

# **Students completing Career Technical Education are...**



**Columbus City Schools  
Career & Technology Education Centers of Licking County  
Delaware Area Career Center  
Eastland - Fairfield Career and Technical Schools  
Knox County Career Center Schools  
Lancaster City Schools  
Pickaway-Ross Career and Technology Center  
South-Western Career Academy  
Tolles Career and Technical Center  
Tri-Rivers Career Center  
Central Ohio Technical College  
Columbus State Community College  
Marion Technical College**

## Columbus City Schools

Columbus Downtown High School 364 S. Fourth Street, Columbus, Ohio 43215 (380) 997-4213  
Fort Hayes Career Center 546 Jack Gibbs Blvd. Columbus, Ohio 43215 (380) 997-6126  
Adult and Community Education 2323 Lexington Avenue., Columbus, Ohio 43211 (614) 365-6000

**Pegeen Cleary Potts**  
Executive Director, Career-Technical Education, Workforce Development and Adult & Community Education

Email: [pcleary9052@columbus.k12.oh.us](mailto:pcleary9052@columbus.k12.oh.us)

## High School Career Technical Education Programs

### Construction

Bricklaying & Concrete Systems

Carpentry

### Construction Electricity

Heating, Ventilation & Air Conditioning (HVAC)

Welding

### Health

Bioscience Technology

Dental Assisting

Fitness & Wellness

Medical Assisting

Medical Laboratory Technician

Nursing – State Tested Nursing Assistant (STNA)

Surgical Technology/CCP Sterilization

### Cosmetology

Cosmetologist

Manicurist

Culinary Arts

### Education

Early Childhood Education Pathway

Columbus Teaching Academy

### Media Arts

Audio Production

Filmmaking & Television Production

Photography

### Performing Arts

Dance Performance

Music Performance

Theater Performance

### Visual Arts

Art Portfolio

Graphic Design & Printing

### Transportation

Automotive Collision Repair

Automotive Technology

ASE Automotive Service Excellence

### Manufacturing

Advanced Manufacturing

Information Technology

IT-Interactive Media Pathway

IT-Programming & Software Development Pathway

Public Safety

## Adult and Community Education

### Health

Practical Nursing

Nurse Aide

Aspire/High School Equivalency/ESOL

# C-TEC

C-TEC 150 Price Road Newark, Ohio 43055 (740) 364-2832

## High School:

**Michelle Snow - Director**

Email: msnow@c-tec.edu

## Adult Education:

**Lauren Massie - Director**

Email: lmassie@c-tec.edu

## High School Career Technical Education Programs

Architectural & Engineering Design (AED)	Electronic & Computer Technology (ECT)
Automotive Collision Repair (ACR)	Firefighting & Emergency Medical Services (FMS)
Automotive Technologies (AUT)	Individualized Transition Education To Careers (ITEC)
Clinical Care (CC)	Medical Assisting (MA)
Construction Technology (CT)	Physical Therapy & Exercise Science (PES)
Cosmetology (COS)	Robotics and Automated Manufacturing (RAM)
Criminal Justice (CJ)	Teaching Careers (TC)
Culinary Arts (CA)	Welding & Metal Fabrication (WLD)

## Satellite Programs

Dental Assisting (DA)	Information Technology (IT) Lakewood / Northridge / Granville
Diesel & Power Equipment Mechanics (DPM)	Engineering & Science Technology at Watkins
Digital Design & Interactive Media (DDI)	Business - Granville High School
Electrical Trades (ELI)	Health Careers - Licking Heights HS
	Teaching Careers Licking Heights HS

## Adult Education Career Technical Education Programs

IT/Computer Training	Healthcare
<b>Network Technician</b>	Massage Therapy
CompTIA A+ Hardware	Medical Coding Specialist
CompTIA Network+	Office Technology- Medical Office Specialist
CompTIA Security+	Medical Assistant
Cisco Certified Network Associate	Phlebotomy
CompTIA Server+	State Tested Nurse Aide
Cisco CCENT	<b>Trade and Industry</b>
Operating Systems -Linux Essentials	General and CNC Machining
CyberSecurity	C-TEC EDGE (Short term Program)
CompTIA Project+	Heating, Ventelation and Air Conditioning
<b>Service Industry</b>	Heavy Truck and Equipment
Cosmetology	Mutlicraft Maintenance
<b>Public Safety</b>	Power Lineman
EMT: Basic	Structural and Pipe Welding/Fabrication
Professional Firefighter	

# Delaware Area Career Center

Delaware Area Career Center 4565 Columbus Pike Delaware, Ohio 43015 (740) 548-0708

**High School:**

**Tammy Hall - Director of Secondary Operations**  
Email: HallT@DelawareAreaCC.org

**Adult Education:**

**Chad Williams - Director of Adult Education**  
Email: WilliamsC@DelawareAreaCC.org

## High School Career Technical Education Programs

App Development & Programming  
Automotive Collision Technology  
Automotive Technology  
Bioscience  
Career Based Intervention 9 & 10  
Construction Technology  
Cosmetology  
Culinary Arts  
Cybersecurity  
Dental Assisting  
Digital Design  
Early Childhood Education

Engineering Technology  
Exercise Science  
Fire Service Training  
Food Service  
Health Technology & Nursing  
Hospitality  
Landscape Architecture & Construction  
Law Enforcement  
Medical Assisting  
Pharmacy Technician  
Power Sports & Diesel Technology  
Welding & Sheet Metal Fabrication

## Adult Education Career Technical Education Programs

**Public Safety**

EMT Refresher  
Fire Instructor  
Fire Safety Inspector  
Firefighter (Volunteer) - 40 hours  
EMT (Emergency Medical Technician)  
Firefighting I & II  
Motorcycle Ohio  
Ohio Basic Peace Officer Training Academy

**Health**

CPR for the Healthcare Provider  
Nurse Aide Training Program

**Aspire/GED/ESOL**

**Welding**

Welding - Full Time  
Introduction to Welding Processes - Part 1  
Advanced Welding Processes - Part 2  
Advanced Welding Processes - Intro to TIG

**Computer Training**

Cybersecurity for Business  
Cybersecurity for Home and Family  
Microsoft Excel 2016 - Basic  
MS Excel 2016 - Intermediate  
MS PowerPoint 2016 Basic  
Microsoft Word 2016 - Basic  
MS Word 2016 - Intermediate

## Eastland-Fairfield Career and Technical Schools

**Eastland Career Center** 4300 Amalgamated Place Groveport, Ohio 43125 (614) 836-5725  
**Fairfield Career Center** 3985 Coonpath Rd NW, Carroll, Ohio 43112 (614) 837-9443

**High School: Eastland Career Center**

**Jackie Kuffel - Director**

Email: jkuffel@efcts.us

**High School: Fairfield Career Center**

**Derek Routh - Director**

Email: drouth@efcts.us

**Adult Education:**

**Angela Ward - Director**

Email: award@efcts.us

### High School Career Technical Education Programs

#### Eastland Career Center

#### Fairfield Career Center

Agriculture & Heavy Equipment  
 Automotive  
 Auto Body & Paint  
 Aviation  
 Cosmetology  
 Criminal Justice  
 Culinary Arts  
 Dental Assisting  
 Electrical  
 Graphic Design  
 Interactive Media  
 Landscape Design & Management  
 Medical Office  
 Pre-Engineering  
 Programming & Software Development  
 Welding

Animal Management  
 Automotive  
 Construction  
 Cosmetology  
 Criminal Justice  
 Cyber Security  
 Dental Assisting  
 Exercise Science  
 Heating, Ventilation, Air Conditioning & Refrigeration  
 Nail Services  
 Pharmacy  
 Pre-Nursing

#### Satellite Programs

**Architecture/Construction Management:**  
 Gahanna Lincoln High School  
**Bioscience:** Gahanna Lincoln High School  
**Employability Prep (Off-Site)**  
**Environmental Science:** New Albany High School  
**Fashion Merchandising:** Canal Winchester High School

### Adult Education Career Technical Education Programs

Basic Police Officer Training  
 CNC Machining  
 Dental Assisting  
 HVAC

Medical Assisting  
 Multicraft Maintenance  
 Network and Cybersecurity Specialist  
 Welding

# Knox County Career Center Schools

**Knox County Career Center Schools 306 Martinsburg Road Mount Vernon, OH 43050 Phone (740) 397-5820**

**High School:**  
**Jeff Lavin - Director**  
 Email: [jlavin@knoxcc.org](mailto:jlavin@knoxcc.org)  
**Adult Education:**  
**Jane Marlow - Director**  
 Email: [jmarlow@knoxcc.org](mailto:jmarlow@knoxcc.org)

## High School Career Technical Education Programs

### 2 Year Programs

Automotive Technology  
 Building Trades  
 CollegeU-Business  
 Collision Repair  
 Computer Network Technology  
 Cosmetology  
 Culinary Arts  
 Digital Media  
 Early Childhood Education  
 Health Technologies  
 Landscape Design and Management  
 Metal Fabrication and Welding  
 Precision Machining  
 Sports Medicine and Exercise Science

### 10th Grade Only Programs

Career Based Intervention  
 S.T.A.R.T. (Career exploration in the trades industry)

### 12th Grade Only Programs

Careers in Construction Trades  
 CollegeU-Business  
 Pre-Professional Mentorship  
 Teacher Academy

## Adult Education Career Technical Education Programs

Automotive Technician  
 CNC Machinist Certification  
 HVACR  
 Welding Certificaton  
 Certified Business Assistant

IT-Computer Systems and Network  
 Cosmetology  
 Nail Technician  
 Public Safety EMT  
 Public Safety Fire

## Lancaster City Schools

**Lancaster High School** 1312 Granville Pike Lancaster, Ohio 43130 (740) 681-7560  
**Stanbery Career Center** 345 E. Mulberry Street Lancaster, Ohio 43130 (740) 687-7390

**Anthony J. Knickerbocker - Director**  
Email: [a\\_knickerbocker@lcsschools.net](mailto:a_knickerbocker@lcsschools.net)

## High School Career Technical Education Programs

Agricultural Business  
Auto Technology  
Broadcasting  
Building & Property Trades  
Career Based Intervention / CBI  
Career Exploration  
Carpentry  
Construction & Manufacturing Technology  
Cosmetology  
Criminal Science & Forensics  
Culinary Arts  
Family & Consumer Science  
Health Technology  
Marketing Education  
Multimedia  
System Technology & Industrial Engineering

## Pickaway-Ross Career & Technology Center

**Main Campus** 895 Crouse Chapel Road Chillicothe, Ohio 45601 (740) 642-1200  
**Circleville Campus** 424 East Mound Street Circleville, Ohio 43113 (740) 642-1277

### High School:

**Jason Vesey - Director**

Email: Jason.Vesey@PickawayRoss.com

**Chillicothe Campus** 1410 Industrial Drive Chillicothe, Ohio 45601 (740) 642-1288  
**Ross County Aspire/GED** 40 West Fifth Street Chillicothe, Ohio 45601 (740) 779-2035

### Adult Education:

**Carrie Fife - Director**

Email: Carrie.Fife@PickawayRoss.com

## High School Career Technical Education Programs

### AGRICULTURAL AND ENVIRONMENTAL ACADEMY

Veterinary Science Technologies

### BUSINESS AND INFORMATION TECHNOLOGY ACADEMY

Cybersecurity & Networking

General Warehousing & Merchandising

Visual Communication & Design

### CONSTRUCTION ACADEMY

Commercial Carpentry

Electrical Technologies

### EDUCATION AND CONSUMER SERVICES ACADEMY

Commercial Food Careers

Cosmetology

Early Childhood Education

Law and Public Safety

### ENGINEERING AND MANUFACTURING ACADEMY

Engineering Technologies

RAMTEC (Robotics and Manufacturing)

Machining & Manufacturing Technologies

Precision Welding Technologies

### HEALTH AND HUMAN SERVICES ACADEMY

Allied Health

Health Administration

Health Science Technology

Sports Medicine Technology

### TRANSPORTATION ACADEMY

Auto Collision Repair Technologies

Automotive Technologies

Diesel & Heavy Truck Mechanics

Outdoor Power Technologies

## Satellite Programs

### Adena Local Schools

Agricultural Education (HS)

Information Technology (HS)

### Chillicothe City Schools

Business and Administrative Services (HS)

Family and Consumer Science (HS)

Information Technology (HS)

Introduction to Health (HS)

Introduction to Health (HS)

Manufacturing/Construction (HS)

### Paint Valley Local Schools

Agricultural Education (HS)

### Southeastern Local Schools

Agricultural Education (HS)

Union-Scioto Local Schools

Career Based Intervention (HS)



Visual Communications (HS)  
**Circleville City School**  
 Agricultural Education (HS)  
 Career-Based Intervention (HS)  
 Construction Management (HS)  
 Family and Consumer Science (HS)  
 Introduction to Health (HS)  
 Visual Communications (HS)  
**Huntington Local Schools**  
 Agricultural Education (HS)  
 Family and Consumer Science (HS)  
**Logan Elm Local Schools**  
 Agricultural Education (HS)  
 Career-Based Intervention (HS)

Environmental Engineering and Ag (HS)  
 Family and Consumer Science (HS)  
 Information Technology (HS)  
 Introduction to Health (HS)  
**Westfall Local Schools**  
 Agricultural Education (HS)  
 Agricultural Education (MS)  
 Business Administration (HS)  
 Career-Based Intervention (HS)  
 Information Technology (HS)  
**Zane Trace Local**  
 Agricultural Education (HS)  
 Career-Based Intervention (HS)  
 Information Technology (HS)

**Adult Education Career Technical Programs**

**HEALTH CARE TECHNOLOGIES**

Electrocardiograph Technician (EKG)  
 Medical Assisting  
 Medical Billing Specialist  
 Pharmacy Technician  
 Pharmacy Technician Refresher  
 Phlebotomy  
 Practical Nursing  
 Nurse Aide

**SKILLED TRADES**

Auto Mechanic  
 Electrical  
 HVAC  
 Maintenance  
 Power Line  
 Welding

**COMPUTER TECHNOLOGIES**

NEW - IT Academy  
 Computer Training and Consulting  
 CompTIA IT Fundamentals  
 Aspire/High School Equivalency Center  
 GED Voucher Program  
 Adult Diploma Program (Ohio's Options)

**PUBLIC SAFETY**

Anatomy & Physiology  
 Advanced Emergency Medical Technician (AEMT)  
 Advanced EMT Refresher  
 Basic Police Academy  
 Paramedic  
 Emergency Medical Responder (EMR)  
 Emergency Medical Technician - Basic (EMT-B)  
 EMT-Basic Refresher  
 Firefighter I  
 36-hour Volunteer Firefighter Training  
 Firefighter II Transition  
 Professional Firefighter  
 EMS & Fire Instructor

**CAREER ENHANCEMENT**

ServSafe Level Two  
 CDL (Commercial Driver's License)  
 PLC (Programmable Logic Controller)  
 Rockwell Logix 5000 PLC Training  
 StrengthsFinder 2.0  
 Leading with Influence  
 Power of Dialogue

## South-Western City School District

**South-Western City School District** 3805 Marlane Drive, Grove City, OH 43123 (614) 801-3400

**Amy Schakat - Coordinator, Career - Technical Education**

amy.schakat@swcsd.us  
614-801-3005

**South-Western Career Academy** 4750 Big Run South Road Grove City, Ohio 43123 (614) 801-3400

**High School:**

**James P. Marion - Principal**

Email: james.marion@swcsd.us  
(614) 801-3402

**Debbie Stith - Career Pathway Specialists**

debbie.stith@swcsd.us  
(614) 801-3409

**Lori Mesi - Career Pathway Specialists**

lori.mesi@swcsd.us  
(614) 801-3410

## High School 2 year Career-Technical Education Programs

Auto Body Collision  
Automotive Technology  
Cosmetology  
Culinary Arts  
Cyber Security  
Dental Technologies  
Early Childhood Education  
Electrical Trades  
Engineering & Robotics  
Hospitality & Event Management  
Innovation & Entrepreneurship  
Interactive Media Design  
Medical Data Management  
Mobile App Development  
Multi-Skilled Health  
Pre-Nursing  
Software Development  
Welding & Manufacturing

### High School Career Development Programs

### Senior Only Credential Programs

Career Development

Community Career Connections Partnership (C3P(O))

Project Search

Project Life

Construction NCCER Core and Carpentry

Customer Service with a Bilingual Component

Firefighter I & II

State Tested Nurse Assistant (STNA)

## Tolles Career & Technical Center

**Tolles Career & Technical Center 7877 US 42 S.Plain City, OH 43064 (614) 873-4666**

**High School:**

**Connie Strebe - Director**

Email: [cstrebe@tollestech.com](mailto:cstrebe@tollestech.com)

**Adult Education:**

**Jay Paroda - Assistant Superintendent**

Email: [jporoda@tollestech.com](mailto:jporoda@tollestech.com)

### High School Career Technical Education Programs

<b>Agricultural &amp; Environmental</b>	<b>Health Sciences</b>
Outdoor Careers	Pharmacy Technician
Animal Management & Services	Pre-Nursing
<b>Arts &amp; Communication</b>	Pre-Veterinary Technician
Broadcast Video Production	Exercise Science
Digital Media Production	Health Professions Academy
Art Design & Communication	<b>Hospitality Services</b>
<b>Business, Finance &amp; Marketing</b>	Culinary Arts
Academy INC	<b>Human Services</b>
Dublin Business Academy	Cosmetology
Marketing & Logistics	<b>Information Technology</b>
<b>Construction Technologies</b>	Code U Web Design & Development
Carpentry	Information Technology
HVAC	Computer Networking & Support Technology
Plumbing	Web Design & Development
Electricity	<b>Law &amp; Public Safety</b>
Contracting	Criminal Justice
Building Maintenance	RAMTEC Manufacturing & Engineering
<b>Education &amp; Training</b>	Engineering & Manufacturing Technology
Academy EDU	Welding & Fabrication Technology
Early Childhood Education	Transportation Systems
Project SEARCH	Automotive Technologies
	Automotive Collision Repair
	Power Sports & Auto Services

## Tri-Rivers Career Center

Tri-Rivers Career Center 222 Marion-Mt. Gilead Road Marion, Ohio 43302 (740) 389-4681

### High School:

**Martin Dzugan - Director of CTE & Student Pathways**

Email: [tdouce@tririvers.com](mailto:tdouce@tririvers.com)  
740-389-8524

**Chris Solis - Principal**

Email: [csolis@tririvers.com](mailto:csolis@tririvers.com)  
740-389-8529

### Adult Education:

**Richard George - Director**

Email: [rgeorge@tririvers.com](mailto:rgeorge@tririvers.com)  
740) 389-4682 x5525

## High School Career Technical Education Programs

Advanced Machining at RAMTEC  
AG and Industrial Power Technology  
Automotive Technology  
Computer Networking Electronics (CNET)  
Construction Trades Academy  
Cosmetology  
  
Criminal Justice  
Culinary Arts  
Engineering Technologies at RAMTEC

Esthetics and Nail Care  
Exercise Science and Sports Medicine  
Health Careers Academy  
Interactive Media  
Teacher Academy  
Vetrinary Science  
VISION - Valuing Individual Students in Occupational Navigation  
Welding at RAMTEC

## Adult Education Career Technical Education Programs

LPN to RN  
PN (LPN Training Program)  
Patient Care Technician  
Pathway to BSN  
Welding Fabrication and Allied Processes

RAMTEC  
Industrial Maintenance  
Public Safety Services  
Workforce Development

2019 - 2020

# Student Profile\*

Head Count:	3,471
Full-Time:	20%
Part-Time:	80%
FTE (full-time equivalent):	1,695
Average Class Size:	13
Average Age:	23
World Countries Represented:	56
Ohio Counties Represented:	35
Diversity of Student Body:	16%
African-American:	10%
American Indian/ Alaska Native:	0.2%
Asian:	3%
Caucasian:	66%
Hispanic:	3%
Two or more races:	5%
Unknown:	12%

\*Statistics for Autumn 2019

Central Ohio Technical College does not discriminate on the basis of age, ancestry, color, disability, gender, gender identity or expression, genetic information, HIV/AIDS status, military status (past, present or future), national origin (ancestry), race, religion, sex, sexual orientation, protected veteran status, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent or any other basis under the law, in its activities, programs, admission and employment. General information, questions, concerns or complaints related to these matters are to be directed to the Title IX Coordinator Holly Mason, Warner Center, Suite 236, Ohio State Newark/COTC, 1179 University Drive, Newark, Ohio 43055-1797 (740.364.9578) or ADA/504 Coordinator Connie Zang at the same location.

## MISSION

To meet the technical education and training needs of students and employers in the area.

## HISTORY

1971 | COTC chartered & opens in Newark  
 2008 | Montgomery Hall opens in Coshocton  
 2010 | Pataskala Campus opens  
 2012 | Ariel Hall opens in Mount Vernon



Tuition (12 - 18 credits)  
**\$2,328** per semester

**\$876,602**  
 in scholarships available  
 2019 - 2020

**\$260,000+**  
 awarded to date from the  
 Coshocton Promise

**26** Associate Degrees  
 (including all options and  
 majors)

**24** Certificates  
 (including one year and short  
 term)

Faculty have combined  
**600+** years of  
 industry experience

**92%** Graduates  
 employed in field of study

**30+**  
 Student Organizations

**1,200+**  
 College Credit Plus  
 Students

**26**  
 Four-Year Partner  
 Institutions

**14,582**  
 COTC graduates since 1973

**4** Campuses  
 NEWARK | COSHOCTON  
 KNOX | PATASKALA

## Support to Help You Succeed

### ACADEMIC

- Learning Skills Specialist
- Math Learning Center
- Testing Center
- Tutoring Services
- Communications Resource Center

### PERSONAL

- Career Development
- Counseling Services
- Disability Services
- Multicultural Affairs
- Recreational Sports
- Student Organizations

## ADMISSIONS

NEWARK | 740.366.9222  
 COSHOCTON | 740.622.1408  
 KNOX | 740.392.2526  
 PATASKALA | 740.755.7090

## LYNDSEY GALLWITZ

Law School Student  
University of Akron  
Associate of Science, 2017

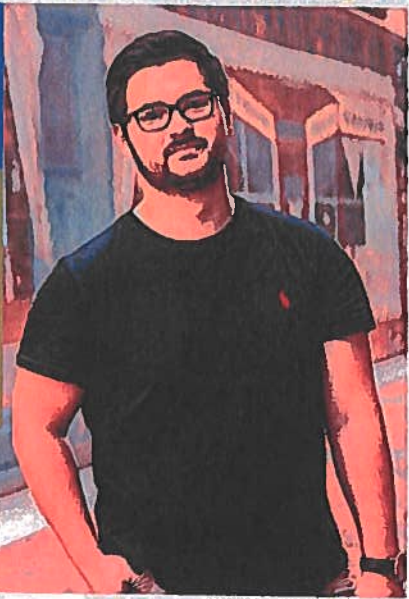
"As a high school student, I knew I wanted to save as much money as possible. I realized I might want to go to law school or grad school in general. COTC gave me more options to do that because I saved so much money."



## ALEX TRUJILLO

Junior Designer  
Explore Licking County  
Digital Media Design  
Technology, 2019

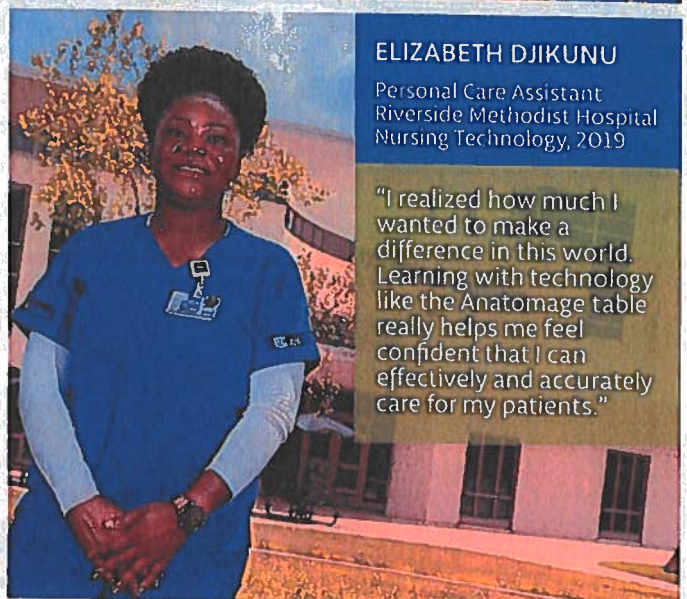
"Smaller class sizes helped me make real connections with faculty who cared about me. Through an internship, I found my dream job before graduation."



## ELIZABETH DJIKUNU

Personal Care Assistant  
Riverside Methodist Hospital  
Nursing Technology, 2019

"I realized how much I wanted to make a difference in this world. Learning with technology like the Anatomage table really helps me feel confident that I can effectively and accurately care for my patients."



# Degrees and certificates

**Key:** AAB Associate of Applied Business | AAS Associate of Applied Science | AA Associate of Arts | AS Associate of Science | ATS Associate of Technical Studies | IC One-Year Certificate | SC Short-Term Certificate

**Transfer Degrees:**  
Associate of Arts AA | Associate of Science AS | Associate of Science in Business AS

**Custom Degree:** Associate of Technical Studies ATS

**Business and Information Technology Careers:** Accounting AAB (Bookkeeping Skills SC) | Business Management AAB (Human Resources IC | Management IC | Office Administration IC) Culinary Science AAS IC (Basic Baking and Pastry Skills SC | Basic Culinary Skills

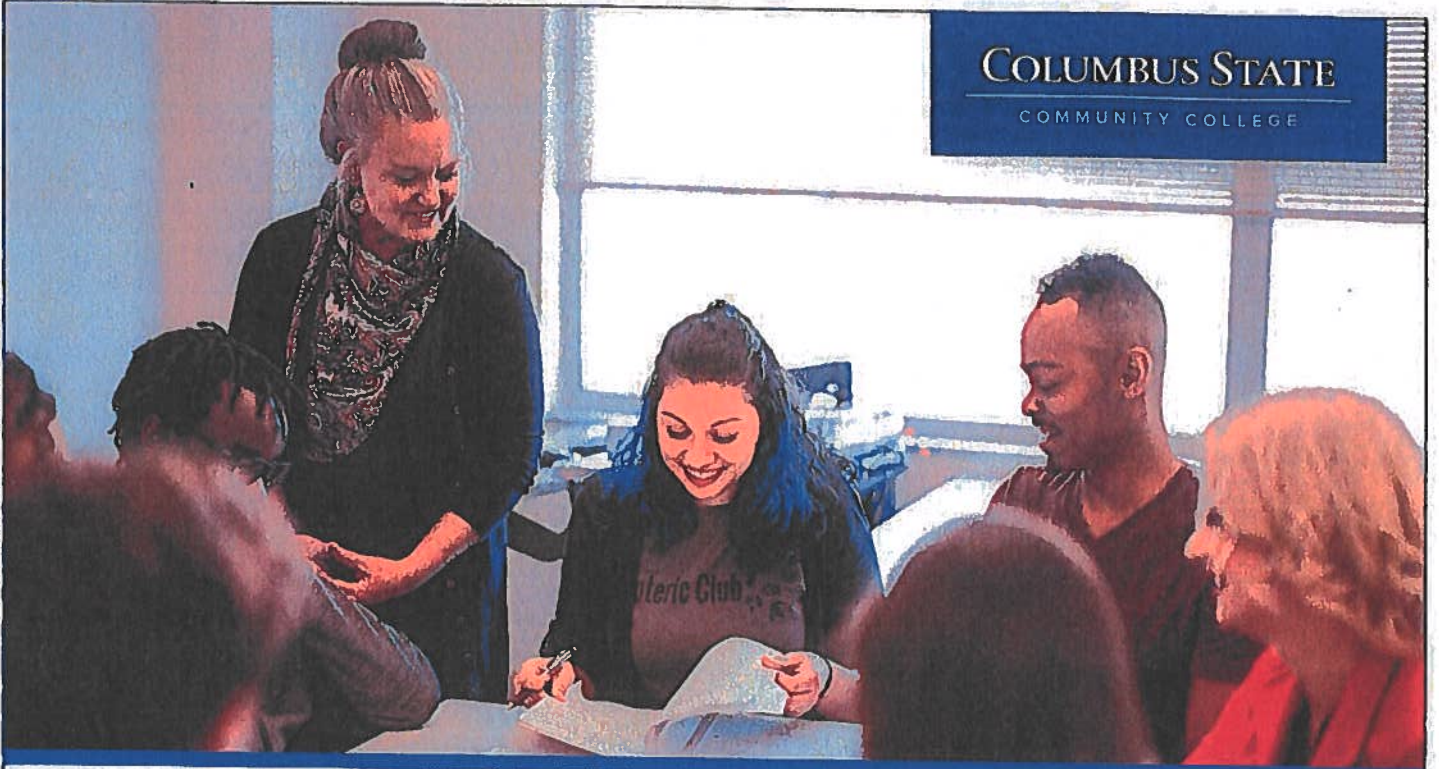
SC) | Digital Media Design AAS (Graphic Design | Web Design) | **Information Technology AAB (Programming and Software Development | IT Specialist)**

**Engineering Technology Careers:**  
Engineering AAS (Architectural Engineering | Architectural CAD SC | Civil Engineering | Civil CAD SC | Electrical Engineering | Mechanical Engineering) | Electric Transmission and Power Distribution AAS | Manufacturing Engineering AAS

**Healthcare Technology Careers:**  
Anesthesia AAS | Diagnostic Medical Sonography AAS (General | Cardiovascular) | Health Services AAS (Community Health Worker SC | Electrocardiography SC | Home Healthcare Provider SC | Mental Health Technician SC | Phlebotomy SC) |

Nursing AAS (Licensed Practical Nurse to Associate Degree Nurse Transition AAS | Practical Nursing IC | **State-Tested Nurse Aide SC**) | Radiologic Science AAS | Surgical Technology AAS IC

**Public Services and Safety Technology Careers:** Criminal Justice AAS | Early Childhood Education AAS | Emergency Medical Services AAS (EMS Advanced SC) | EMS Paramedic IC | EMS Technician SC | Fire Science Technical Rescue AAS | Fire Science AAS | Human Services Program AAS (Addiction Studies SC | Case Management for the Healthcare and Gerontology Professional SC) | Law Enforcement AAS (Peace Officer Basic Training SC)



2019–2020

# Areas of Study

## Types of Degrees at Columbus State

Students can earn an associate degree in more than 200 areas of study at Columbus State. We offer four associate degree options that fall into two categories: Transfer Programs and Career Programs.

**Transfer Programs** complete the first two years of a bachelor's degree for students who intend to transfer and complete a Bachelor of Arts or Bachelor of Science prior to entering the workforce.

### Associate of Arts Degree (A.A.)

#### Associate of Science Degree (A.S.)

The Associate of Arts (A.A.) completes the first two years of a Bachelor of Arts degree, while the Associate of Science (A.S.) completes the first two years of a Bachelor of Science degree.

Upon graduating with an A.A. or A.S. degree, students are guaranteed admission and credit transfer to any public college or university in Ohio. Additional transfer agreements with private colleges and our Preferred Pathway partners expand transfer options even further.

Students who intend to transfer directly into a bachelor's degree program will choose an Associate of Arts or Associate of Science major, depending upon the requirements of the intended bachelor's degree program. If you are not sure which major to declare, our Admissions team is here to help!

**Career Programs** are intended to give students the technical skills to begin a career in a specific discipline upon receiving an associate degree.

### Associate of Applied Science Degree (A.A.S.)

#### Associate of Technical Studies Degree (A.T.S.)

The Associate of Applied Science provides a two-year degree intended to lead directly into a career field. Students graduating with an A.A.S. also have transfer opportunities with select universities, which should be discussed with an academic advisor.

Associate of Technical Studies degrees and certificates provide technical skills for specialized fields and careers. These programs may have a transfer option, which should be discussed with an academic advisor.

### Certificate Programs

Certificate programs at Columbus State offer the opportunity to earn career credentials through intensive study in a discipline or specialty. Many certificates can be completed in as few as one or two semesters.

# Degrees and Certificates

## ARTS, HUMANITIES, AND SOCIAL SCIENCES

In the Arts, Humanities, and Social Sciences Pathway, students can choose from a variety of subjects, including English, communications, history, anthropology, economics, languages, political science and more. These degrees are designed for students who intend to transfer directly to a four-year college or university, generally in a Bachelor of Arts program.

- Associate of Arts**  
(A.A.) (General) ▶
- Anthropological Sciences**  
Anthropological Sciences [A.S.]
- Anthropology**  
Anthropology [A.A.] ▶
- Art History**  
Art History [A.A.]
- Communication**  
Communication [A.A.] ▶
- Criminology**  
Criminology [A.A.] ▶
- Economics**  
Economics [A.A.] ▶  
Economics [A.S.]
- English**  
English [A.A.] ▶
- Geography**  
Geography [A.A.]  
Geography [A.S.]
- History**  
History [A.A.] ▶
- Humanities**  
Humanities [A.A.]
- International Studies**  
International Studies [A.A.] ▶
- Philosophy**  
Philosophy [A.A.]
- Political Science**  
Political Science [A.A.] ▶
- Psychology**  
Psychology [A.A.]  
Psychology [A.S.]
- Religious Studies**  
Religious Studies [A.A.]
- Sociology**  
Sociology [A.A.] ▶
- Spanish**  
Spanish [A.A.]
- Studio Art**  
Studio Art [A.A.]
- Theater**  
Theater [A.A.]

## BIOLOGICAL, PHYSICAL, AND MATHEMATICAL SCIENCES

In the Biological, Physical, and Mathematical Sciences Pathway, students will find majors that give them a strong foundation in STEM subjects. These degrees are designed for students who intend to transfer directly to a four-year college or university, generally in a Bachelor of Science program.

- Associate of Science**  
(A.S.) (General)
- Biology**  
Biology [A.S.]

- Chemistry**  
Chemistry [A.S.]
- Geology**  
Geology [A.S.]
- Mathematics**  
Mathematics [A.S.]
- Physics**  
Physics [A.S.]

## BUSINESS AND HOSPITALITY SERVICES

Students in the Business and Hospitality Services Pathway can study business, finance, entrepreneurship, commerce, marketing, real estate, retail, and supply chain management, as well as culinary, hotel, and tourism management. This pathway offers both Transfer and Career Program options.

- Accounting**  
Accounting [A.A.S.]  
Accounting Concentration (*CPA Exam Preparation*) [Certificate]
- Baking and Pastry Arts**  
Hospitality Management, Baking and Pastry Arts [A.A.S.]  
Baking [Certificate]
- Business**  
Business [A.A.]  
Business Management [A.A.S.] ▶  
Business Management,  
Entrepreneurship [A.A.S.]  
Business Operations Analysis [Certificate]  
Entrepreneurship [Certificate]  
Entrepreneurship, Automotive  
Technology [Certificate]  
Entrepreneurship, Hospitality  
[Certificate]  
Entrepreneurship, Real Estate  
Management [Certificate]  
Entrepreneurship, Sport Management  
[Certificate]  
Foundations of Business [Certificate]  
Foundations of Business, Advanced  
[Certificate]  
Foundations of Insurance [Certificate] ▶  
Managing Interpersonal Skills [Certificate]  
Non-Profit [Certificate] ▶  
Pre-MBA [Certificate] ▶  
Project Management [Certificate]
- Business Office Administration**  
Administrative Assistant [A.A.S.]  
Medical Administrative Assistant [A.A.S.]  
Bookkeeping [Certificate] ▶  
Office Specialist [Certificate] ▶
- Culinary**  
▶ Hospitality Management, Culinary  
Apprenticeship [A.A.S.]  
Culinary Arts [Certificate]
- Finance**  
Finance [A.A.S.] ▶  
Banking Fundamentals [Certificate]
- Hotel, Tourism and Event Management**  
Hospitality Management, Hotel, Tourism  
and Event Management [A.A.S.]  
Casino Management [Certificate]

- Meeting and Event Management  
[Certificate]
- Human Resources**  
Human Resources Management [A.A.S.]  
Human Resource Management  
[Certificate]
- Marketing**  
Marketing [A.A.S.] ▶  
Customer Service [Certificate] ▶  
Digital Marketing [Certificate] ▶
- Nutrition and Dietetics**  
▶ Hospitality Management, Nutrition and  
Dietetics [A.A.S.]  
Dietary Manager [Certificate]
- Real Estate**  
Real Estate [A.A.S.]  
Real Estate Pre-Broker [Certificate]  
Real Estate Pre-Licensure [Certificate]  
Real Estate Professional [Certificate]  
Real Estate Property Management  
[Certificate]
- Restaurant and Foodservice Management**  
Hospitality Management, Restaurant and  
Foodservice Management [A.A.S.]

## COMPUTER SCIENCE, INFORMATION TECHNOLOGY, AND DESIGN

In the Computer Science, Information Technology, and Design Pathway, students can study cybersecurity, game development, network administration, and many other skills within the field of computer science. Creative-minded students can learn video game art and animation, digital design, and digital photography. Students considering continuing on for a bachelor's degree should consult with their advisor about transfer opportunities for their chosen major.

- Computer Literacy**  
Computer Literacy [Certificate]
- Cybersecurity**  
Computer Science, Cybersecurity [A.A.S.]  
Cybersecurity [Certificate]
- Digital Design and Graphics**  
Digital Design and Graphics [A.A.S.] ▶  
Adobe Illustrator [Certificate] ▶  
Adobe InDesign Advanced [Certificate] ▶  
Adobe Photoshop Advanced [Certificate] ▶  
Digital Design [Certificate] ▶  
Digital Painting [Certificate] ▶
- Digital Photography**  
Digital Photography [A.A.S.] ▶  
Digital Photography, Basic [Certificate] ▶  
Digital Photography, Intermediate  
[Certificate] ▶  
Digital Photography, Advanced  
[Certificate] ▶  
Photoshop for Photographers, Basic  
[Certificate] ▶  
Photoshop for Photographers,  
Intermediate [Certificate] ▶  
Photoshop for Photographers, Advanced  
[Certificate] ▶  
Black and White Film [Certificate]  
Business of Photography [Certificate] ▶  
Off-Camera Flash [Certificate]



**Game Developer**

Computer Science, Game Developer [A.A.S.]  
Mobile Game Apps [Certificate]

**Geographic Information Systems (GIS)**

Geographic Information Systems [A.A.S.]  
Geographic Information Systems [Certificate]

**Information Technology Support Technician**

Computer Science, Information Technology Support Technician Track [A.A.S.]  
IT Security Stackable [Certificate]  
IT Support Stackable [Certificate]  
IT Technician Stackable [Certificate]

**Interactive Media**

Interactive Media [A.A.S.]  
Digital Video Production [Certificate]  
Interactive Media, Video Game Art and Animation [A.A.S.]

**Management Information Systems**

Computer Science, Management Information Systems [A.A.S.]  
Business Intelligence [Certificate]  
Database Specialist [Certificate]  
Linux Stackable [Certificate]  
Management Information Systems [Certificate]

**Network Administrator**

Computer Science, Network Administrator [A.A.S.]  
Cisco Certified Network Administrator (CCNA) Routing and Switching [Certificate]  
Network Administrator [Certificate]

**Software Developer**

Computer Science, Software Developer [A.A.S.]  
Software Developer [Certificate]

**Web Developer**

Computer Science, Web Developer [A.A.S.]

**CONSTRUCTION AND SKILLED TRADES**

Students in the Construction and Skilled Trades Pathway can study traditional trades as well as emerging technologies such as sustainable building. Degrees and certificates in this Pathway lead to careers in carpentry, electrical trades, plumbing, welding, HVAC, landscaping, and other fields. Students considering continuing on for a bachelor's degree should consult with their advisor about transfer opportunities for their chosen major.

**Apprenticeship Readiness**

Carpenter Apprenticeship Readiness [Certificate]  
Electrician Apprenticeship Readiness [Certificate]  
HVAC Apprenticeship Readiness [Certificate]  
Plumbing Apprenticeship Readiness [Certificate]  
Sheet Metal Apprenticeship Readiness [Certificate]

**Construction Management**

Construction Management [A.A.S.]  
Building Information Modeling (BIM) [Certificate]  
Estimating/Bidding [Certificate]  
Facility Conservation and Energy Management [Certificate]  
Field Supervision [Certificate]  
Residential Construction Management [Certificate]

**Heating, Ventilating, and Air Conditioning Technology**

Heating, Ventilating, and Air Conditioning Technology [A.A.S.]  
HVAC Controls [Certificate]  
High Pressure Boiler License Training Program [Certificate]  
Large Commercial [Certificate]  
Residential/Light Commercial [Certificate]

**Landscape Design and Management**

Landscape Design and Management [A.A.S.]

**Landscape [Certificate]****Skilled Trades Technology**

Facilities Maintenance [A.A.S.]  
Welding [A.A.S.]  
Facilities Maintenance [Certificate]  
Facilities Maintenance, Carpentry Module [Certificate]  
Facilities Maintenance, Electrician Module [Certificate]  
Facilities Maintenance, Plumbing Module [Certificate]  
Facilities Maintenance, Welding Module [Certificate]  
Intermediate Pipe and Plate Tig Welder [Certificate]  
Intermediate Pipe I Welder [Certificate]  
Intermediate Pipe II Welder [Certificate]  
Intermediate Welder [Certificate]

**EDUCATION, HUMAN SERVICES AND PUBLIC SAFETY**

In the Education, Human Services and Public Safety Pathway, students can choose from a wide variety of programs in the helping professions, including early childhood education, American sign language, interpreting, fire science, EMS, and criminal justice. This pathway offers both Degree-to-Degree Transfer and Career program options.

**Addiction Studies**

Addiction Studies [Certificate]  
Addiction Studies, Advanced [Certificate]

**Criminal Justice**

Criminal Justice [A.A.S.]  
Law Enforcement, Academy [A.A.S.]  
Probation and Supervision [A.A.S.]  
Basic Peace Officer [Certificate]  
Homeland Security [Certificate]

**Early Childhood**

Early Childhood Development and Education [A.A.S.]  
Early Childhood Education [A.A.]

Childhood Development Associate (CDA) [Certificate]

Early Childhood Aide [Certificate]  
Early Childhood Education and Administration [Certificate]

**Emergency Medical Services Technology**

Paramedic [A.A.S.]  
Emergency Medical Technician (EMT) [Certificate]  
Paramedic [Certificate]

**Emergency Medical Services/Fire Science**

Emergency Medical Services/Fire Science [A.T.S.]

**Fire Science**

Fire Science [A.T.S.]

Fire Science Professional [A.A.S.]  
Fire and Emergency Services Higher Education [Certificate]

Firefighter I [Certificate]

Firefighter II [Certificate]

Fire Inspector [Certificate]

Red Cross Lifeguard and Waterfront [Certificate]

Rescue Technician [Certificate]

**Human Development and Family Science**

Human Development and Family Science [A.A.]

**Integrated Science Education**

Integrated Science Education [A.S.]

**Interpreter Education**

Interpreter Education Program [A.A.S.]  
American Sign Language/Deaf Studies [Certificate]

**Middle Childhood Math & Science Education**

Middle Childhood Math & Science Education [A.S.]

**Paralegal Studies**

Paralegal Studies [A.A.S.]  
Paralegal Studies (Post Baccalaureate Option) [Certificate]

**Social and Human Services**

Social and Human Services [A.A.S.]  
Social Work [A.A.]  
Advanced Mental Health [Certificate]  
Human Services Assistant [Certificate]

**ENGINEERING, MANUFACTURING, AND ENGINEERING TECHNOLOGY**

In the Engineering, Manufacturing, and Engineering Technology Pathway, students can study automotive technology, aviation maintenance, systems engineering, and multiple specialties of engineering technology. This pathway offers both Degree-to-Degree Transfer and Career program options.

**Architecture**

Architecture [A.A.S.]  
3-D Visualization [Certificate]  
Architectural CAD Drafting [Certificate]  
Architectural Design [Certificate]

♣ = Additional admissions requirements

📄 = Available Online

## Degrees and Certificates (cont.)

### Automotive

- Automotive Technology [A.A.S.]
- + FORD ASSET Program [A.A.S.]
- Automotive Service Management [A.A.S.]
- + Alternative Energy Automotive Technician [Certificate]
- Automotive Management [Certificate]
- Automotive Service Technician [Certificate]
- Ford Maintenance and Light Repair [Certificate]
- Maintenance and Light Repair [Certificate]
- Master Automotive Service Technician (MAST) [Certificate]

### Aviation Maintenance Technology

- Aviation Maintenance [A.A.S.]
- Aviation Maintenance Technician, Airframe [Certificate]
- Aviation Maintenance Technician, Powerplant [Certificate]

### Civil Engineering Technology

- Civil Engineering Technology, Civil [A.A.S.]
- Civil Engineering Technology, Survey [A.A.S.]
- Bridge to Fundamental Surveying (Post Associate Degree) [Certificate]
- Land Surveying [Certificate]
- Surveying [Certificate]

### Engineering Technology

- Electro-Mechanical Engineering Technology [A.A.S.]
- Electronic Engineering Technology [A.A.S.]
- Mechanical Engineering Technology [A.A.S.]
- CNC (Computer Numerical Controls) Engineering Technician [Certificate]
- Computer Aided Drafting Technician [Certificate]
- Manufacturing Engineering Technician [Certificate]
- Manufacturing Equipment Technician [Certificate]

### Environmental Science, Safety and Health

- Environmental Science, Safety and Health [A.A.S.]
- Health & Safety/Hazardous Waste Operations [Certificate]
- Occupational Health and Safety [Certificate]
- Sustainable Building [Certificate]
- Water/Wastewater Technology [Certificate]

### International Commerce

- Supply Chain Management, International Commerce [A.A.S.]
- International Commerce [Certificate]

### Supply Chain Management

- Logistics Engineering Technology [A.A.S.]
- International Commerce [A.A.S.]
- Supply Chain Management [A.A.S.]
- Supply Chain Management [Certificate]
- International Commerce [Certificate]

### Systems Engineering

- Systems Engineering [A.S.]

## HEALTH SCIENCES

In the Health Sciences Pathway, students can choose from programs focused on patient care, healthcare technology, and sports and exercise science. Students considering continuing on for a bachelor's degree should consult with their advisor about transfer opportunities for their chosen major.

### Dental Hygiene

- + Dental Hygiene [A.A.S.]

### Healthcare Management

- Healthcare Management [A.A.S.]
- Healthcare Manager [Certificate]

### Health Information Management Technology

- + Health Information Management Technology [A.A.S.]
- Health Information Management Technician [Certificate]
- + Medical Coding [Certificate]

### Health Sciences

- Health Sciences [A.A.S.]

### Massage Therapy/Entrepreneurship

- + Massage Therapy/Entrepreneurship [A.T.S.]
- + Massage Therapy [Certificate]
- + Massage Therapy Advanced Techniques [Certificate]

### Medical Assisting

- + Medical Assisting [A.T.S.]
- + Medical Assisting [Certificate]

### Medical Imaging

- + Medical Imaging/Radiography [A.A.S.]
- GXMO (General X-Ray Machine Operator) Radiography/Medical Imaging [Certificate]

### Medical Laboratory Technology

- + Medical Laboratory Technology [A.A.S.]
- + Medical Laboratory Technology Clinical Laboratory Assisting [Certificate]

### Multi-Skilled Health

- Multi-Skilled Health [A.A.S.]
- + Basic Electrocardiography (EKG) [Certificate]

- + Pharmacy Technician [Certificate]
- + Phlebotomy [Certificate]

### Nursing

- + Nursing [A.A.S.]
- + Practical Nursing (LPN) [Certificate]
- + Nurse Aide Training Program (STNA) [Certificate]
- + Patient Care Assistant [Certificate]
- + RN to Paramedic Bridge [Certificate]
- + Train the Trainer Nurse Aide [Certificate]

### Respiratory Care

- + Respiratory Care [A.A.S.]

### Sport and Exercise Studies

- Exercise Science [A.A.S.]
- Exercise Science, Athletic Performance [A.A.S.]
- Physical Education, [A.A.S.]
- Physical Education, Coaching [A.A.S.]
- Recreation & Leisure Studies [A.A.S.]
- Sport Management [A.A.S.]
- Wellness & Health Promotion [A.A.S.]
- Exercise Specialist [Certificate]
- Youth Coaching [Certificate]

### Sterile Processing Technology

- + Sterile Processing Technology [A.T.S.]
- + Sterile Processing Technology [Certificate]

### Surgical Technology

- + Surgical Technology [A.A.S.]

### Veterinary Technology

- + Veterinary Technology [A.A.S.]

## COLUMBUS STATE

### ADMISSIONS

Information on areas of study is subject to change. For the most up-to-date information, visit [csc.edu](http://csc.edu).

For additional information on majors, or for assistance with the admissions process, contact our Admissions team:

**Columbus Campus**  
Madison Hall, Ground Floor  
(614) 287-5353  
Toll free in the U.S. (800) 621-6407

**Delaware Campus**  
Moeller Hall  
(740) 203-8345  
[csc.edu](http://csc.edu)

Marion Technical College provides a high-quality, affordable option to students who want to prepare for a career or transfer to a university. MTC is one of 23 state two-year colleges that enroll over 50% of Ohio's undergraduate students.

Employment for Ohio associate degree graduates is expected to grow by nearly 18% over the next decade.

## Enrollment

- Approx. 2,500 Students
- Average class size of 20 or less

## Transferability

Ohio's Transfer Assurance Guide (TAG) program guarantees the transfer of MTC credits to other Ohio public colleges and universities.

MTC has transfer agreements with Franklin University, Ohio University and The Ohio State University Marion (OSUM). These allow graduates in selected majors to complete a bachelor's degree without leaving Marion. MTC provides transfer opportunities with over 20 four-year institutions.

To view the list of our partners visit [www.mtc.edu/graduate-to-transfer](http://www.mtc.edu/graduate-to-transfer).

## Student Life

All student life programming is in cooperation with OSUM.

- Intramural Sports
- Performing Arts
- Volunteer Groups
- Academic Clubs
- Non-Academic Clubs
- Spiritual Life Groups

The Alber Student Center features a rock wall, basketball courts, fitness center, student game room, and a veterans' lounge.

## Housing

Local off-campus student housing is available within two blocks to two miles from the Marion Campus—some exclusive to college students.

MTC does not offer on-campus housing. MTC does not endorse or manage area housing.

## Faculty

Relevant. Accessible. Encouraging. These are words MTC students use to describe our faculty. They are the reason our students become confident and skilled graduates.

MTC's full-time faculty are highly qualified in their respective fields and many have substantial business and industry experience. Part-time faculty members, many of whom are currently working in businesses, supplement MTC's full-time teaching staff. MTC students consistently report a very high satisfaction level with MTC's faculty.

## Accreditations

Marion Technical College is accredited by the Higher Learning Commission.

MTC's health programs are accredited as follows:

- **Diagnostic Medical Sonography (DMS)**  
Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
- **Health Information Technology (HIT)**  
Commission on Accreditation of Health Informatics and Information Management (CAHIIM)
- **Medical Assistant (CMA)**  
Commission on Accreditation of Allied Health Education Programs upon recommendation of Medical Assisting Education Review Board (MAERB)
- **Medical Laboratory Technology (MLT)**  
National Accrediting Agency for Clinical Laboratory Sciences

- **Nursing (RN)**  
Accreditation Commission for Education in Nursing (ACEN) and approved by the Ohio Board of Nursing (OBN)
- **Occupational Therapy Assistant (OTA)**  
Accreditation Council for Occupational Therapy Education
- **Physical Therapist Assistant (PTA)**  
The Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association.
- **Radiologic Technology (RT)**  
Joint Review Commission of Education in Radiologic Technology
- **Surgical Technology (ST)**  
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

## CONNECT WITH US.

CALL: 740-389-4636  
EMAIL: [enroll@mtc.edu](mailto:enroll@mtc.edu)  
VISIT: 1467 Mt. Vernon Ave  
Marion, OH 43302

## BUSINESS

- Business Management 
- Business Management (ASAP)
- Business Management - Accounting
- Business Management - Agribusiness
- Business Management - Human Resource Management 
- Business Management - Marketing Media 
- Business Management - Real Estate
- Business Management - Supply Chain/Logistics Management
- Office Administration 
- Office Administration - Medical

## ASSOCIATE OF TECHNICAL STUDY DEGREE

- Cosmetology - Business Management - ATS  
(pathway for TRCC students w/Cosmetology license to Business Management ATS only)

## CERTIFICATES

- Accounting
- Business Management
- Office Administration

## ADDITIONAL OFFERINGS

- Real Estate Salesperson External Certification  
(coursework to prep for external certification)

## INFORMATION TECHNOLOGIES

- Computer Information - Cyber Security
- Computer Information - Networking Option
- Computer Information - Software Development

## CERTIFICATES

- Networking
- Software Development
- Web Development

## ADDITIONAL OFFERINGS

- Information Technology External Certification  
(coursework to prep for external certification)

## PUBLIC SERVICE

- Criminal Justice
- Criminal Justice - Probation Officer Option
- Human and Social Services
- Human and Social Services - Addiction Studies Option
- Law Enforcement - Associate of Technical Studies

## CERTIFICATES

- Addiction Studies
- Law Enforcement


## ENGINEERING TECHNOLOGIES

- Electrical Engineering Technology
- Electrical Engineering Technology - Alternative Energy Option
- Mechanical Engineering Technology
- Robotics and Automation Engineering - Associate of Technical Studies


## CERTIFICATES

- Robotics

## HEALTHCARE

- Diagnostic Medical Sonography
- Health Information - Clinical Health Informatics
- Health Information - Coding and Reimbursement 
- Medical Laboratory Technology
- Nursing Technology (RN)
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Technology
- Surgical Technology
- Medical Assistant Technology - Associate of Technical Studies

## CERTIFICATES

- Clinical Health Informatics Specialist
- Exercise Science
- Medical Assisting
- Medical Billing and Coding 
- Phlebotomy/Medical Laboratory Assistant

## ADDITIONAL OFFERINGS

- Respiratory Therapy Technology (RRT)\*
- Nurse Aide Training (STNA) (external certification preparation)

## AA/AS DEGREES (TRANSFER)

- Associate of Arts Degree (AA) (emphasis on history, social sciences, and humanities courses)
- Associate of Science Degree (AS) (emphasis on science-related courses)
- Ohio Guaranteed Transfer Pathway (OGTP) to an Associate of Arts Degree in Business ([www.ohiohighered.org/OGTP](http://www.ohiohighered.org/OGTP))

\*Indicates partnership with another institution.  Major available online.