics C: Mechanics	PHY1200A	Physics Mechanics (Lecture)	4
	PHY1201A	Physics Mechanics (Lab)	1
Psychology	PSY1120A	General Psychology	5
Spanish Language		General Elective Credit	5
Spanish Literature		General Elective Credit	5
Studio Art: 2-D Design		General Elective Credit	4
Studio Art: 3-D Design		General Elective Credit	4
Studio Art: Drawing		General Elective Credit	4
U.S. Government & Politics		Social Science Elective Credit	4
U.S. History	HST1500A	Early American History and	5
	HST1520A	Modern American History	5
World History		Arts and Humanities Elective Credit	5

## **STUDENT CONNECTIONS:**

### **High School Early College Students**

The Post-Secondary Enrollment Option (PSEO) Program and other dual credit opportunities give high school students who are academically capable of doing college-level work, the opportunity to take college classes while still in high school at no or little cost. MTC courses are taught at many area high schools during regular school hours, and/or students often commute to campus to complete courses of interest. Contact your school guidance office or MTC's Admission Office for details.

### **High School College Tech Prep**

Since 1992, Marion Technical College has participated in a partnership called College Tech Prep (CTP) with secondary schools, business, and industry. CTP is an approach to education that: (1) integrates the teaching and learning of academic and technical skills of students in high school and college, (2) creates a seamless path for earning an associate degree without repeating learning, and (3) affords opportunities for continuing learning toward a bachelor's degree.

CTP students have made a commitment to a pre-college plan of study. CTP courses combine academic and hands-on learning, and provide an opportunity for high school students to earn college credit toward an MTC degree. (Other colleges also accept credits earned through CTP.)

For more information, contact your high school guidance counselor or go to the MTC Web site ([www.mtc.edu](http://www.mtc.edu)) and click on the College Tech Prep icon.

## **ADULT STUDENTS:**

### **Franklin University**

Through a unique partnership with Franklin University, MTC is able to offer 16 distinct bachelor's degree completion options that reflect today's hottest career tracks. Known as the **Community College Alliance**, these programs offer students complete flexibility in their education through a combination of special MTC on-site classes and dynamic online courses hosted by Franklin. Participants in the alliance can complete a bachelor's degree in an online learning environment.

The alliance is open to all MTC graduates and any individual with an associate degree or educational equivalent. Coursework will utilize processes such as Internet research, chat rooms, news groups, online testing, and more.

### **Mount Vernon Nazarene University (MVNU)**

Mount Vernon Nazarene University (MVNU) offers an accredited well-recognized, high quality Bachelor of Business Administration (BBA) program in a non-traditional manner through its Adult and Graduate Studies Program. A bachelor's degree can be completed in about 22 months attending classes on the MTC campus. With classes held just one night per week, one subject at a time, you can earn your degree with a manageable time commitment.

### **BSN and MSN Programs**

The Ohio Board of Nursing and The National League for Nursing Accrediting Commission (NLNAC) require a minimum of a master's degree in nursing, or variations of the bachelor and master's degrees to teach. Our community is very fortunate to have the ability to advance from an STNA (State Tested Nurse

Aide) to a master's degree in Nursing on one campus. Marion Technical College's R.N. nursing program was the first among the four technical colleges that share a regional campus with The Ohio State University to be able to transfer credits. Consequently, the associate degree Registered Nurse graduate from MTC can now transfer to The Ohio State University at Marion to complete the bachelor's degree in nursing.

Students can earn their State-Tested Nurse Aide (STNA) certification and associate's degree in Nursing (R.N.) at Marion Technical College, transfer to OSU Marion for their BSN program, and then attend courses at MTC via distance learning to complete their master's degree (MSN) from Otterbein College.

Marion's Tri-Rivers Career Center has a Licensed Practical Nurse (LPN) Program, which articulates smoothly with Marion Technical College and enables LPN's to complete their associate degree in Nursing via the Transition Program. Of course, these students may join the other MTC R.N. grads and transfer to OSUM and Otterbein to complete the BSN and MSN degrees.

Marion Technical College is accredited by the **Higher Learning Commission**, and the nursing program has been accredited by the NLNAC since shortly after the program's inception. Accreditation enables students to transfer credits to other colleges and universities and signifies the excellence in education at MTC.

As a bonus, Marion Technical College's nursing graduates have been in the top 25% of two-year and four-year college pass rate for the State Board of Nursing Exam (NCLEX-RN) for the past 11 years. The Ohio Board of Nursing reported in 2006 that Marion Technical College was ranked number one in exam pass rate among all 51 associate and bachelor degree nursing programs in Ohio. To find out more about this option, call 740-389-4636 and ask to speak to an advisor.

### **Learning Enrichment Institute**

The Learning Enrichment Institute (**LEI**) is an opportunity for individuals 50 years of age and older to broaden their experiences through a schedule of short-term, non-credit courses that promote creativity, free thinking, and personal growth and development.

LEI combines the educational resources of Marion Technical College, The OSU at Marion, other community organizations, and dozens of volunteers to offer two terms (fall and spring, each lasting approximately five to six weeks) of programming that meet the diverse needs and interest of 50+ adults.

LEI is a community service/outreach effort modeled after more than 600 successful "Elderhostel" programs across the country. LEI belongs to the official Elderhostel Institute Network.

Course offerings and cost /registration information can be found at [www.mtc.edu](http://www.mtc.edu) or by calling 740-725-4014.

### **Sixty Plus Program**

If you are an Ohio resident age sixty or older, you may enroll in MTC courses on a space-available, **non-credit, tuition-free** basis. (You will, however, purchase your own books and pay laboratory fees, if applicable.)

See the Office of Admission for details.

## CAMPUS RESOURCES:

### Marion Campus Library

(Refer to the MTC Student Handbook or go to:  
<http://marionlibrary.osu.edu> for additional information.)

### Alber Student Center

Serving MTC and OSUM students, the George H. Alber Student Center houses the Office of Student Activities and Recreational Sports, as well as recreational and common areas, a gymnasium, facilities for wellness and fitness programming, a 384 square-foot climbing wall, multipurpose room, game room and lounge/study areas.

The campus organizes a variety of activities for students, including dances, movies, concerts, lectures, recreational sports activities (flag football, soccer, wiffle ball, coed volleyball, basketball, racquetball and badminton), and outdoor adventure activities (stargazing/trips to Perkins observatory, paintball, geotrekking), and art shows.

A student activities handout as well as a student ID discount flyer is available in the Office of Student Activities (Room 104, Alber Student Center).

MTC is one of the few colleges in Ohio to offer a Program of Outdoor Pursuits (P.O.P.). The P.O.P. gives students a chance to participate in a variety of instructional classes and outdoor programs, including camping, backpacking, rock climbing, skiing, fly fishing, canoeing and much more. P.O.P. also provides trip planning – both in-state and outside of Ohio.

### Marion Campus Bookstore

Books and supplies used in classes and laboratories by students of MTC and OSUM may be purchased at the Marion Campus Bookstore located in the Alber Student Center. Books and materials (including optional readings suggested by the instructor) are arranged in alphabetical order by course abbreviation and number.

The Marion Campus Bookstore is operated by Barnes and Noble College Booksellers Inc., and also carries school supplies, graduation items, and promotional products representing both institutions. For customer convenience, the bookstore accepts Visa, MasterCard, American Express, Discover, and checks made out to Marion Campus Bookstore, as well as cash payments. (See the MTC Student Handbook for more details on bookstore purchases and textbook return/buyback policies.)

## Buying and Selling Textbooks Online

Many college students are turning to the Internet to purchase (and sell) textbooks. You may wish to compare vendors for book selection, prices and shipping charges before making a purchase.

Tips for buying textbooks online:

- Get the correct edition...returning can be a hassle as well as costly.
- Know the International Standard Book Number (ISBN)... this can be found on some websites by entering the book title, author and edition or under the "My Books" link, under "My Stuff" on the [www.mtc.edu](http://www.mtc.edu) Web page.
- Compare shipping costs...some offer free shipping. Buying from the same vendor may save on shipping.
- Processing and Shipping takes time...order early.
- Sometimes MTC may require other resources, such as workbooks, access codes, CDs, etc. that may or may not be packaged with online textbooks.
- You will need a credit card/bank card to pay online.

Some popular online textbook sources include:

[www.amazon.com](http://www.amazon.com)  
[www.valorebooks.com](http://www.valorebooks.com)  
[www.abebooks.com](http://www.abebooks.com)  
[www.campusi.com](http://www.campusi.com)  
[www.half.com](http://www.half.com)  
[www.barnesandnoble.com](http://www.barnesandnoble.com)  
<http://textbooks.uso.edu>

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