

## **Mission**

Eastern provides accessible and affordable educational opportunities for academic, technical, workforce training and life-long learning for the Potomac Highlands regional community.

## **Vision**

Eastern West Virginia Community and Technical College enriches the Potomac Highlands regional community through a range of innovative programs and services that exemplify community college values and achieve the community college mission.

## Values

In its institutional attitudes, policies, practices, and activities, Eastern West Virginia Community and Technical College is committed to:

### ***Opportunity***

- Education is accessible, by geographic location or delivery through technology, and affordable to residents throughout the College's region of responsibility.
- The College maintains an open door admission policy.
- All learners are accepted and valued; diverse students are sought, welcomed, and provided a nurturing environment.
- Student support services assure opportunity through student-friendly intake and orientation activities, timely provision of financial aid, and positive interaction from initial contact with students through achievement of their goals.

### ***Quality Teaching and Lifelong Learning***

- Academic offerings meet the needs of students for learning skills, for career related education and training, and for personal growth.
- The College celebrates and promotes lifelong learning by providing learning opportunities that are relevant to all students.
- Learner-centered instruction recognizes different learning styles and is supported by use of appropriate technology.
- The results of continuous learning outcomes assessment improve instruction, focus and drive faculty development, and ensure that teaching and learning is relevant and of high quality.

### ***Integrity***

- The College is open and honest in its relations with students, employees, and its partners.
- The College confirms the community college mission as its central purpose.
- The College affirms that all employees contribute to institutional mission accomplishment, either by teaching or by supporting teaching and learning.
- The College rewards initiative, creativity, and teamwork in the positive resolution of institutional problems and advancement of a common organizational agenda.
- The College models its commitment to diversity in all areas of its institutional life—students, employees, governance, and supportive entities and relationships.
- In its operations and activities, the College demonstrates financial responsibility and accountability.

### ***Partnerships***

- The College promotes a broad sense of community that breaks down barriers and encourages collaborative attitudes and action.
- The College collaborates and partners with public schools, other educational providers, business and industry, labor, government, and arts and cultural organizations to serve students, support economic and community development, and enhance opportunities for cultural growth.
- In its teaching and learning and its learner support activities, the College recognizes and promotes student awareness and knowledge of regional, national, and global interdependence.

### ***Continuous Improvement***

- The College continuously assesses its policies and practices and scans the external environment to ground its planning and to improve institutional efficiency and effectiveness.
- The College encourages and supports employees' efforts to improve job skills, to maintain technological currency, and to develop professionally.
- The College procures and effectively applies technology to its operations and processes.

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## **SECTION I: GENERAL INFORMATION**

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## The College

Eastern West Virginia Community & Technical College (Eastern) is a coeducational, state-supported, comprehensive community and technical college, established March 21, 1999, operating under the aegis of the West Virginia Council for Community & Technical College Education. On July 1, 2001 Eastern's Institutional Board of Governors was established as a local governing body. The College serves the citizens of a six county district in eastern West Virginia: Grant, Hampshire, Hardy, Mineral, Pendleton and Tucker Counties. As a comprehensive community and technical college, Eastern offers a variety of programs and courses in career-technical education, general education, workforce education and community education. Graduates receive Associate in Arts degrees, Associate in Science degrees, Associate in Applied Science degrees, and Certificates in Applied Science.

Eastern is committed to providing services for the economic and cultural well-being of the residents in its six county district. The College provides a full array of programs and services that address West Virginia's goals for postsecondary education. Programs and courses are offered on and off-campus, at the work site, in the public schools, and at times convenient for community residents. Eastern maintains formal relationships with accredited colleges and universities to provide students with degree completion and coordinated learning opportunities through brokering courses and programs and use of the latest technology. Central to the core of its mission, the College provides degrees, courses and workforce education programs to:

- Encourage citizens to pursue a life-time of learning;
- Serve as instruments of economic development;
- Meet the needs of employers

Eastern West Virginia Community & Technical College offers rigorous and relevant programs at the associate degree level. Each program includes a general education core satisfied by completion of courses in multiple disciplines, a concentration specific to the major and elective courses permitting the student to select coursework relevant to his or her career or educational goals. In addition to traditional college courses and classroom learning experiences, Eastern utilizes distance learning opportunities, interactive video and course brokering agreements with regionally accredited institutions to expand the learning opportunities for its students.

Discovery centers, in addition to the Main Campus, are located throughout the service area. The discovery centers are operated as distance learning classrooms linked with an interactive audio, video and data telecommunications system. This system permits classes to originate at any location, enabling the instructor to maintain simultaneous two-way audio and video contact with students. This allows the College to provide more course offerings to all discovery centers, to better utilize its instructional resources and most importantly increase educational opportunities throughout its district.

Eastern West Virginia Community & Technical College operates discovery centers and regional centers in the following facilities in addition to the Main Campus.

- Eastern Technology Center
- Hampshire Discovery Center (located at High School)
- Michael Medical Building
- Pendleton Discovery Center (located at High School)
- Petersburg Discovery Center (located at High School)
- Tucker County High School
- Capon Bridge Library

### **INSTITUTIONAL ACCREDITATION**

Eastern West Virginia Community and Technical College is accredited by:

The Higher Learning Commission

A Commission of the North Central Association

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1413

Phone: 312.263.0456 or 800.621.7440

FAX: 312.263.7462

Web: <http://ncahlc.org/>

E-mail: [info@hlcommission.org](mailto:info@hlcommission.org)

## **INSTITUTIONAL POLICIES**

### **Catalog Adherence Policy**

Eastern West Virginia Community & Technical College's Academic Catalog contains official announcements of College policies, programs of study and courses offered for the period specified herein. The College reserves the right to repeal, revise or amend the information contained in the Catalog.

Interim catalog addenda may be issued during the life of any edition of the Catalog. It is the responsibility of the student to read and abide by the Catalog and any of the subsequent Addenda that may be published. Such addenda will be available from the Learner Support Services staff at the Main Campus and from the Discovery Center Advisors at each of the College's Discovery Centers.

Students enrolling at Eastern West Virginia Community & Technical College must follow the program requirements listed in the Catalog in effect at the time of entry into the College (provided graduation requirements are completed within five years). Students have the option of meeting program requirements in a later Catalog provided that they make a formal written request to the Dean for Academic and Student Services and that they meet all requirements of the later Catalog.

This policy does not imply that the College will necessarily continue to offer all courses needed to complete all programs for which students may have enrolled. If a course substitution is needed, a suitable course will be recommended by the advisor and approved by the Dean for Academic and Student Services prior to the student enrolling in the course.

The Catalog is prepared for information purposes only and is not considered to be a binding contract between Eastern West Virginia Community & Technical College and the students.

### **Equal Opportunity, Non-Discrimination, and Affirmative Action**

The Eastern West Virginia Community & Technical College Board of Governors (Board) is committed to equal opportunity and non-discrimination for all employees, students, prospective students and applicants for employment. This commitment applies to all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, or any other basis which is proscribed by law, in employment or in the application, admission, participation, access and treatment of persons in instructional programs and activities.

The Board concurs with the American Association of Community Colleges (AACC) that such a commitment to equal opportunity and nondiscrimination "*ensures and recommitts to open door access, the cornerstone of the community college mission. This fundamental commitment is critical to our democracy's cherished principle of equal opportunity for every individual and to the social and economic vitality of the nation.*" The College will take affirmative action measures to insure the continued entry of qualified minorities, women, veterans and the disabled, as defined by law, into the staff and student bodies. Infractions should be reported to the Human Resources Administrator.

### **Individuals with Disabilities**

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided for those students whose documented disability may affect their pursuit of a college education. These students must contact the Student Services Specialist if services are desired.

### **Student Privacy (FERPA)**

Students are guaranteed the rights to protect the privacy of their educational records and to inspect and review the information maintained by the College, as provided in the Family Education Rights and Privacy Act of 1974, as amended (FERPA). Further, students are permitted to dispute any educational record items which are believed inaccurate. Student requests to review their educational records must be made in writing directed to the Dean for Academic and Student Services.

Confidential student information or educational records release shall require: (1) Written authorization by the student, and/or (2) Court order or other judicial authority in accord with applicable law.



The College has designated as public, or “directory information,” the following information: Student’s name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received.

The College may release all or part of the directory information listed above. If a student does not wish to have public or “directory information” released, the student must notify the Dean for Academic and Student Services in writing by the end of the first full week of classes each semester. Upon receipt of notice, such records shall remain restricted until released by the student.

The College reserves the right to alter its practices in regard to the Family Educational Rights and Privacy Act, as this law is subject to modification and refinement by the U.S. Department of Education.

### **Drug-Free Work Place and Drug-Free Schools and Communities**

In accordance with the provisions of the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Eastern West Virginia Community & Technical College has implemented a policy regarding use of drugs in the College. Eastern recognizes the importance of a safe and healthy educational environment. Any student or employee violating this policy shall be subject to disciplinary action. The complete copy of this policy is available in the Orientation Guide & Student Handbook.

### **Sexual Harassment/Discrimination Policy**

Students at Eastern West Virginia Community & Technical College are entitled to an environment free from sexual harassment or discrimination. Policy, laws and regulations require the College to eliminate sexual harassment, to provide an environment that is respectful of the dignity of all students and employees, to inform the college community about sexual harassment and sex discrimination and to provide sanctions for harassing behavior.

Students are encouraged to report sexual harassment complaints or allegations to the Student Services Specialist or Dean for Academic and Student Services. These officials will advise students of the internal informal reporting and formal complaint procedures. Such officials are trained and understand that internal procedures do not preclude the use of any other complaint mechanisms available to complainants.

Upon receipt of an allegation or complaint of sexual harassment, the Eastern College official or representative, after consultation with Eastern’s President or designee, shall immediately initiate an investigation or other appropriate attempt to resolve the situation. Depending upon whether an informal or formal procedure is initiated, a report or recommendation of appropriate action must be completed and forwarded to the President. Upon receipt of the report or recommendation, further investigation or meetings may be required at the President’s discretion. The President shall make a decision in all formal complaint procedures and issue a written report to the complainant, subject to legal protections and guidelines.

Eastern West Virginia Community & Technical College, pursuant to the requirements of Titles IV, VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the 1975 Age Discrimination Act, and the Americans with Disabilities Act of 1990, does not discriminate against applicants, employees, or students on the basis of race, color, religion, gender, disability, age, sexual orientation or national origin in its admission or employment policies nor its educational programs or activities. Inquiries regarding these policies should be directed to: Executive Dean, Eastern West Virginia Community & Technical College, 316 Eastern Drive, Moorefield, WV 26836, 1.877.982.2322. Policy manuals are available in the offices of the Executive Dean and Dean for Academic and Student Services.

### **Student Right-to-Know Act**

In accordance with the Federal Student Right-to-Know regulations, all current and potential students may review the graduation rates for Eastern West Virginia Community & Technical College, which are published in the West Virginia Higher Education Report Card. The Report Card is available for review in the Learning Resource Center, Main Campus. This information is also available at the Higher Education Policy Commission website: [www.hepc.wvnet.edu](http://www.hepc.wvnet.edu).

### **Formal Student Complaints**

All formal, written complaints regarding any unit of the college will be logged in the office of the Dean for Academic and Student Services along with the actions taken to resolve the complaint.

## **Safety Information**

Eastern West Virginia Community & Technical College provides information on the incidence of crime at College facilities. This information is available in the West Virginia Higher Education Report Card. Additionally, the College publishes crime statistics and assistance resources in each semester schedule. The schedule is available at the Admissions and Registration area in the Main Campus or nearest Discovery Center.

## **Appropriate Computer Usage Policy**

Access to computing resources is a privilege the College grants to its faculty, staff, and students. Access may also be granted to other individuals for purposes consistent with the mission of the College.

Computing tools, including library resources or the telephone system, are shared goods, essential to the instructional, research and/or administrative functions of the College. The continued availability of these expensive and sometimes fragile resources requires that they be legitimately used.

Use of Eastern's computing resources is for the purposes related to the College's mission of education, research, and public service. Only those software packages authorized by the College may be installed or downloaded on College computers. Computers must be used for purposes related to student studies, instruction, duties as employees for official business, and other college approved activities. The recreational use of the account for purposes unrelated to the institution's goals and mission is prohibited.

The College will not tolerate the use of a computer or Internet to hurt, harass, attack or harm other individuals, groups, organizations, or other entities, their actions or their work. Viewing, accessing, or transmitting pornographic material is strictly forbidden. Disabling virus protection programs is explicitly prohibited.

Computing resources should be used in accordance with the high ethical standards of the college community as described in the Code of Student Conduct and the Orientation Guide & Student Handbook. Violations of the policies described for legal and ethical use of computing resources will be dealt with seriously. Violators will be subject to the normal disciplinary procedures of the college and, in addition, the loss of computing privileges may result. Illegal acts involving Eastern's computing resources may also be subject to prosecution by state and federal authorities. A copy of the institution's policy on computer usage may be obtained from the Information Technology Office.

## **Tobacco Usage Policy**

All locations of Eastern West Virginia Community & Technical College are designated as non-tobacco usage (i.e. smoking tobaccos, chewing tobaccos and snuff) facilities. Tobacco usage is permitted only in designated areas outside of Eastern's main campus building.

## **Inclement Weather and Emergency Situation Policy**

Eastern West Virginia Community & Technical College will cancel classes or close facilities only in extreme emergency situations. In the event of emergency situations, students, employees and the general public can obtain cancellation information by calling the College at 304.434.8000 and selecting extension 555 for school information, or by checking the college website or Eastern's Facebook page:

[www.easternwv.edu](http://www.easternwv.edu)

[www.cancellations.com](http://www.cancellations.com)

Eastern's Facebook page: <https://www.facebook.com/pages/Eastern-West-Virginia-Community-and-Technical-College/164590374481> Friend or like the College for updated information.

Eastern also uses School Messenger (SMS) messaging service to deliver important information to students via SMS text messaging. Additional information can be found at [www.SchoolMessenger.com/tm](http://www.SchoolMessenger.com/tm). In order to participate in the new service students must opt-in to receive text messages.

To receive text messages, complete the opt-in process below:

- Text any one of the following words to the number 68453: subscribe, optin, yes
- You receive the following reply message:  
You are registered to receive approx. 3 msgs/mo. Txt STOP to quit, HELP for help.
- It is necessary to repeat the opt-in process for any wireless numbers that you wish to include.
- To verify if you have already opted in simply repeat the opt-in process above. There's no harm in sending the opt-in message more than once.

- Please note, although the school does not charge students for this service, The College does not pay for text message charges that may be incurred by you for sending or receiving text messages. Students should check with their wireless carrier for possible charges.

In the event of inclement weather it is also possible to receive closing information by tuning in to the following sources:

|            |   |
|------------|---|
| WVPR       | West Virginia Public Radio                                      |
| WHSV – TV3 | Harrisonburg, VA <a href="http://www.whsv.com">www.whsv.com</a> |
| WUSA TV    | Washington, DC  |
| WELD AM/FM | Fisher, WV  |
| WHAG TV    | Hagerstown, MD  |
| WINC AM/FM | Winchester, VA  |
| WKCY AM/FM | Harrisonburg, VA  |
| WQWV FM    | Petersburg, WV  |
| WFRB FM    | Frostburg, MD   |
| WQZK FM    | Keyser, WV  |
| WKGO FM    | Cumberland, MD  |

Discovery Centers adhere to the schedule of their respective county school system. School system postings can be found on the web at <http://wvde.state.wv.us/closings/county/all>

## GENERAL EDUCATION PHILOSOPHY AND GOALS

### Philosophy

Central to Eastern’s mission and vision is the College’s commitment to the development of each student as a well-educated individual. Consequently, the college requires a general education core curriculum as an integral component of all degree programs. The general education curriculum is intended to provide all students, regardless of major, with knowledge and skills which serve as the foundation for lifelong learning, professional success and personal achievement. The general education program promotes the development of independent, critical and conceptual thinking skills and those skills necessary for effective communication. The general education curriculum demonstrates the College’s commitment to provide appropriate and relevant education to enhance the growth and development of learners as they face the challenges of the 21st century.

### Goals

Students who have completed the general education requirements of an associate degree will exhibit improved competencies in the following: (Pending final approval)

#### ***Critical Thinking/Analytic Inquiry/Problem Solving Skills***

Students will demonstrate their ability to think critically by observing critically, reading critically, planning, reflecting, analyzing, evaluating and synthesizing by using multiple modalities of inquiry to collect information including organizing, evaluating, analyzing, and interpreting findings.

#### ***Oral and Written Communications***

Students will communicate with precision, clarity, fluency, accuracy, and coherence through their reading, writing, and verbal communications.

### ***Mathematical Skills and Reasoning***

Students will demonstrate their abilities to think mathematically by applying mathematical concepts in problem-solving including estimation, computation, analysis, assimilation, application, transference and modeling strategies as appropriate for workforce skills and life long learning.

### ***Workforce and Citizenship Skills/Ethical Reasoning***

Students will demonstrate workforce and citizenship skills needed for professional success ethical reasoning, diversity awareness, civic engagement and steadfast participation in Lifelong learning activities.

**Note:** Each degree and certificate program contains required general education courses. Students must select general education courses from the approved courses listed in the **General Education Courses and Designations (Page 49)** and posted in the semester schedule of courses (Tabloid).

## **ADMISSION POLICY AND PROCEDURES**

### **Admission Policy**

Eastern subscribes to an “open door” admissions policy welcoming all adults wishing to continue their education. Admission classification may vary given unique circumstances. Students with a high school diploma or its equivalent are admitted as “regular students”. Anyone who has attended another college prior to enrolling at Eastern is admitted as a “transfer” student. “Transient” students are students officially enrolled at another college. Foreign nationals and others who indicate they can benefit from an instructional program or course are admitted as “conditional” students. (Note: “conditional students” will be evaluated individually by the Registrar and informed of the information required for admission to Eastern.) High school students may be admitted as “early entrance” students if they are recommended by their school’s officials. Admission to Eastern does not imply eligibility to enroll in a course with established prerequisites or certain minimum entrance requirements as described in a specific course. Admission to Eastern does not imply eligibility for, or admission to, any specific program for which more stringent admission requirements have been established.

### **Admission Procedures**

Applications for admission may be obtained at the Admissions and Registration area at the Main Campus or nearest Discovery Center, area high school counselors or by mail.

Application materials include:

- Completed and signed application for admission to the College. For details on brokered programs, students should refer to affiliate college offering the program.
- An official high school transcript or high school equivalency diploma. Transcripts should be sent directly from the high school.
- An American College Test (ACT) or Scholastic Aptitude Test (SAT) report. Applicants may use these scores to satisfy some course placement requirements. Some programs may require ACT or SAT scores; however, no minimum score on the ACT or SAT is necessary for general admission to the College. Results are used for counseling purposes, course placement and academic advising.
- A transcript(s) of all previous college work sent directly from the issuing institution if applicable.
- Proof of immunization for measles and rubella for applicants born after January 1, 1957 (See **Immunization Policy page 13**).
- Verification of selective service registration for male applicants ages 18 through 25 (See **Compliance with Military Selective Service Act page 13**).
- A transient student letter for applicants registered at another college(s) but taking course work at Eastern (See **“Admission Procedures – Transient Students” page 14**).

Failure to file admission materials may prevent admission or delay the transfer of credits from other institutions. All application materials become the property of the College and will not be returned. For additional information about admission, contact Admissions and Registration at the Main Campus.

### **Immunization Policy**

All full-time, regular degree seeking students through age 24 are required to produce documentation of measles, mumps and rubella immunization (MMR).

All other students are not required to produce documentation of measles, mumps and rubella immunization (MMR). It is recommended, however that students in this category check with their family physician or local health department to insure that all appropriate immunizations are current.

In the event of an outbreak of any vaccine preventable illness, all new students, regardless of age or number of credits enrolled, will be required to produce appropriate immunization records.

Students accepted into specific programs of study, for example health related programs, may be required to produce the appropriate immunization records as related to professional standards for training and working in the field.

### **Compliance with Military Selective Service Act**

Eastern West Virginia Community & Technical College requires as condition of admission that male students between the ages of 18 and 25 stipulate on their application for admission compliance with the Military Selective Service Act. Students who are not in compliance with the Military Selective Service Act will not be admitted. Selective Service Act registration information is available at U.S. Postal facilities. The Selective Service System also provides information and online registration services through their web site at <http://www.sss.gov>.

### **Classification of Students**

#### ***Re-Entry Students***

Students who interrupt studies by failing to register and attend classes during a fall or spring semester are required to re-submit transcripts if additional credits have been earned at another institution.

#### ***Non-Degree Seeking Students***

Students who wish to take credit courses for personal enrichment, job improvement, or some reason other than seeking a degree or certificate are permitted to enroll as non-degree seeking students. These students must submit an application for admission for non-degree objective students. Students who change status from non-degree to a degree or certificate program, must complete the necessary forms to change admission status. Forms are available at the Admissions and Registration area at the Main Campus.

#### ***Transfer Students***

Eastern welcomes transfer students from other colleges. Transfer students must have official transcripts sent directly from the Records Office of their previous institution(s) to **Eastern West Virginia Community & Technical College, 316 Eastern Drive, Moorefield, WV 26836**. Students who have attended more than one institution are required to provide official transcripts from all institutions attended. All transfer students must submit evidence of good standing from the college most recently attended. Credits are accepted from all regionally accredited institutions and from other institutions on an individual basis. A transfer evaluation is completed on all students who have submitted official transcripts from accredited colleges. The transfer evaluation identifies Eastern's equivalencies for transfer courses. Appeals of decisions should be directed to the Dean for Academic and Student Services. Grades earned in colleges previously attended are included in the grade point average calculation. Exempt from this provision are courses falling under the D-F Repeat Policy, Deletion of Outdated Coursework from Computation of Grade Point Average Policy and other applicable College policies.

Transfer students who have earned fewer than 30 semester credit hours from an accredited college and who have graduated from high school within the last five years must provide copies of high school transcripts upon admission to the College. ACT/SAT scores may be submitted for course placement. All full-time, transfer students born after January 1, 1957, are required to provide proof of immunization for measles and rubella (See [Immunization Policy page 13](#)). The College retains all transcripts submitted for a two-year period. Students who do not enroll within this period must resubmit all required documents, including transcripts. Students who enroll without reporting all previous colleges attended may be subject to the College's disciplinary procedures.

***Transient Students***

Students officially enrolled at another college may take courses as transient students at Eastern. To enroll, transient students must obtain a letter of transient status from the Registrar at their home institution. This letter will indicate that the course(s) to be taken at Eastern will transfer into the respective programs of study at the home institution. The “transient status letter” must be submitted to the Associate Director of Admissions at Eastern prior to registering for classes. Upon completion of coursework at Eastern, transient students must request an official transcript from the Records Office to have grades sent to their home school. Transient students may receive financial aid through their home institution. Transient students are not eligible for financial aid at Eastern. Students receiving financial aid must have a consortium agreement signed by both the home institution and Eastern’s Financial Aid Office.

Eastern students who wish to take courses at other colleges to meet degree requirements must request a transient letter from the Dean for Academic and Student Services to be sent to the host college. This will insure that courses being taken at other Colleges will be accepted at Eastern.

***Early Entrance Students***

High school students may attend Eastern on a part-time basis while still in high school any semester during their junior or senior year. Early entrance students who successfully complete college-level courses may use the credits toward graduation at Eastern or have the credits transferred to other colleges and universities. In order to qualify for admission to the Early Entrance Program, students must submit a completed application for admission. Students under the age of 18 must have the approval and signature of parents or guardians. An Early Entrance Course Authorization and Responsibility Form must also be submitted with the application form. This form provides parental authorization for tuition payment and permits release of grade information to the high school. Early entrance students must meet prerequisite test scores before registering for any college-level English or math course.

Early entrance students who attend West Virginia high schools are eligible for a reduced tuition rate. Questions should be directed to the Program Manager Secondary School Partnerships at 1.877.982.2322.

***Conditional Admission***

Individuals 18 years of age or older may be admitted on a conditional basis but shall be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies. Conditional admission will not ensure the entry of applicants into specific programs. Conditional admission may be granted in instances where institutional officials have determined that the student has the potential to successfully complete college-level work. Such students must complete all needed transitional courses and pass the high school equivalency exam before being admitted as a regular degree-seeking student. A maximum of 12 semester hours may be taken by a conditionally admitted student. Conditionally admitted students are not eligible to receive financial aid.

***International Students***

Eastern West Virginia Community & Technical College is not certified to accept international students under new Immigration and Naturalization Services' Rules.

***Residency Determination for Tuition and Fees***

Eastern adheres to the West Virginia Council for Community & Technical College Education (Council) policy for determining residency for tuition and fee purposes. Students will be classified as resident or non-resident for admission, tuition and fee purposes by the Dean for Academic and Student Services. The decision is based on information supplied on the application form as well as other documents that may be requested by the Dean for Academic and Student Services' Office or designee. Generally, students whose West Virginia residency is less than one year must complete a Residency Petition and provide documentation demonstrating permanent residency in the state of West Virginia. The Dean for Academic and Student Services is responsible for administering this policy, which is cited below. The decision of the Dean for Academic and Student Services may be appealed to the President.

## **The WVCCTCE policy for determination of tuition and fees states:**

### ***1. Classification for Admission and Fee Purposes***

Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition and fee purposes by the Dean for Learner Support Services. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The Dean for Academic and Student Services is authorized to require such written documents, affidavits, verifications or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition and fee purposes is upon the student. If there is a question as to domicile, the matter must be brought to the attention of the Dean for Academic and Student Services at least two weeks prior to the deadline for the payment of tuition and fees. Students found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident tuition and fees for each academic term theretofore attended. The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

### ***2. Residence Determined by Domicile***

Domicile within West Virginia means adoption of West Virginia as the fixed permanent home and involves personal presence within West Virginia with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in West Virginia for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least 12 months of continued presence within West Virginia prior to the date of registration, provided that such 12 months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than 12 months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within West Virginia, payment of West Virginia property tax, filing of West Virginia income tax returns, registration of motor vehicles in West Virginia, possession of a valid West Virginia driver's license and/or marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors mitigating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal tax forms or the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states and leaving West Virginia when school is not in session.

### ***3. Dependency Status***

Dependent students are those who are listed as dependents on the federal or state income tax return of their parent(s) or legal guardian or who receive major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, dependent students take the domicile of the parent with whom they live or to whom they have been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

A nonresident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in West Virginia for admission or fee payment purposes.

### ***4. Change of Residence***

Individuals who have been classified as out-of-state students and who seek resident status in West Virginia must assume the burden of providing conclusive evidence that a domicile has been established in West Virginia with the intention of making this state the permanent home. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions referenced in Sec. 2. The change in classification, if deemed to be warranted, shall be effective for the academic term or next semester following the date of the application for reclassification.

## **5. Military**

An individual who is on full-time active military service in another state or a foreign country or who is an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees, providing that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia and has at no time while in federal services claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse or dependent children for such individual shall also be classified as in-state students for tuition and fee purposes. Persons assigned to full-time active military service in West Virginia and residing in West Virginia shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

## **6. Aliens**

Aliens who are in the United States on resident visas or who have filed petitions for naturalization in the naturalization court and who have established bona fide domiciles in West Virginia as defined in Sec. 2 may be eligible for in-state residency classification, provided that they are in West Virginia for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Sec. 2. Individuals holding a student or other temporary visa may not be classified as in-state students.

## **7. Former Domicile**

Individuals who were formerly domiciled in the State of West Virginia and who would have been eligible for an in state residency classification at the time of departure from West Virginia may be immediately eligible for classification as West Virginia residents provided they return to West Virginia within a one-year period of time and satisfy the conditions of Sec. 2 regarding proof of domicile and intent to remain permanently in West Virginia.

## **Residency Appeal Process**

The decision of the Dean for Academic and Student Services may be appealed to the President. The appeal shall end at the institutional level. The decision of the President is final.

# **REGISTRATION, ASSESSMENT AND ADVISING**

## **Entrance Assessment and Course Placement**

The entrance assessment program is a service that helps to identify a student's academic strengths and weaknesses. Entrance assessment is an essential component of course placement and advisement for entering students. Assessment results are used to ensure placement of students in appropriate courses and instructional programs. All degree and certificate objective students are required to participate in the entrance assessment testing to assess their current skills in writing, reading and mathematics. Students not seeking a degree or certificate must also meet these requirements before registering for courses with applicable prerequisites. Students are encouraged to take these tests before registering for their first class.

Students planning to take a college-level English or math class or a class with prerequisites must complete the College course placement assessment. Students who do not successfully complete the assessments will be required to take the necessary transitional courses. Students can schedule assessment sessions by calling the Learner Support Program Coordinator.

To be exempt from entrance assessment, a student must have achieved a score of 18 or higher on the ACT English test (450 verbal), 17 or higher on the ACT reading test (420 Verbal on the SAT) and a score of 19 or higher on the ACT math test (460 Math on the SAT). Completion of a college-level English class will exempt students from the reading and writing tests, and completion of a college-level math class will exempt students from the arithmetic and algebra tests.

Alternate testing arrangements can be made for students with documented physical or learning disabilities. Testing arrangements can be modified to enhance the student's chance for success. An extension of the time limits, an alternative testing date or physical adaptations are examples of modified arrangements. Students may retest in any of the required subject areas only one time. Students may test only once during a semester.



Students may not enroll in a college-level mathematics course or English course unless the minimum score prescribed is earned on at least one of the following tests:

#### **English**

- Enhanced ACT-a score of 18 or above on the English section.
- ACCUPLACER-a score of 88 or above on the Sentence Skills test.

#### **Reading**

- Enhanced ACT-a score of 17 or above on the Reading section.
- ACCUPLACER-a score of 79 or above on the Reading Comprehension test.

#### **Mathematics**

- Enhanced ACT-a score of 19 or above on the Mathematics section.
- ACCUPLACER-a score of 85 or above on the arithmetic ACCUPLACER test and a score of 84 or above on the Elementary Algebra ACCUPLACER Test.

Students not meeting the standards described above must successfully complete the appropriate transitional studies courses (pre-college-level) in mathematics, algebra, reading and/or English prior to enrolling in college-level courses.

### **Registration**

The registration process at Eastern West Virginia Community & Technical College assures that students receive the best possible assistance in selecting and enrolling in classes that match their educational goals and abilities. Registration for courses must be completed during registration periods announced by the Dean for Academic and Student Services' Office and listed on the academic calendar. Early registration periods allow students to complete the registration procedures when College personnel can give more individualized attention. Students may register for classes by mail, telephone, e-mail or personally delivering the registration materials. Students should consult the academic schedule for course offerings and detailed registration procedures. Students are not permitted to attend class unless they have registered and paid tuition. **New degree-seeking students are required to attend a New Student Orientation and Registration Session. Course registration will be completed at that time.**

Students in default on any educational loans (e.g. Federal Perkins, Federal Family Education Loan, etc.) may not be permitted to register until documentation of a change in that status has been provided to the Dean for Academic and Student Services. Similarly, students with holds from other College areas may not be permitted to register. Examples of holds are outstanding bills at the College Bookstore, overdue library books, testing holds or failure to submit measles and rubella immunization documentation or admissions documentation.

### **Auditing Courses**

Students interested in enrolling for a course and not receiving a grade may audit the class. Students must indicate a desire to "audit" when registering for the course. When auditing a course, the student pays the full tuition and fees for the course, receives instruction and participates in classroom activities but does not receive a grade. During the fall and spring semesters, a class may be changed from audit to credit and vice versa within the first two weeks of the official starting date of the class. This change must be made in the Admissions and Registration area at the Main Campus or nearest Discovery Center. If during the third or fourth week, the student elects to change from audit to credit or vice versa, the instructor's written permission must be secured on the proper forms available in the Admissions and Registration area at the Main Campus or nearest Discovery Center. For courses taught in nontraditional enrollment periods, the length of time is prorated. Audited coursework is not eligible for Title IV financial aid funds.

### **Adding and Dropping Courses**

The College publishes dates when classes may be added or dropped. The add/drop form may be obtained from the Admissions and Registration area at the Main Campus or nearest Discovery Center. Students should discuss the decision to drop a course with the instructor or an advisor prior to submitting forms. If a student receives financial aid, it is advisable to speak with the Financial Aid Office prior to submitting forms. Classes dropped during the add/drop period will not appear on the final grade reports. After this period, students may not add or drop a class. Courses are not added simply by attending nor are they dropped by ceasing to attend class. Students must properly complete all necessary forms and steps in the add or drop procedure. Failure to do so may adversely affect grades and/or financial aid eligibility.

Students should be aware that changes in schedules resulting in more or fewer total credit hours may affect tuition and fees, financial aid and veterans' benefits. Eastern reserves the right to alter published schedules of courses. All courses must have sufficient enrollment to be offered. If courses needed to graduate are not offered or are canceled, students should contact their advisor.

## **Withdrawal from Individual Courses or the College**

Students who find it necessary to withdraw from a class or the College after the add/drop period must obtain a withdrawal form from the Admissions and Registration area at the Main Campus or nearest Discovery Center or from their Academic Advisor. To withdraw from courses prior to the final drop date, students must complete the add/drop form and submit it to the Admissions and Registration Area of the Main Campus. Before completely withdrawing from College, students should also meet with the Student Services Specialist and/or their Academic Advisor. Students can withdraw from a course on or before the completion of 73% of the semester. The last day to withdraw in a semester is published in the academic calendar printed in the class schedule. Academic courses with a duration of fewer than 15 weeks will have withdrawal dates prorated to the actual course ending dates. Students should be aware of any variance in the length of their classes and check with the Admissions and Registration area at the Main Campus or nearest Discovery Center Office for official withdrawal deadlines.

Students withdrawing during this time period will receive a grade of "W". The student is responsible for knowing his or her last day to withdraw from courses. After the last day to withdraw students will not be permitted to drop the course and will receive the final grade awarded by the instructor. Failure to complete the withdrawal process can result in receiving a grade of "F" or "UF" in all courses for which the student has registered.

## **Administrative Withdrawal**

In cases for medical and/or nonmedical situations, a student may submit a written request (with documentation) for consideration for an administrative withdrawal to the Dean of Academic and Student Services. The College also reserves the right to withdraw a student from a classes, or classes, for the purpose of discipline under established rules of procedure. A "W" grade will appear on the permanent record for an administrative withdrawal.

## **ACADEMIC ASSESSMENT**

### **Assessment Expectations for Students**

Eastern West Virginia Community & Technical College is committed to providing quality educational opportunities, services and experiences for every student. The College conducts multiple assessment activities to determine curricular strengths and areas for improvement. Assessment activities include but are not limited to entrance assessment for course placement, standardized testing, and exit assessments prior to program completion and graduation. Materials completed for course requirements may also be analyzed to evaluate the course quality and efficacy in meeting program and course outcomes. Results of these assessment activities are used to evaluate the curriculum and to make improvements to assure that students have high quality learning experiences expected in a college program.

During the fall and spring semesters, graduating students are required to participate in a standardized testing program to evaluate the quality of the College's general education curriculum. All students graduating in an associate degree program are required to participate in the general education assessment testing. General education testing is scheduled during the fall and spring semester. The College administers a nationally standardized test to measure student learning in general education. Eastern has adopted Educational Testing Service's (ETS®) Proficiency Profile to assess the general education curriculum. The ETS® Proficiency Profile evaluates a student's proficiency in critical thinking, reading, writing and mathematics. All students graduating with an associate degree are required to complete the ETS® Proficiency Profile testing. Graduating students will receive detailed testing information regarding testing procedures, dates and location.

All students graduating from an Associate in Applied Science or Certificate in Applied Science are required to complete standardized testing or other measures of program proficiency as determined by the College.

In order to provide the College with the necessary data to strengthen and improve the quality of service, students are required to participate in assessment activities as directed by the College. Participation is an expectation of students as a condition of their continued enrollment in an academic program of study and as a requirement for graduation. Failure to participate in scheduled assessment activities will result in a hold being placed on the student's record and will impact registration, obtaining transcripts, and/or program completion, graduation and receiving diplomas.

## TUITION, FEES AND REFUNDS

### Tuition and Fees

Students registering for classes at Eastern will be subject to the tuition and fee schedule below. Tuition is payable prior to the beginning of each semester and term. The academic course schedule lists the deadlines and specific amounts.

Payment may be made by cash, check, Visa or MasterCard. Students who have a bona fide third party agency paying their tuition or who participate in the Academic Management Services Monthly Payment Plan will not be required to pay the tuition at the time of registration provided there is written authorization in the College's Business Office that payment will be made to Eastern.

Failure to pay tuition and fees by the advertised date for early registration or at the time of registration will result in the cancellation of semester course registration for nonpayment of fees.

### All Tuition and Fees are Subject to Revision Pending Board of Governors Approval

| In-State Credit Hours | Tuition | Out of State Credit Hours | Tuition |
|-----------------------|---------|---------------------------|---------|
| 1                     | \$120   | 1                         | \$284   |
| 2                     | \$240   | 2                         | \$568   |
| 3                     | \$360   | 3                         | \$852   |
| 4                     | \$480   | 4                         | \$1136  |
| 5                     | \$600   | 5                         | \$1420  |
| 6                     | \$720   | 6                         | \$1704  |
| 7                     | \$840   | 7                         | \$1988  |
| 8                     | \$960   | 8                         | \$2272  |
| 9                     | \$1080  | 9                         | \$2556  |
| 10                    | \$1200  | 10                        | \$2841  |
| 11                    | \$1320  | 11                        | \$3126  |
| 12                    | \$1440  | 12                        | \$3411  |

Note: Tuition and fees are subject to change. See Course Schedule for current listing.

### Special Rates: Tuition and Fees

West Virginia high school students pay \$25 per credit hour if taking classes while attending high school (Please note, the tuition for high school students is subject to change.) West Virginia senior citizens pay 50 percent of tuition per credit hour plus any additional fees. Note: These special rates apply only to West Virginia based courses. Courses originating from out-of-state colleges may have higher tuition plus additional fees.

Note: Tuition and fees are subject to change. See Course Schedule for current listing.

| FEES SCHEDULE   |  |
|---|--|
| Admissions Application Fee  | No Charge                                      |
| Biology/Chemistry/General Science Lab   | \$15/class                                     |
| Information Technology Fee  | \$15/class                                     |
| Specialized Industrial, Automotive & Wind Technology Fee (See Ward Malcolm, Dean of Career, Technical and Workforce Education for more information) | \$45/class                                     |
| ATT 103 Course Fee  | \$100 – includes textbook                      |
| Elementary Education (EDE 100)  | \$50   |
| Transcript Fee  | First Transcript Free, \$5 each thereafter     |
| Student Activity Fee (students enrolled in 6 or more credits)   | \$10   |
| Student ID Card   | First ID Card Free, \$10 for replacement cards |
| Online Course Fee   | \$25/class                                     |
| Student Technology Fee (students enrolled in 6 or more credits)   | \$50   |
| <b>Graduation Fees:</b>   |  |
| • Diploma Replacement Fee   | \$20.00  |
| Test Proctoring Services for Outside Institutions   | \$15.00  |

**Other Fees**

Health and Physical Education and laboratory courses may require an additional activity charge. Students applying to limited enrollment programs will be charged a nonrefundable Application Fee (See Student Services Specialist for additional information). Additional course fees are published in the Course Schedule. Students will be charged an on-line fee of \$25 per course. The Nursing program has additional course, testing and program related fees. Refer to the Nursing Student Handbook for specific details. For students taking 6 credit hours or more there will be a \$50 student technology fee and a \$10.00 activity fee. Student technology fee will be used to cover the cost of technology resources and supplies. The student activity fee will be used to support student activities. The Elementary Education program has additional course, program related fees. Contact the Elementary Education Program Advisor for specific details.

**Payment Plan**

Monthly payment options are available through Academic Management Services (AMS) to assist students in paying tuition and fees. For additional information, contact AMS directly at 1-800-635-0120.

**Refund Eligibility****Full Refund**

Students who officially withdraw from all courses or a course for which they have registered during a semester in the academic year would be eligible for a full refund if they withdraw prior to the start of the semester, prior to the first day of class with a delayed start, or during the first week of classes designated as the initial Add-Drop Period. Official withdrawal action requires that the student complete and sign the designated form and return it to Learner Support Services. Any other course(s) for which the student is registered during the semester or term shall not be affected by this action.

**Partial Refund**

Students, who officially withdraw from all courses after the “full refund” period described above, shall be eligible to receive a refund of regular fees in accordance with the following schedule.

**Refund Schedule**

The following schedule for calculating refunds shall be adhered to for those students who withdraw from the institution via the official withdrawal process and who are eligible to receive refunds.

**Academic Year (semester)**

90% . . . . . During second week  
 70% . . . . . Third and fourth week of classes  
 50% . . . . . Fifth and sixth week of classes  
 No refund . . . Beginning of the seventh week

**Summer Term and Non-Traditional Periods**

90% . . . . . From 8% to 13% of the term  
 70% . . . . . From 14% to 25% of the term  
 50% . . . . . From 26% to 38% of the term  
 No refund . . . . After 38% of the term complete

Should the percentage calculation identify a particular day, the entire day should be included in the higher refund period. All refunds are to be calculated from the first day of classes of a given semester or term. Every student who registers incurs a financial obligation to the College. Exceptions to this policy resulting from extenuating circumstances must be approved by the Dean for Academic and Student Services or designee before a refund may be processed. The decision of the Dean for Academic and Student Services may be appealed through the appropriate appeal process.

## FINANCIAL AID INFORMATION

Financial Aid consists of scholarships, grants, loans, and employment opportunities to help students finance a postsecondary education. Students may apply for these various types of financial aid by contacting Eastern's financial aid office. Students must meet [Standards of Progress, pages 23-24](#) to remain eligible.

### **Federal Pell Grant**

The Federal Pell Grant program provides the "foundation" of financial aid to which other grants, loans or assistance may be added. If the student qualifies for a Federal Pell Grant, he/she may receive between \$400 and \$5645 annually (award amounts are subject to change), depending on family income, costs of education, and enrollment status. Those applying for Federal Pell Grant must complete a Free Application for Federal Student Aid (FAFSA) or renewal application. Students must reapply for a Federal Pell Grant every year.

### **West Virginia Higher Education Grant (WVHEG)**

The West Virginia Higher Education Grant (WVHEG) is a state funded grant for eligible students who are residents of the State of West Virginia. Students apply by submitting the Free Application for Federal Student Aid (FAFSA). FAFSA forms received by the Federal Student Aid programs by April 15 are given priority consideration. Full-time attendance is required and a cumulative grade point average of 2.0 is required of all filers who have completed fewer than 31 hours. A cumulative grade point average of 2.25 must be attained once the number of completed hours reaches 31.

### **Direct Loan Program**

The Direct Loan Program (DLP) is a set of federal student loan programs that includes the Federal Stafford Loan (subsidized and unsubsidized) and the Federal PLUS (parent loan) programs. The source of funds for the Direct Loan Program is the United States Department of Education (Department). The DLP is administered by the Department and requires that the student have only one point of contact for the servicing of the loan, the Direct Loan Servicing Center. Students interested in obtaining a Federal Stafford Loan (subsidized or unsubsidized) or a Federal PLUS Loan, must meet with the Financial Aid Director at Eastern to attend a Loan Entrance Interview and sign the loan promissory note. Contact the financial aid office for more details about this process.

Eligible students may borrow up to the maximum amount, depending on year in school and the loan limits established for the Direct Loan Program (\$3500 for the first year of undergraduate study and \$4500 for the second year of undergraduate study). The maximum amount may be awarded as a combination of subsidized and unsubsidized Federal Stafford Loan. Interest is accrued on unsubsidized portions while in school and during any grace or in-school deferment periods, unless the student elects to have the interest added to the principal (capitalization). Having the interest capitalized will mean larger payments upon repayment. Independent students (or dependent students whose parents are unable to borrow a Federal PLUS Loan) may borrow additional amounts under the unsubsidized Stafford Loan Program, as follows, \$4000 per year for the first and second years of undergraduate study. Federal Stafford

Loans have an origination fee of 1.051 percent that will be deducted from the loan amount. The interest rate for all DLP loans is 3.86% from July 1, 2013 through June 30, 2014, at that time the rate is subject to change. The fee is subject to change. Loan principal and interest payments do not begin until six months after the student graduates or ceases to be enrolled at least half-time. Repayment must be completed no later than 10 years from that date (excluding periods of deferment and forbearance).

The Federal PLUS program allows parents of dependent undergraduates to borrow federal loan money to help pay the cost of their son's or daughter's college expenses. Eligible parents may borrow amounts not to exceed the difference between the student's cost of attendance and all other financial aid he or she will receive. The Federal PLUS Loan interest rate is 6.41% from July 1, 2013 through June 30, 2014, but is subject to change after that time. The repayment period for PLUS Loans begins on the day the loan is disbursed and ends no later than 10 years after repayment begins.

**\*\* FEDERAL STUDENT LOANS MUST BE REPAYED\*\***

## Eligibility

To be considered for financial aid at Eastern West Virginia Community & Technical College, a student must:

- be admitted to the College
- be a citizen or eligible non-citizen
- be registered with Selective Service (if required)
- have a high school diploma or high school equivalency diploma
- be working toward a degree or certificate
- apply for financial aid through the College financial aid office
- be making satisfactory academic progress
- have a financial aid transcript on file for every college or postsecondary institution attended even if he or she did not receive financial aid and an academic transcript
- not owe a refund on a Federal grant or be in default on a Federal education loan and
- have financial need (except for unsubsidized Stafford Loans and/or non-needs based scholarships).

## Application Process

The FAFSA is the principal application document, and the information that the student provides on this form serves as the basis for determining eligibility for the federal student aid programs. Follow these steps to complete the Financial Aid Application Process:

- be admitted to the College
- obtain a copy of the federal publication “The Student Guide” which explains in detail financial aid available from the U.S. Department of Education;
- obtain the Free Application for Federal Student Aid (FAFSA) by visiting [www.fafsa.gov](http://www.fafsa.gov). This must be filed to be eligible for Title IV aid
- contact the financial aid office if any questions arise.

FAFSAs are available only on the website or by contacting FAFSA for a paper form.

## Timeline for Applying

For best results, students should apply for financial aid early. For campus based aid programs and other programs with limited money available, students should apply by April 15 for full consideration. Those with greatest need are considered first. As funds become available, late applicants are considered ranked by need. Because it takes a minimum of six weeks for agencies to process applications, students should submit applications for Fall semester no later than July 1 and for Spring semester prior to December 1. If verification requirements are necessary, tax transcripts are needed and verification worksheet must be completed which may extend the period of time required for processing.

## Notification

After the financial aid director determines a student's eligibility for financial aid these steps are followed:

1. When the financial aid director reviews applications, the student is notified of an offer of award and any verification requirements (verification documents must be submitted within 30 days).
2. An award letter is mailed for the applicant's signature.
3. The student reviews, accepts, and/or declines offer
4. The student signs, dates and returns a copy within ten days of notification.
5. Students who apply for loans should contact the financial aid office.
6. Students are notified of payment procedures.
7. All Financial Aid refund checks will be mailed to the current student address on file.

## Satisfactory Academic Progress

Generally, to remain eligible for financial aid, a student must meet satisfactory academic standards. Full-time students must register for a minimum of 12 credit hours and complete at least 67 percent of the attempted credit hours each semester. The Department of Education has a satisfactory academic progress policy which states that an undergraduate student must complete his or her program in a period of time no longer than 150% of the school's published program length. In addition to the above, Eastern's institutional policy requires that a student maintain a minimum grade point average of 2.0 in all coursework. Contact the financial aid office for specific requirements.

## **Liability for Repayment of Award**

A student receiving financial aid who earns no credits during a semester and who does not officially withdraw from the College may be billed for all of the aid disbursed for that semester. Students receiving financial aid who officially withdraw from the College may be billed for a portion of the aid received. The amount of repayment will vary based upon the amount of aid received and date of withdrawal.

Students should be aware that changes in enrollment status may affect eligibility to receive assistance in future semesters. Students considering withdrawing from classes are encouraged to seek financial aid counseling as well as academic advising before dropping classes.

Financial aid awards are determined by enrollment status. If the student drops classes before the aid funds are disbursed/ delivered, the financial aid award will be reduced to a value corresponding to the enrolled hours at the time the funds are disbursed. The student is responsible for any charges that incur as a result in enrollment change.

## **STANDARDS OF PROGRESS FOR FEDERAL FINANCIAL AID RECIPIENTS**

### **Purpose**

In addition to all other requirements for federal financial aid eligibility, students must continue to be in good academic standing and be making progress toward a degree.

The standards that are set forth here are stricter than the institution's standards of progress. Therefore, a student who does not meet the Standards of Progress for federal financial aid may be unable to receive financial assistance, but will be able to attend Eastern.

### **Policy**

#### **A. Cumulative Grade Point Average**

1. A student receiving federal aid must maintain an overall 2.00 cumulative grade point average and complete at least 67% of all hours attempted.
2. Any financial aid recipient failing to meet the required grade point average will be notified that he/she will be placed on financial aid WARNING STATUS automatically

#### **B. Warning Status**

1. An extension of one semester of WARNING STATUS will be granted to all students.
2. Students attending on WARNING STATUS must complete all classes for which they are registered and maintain a cumulative GPA of 2.0.

#### **C. Probation Status**

1. The period of ineligibility for financial aid (PROBATION STATUS) will be extended for one semester if the student files a request with the financial aid office and completes an academic plan to reach the SAP requirements.
2. If this student, who has been reinstated on PROBATION STATUS, fails to continue to attain a 2.00 grade point average and/or complete all courses required in the academic he/she will automatically be placed on suspension.
3. The automatic suspension policy will continue until the student meets the Standards of Academic Progress.

#### **D. Program Completion**

1. Full-time students will be given 150% of the hours required for graduation in their particular programs. At the end of each semester, each student's progress toward his/her degree is calculated. All course work taken at Eastern is used in the calculation. At least 67% of all classes attempted must be completed.
2. Students who are not in compliance with this policy will be placed on WARNING STATUS for the following semester. At the end of this warning status period, the student's progress toward a degree will be recalculated.
3. If the student has completed all of the hours for which he/she has registered and meets the academic portion of the Standards of Progress, he/she may request a semester of probation status, but must file a request and complete an academic plan to meet SAP requirements.
4. If the student does not meet the Standards of Progress at the end of the probationary period, or if he/she has not completed all of the hours for which he/she has registered and does not meet the academic portion of the Standards of Progress he/she will no longer be eligible to receive federal aid.
5. While in SUSPENSION STATUS the student will be unable to receive financial assistance. SUSPENSION STATUS will extend until the student meets the progression requirements and the academic requirements or until the student completes all of the hours for which he/she registers in one semester and meets the academic portion of the Standards of Progress.

6. The automatic suspension policy will continue until the student meets the Standards of Academic Progress.
- E. Time Limitations
1. Students who have already attempted the equivalent of the 150% will not be able to receive any additional financial assistance.
  2. If there are special circumstances that cause a student to need more than the allotted number of semesters to complete an associate degree or two years to complete a certificate in applied science program or if there are extenuating circumstances that have caused a student not to meet the progression requirement after a semester of Probation, the student should explain the circumstances in writing and submit them to the Director of Financial Aid.
  3. A committee composed of the Director of Financial Aid, the Student Services Specialist and the Dean of Learner Support Services will review the Student's reasons. If this committee determines that the reasons are acceptable, the student may be able to receive an extension of Probation or an extension of time.
- F. Calculation of Progress
1. All students must complete at least 67% of classes attempted.

## LEARNER SUPPORT SERVICES

Eastern is committed to providing a full range of advising, counseling, tutorial and other services to support the academic, career and personal progress of students.

### Student ID Cards

Student ID Cards are available to any enrolled student. Requests for Student ID Cards can be made by contacting the Associate Director of Admissions. There is no charge for the first student ID card that is issued. However, a \$10.00 fee will be charged for each replacement ID card issued.

### Academic Advising and the College Catalog

Academic advising is provided for all students. Academic advisors help students assess their educational goals, interpret test scores, select classes, plan a schedule and interpret College policies. Academic advising is available to students throughout the year. To assess their progress, students meet with an advisor before each registration to select classes and develop a schedule. Many courses have prerequisites; therefore, students should carefully read the course descriptions in the back of this catalog. The College Catalog is an essential advising tool. It is the responsibility of each student to become thoroughly familiar with the Catalog in order to be certain that all requirements are being met.

### Assistance for Students with Disabilities

The Office of Learner Support Services' mission is to eliminate disability discrimination and ensure equal educational opportunity for students who qualify as a person with a disability under the applicable laws (ADA, Section 504). Learner Support Services works closely with students to determine reasonable accommodations that will minimize the disadvantage their disability may cause. We are an open enrollment institution, meaning we welcome all students no matter your prior background or experience. If you had an IEP in high school, that is a great place to start identifying special educational needs but it is not sufficient for activation of special accommodations in higher education.

Eastern WV CTC has NO SPECIAL ACADEMIC PROGRAMS other than those offered for training by the Workforce Education Department. For example, there are no special classes, such as special history or psychology classes. Special needs students must meet the same academic requirements as any other student. That means that they must take the same exams and complete the same papers as those students without special needs. All special accommodation requests are reviewed on a case-by-case basis. Reasonable accommodations will be made with supporting documentation from a licensed professional. Not every course will qualify for all accommodations. Many students who were under an Individualized Education Plan (IEP) or a 504 Plan during high school will qualify for services, as will many other students who might not have received any specialized services during their K-12 education. It is the student's responsibility to contact the Student Services Specialist and provide appropriate documentation of any disability that might interfere with his or her educational pursuit. Approved accommodations are determined on an individual basis. Any requirement that an instructor demonstrates as essential for any directly related licensing requirements or for a program of instruction pursued by a student with a disability cannot be altered.



For more information or to register as a student with a disability, please contact the Student Services Specialist by phone at 304.434.8000/877.982.2322, extension 233 or stop by the Student Services Specialist's office at 101-C on the Main Campus.

### **Tutoring Services**

A student experiencing difficulty with class assignments, course work, and exams, may be a candidate for tutoring services. **An Eastern student can be provided up to 20 hours of free tutoring services per semester.** To be eligible for tutoring services, a student must continue attending classes and complete class assignments.

Drop-in-Tutoring is offered in for several courses. These courses include transitional Math and English, computer fundamentals, social sciences and business courses. Drop-in-Tutoring is available Monday through Thursday, 9am – 4 pm. Individual tutoring sessions can also be arranged if the standard times do not fit the student's schedule and/or subject area is not offered at drop-in tutoring. Tutoring for Transitional Classes is also available through Adult Basic Education.

If interested, students should contact the Student Services Specialist in Room 101-C or call 304.434.8000 or 877.982.2322, extension 233 to request tutoring assistance.

### **Personal Counseling**

Counseling referral services are provided for students with emotional or social concerns affecting their abilities to pursue academic goals. Such students are encouraged to seek assistance from the Student Services Specialist. The Student Services Specialist will refer students to appropriate community agencies. The Student Services Specialist is also available to consult with student groups, faculty and staff regarding study tips, stress management, group dynamics, career planning, decision making, academic advising and personal growth.

### **Career Services**

Career services are available to assist students with making career decisions, exploring career options and conducting effective job searches. Students should contact the Student Services Specialist if interested in these services.

## **VETERANS' SERVICES**

### **Veterans' Benefits**

Students who have served in the Armed Forces can receive veterans' benefits. Also eligible are dependents and spouses of veterans whose death or permanent and total disability was service connected. Eligibility extends to persons who, on or after July 1, 1985, have enlisted, reenlisted or extended enlistment in the Selected Reserve for six years or more and meet other criteria. Eligible students who attend classes on at least a part-time basis will receive a monthly assistance allowance. To determine eligibility, contact the Director of Financial Aid.

Veterans who have completed at least one full year of military service may be eligible to receive two hours of physical education activity credit. A DD214 must be presented to verify awarding of credit. To determine eligibility, contact the Associate Director of Admissions.

Eastern West Virginia Community and Technical College has been approved as a military friendly college by Military Online College, Military Friendly Colleges and Universities. Information is available at [www.militaryonlinecollege.org](http://www.militaryonlinecollege.org).

### **Procedures for Obtaining Veterans' Educational Assistance**

Veterans wishing to enroll at the College should contact the Director of Financial Aid to initiate enrollment certification procedures. If eligible, students can be certified before enrollment in order to expedite receiving the first benefit check. Certification should be requested at least six weeks before classes begin. If enrollment certification is requested on the day of registration, students should anticipate a delay of 6 to 10 weeks before receiving the first benefit check. All information on benefits and questions regarding procedures for certification should be directed to the Director of Financial Aid.

The educational allowance is not payable for eligible individuals who are on active duty and have their education paid for by the Armed Forces or the Department of Health and Human Services (for Public Health Services duty) or are federal employees receiving full salary with course tuition paid by the Government Employees Training Act.

**Gainful Employment Disclosure**

The information provided by each degree program complies with the US Department of Education, Gainful Employment Programs disclosure reporting requirement. Program length assumes that the student successfully completes a full time load (12 credits) in a continuous succession of Fall and Spring terms, and that the student requires no developmental course work.

Supply costs are not included in the total Book costs.

If there were fewer than ten (10) graduates in a program, we cannot disclose the Median Loan Debt or the number of graduates completing the program on time, to prevent violating the Family Educational Rights and Privacy Act (FERPA) regulations.

According to the Gainful Employment disclosure requirements, an institution must disclose the placement rate of GE program completers if required by the “institutional accreditor, program accreditor, or the state.” At this time, neither EWVCTC’s accreditor nor the State of West Virginia requests programmatic placement data.

## **SECTION II: ACADEMIC INFORMATION: POLICIES and PROCEDURES**

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## ACADEMIC SCHEDULE

Courses in both college transfer and career programs are offered on a two-semester basis (fall and spring), usually 16 weeks in length and a summer term. The fall semester begins in late August and continues through December. The spring semester begins in January and continues through May. The summer term may vary in length but most often is scheduled for five weeks.

Summer class periods are extended to meet course requirements. In an effort to meet various student needs, classes are scheduled from 8 a.m. until 10 p.m., Monday through Thursday and from 8 a.m. until 5 p.m. on Friday. Course schedules may be obtained at the Admissions and Registration area at the Main Campus or nearest Discovery Center. Limited course offerings are scheduled during the summer.

## ENROLLMENT CLASSIFICATION AND COURSE LOAD

### Credit Hours

The unit by which Eastern West Virginia Community & Technical College measures its coursework is called a credit hour. The College assigns one credit hour to a class that meets the equivalent of one class-hour per week during the semester. Courses offered during a term are assigned a credit value related to the number of class-hours involved in the course, typically from one to four credits. Some courses require time for laboratory work in addition to the time required for lecture. In general, laboratory sessions meet for two contact hours each week of the term for each credit hour awarded. Students should expect to spend at least two or more hours per week in out-of-class course work for each credit hour.

### Full-Time Enrollment

For the purposes of tuition, the number of credit hours for a full-time student is 12 per semester. Students registered for four or more hours in a summer term are classified as full-time students. Students taking 11 or fewer credit hours during a semester or three or less credit hours during a summer term will be defined as part-time students. Students receiving financial aid must check with the Financial Aid Office regarding the number of hours which count toward full- and part-time status in the summer.

### Maximum Course Load

The maximum permissible load each semester is as follows:

- thirteen hours for those students who are on academic probation;
- eighteen hours for those students who are not on academic probation;
- those with a 3.00 or greater GPA may take more than 18 hours with the permission of the Dean for Academic and Student Services.

Students should always consult the program outline in this catalog and their advisor to ensure completion of degree requirements in a timely fashion. Some associate degree programs require that a student take more than 15 hours each semester in order to complete within a two-year period.

### Student Classification

For other college purposes, students are classified as follows:

- Freshmen - Students who have completed 29 or fewer credit hours.
- Sophomore - Students who have completed 30 or more credit hours.
- Unclassified - Students who have completed their degree (associate or higher) or those who do not have a high school diploma or high school equivalency diploma.

Students are cautioned not to over schedule during their first semester in college. Students are encouraged to consider their work load, family responsibilities, community commitments and other demands on their time as they plan and discuss course load with their academic advisor.

## ACADEMIC SUPPORT AND STUDENT RESPONSIBILITIES

### Class Attendance

Attendance and participation in classroom activities are critical components in a college learning environment. The faculty establish attendance policies for classes they teach. Because classes vary with regard to requirements and instructional activities, attendance policies may vary for each class. Students should be certain to understand attendance policies presented in the course syllabi for each class. Students are expected to discuss attendance problems with the instructor before absences occur, if possible, or as soon as possible after absences.

### Make-up Testing Services

Instructors may choose to use the make-up testing services available through the academic services office for students who miss scheduled exams. A student who is authorized by the instructor to make up a missed exam must contact the instructor to discuss exam make-up options. If the instructor permits the student to take a make-up exam utilizing the testing services available through the academic services office, the instructor will provide testing materials to the Academic Services Coordinator. The student will be required to schedule a testing appointment with the Academic Services Coordinator in order to take the make-up exam. No make-up exams will be scheduled without prior authorization from the instructor. It is the student's responsibility to initiate the process with the instructor then schedule a testing appointment with the Academic Services Coordinator. No make-up testing will be given after the last scheduled class period of the semester or during exam week.

### At-Risk Students: College Success Course Requirement

At-risk students are required to enroll in the College Success course (ORT 100). The College Success course is designed to improve a student's opportunity for success in college courses. Students who meet any of the following criteria are required to enroll in ORT 100.

1. A student placing in two of the following three developmental areas: basic math or introductory algebra, beginning composition and/or reading study skills must complete ORT 100 within two semesters of initial enrollment.
2. A student identified by the early alert system or mid-term grade report as not receiving a C or higher in two or more courses must enroll in the next available ORT 100 course.
3. A student placed on academic probation within the first two semesters of enrollment at Eastern shall be required to complete ORT 100.

A registration hold will be placed on registration until a student enrolls in and completes the College Success course. See the College regulation for details (AR 3.11).

### Academic Expectations of Students

The student, by voluntarily accepting admission to the institution, accepts the academic requirements and all criteria of institution. It is the student's responsibility to fulfill course, degree or certificate requirements and to know and meet the criteria for satisfactory academic progress and completion of the program.

Once the individual becomes a "student", (s)he is expected:

- a. To be willing to seek instruction for self-assessment and preparedness in the following skills:
  1. Reading and Writing
  2. Math and Science
  3. Study and Testing
- b. To know and meet each instructor's subject criteria by:
  1. Listening and following directives;
  2. Reading all materials; and
  3. Meeting all required assignments.
- c. To behave in a mature and responsible way, not in a distracting or disruptive fashion, while present in all academic settings (classes, labs, clinic, and/or related activities).
- d. To strive for continuous academic progress by:
  1. Improving the quality of own work; and
  2. Monitoring own grade averages.
- e. To continue monitoring program requirements by:
  1. Checking one's own status and
  2. Checking one's own program requirements for possible changes.

- f. All students enrolling in certificate and associate degree programs are expected to participate in institutional, program, course and/or services assessment activities. This participation will most often be in the form of tests to determine the degree of student academic achievement within basic skills, the general education core curriculum, or the academic major. As part of the academic calendar, “testing days” will be established during which students will be required to participate in these assessment activities. Participation is an expectation of students as a condition of their continuation in the academic program of study and as a prerequisite to graduation. Assessment activities include, but are not limited to, entrance assessment for course placement, midpoint assessment to determine academic progress, and exit assessment prior to program completion and graduation.
- g. To be aware of, and formulate as quickly as possible, personal and/or professional goals by:
  - 1. Checking own qualifications for desired job;
  - 2. Checking requirements for desired job;
  - 3. Monitoring transfer requirements and own status; and
  - 4. Reviewing goals for personal satisfaction.
- h. To be aware of all College policies pertaining to student rights and responsibilities by:
  - 1. Reading all College related materials (catalog, schedules, notices, and/or general information); and
  - 2. Questioning personnel employed by the College.
- i. To seek help from College personnel for assistance when faced with a problem of any size. Students should know that if they ignore the responsibilities expected of them, the results may be failure to achieve educational goals.

## **Academic Standing Policy**

### **General**

A student’s academic status is computed at the end of each fall and spring semester. Academic status is not computed for summer sessions, nor does it affect a student’s enrollment for a summer session.

### **A. Good Standing**

To be in good academic standing, a student must maintain a minimum 2.0 cumulative grade point average for all work undertaken. A student’s academic standing is computed at the end of each fall and spring semester. Academic standing is not computed for summer term, nor does it affect a student’s enrollment for a summer term. Freshman/New Transfer students will be evaluated after his/her first semester at EWVCTC.

At the end of each grading period, each student’s EWVCTC and cumulative grade point average are calculated. The calculation is determined by dividing the number of earned quality points by the number of quality hours. In the computation of the EWVCTC and cumulative grade point average, a grade of “I” will not be included in the quality hours. When the grade of “I” is replaced by a passing or failing grade, the student’s grade point average will be revised by the Associate Director of Admissions.

### **B. Academic Warning**

A student is placed on Academic Warning for the semester after the student’s cumulative GPA or semester GPA falls below a 2.0. The student will be notified in writing by the Learner Support Services Department and the student is recommended to review his/her status with his/her academic advisor. The student is limited to no more than 12-15 credit hours. Students whose cumulative GPA is below a 2.0, particularly due to transfer credits or academic history from the past, but who achieve or maintain a semester GPA of 2.0 will remain on “academic warning” until their cumulative GPA is above 2.0, but will not be subject to academic probation unless a semester GPA falls below the 2.0 requirement.

### **C. Academic Probation**

**Freshman/New Transfer Students:** At the conclusion of the first semester of attendance at EWVCTC a student must attain a 2.0 GPA. If the student fails to achieve a 2.0 in the first semester of residency, the student will be placed on academic probation. A student must then attain a 2.0 on all course work attempted during the next semester at EWVCTC. If the student fails to attain a 2.0 semester average during that next semester, that student will be suspended for the following semester.

**Continuing Students:** A student who has been enrolled for more than one semester and whose EWVCTC GPA or cumulative GPA falls below a 2.0 in any semester will be placed on probation and the student will be notified in writing. If a student fails to attain a 2.0 semester average during the next semester, that student will be suspended for the following semester. To be removed from probation, a student must attain BOTH a 2.0 EWVCTC GPA and a cumulative GPA (includes course work attempted from other institutions).

**D. Academic Suspension**

Students who fail to meet the criteria for academic standing after two consecutive semesters of Academic Probation may be suspended for the next semester from all classes for failure to adhere to the terms and conditions of academic standing. Upon returning to the institution, if they fail to meet academic standing a third time, they may be suspended for one year. Students who return to school after a period of suspension are still subject to the terms and conditions of the initial notice of Academic Probation unless they appeal the decision in writing to the Dean of Academic and Student Services and can show compelling reasons why they should be released from those terms and conditions. Academic Suspension will be notated on all official college transcripts.

**E. Regulation Exceptions**

This rule does not supersede Standards of Academic Progress for Federal Financial Aid Recipients; or academic standing requirements for special admission programs; (i.e. Nursing) or requirements resulting from articulation or 2+2 agreements with other colleges or institutions.

**F. Waiver of Academic Probation**

Students placed on "Academic Probation" due to extenuating circumstances may request a waiver of Academic Probation. Students requesting a waiver must provide a written statement explaining the extenuating circumstances and an improvement plan which provides evidence as to how they will attain "Good Standing" if probation is waived. Decisions for waiver requests will be made by the Dean for Academic and Student Services after consultation with the student's academic advisor. The decision of the Dean is final. A student is allowed only two consecutive waivers in his/her academic career. Students placed on Academic Warning are not eligible for waivers.

## INSTRUCTIONAL METHODS AND GRADING

Individual instructors develop methods for meeting approved course objectives and determining final grades of students within classes. Information regarding instructional methods, assignments and grading criteria are presented in the course syllabus. Students should review the specific course requirements presented at the beginning of term and discuss questions with the instructor.

### Academic Grading Policy

Eastern uses a letter grade system to indicate the quality of coursework performed by students. The following marks are designated for use. Definitions and quality points, where appropriate, are shown:

| Grade | Description  | Quality Points      |
|-------|--|---------------------|
| A     | Superior   | 4 per semester      |
| B     | Good   | 3 per semester      |
| C     | Average  | 2 per semester      |
| D     | Below Average  | 1 per semester      |
| F     | Failure  | 0 (included in GPA) |
| UF    | Unearned F**   | 0 (included in GPA) |
| CR    | Credit   | 0*                  |
| W     | Withdrawal   | 0                   |
| I     | Incomplete   | 0                   |
| NC    | No Credit  | No Quality Points   |
| NC*   | No Credit  | No Quality Points   |
| AU    | Audit  | No Quality Points   |
| P     | Passing (pre-developmental series only)                          | No Quality Points   |
| R     | Repeat: Unsatisfactory Progress (pre-developmental series only)  | No Quality Points   |
| RC*** | Retain Credit – Incomplete Progress (developmental math courses) | No Quality Points   |

\*Used for various nontraditional credit only  
 \*\* Awarded due to non-attendance in class after last date to officially withdraw from the College  
 \*\*\*Students who receive the RC semester grade must re-enroll for the same course in the next subsequent semester. Summer term is not counted in the sequence. If a student does not enroll in the subsequent semester, or transfers to another institution for the subsequent semester, the RC grade will be changed to an NC grade on the academic record. Used in MTH 92, 94, 97 when eligible to preserve credit by module for carry over to next term (limitations apply)

The grade point average is computed for all courses for which a student has registered with the exception of courses with grades of “W”, “I”, “CR”, “NC”, “AU”, “RC” or courses repeated (see “D and F” rule). The grade point average is the ratio of the number of quality points gained to the number of credit hours attempted. To compute the overall grade point average, add all quality points and divide by the number of hours attempted. Courses in which grades of “W”, “I”, “NC”, “RC” or “AU” have been given are omitted from the computation. Please note: Grades of “F” and “UF” are calculated in the computation of the grade point average. For additional information, see the Orientation Guide & Student Handbook.



## **Incomplete Grade**

An incomplete is assigned at the discretion of the class instructor when a student is absent from several class sessions or the final exam due to illness or other reasons considered beyond the student's control. When the course work is satisfactorily completed, the final grade is submitted by the instructor to the Associate Director of Admissions. The student must complete the requirements for the course in which the "I" grade was received within the next full semester or the "I" grade will automatically be changed to a grade of "F". The student does not re-register for the class for which he is completing the requirements having the "I" grade.

## **Grade Changes**

The instructor must complete a grade change form whenever it is necessary to change a grade after submitting a final grade report to the Records Office. This must be completed no later than the end of the following semester. The instructor for the course in question is the only individual who may complete and submit a grade change form.

## **Final Grade Appeals**

Students have the right to appeal final course grades which they believe reflect an error in calculation, recording or report; capricious, arbitrary, or prejudiced academic evaluation; or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. The grade appealed shall remain in effect until the appeal procedure is completed or the problem resolved.

In the grade appeal procedure, the student has the burden of proof in establishing good cause for changing a final grade. Unless the student can offer convincing arguments to the contrary, good faith on the instructor's part is presumed.

## **Procedure for Grade Appeal**

### **Step 1:**

The student shall discuss the grade with the instructor involved no later than ten (10) college working days after the start of subsequent school term not including summer sessions, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, or if the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall notify the division chair of the instructor's area. The division chair shall assume the role of an informal facilitator and assist in their resolution attempts. If the problem is not resolved with 15 college working days from when the complaint is first lodged, the student may proceed directly to step 2.

### **Step 2:**

The student must prepare and sign a document which states the facts constituting the basis for the appeal within 15 college working days from when the original complaint was lodged. Copies of this document will be given to the instructor and to the instructor's division chair. If, within 10 college working days of receipt of the student's signed document the division chair does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the Dean for Academic and Learner Support Services. (See step 3).

### **Step 3:**

Within 15 college working days of receipt of the complaint, the Dean for Academic and Learner Support Services will establish an Ad Hoc representative committee for review and final resolution. This committee will consist of a minimum of three members including a representative of Academic Services, a representative of Learner Support and at least one faculty representative. Additional committee members may be appointed at the discretion of the Dean for Academic and Learner Support Services.

1. Upon receiving an appeal, the committee will notify in writing the faculty members involved of the grade challenge, which shall include a statement of the facts and evidence to be presented by the student.
2. The committee shall provide to the faculty member involved and the student making the appeal written notification of their right to appear at a hearing to be held before the department, college, or school representative committee, together with the notification of the date, time, and place of the meeting.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. The final decision of this committee will be forwarded to the student, instructor, the Division Chair and to the Dean for Academic and Learner Support Services involved. If the decision requires a change of grade, the instructor will take action in accordance with the committee's decision.
5. If the instructor does not act within 10 college working days, the Division Chair will make any necessary grade adjustment.
6. In the case of grade appeals, the Dean for Academic and Learner Support Services functions as the president's designee, therefore, implementation of this decision will end the appeal procedure.

## **Repetition of Courses**

In accordance with the West Virginia Council for Community and Technical College Education's Procedural Rule No.24, any student who earns a grade of "D" or "F" in any course taken no later than the semester or summer term during which the 60th semester hour was attempted may repeat that course under the following provisions:

If the student repeats this course prior to the receipt of the degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the grade point average. The original grade shall not be deleted from the student transcript.

Students may repeat a course for credit in which a grade of "C" or higher has been received. All grades will be calculated in the grade point average.

Any course that is repeated when the original grade was not earned during the first 60 hours will be included in the computation of the grade point average, quality points and hours earned. The original grade will not be deleted from the grade point average.

Credit hours from repeated courses can only be applied once toward completion of degree requirements.

Refer to [\*\*"Academic Forgiveness for Graduation" \(pages 42\)\*\*](#) for provisions regarding grade point calculations for graduation.

## **ACADEMIC HONESTY/PLAGIARISM**

### **Academic Honesty/Plagiarism**

#### **(Excerpt from Academic Rights and Responsibilities of Students, Student Handbook)**

##### **Purpose**

Academic dishonesty is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study and which, if known by the instructor in such course of study, would be prohibited. This shall include, but is not limited to, the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; submitting as one's own work or creation of any kind that which is wholly or part created by another; securing and/or distributing all or any part of examinations or assignments prior to their being submitted to the class as a whole; or the altering of any grade or academic record.

##### **Responsibilities and Procedures**

When an instructor observes academic dishonesty on the part of a student, the case shall be handled in accordance with the following procedures:

1. The instructor has the authority to give the student a grade of "F" on the assignment involved in the academic dishonesty, or a grade of "F" in the course in which the offense occurred.
2. The instructor shall submit to the Dean for Academic and Student Services, within three (3) days from the time the offense occurred, a written report stating the facts of the case and the action taken by the instructor along with any physical evidence.
3. Any student who considers himself unfairly treated may utilize the student grievance procedure designed for this purpose. The Dean for Academic and Student Services will provide all physical evidence to the chairperson of the grievance committee if a committee is called to meet.
4. For subsequent offenses on the part of the student, in addition to being given a grade of "F" in the course in which the academic dishonesty occurred, the student may be expelled from the College by the President on recommendation of the Dean for Academic and Student Services following a judicial hearing.
5. A student who has been given a grade of "F" by an instructor under the College's policy on academic dishonesty is not permitted to withdraw from the course with a grade of "W" after academic dishonesty procedures have been initiated by the instructor without approval by the instructor.

## AWARDING CREDIT THROUGH ASSESSMENT OF PRIOR LEARNING

Eastern will validate and award credit for college-level learning that occurs outside of the traditional college setting. College-level learning acquired through nontraditional methods will be evaluated and transcribed in accordance with defined institutional practices. Based on the judgment of academic professionals and appropriately credentialed professionals, Eastern will validate college-level learning that is equivalent to courses or program outcomes which meet requirements for the degree in which the student is enrolled. Such learning must be demonstrated and may have been acquired in a variety of verifiable settings such as work and life experience, on-the-job training programs, vocational training programs, proprietary school programs, professional development activities, and personal development and enrichment activities. Evaluation will follow established guidelines for nationally standardized credit validation programs and processes including:

- Performance on standardized tests (CLEP, DSST/DANTES, etc.);
- Evaluation of non-collegiate sponsored instruction (ACE, NCCRS);
- Assessment of credit for military training;
- Demonstration of college-level learning through portfolio review;
- Instructional based challenge examinations;
- Validation of learning acquired in unaccredited institutions; and
- Special assessment of licensure, certification and formal training programs.

**NOTE:** For special assessments (final bullet point above), college credit will be awarded for college-level learning that is comparable to a selected course's published scope and outcomes if awarded on a course equivalency basis. Block credit will be awarded in accordance with the assessment of college level learning as determined by an evaluation team consisting of academic professionals, faculty and practitioners in relevant fields. The evaluation team operates under supervision of the Dean for Academic and Student Services. Evaluation and other fees may be applied to special assessments.

Students must be able to demonstrate knowledge (theory) and skills (practical application) in order to be awarded credit through non-traditional methods. Records of work experience alone will not be sufficient. College credit will be awarded only for learning experiences that have occurred after high school. Non-traditional credit may not duplicate previously earned credit.

Faculty, academic professionals and well-credentialed professionals, under the supervision of the Dean for Academic and Student Services, will determine credit awards for nontraditional credit requests. Transcription and other fees may be applied for each course transcribed.

### **General Guidelines**

Eastern West Virginia Community & Technical College has established specific procedures for the granting of college credit from non-traditional sources.

Any course in which the grade of "Credit" has been assigned is not used in computation of the student's grade point average.

Non-traditional credit cannot be awarded for any course which a student has previously completed at any college. Students who plan to use credit from non-traditional sources to meet the degree requirements of other institutions should contact the receiving institution to determine transferability of credits.

### **EDGE Credit Awards**

WV EDGE credit will be accepted toward program/course requirements as identified on the WV *EDGE Course Offerings By College Listing* provided the program/courses are still offered at the College. If the College curriculum has changed or the program is no longer available, contact the Student Services Specialist to discuss options. Valid EDGE credits accepted by Eastern will be transcribed upon successful admission to the College.

A student may also request a transcript review to determine applicability of credit for coursework no longer listed on the WV *EDGE Course Offerings By College Listing* toward an Eastern degree program as published in the College Catalog at the time of student registration.

It is the responsibility of the student to have an official WV EDGE transcript sent directly to the Associate Director of Admissions, Eastern WV Community and Technical College, Moorefield, WV 26836. Official WV EDGE transcripts can be requested by accessing the WV EDGE website: <http://www.wvtechprep.wvnet.edu>

### **Advanced Placement Program Credits**

In accordance with Council, Series 15, and West Virginia Code §18B-1-B(c), Eastern West Virginia Community & Technical College recognizes the Advanced Placement Program of the College Entrance Examination Board, Princeton, New Jersey, as an instrument that allows high school students to master college-level subject matter and to document their achievements through successful completion of advanced placement examinations. The College will accept Advanced Placement Credit if the high school student earns a minimum score of 3 on the specified test. After applying for admission to Eastern, students should have the College Board Advanced Placement Examination Grade Report mailed directly to the Associate Director of Admissions at Eastern WV Community & Technical College. The Associate Director of Admissions will determine the amount of advanced placement credit that will be granted toward the degree requirements. Advanced placement credit will be documented on the transcript and designated as such upon enrollment at Eastern. Advanced placement credit will receive a “CR” grade on the transcript and shall not be calculated in the grade point average. The College requires a minimum score of three (3) for granting of credit through the Advanced Placement Program. No credit is granted for scores below 3. Courses for which credit is granted shall be listed on the official transcript with (AP) following the official course title. To obtain detailed information on the Advanced Placement Program visit: [www.collegeboard.org](http://www.collegeboard.org).

**[The Advanced Placement tests, required score, course equivalent and credit hours to be granted are listed on page 37.](#)**

| <b>Advanced Placement Test Scores and Course Equivalencies</b> |                                  |                       |                       |                        |
|--|----------------------------------|-----------------------|-----------------------|------------------------|
| <b>Examination</b>   | <b>AP Test</b>                   | <b>Score Required</b> | <b>Eastern Course</b> | <b>Eastern Credits</b> |
| <b>Art (Studio)</b>  | Studio Art – Drawing Portfolio   | 3                     | Art Elective          | 3                      |
|  | Studio Art – 2 Design Portfolio  | 3                     | Art Elective          | 3                      |
|  | Studio Art – 3 Design Portfolio  | 3                     | Art Elective          | 3                      |
| <b>Art History</b>   |                                  | 3                     | Art 100               | 3                      |
| <b>Biology</b>   |                                  | 3                     | BIO 101-102           | 8                      |
| <b>Chemistry</b>   |                                  | 3                     | CHM 213-214           | 8                      |
| <b>Classics</b>  | Latin – Virgil                   | 3                     | Elective              | 3                      |
|  | Latin – Literature               | 3                     | Elective              | 3                      |
| <b>Computer Science</b>  | Computer Science A               | 3                     | CIS 108               | 3                      |
|  | Computer Science B               | 3                     | CIS Elective          | 3                      |
| <b>(6 units maximum for both tests)</b>                        |                                  |                       |                       |                        |
| <b>Economics</b>   | Microeconomics                   | 3                     | ECN 202               | 3                      |
|  | Macroeconomics                   | 3                     | ECN 201               | 3                      |
| <b>English</b>   | English Language & Composition   | 3                     | ENL Elective          | 3                      |
|  | English Composition & Literature | 3                     | ENL 101               | 3                      |
| <b>(9 units maximum for both tests)</b>                        |                                  |                       |                       |                        |
| <b>Environmental Science</b>                                   |                                  | 3                     | BIO Elective          | 4                      |
| <b>Foreign Language</b>  | French Language                  | 3                     | Elective              | 6                      |
|  | French Literature                | 3                     | Elective              | 6                      |
|  | German Language                  | 3                     | Elective              | 6                      |
|  | Spanish Language                 | 3                     | SPA 101 & 102         | 6                      |
|  | Spanish Literature               | 3                     | SPA Elective          | 6                      |
| <b>Geography</b>   | Human Geography                  | 3                     | GEO Elective          | 3                      |
| <b>Government &amp; Politics</b>                               | American                         | 3                     | POL 201               | 3                      |
|  | Comparative                      | 3                     | POL Elective          | 3                      |
| <b>History</b>   | American                         | 3                     | HIT 240/241           | 6                      |
|  | European                         | 3                     | HIT Elective          | 6                      |
|  | World                            | 3                     | HIT 104/105           | 6                      |
| <b>Mathematics</b>   | Calculus AB                      | 3                     | MTH 137               | 5                      |
|  | Calculus BC                      | 3                     | MTH Elective          | 4                      |
|  | Statistics                       | 3                     | MTH 225               | 3                      |
| <b>Music</b>   | Theory                           | 3                     | MUS Elective          | 3                      |
| <b>Physics</b>   | Physics B                        | 3                     | PHS 210               | 4                      |
|  | Physics C Mechanics              | 3                     | PHS Elective          | 4                      |
|  | Physics Electricity & Magnetism  | 3                     | PHS Elective          | 4                      |
| <b>Psychology</b>  | Introductory Psychology          | 3                     | PSY 200               | 3                      |

## **College Level Examination Programs (CLEP) and Proficiency Examination Program (PEP)**

Eastern will award credit for the College Level Examination Program (CLEP) and the Proficiency Examination Program (PEP) within the following guidelines. All credit awarded will be in conformity with the HEPC and Council Procedural Rule No. 16 and all such credit will be transferable to all other institutions in the West Virginia state system of higher education.

### *1. General Exams*

Students who attain the score required by the model policy of the Council on College Level Examinations of the College Board may receive credit for General Examinations. Such credit in general education may not meet specific program requirements, in which case the credit may be used as elective credit.

### *2. Subject Examinations*

Students may be awarded credit for the successful completion of any or all CLEP and PEP Subject Examinations presently offered or developed in the future, provided they achieve a score equal to or above the recommended scores of the Commission on Educational Credit and Credentials of the American Council on Education for CLEP examinations or the University of New York and American College Testing Program current at the time the examination is taken.

Credit will be awarded for the number of credit hours for which the examinations were designed. Grades will not be assigned, and the credit will not be included in the computation of student's grade point average. The credit earned on CLEP and PEP Subject Examinations will be equated with existing course offerings at Eastern. If no equivalent course is offered at Eastern, the credit earned by CLEP and PEP examinations may be considered elective credit. Students will not receive CLEP and PEP credit for equivalent courses in which they have already earned credit.

### *3. Academic Record and Enrollment*

The permanent academic record of students will indicate which credit was earned by CLEP or PEP examinations. Students must be enrolled at West Virginia Eastern in order to receive credit from Eastern. Students who have taken CLEP or PEP examinations prior to enrollment must submit an official CLEP or PEP transcript. Questions should be directed to Associate Director of Admissions. Students should take the appropriate CLEP exam(s) through the

College Entrance Examination Board  
Educational Testing Service  
Princeton, New Jersey 08504  
([www.collegeboard.org](http://www.collegeboard.org)).

The PEP exam(s) may be taken through the ACT Proficiency Examination Program, Iowa City, Iowa 52240. Grade reports must be mailed directly to the Associate Director of Admissions at Eastern WV Community & Technical College. The Associate Director of Admissions will validate results and notify students of the credit earned.

## **Portfolio Assessment**

Students who have developed skills and knowledge comparable to college-level learning may petition to have their prior learning experiences evaluated for college credit through the portfolio review process. A portfolio is a compilation of information and documentation developed by a student to validate learning acquired outside of the traditional college classroom. Students identify skills and knowledge equivalent to academic subjects taught at Eastern and partnering institutions. The portfolio may include course descriptions, an essay describing the learning experience and knowledge acquired as well as documentation of learning experiences. The portfolio is evaluated by faculty with expertise in the subject areas. Final authority for awarding such credit rests with the Dean for Academic and Student Services.

Students interested in preparing a portfolio are required to complete a course designed to assist in the development of the portfolio (ORT 200, Portfolio Development: Prior Learning Assessment). A fee of \$300 is assessed for portfolio evaluation services regardless of the number of credit hours awarded. Credit awarded through the portfolio evaluation will be assessed a posting fee of \$10 per credit hour. The balance of the evaluation fee must be remitted to the College prior to the assessment of the applicant's portfolio. Contact the Associate Director of Admissions for more information.

## **Challenging a Course/Credit By Examination**

A student interested in challenging a course through examination must contact the Student Services Specialist or the Associate Director of Admissions by the end of the third week of the semester in which the student plans to take the

challenge exam. The exam must be taken prior to the final date to withdraw from a course in the semester in which a student wishes to receive credit for the course. Normally, challenge exams will not be given during the summer. However, exceptions may be granted by the Dean for Academic and Student Services. The challenge exams are comprehensive. To receive a grade of "CR" for the course being challenged, a student must earn a minimum score of 70% or higher on the challenge exam (Note: a minimum score of 80% is required for all developmental math courses numbered below the 100 level). Upon successful completion of the challenge exam, a grade of "CR" will be recorded on the student's transcript. No student may challenge a course more than once. A student may not challenge a course in which a grade other than "W" or "AU" was received. **A student planning to transfer to another institution should contact that institution prior to taking a challenge examination to determine if the "CR" grade is acceptable for that particular course.** A non-refundable fee is assessed for this service prior to taking the examination. Credit by challenge examination is not included in the calculation of a student's instructional load as it applies to the financial aid program of Eastern West Virginia Community & Technical College. The credit hours will be counted toward graduation requirements and for designation on Dean's lists. Challenge exams are not available for all courses.

Challenge exams are available for the following courses (note: this list is subject to change).

- BOS 103            Keyboarding
- CIS 108            Computer Fundamentals
- ENL 101            English Composition I
- MTH 123            Intermediate Algebra
- MUS170            Music Appreciation
- PHS 115            Applied Physics

### **DSST/DANTES Subject Tests**

DSST/DANTES is a program of college examinations offered through Prometric. Examinations are offered in liberal arts and business disciplines. To obtain more information on the DSST/DANTES program or to have test scores sent to Eastern West Virginia Community & Technical College visit <http://www.getcollegetcredit.com>

Test scores should be sent to the Associate Director of Admissions at Eastern WV Community & Technical College.

### **Course Learning Contracts**

The course learning contract is an alternate means provided to students for meeting existing course requirements in special circumstances or when a required course is not otherwise available. In special circumstances, especially when a student may have previously completed some of the course requirements, an independent course learning contract may be arranged. Some options may include videotaping, electronic/distance methods or limited independent learning activities with faculty supervision. Interested students should contact the instructor of the course or the Dean for Academic and Student Services.

### **Military Service**

Eastern recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible residency requirements, and crediting learning from approved military training and experiences. Eastern may grant a maximum of four hours of physical education (PE) credit for military service. The student must apply for military credit with the Records Office when 12 hours of residence credit has been accumulated. In addition to military PE credit, Eastern West Virginia Community & Technical College also awards credit for classes taken through USAFI (United States Armed Forces Institute). Credit may also be awarded based on the American Council for Education recommendations for certain military schools. Contact the Associate Director of Admissions for more information and procedures.

### **Secondary School Articulation of Credit**

Under certain conditions, a student may be awarded college credit for courses taken at specified career and technical centers and high schools. These courses must have been completed within the last three academic years immediately prior to the date of initial enrollment as an Eastern student. Students will be granted credit when their performance records and/or the Student Enrollment Forms for Seamless College Credit have been reviewed and signed by the career and technical center or high school and the appropriate division chair at the College. Specific courses and the number of credit hours are determined through a statewide Seamless Curriculum agreement or additional specific agreements with career and technical centers and high schools. A grade of "CR" will be recorded on the student's transcript for any articulated course. A course with a grade of "CR" will meet the program of study requirements at Eastern. A student planning to transfer to another institution should contact that institution. Eastern's granting of such credit does not guarantee transferability of this credit to any other institution or higher education.

## DEGREES, GRADUATION, ACADEMIC RECORDS AND TRANSCRIPTS

### Degrees

Eastern West Virginia Community & Technical College grants degrees or certificates in multiple program areas. Some programs are career oriented preparing graduates for entry into job opportunities requiring a certificate or associate degree. Other programs are designed for the student expecting to transfer into a bachelor's degree program at a four-year institution. Associate degree programs are structured to include general education courses and career courses or courses in related disciplines. A suggested sequence of courses for each program of study is provided in this catalog to help guide the student in meeting graduation requirements. However, students are expected to work closely with an academic advisor in selecting courses that meet the degree or certificate program requirements. Not all courses are scheduled every semester, therefore, it is important to follow the course sequence as presented in the catalog to avoid unnecessary delays in completing program requirements.

The Associate in Arts (A.A.) and Associate in Science (A.S.) Degrees are awarded to those students completing the Baccalaureate Transfer Programs. For those who meet degree requirements in the Accounting, Automotive Technology, Administrative Support Technology, Board of Governors Degree, Business Management, Information Technology, Early Childhood Development, Nursing and Wind Energy Technology the Associate in Applied Science Degree (A.A.S.) is awarded.

### Developmental Course Requirements for Skill Sets

Students are required to complete a minimum level of competency in mathematics and language arts to be awarded a certificate or skill set. Students are required to complete developmental reading and math or transitional English and math courses as noted below:

- The minimum level of developmental coursework to be completed for students to be awarded their first skill set is to achieve credit for either RDG 90 Reading/Study Skills, OR ENL 95 Integrated Reading and Composition OR ENL 100 Transitional Composition OR MTH 90 Basic Mathematics OR MTH 92 Developmental Mathematics Level A (Modules) OR MTH 100 Transitional Math Level A, OR MTH 101 Transitional Math Level B or MTH 103 Transitional Math Level C OR RDG 100 Integrated Reading and Composition.
- The minimum level of developmental coursework to be completed for students to be awarded their second skill set is to achieve credit for either RDG 90 Reading/Study Skills, OR ENL 95 Integrated Reading and Composition OR ENL 100 Transitional Composition OR MTH 90 Basic Mathematics, OR MTH 92 Developmental Mathematics Level A (Modules) whichever one is not already completed OR MTH 100 Transitional Math Level A, OR MTH 101 Transitional Math Level B or MTH 103 Transitional Math Level C OR RDG 100 Integrated Reading and Composition.

### Earning Multiple Degrees

Students who have received an associate degree or a certificate in applied science and who wish to receive an additional degree or certificate may count all appropriate, previously earned course credits toward the desired additional associate degree or certificate. All course requirements for the additional degree/certificate must be met. All time limitations on course relevancy must be observed.



## Graduation Requirements

To earn an Associate in Applied Science Degree, Associate in Arts Degree, Associate in Science Degree, or Certificate in Applied Science from Eastern, students must meet the following requirements in addition to the specific program requirements outlined in this Catalog:

- Complete and submit an application for graduation at least 45 days prior to the graduation ceremony;
- Satisfy all learner outcomes requirements for the program of study including the required number of credit hours;
- Achieve a 2.0 or higher cumulative grade point average on all college work not excluded in the computation of the GPA as a result of applying other Eastern policies;
- Complete a minimum of 6 credit hours (100 level or higher) at Eastern (The following do not meet graduation requirements: ENL 100, RDG 100 and MTH 100, 101 and 103),
- Complete general education requirements per AR 3.17;
- Complete required academic assessment tests/instruments including but not limited to program exit exams, and standardized general education assessment (associate degree students only);
- Satisfy all financial obligations to the College; including payment of any required graduation fees.
- Complete developmental requirements for all Associate in Arts Degree, Associate in Science Degree, or Associate in Applied Science Degree and Certificate in Applied Science program graduates:
  - Demonstrate proficiency in reading, English and mathematics as evidenced by the completion of appropriate developmental or college level courses, or by attainment of minimum performance standards defined in Series 21 (Freshman Assessment and Placement Standards)

Graduation exercises are held at the conclusion of the spring semester on the date indicated on the College's academic calendar. Graduating students are expected to participate in the graduation ceremony. Exception to participation in the graduation ceremony must be approved by the Dean of Academic and Student Services.

Students enrolling at the College must follow the program requirements listed in the catalog in effect at the time of entry into the College (provided graduation requirements are completed within five years). Students have the option of meeting program requirements in a more recent catalog, provided all requirements are met. Students who have not completed graduation requirements at the end of five years must follow the catalog in effect at the beginning of the sixth year or the year of subsequent enrollment. In special circumstances, students may request a modification in program requirements by submitting a request in writing to the Associate Director of Admissions (Petition for Alteration of Graduation Requirements). Requests will be reviewed and receive final approval from the Dean for Academic and Student Services in order to be implemented. Every effort will be made to assist students in completing graduation requirements in a timely manner.

Students are responsible for knowing policies and meeting requirements in the program and should keep abreast of current degree, curriculum and course requirements by consulting published materials. Academic advisors and appropriate administrative officers of the College may be consulted for further information.

## Academic Forgiveness Policy for Graduation

The academic forgiveness policy allows academic forgiveness of “D” and “F” grades for purposes of calculating the grade point average required for graduation only. This policy is designed to assist students who previously left college with low grades and may be implemented, provided certain conditions are satisfied, where the “D and F” repeat rule is not applicable. The student wishing forgiveness must not have been enrolled on a full-time basis for more than 12 hours at any higher education institution for a period of four consecutive calendar years prior to the request for academic forgiveness. Only “D” and “F” grades received prior to the four-year non-enrollment period may be disregarded for GPA calculation. Grades disregarded for graduation GPA computation will remain on the student’s permanent record. This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition, graduation with honors, financial aid standards of progress or admission requirements for particular programs. To implement this policy, the student must submit a written request to the Dean for Academic and Student Services. The request must identify the non-enrollment period and the specific courses and grades the student wishes to be exempted from GPA calculation. The Dean for Academic and Student Services may accept, modify or reject the student’s request.

In instances where students request and gain academic forgiveness from one college or university and then transfer to another institution, the receiving institution is not bound by the prior institution’s decision to disregard grades for grade point average calculation.

## Core Coursework Transfer Agreement

In accordance with the WV Higher Education Policy Commission and the WV Council for Community and Technical College Education, Core Coursework Transfer Agreement, and Series 17, “Transferability of Credits and Grades at the Undergraduate Level”, the College recognizes that undergraduate core coursework completed at any of West Virginia public higher education institutions is transferable as general studies credit to all other state institutions of higher education in West Virginia for credit with the grade earned. Students may transfer coursework in the areas of English composition, communications and literature, mathematics, natural science and social science as general studies credits. The “Core Coursework Transfer Agreement” establishes the hours of coursework acceptable for transfer that satisfies the fulfillment of general studies requirements. In total, at least 64 and no more than 72 hours of credit completed at community colleges or branch colleges in the West Virginia state systems of higher education shall be transferable to any baccalaureate degree-granting institution in the state systems. The hours of coursework that are acceptable as counting toward fulfillment of general studies requirements are as follows:

- English Composition – 6 hours
- Communication and Literature – 6 hours (Speech/oral communication – 3 hours, literature – 3 hours)
- Mathematics – 3 - 5 hours (College math including general math, algebra, trigonometry, or calculus)
- Natural Science – 8 – 10 hours (Laboratory science including biology, chemistry, geology, physics or physical science)
- Social Science – 9 hours (History, political science, psychology, sociology or economics with no more than three hours from any area)

Courses acceptable from each institution are outlined in the HEPC Core Transfer Agreement policy. Contact the Student Services Specialist for detailed information or review the HEPC homepage:  
<http://www.hepc.wvnet.edu/academic/index.html>.

## Academic Honors

Students achieving academic success are recognized each semester by three distinctions. These are:

- **Merit List:** For students who earn at least six (6) semester hours in credit classes including developmental/transitional classes (courses numbered below 100 in the Catalog and ENL 100, RDG 100, MTH 100, 101 and 103) and have a semester grade point average of 3.25 or higher.
- **Dean’s List:** For students who earn at least nine (9) semester hours in college level credit classes (100 level or higher with exception of ENL 100, RDG 100, MTH 100, MTH 101 and 103) and have a semester grade point average of 3.5 or higher. Students enrolled in any developmental/transitional classes are not eligible for the Dean’s List.
- **President’s List:** For students who earn at least 12 semester hours in college level credit classes (100 level or higher with exception of ENL 100, RDG 100, MTH 100, 101 and 103) and have a semester grade point average of 4.0. Students enrolled in any developmental/transitional classes are not eligible for the President’s List.

## **Graduation Honors**

Associate degree graduates with a cumulative grade point average of 3.5 or higher are designated as honor students at the graduation ceremonies. Associate degree graduates with a cumulative grade point average of 4.0 are designated as students with highest honors at the graduation ceremonies. Honors apply solely to associate degrees.

## **STUDENT RECORDS AND TRANSCRIPTS**

Official student records are maintained at Eastern West Virginia Community and Technical College. These records include admissions records, grade reports, financial aid records and reports of disciplinary action. Inquiries regarding specific records may be initiated at Eastern's Admission and Registration area in the Main Campus.

### **Transcript Requests**

Students may request an official transcript of completed coursework at any time. The request must be made in writing and include the student's signature. Request forms may be obtained at the Admissions and Registration area at the Main Campus or nearest Discovery Center. Transcript requests must include name, address, Social Security Number (or Student ID Number) and telephone number of the student as well as mailing information for the location the transcript is to be sent. All requests must have the signature of the student.

Transcripts will be forwarded to another institution provided a written request is submitted to the Records Office. The first transcript is free. Subsequent requests will be granted on payment of a \$5.00 fee for each transcript. Transcript services may be withheld if students have out-standing financial obligations to any department of the College or have not satisfied all admission requirements. Transcripts will not be released for students who have defaulted on any type of student loan or who owe a refund to Eastern for a federal or state grant.

All transcripts will be official transcripts issued from Eastern West Virginia Community & Technical College.

Official transcripts for coursework completed at Eastern prior to fall 2009 must be obtained from Southern West Virginia Community and Technical College. Contact the Records Office, Southern West Virginia Community and Technical College, 1.888.798.2821 (1.888.svwctc1) for more information.

Colleges receiving an Eastern transcript may direct questions to the Associate Director of Admissions or the Dean for Academic and Student Services at Eastern.

### **Grade Reports**

Final grade reports are not mailed to students. Eastern students can view their final grades online by following these steps:

1. Go to <https://harpo.wvnet.edu:9797>
2. Type in User ID (nine digit Student ID number)
3. Type in PIN (birthday in six digits)
4. Click on Student and Financial Aid Info
5. Click on Academic Transcript

Students who have questions about grades should talk with their instructors. In order to receive a grade report, all obligations (outstanding fees, library books, etc.) to Eastern West Virginia Community College must be met.

### **Records Evaluations**

Students may request an evaluation of their academic records at any time to determine progress toward meeting graduation requirements. If program evaluations are needed to determine progress or plans for the next semester's registration, the request should be made prior to the early registration period for the upcoming semester. These requests are made to the Associate Director of Admissions or the academic advisor.

## SECTION III: ACADEMIC RESOURCES AND ACADEMIC PROGRAM INFORMATION

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## GENERAL INFORMATION

Eastern West Virginia Community & Technical College is authorized by the West Virginia Council for Community & Technical College Education (Council) to offer associate degrees and certificates and to develop the programs of study leading to the completion of each degree program. Programs and courses are developed or certified through partnerships Eastern maintains with accredited colleges and universities in West Virginia and the Southern Regional Electronic Campus (SREC). Through partnerships and course brokering, Eastern is able to respond to the needs of its community by providing adults with coordinated learning opportunities and excellent choices in higher education. Eastern works closely with other colleges to assure maximum transferability of course credits for baccalaureate degrees (Within West Virginia public colleges and universities, 72 credits are transferable from community colleges toward a baccalaureate degree, see information on the [Core Transfer Agreement, page 42](#)). The College provides coordinated support in admissions, advisement, registration and shared technology through its unique partnerships and programming. Students are able to earn degrees through a variety of rigorous academic methods including on-line courses, video distance learning courses, telecommunications, testing, portfolio credit and traditional college courses. Eastern also provides opportunities to obtain credit for learning gained through military training, licenses, certificates, professional training and other non-collegiate sources (See the Associate Director of Admissions for details).

Eastern West Virginia Community & Technical College offers the following flexible degree opportunities:

- Associate in Arts (A.A.),
- Associate in Science (A.S.) and
- Associate in Applied Science (A.A.S.)

This catalog contains information on all programs approved at the time of publication. However, additional programs are under development and may be open for enrollment in the Fall semester. For information on additional programs, contact the Division Chair in the appropriate department for information.

### **Baccalaureate Transfer Programs**

Students interested in obtaining a Bachelor's degree can begin working toward their educational goals at Eastern by completing a transfer program. These programs are designed as university parallel programs with flexibility to customize the curriculum to meet the requirements of the baccalaureate institution. Students successfully completing the requirements of these programs are awarded the Associate in Arts Degree (A.A.) or Associate in Science Degree (A.S.). Specific course requirements for completion of these programs are contained in this section of the Catalog beginning on [page 50](#). Course objectives and requirements are designed to enable students to transfer credits.

### **Career Programs**

Career programs prepare graduates to meet regional employment needs for a technically skilled workforce. These programs include a technical core of courses emphasizing the skills required for direct entry into the job market as well as a core of general education courses. This is an appropriate educational option for students interested in immediate entry into the professional world. Students successfully completing a two-year program are awarded the Associate in Applied Science Degree (A.A.S.). Students completing programs of less than two years duration are awarded a Certificate of Proficiency (C.P.). Programs are planned for completion in a specific period of time if students follow the recommended course sequence. Part-time students and those who need developmental courses will require more time to complete degree and certificate programs. Required courses and a recommended course sequence for each program are provided in this section of the Catalog beginning on [page 52](#). Many of the specialized vocational courses include clinical, laboratory, internship and field work experiences which may take place at other facilities in the community.

While the A.A.S. is intended as a terminal degree, many, but not all, of the credits may be transferred to a baccalaureate degree.

### **General Education and Undecided Majors**

General education curricula provides those who are undecided regarding a major area of study or vocational goal with the opportunity to explore various disciplines while still carrying a full load of courses which will apply to most degree programs. Students intending to transfer to another college or university are strongly advised to contact the transfer institution of their choice to determine specific degree requirements.

## ACADEMIC RESOURCES

### Distance Learning

Distance learning includes courses that are conducted via the college's video communication network using specially equipped classrooms (Distance Learning Classroom courses), or transmitted or conducted via the Internet using computers (on-line courses).

Distance learning courses are effective options for self-motivated students able to work independently in a less structured learning environment. Distance education courses are fully accredited college classes. The only difference between courses taught in the traditional classroom setting and distance courses is the way a student learns, not what is learned. In telecourses and on-line courses, students are expected to study and learn independently with minimal group interaction. Students are required to attend few or, perhaps, no class sessions in person. Note: Distance Learning Classroom courses do require students to attend classes at the scheduled times at a Discovery Center (see section below).

### Distance Learning Classroom Courses

Distance Learning Classroom Courses are offered in real time, simultaneously at two or more discovery centers, in specially equipped distance learning classrooms. The instructor teaches over live video from one of the College centers while some students take the course at other discovery center locations. Commuting time between the discovery centers is eliminated and availability of courses is increased. These courses are noted as VDL courses in the schedule of courses offered each term.

### On-line Courses

On-line courses are instructor-designed courses using electronic, web-based communication. On-line courses are only accessible over the Internet. Generally on-line courses are not time or place bound. However, some instructors may require participation in organized on-line chat sessions scheduled for specific meeting times. Instructors do have established course deadlines in order to complete the course successfully. Students registered for the courses are provided an access code to enter the website for the course(s). Students are required to participate in an online orientation session to obtain operating system requirements, access codes and contact information for the help desk services.

Students taking online courses are required to have reliable access to a computer and the Internet as well as a mastery of basic computer skills.

Students should contact the course instructor for specific software or hardware requirements for the course. Facilities are available on campus for students who do not have access to a personal computer.

In addition to on-line courses offered by Eastern, students may enroll in online courses available through the Electronic Campus (EC) of Southern Regional Education Campus (SREC). SREC courses are reviewed and evaluated annually for inclusion on the SREC course offerings. These courses are transferable throughout the state institutions in the 14 southern region states. Students interested in courses offered through the SREC should visit the SREC homepage: [www.electroniccampus.org](http://www.electroniccampus.org). Students should also discuss applicability of SREC courses toward graduation requirements with their academic advisor prior to registering for an SREC course.

### Library Services

Eastern is committed to supporting the College's mission as a state supported institution of learning by providing convenient, effective access to high quality library services. In keeping with this mission, Eastern provides the following library services:

- Electronic Databases – Through the library at Southern West Virginia Community and Technical College (Southern), Eastern offers a variety of databases which allow students and community patrons to search for reference materials.
- InfoTrac -- 24/7 access to over 20 million full-text articles on a broad range of fields and subjects from nearly 6,000 scholarly and popular periodicals at: InfoTrac College Edition, an Online Research and Learning Center. Contact the Academic Services Coordinator (Laurel Godlove) at 304-434-8000 or toll free 877-982-2322 to obtain password information.
- College Source Online – A database providing access to more than 40,000 college catalogs and more than 35,000 course descriptions.
- Literature Resource Center -- An on-line database of literary resources including full-text articles and indexes. This database is only available on college networked computers.

- Interlibrary Loan – Eastern provides interlibrary loan services to all Eastern students. Interlibrary loan services are made available through Southern West Virginia Community and Technical College and the local six-county public libraries. For additional information check the College web site or contact the Academic Services Coordinator (Laurel Godlove) at [lgodlove@eastern.wvnet.edu](mailto:lgodlove@eastern.wvnet.edu) or by phone at (304) 434-8000.

Details for accessing library services are provided on the College web site under Student Services.

### **Resource Center**

The Resource Center houses both print and electronic reference materials for use by students, faculty and staff. Reference resources include career information, on-line job bank, study skills material, software and small business references. Students may use computers available in the Resource Center for preparing documents and accessing Internet resources.

The College participates in agreements with other state institutions which enable Eastern students to access additional reference materials.

Adult Basic Education and high school equivalency test preparation resources are also available for student and community access.

### **Adult Basic Education Program (ABE)**

Adult Basic Education (ABE) services provide adults with educational opportunities to improve basic literacy skills necessary to become self-sufficient and to participate effectively in the workplace, home, and community. ABE programs deliver instruction for High School Equivalency Test preparation; improving basic academic skills such as reading, math and writing; and developing speaking and writing communication skills for ESL students. Instruction is provided by qualified teachers in a conveniently located, supportive, and student-centered learning environment. All instructional services and materials are free.

ABE Program Offerings:

- Basic Skills Instruction (math, reading, writing)
- Basic Computer Instruction
- Employment Skills Instruction: Job applications, resumes, cover letters, interviewing
- English as a Second Language (ESL)
- English Language/Civics
- High School Equivalency Test Preparation
- Online Instruction (PLATO™, TASC Academy and WIN online software)
- Preparation for college entrance (math, reading, & writing instruction)
- Test Preparation: WorkKeys™, Civil Service, ASVAB, TEAS, TASC, Accuplacer (College Entrance Exam)
- Testing: TASC, High School Equivalency Exam Practice Test; TABE testing
- Tutoring: transitional studies in English (ENL 100), math (MTH 100, MTH 101, MTH 103) and reading/study skills (RDG 100)

Eastern offers ABE services for three counties in the College's service district (Grant, Hardy and Pendleton counties). The WV Department of Education also provides ABE services in Hampshire, Mineral, and Tucker counties. For more information, contact an office near you or <http://wvde.state.wv.us/abe/>

Hardy County (At Eastern Campus, full-time program)

Instructor: Vera Shockey

Location: Eastern WV Community & Technical College

Phone: 1.304.434.8000 or 1.877.982.2322

Email: [vera.shockey@easternwv.edu](mailto:vera.shockey@easternwv.edu)

Grant County (full-time program)

Instructor: Amanda Barger

Location: Eastern WV Community & Technical College Technology Center, Petersburg, WV

Phone & fax: 1.304.257.1277

Email: [Amanda.Barger@easternwv.edu](mailto:Amanda.Barger@easternwv.edu)

Pendleton County  
Contact: Amanda Barger 304.257.1277  
Email: [Amanda.Barger@easternwv.edu](mailto:Amanda.Barger@easternwv.edu)

ESL-Civics (part-time program) Evening  
Instructor: Cynthia Walters  
Location: Hardy County Library and Pilgrim's Pride Classroom, Moorefield, WV 26836  
Phone: 1.304.897.5641  
Email: [cindycw2150@hotmail.com](mailto:cindycw2150@hotmail.com)

### **Technology within the College**

Eastern West Virginia Community & Technical College believes in acquiring and using technological tools which:

- help people learn effectively and work more efficiently;
- improve classroom performance by faculty and learners;
- are broadly introduced through high-quality ongoing training and staff development;
- are equitably accessible, but secure and adequately maintained, repaired and replaced; and
- reflect current, innovative trends.

### **Telecommunications and Telecomputing**

All discovery centers are linked with an interactive audio, video and data telecommunications system. This system permits classes to originate at any linked location, enabling the instructor to maintain simultaneous audio and video contact with students. These systems enable the College to increase educational opportunities throughout the service district. Eastern is directly linked to the central computing facility at WVNET in Morgantown, WV. This statewide system of computers and Internet connectivity provides Eastern with access to hundreds of educational and research computing centers. These discovery centers utilize TCP/IP (video over IP) with the video packets getting priority over the network to ensure delivery of quality video. The high speed connectivity and quality service between locations ensures that students have appropriate bandwidth access for participation in distance learning.

Eastern's geographic area of responsibility covers 3200 square miles. To facilitate access to academic and learner support services, Eastern maintains four distance learning classrooms located in educational facilities throughout the six county service district. Each classroom is equipped with state-of-the-art, two-way interactive distance learning equipment, Dell computers with core duo processors, high speed T1 frame relay connections and networked laser printers. These local connection centers provide students with access to appropriate technology assuring proper linkages for distance learning courses and enhance the learning experience for Eastern students. These multipurpose, multifunction classrooms are staffed with an Eastern employee (discovery center advisor) facilitating student access to learner support and academic services. Computer laboratories and high speed internet access are available to all students using these discovery centers.

### **Bookstore Information**

Eastern has teamed with West Virginia Northern Community College (WVNCC) and Barnes & Noble College Booksellers to provide textbook services. The Bookstore is owned and operated by Barnes & Noble College Booksellers and is located in Wheeling, West Virginia at WVNCC's campus.

Textbooks can be purchased via a secure website at [www.wvncc.bkstore.com](http://www.wvncc.bkstore.com). Depending on availability, students may choose to purchase or rent new or used textbooks. Students should check the bookstore website for details on required course materials and availability. The Bookstore is able to accept student financial aid awards for textbook purchases for those who are eligible. Purchases may also be paid by check or credit card.

Details regarding bookstore services provided through WVNCC and Barnes & Noble are available on Eastern's website, [www.easternwv.edu](http://www.easternwv.edu). Students may also purchase their texts at another retailer of their choice.

### **Special Topics Courses**

Topics not covered by courses listed in the College Catalog are offered periodically. These courses are offered only in the case of a special need or interest. All special topics courses are designated with a discipline abbreviation (BUS, ENL, PSY, FIN, etc.) and the numeric code of 199 or 299. An example of a Special Topic course is "BUS 199 Special Topics: Mutual Funds and Annuities." Interested students should inquire about such offerings by contacting the Dean for Academic and Student Services.



## General Education Courses and Designations

Each degree and certificate program contains required general education courses. Students must select courses from the following categories to meet general education requirements for their degree program.

Note: approved course options vary according to degree program.

| Domain                      | AA/AS                        | AAS/CAS                      | Domain                 | AA/AS    | AAS/CAS  |
|-----------------------------|------------------------------|------------------------------|------------------------|----------|----------|
| <b>Communication</b>        |                              |                              | <b>Natural Science</b> | BIO 101* | BIO 101  |
|                             | ENL 101*                     | BUS 203                      |                        | BIO 102* | BIO 102* |
|                             | ENL 102*                     | ENL 101*                     |                        | BIO 124* | BIO 124* |
|                             | JRN 101                      | ENL 102*                     |                        | BIO 125* | BIO 125* |
|                             | ORT 100                      | ENL 115                      |                        | BIO 216  | BIO 216  |
|                             | SPH 101*                     | ORT 100                      |                        | CHM 203* | CHM 203* |
|                             | SPH 151                      | SPH 101*                     |                        | CHM 204* | CHM 204* |
|                             | SPH 203*                     | SPH 151                      |                        | CHM 213* | CHM 213* |
|                             | SPH 208*                     | SPH 203*                     |                        | CHM 214* | CHM 214* |
|                             |                              | SPH 208*                     |                        | GSC 109* | GSC 109* |
| <b>Humanities &amp; Art</b> |                              |                              |                        | GSC 110* | GSC 110* |
|                             | ART 100*                     | ART 100*                     |                        | PHS 200* | GSC 120  |
|                             | ASL 101, 102, 103, 104, 205, | ASL 101, 102, 103, 104, 205, |                        | PHS 210* | PHS 115  |
|                             | EDF 203                      | EDF 203                      |                        | PHS 212* | PHS 200* |
|                             | EDF 219*                     | EDF 219*                     |                        |          | PHS 200* |
|                             | ENL 161                      | ENL 161                      |                        |          | PHS 210* |
|                             | ENL 200*                     | ENL 200*                     |                        |          | PHS 212* |
|                             | ENL 201*                     | ENL 201*                     |                        |          |          |
|                             | ENL 202*                     | ENL 202*                     |                        |          |          |
|                             | ENL 204*                     | ENL 204*                     | <b>Social Science</b>  | ECN 201* | ECN 201* |
|                             | FRE 101                      | FRE 101                      |                        | ECN 202* | ECN 202* |
|                             | HUM 100                      | HUM 100                      |                        | EDF 217  | EDF 217  |
|                             | HUM 210                      | HUM 210                      |                        | GEO 210  | GEO 210  |
|                             | MUS 170*                     | MUS 170*                     |                        | GEO 220  | GEO 220  |
|                             | PHL 200                      | PHL 200                      |                        | HIT 104* | HIT 104* |
| REL 105                     | REL 105                      | HIT 105*                     |                        | HIT 105* |          |
| REL 130                     | REL 130                      | HIT 240*                     |                        | HIT 240* |          |
| SPA 101, 102                | SPA 101, 102                 | HIT 241*                     |                        | HIT 241* |          |
|                             |                              | HIT 260                      |                        | HIT 260  |          |
|                             |                              | HIT 265                      |                        | HIT 265  |          |
|                             |                              | POL 201*                     |                        | POL 201* |          |
|                             |                              | POL 202*                     |                        | POL 202* |          |
|                             |                              | PSY 200*                     |                        | PSY 200* |          |
|                             |                              | PSY 209                      |                        | PSY 209  |          |
|                             |                              | PSY 210*                     | PSY 210*               |          |          |
|                             |                              | PSY 212                      | PSY 212                |          |          |
|                             |                              | PSY 214*                     | PSY 214*               |          |          |
|                             |                              | PSY 219                      | PSY 219                |          |          |
|                             |                              | PSY 224                      | PSY 224                |          |          |
|                             |                              | PSY 226                      | PSY 226                |          |          |
|                             |                              | PSY 228                      | PSY 228                |          |          |
|                             |                              | SOC 203*                     | SOC 203*               |          |          |
|                             |                              | SOC 205                      | SOC 205                |          |          |
|                             |                              | SOC 207*                     | SOC 207*               |          |          |
|                             |                              | SOC 220*                     | SOC 220*               |          |          |
|                             |                              | SSC 147                      | SSC 147                |          |          |
| <b>Information Science</b>  | CIS 108                      | CIS 108                      |                        |          |          |
|                             | CIS 114                      | CIS 114                      |                        |          |          |
|                             |                              |                              |                        |          |          |
|                             |                              |                              |                        |          |          |
|                             |                              |                              |                        |          |          |
|                             |                              |                              |                        |          |          |
|                             |                              |                              |                        |          |          |
|                             |                              |                              |                        |          |          |
|                             |                              |                              |                        |          |          |
|                             |                              |                              |                        |          |          |
| <b>Mathematics</b>          | MTH 121*                     | MTH 115#                     |                        |          |          |
|                             | MTH 123                      | MTH 117                      |                        |          |          |
|                             | MTH 126*                     | MTH 121*                     |                        |          |          |
|                             | MTH 135*                     | MTH 123                      |                        |          |          |
|                             | MTH 137*                     | MTH 126*                     |                        |          |          |
|                             | MTH 200                      | MTH 135*                     |                        |          |          |
|                             | MTH 205*                     | MTH 137*                     |                        |          |          |
|                             | MTH 225*                     | MTH 200                      |                        |          |          |
|                             |                              | MTH 205*                     |                        |          |          |
|                             |                              |                              |                        |          |          |

\* Courses listed on the WVCCTCE and HEPC [Core Coursework Transfer Agreement \(See page 42 for details\)](#).

# Only accepted in Administrative Support, AAS and CAS; Automotive Technology, AAS and CAS; Board of Governors, AAS; Business Management, CAS; Computer Applications Specialist, CAS; Electromechanical Technology, CAS; Wind Technology, AAS and CAS; and Technical Studies, AAS and CAS

## BACCALAUREATE TRANSFER PROGRAMS

### Associate in Arts Degree (A.A.) 60 Semester Hours

The Associate in Arts degree program is designed for students who expect to complete a degree at a four-year institution in such disciplines as art, education, English, history, journalism, library, pre-law, psychology, sociology or speech. The curriculum gives students a broad educational background in liberal arts with emphasis on humanities and social sciences. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

Upon completion of this degree, graduates will be able to:

- Communicate effectively and work collaboratively
- Think critically and solve problems
- Examine issues from a global perspective
- Conduct basic research and evaluate electronic and traditional sources
- Appreciate literature and the arts

**Program Implementation:** Full-time day; part-time evening (Contact advisor for recommended course sequencing)

#### Recommended Course Sequence -- Associate in Arts

| First Year—Fall Semester    |     |  | First Year—Spring Semester  |                             |                                   |  |   |
|-----------------------------|-----|--|-----------------------------|-----------------------------|-----------------------------------|--|---|
| Dept.                       |     | Course Title   | Sem. Hrs.                   | Dept.                       | Course Title                      | Sem. Hrs.                              |   |
| CIS                         | 108 | <a href="#">Computer Fundamentals</a> OR                           | 3                           | ENL                         | 102                               | <a href="#">English Composition II</a> | 3 |
| CIS                         | 114 | <a href="#">Introduction to Computer Applications and Concepts</a> | (3)                         | Elective                    | General Education Electives       | 5                                      |   |
| ENL                         | 101 | <a href="#">English Composition I</a>                              | 3                           | Elective                    | Math Elective (MTH 123 or higher) | 3                                      |   |
| Elective                    |     | Concentration Elective   | 3                           | Elective                    | Social Science Elective           | 3                                      |   |
| Elective                    |     | Humanities Elective  | 3                           |                             |                                   |  |   |
| Elective                    |     | Social Science Elective  | 3                           |                             |                                   |  |   |
| <b>Total Semester Hours</b> |     |  | <b>15</b>                   | <b>Total Semester Hours</b> |                                   | <b>14</b>                              |   |
| Second Year—Fall Semester   |     |  | Second Year—Spring Semester |                             |                                   |  |   |
| Dept.                       |     | Course Title   | Sem. Hrs.                   | Dept.                       | Course Title                      | Sem. Hrs.                              |   |
| Elective                    |     | Concentration Elective   | 3                           | SPH                         | 101                               | <a href="#">Speech Fundamentals</a>    | 3 |
| Elective                    |     | Concentration Elective   | 3                           | Elective                    | History Elective                  | 3                                      |   |
| Elective                    |     | Humanities Elective  | 3                           | Elective                    | Social Science Elective           | 3                                      |   |
| Elective                    |     | Natural Science Elective   | 4                           | Elective                    | Concentration Elective            | 3                                      |   |
| Elective                    |     | Social Science Elective  | 3                           | Elective                    | Concentration Elective            | 3                                      |   |
| <b>Total Semester Hours</b> |     |  | <b>16</b>                   | <b>Total Semester Hours</b> |                                   | <b>15</b>                              |   |

Concentration electives must be selected from the designated listing below. Students wishing to make substitutions must obtain prior approval from the Division Chair for General Studies, Health and Education

- Humanities and Art: Refer to Approved [General Education Courses and Designation List \(page 49\)](#)
- English: [ENL 161](#), [ENL 200](#), [ENL 201](#), [ENL 202](#), [ENL 204](#)
- History/Political Science: [HIT 104](#), [HIT 105](#), [HIT 240](#), [HIT 241](#), [HIT 260](#), [HIT 265](#), [POL 201](#), [POL 202](#)
- Social Science: Refer to Approved [General Education Courses and Designation List \(page 49\)](#)
- Elementary Education Articulation Agreements: Shepherd University and West Virginia University at Parkersburg. Contact Dr. Suzanne Goodall, Elementary Education Program Coordinator for details.

Note: Students should contact the baccalaureate institution of choice to determine transferability of concentration electives selected.

## Associate in Science Degree (A.S.) 60 Semester Hours

The Associate in Science degree program is designed for students who expect to complete a degree at a four-year institution in such disciplines as biology, engineering, mathematics or physical science. Students should consult the catalog of the institution to which they expect to transfer and should select appropriate courses in consultation with their advisor.

Upon completion of this degree, graduates will be able to:

- Apply basic principles of biological and physical sciences and mathematics in junior and senior level courses required for majors related to sciences and mathematics
- Use mathematic and scientific principles in problem solving
- Conduct basic research and evaluate electronic and traditional sources
- Apply the scientific method in designing, conducting and analyzing experiments
- Communicate effectively and work collaboratively
- Examine issues from a global perspective

**Program Implementation:** Full-time day; part-time evening (Contact advisor for recommended course sequencing)

### Recommended Course Sequence -- Associate in Science

| First Year—Fall Semester    |     |  |           | First Year—Spring Semester  |     |  |           |
|-----------------------------|-----|--|-----------|-----------------------------|-----|--|-----------|
| Dept.                       |     | Course Title   | Sem. Hrs. | Dept.                       |     | Course Title                           | Sem. Hrs. |
| CIS                         | 108 | <a href="#">Computer Fundamentals</a> OR                           | 3         | ENL                         | 102 | <a href="#">English Composition II</a> | 3         |
| CIS                         | 114 | <a href="#">Introduction to Computer Applications and Concepts</a> | (3)       | Elective                    |     | General Education Electives            | 4         |
| ENL                         | 101 | <a href="#">English Composition</a>                                | 3         | Elective                    |     | Math Elective (MTH 123 or higher)      | 3         |
| Elective                    |     | Concentration Elective   | 3         | Elective                    |     | Natural Science Elective               | 4         |
| Elective                    |     | Math Elective (MTH 121 or higher)                                  | 3         |                             |     |  |           |
| Elective                    |     | Natural Science Elective   | 4         |                             |     |  |           |
| <b>Total Semester Hours</b> |     |  | <b>16</b> | <b>Total Semester Hours</b> |     |  | <b>14</b> |
| Second Year—Fall Semester   |     |  |           | Second Year—Spring Semester |     |  |           |
| Dept.                       |     | Course Title   | Sem. Hrs. | Dept.                       |     | Course Title                           | Sem. Hrs. |
| Elective                    |     | Concentration Elective   | 3         | SPH                         | 101 | <a href="#">Speech Fundamentals</a>    | 3         |
| Elective                    |     | Concentration Elective   | 3         | Elective                    |     | Concentration Elective                 | 3         |
| Elective                    |     | Concentration Elective   | 3         | Elective                    |     | Concentration Elective                 | 3         |
| Elective                    |     | Humanities Elective  | 3         | Elective                    |     | Concentration Elective                 | 3         |
| Elective                    |     | Social Science Elective  | 3         | Elective                    |     | Social Science Elective                | 3         |
| <b>Total Semester Hours</b> |     |  | <b>15</b> | <b>Total Semester Hours</b> |     |  | <b>15</b> |

Concentration electives must be selected from the designated listing below. Students wishing to make substitutions must obtain prior approval from the Division Chair for General Studies, Health and Education.

- Accounting: [ACC 120](#), [ACC 121](#), [ACC 230](#), [ACC 235](#), [ACC 240](#), [ACC 250](#), [ACC 251](#), [BUS 101](#), [BUS 206](#), [CIS 119](#), [ECN 201](#), [ECN 202](#), [FIN 231](#), [MTH 225](#)
- Business Management: [ACC 120](#), [ACC 121](#), [BUS 101](#), [BUS 110](#), [BUS 203](#), [BUS 204](#), [BUS 206](#), [BUS 208](#), [BUS 210](#), [BUS 215](#), [CIS 114](#), [CIS 117](#), [CIS 119](#), [CIS 121](#), [CIS 133](#), [CIS 154](#), [ECN 201](#), [ECN 202](#), [FIN 225](#), [FIN 226](#), [FIN 231](#), [MGT 250](#), [MGT 251](#), [MGT 262](#), [MKT 260](#), [MKT 261](#), [MKT 272](#), [MKT 274](#), [MTH 225](#), [TRT 100](#), [TRT 201](#), [TRT 202](#)
- Information Technology: [CIS 119](#), [CIS 121](#), [CIS 133](#), [CIS 154](#), [IT 134](#), [IT 180](#), [IT 181](#), [IT 192](#), [IT 194](#), [IT 210](#), [IT 215](#), [IT 228](#), [IT 269](#), [IT 233](#)
- Mathematics: Refer to Approved [General Education Courses and Designation List \(page 49\)](#)
- Science: Refer to Approved [General Education Courses and Designation List \(page 49\)](#)
- Science/Math: Students may select a combination of courses from both the Science and Mathematics categories on the Approved [General Education Courses and Designation List \(page 49\)](#)

Note: Students should contact the baccalaureate institution of choice to determine transferability of concentration electives selected.

## CAREER-TECHNICAL PROGRAMS

### Accounting Associate in Applied Science 60 Semester Hours<sup>^</sup>

ONETonline.org SOC Code: 13-2011

The Associate of Applied Science in accounting program provides a technical education at an Associate of Applied Science degree level. It is a broad based curriculum that provides instruction and practical application of a variety of accounting concepts and practices.

Successful completion of the accounting program will allow graduates to enter the workforce at the accounting technician level. The program provides the student with strong accounting, business and technical skills. They will be prepared for employment or promotion in accounting firms, private industry or government.

To be accepted into the Accounting, A.A.S. program, students must complete ACC 120 and ACC 121 with a grade of "C" or higher. Students who have not completed ACC 120 and ACC 121 should initially major in the Accounting Certificate in Applied Science.

Upon successful completion of the Accounting program, the graduate will be able to:

- Prepare, record and analyze financial statements and other reporting documents according to generally accepted accounting principles
- Demonstrate proficiency in utilizing accounting software programs
- Interpret, analyze, and evaluate financial data
- Demonstrate proficiency in computer applications
- Demonstrate a basic knowledge of business organization and procedures
- Identify and apply elements of contract, tort, agency, property law, partnerships and corporations
- Develop scientific knowledge and mathematical analytical skills and techniques
- Demonstrate effective communication skills
- Demonstrate global awareness and knowledge of human diversity

**Program Implementation:** Full-time day (Students attending part-time should see advisor for recommended course sequencing).

#### Recommended Course Sequence: Accounting, Associate in Applied Science

| First Year—Fall Semester    |  |                | First Year — Spring Semester |   |           |
|-----------------------------|--|----------------|------------------------------|---|-----------|
| Dept.                       | Course Title   | Sem. Hrs.      | Dept.                        | Course Title                                    | Sem. Hrs. |
| ACC 120                     | <a href="#">Principles of Accounting I</a>                         | 3              | ACC 121                      | <a href="#">Principles of Accounting II</a>     | 3         |
| BUS 101                     | <a href="#">Introduction to Business</a>                           | 3              | ACC 240                      | <a href="#">Computerized Accounting</a>         | 3         |
| CIS 108                     | <a href="#">Computer Fundamentals</a> OR                           | 3              | BUS 203                      | <a href="#">Communications in Business</a> OR   | 3         |
| CIS 114                     | <a href="#">Introduction to Computer Applications and Concepts</a> | (3)            | ENL 102                      | <a href="#">English Composition II</a>          | (3)       |
| ENL 101                     | <a href="#">English Composition I</a>                              | 3              | ECN 201                      | <a href="#">Principles of Macroeconomics</a> OR | 3         |
| SSC 147                     | <a href="#">Understanding Human Diversity</a>                      | 3              | ECN 202                      | <a href="#">Principles of Microeconomics</a>    | (3)       |
|                             |  |                | Elective                     | Accounting Elective                             | 3         |
| <b>Total Semester Hours</b> |  | <b>15</b>      | <b>Total Semester Hours</b>  |   | <b>15</b> |
| Second Year—Fall Semester   |  |                | Second Year—Spring Semester  |   |           |
| Dept.                       | Course Title   | Sem. Hrs.      | Dept.                        | Course Title                                    | Sem. Hrs. |
| ACC 250                     | <a href="#">Intermediate Accounting I</a>                          | 3              | ACC 251                      | <a href="#">Intermediate Accounting II</a>      | 3         |
| CIS 119                     | <a href="#">Spreadsheet Software</a>                               | 3              | BUS 206                      | <a href="#">Business Law</a>                    | 3         |
| Elective                    | Accounting Elective  | 3              | BUS 276                      | <a href="#">BUS Capstone</a><br>OR              | 3         |
| Elective                    | Math Elective (MTH 121 or higher)                                  | 3              | BUS 278                      | <a href="#">BUS Internship</a>                  | (3)       |
| Elective                    | Science Elective   | 3 (4)          | Elective                     | Accounting Elective                             | 3         |
|                             |  |                | Elective                     | Accounting Elective                             | 3         |
| <b>Total Semester Hours</b> |  | <b>15 (16)</b> | <b>Total Semester Hours</b>  |   | <b>15</b> |

**Accounting Electives (Select 4 courses - 12 credit hours)**

| Dept. |     | Course Title                               | Sem. Hrs. |
|-------|-----|--|-----------|
| ACC   | 230 | <a href="#">Income Tax Accounting</a>      | 3         |
| ACC   | 235 | <a href="#">Managerial Accounting</a>      | 3         |
| FIN   | 231 | <a href="#">Business Finance</a>           | 3         |
| FIN   | 232 | <a href="#">Personal Finance</a>           | 3         |
| MTH   | 115 | <a href="#">Business Math</a>              | 3         |
| MTH   | 135 | <a href="#">College Algebra</a>            | 3         |
| MTH   | 225 | <a href="#">Introduction to Statistics</a> | 3         |

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

**^Cost to Complete Program:**

Tuition: \$6,720\*

Room &amp; Board: \$6,000+

Books/Supplies: \$2,400+

Personal: \$3,700+

Transportation: \$5,000+

Total: \$23,820+

+Amounts shown are estimated to show possible, not actual, expenses

**Median loan debt upon completion:** N/A**Financial Aid** is available for those who qualifySee Gainful Education Disclosure ([Page 26](#)) for more information.

**Accounting**  
**Certificate in Applied Science**  
**30 Semester Hours<sup>^</sup>**

ONETonline.org SOC Code: 43-3031

Upon successful completion of the Accounting Certificate in Applied Science, the graduate will be able to:

- Prepare, record and analyze financial statements and other reporting documents according to generally accepted accounting principles
- Demonstrate proficiency in utilizing accounting software programs
- Analyze financial data
- Demonstrate effective communication and computational skills
- Demonstrate proficiency in computer applications
- Demonstrate a basic knowledge of business organization and procedures

**Program Implementation:** Full-time day (Students attending part-time should see advisor for recommended course sequencing).

**Recommended Course Sequence: Accounting, Certificate in Applied Science**

| First Year—Fall Semester    |     |  |           | First Year—Spring Semester  |     |   |           |
|-----------------------------|-----|--|-----------|-----------------------------|-----|---|-----------|
| Dept.                       |     | Course Title   | Sem. Hrs. | Dept.                       |     | Course Title                                | Sem. Hrs. |
| ACC                         | 120 | <a href="#">Principles of Accounting I</a>                         | 3         | ACC                         | 121 | <a href="#">Principles of Accounting II</a> | 3         |
| BUS                         | 101 | <a href="#">Introduction to Business</a>                           | 3         | CIS                         | 119 | <a href="#">Spreadsheet Software</a>        | 3         |
| CIS                         | 108 | <a href="#">Computer Fundamentals</a> OR                           | 3         | Elective                    |     | Mathematics Elective (MTH 115 or higher)    | 3         |
| CIS                         | 114 | <a href="#">Introduction to Computer Applications and Concepts</a> | (3)       | Elective                    |     | Restricted Elective                         | 3         |
| ECN                         | 201 | <a href="#">Principles of Macroeconomics</a>                       | 3         | Elective                    |     | Restricted Elective                         | 3         |
| ENL                         | 101 | <a href="#">English Composition I</a>                              | 3         |                             |     |   |           |
| <b>Total Semester Hours</b> |     |  | <b>15</b> | <b>Total Semester Hours</b> |     |   | <b>15</b> |

**Restricted Electives (Select 2 courses - 6 credit hours)**

| Dept. |     | Course Title                               | Sem. Hrs. |
|-------|-----|--|-----------|
| ACC   | 230 | <a href="#">Income Tax Accounting</a>      | 3         |
| ACC   | 235 | <a href="#">Managerial Accounting</a>      | 3         |
| ACC   | 240 | <a href="#">Computerized Accounting</a>    | 3         |
| ACC   | 250 | <a href="#">Intermediate Accounting I</a>  | 3         |
| ACC   | 251 | <a href="#">Intermediate Accounting II</a> | 3         |
| FIN   | 231 | <a href="#">Business Finance</a>           | 3         |
| FIN   | 232 | <a href="#">Personal Finance</a>           | 3         |
| MTH   | 115 | <a href="#">Business Math</a>              | 3         |

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

**<sup>^</sup>Cost to Complete Program:**

Tuition: \$3,360  
 Room & Board: \$3,000+  
 Books/Supplies: \$1,200+  
 Personal: \$1,850+  
 Transportation: \$2,500+  
 Total: \$11,910+  
 +Amounts shown are estimated to show possible, not actual, expenses

**Median loan debt upon completion:** N/A

**Financial Aid** is available for those who qualify

See Gainful Education Disclosure ([Page 26](#)) for more information.

**Administrative Support Technology**  
**Associate in Applied Science**  
**59-60 Semester Hours<sup>^</sup>**

ONETonline.org SOC Code: 11-3011

This degree is designed to give students the skills to work in administrative support technology positions. Graduates of the program will be better prepared as employees to perform the duties of administrative support professionals in a highly computerized office to meet the business needs of their employers.

Students with little or no experience in office information technology will acquire skills and knowledge that will make them valuable to many employers. Students currently employed in office related occupations will increase professional skills. A degree in Administrative Support Technology typically prepares graduates for such occupations as office manager, administrative support professional and entry-level positions in bookkeeping.

This program serves the students with the opportunity to specialize in either general or medical administrative support technology.

Upon successful completion of the program, the graduate will be able to:

- Manage an office setting
- Supervise office staff
- Process and receive communication
- Coordinate events and activities
- Maintain office and business records
- Maintain office supplies and equipment
- Design informational materials
- Assist in budgeting process
- Demonstrate effective communication skills
- Utilize software programs
- Assist in entry-level bookkeeping, billing and accounting

*General Area of Emphasis:*

- Demonstrate effective interpersonal relations in the work environment
- Demonstrate a basic knowledge of business organizations and procedures
- Demonstrate effective administrative skills to support office operations

*Medical Area of Emphasis:*

- Describe the legal, social, and ethical responsibilities within the healthcare environment
- Perform administrative medical procedures
- Apply correct medical terminology to all specialties of medicine
- Demonstrate competency in basic medical billing and coding

**Program Implementation:** Full-time day (Students attending part-time should see advisor for recommended course sequencing).

### Recommended Course Sequence: Administrative Support Technology, Associate in Applied Science

| First Year—Fall Semester    |  |                | First Year—Spring Semester  |  |           |
|-----------------------------|--|----------------|-----------------------------|--|-----------|
| Dept.                       | Course Title   | Sem. Hrs.      | Dept.                       | Course Title   | Sem. Hrs. |
| BOS                         | 103 <a href="#">Keyboarding</a>  | 3              | BOS                         | 130 <a href="#">Records Management</a>                     | 1         |
| BOS                         | 251 <a href="#">Office Procedures &amp; Techniques I</a>               | 3              | BUS                         | 203 <a href="#">Communications in Business</a>             | 3         |
| CIS                         | 108 <a href="#">Computer Fundamentals</a><br>OR                        | 3              | ENL                         | 102 <a href="#">English Composition II</a>                 | (3)       |
| CIS                         | 114 <a href="#">Introduction to Computer Applications and Concepts</a> | (3)            | CIS                         | 117 <a href="#">Word Processing Software</a>               | 3         |
| Elective                    | Math Elective (MTH 115 or higher)                                      | 3              | CIS                         | 121 <a href="#">Database Management Software</a>           | 3         |
| ENL                         | 101 <a href="#">English Composition I</a>                              | 3              | Elective                    | Administrative Support Technology Area of Emphasis         | 3         |
| <b>Total Semester Hours</b> |  | <b>15</b>      | <b>Total Semester Hours</b> |  | <b>13</b> |
| Second Year—Fall Semester   |  |                | Second Year—Spring Semester |  |           |
| Dept.                       | Course Title   | Sem. Hrs.      | Dept.                       | Course Title   | Sem. Hrs. |
| ACC                         | 120 <a href="#">Principles of Accounting I</a>                         | 3              | ACC                         | 240 <a href="#">Computerized Accounting</a>                | 3         |
| CIS                         | 111 <a href="#">Introduction to Electronic Presentations</a>           | 1              | BOS                         | 134 <a href="#">Administrative Machine Transcription</a>   | 3         |
| CIS                         | 119 <a href="#">Spreadsheet Software</a>                               | 3              | BOS                         | 278 <a href="#">Business Operations Support Internship</a> | 3         |
| Elective                    | Administrative Support Technology Area of Emphasis                     | 3              | Elective                    | Administrative Support Technology Area of Emphasis         | 3         |
| Elective                    | Administrative Support Technology Area of Emphasis Elective            | 3              | SSC                         | 147 <a href="#">Understanding Human Diversity</a>          | 3         |
| Elective                    | Science Elective   | 3 (4)          |                             |  |           |
| <b>Total Semester Hours</b> |  | <b>16 (17)</b> | <b>Total Semester Hours</b> |  | <b>15</b> |

Administrative Support Technology Areas of Emphasis (Choose 12 credit hours from one area)

| Administrative Support Technology: General        |   |           |
|---|---|-----------|
| Dept.   | Course Title  | Sem. Hrs. |
| ACC   | 121 <a href="#">Principles of Accounting II</a>       | 3         |
| BUS   | 101 <a href="#">Introduction to Business</a>          | 3         |
| BUS   | 203 <a href="#">Communications in Business</a>        | 3         |
| BUS   | 204 <a href="#">Fundamentals of E-Commerce</a>        | 3         |
| BUS   | 206 <a href="#">Business Law</a>                      | 3         |
| CIS   | 133 <a href="#">Introduction to Web Design</a>        | 3         |
| MGT   | 250 <a href="#">Principles of Management</a>          | 3         |
| MGT   | 251 <a href="#">Human Resource Management</a>         | 3         |
| MKT   | 260 <a href="#">Principles of Marketing</a>           | 3         |
| MTH   | 115 <a href="#">Business Math</a>                     | 3         |
| Administrative Support Technology: Medical Option |   |           |
| Dept.   | Course Title  | Sem. Hrs. |
| AHS   | 108 <a href="#">Medical Terminology</a>               | 3         |
| BOS   | 141 <a href="#">Medical Diagnostic Coding</a>         | 3         |
| BOS   | 142 <a href="#">Medical Administrative Procedures</a> | 3         |
| BOS   | 144 <a href="#">Medical Procedural Coding</a>         | 3         |
| MTH   | 115 <a href="#">Business Math</a>                     | 3         |

#### ^Cost to Complete Program:

Tuition: \$6,720\*  
 Room & Board: \$6,000+  
 Books/Supplies: \$2,400+  
 Personal: \$3,700+  
 Transportation: \$5,000+  
 Total: \$23,820+

+Amounts shown are estimated to show possible, not actual, expenses

**Median loan debt upon completion:** N/A  
**Financial Aid** is available for those who qualify  
 See Gainful Education Disclosure ([Page 26](#)) for more information.

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.



**Administrative Support Technology**  
**Certificate in Applied Science**  
**30 Semester Hours<sup>^</sup>**

ONETonline.org SOC Code: 43-6014

Upon successful completion of the Administrative Technology Support Certificate in Applied Science, the graduate will be able to:

- Manage an office setting
- Process and receive communication
- Demonstrate effective communication and computational skills
- Design informational materials

**Program Implementation:** Full-time day (Students attending part-time should see advisor for recommended course sequencing).

**Recommended Course Sequence -- Administrative Support Technology, Certificate in Applied Science**

| First Year—Fall Semester    |     |  |           | First Year—Spring Semester  |     |  |           |
|-----------------------------|-----|--|-----------|-----------------------------|-----|--|-----------|
| Dept.                       |     | Course Title   | Sem. Hrs. | Dept.                       |     | Course Title   | Sem. Hrs. |
| BOS                         | 103 | <a href="#">Keyboarding</a>  | 3         | CIS                         | 117 | <a href="#">Word Processing Software</a>                   | 3         |
| BOS                         | 251 | <a href="#">Office Procedures &amp; Techniques I</a>               | 3         | CIS                         | 119 | <a href="#">Spreadsheet Software</a> OR                    | 3         |
| CIS                         | 108 | <a href="#">Computer Fundamentals</a> OR                           | 3         | CIS                         | 121 | <a href="#">Database Management Software</a>               | (3)       |
| CIS                         | 114 | <a href="#">Introduction to Computer Applications and Concepts</a> | (3)       | Elective                    |     | Mathematics Elective (MTH 115 or higher)                   | 3         |
| ENL                         | 101 | <a href="#">English Composition I</a>                              | 3         | Elective                    |     | Administrative Support Technology: Technical Core Elective | 3         |
| Elective                    |     | Administrative Support Technology: Technical Core Elective         | 3         | Elective                    |     | Administrative Support Technology: Technical Core Elective | 3         |
| <b>Total Semester Hours</b> |     |  | <b>15</b> | <b>Total Semester Hours</b> |     |  | <b>15</b> |

**Administrative Support Technology: Technical Core Electives (Select 9 credit hours)**

| Dept. |     | Course Title   | Sem. Hrs. |
|-------|-----|--|-----------|
| ACC   | 120 | <a href="#">Principles of Accounting I</a>               | 3         |
| ACC   | 121 | <a href="#">Principles of Accounting II</a>              | 3         |
| ACC   | 240 | <a href="#">Computerized Accounting</a>                  | 3         |
| AHS   | 108 | <a href="#">Medical Terminology</a>                      | 3         |
| BOS   | 130 | <a href="#">Records Management</a>                       | 1         |
| BOS   | 134 | <a href="#">Administrative Machine Transcription</a>     | 3         |
| BOS   | 141 | <a href="#">Medical Diagnostic Coding</a>                | 3         |
| BOS   | 142 | <a href="#">Medical Administrative Procedures</a>        | 3         |
| BOS   | 144 | <a href="#">Medical Procedural Coding</a>                | 3         |
| BOS   | 278 | <a href="#">Office Technology Internship</a>             | 3         |
| BUS   | 101 | <a href="#">Intro to Business</a>                        | 3         |
| BUS   | 203 | <a href="#">Communications in Business</a>               | 3         |
| BUS   | 204 | <a href="#">Fundamentals of E-Commerce</a>               | 3         |
| BUS   | 206 | <a href="#">Business Law</a>                             | 3         |
| CIS   | 111 | <a href="#">Introduction to Electronic Presentations</a> | 1         |
| CIS   | 119 | <a href="#">Spreadsheet Software</a>                     | 3         |
| CIS   | 121 | <a href="#">Database Management Software</a>             | 3         |
| CIS   | 133 | <a href="#">Introduction to Web Design</a>               | 3         |
| MGT   | 250 | <a href="#">Principles of Management</a>                 | 3         |
| MGT   | 251 | <a href="#">Human Resource Management</a>                | 3         |
| MKT   | 260 | <a href="#">Principles of Marketing</a>                  | 3         |

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

|   |
|---|
| <b><sup>^</sup>Cost to Complete Program:</b>                        |
| Tuition: \$3,360  |
| Room & Board: \$3,000+  |
| Books/Supplies: \$1,200+  |
| Personal: \$1,850+  |
| Transportation: \$2,500+  |
| Total: \$11,910+  |
| +Amounts shown are estimated to show possible, not actual, expenses |

**Median loan debt upon completion:**  
N/A

**Financial Aid** is available for those who qualify

See Gainful Education Disclosure ([Page 26](#)) for more information.

**Allied Health Care**  
**Certificate of Applied Science (CAS)**  
**30 Semester Hours<sup>^</sup>**

ONETonline.org SOC Code: 31-9099.00

This program is designed for the students interested in entering a health care profession. Graduates are better prepared for entry-level health care related employment or entry into the nursing program. All courses must be completed with a “C” or better.

Upon successful completion of this certificate, students will be able to:

- Apply basic computation skills related to allied health careers.
- Appreciate the person as a holistic being for the purpose of fostering growth and development across the lifespan.
- Discuss health related issues.
- Demonstrate effective communication skills and computational skills.

**Program Implementation:** Full-time day

**Recommended Course Sequence:** Allied Health Certificate of Applied Science

Note: All courses must be completed with a “C” or better.

| First Year – Fall Semester  |      |  |           | First Year – Spring Semester |      |   |           |
|-----------------------------|------|--|-----------|------------------------------|------|---|-----------|
| Dept.                       |      | Course Title   | Sem. Hrs. | Dept.                        |      | Course Title  | Sem. Hrs. |
| AH                          | 210  | <a href="#">Nutrition</a>                            | 3         | AH                           | 115  | <a href="#">Drug Dosage Calculation</a>               | 1         |
| BIO                         | 124  | <a href="#">Human Anatomy &amp; Physiology I</a>     | 3         | AHS                          | 108  | <a href="#">Medical Terminology</a>                   | 3         |
| BIO                         | 124L | <a href="#">Human Anatomy &amp; Physiology I LAB</a> | 1         | BIO                          | 125  | <a href="#">Human Anatomy &amp; Physiology II</a>     | 3         |
| CIS                         | 108  | <a href="#">Computer Fundamentals</a>                | 3         | BIO                          | 125L | <a href="#">Human Anatomy &amp; Physiology II LAB</a> | 1         |
| ENL                         | 101  | <a href="#">English Composition I</a>                | 3         | Elective                     |      | Math Elective (MTH 121 or higher)                     | 3         |
| PSY                         | 200  | <a href="#">General Psychology</a>                   | 3         | PSY                          | 214  | <a href="#">Life-Span Developmental Psychology</a>    | 3         |
| <b>Total Semester Hours</b> |      |  | <b>16</b> | <b>Total Semester Hours</b>  |      |   | <b>14</b> |

**<sup>^</sup>Cost to Complete Program:**

Tuition: \$3,360  
 Room & Board: \$3,000+  
 Books/Supplies: \$1,200+  
 Personal: \$1,850+  
 Transportation: \$2,500+  
 Total: \$11,910+  
 +Amounts shown are estimated to show possible, not actual, expenses

**Median loan debt upon completion:** N/A

**Financial Aid** is available for those who qualify

See Gainful Education Disclosure ([Page 26](#)) for more information.

**Automotive Technology**  
**Associate in Applied Science**  
**60 Semester Hours^**

ONETonline.org SOC Code: 49-3023.02

The Automotive Technology (ATT) program provides a technical education at the Associate in Applied Science level. Through instruction and practical application, students gain knowledge and skills required of the modern automotive technician. Successful completion of the Automotive Technology program will allow graduates to enter the workforce at the technician level. They are prepared to apply the knowledge and skills developed in lectures and laboratories to diagnose, troubleshoot and repair today's complex vehicles.

Students learn to comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations. The Automotive Technology curriculum prepares graduates to work in dealerships, independent repair facilities, automotive suppliers, distributorships and sales.

Upon successful completion of the Automotive Technology program the graduate will be able to:

- Apply accepted safety and health practices in the workplace.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair braking systems.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair automotive suspension and steering systems.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair automotive engines.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair automotive electrical and electronic systems and components.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair automotive heating systems.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair automotive air conditioning systems.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair manual drive trains and axles in automobiles.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair automobiles with automatics transmissions and transaxles.
- Develop scientific knowledge and mathematical analytical skills and techniques.
- Demonstrate an appreciation and awareness of human and cultural diversity in life as well as the workplace.
- Apply effective written communication and computation skills.
- Demonstrate computer literacy.

**Special Certifications:** Students successfully completing automotive classes will be prepared to take the National Institute for Automotive Service Excellence (ASE) certification exams. Eastern does not provide the ASE testing.

**Program Implementation:** Full-time day (Students attending part-time should see advisor for recommended course sequencing).

Note: All automotive technology courses (ATT) must be completed with a "C" or better in order to graduate with an Automotive Technology, AAS degree.

### Recommended Course Sequence – Automotive Technology:

| First Year—Fall Semester    |     |   |           | First Year—Spring Semester  |     |  |           |
|-----------------------------|-----|---|-----------|-----------------------------|-----|--|-----------|
| Dept.                       |     | Course Title  | Sem. Hrs. | Dept.                       |     | Course Title   | Sem. Hrs. |
| ATT                         | 100 | <a href="#">Introduction to Automotive Technology</a> | 1         | ATT                         | 124 | <a href="#">Automotive Electricity/Electronics I</a>     | 4         |
| ATT                         | 103 | <a href="#">Engine Repair</a>                         | 4         | ATT                         | 128 | <a href="#">Automotive Heating and Air Conditioning</a>  | 4         |
| ATT                         | 105 | <a href="#">Braking Systems</a>                       | 4         | ATT                         | 205 | <a href="#">Automotive Electricity/Electronics II</a>    | 4         |
| ATT                         | 107 | <a href="#">Suspension &amp; Steering</a>             | 4         | Elective                    |     | Mathematics Elective (MTH 115 or higher)                 | 3         |
| CIS                         | 108 | <a href="#">Computer Fundamentals</a>                 | 3         |                             |     |  |           |
| <b>Total Semester Hours</b> |     |   | <b>16</b> | <b>Total Semester Hours</b> |     |  | <b>15</b> |
|                             |     |   |           |                             |     |  |           |
| Second Year—Fall Semester   |     |   |           | Second Year—Spring Semester |     |  |           |
| Dept.                       |     | Course Title  | Sem. Hrs. | Dept.                       |     | Course Title   | Sem. Hrs. |
| ATT                         | 126 | <a href="#">Engine Performance I</a>                  | 4         | ATT                         | 224 | <a href="#">Manual Drive Train &amp; Axles</a>           | 4         |
| ATT                         | 207 | <a href="#">Engine Performance II</a>                 | 4         | ATT                         | 226 | <a href="#">Automatic Transmissions &amp; Transaxles</a> | 4         |
| ENL                         | 101 | <a href="#">English Composition I</a>                 | 3         | ATT                         | 276 | <a href="#">Automotive Technology Capstone OR</a>        | 4         |
| Elective                    |     | Science Elective                                      | 3         | ATT                         | 278 | Automotive Technology Internship                         | (4)       |
|                             |     |   |           | SSC                         | 147 | <a href="#">Understanding Human Diversity</a>            | 3         |
| <b>Total Semester Hours</b> |     |   | <b>14</b> | <b>Total Semester Hours</b> |     |  | <b>15</b> |

Note: Students enrolling in Automotive Technology courses will be assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials and to maintain and upgrade laboratory equipment. See schedule for details.

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

#### ^Cost to Complete Program:

Tuition: \$6,720\*

Room & Board: \$6,000+

Books/Supplies: \$2,400+

Personal: \$3,700+

Transportation: \$5,000+

Total: \$23,820+

+Amounts shown are estimated to show possible, not actual, expenses

\*Students enrolling in Automotive Technology (ATT) courses will be assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials and to maintain and upgrade laboratory equipment. See most recent schedule for details.

**Median loan debt upon completion:** N/A

**Financial Aid** is available for those who qualify

See Gainful Education Disclosure ([Page 26](#)) for more information.

**Automotive Technology  
Certificate in Applied Science  
30 Semester Hours^**

ONETonline.org SOC Code: 49-3023.02

The Automotive Technology (ATT) Certificate in Applied Science provides a technical education at the certificate level. Through instruction and practical application, students gain knowledge and skills required of the modern automotive technician.

Successful completion of the Automotive Technology program will allow graduates to enter the workforce at the technician level. They are prepared to apply the knowledge and skills developed in lectures and laboratories to diagnose, troubleshoot and repair today's complex vehicles.

Students learn to comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

The Automotive Technology curriculum prepares graduates to work in dealerships, independent repair facilities, automotive suppliers, distributorships and sales. The graduate is prepared to become self-employed in the automotive repair field.

Upon successful completion of the Automotive Technology certificate, the graduate will be able to:

- Apply accepted safety and health practices in the workplace.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair braking systems.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair automotive steering and suspension systems.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair automotive engines.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair automotive electrical and electronic systems and components.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair automotive heating systems.
- Use proper tools and instrumentation to diagnose, troubleshoot and repair automotive air conditioning systems.
- Apply effective written communication and computation skills.
- Demonstrate computer literacy.

**Special Certifications:** Students successfully completing automotive classes will be prepared to take the National Institute for Automotive Service Excellence (ASE) certification exams. Eastern does not provide the ASE testing.

**Program Implementation:** Full-time day (Students attending part-time should see advisor for recommended course sequencing).

Note: All automotive technology courses (ATT) must be completed with a "C" or better in order to graduate with an Automotive Technology, CAS degree.

## Recommended Course Sequence –Automotive Technology, Certificate in Applied Science

| First Year—Fall Semester    |              |   | First Year—Spring Semester  |              |  |   |   |
|-----------------------------|--------------|---|-----------------------------|--------------|--|---|---|
| Dept.                       | Course Title | Sem. Hrs.                                 | Dept.                       | Course Title | Sem. Hrs.                                |   |   |
| ATT                         | 103          | <a href="#">Engine Repair</a>             | 4                           | ATT          | 124                                      | <a href="#">Automotive Electricity/Electronics I</a>    | 4 |
| ATT                         | 105          | <a href="#">Braking Systems</a>           | 4                           | ATT          | 128                                      | <a href="#">Automotive Heating and Air Conditioning</a> | 4 |
| ATT                         | 107          | <a href="#">Suspension &amp; Steering</a> | 4                           | ATT          | 205                                      | <a href="#">Automotive Electricity/Electronics II</a>   | 4 |
| ENL                         | 101          | English Composition I                     | 3                           | Elective     | Mathematics Elective (MTH 115 or higher) |   | 3 |
| <b>Total Semester Hours</b> |              | <b>15</b>                                 | <b>Total Semester Hours</b> |              | <b>15</b>                                |   |   |

*Note: Students enrolling in Automotive Technology courses will be assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials and to maintain and upgrade laboratory equipment. See schedule for details. Students planning to complete the Automotive Technology, AAS, should also enroll in ATT 100.*

Students are required to complete a minimum level of competency in mathematics and language arts to be awarded a certificate. Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

### **^Cost to Complete Program:**

Tuition: \$3,360

Room & Board: \$3,000+

Books/Supplies: \$1,200+

Personal: \$1,850+

Transportation: \$2,500+

Total: \$11,910+

+Amounts shown are estimated to show possible, not actual, expenses

\*Students enrolling in Automotive Technology (ATT) courses will be assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials and to maintain and upgrade laboratory equipment. See most recent schedule for details.

**Median loan debt upon completion:** N/A

**Financial Aid** is available for those who qualify

See Gainful Education Disclosure ([Page 26](#)) for more information.

**Business Management**  
**Associate in Applied Science**  
**60 Semester Hours<sup>^</sup>**

ONETonline.org SOC Code: 11-1021

The Associate in Applied Science degree in Business Management provides students with a basic knowledge of the business organization and procedures. The program is designed for persons who are seeking full-time employment in an entry level management position. This program applies business and management concepts and provides hands-on technological applications for accounting, economics, business law, management and marketing.

Upon successful completion of the Business Management Program, the graduate will be able to:

- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate basic knowledge of business tools including computers and other communications equipment
- Demonstrate a broad understanding of the global economy and its impact on business management
- Demonstrate understanding of basic accounting principles and practices.
- Demonstrate understanding of basic management functions
- Demonstrate understanding of basic business legal and ethical principles
- Demonstrate knowledge in general education
- Demonstrate effective skills in communication, problem-solving, and decision making

**Program Implementation:** Full-time day; part-time evening (Contact advisor for recommended course sequencing)

**Recommended Course Sequence -- Business Management, Associate in Applied Science Degree**

| First Year—Fall Semester    |     |  |           | First Year—Spring Semester  |     |  |           |
|-----------------------------|-----|--|-----------|-----------------------------|-----|--|-----------|
| Dept.                       |     | Course Title   | Sem. Hrs. | Dept.                       |     | Course Title                                   | Sem. Hrs. |
| ACC                         | 120 | <a href="#">Principles of Accounting I</a>                         | 3         | ACC                         | 121 | <a href="#">Principles of Accounting II</a>    | 3         |
| BUS                         | 101 | <a href="#">Introduction to Business</a>                           | 3         | BUS                         | 203 | <a href="#">Communications in Business</a> OR  | 3         |
| CIS                         | 108 | <a href="#">Computer Fundamentals</a> OR                           | 3         | ENL                         | 102 | <a href="#">English Composition II</a>         | (3)       |
| CIS                         | 114 | <a href="#">Introduction to Computer Applications and Concepts</a> | (3)       | MGT                         | 250 | <a href="#">Principles of Management</a>       | 3         |
| ENL                         | 101 | <a href="#">English 101</a>  | 3         | SSC                         | 147 | <a href="#">Understanding Human Diversity</a>  | 3         |
| Elective                    |     | Social Science Elective  | 3         | Elective                    |     | Restricted Business Elective                   | 3         |
| <b>Total Semester Hours</b> |     |  | <b>15</b> | <b>Total Semester Hours</b> |     |  | <b>15</b> |
| Second Year—Fall Semester   |     |  |           | Second Year—Spring Semester |     |  |           |
| Dept.                       |     | Course Title   | Sem. Hrs. | Dept.                       |     | Course Title                                   | Sem. Hrs. |
| ECN                         | 201 | <a href="#">Principles of Macroeconomics</a>                       | 3         | BUS                         | 206 | <a href="#">Business Law</a>                   | 3         |
| MKT                         | 260 | <a href="#">Principles of Marketing</a>                            | 3         | BUS                         | 276 | <a href="#">Business Capstone</a> OR           | 3         |
| Elective                    |     | Restricted Business Elective                                       | 3         | BUS                         | 278 | <a href="#">Business Management Internship</a> | (3)       |
| Elective                    |     | Science Elective   | 3         | ECN                         | 202 | <a href="#">Principles of Microeconomics</a>   | 3         |
| Elective                    |     | Math Elective (MTH121 or higher)                                   | 3         | Elective                    |     | Business Elective                              | 3         |
|                             |     |  |           | Elective                    |     | Restricted Business Elective                   | 3         |
| <b>Total Semester Hours</b> |     |  | <b>15</b> | <b>Total Semester Hours</b> |     |  | <b>15</b> |

| <b>Business Management: Restricted Electives (Choose 9 credit hours)</b> |     |   |                  |
|--|-----|---|------------------|
| <b>Dept.</b>   |     | <b>Course Title</b>   | <b>Sem. Hrs.</b> |
| ACC  | 230 | <a href="#"><u>Income Tax Accounting</u></a>                              | 3                |
| ACC  | 235 | <a href="#"><u>Managerial Accounting</u></a>                              | 3                |
| ACC  | 240 | <a href="#"><u>Computerized Accounting</u></a>                            | 3                |
| ACC  | 250 | <a href="#"><u>Intermediate Accounting I</u></a>                          | 3                |
| ACC  | 251 | <a href="#"><u>Intermediate Accounting II</u></a>                         | 3                |
| BUS  | 110 | <a href="#"><u>Introduction to Hospitality</u></a>                        | 3                |
| BUS  | 203 | <a href="#"><u>Communications in Business</u></a>                         | 3                |
| BUS  | 204 | <a href="#"><u>Fundamentals of E-Commerce</u></a>                         | 3                |
| BUS  | 208 | <a href="#"><u>Organizational Behavior</u></a>                            | 3                |
| BUS  | 210 | <a href="#"><u>Entrepreneurship</u></a>                                   | 3                |
| BUS  | 215 | <a href="#"><u>Introduction to International Business</u></a>             | 3                |
| BUS  | 227 | <a href="#"><u>Real Estate Law</u></a>                                    | 3                |
| CIS  | 111 | <a href="#"><u>Introduction to Electronic Presentations</u></a>           | 1                |
| CIS  | 114 | <a href="#"><u>Introduction to Computer Applications and Concepts</u></a> | 3                |
| CIS  | 117 | <a href="#"><u>Word Processing Software</u></a>                           | 3                |
| CIS  | 119 | <a href="#"><u>Spreadsheet Software</u></a>                               | 3                |
| CIS  | 121 | <a href="#"><u>Database Management Software</u></a>                       | 3                |
| CIS  | 124 | <a href="#"><u>Creating a Website</u></a>                                 | 1                |
| CIS  | 133 | <a href="#"><u>Introduction to Web Design</u></a>                         | 3                |
| FIN  | 225 | <a href="#"><u>Principles of Real Estate I</u></a>                        | 3                |
| FIN  | 226 | <a href="#"><u>Principles of Real Estate II</u></a>                       | 3                |
| FIN  | 231 | <a href="#"><u>Business Finance</u></a>                                   | 3                |
| FIN  | 232 | <a href="#"><u>Personal Finance</u></a>                                   | 3                |
| MGT  | 251 | <a href="#"><u>Human Resource Management</u></a>                          | 3                |
| MGT  | 262 | <a href="#"><u>Small Business Management</u></a>                          | 3                |
| MKT  | 261 | <a href="#"><u>Advertising and Sales Promotion</u></a>                    | 3                |
| MKT  | 272 | <a href="#"><u>Retailing</u></a>  | 3                |
| MKT  | 274 | <a href="#"><u>Services Marketing</u></a>                                 | 3                |
| MTH  | 115 | <a href="#"><u>Business Math</u></a>                                      | 3                |
| MTH  | 225 | <a href="#"><u>Introduction to Statistics</u></a>                         | 3                |
| TRT  | 100 | <a href="#"><u>Introduction to Travel and Tourism</u></a>                 | 3                |
| TRT  | 201 | <a href="#"><u>Hospitality Management</u></a>                             | 3                |
| TRT  | 202 | <a href="#"><u>Tourism Planning</u></a>                                   | 3                |

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

**^Cost to Complete Program:**

Tuition: \$6,720\*  
Room & Board: \$6,000+  
Books/Supplies: \$2,400+  
Personal: \$3,700+  
Transportation: \$5,000+  
Total: \$23,820+

+Amounts shown are estimated to show possible, not actual, expenses

**Median loan debt upon completion:** \$0.00

**Financial Aid** is available for those who qualify

See Gainful Education Disclosure ([Page 26](#)) for more information.



**Business Management**  
**Certificate in Applied Science**  
**30 Semester Hours<sup>^</sup>**

ONETonline.org SOC Code: 43-9061

Upon successful completion of the Business Management Certificate in Applied Science, the graduate will be able to:

- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate effective skills in business communication and computation
- Demonstrate basic knowledge in college level math and business tools including computer applications

**Program Implementation:** Full-time day; part-time evening (Contact advisor for recommended course sequencing)

**Recommended Course Sequence – Business Management, Certificate in Applied Science**

| First Year—Fall Semester    |     |  |           | First Year—Spring Semester  |     |   |           |
|-----------------------------|-----|--|-----------|-----------------------------|-----|---|-----------|
| Dept.                       |     | Course Title   | Sem. Hrs. | Dept.                       |     | Course Title                                    | Sem. Hrs. |
| CIS                         | 108 | <a href="#">Computer Fundamentals</a> OR                           | 3         | BUS                         | 203 | <a href="#">Communication in Business</a><br>OR | 3         |
| CIS                         | 114 | <a href="#">Introduction to Computer Applications and Concepts</a> | (3)       | ENL                         | 102 | <a href="#">English Composition II</a>          | (3)       |
| ENL                         | 101 | <a href="#">English Composition I</a>                              | 3         | Elective                    |     | Restricted Business Elective                    | 3         |
| Elective                    |     | Restricted Business Elective                                       | 3         | Elective                    |     | Restricted Business Elective                    | 3         |
| Elective                    |     | Business Management Technical Core                                 | 3         | Elective                    |     | Business Management Technical Core              | 3         |
| Elective                    |     | Business Management Technical Core                                 | 3         | Elective                    |     | Mathematics Elective (MTH 115 or higher)        | 3         |
| <b>Total Semester Hours</b> |     |  | <b>15</b> | <b>Total Semester Hours</b> |     |   | <b>15</b> |

| Restricted Business Electives (Choose 9 credit hours) |     |  |           |
|---|-----|--|-----------|
| Dept.   |     | Course Title   | Sem. Hrs. |
| ACC   | 230 | <a href="#">Income Tax accounting</a>                              | 3         |
| ACC   | 235 | <a href="#">Managerial Accounting</a>                              | 3         |
| ACC   | 240 | <a href="#">Computerized Accounting</a>                            | 3         |
| ACC   | 250 | <a href="#">Intermediate Accounting I</a>                          | 3         |
| ACC   | 251 | <a href="#">Intermediate Accounting II</a>                         | 3         |
| BUS   | 110 | <a href="#">Introduction to Hospitality</a>                        | 3         |
| BUS   | 203 | <a href="#">Communications in Business</a>                         | 3         |
| BUS   | 204 | <a href="#">Fundamentals of E-Commerce</a>                         | 3         |
| BUS   | 208 | <a href="#">Organizational Behavior</a>                            | 3         |
| BUS   | 215 | <a href="#">Introduction to International Business</a>             | 3         |
| BUS   | 227 | <a href="#">Real Estate Law</a>                                    | 3         |
| CIS   | 111 | <a href="#">Introduction to Electronic Presentations</a>           | 1         |
| CIS   | 114 | <a href="#">Introduction to Computer Applications and Concepts</a> | 3         |
| CIS   | 117 | <a href="#">Word Processing Software</a>                           | 3         |
| CIS   | 119 | <a href="#">Spreadsheet Software</a>                               | 3         |
| CIS   | 121 | <a href="#">Database Management Software</a>                       | 3         |
| CIS   | 124 | <a href="#">Creating a Website</a>                                 | 1         |
| CIS   | 133 | <a href="#">Introduction to Web Design</a>                         | 3         |
| FIN   | 225 | <a href="#">Principles of Real Estate I</a>                        | 3         |
| FIN   | 226 | <a href="#">Principles of Real Estate II</a>                       | 3         |
| FIN   | 231 | <a href="#">Business Finance</a>                                   | 3         |
| FIN   | 232 | <a href="#">Personal Finance</a>                                   | 3         |
| MGT   | 251 | <a href="#">Human Resource Management</a>                          | 3         |
| MGT   | 262 | <a href="#">Small Business Management</a>                          | 3         |
| MKT   | 261 | <a href="#">Advertising and Sales Promotion</a>                    | 3         |
| MKT   | 272 | <a href="#">Retailing</a>  | 3         |
| MKT   | 274 | <a href="#">Services Marketing</a>                                 | 3         |
| MTH   | 115 | <a href="#">Business Math</a>                                      | 3         |
| MTH   | 225 | <a href="#">Introduction to Statistics</a>                         | 3         |
| TRT   | 100 | <a href="#">Introduction to Travel and Tourism</a>                 | 3         |
| TRT   | 201 | <a href="#">Hospitality Management</a>                             | 3         |
| TRT   | 202 | <a href="#">Tourism Planning</a>                                   | 3         |

| Technical Core (Choose 9 credit hours) |     |   |           |
|--|-----|---|-----------|
| Dept.                                  |     | Course Title                                    | Sem. Hrs. |
| ACC                                    | 120 | <a href="#">Principles of Accounting I</a>      | 3         |
| BUS                                    | 101 | <a href="#">Introduction to Business</a>        | 3         |
| BUS                                    | 206 | <a href="#">Business Law</a>                    | 3         |
| ECN                                    | 201 | <a href="#">Principles of Macroeconomics</a> OR | 3         |
| ECN                                    | 202 | <a href="#">Principles of Microeconomics</a>    | (3)       |
| MGT                                    | 250 | <a href="#">Principles of Management</a>        | 3         |
| MKT                                    | 260 | <a href="#">Principles of Marketing</a>         | 3         |

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

**<sup>^</sup>Cost to Complete Program:**

Tuition: \$3,360  
 Room & Board: \$3,000+  
 Books/Supplies: \$1,200+  
 Personal: \$1,850+  
 Transportation: \$2,500+  
 Total: \$11,910+  
 +Amounts shown are estimated to show possible, not actual, expenses

**Median loan debt upon completion:** \$0.00

**Financial Aid** is available for those who qualify  
 See Gainful Education Disclosure ([Page 26](#)) for more information.

**Computer Applications Specialist  
Certificate in Applied Science  
30 Semester Hours<sup>^</sup>**

ONETonline.org SOC Code: 15-1041

The Computer Applications Specialist Certificate in Applied Science provides students with proficiency in computer applications and practices that are used in today's business environment. This certificate provides students with the opportunity to become proficient in business applications of computers. Hands-on experience with popular business programs is emphasized.

Upon successful completion of the Computer Applications Specialist Certificate in Applied Science, the graduate will be able to:

- Demonstrate a basic knowledge of business organization and procedures by applying business applications of computers
- Demonstrate knowledge regarding computer information systems
- Design and manage a database
- Design an interactive website
- Analyze and present data in a visual format
- Apply computer skills to create, analyze and assess a business document to solve an organizational problem
- Demonstrate effective communication and computation skills

**Special Certifications**

Students successfully completing the Business Applications of Computers Certificate in Applied Science are prepared to take the certification examination For Microsoft Certified Application Specialist (MCAS)

**Program Implementation: Full-time Day**

**Recommended Course Sequence –Computer Applications, Certificate in Applied Science**

| First Year—Fall Semester    |     |  |           | First Year—Spring Semester  |     |  |           |
|-----------------------------|-----|--|-----------|-----------------------------|-----|--|-----------|
| Dept.                       |     | Course Title   | Sem. Hrs. | Dept.                       |     | Course Title                                 | Sem. Hrs. |
| BUS                         | 101 | <a href="#">Introduction to Business</a>                           | 3         | CIS                         | 117 | <a href="#">Word Processing Software</a>     | 3         |
| CIS                         | 108 | <a href="#">Computer Fundamentals</a> OR                           | 3         | CIS                         | 121 | <a href="#">Database Management Software</a> | 3         |
| CIS                         | 114 | <a href="#">Introduction to Computer Applications and Concepts</a> | (3)       | CIS                         | 133 | <a href="#">Introduction to Web Design</a>   | 3         |
| CIS                         | 119 | <a href="#">Spreadsheet Software</a>                               | 3         | Elective                    |     | Computer Applications Specialist Elective    | 3         |
| ENL                         | 101 | <a href="#">English Composition I</a>                              | 3         | Elective                    |     | Mathematics Elective (MTH 115 or higher)     | 3         |
| Elective                    |     | Computer Applications Specialist Elective                          | 3         |                             |     |  |           |
| <b>Total Semester Hours</b> |     |  | <b>15</b> | <b>Total Semester Hours</b> |     |  | <b>15</b> |

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

|  |
|--|
| <p><b><sup>^</sup>Cost to Complete Program:</b><br/> Tuition: \$3,360<br/> Room &amp; Board: \$3,000+<br/> Books/Supplies: \$1,200+<br/> Personal: \$1,850+<br/> Transportation: \$2,500+<br/> Total: \$11,910+<br/> +Amounts shown are estimated to show possible, not actual, expenses</p> |
|--|

| Computer Applications Specialist Electives<br>(Select 6 credits) |  |           |
|--|--|-----------|
| Dept.  | Title  | Sem. Hrs. |
| BUS 204  | <a href="#">Fundamentals of Ecommerce</a>                          | 3         |
| CIS 111  | <a href="#">Introduction to Electronic Presentations</a>           | 1         |
| CIS 114  | <a href="#">Introduction to Computer Applications and Concepts</a> | 3         |
| CIS 122  | <a href="#">Introduction to Information Systems</a>                | 3         |
| IT 134   | <a href="#">Networking Fundamentals</a>                            | 3         |
| IT 180   | <a href="#">PC Repair and Troubleshooting</a>                      | 3         |
| MGT 250  | <a href="#">Principles of Management</a>                           | 3         |
| MKT 260  | <a href="#">Principles of Marketing</a>                            | 3         |

**Median loan debt upon completion: \$0.00**

**Financial Aid** is available for those who qualify

See Gainful Education Disclosure ([Page 26](#)) for more information.

**Early Childhood Development**  
**Associate in Applied Science Degree**  
**61 Semester Hours<sup>^</sup>**

ONETonline.org SOC Code: 39-9011.00

The Early Childhood Development Program is designed to give students an understanding of intellectual, physical, social and emotional principles critical to providing quality care to children birth to five years of age. The program provides practical experience working with children in a variety of settings – child care facilities, in-home services, Head Start programs and pre-school programs. Students may choose courses for direct care positions such as teachers and classroom assistants or they may select the entrepreneurial emphasis for child care center owners, administrators and directors. This career based program is designed for students desiring to enter the job market as child care providers or owner/operators of child care services.

Upon successful completion of the Early Childhood Development Program, the graduate will be able to:

- Respond to the health and safety needs of children.
- Assess children’s growth and development.
- Plan and implement children’s routine within the child-care setting.
- Plan and organize a learning environment for young children.
- Arrange and manage learning centers.
- Identify and implement positive discipline strategies that can be utilized by child care workers in the child care setting.
- Develop and implement age-appropriate activities that provide learning through the child’s level of communication, interest and imagination.
- Plan developmentally appropriate curriculum for young children.
- Identify and work with children with special needs within a variety of child care settings.
- Demonstrate appropriate responses to nurture and develop positive self-esteem in pre-school age children.
- Communicate with parents and families.
- Participate in life-long learning and professional development.
- Participate in extracurricular center activities outside the classroom setting, such as planning family events, participating in program and strategic planning.
- Maintain records according to state and federal guidelines.

Additionally, graduates completing the entrepreneurial emphasis will apply business management skills to planning and establishing businesses that provide early childhood education and child care.

As required through the WV State licensing requirements for child care facilities and programs, students must also obtain the following upon enrollment in the Early Childhood Development Program:

- Hepatitis B Shots
- Food Handler’s Card
- Tine Test
- Self-Disclosure Statement
- WV State Police Criminal Identification Bureau (CIB) Report

This program is designed to graduate well-trained child care providers as teachers for employment in child care centers as well as self-employed, in-home care providers. Additionally, the program is designed to provide continuing education opportunities for child care providers with recognized child care provider credentials (Child Development Associate National Credentialing Program (CDA) and Apprenticeship for Child Development Specialist (ACDS) Program by awarding credit for college level learning acquired through existing credentialing programs. The articulated credit is applied toward the completion of the Associate in Applied Science degree allowing these students the opportunity to advance their professional credentials. The program also provides approved coursework toward the Child Development Associate National Credentialing Program (CDA) and the Apprenticeship for Child Development Specialist (ACDS) Program as a collaborative project sponsored by the United States Department of Labor, West Virginia Bureau of Apprenticeship and Training, the West Virginia Department of Education, child-care centers, Head Start programs and county vocational schools in several locations in West Virginia. Students interested in these two options should see their advisor for details.

Pre-enrollment Requirements: All students must have Hepatitis B Shots, Food Handlers Card, Self Disclosure Statement and a WV State Police Criminal Identification Bureau (CIB) Report.

**Program Implementation:** Part-time evening (Contact advisor for recommended course sequencing)

**Recommended Course Sequence -- Early Childhood Development, Associate in Applied Science Degree**

| First Year—Fall Semester    |     |   |           | First Year—Spring Semester  |     |  |           |
|-----------------------------|-----|---|-----------|-----------------------------|-----|--|-----------|
| Dept.                       |     | Course Title  | Sem. Hrs. | Dept.                       |     | Course Title                                     | Sem. Hrs. |
| CIS                         | 108 | <a href="#">Computer Fundamentals</a>                                 | 3         | EDF                         | 210 | <a href="#">Infants &amp; Toddlers Seminar</a>   | 3         |
| EDF                         | 115 | <a href="#">Early Childhood Health, Safety &amp; Nutrition</a>        | 3         | EDF                         | 217 | <a href="#">Human Development and Learning</a>   | 3         |
| EDF                         | 212 | <a href="#">Principles &amp; Theories of Early Childhood Programs</a> | 3         | PSY                         | 213 | <a href="#">Guiding the Behavior of Children</a> | 3         |
| ENL                         | 101 | <a href="#">English Composition I</a>                                 | 3         | SPH                         | 101 | <a href="#">Speech Fundamentals</a>              | 3         |
| PSY                         | 200 | <a href="#">General Psychology</a>                                    | 3         | Elective                    |     | Math Elective ( MTH 121 or higher)               | 3         |
| <b>Total Semester Hours</b> |     |   | <b>15</b> | <b>Total Semester Hours</b> |     |  | <b>15</b> |
| Second Year—Fall Semester   |     |   |           | Second Year—Spring Semester |     |  |           |
| Dept.                       |     | Course Title  | Sem. Hrs. | Dept.                       |     | Course Title                                     | Sem. Hrs. |
| EDF                         | 211 | <a href="#">Early Childhood Seminar</a>                               | 3         | EDF                         | 276 | <a href="#">Early Childhood Capstone</a>         | 3         |
| EDF                         | 221 | <a href="#">Administration of Early Childhood Education</a>           | 3         | PSY                         | 212 | <a href="#">Children &amp; Families</a>          | 3         |
| EDF                         | 224 | <a href="#">Methods &amp; Materials for Early Childhood Programs</a>  | 3         | SSC                         | 147 | <a href="#">Understanding Human Diversity</a>    | 3         |
| Elective                    |     | Emphasis Elective   | 3         | Elective                    |     | Lab Science Elective                             | 4         |
| Elective                    |     | Emphasis Elective   | 3         | Elective                    |     | Emphasis Elective                                | 3         |
| <b>Total Semester Hours</b> |     |   | <b>15</b> | <b>Total Semester Hours</b> |     |  | <b>16</b> |

| Early Childhood Development: Direct Care Emphasis     |     |   |           |
|---|-----|---|-----------|
| Dept.   |     | Course Title                                      | Sem. Hrs. |
| EDF   | 203 | <a href="#">Children's Literature</a>             | 3         |
| MUS   | 103 | <a href="#">Preschool Music, Movement and Art</a> | 3         |
| PSY   | 219 | <a href="#">The Exceptional Child</a>             | 3         |
| <i>Total Semester Hours</i>                           |     |   | 9         |
| Early Childhood Development: Entrepreneurial Emphasis |     |   |           |
| Dept.   |     | Course Title                                      | Sem. Hrs. |
| ACC   | 120 | <a href="#">Principles of Accounting I</a>        | 3         |
| MGT   | 251 | <a href="#">Human Resource Management</a>         | 3         |
| MKT   | 260 | <a href="#">Principles of Marketing</a>           | 3         |
| <i>Total Semester Hours</i>                           |     |   | 9         |

**^Cost to Complete Program:**  
 Tuition: \$6,832\*  
 Room & Board: \$6,000+  
 Books/Supplies: \$2,400+  
 Personal: \$3,700+  
 Transportation: \$5,000+  
 Total: \$23,932+  
 +Amounts shown are estimated to show possible, not actual, expenses

**Median loan debt upon completion: \$0.00**  
**Financial Aid** is available for those who qualify  
 See Gainful Education Disclosure ([Page 26](#)) for more information.

**Electromechanical Technology**  
**Certificate in Applied Science**  
**30 Semester Hours<sup>^</sup>**

ONETonline.org SOC Code: 49-9071.00

The Electromechanical Technology (ELM) Certificate in Applied Science provides a technical education at the certificate level. It is a broad based curriculum that provides instruction and practical application of a variety of technical concepts and practices. The courses include electricity, pneumatics, hydraulics, and industrial controls.

Successful completion of the ELM program will allow graduates to enter the workforce at the technician level. They will be prepared to assemble, install, calibrate, troubleshoot, service and repair equipment and system components used in industry and business. Employment opportunities for graduates include areas of plant maintenance, computer systems, programmable logic control, technical service and sales, instrumentation, and research and development.

Additional transition courses may be required in English, mathematics and reading. Requirements will be determined by placement test scores.

Upon successful completion of the program the student will be able to:

- Apply accepted safety and health practices in the workplace.
- Demonstrate a working knowledge of the construction, operation and function of components and devices used in mechanical, electrical and fluid power systems.
- Apply principles, knowledge and analysis skills in troubleshooting, repairing and maintaining mechanical, electrical and fluid power systems.
- Use tools and instrumentation to troubleshoot and/or repair industrial equipment and systems.
- Read, interpret, and design schematics and wiring diagrams for mechanical, electric and fluid power systems.
- Apply effective written communication and computation skills.
- Demonstrate computational skills to solve problems involving parameters contained in mechanical, electrical, electronic, and fluid power systems.
- Demonstrate computer literacy.

**Special Certificate:** Students successfully completing WTT 110, Wind Safety and OSHA, will receive an OSHA Certificate of Completion for General Industry Safety (30-hour).

**Program Implementation:** Full-time evening; (Students attending part-time should see advisor for recommended course sequencing).

**Recommended Course Sequence – Electromechanical Technology, Certificate in Applied Science**

| First Year—Fall Semester    |     |   |           | First Year—Spring Semester  |     |   |           |
|-----------------------------|-----|---|-----------|-----------------------------|-----|---|-----------|
| Dept.                       |     | Course Title                                | Sem. Hrs. | Dept.                       |     | Course Title  | Sem. Hrs. |
| CIS                         | 108 | <a href="#">Computer Fundamentals</a>       | 3         | ELM                         | 210 | <a href="#">PLC Fundamentals</a>                    | 3         |
| ENL                         | 101 | <a href="#">English Composition I</a>       | 3         | ELM                         | 217 | <a href="#">Industrial Maintenance Fundamentals</a> | 3         |
| ELM                         | 120 | <a href="#">Fundamentals of Fluid Power</a> | 3         | Elective                    |     | Mathematics Elective (MTH 115 or higher)            | 3         |
| WTT                         | 110 | <a href="#">Wind Safety and OSHA</a>        | 4         | WTT                         | 150 | <a href="#">Industrial Motor Controls</a>           | 4         |
| WTT                         | 120 | <a href="#">DC/AC Circuits</a>              | 4         |                             |     |   |           |
| <b>Total Semester Hours</b> |     |   | <b>17</b> | <b>Total Semester Hours</b> |     |   | <b>13</b> |

*Note: Students enrolling in Electromechanical courses will be assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials and to maintain and upgrade laboratory equipment. See schedule for details.*

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

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| <p><b><sup>^</sup>Cost to Complete Program:</b><br/>           Tuition: \$3,360<br/>           Room &amp; Board: \$3,000+<br/>           Books/Supplies: \$1,200+<br/>           Personal: \$1,850+<br/>           Transportation: \$2,500+<br/>           Total: \$11,910+<br/>           +Amounts shown are estimated to show possible, not actual, expenses</p> |
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\*Students enrolling in Electromechanical (ELM) and Wind Technology (WTT) courses will be assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials and to maintain and upgrade laboratory equipment. See most recent schedule for details.

**Median loan debt upon completion:** N/A  
**Financial Aid** is available for those who qualify

See Gainful Education Disclosure ([Page 26](#)) for more information.

**Information Technology**  
**Associate in Applied Science**  
**60 Semester Hours<sup>A</sup>**

ONETonline.org SOC Code: 11-3021

The Information Technology program offers students an opportunity to earn an Associate in Applied Science degree. This program provides students with the skills and knowledge for entry level information technology-related careers. Graduates of this program will be qualified for employment as network technicians, help desk technicians, technical support representatives, and PC maintenance technicians. Upon completion of this program graduates will have basic knowledge of network administration, hardware/software interface and troubleshooting, operating systems, and design skills.

Upon successful completion of the Information Technology Program, graduates will be able to:

- Apply basic system administration and scripting techniques
- Apply the foundation of management information systems
- Perform routine maintenance and repairs on the personal computer (PC)
- Install and troubleshoot operating systems
- Design an interactive website
- Demonstrate knowledge regarding information systems
- Design and manage a database
- Demonstrate basic knowledge of networking
- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate effective communication skills
- Develop scientific knowledge and mathematical analytical skills and techniques
- Demonstrate global awareness and knowledge of human diversity

**Program Implementation: Full-time day** (Students attending part-time should see advisor for recommended course sequencing).

**Recommended Course Sequence – Information Technology, Associate in Applied Science Degree**

| First Year—Fall Semester    |  |           | First Year - Spring Semester |  |           |
|-----------------------------|--|-----------|------------------------------|--|-----------|
| Dept.                       | Course Title   | Sem. Hrs. | Dept.                        | Course Title                                     | Sem. Hrs. |
| BUS 101                     | <a href="#">Introduction to Business</a>                           | 3         | BUS 203                      | <a href="#">Communications in Business</a><br>OR | 3         |
| CIS 114                     | <a href="#">Introduction to Computer Applications and Concepts</a> | 3         | ENL 102                      | <a href="#">English Composition II</a>           | (3)       |
| CIS 122                     | Introduction to Information Systems                                | 3         | CIS 121                      | <a href="#">Database Management Software</a>     | 3         |
| ENL 101                     | <a href="#">English Composition I</a>                              | 3         | IT 134                       | <a href="#">Networking Fundamentals</a>          | 3         |
| Elective                    | Math Elective ( MTH 121 or higher)                                 | 3         | IT 180                       | <a href="#">PC Repair and Troubleshooting</a>    | 3         |
|                             |  |           | SSC 147                      | <a href="#">Understanding Human Diversity</a>    | 3         |
| <b>Total Semester Hours</b> |  | <b>15</b> | <b>Total Semester Hours</b>  |  | <b>15</b> |
| Second Year—Fall Semester   |  |           | Second Year—Spring Semester  |  |           |
| Dept.                       | Course Title   | Sem. Hrs. | Dept.                        | Course Title                                     | Sem. Hrs. |
| CIS 119                     | <a href="#">Spreadsheet Software</a>                               | 3         | CIS 133                      | <a href="#">Introduction to Web Design</a>       | 3         |
| IT 181                      | <a href="#">Operating Systems</a>                                  | 3         | IT 276                       | <a href="#">IT Capstone</a> OR                   | 3         |
| Elective                    | IT Elective  | 3         | IT 278                       | <a href="#">IT Internship</a>                    | (3)       |
| Elective                    | IT Elective  | 3         | Elective                     | IT Elective                                      | 3         |
| Elective                    | Science Elective   | 3         | Elective                     | IT Elective                                      | 3         |
|                             |  |           | Elective                     | IT Programming Elective                          | 3         |
| <b>Total Semester Hours</b> |  | <b>15</b> | <b>Total Semester Hours</b>  |  | <b>15</b> |

| Programming Elective (Select 1 course - 3 credit hours) |   |           |
|---|---|-----------|
| Dept.   | Title   | Sem. Hrs. |
| IT 192  | <a href="#">Introduction to Programming in Visual Basic</a> | 3         |
| IT 194  | <a href="#">Introduction to Programming Java</a>            | 3         |
| IT 198  | <a href="#">Introduction to C# Programming</a>              | 3         |
| IT 233  | <a href="#">Introduction to Web Programming</a>             | 3         |
|   |   |           |
| IT Electives (Select 4 courses – 12 credit hours)       |   |           |
| IT 192  | <a href="#">Introduction to Programming in Visual Basic</a> | 3         |
| IT 194  | <a href="#">Introduction to Programming Java</a>            | 3         |
| IT 198  | <a href="#">Introduction to C# Programming</a>              | 3         |
| IT 220  | <a href="#">Windows Server Administration Fundamentals</a>  | 3         |
| IT 228  | <a href="#">Systems Analysis and Design</a>                 | 3         |
| IT 233  | <a href="#">Introduction to Web Programming</a>             | 3         |
| IT 234  | <a href="#">Database Administration Fundamentals</a>        | 3         |
| IT 269  | <a href="#">Project Management</a>                          | 3         |
| IT 275  | <a href="#">Security Fundamentals</a>                       | 3         |

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

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| <p><b>^Cost to Complete Program:</b><br/> Tuition: \$6,720*<br/> Room &amp; Board: \$6,000+<br/> Books/Supplies: \$2,400+<br/> Personal: \$3,700+<br/> Transportation: \$5,000+<br/> Total: \$23,820+<br/> +Amounts shown are estimated to show possible, not actual, expenses</p> |
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**Median loan debt upon completion:** N/A  
**Financial Aid** is available for those who qualify  
See Gainful Education Disclosure ([Page 26](#)) for more information.

**Information Technology  
Certificate in Applied Science  
30 Semester Hours<sup>^</sup>**

ONETonline.org SOC Code: 15-1041

Upon successful completion of the Information Technology Certificate in Applied Science, the graduate will be able to:

- Design an interactive website
- Perform routine maintenance and repairs on PC's hardware
- Demonstrate effective communication and computation skills
- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate a basic knowledge regarding information systems
- Design and manage a database

**Program Implementation:** Full-time day (Students attending part-time should see advisor for recommended course sequencing).

**Recommended Course Sequence – Information Technology, Certificate in Applied Science**

| First Year—Fall Semester    |     |  |           | First Year—Spring Semester  |     |   |           |
|-----------------------------|-----|--|-----------|-----------------------------|-----|---|-----------|
| Dept.                       |     | Course Title   | Sem. Hrs. | Dept.                       |     | Course Title                                  | Sem. Hrs. |
| BUS                         | 101 | <a href="#">Introduction to Business</a>                           | 3         | CIS                         | 119 | <a href="#">Spreadsheet Software</a> OR       | 3         |
| CIS                         | 114 | <a href="#">Introduction to Computer Applications and Concepts</a> | 3         | CIS                         | 121 | <a href="#">Database Management Software</a>  | (3)       |
| CIS                         | 122 | <a href="#">Introduction to Information Systems</a>                | 3         | CIS                         | 133 | <a href="#">Introduction to Web Design</a>    | 3         |
| ENL                         | 101 | <a href="#">English Composition I</a>                              | 3         | IT                          | 180 | <a href="#">PC Repair and Troubleshooting</a> | 3         |
| Elective                    |     | Information Technology Core/Elective                               | 3         | Elective                    |     | Information Technology Core/Elective          | 3         |
|                             |     |  |           | Elective                    |     | Mathematics Elective (MTH 121 or higher)      | 3         |
| <b>Total Semester Hours</b> |     |  | <b>15</b> | <b>Total Semester Hours</b> |     |   | <b>15</b> |

| Information Technology Core/Electives (Select 6 Credits) |   |           |
|--|---|-----------|
| Dept.  | Title   | Sem. Hrs. |
| CIS 119  | <a href="#">Spreadsheet Software</a>                        | 3         |
| CIS 121  | <a href="#">Database Management Software</a>                | 3         |
| IT 134   | <a href="#">Networking Fundamentals</a>                     | 3         |
| IT 181   | <a href="#">Operating Systems</a>                           | 3         |
| IT 192   | <a href="#">Introduction to Programming in Visual Basic</a> | 3         |
| IT 194   | <a href="#">Introduction to Programming Java</a>            | 3         |
| IT 198   | <a href="#">Introduction to C# Programming</a>              | 3         |
| IT 220   | <a href="#">Windows Server Administration Fundamentals</a>  | 3         |
| IT 228   | <a href="#">Systems Analysis and Design</a>                 | 3         |
| IT 233   | <a href="#">Introduction to Web Programming</a>             | 3         |
| IT 234   | <a href="#">Database Administration Fundamentals</a>        | 3         |
| IT 269   | <a href="#">Project Management</a>                          | 3         |
| IT 275   | <a href="#">Security Fundamentals</a>                       | 3         |

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

**<sup>^</sup>Cost to Complete Program:**

Tuition: \$3,360  
 Room & Board: \$3,000+  
 Books/Supplies: \$1,200+  
 Personal: \$1,850+  
 Transportation: \$2,500+  
 Total: \$11,910+  
 +Amounts shown are estimated to show possible, not actual, expenses

**Median loan debt upon completion:** N/A

**Financial Aid** is available for those who qualify

See Gainful Education Disclosure ([Page 26](#)) for more information.



**Nursing**  
**Associate in Applied Science**  
**60 Semester Hours^**

ONETonline.org SOC Code: 29-1111.00

The Nursing Program at Eastern West Virginia Community and Technical College is designed to prepare the Associate Degree Program graduate for practice as a registered nurse once licensure requirements are satisfied. The registered nurse is prepared to care for people of any age who have acute or chronic health care problems in a variety of settings. The nursing student will master the National League of Nursing Competencies which includes human flourishing, nursing judgment, professional identity and spirit of inquiry. The mission of the program is to prepare students for professional nursing practice while providing a knowledge base for career mobility and further academic study. The program is committed to providing accessible, high-quality nursing education to meet the diverse and changing health-care needs of the community and beyond.

Additional information regarding admission requirements, standards of progress and nursing program policies are available through Eastern's website and from the Director of the Nursing Program. Students interested in applying for the Nursing program should contact Eastern's Student Services Specialist for additional information. Students applying for admission to the Nursing, A.A.S. program are required to comply with the general admission requirements as well as those admission requirements specific to the Nursing program. The Nursing program has additional course testing and program related fees.

Upon successful completion of the program the graduate will be able to:

- Understand maintaining health and promoting wellness throughout the life span.
- Demonstrate an understanding of the nursing process, clinical judgment and decision making.
- Understand concepts of the wellness-illness continuum in relation to a person, family and community.
- Critically analyze health policy and ethical.
- The graduate will be prepared for the NCLEX-RN exam and licensure.
- The graduate will develop the skills and knowledge to perform a health assessment across the lifespan.
- Function within the role of the Associate Degree prepared professional nurse.
- Demonstrate personal/professional growth and development with increasing self-direction.
- Demonstrate a commitment to lifelong learning through the use of resources, technology and continuing education.

**Program Implementation:** Full-time day

## Recommended Course Sequence – Nursing, Associate in Applied Science

Note: All courses must be completed with a “C” or better by the semester indicated in order to progress to the next semester. Competency exams may also be required in course/levels in order to progress in the curriculum.

| First Year – Fall Semester  |      |   |           | First Year – Spring Semester  |      |  |           |
|-----------------------------|------|---|-----------|-------------------------------|------|--|-----------|
| Dept.                       |      | Course Title  | Sem. Hrs. | Dept.                         |      | Course Title   | Sem. Hrs. |
| BIO                         | 124  | <a href="#">Human Anatomy and Physiology I</a>              | 3         | BIO                           | 125  | <a href="#">Human Anatomy and Physiology II</a>                    | 3         |
| BIO                         | 124L | <a href="#">Human Anatomy and Physiology I LAB</a>          | 1         | BIO                           | 125L | <a href="#">Human Anatomy and Physiology II LAB</a>                | 1         |
| NU                          | 132  | <a href="#">Drug and Dosage Calculations I</a>              | 1         | NU                            | 142  | <a href="#">Drug and Dosage Calculations II</a>                    | 1         |
| NU                          | 133  | <a href="#">Health Assessment and Diagnostics I</a>         | 2         | NU                            | 143  | <a href="#">Health Assessment and Diagnostics II</a>               | 1         |
| NU                          | 134  | <a href="#">Introduction to Nursing Concepts</a>            | 8         | NU                            | 144  | <a href="#">Nursing Concepts of Health and Illness I</a>           | 9         |
| PSY                         | 200  | <a href="#">General Psychology</a>                          | 3         |                               |      |  |           |
| Total Semester Hours        |      |   | 18        | Total Semester Hours          |      |  | 15        |
| Second Year – Fall Semester |      |   |           | Second Year – Spring Semester |      |  |           |
| Dept.                       |      | Course Title  | Sem. Hrs. | Dept.                         |      | Course Title   | Sem. Hrs. |
| ENL                         | 101  | <a href="#">English Composition I</a>                       | 3         | NU                            | 244  | <a href="#">Synthesis of Nursing Concepts</a>                      | 9         |
| NU                          | 234  | <a href="#">Nursing Concepts of Health &amp; Illness II</a> | 9         | NU                            | 245  | <a href="#">Professional Nursing &amp; Health Systems Concepts</a> | 3         |
|                             |      |   |           | Elective                      |      | General Education Elective   | 3         |
| Total Semester Hours        |      |   | 12        | Total Semester Hours          |      |  | 15        |

Note: Students enrolling in the nursing courses will be assessed a per credit hour course fee. This fee is used to replace expendable materials and to maintain and upgrade laboratory equipment. See schedule for details for course fees. See “Nursing Student Handbook” for additional program fees and information.

### ^Cost to Complete Program:

Tuition: \$6,720\*

Room & Board: \$6,000+

Books/Supplies: \$2,400+

Personal: \$3,700+

Transportation: \$5,000+

Total: \$23,820+

+Amounts shown are estimated to show possible, not actual, expenses

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Education Disclosure ([Page 26](#)) for more information.

**Paraprofessional in Education  
Certificate of Applied Science (CAS)  
30 Semester Hours<sup>^</sup>**

ONETonline.org SOC Code: 25-9041.00

The Paraprofessional in Education Certificate of Applied Science is designed to give students the skills to serve in a support capacity within the education system. Paraprofessionals provide instructional and clerical support for classroom teachers in elementary, middle, and high school settings.

Upon completion of this certificate, students will be able to:

- Assess children’s growth and development.
- Plan and implement children’s routines within the classroom.
- Plan and organize a learning environment within the classroom.
- Identify and implement positive discipline strategies that can be utilized in the classroom setting.
- Plan developmentally appropriate curriculum for young children.
- Identify and work with children with special needs within a classroom setting.
- Demonstrate appropriate responses to nurture and develop positive self-esteem.
- Communicate with parents and families.
- Maintain records according to state and federal guidelines.

**Program Implementation:** Part-time evening

**Recommended Course Sequence:** Paraprofessional in Education Certificate of Applied Science

| First Year – Fall Semester  |     |   |           | First Year – Spring Semester |     |  |           |
|-----------------------------|-----|---|-----------|------------------------------|-----|--|-----------|
| Dept.                       |     | Course Title  | Sem. Hrs. | Dept.                        |     | Course Title   | Sem. Hrs. |
| CIS                         | 108 | <a href="#">Computer Fundamentals</a>                                     | 3         | EDF                          | 203 | <a href="#">Children’s Literature</a>                                      | 3         |
| EDF                         | 115 | <a href="#">Early Childhood Health, Safety &amp; Nutrition</a>            | 3         | PSY                          | 213 | <a href="#">Guiding the Behavior of Children</a>                           | 3         |
|                             |     |   |           | EDF                          | 170 | <b>OR</b><br><a href="#">Classroom Management for the Paraprofessional</a> |           |
| ENL                         | 101 | <a href="#">English Composition I</a>                                     | 3         | EDF                          | 217 | <a href="#">Human Development &amp; Learning</a>                           | 3         |
| EDF                         | 180 | <b>OR</b><br><a href="#">Written Communications for Paraprofessionals</a> |           |                              |     |  |           |
| Elective                    |     | Math Elective (MTH 121 or Higher)   | 3         | MUS                          | 103 | <a href="#">Preschool Music, Movement, &amp; Art</a>                       | 3         |
| SSC                         | 147 | <a href="#">Understanding Human Diversity</a>                             | 3         | PSY                          | 219 | <a href="#">The Exceptional Child</a>                                      | 3         |
| <b>Total Semester Hours</b> |     |   | <b>15</b> | <b>Total Semester Hours</b>  |     |  | <b>15</b> |

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

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| <p><b><sup>^</sup>Cost to Complete Program:</b><br/>           Tuition: \$3,360<br/>           Room &amp; Board: \$3,000+<br/>           Books/Supplies: \$1,200+<br/>           Personal: \$1,850+<br/>           Transportation: \$2,500+<br/>           Total: \$11,910+<br/>           +Amounts shown are estimated to show possible, not actual, expenses</p> |
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**Median loan debt upon completion:** N/A (New Program)  
**Financial Aid** is available for those who qualify  
 See Gainful Education Disclosure ([Page 26](#)) for more information.

**Wind Energy Technology**  
**Associate in Applied Science**  
**60 Semester Hours<sup>^</sup>**

ONETonline.org SOC Code: 49-9099.02

The Wind Energy Technology (WTT) program provides a technical education at the Associate in Applied Science Level. This broad-based curriculum provides instruction and practical application of a variety of technical concepts and practices. The courses include industry recognized maintenance practices in electrical, pneumatic, hydraulic, mechanical systems, computer control, data acquisition, periodic and predictive maintenance program usages.

Successful completion of the WTT program prepares graduates to enter the workforce with an AAS Degree in Wind Technology. They will be prepared to perform periodic maintenance on machinery and systems located, not only in the wind industry, but in any industry utilizing machinery and electrical control systems and mechanical equipment. Employment opportunities for graduates include the expanding wind industry located across the United States, and more importantly, many organizations within Eastern's service area. Sample job titles are:

- Wind turbine service technicians
- Wind turbine technician (manufacturing)
- Wind potential technician (meteorological data collection)
- Wind turbine site development technician
- Wind turbine construction/installation technician
- Wind turbine commissioning technician (initial start-up and synchronization with the grid)
- Industrial maintenance technician

The components of the WTT curriculum are algebra and trigonometry based. Additional transition courses may be required in English, mathematics and reading. Requirements will be determined by placement test scores.

Upon successful completion of the program the student will be able to:

- Demonstrate knowledge of electrical equipment and operation
- Demonstrate knowledge of mechanical equipment and operation
- Demonstrate knowledge of fluid power equipment and operations
- Demonstrate safety practices common to the wind industry
- Troubleshoot, repair and maintain electrical systems common to wind power generation
- Troubleshoot, repair and maintain distributive power systems common to wind power generation
- Troubleshoot, repair and maintain hydraulic controls used in the wind industry
- Use commonly available instruments to analyze & troubleshoot systems
- Use schematics, operating manuals & troubleshooting guides to troubleshoot equipment commonly used in the wind industry
- Demonstrate climbing, rescue, and emergency medical techniques and procedures necessary for the wind industry
- Apply safety procedures in the industrial environment including those applicable to hand & power tools
- Demonstrate job hazard assessment and resolution to hazards
- Apply computers in troubleshooting, maintenance planning & report writing using application software relevant to the wind industry
- Demonstrate proficiency in wind turbine maintenance and repair
- Demonstrate proficiency in airfoil composite and repair
- Demonstrate proficiency in wind turbine troubleshooting and repair
- Communicate effectively and work collaboratively in a variety of wind related industrial settings
- Perform daily maintenance and repair tasks necessary in the wind industry
- Demonstrate global awareness and knowledge of human diversity

**Special Certificates:**

- Students successfully completing WTT 110, Wind Safety and OSHA, will receive an OSHA Certificate of Completion for General Industry Safety (30-hour).

**Program Implementation:** Full-time afternoon/evening (Students attending part-time should contact advisor for recommended course sequencing).

**Recommended Course Sequence – Wind Energy Technology, Associate in Applied Science Degree**

| First Year—Fall Semester    |     |  |           | First Year—Spring Semester  |     |   |           |
|-----------------------------|-----|--|-----------|-----------------------------|-----|---|-----------|
| Dept.                       |     | Course Title   | Sem. Hrs. | Dept.                       |     | Course Title  | Sem. Hrs. |
| CIS                         | 108 | <a href="#">Computer Fundamentals</a>                  | 3         | ELM                         | 217 | <a href="#">Industrial Maintenance Fundamentals</a> | 3         |
| ELM                         | 120 | <a href="#">Fundamentals of Fluid Power</a>            | 3         | Elective                    |     | Mathematics Elective (MTH 115 or higher)            | 3         |
| WTT                         | 101 | <a href="#">Introduction to Maintenance Technology</a> | 2         | WTT                         | 150 | <a href="#">Industrial Motor Controls</a>           | 4         |
| WTT                         | 110 | <a href="#">Wind Safety and OSHA</a>                   | 4         | WTT                         | 160 | <a href="#">Power Generation and Transmission</a>   | 4         |
| WTT                         | 120 | <a href="#">DC/AC Circuits</a>                         | 4         |                             |     |   |           |
| <b>Total Semester Hours</b> |     |  | <b>16</b> | <b>Total Semester Hours</b> |     |   | <b>14</b> |

| Second Year—Fall Semester   |     |   |           | Second Year—Spring Semester |     |  |           |
|-----------------------------|-----|---|-----------|-----------------------------|-----|--|-----------|
| Dept.                       |     | Course Title                                    | Sem. Hrs. | Dept.                       |     | Course Title   | Sem. Hrs. |
| ELM                         | 218 | <a href="#">Maintenance Applications</a>        | 3         | ELM                         | 210 | <a href="#">Introduction to PLC's</a>                    | 3         |
| ENL                         | 101 | <a href="#">English Composition I</a>           | 3         | SSC                         | 147 | <a href="#">Understanding Human Diversity</a>            | 3         |
| PHS                         | 115 | <a href="#">Applied Physics</a>                 | 3         | WTT                         | 230 | <a href="#">Supervisory Control and Data Acquisition</a> | 4         |
| WTT                         | 210 | <a href="#">Wind Turbine Mechanical Systems</a> | 4         | WTT                         | 260 | <a href="#">Wind Turbine Troubleshooting and Repair</a>  | 4         |
| <b>Total Semester Hours</b> |     |   | <b>13</b> | <b>Total Semester Hours</b> |     |  | <b>14</b> |

| Second Year—Summer Term     |     |   |           |
|-----------------------------|-----|---|-----------|
| Dept.                       |     | Course Title  | Sem. Hrs. |
| WTT                         | 270 | <a href="#">Airfoil and Composite Repair</a><br>OR  | 3         |
| WTT                         | 278 | <a href="#">Wind Technology Internship II</a><br>OR | 3         |
| ELM                         | 276 | <a href="#">Electromechanical Capstone</a>          | 3         |
| <b>Total Semester Hours</b> |     |   | <b>3</b>  |

Note: Students enrolling in Electromechanical (ELM) and Wind Technology (WTT) courses will be assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials and to maintain and upgrade laboratory equipment. See schedule for details.

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

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| <p><b>^Cost to Complete Program:</b><br/>           Tuition: \$6,720*<br/>           Room &amp; Board: \$6,000+<br/>           Books/Supplies: \$2,400+<br/>           Personal: \$3,700+<br/>           Transportation: \$5,000+<br/>           Total: \$23,820+<br/>           +Amounts shown are estimated to show possible, not actual, expenses</p> |
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\*Students enrolling in Electromechanical (ELM) and Wind Technology (WTT) courses will be assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials and to maintain and upgrade laboratory equipment. See most recent schedule for details.  
**Median loan debt upon completion:** N/A  
**Financial Aid** is available for those who qualify  
 See Gainful Education Disclosure ([Page 26](#)) for more information.

**Wind Energy Technology**  
**Certificate in Applied Science**  
**30 Semester Hours<sup>^</sup>**

ONETonline.org SOC Code: 49-9099.02

The Wind Energy Technology (WTT) Certificate in Applied Science provides a technical education at the certificate level. This broad-based curriculum provides instruction and practical application of a variety of technical concepts and practices. The courses include industry recognized maintenance practices in electrical, pneumatic, hydraulic, and mechanical systems.

Successful completion of the WTT Certificate in Applied Science prepares graduates to enter the workforce at the technician level. They will be prepared to perform periodic maintenance on machinery and systems located, not only in the wind industry, but in any industry utilizing machinery and electrical control systems. Employment opportunities for graduates include the expanding wind industry located across the United States, and more importantly, many organizations within Eastern's service area. Sample job titles are:

- Wind turbine service technicians
- Wind turbine technician (manufacturing)
- Wind potential technician (meteorological data collection)
- Wind turbine site development technician
- Wind turbine construction/installation technician
- Wind turbine commissioning technician (initial start-up and synchronization with the grid)
- Industrial maintenance technician

The components of the WTT curriculum are algebra and trigonometry based. Additional transition courses may be required in English, mathematics and reading. Requirements will be determined by placement test scores.

Upon successful completion of the program the student will be able to:

- Demonstrate basic knowledge of electrical equipment and operation
- Demonstrate basic knowledge of mechanical equipment and operation
- Demonstrate basic knowledge of fluid power equipment and operations
- Demonstrate safety practices common to the wind industry
- Troubleshoot, repair and maintain electrical systems common to wind power generation
- Troubleshoot, repair and maintain distributive power systems common to wind power generation
- Troubleshoot, repair and maintain hydraulic controls used in the wind industry
- Use commonly available instruments to analyze & troubleshoot systems
- Use schematics, operating manuals & troubleshooting guides to troubleshoot equipment commonly used in the wind industry
- Demonstrate climbing, rescue, and emergency medical techniques and procedures necessary for the wind industry
- Apply safety procedures in the industrial environment including those applicable to hand & power tools
- Demonstrate job hazard assessment and resolution to hazards
- Perform daily maintenance and repair tasks necessary in the wind industry
- Demonstrate effective communication and computation skills

**Special Certificates:**

- Students successfully completing WTT 110, Wind Safety and OSHA, will receive an OSHA Certificate of Completion for General Industry Safety (30-hour).

**Program Implementation:** Full-time evening (Students attending part-time should contact advisor for recommended course sequencing).

## Recommended Course Sequence – Wind Energy Technology, Certificate in Applied Science

| First Year—Fall Semester    |     |  |           | First Year—Spring Semester  |     |   |           |
|-----------------------------|-----|--|-----------|-----------------------------|-----|---|-----------|
| Dept.                       |     | Course Title   | Sem. Hrs. | Dept.                       |     | Course Title  | Sem. Hrs. |
| ELM                         | 120 | <a href="#">Fundamentals of Fluid Power</a>            | 3         | ELM                         | 217 | <a href="#">Industrial Maintenance Fundamentals</a> | 3         |
| WTT                         | 101 | <a href="#">Introduction to Maintenance Technology</a> | 2         | ENL                         | 101 | <a href="#">English Composition I</a>               | 3         |
| WTT                         | 110 | <a href="#">Wind Safety and OSHA</a>                   | 4         | Elective                    |     | Mathematics Elective (MTH 115 or higher)            | 3         |
| WTT                         | 120 | <a href="#">DC/AC Circuits</a>                         | 4         | WTT                         | 150 | <a href="#">Industrial Motor Controls</a>           | 4         |
|                             |     |  |           | WTT                         | 160 | <a href="#">Power Generation and Transmission</a>   | 4         |
| <b>Total Semester Hours</b> |     |  | <b>13</b> | <b>Total Semester Hours</b> |     |   | <b>17</b> |

Note: Students enrolling in Electromechanical (ELM) and Wind Technology (WTT) courses will be assessed a laboratory fee for classes having a laboratory component. This fee is used to replace expendable materials and to maintain and upgrade laboratory equipment. See schedule for details.

Students enrolled in this program may be eligible for related Skill Set Certifications. Students should contact their academic program advisor or refer to the [Skill Set section in this catalog \(page 85\)](#) for additional information.

### **^Cost to Complete Program:**

Tuition: \$3,360

Room & Board: \$3,000+

Books/Supplies: \$1,200+

Personal: \$1,850+

Transportation: \$2,500+

Total: \$11,910+

+Amounts shown are estimated to show possible, not actual, expenses

**Median loan debt upon completion:** N/A

**Financial Aid** is available for those who qualify

See Gainful Education Disclosure ([Page 26](#)) for more information.

## CUSTOMIZED DEGREE PROGRAMS

Customized degree programs are closed enrollment programs providing students with individualized or cooperatively sponsored learning opportunities to meet educational goals. Cooperatively sponsored programs are developed in conjunction with approved apprenticeship or training programs; and the course of study is determined by agreements between Eastern West Virginia Community & Technical College and training sponsors.

Mandatory components in these programs include general education and classroom instruction in the occupational area. On-the-job training may also be awarded college credit under agreements negotiated by the parties. Students interested in customized degree programs should contact their academic advisor for details.

Upon completion of these programs, graduates will be able to:

- Effectively use both written and verbal communication in the workplace
- Demonstrate an understanding of technical skills required in the specific occupational area through the successful completion of an approved apprenticeship or training program
- Demonstrate knowledge of interpersonal skills and their application in the workplace
- Apply principles of mathematics and science to contemporary issues in society and in the workplace

### Associate in Applied Science in Occupational Development

Associate in Applied Science in Occupational Development is designed to provide for cooperatively sponsored educational opportunities leading to associate degrees for students in approved U.S. Department of Labor Bureau of Apprenticeship Training (BAT) programs. The specific course of study is determined by agreements between Eastern and the training sponsor. Mandatory components in the program include a general education core, classroom training, and on-the-job experience.

Component I:

General Education Core

(15+ credit hours)

Component II:

Classroom Instruction in the Occupation

(40 credit hours maximum)

Component III:

On-the-Job-Training in the Occupation

(12 credit hours maximum)

**Total Credit Hours in Program: 60 Maximum**

Occupational Development approved partnerships include:

- Apprenticeship for Child Development Specialist (ACDS): U.S. Department of Labor, WV Bureau of Apprenticeship and Training, WV Child Development Specialist program, and WV Department of Education.
- Carpenter & Joiner: United Brotherhood of Carpenters and Joiners of America – Local 1024 and US Department of Labor, Bureau of Apprenticeship and Training.
- HVAC/R Technician: International Brotherhood of Electrical Workers - Local Union 1653, Luke Paper Co.
- Industrial Electrician: International Brotherhood of Electrical Workers - Local Union 1653, Luke Paper Co.
- Industrial Equipment Maintenance: American Woodmark Corporation; South Branch Career & Technical Center; and US Department of Labor, Bureau of Apprenticeship and Training.
- Instrumentation Technician: International Brotherhood of Electrical Workers - Local Union 1653, Luke Paper Co.
- Leadership: American Woodmark Corporation and US Department of Labor, Bureau of Apprenticeship and Training.
- Machinist: United Steelworkers – Local 676; Luke Paper Company and US Department of Labor, Bureau of Apprenticeship and Training.
- Millwright: United Brotherhood of Carpenters and Joiners of America – Local 1024 and US Department of Labor, Bureau of Apprenticeship and Training.
- Multi-Craft Technician: United Steelworkers – Local 676; Luke Paper Company and US Department of Labor, Bureau of Apprenticeship and Training.



### **Associate in Applied Science in Technical Studies**

The Technical Studies programs are designed for students participating in college level education and training programs sponsored by business, industry, government agencies, labor organizations or other professional organizations. Programs are available at the associate and certificate levels. Enrollment restrictions and required courses are specified in the agreements between the College and the training provider. Contact the Division Chair for details.

### **Associate in Applied Science in Technical Studies**

Component I: General Education Core

(15 credit hours)

Component II: Technical Core

(39 credit hours maximum)

Component III: Technical/Occupational Specialty

(39 credit hours maximum)

Component IV: On-the-Job-Training

(12 credit hours maximum)

**Total Credit Hours in Program: 60 – 72**

### **Collegiate Certificate in Technical Studies**

Component I: General Education Core

(Minimum of 6 credit hours)

Component II: Technical/Occupational Specialty

(24 credit hours maximum)

Component III: Supervised Worksite-Based Training OR

On-the-Job-Training in the Occupation

(6 credit hours maximum)

**Total Credit Hours in Program: 30 – 36**

### **Technical Studies Approved Partnerships include:**

- Certified Nursing Assistant: Eastern WVCTC Workforce Education
- Child Development Associate Certificate (CDA)
- Cosmetology/Hair Stylist: Eastern WVCTC Workforce Education
- Industrial Maintenance: South Branch Career and Technical Center (Adult Division)
- Medical Assistant: Eastern WVCTC Workforce Education
- Paramedic: Eastern WVCTC Workforce Education
- Residential Care Specialist: WV Schools for the Deaf and Blind

**Board of Governors  
Associate in Applied Science Degree  
Adult Degree Completion Program  
60 Semester Hours**

The Board of Governors A.A.S. Adult Degree Completion Program is an alternative degree program designed for adult students seeking a degree completion opportunity. The degree is flexible in its design and responsive to adult students' diverse needs and interests. Adult students with a broad range of life and educational experiences may combine a core of academic courses with credits earned through prior learning experiences to structure a unique associate degree program. The Board of Governors A.A.S. is designed to graduate students who are prepared to become active, socially responsible members in their communities and places of employment.

The Board of Governors A.A.S. program requires 60 credit hours which include a general education core of 21 credit hours and 39 credit hours consisting of general electives, an optional capstone experience and an optional defined area of emphasis encompassing a broad range of content areas while providing for optimum flexibility. The required general education courses assure the development of essential skills and competencies necessary for an associate degree level graduate. Students are encouraged to explore various options for obtaining credit for prior learning experiences including course articulation, standardized exams, challenge exams, credential validation and portfolio credit.

Students who choose to earn credit for college-level learning acquired through professional work experience or other life experiences must complete the portfolio development course and submit a portfolio. The portfolio provides the opportunity for equating documented, college level, experiential learning to college credit. College courses successfully completed at regionally accredited institutions may be transferred into the program and applied toward the 60 credit requirement. Students interested in the Board of Governors A.A.S. program must meet with the Associate Director of Admissions to discuss admission into the program.

Students are eligible for admission to the program two years after high school graduation. Students must not hold a degree from an accredited institution nor be enrolled simultaneously in another degree program.

**Graduation Requirements:**

- At least 60 credit hours must be completed in courses numbered 100 or higher.
- A minimum cumulative grade point average of 2.0.
- Twelve credits completed at regionally accredited institutions. At least 3 of the 12 credits hours must be completed at Eastern.

**Program Outcomes:**

Upon completion of the Board of Governors A.A.S. degree, graduates will be able to:

- Apply effective written and oral communication skills.
- Work collaboratively in groups.
- Think critically and solve problems.
- Demonstrate practical application of quantitative and scientific reasoning skills.
- Demonstrate analysis and evaluation of skill competencies derived from multiple sources including work, volunteer activities, hobbies, etc.
- Demonstrate understanding of principles of good citizenship.
- Develop long range vocational or transfer goals.
- Demonstrate basic computer literacy and use of computerized communication technology.
- Examine issues from a global perspective.
- Demonstrate mastery of interdisciplinary competencies as defined in educational plan.

Program Implementation: Full-time day; part-time evening (Contact advisor for recommended course sequencing)

| Program Requirements  | Sem. Hrs. |
|---|-----------|
| General Education: Communication  | 6         |
| General Education: Math/Science   | 6         |
| General Education: Social Sciences/Humanities                                   | 6         |
| Computer Literacy   | 3         |
| General Electives   | 39        |
| <i>(May include defined concentration, portfolio course or capstone course)</i> |           |
| BOG 276 Board of Governors Capstone Experience (optional)                       | 3         |
| <b>TOTAL</b>  | <b>60</b> |

**Board of Governors, AAS Area Of Emphasis: (Pending final approval)**

- Administrative Support: BOS 103, BUS 101, and 9 credits in BOS/BUS
- Business: BUS 101 and 12 credits in BUS
- Computer Information: CIS 108 or CIS 114, and 12 credits in CIS
- Early Childhood Development: EDF 115, PSY 200, and 9 credits in EDF
- Information Technology: CIS 108 or CIS 114, and IT 134 or IT 180, and 9 credits in IT

## **PROGRAMS AND COURSES AVAILABLE THROUGH PARTNERSHIPS WITH ACCREDITED COLLEGES AND UNIVERSITIES**

Eastern West Virginia Community & Technical College offers programs and courses through partnerships with accredited colleges and universities in West Virginia, and the Electronic Campus of the Southern Regional Electronic Board (SREB). Through these partnerships, Eastern is able to provide a variety of learning opportunities. Eastern works closely with other colleges to assure maximum transferability of course credits for baccalaureate degrees. The College provides coordinated support in admissions, advisement, registration and shared technology through its unique partnerships and programming. Students are able to earn credit for courses offered through distance delivery systems such as on-line courses, video distance learning courses and traditional college courses. Contact the Student Services Specialist for current information.

A current list of programs and courses available through partnerships with Accredited Colleges and Universities is available on our webpage [www.easternwv.edu](http://www.easternwv.edu).

## SKILL SETS

Skill sets are structured sets of courses designed to meet technical skill competencies of a specific occupation. Skill sets provide adults with, short-term programs of study. Skill sets are designed to meet job performance needs within Eastern's service district. Each skill set is structured as a distinct "mini-curriculum" that specifically identifies competencies or skills mastered. Skill Set Certifications may be applied toward the completion of a related degree or certificate program.

### Developmental Course Requirements for Skill Sets

Students are required to complete a minimum level of competency in mathematics and language arts to be awarded a certificate or skill set. Students are required to complete developmental reading and math or transitional English and math courses as noted below:

- The minimum level of developmental coursework to be completed for students to be awarded their first skill set is to achieve credit for either RDG 90 Reading/Study Skills, OR ENL 95 Integrated Reading and Composition OR ENL 100 Transitional Composition OR MTH 90 Basic Mathematics OR MTH 92 Developmental Mathematics Level A (Modules) OR MTH 100 Transitional Math Level A, OR MTH 101 Transitional Math Level B or MTH 103 Transitional Math Level C OR RDG 100 Integrated Reading and Composition.
- The minimum level of developmental coursework to be completed for students to be awarded their second skill set is to achieve credit for either RDG 90 Reading/Study Skills, OR ENL 95 Integrated Reading and Composition OR ENL 100 Transitional Composition OR MTH 90 Basic Mathematics, OR MTH 92 Developmental Mathematics Level A (Modules) whichever one is not already completed OR MTH 100 Transitional Math Level A, OR MTH 101 Transitional Math Level B or MTH 103 Transitional Math Level C OR RDG 100 Integrated Reading and Composition.

### Skill Sets - Accounting

| Accounting Applications |     |   |           |
|-------------------------|-----|---|-----------|
| Dept.                   |     | Course Title                                | Sem. Hrs. |
| ACC                     | 120 | <a href="#">Principles of Accounting I</a>  | 3         |
| ACC                     | 121 | <a href="#">Principles of Accounting II</a> | 3         |
| ACC                     | 230 | <a href="#">Income Tax Accounting</a>       | 3         |
| ACC                     | 235 | <a href="#">Managerial Accounting</a>       | 3         |
| ACC                     | 240 | <a href="#">Computerized Accounting</a>     | 3         |

Upon successful completion of the skill set, students will be able to:

- Prepare, record and analyze financial statements and other reporting documents according to generally accepted accounting principles
- Demonstrate proficiency in utilizing accounting software programs
- Prepare basic tax returns and payroll reports

### Skill Sets – Administrative Support Technology

| Business Applications of Computers |     |  |           |
|------------------------------------|-----|--|-----------|
| Dept.                              |     | Course Title   | Sem. Hrs. |
| CIS                                | 108 | <a href="#">Computer Fundamentals</a>                    | 3         |
| CIS                                | 111 | <a href="#">Introduction to Electronic Presentations</a> | 1         |
| CIS                                | 117 | <a href="#">Word Processing Software</a>                 | 3         |
| CIS                                | 119 | <a href="#">Spreadsheet Software</a>                     | 3         |
| CIS                                | 121 | <a href="#">Data Base Management Systems Concepts</a>    | 3         |

Upon successful completion of the skill set, students will be able to:

- Design and manage a database
- Analyze and present data in a visual format

- Apply computer skills to create a professional business document

| Business Computer Applications* |     |   |           |
|---------------------------------|-----|---|-----------|
| Dept.                           |     | Course Title                                    | Sem. Hrs. |
| BOS                             | 103 | <u>Keyboarding</u>                              | 3         |
| CIS                             | 111 | <u>Introduction to Electronic Presentations</u> | 1         |
| CIS                             | 117 | <u>Word Processing Software</u>                 | 3         |
| CIS                             | 119 | <u>Spreadsheet Software</u>                     | 3         |
| CIS                             | 121 | <u>Data Base Management Systems Concepts</u>    | 3         |

Upon successful completion of the skill set, students will be able to:

- Utilize business software programs
- Design information materials
- Maintain office and business records

\* Students successfully completing the skill set in Business Applications of Computers are prepared to take the certification examination For Microsoft Certified Application Specialist (MCAS)

| Medical Support |     |  |           |
|-----------------|-----|--|-----------|
| Dept.           |     | Course Title                             | Sem. Hrs. |
| AHS             | 108 | <u>Medical Terminology</u>               | 3         |
| BOS             | 142 | <u>Medical Administrative Procedures</u> | 3         |
| BOS             | 143 | <u>Medical Billing and Coding</u>        | 3         |
| CIS             | 108 | <u>Computer Fundamentals</u>             | 3         |

Upon successful completion of the skill set, students will be able to:

- Describe the legal, social, and ethical responsibilities within the healthcare environment
- Perform administrative medical procedures
- Apply correct medical terminology to all specialties of medicine
- Demonstrate computer competency
- Demonstrate competency in basic medical billing and coding

| Office Support |     |   |           |
|----------------|-----|---|-----------|
| Dept.          |     | Course Title                                | Sem. Hrs. |
| BOS            | 103 | <u>Keyboarding</u>                          | 3         |
| BOS            | 251 | <u>Office Procedures &amp; Techniques I</u> | 3         |
| CIS            | 108 | <u>Computer Fundamentals</u>                | 3         |
| CIS            | 117 | <u>Word Processing Software</u>             | 3         |

Upon successful completion of the skill set, students will be able to:

- Manage an office setting
- Coordinate events and activities

## Skill Sets – Automotive Technology

| Automatic Transmissions & Transaxles |     |   |           |
|--------------------------------------|-----|---|-----------|
| Dept.                                |     | Course Title                                      | Sem. Hrs. |
| ATT                                  | 226 | <u>Automatic Transmissions &amp; Transaxles</u> * | 4         |
| CIS                                  | 108 | <u>Computer Fundamentals</u>                      | 3         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Develop skills in maintaining and using computers through the use of windows.
- Use internet, e-mail, and other software applications.
- Develop knowledge and skills to service automatic transmissions and transaxles.
- Apply knowledge and skills to diagnose and repair system components such as automatic transmissions, transaxles, torque converters and electronic controls.

| Automotive Electricity/Electronics |     |  |           |
|------------------------------------|-----|--|-----------|
| Dept.                              |     | Course Title   | Sem. Hrs. |
| ATT                                | 124 | <a href="#">Automotive Electricity/Electronics I*</a>  | 4         |
| ATT                                | 205 | <a href="#">Automotive Electricity/Electronics II*</a> | 4         |
| CIS                                | 108 | <a href="#">Computer Fundamentals</a>                  | 3         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Develop skills in maintaining and using computers through the use of windows.
- Use internet, e-mail, and other software applications.
- Develop skills necessary for diagnosis and repair of automotive electrical and electronic components and systems.
- Interpret wiring diagrams, electrical symbols and functions of automotive electrical and electronic systems.
- Apply knowledge and skills in diagnosis and repair of electronically controlled operations such as anti-theft systems, supplemental restraints, body modules, and keyless entry.
- Develop knowledge and understanding of hybrid and alternative fuel technology.

| Automotive Heating and Air Conditioning Systems |     |  |           |
|---|-----|--|-----------|
| Dept.   |     | Course Title   | Sem. Hrs. |
| ATT   | 128 | <a href="#">Automotive Heating and Air Conditioning*</a> | 4         |
| CIS   | 108 | <a href="#">Computer Fundamentals</a>                    | 3         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Develop skills in maintaining and using computers through the use of windows.
- Use internet, e-mail, and other software applications.
- Diagnose malfunctions in the vacuum, mechanical, and electrical components of the heating, ventilation, and A/C (HVAC) system.
- Diagnose malfunctions in the electrical controls of heating, ventilation, and A/C system.

| Braking Systems |     |                                       |           |
|-----------------|-----|---------------------------------------|-----------|
| Dept.           |     | Course Title                          | Sem. Hrs. |
| ATT             | 105 | <a href="#">Braking Systems*</a>      | 4         |
| CIS             | 108 | <a href="#">Computer Fundamentals</a> | 3         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Develop skills in maintaining and using computers through the use of windows.
- Use internet, e-mail, and other software applications.
- Remove, clean, and inspect brake shoes, springs, pins, clips, levers, adjusters/self-adjusters, other related brake hardware, and backing support plates; lubricate and reassemble.
- Diagnose poor stopping, wheel lock-up, abnormal pedal feel or pulsation, and noise concerns caused by the antilock brake system (ABS); determine necessary action.

| Engine Performance |     |  |           |
|--------------------|-----|--|-----------|
| Dept.              |     | Course Title                           | Sem. Hrs. |
| ATT                | 126 | <a href="#">Engine Performance I*</a>  | 4         |
| ATT                | 207 | <a href="#">Engine Performance II*</a> | 4         |
| CIS                | 108 | <a href="#">Computer Fundamentals</a>  | 3         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Develop skills in maintaining and using computers through the use of windows.
- Use internet, e-mail, and other software applications.
- Develop knowledge and skills for the diagnosis and repair of systems that control engine performance.
- Diagnose mechanical and electronic malfunctions and exhaust problems which impact engine performance.
- Develop knowledge and skills necessary for diagnosis and repair of electronic systems that enhances engine performance.
- Apply OBDII and Mode 6 diagnostics techniques.

| Engine Repair |     |                              |           |
|---------------|-----|------------------------------|-----------|
| Dept.         |     | Course Title                 | Sem. Hrs. |
| ATT           | 103 | <u>Engine Repair*</u>        | 4         |
| CIS           | 108 | <u>Computer Fundamentals</u> | 3         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Develop skills in maintaining and using computers through the use of windows.
- Use internet, e-mail, and other software applications.
- Disassemble engine block; clean and prepare components for inspection and reassembly.
- Perform cooling system pressure tests; evaluate coolant condition; examine and test radiator, pressure cap, coolant recovery tank, and hoses; determine necessary action.

| Manual Drive Train & Transaxle |     |   |           |
|--------------------------------|-----|---|-----------|
| Dept.                          |     | Course Title                                | Sem. Hrs. |
| ATT                            | 224 | <u>Manual Drive Train &amp; Transaxle *</u> | 4         |
| CIS                            | 108 | <u>Computer Fundamentals</u>                | 3         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Develop skills in maintaining and using computers through the use of windows.
- Use internet, e-mail, and other software applications.
- Develop knowledge and skills to service automotive manual drive trains and transaxles.
- Apply knowledge and skills to diagnosis and repair system components such as clutches, manual transmissions, transaxles and axles.

| Suspension and Steering Systems |     |   |           |
|---------------------------------|-----|---|-----------|
| Dept.                           |     | Course Title                            | Sem. Hrs. |
| ATT                             | 107 | <u>Suspension and Steering Systems*</u> | 4         |
| CIS                             | 108 | <u>Computer Fundamentals</u>            | 3         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Develop skills in maintaining and using computers through the use of windows.
- Use internet, e-mail, and other software applications.
- Diagnose power steering gear binding, uneven turning effort, looseness, hard steering, and fluid leakage concerns; determine necessary action.
- Diagnose suspension system noises, body sway, and uneven riding height concerns; determine necessary action.

## Skill Sets – Business Management

| General Business |     |                                   |           |
|------------------|-----|-----------------------------------|-----------|
| Dept.            |     | Course Title                      | Sem. Hrs. |
| ACC              | 120 | <u>Principles of Accounting I</u> | 3         |
| BUS              | 101 | <u>Introduction to Business</u>   | 3         |
| MGT              | 250 | <u>Principles of Management</u>   | 3         |
| MKT              | 260 | <u>Principles of Marketing</u>    | 3         |

Upon successful completion of the skill set, students will be able to:

- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate basic knowledge of accounting management and marketing

| Real Estate |     |                        |           |
|-------------|-----|------------------------|-----------|
| Dept.       |     | Course Title           | Sem. Hrs. |
| BUS         | 227 | <u>Real Estate Law</u> | 3         |
| FIN         | 225 | <u>Real Estate I</u>   | 3         |
| FIN         | 226 | <u>Real Estate II</u>  | 3         |

Upon successful completion of the skill set, students will be able to:

- Demonstrate knowledge in areas of concern to consumers such as contracts, deeds, wills, estate and trust
- Describe the process of purchasing real estate including the contract for sale, mortgage, title insurance, and deed of trust
- Discuss real estate law and financing



| Small Business Management |     |                                   |           |
|---------------------------|-----|-----------------------------------|-----------|
| Dept.                     |     | Course Title                      | Sem. Hrs. |
| ACC                       | 120 | <u>Principles of Accounting I</u> | 3         |
| MTH                       | 115 | <u>Business Math</u>              | 3         |
| MGT                       | 251 | <u>Human Resource Management</u>  | 3         |
| MGT                       | 262 | <u>Small Business Management</u>  | 3         |

Upon successful completion of the skill set, students will be able to:

- Perform and manage basic accounting duties
- Manage employees
- Manage business and work processes
- Apply math to specific business applications

| Travel/Tourism |     |  |           |
|----------------|-----|--|-----------|
| Dept.          |     | Course Title                             | Sem. Hrs. |
| MKT            | 261 | <u>Advertising &amp; Sales Promotion</u> | 3         |
| MKT            | 274 | <u>Services Marketing</u>                | 3         |
| TRT            | 100 | <u>Introduction to Travel Tourism</u>    | 3         |
| TRT            | 201 | <u>Hospitality Management</u>            | 3         |

Upon successful completion of the skill set, students will be able to:

- Analyze tourism industry
- Examine importance of customer service and impact on business operations
- Apply sales and public relations techniques
- Observe industry regulation

## Skill Sets – Electromechanical Technology

| Automated Systems |     |                                     |           |
|-------------------|-----|-------------------------------------|-----------|
| Dept.             |     | Course Title                        | Sem. Hrs. |
| ELM               | 120 | <u>Fundamentals of Fluid Power*</u> | 3         |
| ELM               | 210 | <u>PLC Fundamentals*</u>            | 3         |
| WTT               | 150 | <u>Industrial Motor Controls</u>    | 4         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Explain the concepts, construction and function of fundamental machine and process control circuitry.
- Design a “ladder-logic” control schematic.
- Explain the construction, function and application of hydraulic devices and circuitry.
- Explain the construction, function and application of pneumatic devices and circuitry.
- Discuss the design, operation and application of a programmable logic controller (PLC).
- Program a programmable logic controller (PLC).
- Explain discrete vs. continuous and open-loop vs. closed-loop control methods.
- Describe the design, function and characteristics of industrial robots.

| Electronic Communications |     |   |           |
|---------------------------|-----|---|-----------|
| Dept.                     |     | Course Title                                    | Sem. Hrs. |
| ELM                       | 210 | <u>PLC Fundamentals*</u>                        | 3         |
| WTT                       | 230 | <u>Supervisory Control and Data Acquisition</u> | 4         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Describe the function and application of analog and digital components and circuitry used in electronic communications.
- Analyze and troubleshoot electronic communication systems.
- Explain the various methods of transmitting communications signals.
- Discuss fiber optic and laser communication methods.

| Industrial Maintenance |     |  |           |
|------------------------|-----|--|-----------|
| Dept.                  |     | Course Title                               | Sem. Hrs. |
| ELM                    | 217 | <u>Industrial Maintenance Fundamentals</u> | 3         |
| ELM                    | 218 | <u>Maintenance Applications*</u>           | 3         |
| WTT                    | 110 | <u>Wind Safety and OSHA</u>                | 4         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Discuss OSHA standards as they apply to safety and health issues in an industrial environment
- Apply safe and approved practices in the workplace
- Demonstrate knowledge of working with industrial mechanical and power transmission systems
- Apply proper techniques and practices when using hand and power tools and in the repair of industrial equipment and systems
- Apply proper techniques in troubleshooting and maintaining industrial systems and components
- Develop knowledge of mechanical, fluid power, and electrical industrial systems and their interrelationships

| Technical Electricity |     |                                   |           |
|-----------------------|-----|-----------------------------------|-----------|
| Dept.                 |     | Course Title                      | Sem. Hrs. |
| WTT                   | 120 | <u>DC/AC Circuits*</u>            | 4         |
| WTT                   | 150 | <u>Industrial Motor Controls*</u> | 4         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Discuss the properties, devices and circuitry for direct-current (DC) electricity.
- Analyze series, parallel, series-parallel DC electrical circuits.
- Discuss the properties, devices and circuitry for alternating-current (AC) electricity.
- Analyze series, parallel, series-parallel AC electrical circuits.

| Technical Electronics |     |  |           |
|-----------------------|-----|--|-----------|
| Dept.                 |     | Course Title                                     | Sem. Hrs. |
| ELM                   | 205 | <u>Fundamentals of Analog Electronics*</u>       | 4         |
| ELM                   | 207 | <u>Fundamentals of Digital Electronics*</u>      | 4         |
| ELM                   | 208 | <u>Microprocessor Fundamentals*</u>              | 4         |
| WTT                   | 120 | <u>DC/AC Circuits*</u>                           | 4         |
| WTT                   | 160 | <u>Power Generation and Transmission*</u>        | 4         |
| WTT                   | 230 | <u>Supervisory Control and Data Acquisition*</u> | 4         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Explain the operation and application of semi-conductor devices.
- Analyze and troubleshoot solid-state electronic circuits.
- Explain the application and logic concepts of digital electronic circuits.
- Design various digital logic circuits.
- Explain the theory, operation and application of microprocessors.
- Program a microprocessor using basic assembly language.

| Technical Foundations |  |                             |           |
|-----------------------|--|-----------------------------|-----------|
| Dept.                 | Course Title                             |                             | Sem. Hrs. |
| MTH Elective          | Mathematics Elective (MTH 115 or higher) |                             | 3         |
| PHS                   | 115                                      | <u>Applied Physics*</u>     | 3         |
| WTT                   | 110                                      | <u>Wind Safety and OSHA</u> | 4         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Discuss OSHA standards as they apply to safety and health issues in an industrial environment
- Apply safe and approved practices in the workplace
- Apply proper techniques in solving algebraic problems
- Explain concepts and principles of physics and mechanics
- Solve problems involving physical and mechanical properties

### Skill Sets – Health and Human Services

| American Sign Language |              |  |           |
|------------------------|--------------|--|-----------|
| Dept.                  | Course Title |  | Sem. Hrs. |
| <u>ASL</u>             | <u>102</u>   | <u>Beginning American Sign Language (Level II)</u>     | <u>3</u>  |
| <u>ASL</u>             | <u>103</u>   | <u>Intermediate American Sign Language (Level III)</u> | <u>3</u>  |
| <u>ASL</u>             | <u>104</u>   | <u>Advanced American Sign Language (Level IV)</u>      | <u>3</u>  |

Upon successful completion of the skill set, students will be able to:

- Demonstrate comprehensive receptive, expressive and interactive skills using American Sign Language (ASL) at SLPI (SLPI) Advanced level rating.
- Apply AS skills when interacting with the deaf community
- Develop cultural awareness and cross-cultural adjustment skills.

### Skill Sets – Information Technology

| Information Technology: A+* |              |                                      |           |
|-----------------------------|--------------|--------------------------------------|-----------|
| Dept.                       | Course Title |                                      | Sem. Hrs. |
| IT                          | 180          | <u>PC Repair and Troubleshooting</u> | 3         |
| IT                          | 181          | <u>Operating Systems</u>             | 3         |

\*Note: Must pass industry standard certification test for credit to be articulated

Upon successful completion of the skill set, students will be able to:

- Perform routine maintenance and repairs on the personal computer (PC)
- Install and troubleshoot programs
- Secure personal computer (PC) and local area network (LAN)
- Troubleshoot printer and scanner

### Skill Sets – Wind Turbine Technician

| Airfoils and Composite Repair |              |   |           |
|-------------------------------|--------------|---|-----------|
| Dept.                         | Course Title |   | Sem. Hrs. |
| WTT                           | 210          | <u>Wind Turbine Mechanical Systems*</u> | 4         |
| WTT                           | 270          | <u>Airfoils and Composite Repair*</u>   | 3         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Demonstrate airfoil repair techniques
- Discuss construction methods used in airfoil construction
- Analyze airfoil failure methods
- Explain airfoil limitations
- Describe materials utilized in various types of airfoils.

| Electrical Generation Applications |     |   |           |
|------------------------------------|-----|---|-----------|
| Dept.                              |     | Course Title                              | Sem. Hrs. |
| CIS                                | 108 | <u>Computer Fundamentals</u>              | 3         |
| WTT                                | 150 | <u>Electrical Practical Applications*</u> | 4         |
| WTT                                | 160 | <u>Power Generation and Transmission*</u> | 4         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Describe how motor controls are used in a Wind Turbine
- Explain how power is generated in the various types of Wind Turbines
- Describe the operating system that controls a Wind Turbine and Wind Farm
- Discuss issues related to high voltage distribution

| Wind Control Systems |     |  |           |
|----------------------|-----|--|-----------|
| Dept.                |     | Course Title                                     | Sem. Hrs. |
| CIS                  | 108 | <u>Computer Fundamentals</u>                     | 3         |
| ELM                  | 210 | <u>PLC Fundamentals*</u>                         | 3         |
| WTT                  | 230 | <u>Supervisory Control and Data Acquisition*</u> | 4         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Discuss remote monitoring systems
- Discuss software utilized for remote system operations
- Analyze turbine systems and control via remote connections
- Analyze PLC programs
- Apply ladder logic and schematic analysis techniques

| Wind Energy Safety and Basic Operations |     |   |           |
|---|-----|---|-----------|
| Dept.                                   |     | Course Title                                  | Sem. Hrs. |
| WTT                                     | 101 | <u>Introduction to Maintenance Technology</u> | 2         |
| WTT                                     | 110 | <u>Wind Safety and OSHA*</u>                  | 4         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Explain how wind turbines generate power
- Explain how the energy grid operates
- Discuss OSHA requirements and safety needs of a wind operation
- Describe the operations of a wind farm management system

| Wind Turbine Systems and Repair |     |   |           |
|---------------------------------|-----|---|-----------|
| Dept.                           |     | Course Title                                    | Sem. Hrs. |
| WTT                             | 210 | <u>Wind Turbine Mechanical Systems*</u>         | 4         |
| WTT                             | 260 | <u>Wind Turbine Troubleshooting and Repair*</u> | 4         |

\*NOTE: Course may require Pre/Co-requisite courses.

Upon successful completion of the skill set, students will be able to:

- Discuss mechanical systems within a wind turbine
- Explain standard troubleshooting procedures
- Demonstrate critical thinking skills utilized in troubleshooting
- Discuss mechanical failures and their probable causes
- Demonstrate knowledge in utilizing industrial meters and diagnostic equipment

**SECTION IV: ECONOMIC AND WORKFORCE EDUCATION  
SERVICES AND COMMUNITY EDUCATION**

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Custom Designed Contracted Instruction, Consulting  
and Organizational Development Services ..... 98  
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## WORKFORCE EDUCATION DEPARTMENT

Workforce Education services include a broad spectrum of continuing education services, custom-designed contracted instruction, partnerships with local school systems and social service agencies, consulting services, grant management and other outreach services for employers in the College's District. Eastern collaborates with businesses, local and regional government, social service agencies, economic development authorities and labor organizations to fulfill the educational component of community and economic development initiatives. Programming is provided and customized for worker-learners throughout the district in each of the following four categories: the emerging workforce; the current workforce; the transitional workforce; and the entrepreneurial workforce.

### **Contracted Training, Consulting, and Organization Development Services**

The College develops and delivers academic credit and skill-credit courses, short-term workshops, seminars, and hands-on training to meet the needs of employers and employees. These flexible trainings are designed to work around the scheduling needs of our clients and can be delivered at any time, any place, and any pace including business locations, on campus and even online.

- Tailored Trainings for Company Established Goals
- Industry Recognized Expertise and Credentials
- Significant Cost Savings
- Grant Opportunities
- On Site or Alternative Locations for Training
- Qualified & Experienced Trainers
- WorkKeys Job Skills Assessment
- Flexible Scheduling

### **Continuing Education**

The Continuing Education Program helps individuals and businesses improve the quality of the local labor force by upgrading job skills, enhancing professional development, and exploring personal interests.

- Skill Credit, Academic Credit, & Continuing Education Units (CEUs)
- Short and Long Term Training
- Cross Training
- Certifications & Credentials
- Licensing CEUs
- Flexible Scheduling
- Variety of Classes, Workshops, & Seminars
- Customized Courses

### **Community Education**

Personal enrichment and lifelong learning activities are offered through Community Education. If you're interested in sharing your talent, hobby, or expertise with the community, please contact the Workforce Education Department.

- For All Ages
- Offered Upon Request
- Meets Interest of Community
- Flexible Scheduling
- Flexible Locations
- Variety of Topics
- Variety of Trips
- Variety of Events

Online Training Courses with: [www.ed2go.com/ewvctc](http://www.ed2go.com/ewvctc)

### Community Education

Non-credit activities designed for personal enrichment and lifelong learning are offered through Community Education. Activities are offered in collaboration with the local community, and include short-term classes, workshops, lectures, seminars, clinics, and trips that meet the cultural, civic and personal needs of the community.

Classes cover a variety of topic areas and include: arts and crafts, computers, cooking, creative writing, dance, finance, fitness, foreign language, and music as well as specialized topics related to hobbies and other special interests. Community Education classes are scheduled at various times during the college year. Classes are tailored to meet the specific interests of the community and can be offered upon request. Contact the Workforce Education Department for more information about the program and current class availability.

| <b>Community Education Programs<br/>Include But Are Not Limited To:</b> |
|---|
| Yoga  |
| Digital Photography   |
| Bus Trips   |
| Scuba Diving  |
| Crochet/Knitting  |
| Quilting  |
| Concealed Carry Handgun   |
| Dance   |
| CPR & First Aid   |
| Healthy Living  |



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**THINK WORKFORCE EDUCATION**



**CLASSES AND FEES**  
SCHEDULING AND FEES SUBJECT TO CHANGE

**CONTINUING EDUCATION**

| <b>Program Title</b>   | <b>Fee</b>     | <b>Credit Hours</b> | <b>Schedule</b>   |
|--|----------------|---------------------|---|
| <b>Phlebotomy Technician (90 hours)</b><br><i>Includes NHA Phlebotomy Technician Certification Exam</i>  | <b>\$1,719</b> | 6                   | Tuesday & Thursday<br>6:00 pm - 9:30 pm<br>For 14 Weeks   |
| <b>Certified Nursing Assistant (140 – 160 hours)</b><br><i>Includes WV State Certification Exam</i>  | <b>\$1,520</b> | 9                   | Spring and Fall<br>Monday – Thursday and some weekends<br>3:00 pm – 9:00 pm<br>For 8 Weeks  |
| <b>Medical Billing &amp; Coding Career Track (100 hours)</b><br><i>Includes NHA Billing &amp; Coding Specialist (CBCS) Certification Exam</i>  | <b>\$1,995</b> | 6                   | Monday & Wednesday<br>6:00 pm - 9:30 pm<br>For 16 weeks   |
| <b>Online Medical Coding &amp; Billing (90 Hours)</b><br><i>Includes WFHC 120 Medical Coding Procedural &amp; WFHC 121 Medical Coding Diagnostic and NHA CBCS Certification Exam</i>   | <b>\$1,750</b> | 6                   | Accelerated Program - 15 weeks<br>*Students must attend orientation   |
| <b>Pharmacy Technician Career Track (120 hours)</b><br><i>(Includes Medical Terminology, Medical Billing &amp; Coding &amp; Pharmacy Technician)</i><br><i>Students are qualified to sit for National Pharmacy Technician Exam at a Laser Grade Testing Facility</i> | <b>\$1,995</b> | 7                   | Monday & Wednesday<br>6:00 pm - 9:30 pm<br>For 18 Weeks   |
| <b>Medical Assistant Workforce Component* (150 Hours)</b><br><i>Courses required for students to obtain Medical Assistant Technical Studies Certificate</i><br><i>Students are qualified to sit for the NHA Medical Administrative Assistant (CMAA) Exam</i>         | <b>\$1,995</b> | 10                  | Tuesday & Thursday<br>6:00 pm – 9:30 pm<br>+ 7 Saturdays, 9:00 am – 3:00 pm<br>For 16 Weeks<br>*Requirement for Medical Assistant Technical Studies Certificate Program |
| <b>Medical Terminology (15 Hours)</b>  | <b>\$195</b>   | 1                   | Tuesday & Thursday<br>6:00 pm – 9:30 pm<br>+ 1 Saturday, 9:00 am – 3:00 pm<br>For 1 Week  |
| <b>Medical Administration (45 Hours)</b><br><i>Pre-requisite: Medical Terminology or approval from Advisor</i>   | <b>\$600</b>   | 3                   | Tuesday & Thursday<br>6:00 pm – 9:30 pm<br>+ 2 Saturdays, 9:00 am – 3:00 pm<br>For 4 Weeks  |
| <b>EKG Technician (45 Hours)</b><br><i>Pre-requisite: Medical Terminology or approval from Advisor</i><br><i>Students are qualified to sit for NHA EKG Certification Exam</i>  | <b>\$600</b>   | 3                   | Tuesday & Thursday<br>6:00 pm – 9:30 pm<br>+ 2 Saturdays, 9:00 am – 3:00 pm<br>For 5 Weeks  |
| <b>Basic Phlebotomy (45 Hours)</b><br><i>Pre-requisite: Medical Terminology or approval from Advisor</i>   | <b>\$600</b>   | 3                   | Tuesday & Thursday<br>6:00 pm – 9:30 pm<br>+ 2 Saturdays, 9:00 am – 3:00 pm<br>For 5 Weeks  |



|   |                |                                  |  |
|---|----------------|----------------------------------|--|
| <b>CDL Training Program<br/>(160 Hours)</b>   | <b>\$3,200</b> | <b>6</b>                         | 4 Week Training Session<br>Monday – Friday 7:00 am-5:00 pm<br>*1 <sup>st</sup> week of class is held at the Technology Training Center in Petersburg   |
| <b>Cosmetology<br/>Hairstylist Training</b>   | <b>\$7,000</b> | <b>1,000<br/>Clock<br/>Hours</b> | Evening Program with some weekends required<br>Class is held at the Cutting Edge School of Hair Design located on the campus of South Branch Career and Technical Center in Petersburg   |
| <b>Online Grant Writing Skill Set</b>   | <b>\$396</b>   | <b>NO<br/>CREDIT</b>             | Classes in Skill Set:<br><ul style="list-style-type: none"> <li>• A to Z Grant Writing</li> <li>• Get Grants!</li> <li>• Writing Effective Grant Proposals</li> <li>• Advanced Grant Proposal Writing</li> </ul>   |
| <b>Online Business Communications &amp;<br/>Leadership Skill Set</b>                | <b>\$495</b>   | <b>NO<br/>CREDIT</b>             | Classes in Skill Set:<br><ul style="list-style-type: none"> <li>• Writing Essentials</li> <li>• Effective Business Writing</li> <li>• Leadership</li> <li>• Building Teams That Work</li> <li>• Achieving Success With Difficult People</li> </ul>   |
| <b>Online Web Design Skill Set</b>  | <b>\$396</b>   | <b>NO<br/>CREDIT</b>             | Classes in Skill Set:<br><ul style="list-style-type: none"> <li>• Creating Web Pages</li> <li>• Introduction to CSS and XHTML</li> <li>• Intermediate CSS and XHTML</li> <li>• Designing Effective Websites</li> </ul>   |
| <b>Online Graphic &amp; Multimedia<br/>Design With Adobe Software<br/>Skill Set</b> | <b>\$396</b>   | <b>NO<br/>CREDIT</b>             | Classes in Skill Set:<br><ul style="list-style-type: none"> <li>• Introduction to Adobe Acrobat 9</li> <li>• Introduction to Illustrator (CS3, CS4 or CS5)</li> <li>• Introduction to Photoshop (CS3, CS4 or CS5)</li> <li>• Introduction to InDesign CS5</li> </ul>   |
| <b>Online Microsoft Word and Excel<br/>Skill Set</b>                                | <b>\$495</b>   | <b>NO<br/>CREDIT</b>             | Classes in Skill Set:<br><ul style="list-style-type: none"> <li>• Introduction to Microsoft Word (2003, 2007 or 2010)</li> <li>• Intermediate Microsoft Word (2003 or 2007)</li> <li>• Introduction to Microsoft Excel (2003, 2007 or 2010)</li> <li>• Intermediate Microsoft Excel (2003 or 2007)</li> <li>• Advanced Microsoft Excel (2003 or 2007)</li> </ul> |

### CONTINUING EDUCATION

|  |  |
|--|--|
| Continuing Education Programs Also Include But Are Not Limited To: |  |
| CERT Training  | Leadership   |
| iPad Basics  | Time Management  |
| Microsoft Excel  | Customer Service   |
| OSHA   | Social Worker, Cosmetology, & Funeral Director<br>Professional CEU courses |
| Paramedic<br>(Partnership with Blue Ridge CTC)                     |  |

| <b>CONTRACTED TRAINING</b>  |   |
|---|---|
| Contracted Training Programs Include But Are Not Limited To:      |   |
| Occupational Health and Safety Training                           | Time Management                               |
| OSHA Inspection Preparation Consultation                          | Customer Service                              |
| Accounting and Bookkeeping  | Human Resource & Legal Issues for Supervisors |
| Health Insurance Portability & Accountability Act (HIPA)          | Supervisory Training                          |
| Process Improvement Consultation                                  | Microsoft Office Software                     |
| Industrial Maintenance  | Defensive Driving                             |
| Ethics  | QuickBooks                                    |
| Safe Lifting  | WorkKeys                                      |
| Command Spanish   |   |
| <b><u>Workforce Education Ed2Go Skill Sets</u></b>                |   |
| <b><u>Grant Writing</u></b>                                       |   |
| A to Z Grant Writing  |   |
| Get Grants!   |   |
| Writing Effective Grant Proposals                                 |   |
| Advanced Grant Proposal Writing                                   |   |
| <b><u>Business Communication and Leadership</u></b>               |   |
| Writing Essentials  |   |
| Effective Business Writing  |   |
| Leadership  |   |
| Building Teams That Work  |   |
| Achieving Success With Difficult People                           |   |
| <b><u>Web Design</u></b>  |   |
| Creating Web Pages  |   |
| Introduction to CSS and XHTML                                     |   |
| Intermediate CSS and XHTML  |   |
| Designing Effective Websites                                      |   |
| <b><u>Graphic &amp; Multimedia Design With Adobe Software</u></b> |   |
| Introduction to Adobe Acrobat 9                                   |   |
| Introduction to Illustrator (CS3, CS4 or CS5)                     |   |
| Introduction to Photoshop (CS3, CS4 or CS5)                       |   |
| Introduction to InDesign CS5                                      |   |
| <b><u>Microsoft Word and Excel</u></b>                            |   |
| Introduction to Microsoft Word                                    |   |
| Intermediate Microsoft Word                                       |   |
| Introduction to Microsoft Excel                                   |   |
| Intermediate Microsoft Excel                                      |   |
| Advanced Microsoft Excel  |   |

### **Withdrawal Requests**

Withdrawal requests must come directly from the student or his/her designee. The official receipt date is the day and time the request is received in the Workforce Education Department of Eastern WV Community & Technical College.

**Student withdrawal and refund procedure:** In the event a course is cancelled by the College (usually because of low enrollment), every attempt will be made to enroll you in another course or a full refund of your tuition will be issued. If you wish to withdraw from a course, you may transfer to another course or you may request a refund of your course tuition. Your request must be received by phone or in person at our offices prior to the start of class. Course transfers and refunds will not be made after the first class. Fees for materials, books, and supplies are not refundable. The college reserves the rights to cancel, combine, or divide any programs described in the brochure or on the website. The College also reserves the right to make any revision in the curriculum, instructor, tuition and fees, location, or any other phase of activity necessary without further notice and without incurring obligations. Alterations of the schedule may be necessary due to holidays, weather conditions, school functions, or other conflicts. Due to the structure and content of our courses, some programs may have deadline dates and different refund policies than those listed here.

**Attendance Policy**

Participants are expected to attend all class sessions. Participants must attend all classes in order to satisfactorily complete the course. For every fifteen (15) hours of instruction, one hour of instruction may be missed. Arriving more than 15 minutes late at the start of a class will be documented as a tardy or leaving more than 15 minutes early at the end of a class will be documented as an early departure. Instructors reserve the right to drop a student from class if student is absent more than 3 days without notifying the school. Refer to the course syllabus for specific course policies.

**Awarding of Certificates**

Certificates of Professional Development will be issued to students successfully completing workforce development classes.

**SECTION V: COURSE DESCRIPTIONS**

Academics..... 101  
Workforce ..... 135

## ACADEMIC COURSE DESCRIPTIONS

Some courses may require additional technology or laboratory fees. Please refer to the course schedule for a current listing of course fees.

### Accounting (ACC)

#### ACC 120 Principles of Accounting I

3 Semester Hours

This course is an introduction to the principles and procedures of double-entry accounting records and reports for sole proprietorship and partnerships. This course incorporates computer accounting technology to provide hands-on learning.

#### ACC 121 Principles of Accounting II

3 Semester Hours

*Prerequisite:* ACC 120

This course is an introduction to principles and procedures in accounting for a corporation and manufacturing-type business. This course incorporates computer accounting technology to provide hands-on learning.

#### ACC 196 Payroll Accounting

3 Semester Hours

*Prerequisite:* ACC 201 or permission Academic Program Director

The design and implementation of modern payroll systems will be introduced in this course.

#### ACC 201 Financial Accounting I

3 Semester Hours

*Prerequisite:* Sophomore standing

This course is designed to provide an introduction to financial accounting from the users' perspectives. Its primary purposes are to promote understanding of financial accounting information for decision-making purposes and to focus on financial accounting's role in communicating business results.

#### ACC 230 Income Tax Accounting

3 Semester Hours

*Prerequisite:* ACC 120

This course focuses the accounting aspects of federal taxes as they apply to returns of both individuals and businesses.

#### ACC 235 Managerial Accounting

3 Semester Hours

*Prerequisite:* ACC 121 or ACC 120 with permission of the Academic Program Director for Business Technologies.

This course is a study of how accounting data can be interpreted and used by management in planning and controlling business activities of the firm. The uses of accounting data by investors, quantitative methods, and organizational behavior are also considered.

#### ACC 240 Computerized Accounting

3 Semester Hours

*Prerequisite:* ACC 120, and CIS 108 or permission of Academic Program Director for Business Technologies

This course is an introduction to menu-driven general ledger accounting software and accounting for payroll in service and merchandising businesses. Topics include computerized general ledger and payroll accounting, accounting applications for accounts receivable and accounts payable, payroll process, inventory procedures, financial statements preparation, and departmental accounting and budgeting.

#### ACC 250 Intermediate Accounting I

3 Semester Hours

*Prerequisite:* ACC 121

This course is designed to give the student an in-depth study of generally accepted accounting principles and financial reporting. Topics include preparation of the balance sheet, statement of cash flow, and income receivables; present value of money applications; current assets including cash, receivables and inventories; plant assets, depreciation, impairments and depletion.

#### ACC 251 Intermediate Accounting II

3 Semester Hours

*Prerequisite:* ACC 250

This course covers financial instruments and liabilities, bonds, investments, capital structure, fixed assets, leases, pensions, accounting for income taxes, shareholders equity and shared-based compensation.

#### ACC 199/299 Special Topics in Accounting

1-3 Semester Hours

Special topics in Accounting are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to accounting.

## Allied Health (AH)

### AH 115 Drug Dosage Calculation

1 Semester Hour

*Prerequisite: MTH 100 OR higher OR minimum acceptable test scores for placement in college level math.*

This course is designed to assist nursing students with drug dosages and calculations. The course incorporates household, apothecary, metric measurements and various routes of administration including IV therapy and titration. Calculating intake and output is included in the course.

### AH 210 Nutrition

3 Semester Hours

This course examines the principles of human nutrition and their application in planning and evaluating dietary needs for individuals and families. Emphasis is placed on basic nutrients and processes by which the living organism utilizes them for function, growth, and renewal.

### AH 241 Pharmacology for Allied Health

3 Semester Hours

*Prerequisite: Enrollment restricted to Allied Health students in their second year of the Nursing or Allied Health Department Chair*

Pharmacology for Allied Health students or professionals is a sixteen (16) week course designed to help the student or health professional develop an understanding of basic pharmacological concepts, drug action, and clinical application. As drug therapy is an integral part of health care, allied health students/professionals have a vital role in drug therapy and observation of drug effects.

## Allied Health Sciences (AHS)

### AHS 108 Medical Terminology

3 Semester Hours

Medical Terminology is a 16-week course designed to provide the student with basic knowledge of medical language. The approach to understanding medical language will be one of systems approach. Prefixes, suffixes, words roots, combining forms, special ending, plural forms, abbreviation, and symbols will be utilized. Emphasis is placed on spelling, definition, usage, and pronunciation.

### AHS 199/299 Special Topics in Allied Health Sciences

1-3 Semester Hours

Special topics in allied health sciences are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to allied health sciences.

## American Sign Language (ASL)

### ASL 101 Introduction to American Sign Language Level I

3 Semester Hours

This course introduces students to the fundamentals of American Sign Language (ASL). Topics include basic vocabulary, grammar, numbers, finger spelling, terminology, history and deaf culture. SLPI (Sign Language Proficiency Interview) elements, rating and criteria to be met in order to earn a SLPI Novice level rating will be addressed.

### ASL 102 Beginning American Sign Language Level II

3 Semester Hours

*Prerequisite: ASL 101 or Novice rating on the SLPI or permission of instructor*

This course will continue development of student's receptive, expressive and interactive ASL skills. Students will increase ASL vocabulary and conversation skills. SLPI criteria at the Survival level will be addressed.

### ASL 103 Intermediate American Sign Language Level III

3 Semester Hours

*Prerequisite: ASL 102 or Intermediate rating on SLPI or permission of the instructor*

This course emphasizes further development of receptive, expressive and interactive skills in complex grammatical structures, dialogues, and storytelling. The course includes an introduction to language forms used in ASL poetry and to the features of culture as displayed in art and theater. SLPI criteria at the Intermediate level will be addressed.

### ASL 104 Advanced American Sign Language Level IV

3 Semester Hours

*Prerequisite: ASL 103 or Advanced rating on SLPI or permission of the instructor*

This course is designed for advanced study of ASL. It provides students with opportunities to increase their ASL competence and to use ASL in a variety of discourse and narrative settings.

## **ASL 205 Linguistics of American Sign Language**

3 Semester Hours

*Prerequisite: ASL 104. SLPI with a demonstrated*

*Advanced or above rating or permission of the instructor*

This course focuses on ASL linguistics, speech sounds and sound patterns, how words are formed, organized into sentences, and understood, how language changes, and how it is learned.

## **ASL 199/299 Special Topics in American Sign Language**

1-3 Semester Hours

Special topics in American Sign Language are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to American Sign Language.

## **Art (ART)**

### **ART 100 Art Appreciation**

3 Semester Hours

Demonstrates the significance of art in everyday life through study of the works of various artists.

### **ART 123 Photography**

1 Semester Hour

This course is a general introduction to 35mm photography. It is presumed that the student has no previous experience in photography and covers the basic skills necessary to take effective photographs in black and white or color (prints or slides). This course concentrates on operating the camera, basic lighting techniques, selecting film, selecting and using lenses and filters, flash techniques, how to determine exposure, and good photographic composition. Because photography depends on the photographer's perception and style, this course encourages students to seek out subjects which interest them and try to communicate their thoughts and/or feelings to others via 35mm film.

### **ART 140 Ceramics I**

1 Semester Hour

Introduces the methods of forming hand-building pottery, applying surface decorations, mixing glazes and clay bodies, stacking and firing the kiln, and exploring design possibilities.

### **ART 199/299 Special Topics in Art**

1-3 Semester Hours

Special topics in art are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to art.

## **Automotive Technology (ATT)**

### **ATT 100 Introduction to Automotive Technology**

1 Semester Hour

This course introduces students to the basic skills in automotive technology and service. Students become familiar with shop safety practices; the care and use of shop safety equipment; and the operation of automotive tools and equipment. Students learn the proper use of protective equipment; methods for handling hazardous materials; proper selection, use and maintenance of tools; proper procedures for vehicle lifting.

### **ATT 103 Engine Repair**

4 Semester Hours

*Laboratory Course: 3 hours lecture and 3 hours laboratory work each week*

This course introduces students to basic engine concepts, skills, technology and service of the automobile. Students will be introduced general diagnosis and repair of engines, cylinder heads and valve trains, and cooling and lubrication systems.

### **ATT 105 Braking Systems**

4 Semester Hours

*Laboratory Course: 3 hours lecture and 3 hours laboratory work each week*

This course introduces the student to diagnosis and repair of master cylinders, brake lines and fittings, brake drums, rotors, calipers, power assist units, bearings and bearing assemblies, indicators, and antilock brake systems. Students learn general braking system maintenance including the replacement/adjustment of fluids, cables, rotors, and pads.

### **ATT 107 Suspension and Steering**

4 Semester Hours

*Pre/Co-requisite: ATT 100 or consent of instructor*

*Laboratory Course: 3 hours lecture and 3 hours laboratory work each week*

This course introduces students to the basic fundamental skills, technology, and service of automotive suspension and steering systems. Students learn to perform steering system diagnosis and repair, wheel alignment, and tire and wheel repair.

**ATT 124 Automotive Electricity/Electronics I**

4 Semester Hours

*Pre/Co-requisite: ATT 100 or consent of instructor*

*Laboratory Course: 3 hours lecture and 3 hours laboratory work each week*

This course introduces students to the fundamentals and technology necessary for diagnosis and repair of automotive electrical and electronic systems. The course includes reading and understanding wiring diagrams, electrical symbols, and functions of electrical and electronic systems.

**ATT 126 Engine Performance I**

4 Semester Hours

*Pre/Co-requisite: ATT 100 or consent of instructor; ATT 103 or consent of instructor.*

*Laboratory Course: 3 hours lecture and 3 hours laboratory work each week*

This course introduces students to the fundamentals and technology necessary for diagnosis and repair of systems that control engine performance. The course includes diagnosis of mechanical and electronic malfunctions and exhaust problems which impact engine performance.

**ATT 128 Automotive Heating and Air Conditioning**

4 Semester Hours

*Pre/Co-requisite: ATT 100 or consent of instructor*

*Laboratory Course: 3 hours lecture and 3 hours laboratory work each week*

This course introduces students to the fundamentals and technology necessary for diagnosis and repair of automotive heating and air conditioning systems. Course includes diagnosis of mechanical and electronic malfunctions that impact on climate control.

**ATT 205 Automotive Electricity/Electronics II**

4 Semester Hours

*Prerequisite: ATT 124 or consent of the instructor*

*Laboratory Course: Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.*

This course enhances student's knowledge of the fundamentals and technology necessary for diagnosis and repair of automotive electrical and electronic systems. Course includes diagnosis and repair of electronically controlled operations including anti-theft systems, supplemental restraints, body modules, and keyless entry. Students learn about module communications via CAN and BUS. Course introduces student to hybrid and alternative fuel technology.

**ATT 207 Engine Performance II**

4 Semester Hours

*Prerequisite: ATT 124 and ATT 126 or consent of the instructor*

*Laboratory Course: Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.*

This course introduces students to technology necessary for diagnosis and repair of electronic systems that control engine performance and provides fundamentals of enhanced engine performance. Course includes diagnosis of electronic malfunctions and exhaust problems which impact engine performance. Course includes OBDII and Mode 6 diagnostics.

**ATT 224 Manual Drive Train and Axles**

4 Semester Hours

*Pre/Co-requisite: ATT 100 or consent of instructor.*

*Laboratory Course: Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.*

This course will introduce students to the basic fundamentals, technology, and service of automotive manual drive trains and axles. Students will learn to diagnose and to repair system components including clutches, transmissions, transaxles, and axles.

**ATT 226 Automatic Transmissions and Transaxles**

4 Semester Hours

*Pre/Co-requisite: ATT 100 or consent of instructor.*

*Laboratory Course: Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.*

This course introduces students to the basic fundamentals, technology, and service of automotive automatic transmissions and transaxles. Students learn to diagnose and to repair system components including transmissions, transaxles, torque converters and electronic controls.

**ATT 276 Automotive Technology Capstone**

4 Semester Hours

*Prerequisite: Students must be enrolled in final semester and be eligible for graduation.*

The capstone course is designed as an integrative experience incorporating the application of technical skills and knowledge and general education competencies. Through the design, development, documentation and presentation of a project the student will demonstrate a broad mastery of learning across the curriculum. The student will work closely with an advisor in designing and implementing the project.



### **ATT 278 Automotive Technology Internship**

4 Semester Hours

*Prerequisite: Students must be enrolled in final semester and be eligible for graduation or permission of instructor.*

The Automotive Technology Internship provides students with an industry-based, on-the-job training opportunity. Work will be performed within an automotive maintenance organization consisting of safety assessments, electrical inspections, mechanical inspections, troubleshooting systems and parts replacements and any other duties as would be expected of full time employees at the worksite. In order to take this class the student must have prior approval from the Instructor or designee.

### **ATT 199/299 Special Topics in Automotive Technology**

1-3 Semester Hours

Special topics in automotive technology are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to automotive technology.

## **Biology (BIO)**

### **BIO 101 General Biology I Lecture**

3 Semester Hours

*Prerequisite: MTH 100 or higher OR minimum acceptable test scores for placement in college-level math.*

*RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.*

*Corequisite: BIO 101L*

*Laboratory Course: 3 hours lecture and 2 hours laboratory work each week*

This course will introduce concepts of cell structures, function, and reproduction. Common biochemical phenomena, particularly the metabolic processes of photosynthesis and cellular respiration will be surveyed by the course. A description of the form and the function of DNA will be related to mechanisms of inheritance. The highlights of Darwin's theory of natural selection and other aspects of evolutionary theory will be explored.

### **BIO 101L General Biology I Lab**

1 Semester Hour

*Prerequisite: MTH 100 or higher OR minimum acceptable test scores for placement in college-level math.*

*RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.*

*Corequisite: BIO 101*

*Lab Section: 2 hours laboratory work each week*

Required lab section for BIO 101. This lab provides the application and demonstration of the concepts presented in BIO 101 lecture.

### **BIO 102 General Biology II Lecture**

3 Semester Hours

*Prerequisite: MTH 100 or higher, OR minimum acceptable test scores for placement in college-level math.*

*RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.*

*Corequisite: BIO 102L*

*Laboratory Course: 3 hours lecture and 2 hours laboratory work each week*

This course will introduce and explore the basic principles of ecology. An overview and comparison of vertebrate organ systems will be presented. The course will also survey the taxonomy and organization of the plant and animal kingdoms.

### **BIO 102L General Biology II Lab**

1 Semester Hour

*Prerequisite: MTH 100 or higher, OR minimum acceptable test scores for placement in college-level math.*

*RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.*

*Corequisite: BIO 102*

*Lab Section: 2 hours laboratory work each week*

Required lab section for BIO 102. This lab provides the application and demonstration of the concepts presented in BIO 102 lecture.

### **BIO 124 Human Anatomy and Physiology I Lecture**

3 Semester Hours

*Prerequisite: RDG 100 OR ENL 100, OR minimum acceptable test scores for placement in college-level English*

*Corequisite: BIO 124L*

*Laboratory Course: 3 hours lecture, 2 hours laboratory work each week*

An anatomy-physiology course that examines the general plan of body cells, tissues, and six major systems. Includes the function of integumentary, skeletal, muscular, nervous, somatic and special senses, and the endocrine systems. A laboratory course designed to unify basic concepts of inorganic and organic chemistry to bring about a better understanding of the structure and function of the human body as relevant to health care.

### **BIO 124L Human Anatomy and Physiology I Lab**

1 Semester Hour

*Prerequisite: RDG 100 OR ENL 100, OR minimum acceptable test scores for placement in college-level English*

*Corequisite: BIO 124*

*Laboratory Course: 2 hours laboratory work each week*

Required lab section for BIO 124. This lab provides the application and demonstration of the concepts presented in BIO 124 lecture.

### **BIO 125 Human Anatomy and Physiology II Lecture**

3 Semester Hours

*Prerequisite:* BIO 124, BIO 124L

*Corequisite:* BIO 125L

*Laboratory Course:* 3 hours lecture, 2 hours laboratory work each week

A continuation of BIO 124, Human Anatomy and Physiology I, that examines six major systems including human growth and development and genetics. Includes the structure and functions of the circulatory, lymphatic, digestive, respiratory, urinary, and reproductive systems. The course is designed to emphasize the complementary nature of structure and function, homeostasis and environment, metabolic processes, responses stress, and pathological disorders, so that students will have a better understanding of the human body relevant to health.

### **BIO 125L Human Anatomy and Physiology II Lab**

1 Semester Hour

*Prerequisite:* BIO 124, BIO 124L

*Corequisite:* BIO 125

*Laboratory Course:* 2 hours laboratory work each week

Required lab section for BIO 125. This lab provides the application and demonstration of the concepts presented in BIO 125 lecture.

### **BIO 127 Microbiology for Allied Health**

3 Semester Hours

*Prerequisite:* BIO 124 and BIO 125, for nursing students formally admitted to the program

A generalized laboratory course in microbiology related to nursing which stresses the importance of preventive techniques in the control of infectious diseases and allergic responses with less reliance being placed upon curative procedures. Preventive medicinal techniques include the understanding and implementation of aseptic techniques throughout the hospital and the education of the public and patients regarding the procedures used in preventing the spread of disease agents.

### **BIO 216 Microbiology**

4 Semester Hours

*Prerequisite:* BIO 101 or BIO 124, and CHM 213

*Laboratory Course:* 3 hours lecture and 2 hours laboratory work each week

Concentrates on the physiology, genetics, immunology of microorganisms, and on pathogenesis and the nature of microbial diseases. The laboratory work emphasizes basic microbiological techniques.

### **BIO 199/299 Special Topics in Biology**

1-4 Semester Hours

Special topics in biology are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to biology.

## **Board of Governors (BOG)**

### **BOG 276 Board of Governors Capstone Course**

3 Semester Hours

*Prerequisite:* Students must be enrolled in final semester and eligible for graduation

The capstone course integrates coursework, knowledge skills and experiential learning to demonstrate a broad mastery of learning across the curriculum through application to a project. Students develop a project exploring a problem, opportunity or new trend in their area of concentration, profession, workplace or an organization. Students will research and analyze information from traditional and electronic sources using the results to present a written project.

## **Business Management (BUS)**

### **BUS 101 Introduction to Business**

3 Semester Hours

*Prerequisite:* RDG 100 or minimum acceptable test scores for placement in college-level reading courses

This course surveys the field of business, emphasizing the functions and structure of private business enterprise, and the roles of management, accounting, finance, and marketing in the enterprise.

### **BUS 110 Introduction to Hospitality**

3 Semester Hours

This course is designed to introduce the students to the hospitality industry including food and beverage operations, lodging and hotel operations, business and leisure travel markets and recreation and gaming entertainment.

### **BUS 146 Introduction to Labor Relations**

3 Semester Hours

Examines history of the labor unions, labor contracts, bargaining processes, philosophy of unionism; use of bargaining techniques for non-wage issues; legal, social, and economic context of labor-management relations; responsibilities and duties of unions and management; analysis of public policy, and current state of the labor movement. May apply simulation and cases of arbitration and collective bargaining procedures.

**BUS 200 Workplace Principles**

3 Semester Hours

This course examines the changing workforce and the skills needed to adapt to constantly changing demands and expectations. The course includes but is not limited to problem solving, teamwork, time management, and self-management skills. Job-seeking and job-retention skills are taught through the development of resumes and job search materials. Maximum benefit is received if this course is taken in the latter part of the student's course work.

**BUS 203 Communications in Business**

3 Semester Hours

*Prerequisite: ENL 101*

This course emphasizes the principles to be applied in composing effective business correspondence, writing business reports, making oral presentations, and conducting meetings.

**BUS 204 Fundamentals of E-Commerce**

3 Semester Hours

Examines the history, basics, tools, and many forms of electronic business. It explores how the Internet has revolutionized the buying and selling of goods and services in the marketplace. Discusses such topics as business-to-business and business-to-consumer transactions, electronic commerce infrastructure, designing and managing online storefronts, payment acceptance, security, privacy, legal and ethical challenges of electronic business.

**BUS 206 Business Law**

3 Semester Hours

*Prerequisite: RDG 100 OR minimum acceptable test scores*

This course is an introduction to common law and Uniform Commercial Code. Topics covered include contracts, sales, bailments, common carriers, personal and real property, insurance, agencies, employment, negotiable and other credit instruments, partnerships, corporations, and bankruptcy.

**BUS 208 Organizational Behavior**

3 Semester Hours

Presents a behaviorally oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavior patterns. Conflict management and resolution, group functioning and process, the psychology of decision making, and the importance of recognizing and managing change.

**BUS 210 Entrepreneurship**

3 Semester Hours

Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques.

**BUS 215 Introduction to International Business**

3 Semester Hours

*Prerequisite: RDG 100 or minimum acceptable test scores*

This course examines why companies engage in international business. It explores challenges involved with multinational and international business.

**BUS 227 Real Estate Law**

3 Semester Hours

*Prerequisite: RDG 100 or minimum acceptable test scores*

Survey of the basic principles of real estate property law including rights incidental to property ownership and management, leasing, financing, agency contracts, transfers of real property ownership, fair housing, and tax implications.

**BUS 276 Business Management Capstone**

3 Semester Hours

*Prerequisite: Permission of the Academic Program Director. This course should be taken during the student's last semester prior to graduation.*

A culminating experience for majors involving a substantive project that demonstrates a synthesis of learning accumulated in the major, including broadly comprehensive knowledge of the discipline and its methodologies.

**BUS 278 Business Management Internship**

3 Semester Hours

Specialized work and service consisting of training and practice in a business organization. Must have prior approval from the Academic Program Director.

**BUS 199/299 Special Topics in Business**

1-3 Semester Hours

Special topics in business are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to business.

## **Business Operations Support (BOS)**

### **BOS 101 Introduction to Keyboarding**

*1 Semester Hour*

This course is designed to introduce the student to basic keyboarding skills. It provides practice techniques for building speed and accuracy.

### **BOS 103 Keyboarding**

*3 Semester Hours*

Emphasis is placed on learning the keyboard and developing proper keyboarding techniques. The student is introduced to various business forms and adaptation of keyboard skills to personal use.

### **BOS 126 Microsoft Applications**

*6 Semester Hours*

The course is an introduction to the computer and using word processing software, spreadsheet software, and electronic graphical presentation software packages. Emphasis will be placed on applying practical business applications. For high school dual credit students only.

### **BOS 130 Records Management**

*1 Semester Hour*

This course presents the basic alphabetic indexing rules and the proper procedure for coding records for filing as recommended by the Association of Records Managers and Administrators (ARMA). Emphasis is placed on records management cycle in manual and automated office environments.

### **BOS 134 Administrative Machine Transcription**

*3 Semester Hours*

*Prerequisite: RDG 100 or minimum acceptable testing scores. BOS 103 or demonstrated proficiency in Keyboarding*

This course provides instruction on how to operate a dictating/transcribing machine. The focus of this course is on editing, proofreading, grammar and punctuation.

### **BOS 141 Medical Diagnostic Coding**

*3 Semester Hours*

This course presents the basics of diagnostic coding systems. Students will become familiar with the basic diagnostic coding concepts, International Classification of Diseases (ICD), practical applications, Medicare rules, and coding issues by specialty.

### **BOS 142 Medical Administrative Procedures**

*3 Semester Hours*

*Prerequisite: BOS 103 or demonstrated proficiency in Keyboarding*

This course presents the knowledge and skills needed to work successfully in a medical office. Emphasis is placed upon communications, office administration responsibilities, safety and security, and the various kinds of office equipment found in a medical office.

### **BOS 143 Medical Billing and Coding**

*3 Semester Hours*

*Prerequisite: BOS 103 or demonstrated proficiency in Keyboarding*

This course presents the basics of procedure coding with the CAST and HCASCS coding systems. Emphasis is on providing students with the basic coding concepts, practical applications, Medicare rules, billing tips, and coding issues by specialty.

### **BOS 144 Medical Procedural Coding**

*3 Semester Hours*

This course presents the basics of procedural coding system. Emphasis is on familiarizing students with Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS).

### **BOS 251 Office Procedures & Techniques I**

*3 Semester Hours*

This course presents the fundamental principles that will enable the student to expedite office work including office organization and management, office communications, filing systems, office location, layout and equipment, and design and control of office procedures.

### **BOS 278 Business Operations Support Internship**

*3 Semester Hours*

Specialized work and service consisting of training and practice in a business organization. Must have prior approval from Dean for Academic and Student Services.

### **BOS 199/299 Special Topics in Administrative/Business Operations Support**

*1-3 Semester Hours*

Special topics in administration/business operations support are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to administrative/business operations support.

## Chemistry (CHM)

### **CHM 100 Chemistry for Elementary Education**

3 Semester Hours

Prerequisite: EDE 150

Corequisite: CHM 100L

CHM 100, Chemistry for Elementary Education, is designed primarily for future elementary school teachers. It introduces the student to the basic concepts of chemistry, including atoms, radioactivity, bonding, chemical equations, solutions, acids and bases, and some aspects of organic and biochemistry. The latter part of the course is devoted to the study of chemical science as it applies to the elementary school: mini lectures, demonstrations, experiments, games, textbook and journal reviews are presented by the students. Circumstances permitting, the course ends with practice teaching at an elementary school. Computers are used as aids to instruction and as laboratory tools. The course CHM 100L must be taken concurrently with this course. Elementary Education – Shepherd University 2 + 2 Agreement.

### **CHM 100L Chemistry for Elementary Education Lab**

1 Semester Hour

Prerequisite: EDE 150

Corequisite: CHM 100

CHM 100L, Chemistry for Elementary Education Lab, is a laboratory course designed for elementary education majors. The laboratory emphasizes learning by discovery and by student-designed (or modified) experiments. Current or prior enrollment in CHM 100 is required.

### **CHM 203 Fundamentals of General, Organic, and Biological Chemistry I**

4 Semester Hours

Prerequisite: ENL 99, RDG 90, MTH 90, MTH 91, and MTH 95/96 or MTH 99 OR minimum acceptable test scores for placement in college-level English and math.

Laboratory Course: 3 hours in the classroom and 2 hours lab work each week.

This course is intended primarily for those students pursuing careers in the professional health care fields. Calculations involving physical quantities will be presented followed by atomic structure, chemical bonding, and chemical reactions. The course will then cover gas laws, solution chemistry, and acidity. A brief introduction to structural organic chemistry will also be presented.

### **CHM 204 Fundamentals of General, Organic, and Biological Chemistry II**

4 Semester Hours

Prerequisite: CHM 203

Laboratory Course: 3 hours in the classroom and 2 hours lab work each week

Beginning with a review of organic nomenclature, this course focuses on classes of organic compounds and their reactions. Several biochemical topics will be introduced, including the chemistry of the major classes of biological molecules. The course will cover the structure and reactions of bodily fluids, as well as energy-acquiring and energy-releasing pathways.

### **CHM 213 Principles of Chemistry I Lecture**

3 Semester Hours

Prerequisite: MTH 123, MTH 123 waived for ACT math score of 20 or higher

Corequisite: CHM 213L

Laboratory Course: 3 hours in the classroom and 2 hours lab work each week

Intended primarily for science majors, this course covers the properties of matter and their measurement, atomic theory, reaction stoichiometry, and thermochemistry. Electron configurations, chemical bonding, and molecular geometry will also be introduced.

### **CHM 213L Principles of Chemistry I Lab**

1 Semester Hour

Prerequisite: MTH 123, MTH 123 waived for ACT math score of 20 or higher

Corequisite: CHM 213

Laboratory Course: 2 hours lab work each week

Required lab section for CHM 213. This lab provides the application and demonstration of the concepts presented in CHM 213 lecture.

### **CHM 214 Principles of Chemistry II Lecture**

3 Semester Hours

Prerequisite: CHM 213, CHM 213L

Corequisite: CHM 214L

Laboratory Course: 3 hours in the classroom and 2 hours lab work each week

A continuation of CHM 213, this course deals with intermolecular forces, solution properties, kinetics, and acid-base reactions. The course will also cover gas laws, chemical equilibrium, thermodynamics, and electrochemistry.

### **CHM 214L Principles of Chemistry II Lab**

1 Semester Hour

Prerequisite: CHM 213, CHM 213L

Corequisite: CHM 214

Laboratory Course: 2 hours lab work each week

Required lab section for CHM 214. This lab provides the application and demonstration of the concepts presented in CHM 214 lecture.

### **CHM 199/299 Special Topics in Chemistry**

1-4 Semester Hours

Special topics in chemistry are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to chemistry.

## **Computers and Information Systems (CIS)**

### **CIS 108 Computer Fundamentals**

3 Semester Hours

This course is an introduction to maintaining and using computers. Students will learn how to maintain a microcomputer through the use of Windows. Students will also be introduced to the Internet, E-Mail, and software applications.

### **CIS 109 Educational Technology**

3 Semester Hours

*Pre/Corequisite: EDE 100 or permission of the Elementary Education Program Coordinator*

This course focuses on practical applications for computers and technology in the elementary/middle school classroom. Students will practice using presentation, grade book, word processing, spreadsheet, database software, desktop publishing, and Internet software. Use of computers, printers, scanners, cameras, projectors, and other peripherals will be offered. This course is required for the WVU Parkersburg Elementary Education Program. Students must complete this course with a grade of a C or better.

### **CIS 111 Introduction to Electronic Presentations**

1 Semester Hour

*Prerequisite: BOS 101 or permission of instructor*

This course is an introduction to the creation and delivery of electronic presentations using an electronic graphical presentation software package.

### **CIS 114 Introduction to Computer Applications and Concepts**

3 Semester Hours

Covers computer concepts and internet skills and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills.

### **CIS 116 Word Processing Concepts**

2 Semester Hours

*Prerequisite: RDG 100 or minimum acceptable test scores for placement in college-level English, and key-boarding skills or permission of the instructor*

This course is an introduction to the computer and using word processing software. This course will provide fundamental knowledge of word processing through the utilization of a current application package. Emphasis will be placed on applying practical business applications. Business management majors may not use CIS 116 for business management general area of emphasis.

### **CIS 117 Word Processing Software**

3 Semester Hours

*Prerequisite: RDG 100 or minimum acceptable test scores and key-boarding skills or permission of the instructor*

This course develops skills essential to creating and editing documents using word processing software. It covers advanced features such as outlines, tables/charts, graphics, web page, Object Linking and Embedding (OLE), and macros. Emphasis will be placed on applying practical business applications. Business management majors may not use CIS 116 and 128 for business management general area of emphasis.

### **CIS 119 Spreadsheet Software**

3 Semester Hours

*Prerequisite: CIS 108 or permission of instructor*

This course provides working knowledge of spreadsheet software through the utilization of a current application package. Emphasis will be placed on designing a variety of worksheets, preparing graphs, working with database query, macro writing and menu techniques.

### **CIS 121 Database Management Software**

3 Semester Hours

*Prerequisite: CIS 108 or permission of instructor*

This course is an introduction to software for database management. This course will provide fundamental knowledge of databases through the utilization of a current application package. Emphasis will be placed on applying practical business applications.

### **CIS 122 Introduction to Information Systems**

3 Semester Hours

*Prerequisite: RDG 100 or minimum acceptable test scores for placement in college-level reading courses*

This introductory course covers the basic understanding of computer information systems. Fundamentals of hardware, software, data communications, networks, emerging technologies, electronic commerce, and career opportunities in IT industry are discussed. This course is required for all Information Technology students.

### **CIS 123 E-Mail/Internet**

*1 Semester Hour*

This course is an introduction to E-mail and the Internet. An overview of various Internet resources for research and communication are covered. This course consists of lectures and hands-on experience.

### **CIS 124 Creating a Website**

*1 Semester Hour*

*Prerequisite: CIS 116*

This course is an introduction to creating a web site. This course will provide fundamental knowledge of building web pages through the utilization of a current application, web page development software. This course will consist of lectures and hands-on experience.

### **CIS 126 Microsoft Excel**

*1 Semester Hour*

This course is an introduction to the spreadsheet software application, Microsoft Excel. Topics include the creation, modification, and analysis of a spreadsheet. This course consists of lectures and hands-on experience. This course CANNOT be used to fulfill CIS restricted electives.

### **CIS 128 Microsoft Word**

*1 Semester Hour*

This course is an introduction to the word processing application, Microsoft Word. The student will be able to create, enter, edit, modify, format, and print a text document. This course consists of lectures and hands-on experience. This course cannot be used to fulfill CIS restricted electives. Business management majors may not use 128 for business management general area of emphasis.

### **CIS 133 Introduction to Web Design**

*3 Semester Hours*

*Prerequisite: RDG 100 or minimum acceptable test scores and keyboarding skills or permission of the instructor*

This course is an introduction to designing and creating Web pages. Students will be introduced to languages such as HTML, XHTML and JavaScript to design, create, and publish web documents.

### **CIS 154 Management Information Systems**

*3 Semester Hours*

*Prerequisite: RDG 100 OR minimum acceptable test scores.*

This course covers the basic understanding of management information systems. Fundamentals of hardware, software, data communications, networks and electronic commerce are discussed

### **CIS 199/299 Special Topics in Computer Information Systems**

*1-3 Semester Hours*

Special topics in computers and information systems are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to computers and information systems.

Presents courses in computers and information systems which the College expects to offer only once or occasionally in response to specific curriculum or community interests or needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to computers and information systems.

## **Communications (COM)**

### **COM 100 Introduction to Braille**

*3 Semester Hours*

This course will introduce the students to Braille; participants will learn how to read and write Braille and will become familiar with methods and materials used to teach Braille reading and writing to vision impaired students.

### **COM 199/299 Special Topics in Communications**

*1-3 Semester Hours*

Special topics in economics are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to communications.

## **Economics (ECN)**

### **ECN 201 Principles of Macroeconomics**

*3 Semester Hours*

This course presents and analyzes macroeconomic principles as to their applicability to problems of public policy. Macroeconomics is concerned with aggregates or the economy as a whole. Two major divisions of the course are: the study of income and employment theory and the study of monetary theory. This course can stand alone as an introduction to economics or can be taken in conjunction with Principles of Microeconomics.

### **ECN 202 Principles of Microeconomics**

3 Semester Hours

This course presents and analyzes microeconomic principles as to their applicability to problems of public policy. Microeconomics is the study of the economic activities of individual consumers and producers or groups of consumers and producers known as markets, and emphasis shall be placed on the roles played by consumers and producers in the economic society. This course can stand alone as an introduction to economics or may be taken in conjunction with Principles of Macroeconomics.

### **ECN 199/299 Special Topics in Economics**

1-3 Semester Hours

Special topics in economics are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to economics.

## **Education: Elementary (EDE)**

### **EDE 100 Introduction to Teacher Education**

2 Semester Hours

*Prerequisite: RDG 100 or ENL 100 and MTH 103; OR minimum acceptable test scores for placement in college-level English and math.*

*Corequisite: 20 hours of field experience*

This course is an overview of the teaching profession. Central themes cover the aspects of becoming a teacher; schools and their place in society; students and curriculum, as well as career opportunities and professional development. Historical foundations of education are presented together with a look to the future. Classroom computer applications also are introduced. This course is required for the WVU Parkersburg Elementary Education Program. Students must complete this course with a grade of a C or better.

### **EDE 150 Seminar in Education**

1 Semester Hour

*Prerequisite: RDG 100, ENL100, and MTH 103, OR minimum acceptable test scores for placement in college-level English*

This course introduces the prospective teacher to the field of education. It focuses on the self as a learner, the nature of education in our society, and the practical and ethical issues that arise in the work of teaching. Based on readings, writing, and discussing, the student has the opportunity to develop a beginning philosophical, socio-historical, and practical understanding of learning and teaching. In addition, the course discusses the requirements for successful progress through the program's curriculum. Requires 8 field experience hours. This is a prerequisite to all education courses required for the Shepherd University 2 + 2 Agreement for Elementary Education.

### **EDE 200 Foundations of American Education**

3 Semester Hours

*Prerequisite: EDE 150 & ENL 101 with grades of C or better*

This course allows the student to examine the relationship between the school as a social institution and the larger society. This is accomplished through a variety of ways, but mainly through a combination of philosophical, historical, and problem-oriented inquiry into that relationship. Requires 10 field experience hours. The assumption is that a teacher who has developed an understanding of the vital relationships between school and society is in a position to see his or her professional roles beyond the narrow confines of the classroom, and, out of such a perspective, will emerge a more sensitive and effective teacher. Elementary Education – Shepherd University 2 + 2 Agreement.

### **EDE 205 Introduction to Exceptional Children**

3 Semester Hours

*Prerequisite: EDE 100 and EDF 217*

*Corequisite: 20 Clock Hour Field Experience with Exceptional Learners*

This course is a survey of the nontraditional learner with emphasis upon the legal, ethical, and educational ramifications for public school personnel. Characteristics and etiologies of categorical classifications will be studied. This course is part of the WVU Parkersburg Partnership – Elementary Education Program.



## Education Foundations (EDF)

### **EDF 115 Early Childhood Health, Safety, and Nutrition**

*3 Semester Hours*

This course provides an introduction to the health needs and concerns of the pre-school age child. This course covers the health issues and safety concerns as well as the proper nutrition for a growing and developing child. These three areas will be applied both to personality development, to the social promotion of the child's self-esteem and well-being, and the physical developments that take place.

### **EDF 170 Classroom Management**

*3 Semester Hours*

This class focuses on positive classroom management techniques designed to create communities of support for all children.

### **EDF 180 Written Communication for Paraprofessionals**

*3 Semester Hours*

This course is designed to enhance written communication skills required in the school environment and to improve students' basic writing skills. It is designed to meet the writing requirements for the West Virginia Department of Education, Paraprofessional Certificate.

### **EDF 203 Children's Literature**

*3 Semester Hours*

This course provides a survey of the development of poetry and prose in children's literature, with emphasis on methods of presentation to enable children to become good readers. May not be used as a literature requirement in General Studies.

### **EDF 210 Infants and Toddlers Seminar**

*3 Semester Hours*

This course will examine the developmental needs of infants to three-year old children and presents routines, methods, materials, and attitudes that will enhance physical, perceptual, social, emotional, linguistic, and cognitive competencies. A portion of the course will provide an opportunity for the student to apply the material presented in the lecture.

### **EDF 211 Early Childhood Seminar**

*3 Semester Hours*

*Prerequisite: EDF 115 or permission of the Dean for Academic and Student Services*

This course addresses the physical, social, emotional and mental growth of the young child (three to five years of age) and presents routines, methods, materials, activities, and attitudes that will enhance physical, perceptual, social, emotional, linguistic, and cognitive competencies. A portion of the course will provide an opportunity for students to apply the material presented in class.

### **EDF 212 Principles & Theories of Early Childhood Programs**

*3 Semester Hours*

Theories and concepts of human development, learning, and motivation are presented and applied to interpreting and explaining human behavior as it relates to interaction in relation to teaching. Principles relating to the purposes and functions of the preschool program including organization, programs, equipment, needs of the preschool child, and teaching techniques.

### **EDF 217 Human Development and Learning**

*3 Semester Hours*

*Prerequisite: PSY 200 or permission of the Dean for Academic and Student Services*

This course traces the social, emotional, physical and intellectual development of the child from birth through adolescence. Special emphasis will be placed on cognitive development and its implications for teaching. At least thirty hours of observation is required.

### **EDF 219 Adolescent Literature**

*3 Semester Hours*

*Prerequisite: ENL 102*

This course emphasizes the reading and evaluation of literature written for and by young adults (middle, junior, and senior high school students). By analyzing reading resources, the reading interests, and developmental needs of adolescents and by classroom observations of reading/literature instruction, the student will develop the ability to help students to select literature for independent reading and guide them in analyzing group reading choices. Strategies to stimulate reading for information and for pleasure will include the reading of a wide variety of adolescent literature reflecting cultural, ethnic, social and sex role differences in a multi-cultural society.

### **EDF 221 Administration of Early Childhood Education**

*3 Semester Hours*

Instruction and observation in various phases of early childhood education administration including: incorporation, licensing, finance, personnel, curriculum, physical plant, health and social services, parent involvement, and resources. Field trips are appropriate.

### **EDF 224 Methods & Materials for Early Childhood Programs**

*3 Semester Hours*

This course is designed to aid the teacher in material selection and in various methods of using books and materials with children. This course will study the various methods of teaching and applying the materials that were selected.

**EDF 276 Early Childhood Capstone**

3 Semester Hours

*Prerequisite: Students must be enrolled in final semester and eligible for graduation.*

The Early Childhood Capstone course is designed to integrate coursework, technical skills, and theory to demonstrate a mastery of concepts through application in a project. Students develop a project exploring a problem, opportunity, or new trend in early childhood development. Students critically review the professional and educational experience through reading, study, and the development of a project in collaboration with one or more of the following: advisor, instructor, agency representative, or other appropriately designated person(s). Students will research and analyze information from traditional and electronic sources using the results to assess the problem under investigation.

**EDF 181 Residential Care Specialist I**

3 Semester Hours

*Prerequisite: EDF 217*

This course for Residential Care Providers integrates observation techniques with learning outcomes applied to disability specific practicum activities. The second of six courses, this course continues the focus on guiding the behavior of children, functions of behavior, positive behavior support, brain development, perceptual motor development and introduces applied theories of child development with an emphasis on disability-specific skills for supporting, enhancing and expanding social interactions and leisure activities.

**EDF 182 Residential Care Specialist II**

3 Semester Hours

*Prerequisite: EDF 181*

This course for Residential Care Providers integrates learning outcomes with disability specific guided practicum activities. The third of six courses, this course focuses on ethics, universal precautions, nutrition, safety and health issues.

**EDF 183 Residential Care Specialist III**

3 Semester Hours

*Prerequisite: EDF 182*

This course for Residential Care Providers integrates outcomes for residential care providers with disability specific practicum activities. The fourth of six courses, this course continues the focus on developmentally appropriate practice with specific application to recreation, music, movement and art for the residential student population.

**EDF 284 Residential Care Specialist IV**

3 Semester Hours

*Prerequisite: EDF 183*

This course for Residential Care Providers integrates outcomes for residential care providers with disability specific practicum activities. The fifth of six courses, this course focuses on mediated learning strategies for enhancing child development in the area of communication. Foundations for learning, including print awareness, children's literature and numeracy are emphasized through application in the natural setting of residential life using movement, music, games, activities and books.

**EDF 285 Residential Care Specialist V Capstone**

3 Semester Hours

*Prerequisite: EDF 284*

The Residential Care Specialist Capstone course is designed to integrate coursework, technical skills, and theory to demonstrate a mastery of concepts through application in a project. Students develop a project exploring a problem, opportunity or new trend in caring for special needs children in a residential setting. Students critically review the professional and educational experience through reading, study and the development of a project in collaboration with one or more of the following: advisor, instructor, agency representative or other appropriately designated person(s). Students will research and analyze information from traditional and electronic sources using the results to assess the problem under investigation.

**EDF 199/299 Special Topics in Education Foundations**

1-3 Semester Hours

Special topics in education foundations are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to education foundations.

## Electromechanical Technology (ELM)

### ELM 100 – Occupational Safety & Health

3 Semester Hours

*Prerequisite:* RDG 90 or ENL 95, or minimum placement test score for placement in college level reading

This course introduces the student to occupational safety and health. It develops the student's understanding and competence in occupational safety and health by introducing safety practices applicable to the industrial workplace. It provides analysis of various Occupational Safety and Health Administration (OSHA) regulations including: hazard identification, confined spaces, electrical safety, lockout/tagout, personal protective equipment, disaster preparedness and emergency response, materials handling and storage, means of egress and fire prevention, and machine guarding. Other topics relating to occupational safety and health will be investigated during the course.

### ELM 105 – DC Electrical Circuits

4 Semester Hours

*Pre/Co-requisite:* MTH 95 or acceptable minimum placement scores for or MTH 99 or consent of the Academic Program Director.

*Lecture/Laboratory:* 3 hours lecture and 3 hours laboratory per week

This course introduces the student to direct-current electrical circuits and devices. Theory of series, parallel and series-parallel circuits will be studied. The student will learn about components, instruments, and linear networks and theorems. Measuring and troubleshooting techniques will be used to analyze circuits and components. Magnetism and electro-magnetic induction will be studied.

### ELM 106 – AC Electrical Circuits

4 Semester Hours

*Prerequisite:* ELM 105

*Lecture/Laboratory:* 3 hours lecture and 3 hours laboratory per week

This course concentrates on alternating-current electrical circuits. Inductance, capacitance, inductive and capacitive reactance and their effect on AC circuits will be studied. The theory of resonance is introduced and the practical use and function of filters and filtering circuits will be investigated. Transformer theory and applications will be studied.

### ELM 110 – Electrical Machine Control

3 Semester Hours

*Pre/Co-requisite:* ELM 106

*Lecture/Laboratory:* 2 hours lecture and 2 hours laboratory per week

This course introduces the student to the concepts, design and function of electrical control systems for machines and processes. Control devices used for motor starting, speed control, pressure control, temperature control, time control and count control will be covered. The development, design and use of relay logic, ladder control and wiring diagrams will be emphasized. The construction and operation of AC and DC motors will also be studied.

### ELM 120 – Fundamentals of Fluid Power

3 Semester Hours

*Lecture/Laboratory:* 2 hours lecture and 2 hours laboratory per week

This course introduces the student to the theory and application of fluid power. Hydraulic and pneumatic devices and circuits will be studied. The construction, function and application of these devices will be emphasized. Fluid power schematics, circuitry, instrumentation, and control will be investigated.

### ELM 205 Fundamentals of Analog Electronics

4 Semester Hours

*Prerequisite:* ELM 106 – AC Electrical Circuits or permission of Academic Program Director for Industrial Technologies

*Lecture/Laboratory:* 3 hours lecture and three hours laboratory per week

This course introduces the student to the theory and application of solid-state electronic devices. Included in this course are semi-conductor theory, diodes, transistors, thyristors, integrated circuits, amplifiers and oscillators. The operation and application of op-amps and voltage regulators will also be studied.

### ELM 207 Fundamentals of Digital Electronics

4 Semester Hours

*Prerequisite:* ELM 106 – AC Electrical Circuits

*Co-requisite:* ELM 205 or permission of Academic Program Director for Industrial Technologies

*Lecture/Laboratory:* 3 hours lecture and 3 hours laboratory per week

This course introduces the student to basic logic concepts and digital electronic circuits. The course covers digital logic, truth tables, combinational and sequential logic and integrated digital circuits. Analog-to-digital and digital-to-analog conversion will be examined. Flip-flops, logic gates, counters, registers, clocks, coders and multiplexers will also be studied.

### **ELM 208 Microprocessor Fundamentals**

4 Semester Hours

*Prerequisite:* ELM 207 or permission of Academic Program Director for Industrial Technologies

*Lecture/Laboratory:* 3 hours lecture and 3 hours laboratory per week

This course introduces the student to the theory, operation and application of microprocessors. Binary, octal and hexadecimal numbering systems will be covered. The operation of the central processing unit (CASU), memory, data buses and input/output (I/O) circuits will be studied. Basic assembly language programming and data transfer will be covered. Students will also learn basic troubleshooting techniques.

### **ELM 210 PLC Fundamentals**

3 Semester Hours

*Prerequisite:* WTT 150 or permission of Academic Program Director for Industrial Technologies

*Lecture/Laboratory:* 2 hours lecture and 3 hours laboratory per week

This course introduces the student to the use, programming, and troubleshooting of Programmable Logic Controllers (PLCs) in process and industrial control systems. The PLC is examined in terms of its core components including the microprocessor, memory and input/output devices. Relay logic, ladder logic, and binary logic systems are covered together with Boolean numbering systems and algebra. Programming and networking basics are introduced.

### **ELM 217 – Industrial Maintenance Fundamentals**

3 Semester Hours

*Lecture/Laboratory:* 2 hours lecture and 2 hours laboratory per week

This course introduces the student to the needs of mechanics and technicians working with industrial mechanical and power transmission systems. Terminology and use of basic tools and devices associated with millwright and industrial maintenance will be studied. Hand tools, fasteners, lubrication, bearings, seals and gaskets, belt and chain drives, gears, couplings, clutches and brakes will be covered.

### **ELM 218 – Maintenance Applications**

3 Semester Hours

*Prerequisite:* ELM 217

*Lecture/Laboratory:* 2 hours lecture and 2 hours laboratory per week

This course introduces the student to a comprehensive coverage of maintenance, troubleshooting principles, procedures and practices used in maintaining industrial systems. Electrical, refrigeration, boiler, HVAC, mechanical, and fluid power systems will be studied. Safety, service and repair principles and practices will also be covered.

### **ELM 220 Introduction to Automated Systems**

3 Semester Hours

This course introduces the student to discrete and continuous process control principles and techniques. The measurement of process variables such as pressure, temperature, flow and level will be covered. The application of transmitter signals will be emphasized. Students will be introduced to the fundamental concepts, operation and parameters of industrial robots. The construction, application and control of robotic devices will be examined.

### **ELM 227 Electronic Communication Systems I**

4 Semester Hours

*Prerequisite:* ELM 207 or permission of Academic Program Director for Industrial Technologies

*Lecture/Laboratory:* 3 hours lecture and 3 hours laboratory per week

This course introduces the student to analog and digital electronic communications. Students will study actual circuits used in AM, FM and television receivers and transmitters. HD television will also be covered. An introduction to time-domain and frequency-domain analysis will be provided. Components such as amplifiers, oscillators and detectors will be studied and the student will learn standard troubleshooting techniques.

### **ELM 228 Electronic Communication Systems II**

4 Semester Hours

*Prerequisite:* ELM 227 or permission of Academic Program Director for Industrial Technologies

*Lecture/Laboratory:* 3 hours lecture and 3 hours laboratory per week

This course is a continuation of Electronic Communication Systems I. It covers transmission lines including waveguides, antennas and propagation, microwave and radar systems, GPS, telephone and cellular networks, digital communications, computer networks, and fiber-optic/laser communication systems.

### **ELM 276 Electromechanical Capstone**

3 Semester Hours

*Prerequisite:* Students must be enrolled in final semester and eligible for graduation

The capstone course is designed as an integrative experience incorporating the application of technical skills and knowledge and general education competencies. Through the design, development, documentation and presentation of a project the student will demonstrate a broad mastery of learning across the curriculum. The student will work closely with an advisor in designing and implementing the project.

## **ELM 199/299 Special Topics in Electromechanical Technology**

1-3 Semester Hours

Special topics in electromechanical technology are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to electromechanical technology.

## **Emergency Medical Services (EMS)**

### **EMS 100 - First Responder**

3 Semester Hours

This is an introductory course to emergency medical care for individuals that in the course of their normal duties are likely to be the first individual on scene of a medical emergency. The course will cover what should be done until the ambulance unit arrives and will include CASR, an overview of EMS systems, basic airway management, patient assessment, circulation, and automatic defibrillation, illness, and injury prevention, childbirth and children and scene operations.

### **EMS 199/299 Special Topics in Emergency Medical Services**

1-3 Semester Hours

Special topics in emergency medical services are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to emergency medical services.

## **English (ENL)**

### **ENL 100 Transitional Composition**

3 Semester Hours

*Prerequisite: This course is required for students with ACT English score less than 18 or ACCUPLACER Sentence Skills score less than 88.*

This course allows students to improve their sentence, paragraph, and essay composition skills so they can succeed in a college level English course. If a student scores between 70 and 88 on the ACCUPLACER Sentence Skills, they are eligible to co-enroll in an ALP section of English 101.

### **ENL 101 English Composition I**

3 Semester Hours

*Prerequisite: ENL 95, OR both RDG 90 and ENL 99, OR minimum acceptable test scores for placement in college-level English.*

An introduction to basic composition. The major thrust is directed toward achieving competency in writing a composition. ENL 101 introduces students to the practice of writing with emphasis on the writing process, thesis development, context, purpose, and audience.

### **ENL 102 English Composition II**

3 Semester Hours

*Prerequisite: ENL 101, CLEP, OR students may test out of this course by passing a challenge test at 80% or better prior to starting the course. A challenge fee applies.*

Students are exposed to additional forms of composition and are expected to demonstrate a higher level of proficiency in writing. Major emphases are the research paper, analysis, and literary forms. The students are exposed to various genres of literature including poetry, short stories, drama, and novels.

### **ENL 115 Technical Communications**

3 Semester Hours

*Prerequisite: RGD 100 OR ENL 100 OR minimum acceptable test scores for placement in college-level English*

Improves basic writing skills, providing practice in organizing and writing basic forms of technical communications, and reviews grammar, usage and mechanics appropriate for technical writing. Offers practice in basic oral communication skills geared to industrial needs. Utilization of computer technology to produce written documents.

### **ENL 161 Introduction to Literature**

3 Semester Hours

An analytical rather than historical approach to literature, intended to deepen the student's insight into the nature and purpose of literature and to develop literary taste and judgment. Designed especially for non-majors, this course satisfies no requirement of the English major.

### **ENL 200 English Literature Before 1800**

3 Semester Hours

*Prerequisite: ENL 101*

Survey of English literature to the Romantic period.

### **ENL 201 American Literature Before 1865**

3 Semester Hours

*Prerequisite: ENL 101*

This course surveys the major writers and major periods of literary development in the United States from 1620 to 1865.

### **ENL 202 English Literature Since 1800**

3 Semester Hours

Prerequisite: ENL 101

Survey of English literature from the Romantic period.

### **ENL 204 American Literature Since 1865**

3 Semester Hours

Prerequisite: ENL 101

This course is a survey of the major writers and major periods of literary development in the United States from 1865.

### **ENL 199/299 Special Topics in English**

1-3 Semester Hours

Special topics in English are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to English.

## **Finance (FIN)**

### **FIN 102 Principles of Banking**

3 Semester Hours

Prerequisite: RDG 90 OR minimum acceptable test scores for placement in college-level reading courses

This course is the foundation for most other AIB courses and looks at nearly every aspect of banking, providing a comprehensive introduction to the diversified services offered by the banking industry today. This course includes new material on bank accounting, pricing, and profitability, and expands the discussion on the personnel and security functions of the bank.

### **FIN 225 Principles of Real Estate I**

3 Semester Hours

Prerequisite: RDG 100 OR minimum acceptable test scores

This course introduces the student to the terminology, concepts, and practices in the area of real estate law, real estate finance, real estate appraisal, and West Virginia license law.

### **FIN 226 Principles of Real Estate II**

3 Semester Hours

Prerequisite: FIN 225

This course is a continuation of Principles of Real Estate I with emphasis in real estate law, real estate finance, real estate appraisal, West Virginia license law, and environmental issues in the real estate transaction.

### **FIN 231 Business Finance**

3 Semester Hours

Prerequisite: ACC 120, and RDG 100 OR minimum acceptable test scores

This course is an introduction to financial management. The topics discussed will include cash flow analysis, financial markets, long-term financing, capital budgeting, and short-term financial management.

### **FIN 232 Personal Finance**

3 Semester Hours

The main concern of this course is to educate and assist students in the management of their personal finances. Topics include: personal budgeting and tax planning, consumer credit, insuring their resources, fundamentals of personal investing, retirement and estate planning.

### **FIN 240 Money and Banking**

3 Semester Hours

Prerequisite: ECN 201 Macroeconomics

This introductory course presents a fundamental role and function of money in the economy, inflation, and money supply. The major issues discussed in this course are: how financial institutions and Federal Reserve System operate. Specific subjects covered include: monetary and fiscal policies, monetary theory, inflation, capital and money markets, interest rates and their impact on the US economy, and the role of financial institutions.

### **FIN 250 Analyzing Financial Statements**

3 Semester Hours

This course is an introduction to analyzing financial statements. Students in this course will learn how to interpret and use balance sheet, income statement, and cash flow statement to value and analyze firms. By the end of the course, students will have a better understanding of profitability, ratio analysis, accounting-based equity valuation, market impact of accounting choices, earnings quality, earnings management, and cash flow analysis.

### **FIN 270 Marketing for Bankers**

3 Semester Hours

This course is a marketing course designed for students to become familiar with consumer motivation in purchasing financial services. Students in this course learn about market planning, advertising, sales promotion, public relations, and services distribution related to banking industry.

### **FIN 199/299 Special Topics in Finance**

1-3 Semester Hours

Special topics in finance are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to finance.

## French (FRE)

### **FRE 101 Beginning French**

*4 Semester Hours*

Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure.

## Geography (GEO)

### **GEO 210 People and the Land: Introduction to Cultural Geography**

*3 Semester Hours*

Focuses on the relationship between cultures and geography. Presents a survey of modern demographics, landscape modification, material and non-material culture, language, race and ethnicity, religion, politics and economic activities. Introduces the student to types and uses of maps.

### **GEO 220 World Regional Geography**

*3 Semester Hours*

Studies physical and cultural characteristics of selected geographical regions of the world. Focuses upon significant problems within each of the regions, and examines the geographical background of those problems. Introduces the student to types and uses of maps.

### **GEO 199/299 Special Topics in Geography**

*1-3 Semester Hours*

Special topics in geography are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to geography.

## General Science (GSC)

### **GSC 101 Physical Science for Educators Lecture**

*3 Semester Hours*

*Prerequisite: EDE 100 or Permission of the Elementary Education Coordinator*

*Corequisite: GSC 101 Lab*

GSC 101, Fundamentals of Physical Science, is an introduction to basic scientific methods and concepts for elementary education majors. The course includes the essentials of physics, chemistry, geology, oceanography, meteorology, and astronomy. This course is part of the WVU Parkersburg Partnership for Elementary Education. The course is designed so that many of the activities and skills can be adapted for the elementary school classroom. This course has a prerequisite of EDE 100 – Introduction to Teacher Education, or the course can be taken by permission of the Elementary Education Coordinator.

### **GSC 101L Physical Science for Educators Lab**

*1 Semester Hours*

*Prerequisite: EDE 100 or Permission of the Elementary Education Coordinator*

*Corequisite: GSC 101 Lecture*

GSC 101L, Physical Science for Educators Lab, is a laboratory introduction to basic scientific methods and concepts for elementary education majors. Scientific inquiry, data collection, and analysis are emphasized in the lab activities. Current enrollment in GSC 101 is required. This course is part of the WVU Parkersburg Partnership for Elementary Education. The course is designed so that many of the activities and skills can be adapted for the elementary school classroom.

### **GSC 109 General Physical Science I Lecture**

*3 Semester Hours*

*Prerequisite: MTH 100 or higher, OR minimum acceptable test scores for placement in college-level math. RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.*

*Corequisite: GSC 109L*

*Laboratory Course: 3 hours in the classroom and 2 hours lab work each week*

A study of basic physics and astronomy designed to increase one's awareness of the physical universe.

### **GSC 109L General Physical Science I Lab**

1 Semester Hour

*Prerequisite: MTH 100 or higher, OR minimum acceptable test scores for placement in college-level math. RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.*

*Corequisite: GSC 109*

*Laboratory Course: 2 hours lab work each week*

Required lab section for GSC 109. This lab provides the application and demonstration of the concepts presented in GSC 109 lecture.

### **GSC 110 General Physical Science II Lecture**

3 Semester Hours

*Prerequisite: MTH 100 or higher, OR minimum acceptable test scores for placement in college-level math. RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.*

*Corequisite: GSC 110L*

Covers basic chemistry and geology with special emphasis on the local strata.

### **GSC 110L General Physical Science II Lab**

1 Semester Hour

*Prerequisite: MTH 100 or higher, OR minimum acceptable test scores for placement in college-level math. RDG 100 or ENL 100, OR minimum acceptable test scores for placement in college-level English.*

*Corequisite: GSC 110*

*Laboratory Course: 2 hours lab work each week*

Required lab section for GSC 110. This lab provides the application and demonstration of the concepts presented in GSC 110 lecture.

### **GSC 120 Concepts in Environmental Science**

3 Semester Hours

*Prerequisite: RDG 100 OR ENL 100, OR minimum acceptable test scores for placement in college-level English and reading.*

Concepts in Environmental Science is designed to provide students with the scientific principles, concepts and methodologies required to understand the interrelationships of the natural world.

### **GSC 199/299 Special Topics in Physical Science**

1-3 Semester Hours

Special topics in physical science are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to physical science.

## **History (HIT)**

### **HIT 104 Western Civilization I**

3 Semester Hours

This course analyzes the history of the western world from prehistory to 1660 A.D. Emphasis is placed on the development of civilizations and their influence in the areas of political and economic organizations, religious ideas and cultural contributions.

### **HIT 105 Western Civilization II**

3 Semester Hours

This course analyzes the history of the western world from 1660 A.D. to present. Emphasis is placed on the impact of political, economic, philosophical, technological, and cultural change.

### **HIT 240 American History I -- 1492-1877**

3 Semester Hours

An interpretive study of the cultural, diplomatic, political, environmental and social history of the colonial, federal, and Civil War eras. Emphasis will be placed on significant ideas and personalities.

### **HIT 241 American History II -- Since 1877**

3 Semester Hours

An interpretative study of the cultural, diplomatic, political, environmental and social history of the United States since 1877 with emphasis on industrialization, urbanization, and of the United States as a world power in the twentieth century.

### **HIT 260 West Virginia History and the Appalachian Region**

3 Semester Hours

*Prerequisite: 100 OR ENL 100 OR minimum placement test score for placement in college-level reading English.*

This course places emphasis upon the development of western Virginia and the state of West Virginia. Students will examine the general geographical, political, and economic aspects of the southern Appalachian region.

### **HIT 265 History of Women in America**

3 Semester Hours

*Prerequisite: HIT 241 or permission of Academic Program Director*

History of American women, with particular emphasis on the mid-19th through the mid-20th centuries. Major themes include the family, work, social ideas about women, and feminism.



## **HIT 199/299 Special Topics in History**

*1-3 Semester Hours*

Special topics in history are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to history.

## **Health/Physical Education (HPE)**

### **HPE 200 CPR**

*1 Semester Hour*

This course is designed to familiarize the student with signs, symptoms, and risk factors associated with cardiovascular disease. The American Heart Association's Course C is used to teach the information and techniques needed for adult, pediatric and infant cardiopulmonary resuscitation.

### **HPE 222 First Aid**

*2 Semester Hours*

This course stresses the functional First Aid capabilities required to provide the initial emergency care necessary to sustain life and to maintain life support until the victims of an accident or sudden illness are cared for by qualified medical personnel. This course is part of the WVU Parkersburg Partnership for Elementary Education.

### **HPE 230 Human Health and Wellness**

*3 Semester Hours*

The study of health promotion, wellness, and disease prevention concepts as applied to individual, familial, and community health.

### **HPE 199/299 Special Topics in Health and Physical Education**

*1-3 Semester Hours*

Special topics in health and physical education are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to health and physical education.

## **Humanities (HUM)**

### **HUM 100 Survey of the Humanities**

*3 Semester Hours*

Introduces the humanities through art, literature, music and philosophy of various cultures and historical periods.

### **HUM 210 Introduction to Women's Studies in the Arts and Humanities**

*3 Semester Hours*

An introduction to women's history in work, family, and creative production. This course presents a set of organizing ideas for examining issues and problems of women in contemporary society and gives students opportunities for writing, interviewing, and discussing issues of gender, class, and race from an interdisciplinary point of view. It introduces students to the basic methods of humanistic inquiry in general and humanistic women's studies in particular.

### **HUM 199/299 Special Topics in Humanities**

*1-3 Semester Hours*

Special topics in humanities are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to humanities.

## **Information Technology (IT)**

### **IT 134 Networking Fundamentals**

*3 Semester Hours*

*Prerequisite: CIS 114*

This course covers networking terminology, concepts, components and basic network design. It covers related topics such as Local Area Networks (LANs), Wide Area Networks (WANs), routing, cabling, IP addressing, TCAS/IP Protocol, remote connectivity, user management, firewalls, and network troubleshooting. It includes the link between education and skills to industry needs for the entry level Information Technology graduates.

### **IT 180 PC Repair and Troubleshooting**

*3 Semester Hours*

*Prerequisite: CIS 108 OR Permission of the Academic Program Director for Business Technologies*

This course is designed to prepare students to perform routine maintenance and repairs on the PC. Emphasis will be on installation, maintenance, troubleshooting, upgrading, and repairing of PC's. Includes coverage of networking and client/server issues. Prepares student for the A+ Certification.

### **IT 181 Operating Systems**

3 Semester Hours

*Prerequisite: RDG 100 OR minimum acceptable test scores for placement in college-level English and CIS 114 or permission of the Division Chair or instructor.*

This course prepares students to perform routine maintenance and repairs on the operating systems. Emphasis will be on installation, maintenance, troubleshooting, upgrading, and repairing of PC operating systems. Includes coverage of networking and client/server issues. Prepares student for the MTA Certification.

### **IT 192 Introduction to Programming in Visual Basic**

3 Semester Hours

*Prerequisite: CIS 108 or Permission of the Academic Program Director for Business Technologies*

This course will introduce students to the concepts of programming using Visual Basic. Topics include arithmetical operations, syntax, loops, if statements, input/output operations, functions, data types and other related topics.

### **IT 194 Introduction to Programming Java**

3 Semester Hours

*Prerequisite: CIS 108 OR Permission of the Academic Program Director for Business Technologies*

This course is an introduction to programming in Java covering the use of pre-written Java classes and methods and the development of new classes and methods. The class emphasizes program structure and documentation along with algorithm development.

### **IT 198 Introduction to C# Programming**

3 Semester Hours

*Prerequisite: CIS 114, MTH 101 OR minimum acceptable test scores for placement in college-level math and RDG 100, OR minimum acceptable test scores or permission of the Division Chair or IT faculty.*

This course is an introductory course in software development using Microsoft C#. The student will use Microsoft Visual Studio Professional environment to create both Console Applications and Graphical User Interfaces. It covers control structures, arrays, methods and an introduction to object oriented programming concepts.

### **IT 220 Windows Server Administration Fundamentals**

3 Semester Hours

*Prerequisite: CIS 114 and the minimum acceptable test scores for placement in college level reading and writing.*

This course provides students with knowledge and skills necessary to install and configure a Windows Server. It will include installation and understanding of applications such as DNS, web server, Telnet Server, File Transfer Protocol (FTP) server, Secure Shell HTML (SSH) server, and Mail Server. Active Directory instruction includes the management of users, groups and configuration.

### **IT 228 Systems Analysis and Design**

3 Semester Hours

*Prerequisite: CIS 108 and RDG 90 OR minimum acceptable test scores for placement in college-level reading courses*

This course is an introduction to the concepts of Systems Analysis and Design. Topics include system planning, information requirements analysis, Systems Development Life Cycle, software and hardware evaluations and feasibility study.

### **IT 233 Introduction to Web Programming**

3 Semester Hours

*Prerequisite: CIS 133 or permission of Division Chair*

This course presents students with an introduction to web programming technologies. Topics covered include basics of data objects, data binding, data source methods and calls, trouble shooting, debugging, developing and deploying web applications, configuration files, controls, events, XHTML, XML, RSS, ASP, CSS, PHP, MySQL, JavaScript and Ajax.

### **IT 234 Database Administration Fundamentals**

3 Semester Hours

*Prerequisite: RDG 100 or minimum acceptable test scores for placement in college-level English and CIS 114 or permission of Division Chair or instructor.*

This course covers databases and the role they play in information technology. It provides students with skills in relational databases, Structured Query Language (SQL), security requirements for data access and the role security plays in the integrity of the database. The student will gain knowledge in creating database objects such as tables and views. The concepts of Normal form and referential integrity will be covered. Database maintenance will be covered. Different career opportunities requiring database knowledge will be covered.

### **IT 269 Project Management**

3 Semester Hours

*Prerequisite: CIS 114 and RDG 100 OR minimum acceptable test scores*

This course covers the topics necessary to achieve quality project management. Topics include project integration, scope, time, cost, quality and HR management along with risk and procurement.

### **IT 275 Security Fundamentals**

3 Semester Hours

*Prerequisite: CIS 114 or permission of the instructor*

This course introduces concept of information security. It provides students with the understanding of the need for an organizational policy on security and the various services related to the policy such as integrity, authentication, confidentiality, nonrepudiation and access control. It also, provides instruction on physical security, network security and computer security. It broadens the students' awareness of network security to include accidental damage, of denial of service attacks and malicious software and proactive measure to create defenses against these risks.

### **IT 276 Information Technology Capstone**

3 Semester Hours

*Prerequisite: Permission of the Academic Program Director for Business Technologies. This course should be taken during the student's last semester prior to graduation.*

A culminating experience for majors involving a substantive project that demonstrates a synthesis of learning accumulated in the major, including broadly comprehensive knowledge of the discipline and its methodologies.

### **IT 278 Information Technology Internship**

3 Semester Hours

*Prerequisite: Permission of the Academic Program Director for Business Technologies. This course should be taken during the student's last semester prior to graduation.*

Specialized work and service consisting of training and practice in an IT related field.

### **IT 199/299**

#### **Special Topics in Information Technology**

1-3 Semester Hours

Special topics in information technology are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to information technology.

## **Journalism (JRN)**

### **JRN 101 Survey of Journalism**

3 Semester Hours

An examination of important facets of mass communications, including newspaper, magazine, broadcast journalism, advertising and public relations. The course is designed to provide a critical overview of mass media.

### **JRN 199/299 Special Topics in Journalism**

1-3 Semester Hours

Special topics in journalism are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to journalism.

## **Management (MGT)**

### **MGT 101 Quality Management Principles**

3 Semester Hours

Students are introduced to fundamental concepts, principles, and practices used to improve quality in organizations. The need for organizational change is reviewed and paradigms of quality are introduced. An overview of areas of change, methods of quality planning, and methods for implementing quality policies are provided.

### **MGT 250 Principles of Management**

3 Semester Hours

This course is structured around contributions of the classical, behavioral, and management science schools of management using planning, organizing, motivating, deciding, coordinating, directing, and controlling functions as bases for discussion. Business ethics will also be included.

### **MGT 251 Human Resource Management**

3 Semester Hours

This course provides the guidelines used in the management of the human factor of production in the business enterprise.

### **MGT 262 Small Business Management**

3 Semester Hours

This course focuses on the operation of the small business enterprise and concentrates on the difference between large businesses and the small business organization.

### **MGT 287 Supervisory Management**

3 Semester Hours

*Prerequisite:* BUS 101 or MGT 250 or consent of instructor

Students study the roles and responsibilities of the supervisor, emphasizing human relations skills while recognizing the behavioral factors of individuals and groups in the work environment. Conceptual knowledge base and skills to support the supervisor's role and responsibilities are identified and developed.

### **MGT 199/299 Special Topics in Management**

1-3 Semester Hours

Special topics in management are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to management.

## **Marketing (MKT)**

### **MKT 260 Principles of Marketing**

3 Semester Hours

This course examines the development of the institution, channels of distribution, functions, federal regulations and economics of marketing.

### **MKT 261 Advertising and Sales Promotion**

3 Semester Hours

This course presents the decision process and the variables necessary to fully implement a program for delivering information about product offerings as well as methods of encouraging the sale of products through the channels of distribution and to the final customers.

### **MKT 272 Retailing**

3 Semester Hours

*Prerequisite:* MKT 260

This course analyzes the principles of retailing from the marketing perspective. The topics discussed will include the different types of retail businesses (including the Internet), decision making (including store planning and location), personnel management, and purchasing, merchandising, promotion, and customer service.

### **MKT 274 Services Marketing**

3 Semester Hours

This course places special emphasis on understanding the customer from the services and non-profit perspectives. The topics discussed will include the nature of services, with respect to pricing, distributing, promoting, and service quality.

### **MKT 199/299 Special Topics in Marketing**

1-3 Semester Hours

Special topics in marketing are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to marketing.

## **Mathematics (MTH)**

### **MTH 100 Transitional Math Level A**

3 Semester Hours

This course is designed to allow students to improve basic arithmetic skills. Topics include performing operations on whole numbers, fractions, decimals, and integers; solving problems involving percentages and proportions; and reading, writing, and evaluating algebraic expressions. This course does not satisfy the general education requirements of a college-level math course.

### **MTH 101 Transitional Math Level B**

4 Semester Hours

This course is designed to allow students to improve basic arithmetic and algebra skills and prepare students for college mathematics applications. Topics include performing operations on whole numbers, fractions, decimals, and integers; solving problems involving percentages and proportions; reading, writing, and evaluating algebraic expressions; solving and graphing linear equations and inequalities; using exponents and scientific notation; and simplifying polynomials. This course does not satisfy the general education requirements of a college-level math course.

### **MTH 102 Math for Elementary Teachers**

3 Semester Hours

*Prerequisite:*

*RDG 100 AND either MTH 103; OR minimum acceptable test scores for placement in college-level reading and math (Math ACT score 19 or higher; SAT math score 460 or higher; or Accuplacer Elementary Algebra score of 84 or higher).*

This course is a study of the structure of mathematical systems and operations defined on these systems; historical development of numbers and number systems including contributions from diverse cultures; and elementary probability, statistics, and basic geometry. Emphasis will be placed on building conceptual understanding and developing problem-solving skills. This course does not satisfy the general education requirements for college-level math.

### **MTH 103 Transitional Math Level C**

4 Semester Hours

This course is designed to allow students to improve basic algebra skills and prepare students for college mathematics applications. Topics include real number operations; linear equations and inequalities; exponents and scientific notation; polynomial operations; factoring; quadratic, radical, and rational equations; graphing; systems of linear equations; and function concepts with basic math review integrated throughout the course as needed. This course does not satisfy the general education requirements of a college-level math course.

### **MTH 115 Business Math**

3 Semester Hours

Prerequisite: RDG 100 OR minimum score of 79 in Accuplacer reading.

Pre/Corequisite: MTH 100 OR minimum score of 84 in Accuplacer Elementary Algebra.

This course emphasizes how math is used in the world of personal and business finance. General arithmetic procedures will be reviewed and applied to specific consumer and business applications. Problem-solving skills are emphasized.

NOTE: This course does not satisfy the general education requirements for college-level math in A.A., A.S., and specified CAS and A.A.S. programs.

### **MTH 117 Math for Technicians**

4 Semester Hours

Prerequisite: RDG 100 and MTH 103; OR minimum acceptable test scores for placement in college-level reading and math courses (Math ACT score 19 or higher; SAT math score 460 or higher; or ACCUPLACER Elementary Algebra score of 84 or greater).

This course introduces the students to mathematics applicable to technical programs of study. The class includes techniques, instruments, and calculations used to make physical and electrical measurements. The concept and application of dimensional analysis will be introduced. The fundamentals of algebra, basic geometry, and triangle trigonometry will be studied.

### **MTH 121 College Math for General Education**

3 Semester Hours

Prerequisite: RDG 100 AND either MTH 101 or 103; OR minimum acceptable test scores for placement in college-level reading and math (Math ACT score 19 or higher; SAT math score 460 or higher; or ACCUPLACER Elementary Algebra score of 84 or greater).

This course is a study of several topics in mathematics including probability and statistics, measurement systems, formula manipulation and equation solving, geometry, and consumer math with a focus on applications throughout the course.

### **MTH 123 Intermediate Algebra**

3 Semester Hours

Prerequisite: RDG 100 and MTH 103; OR minimum acceptable test scores for placement in college-level reading and math (Math ACT score 19 or higher; SAT math score 460 or higher; or ACCUPLACER Elementary Algebra score of 84 or greater).

This course covers a study of linear and absolute value equations and inequalities in one and two variables; polynomial operations and graphing; linear, quadratic, radical, rational, exponential, and logarithmic functions with applications and graphing; mathematical modeling from data; and formula manipulation. This course is designed to prepare students for college algebra and science courses or for career opportunities.

### **MTH 126 Trigonometry**

3 semester Hours

Prerequisite: MTH 123 or a score of 23 or above on the math component of the ACT

A study of trigonometric functions and their applications including an exploration of right triangle trigonometry, circular functions, graphs of trigonometric functions, trigonometric identities, vectors, and polar coordinates.

### **MTH 135 College Algebra**

3 Semester Hours

Prerequisite: MTH 123 OR minimum acceptable test scores for placement in college-level math (Math ACT score 23 or higher; SAT math score 540 or higher; or Accuplacer 109 or higher).

College Algebra covers the following topics: systems of equations, theory and application of matrices, theory of equations and inequalities, complex numbers, graphs of relations and functions, theory and application of exponential and logarithmic functions, and mathematical modeling of data.

### **MTH 137 Pre-Calculus**

5 Semester Hours

Prerequisite: MTH 123 OR minimum acceptable test scores for placement in college-level math: 1) Math ACT score 23 or higher; 2) SAT math score 540 or higher; 3) ACCUPLACER 112 or higher

A study of algebraic and trigonometric functions and their applications including: an exploration of polynomial, exponential, logarithmic, and circular functions and their graphs; right triangle trigonometry; trigonometric identities; vectors; polar equations; systems of linear and nonlinear equations; an introduction to sequences and series; matrix algebra; the binomial theorem and mathematical induction.

## **MTH 200 Geometry and Measurement**

3 Semester Hours

*Prerequisite: RDG 100 and MTH 103; OR minimum acceptable test scores for placement in college-level reading and math (Math ACT score 19 or higher; SAT math score 460 or higher; or ACCUPLACER Elementary Algebra score of 84 or greater).*

This course explores the fundamental ideas of planar and spatial geometry. Content includes the analysis and classification of geometric figures; the study of geometry transformations; the concepts of tessellation, symmetry, congruence, and similarity; connection of geometry to other mathematical topics and to nature and art; and an overview of measurement. The course also includes an introduction to the use of computers in the teaching and learning of informal geometry.

## **MTH 205 Calculus Applications**

3 Semester Hours

*Prerequisite: MTH 123 or a score of 23 or above on the math component of the ACT*

A study of calculus applications including exploration of polynomial, exponential, and logarithmic functions as well as their limits, derivatives, and integrals.

## **MTH 225 Introduction to Statistics**

3 Semester Hours

*Prerequisite: RDG 100 and MTH 103; OR minimum acceptable test scores for placement in college-level reading and math courses (Math ACT score 19 or higher; SAT math score 460 or higher; or ACCUPLACER Elementary Algebra score of 84 or greater).*

This course is an introduction to the mathematical principles underlying statistical techniques for application in fields of economics, business, education, industry, and the sciences. Course topics include basic probability and statistics with emphasis on methods of gathering data, measures of central tendency, variability, correlation, graphical analysis, and hypothesis testing.

## **MTH 199/299 Special Topics in Mathematics**

1-3 Semester Hours

Special topics in mathematics are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to mathematics.

## **Music (MUS)**

### **MUS 103 Preschool Music, Movement, and Art**

3 Semester Hours

This class will provide experiences in developing the content, methods, and materials for directing children in art, music, and movement activities.

### **MUS 170 Music Appreciation**

3 Semester Hours

Introduces selected masterpieces of music and considers them in relation to cultural and historical development.

### **MUS 226 Classroom Music Education**

3 Semester Hours

*Prerequisite: EDE 200*

This course covers methods and materials of teaching music and of integrating music in the elementary classroom. Emphasized are teaching rhythmic poetry and elementary songs (particularly folk songs), beginning music literacy, the classroom instrumentarium, and movement and folk dance, especially through the Kodaly and Orff Schulwerk approaches. This course is part of the Shepherd University 2 + 2 Agreement for Elementary Education.

### **MUS 199/299 Special Topics in Music**

1-3 Semester Hours

Special topics in music are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to music.

## **Nursing (NU)**

### **NU 132 Drug and Dosage Calculations I**

1 Semester Hour

*Prerequisite: Admission to the Nursing Program*

*Corequisite:*

*Pre/Corequisite: BIO 124 and BIO 124L, PSY 200, NU 133, NU 134*

This course is designed to enhance the nursing student's ability to read, interpret, and solve dosage calculation problems. Critical thinking skills are applied to medication situations to emphasize the importance of accuracy and the avoidance of medication errors.

### **NU 133 Health Assessment and Diagnostics I**

2 Semester Hours

*Prerequisite:* Admission to the Nursing Program

*Pre/Corequisite:* BIO 124/BIO 124L, PSY 200, NU 132 and NU 134

This course is designed to introduce the nursing student to the knowledge and skills required to perform a health assessment across the lifespan and to document appropriate findings. The nursing student will be introduced to normal lab values and basic diagnostic procedures.

### **NU 134 Introduction to Nursing Concepts**

8 Semester Hours

*Prerequisite:* Admission to the Nursing Program

*Corequisite:* NU 132, NU 133

*Pre/Corequisite:* BIO 124 and BIO 124L and PSY 200

This foundational course is designed to introduce concepts to the beginning nursing student that will focus on maintaining health and promoting wellness throughout the lifespan. Concepts and core values basic to the foundation of nursing practice are presented. Classroom and laboratory experiences provide opportunity for understanding of the nursing process, clinical judgment and decision making.

### **NU 142 Drug and Dosage Calculations II**

1 Semester Hour

*Prerequisite:* NU 132

*Pre/Corequisite:* BIO 125 & BIO 125L, NU 143, NU 144

This course expands the nursing student's ability to read, interpret, and solve increasingly complex dosage calculation problems. Critical thinking skills are applied to age and acuity specific variations in select populations.

### **NU 143 Health Assessment and Diagnostics II**

1 Semester Hour

*Prerequisite:* NU 132, NU 133, NU 134

*Pre/Corequisite:* BIO 125 & BIO 125L, NU 142, NU 144

This course is designed to focus on abnormal assessment and diagnostic findings. Modifications of assessment for select populations will be addressed.

### **NU 144 Nursing Concepts of Health and Illness I**

9 Semester Hours

*Prerequisite:* NU 132, NU 134, NU134

*Pre/Corequisite:* BIO 125 & BIO 125L, NU 142, NU 143

This course builds upon foundational concepts across the lifespan while introducing the concepts of the wellness-illness continuum and the individual and family response. Classroom and laboratory experiences provide opportunity for application of the nursing process and development of clinical judgment and decision making.

### **NU 234 Nursing Concepts of Health and Illness II**

9 Semester Hours

*Prerequisite:* NU 144

*Pre/Corequisite:* ENL 101

This course builds upon foundational concepts across the lifespan while introducing the concepts of the wellness-illness continuum and the individual and family response. Classroom and laboratory experiences provide opportunity for application of the nursing process and development of clinical judgment and decision making.

### **NU 244 Synthesis of Nursing Concepts**

9 Semester Hours

*Prerequisite:* NU 234

*Pre/Corequisite:* NU 245

This course together with the capstone course focuses on the integration of interrelated concepts across the wellness-illness continuum. Classroom and laboratory experiences provide opportunity for synthesis of the nursing process and integration of clinical judgment and decision making.

### **NU 245 Professional Nursing & Health Systems Concepts**

3 Semester Hours

*Prerequisite:* NU 234

*Pre/Corequisite:* NU 244

This capstone course will focus on current issues in health care and the nursing profession and is designed to facilitate the transition from student to professional registered nurse. Topics of discussion will include national health policy and politics, ethical and bioethical issues, career development, application for state licensure and preparation for the NCLEX-RN examination.

### **NU 199/299 Special Topics in Nursing**

1-3 Semester Hours *Prerequisite:* Permission of the Nursing Program Coordinator.

Special Topics in Nursing are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to nursing.

## **Orientation (ORT)**

### **ORT 100 College Success**

1 Semester Hour

This course includes material on general orientation to college; general institutional information; academic skills and class preparation; as well as life management needed to be successful as a college student.

### **ORT 101 College 101**

*1 Semester Hour*

College 101 is a college success and orientation course designed to develop confidence and improve chances of student success and retention. This course will provide students with active participation in the assessment and development of abilities in line with college expectations including an orientation to college services and activities, learning and test taking skills, using traditional and electronic resources, problem solving, people skills, self-management skills, and career/life planning strategies. The College 101 course is a 1 hour credit course for high school students only.

### **ORT 103 College Success Transition**

*3 Semester Hours*

College 101 is a college success and orientation course designed to develop confidence and improve chances of student success and retention. This course will provide students with active participation in the assessment and development of abilities in line with college expectations including an orientation to college services and activities, learning and test taking skills, using traditional and electronic resources, problem solving, people skills, self-management skills, and career/life planning strategies. This course is designed for high school students enrolled in the College Transition Program.

### **ORT 200 Portfolio Development: Prior Learning Assessment**

*2 Semester Hours*

*Prerequisite: Contact the Associate Director of Admissions. RDG 99 or minimum level placement test scores for college level English courses; ENL 101 is recommended*

The purpose of ORT 200 is to assist adult students with the development of a comprehensive portfolio documenting knowledge acquired through life/work experiences and other formal or informal learning experiences. Students are guided through a series of group sessions on learning style, college level learning, skill identification, goal setting, and the portfolio development process. Each student is responsible for the development of a written portfolio that provides description, analysis and documentation of learning experiences which are appropriate for his/her own educational program of study.

### **ORT 199/299 Special Topics in Orientation**

*1-3 Semester Hours*

Special topics are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research.

## **Philosophy (PHL)**

### **PHL 200 Introduction to Philosophy**

*3 Semester Hours*

Considers some of the major questions about the nature of existence and human values, the problem of how such questions can be answered, and some of the proposed answers to these questions.

### **PHL 199/299 Special Topics in Philosophy**

*1-3 Semester Hours*

Special topics in philosophy are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to philosophy.

## **Physics (PHS)**

### **PHS 115 Applied Physics**

*3 Semester Hours*

*Prerequisite: MTH 101 or MTH 103, OR minimum acceptable test scores for placement in college-level math.* This course introduces the student to the basic study of the principles of physics and mechanics. A non-calculus approach to the concepts and applications is presented in this course. Students are shown by examples, classroom demonstration, and laboratory experiments how these concepts are applied. Problem solving techniques are stressed.

### **PHS 200 Introductory Physics**

*4 Semester Hours*

*Prerequisite: ENL 99, RDG 90, MTH 90, MTH 91, and MTH 95/MTH 96 or MTH 99 OR minimum acceptable test scores for placement in college-level math and English. One year of high school algebra*

*Laboratory Course: 3 hours in the classroom and 2 hours lab work each week*

An introduction to the principles and practical applications of physics.

### **PHS 210 College Physics I**

*4 Semester Hours*

*Prerequisite: MTH 135 or a score of 26 or higher on the math component of the ACT*

*Laboratory Course: 3 hours in the classroom and 2 hours lab work each week*

This course covers basic topics associated with classical mechanics, including kinematics and dynamics, the laws of conservation of momentum and energy, and thermodynamics.



## **PHS 212 College Physics II**

4 Semester Hours

Prerequisites: PHS 210

Laboratory Course: 3 hours in the classroom and 2 hours lab work each week

Continuation of College Physics I. Electricity and magnetism, basic electronics, properties of light, lenses and mirrors, optical phenomena, introduction to modern physics are emphasized.

## **PHS 199/299 Special Topics in Physics**

1-4 Semester Hours

Special topics in physics are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to physics.

## **Political Science (POL)**

### **POL 201 American Government and Politics**

3 Semester Hours

Examines the United States federal government system with emphasis on the constitution, governmental structure, and the political process.

### **POL 202 State and Local Government**

3 Semester Hours

Prerequisite: ENL 99 and RDG 90, OR ENL 95, OR minimum acceptable test scores for placement in college-level English. ENL 101 highly recommended

Examines the institutions, processes and significance of state and local government.

### **POL 199/299 Special Topics in Political Science**

1-3 Semester Hours

Special topics in political science are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to political science.

## **Psychology (PSY)**

### **PSY 200 General Psychology**

3 Semester Hours

Introduces the principles and methods of the scientific study of human behavior.

## **PSY 209 Psychology of Human Relations**

3 Semester Hours

This class is designed to increase awareness of interpersonal relationships, interpersonal skills, relating in context (such as at school or in the workplace vs. personal relationships), multicultural facets of personal relations, and awareness of how personal growth affects one's ability to relate to others, cope, help others cope, and come to understand the commonality of experience that binds us as human beings.

### **PSY 210 Human Relations**

3 Semester Hours

Develops the ability to get along with people in everyday business and social contacts.

### **PSY 212 Children & Families**

3 Semester Hours

Prerequisite: PSY 200 or permission of the Dean for Academic and Student Services

The nature and structure of the family are studied, along with an examination of major family issues. Provides an understanding of functions and dysfunctions within the family as it relates to the child in the family. Emphasizes the development of effective skills through an interpersonal/interactional approach to family intervention.

### **PSY 213 Guiding the Behavior of Children**

3 Semester Hours

Prerequisite: PSY 200 or permission of the Dean for Academic Services

This class explores positive ways to build self-esteem in children. It also provides an exploration of guides to action designed to direct the routine activities of preschool children which lead to a positive self-concept and meaningful behavior.

### **PSY 214 Life-Span Developmental Psychology**

3 Semester Hours

Prerequisite: PSY 200; ENL 101 is strongly recommended but not required

Designed for students entering the health professions to explain how human beings and their needs change over the complete life cycle. The course is especially planned to follow Erik Erikson's concept of eight life crises. (Will not substitute for EDF 217)

### **PSY 219 The Exceptional Child**

3 Semester Hours

*Prerequisite: PSY 200 or permission of the Academic Program Director*

Introduces and sensitizes the student to the exceptionalities that occur in the development of children. It offers material on the disturbed (emotional, social, and behavioral); the handicapped (physical, mental, and sensorial); those with specific learning difficulties; and the gifted. In addition, it presents referral sources for diagnosing, treating, and educating these exceptionalities.

### **PSY 224 Death and Dying**

3 Semester Hours

*Prerequisites: PSY 200; ENL 101 is strongly recommended*

This course is designed to help students explore psychological, social, and cultural issues surrounding human mortality.

### **PSY 226 Abnormal Psychology**

*Prerequisites: PSY 200 or permission of the Dean for Academic and Student Services*

3 Semester Hours

This course will deal with the abnormal behavioral patterns found in individuals. This course will deal with the psychological and legal issues found in dealing with an individual who has abnormal behavior and/or an addictive behavior.

### **PSY 228 Psychology of Personality**

*Prerequisites: PSY 200*

3 Semester Hours

This course provides an introduction to and overview of the fundamental principles of personality theory and the study of personality models. The course discusses personality theory and its opponents, and it outlines how personality theory fits into the overall biopsychosocial model.

### **PSY 199/299 Special Topics in Psychology**

1-3 Semester Hours

Special topics in psychology are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to psychology.

## **Reading (RDG)**

### **RDG 100 Integrated Reading and Composition**

3 Semester Hours

*Prerequisite: This course is for students with an ACT*

*Reading score of less than 17 or ACCUPLACER Reading*

*Comprehension score of less than 79 AND students with an*

*ACT English score less than 18 or ACCUPLACER Sentence*

*Skills score less than 88.*

RDG 100 introduces students to important skills such as reading comprehension, vocabulary building, and critical thinking. This course also improves sentence, paragraph, and essay composition skills.

### **RDG 199/299 Special Topics in Reading**

1-3 Semester Hours

Special topics in reading are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to reading.

## **Religion (REL)**

### **REL 105 Understanding the New Testament**

3 Semester Hours

*Prerequisite: RDG 100 OR ENL 100, OR minimum acceptable test scores for placement in college-level English. ENL 101 highly recommended*

A basic study of the New Testament. Covers its formation, date of writing, authorship, historical background and the general content of each New Testament book. This course includes the life and teachings of Jesus, and the relationship of the New Testament to the Old Testament and to modern society.

### **REL 130 Introduction to Comparative Religion**

3 Semester Hours

Comparative study of major world and selected regional religions with emphasis on analysis of belief, ritual, artistic expression, and social organization. Eastern and Western religions are considered.

### **REL 199/299 Special Topics in Religion**

1-3 Semester Hours

Special topics in religion are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to religion.

## Social Science (SSC)

### SSC 147 Understanding Human Diversity

3 Semester Hours

*Prerequisite: RDG 100 OR ENL 100, or minimum acceptable test scores for placement in college-level English.*

This course examines issues surrounding human diversity, understanding and appreciating differences, and exploring the impact that students' value and attitudes have on their interactions with individuals from various groups as distinguished by race, ethnicity, gender, sexual orientation, social classes, religion, and subculture. The course helps students develop an appreciation and awareness of human diversity and encourages students to examine their own values, beliefs, culture, and biases. The concept of cultural competence is introduced.

### SSC 199/299 Special Topics in Social Science

1-3 Semester Hours

Special topics in social science are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to social science.

## Sociology (SOC)

### SOC 203 Introduction to Sociology

3 Semester Hours

This course is an introduction to the scientific study of society in which emphasis is placed on examining groups and the impact of groups on individual behavior and attitudes.

### SOC 205 Marriage & Family Relations

3 Semester Hours

This course encourages students to explore their attitudes concerning dating, marriage and family relations and to examine the results of sociological analysis of these topics.

### SOC 207 Social Problems

3 Semester Hours

*Prerequisite: SOC 203*

This course deals with an analysis of major American social problems utilizing the theories, concepts and results of sociological research. There will be an emphasis on the problems faced by minority groups, including access to the world as a "global village."

### SOC 220 Introduction to Cultural Anthropology

3 Semester Hours

The study of variations in beliefs, behaviors, and institutions of different peoples. Acquaints the student with a knowledge of how anthropological concepts and knowledge are used to understand and appreciate cultural diversity.

### SOC 230 A Sociological View of the Appalachian Culture

3 Semester Hours

*Prerequisite: RDG 100 OR ENL 100, OR minimum acceptable test scores for placement in college-level English.*

This course introduces students to sociological views of the Appalachian culture.

### SOC 199/299 Special Topics in Sociology/Anthropology

1-3 Semester Hours

Special topics in sociology are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to sociology.

## Spanish (SPA)

### SPA 101 Elementary Spanish I

3 Semester Hours

Introduces grammar, pronunciation, conversations, reading and composition.

### SPA 102 Elementary Spanish II

3 Semester Hours

*Prerequisite: SPA 101 or one year of high school Spanish*  
Completion of elementary grammar, composition and reading. Continues practice in conversation.

### SPA 105 Conversational Spanish I

1 Semester Hour

This course will provide students with the necessary skills to communicate orally in Spanish in everyday situations including the ability to describe their environment. The course also focuses on cultural aspects emphasizing similarities.

### **SPA 106 Conversational Spanish II**

*1 Semester Hour*

*Prerequisite: SPA 105 or permission of instructor*

This course is a continuation of SPA 105 and will introduce the students to additional skills necessary for oral communication in Spanish in everyday situations including the ability to describe their environment. The course also focuses on cultural aspects emphasizing similarities.

### **SPA 107 Conversational Spanish III**

*1 Semester Hour*

*Prerequisite: SPA 106 or permission of instructor*

This course is a continuation of SPA 106 and will introduce students to additional skills necessary to communicate orally in Spanish in everyday situations including the ability to describe their environment. The course also focuses on cultural aspects emphasizing similarities.

### **SPA 205 Conversational Spanish IV**

*3 Semester Hour*

*Prerequisite: SPA 107 or permission of instructor*

This course is a continuation of SPA 107 helping students build their skills for oral communication in Spanish in everyday situations including the ability to describe their environment. The course also focuses on cultural aspects emphasizing similarities.

### **SPA 199/299 Special Topics in Spanish**

*1-3 Semester Hours*

Special topics in Spanish are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Spanish.

## **Speech (SPH)**

### **SPH 101 Speech Fundamentals**

*3 Semester Hours*

Approaches day-to-day oral communication from a practical point of view, with emphasis on a proficiency in the oral language presentations.

### **SPH 151 Film Appreciation**

*3 Semester Hours*

Aims to increase the student's knowledge and enjoyment of film and film criticism through discussion and viewing of movies.

### **SPH 203 Introduction To Public Speaking**

*3 Semester Hours*

Presents the basics of analyzing audiences, maintaining interest, reasoning, supporting an argument, and using psychological appeal. Provides practice in the application of these elements in various styles and forms of public address.

### **SPH 208 Business and Professional Speaking**

*3 Semester Hours*

*Prerequisite: SPH 101*

Provides instruction and practice in oral communication for business and professional situations such as informal conversation, interviews, small group discussions, conference speeches, and multi-media presentations. Includes study of parliamentary rules of order.

### **SPH 199/299 Special Topics in Speech**

*1-3 Semester Hours*

Special topics in speech are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to speech.

## **Travel & Tourism (TRT)**

### **TRT 100 Introduction to Travel and Tourism**

*3 Semester Hours*

A course designed to introduce the students to the various facets of the tourism industry. Special emphasis is placed on: industry terminology; history of travel and leisure concepts; trade associations; economic/social/cultural impact of tourism and travel; customer service skills; future trends in travel and tourism.

### **TRT 201 Hospitality Management**

*3 Semester Hours*

Overview of the hospitality industry, including hotel management, food and beverage operations, business and leisure travel markets, convention services, hospitality trends, guest based customer service strategies and career opportunities will be addressed.

### **TRT 202 Tourism Planning**

*3 Semester Hours*

This course focuses on tourism planning as a process and set of techniques for sustainable tourism development. It examines the physical environment of tourism planning, and the social, cultural and political realities of tourism planning and policy making. Public and private sector roles are evaluated, as well as the nature, parameters and constraints attached to tourism development. The emphasis of the course is on strategic regional and community-based tourism planning.

### **TRT 199/299 Special Topics in Travel and Tourism**

1-3 Semester Hours

Special topics in travel and tourism are courses offered in response to specific curriculum needs or community interests. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to travel and tourism.

## **Wind Energy Technology (WTT)**

### **WTT 101 Introduction To Maintenance Technology**

2 Semester Hours

This course introduces the student to all aspects of maintenance technologies. Mechanical and electrical maintenance practices, data acquisition, safety procedures, and other technical methods of performing industry maintenance will be discussed. This course will assist students in determining their career path in the power generation industry and maintenance industries, utilizing NCCER Curriculum.

### **WTT 110 Wind Safety and OSHA**

4 Semester Hours

*Pre/Corequisite:* WTT 100, WTT 101 or permission of program director.

This course expands the students understanding of occupational safety and health. It provides analysis of various safe work practices and federal regulations as delegated by the Occupational Safety and Health Administration (OSHA). Items covered are hazard identification, avoidance and resolution. Topics will include Cardio Pulmonary Resuscitation (CPR), Automatic External Defibrillator (AED) operation, emergency medical treatments, climbing rescue and fire prevention.

### **WTT 120 DC/AC Circuits**

4 Semester Hours

*Laboratory/Lecture:* 3 hours lecture and 3 hours laboratory each week

This course will introduce students to the skills and technology involved in both DC and AC circuits and their use in the modern electronics field. Students will develop a basic understanding of electronics through lecture, labs and project based activities. Transformer theory and applications will be studied. Resonance theory and practical uses of circuits are discussed.

### **WTT 150 Industrial Motor Controls**

4 Semester Hours

*Laboratory/Lecture:* 3 hours lecture and 3 hours laboratory each week

This course provides students with practical wiring exercises involving installation, wiring, and troubleshooting of electrical devices and equipment used in, but not specific to, wind turbine control systems. Students will study electrical diagrams, design of electrical system and electrical safety.

### **WTT 160 Power Generation and Transmission**

4 Semester Hours

*Prerequisite:* WTT 120 or permission from the program director

*Laboratory/Lecture:* 3 hours lecture and 3 hours laboratory each week

This course is a study of the components and process of electrical power generation, control, and delivery systems for wind energy. This course will serve as the basis for an understanding of power generation and distribution. Students will learn how power is transported from the wind farm to homes and businesses. Troubleshooting techniques and procedures will be discussed and demonstrated. This course will cover working with very high voltage transmission equipment and safety procedures.

### **WTT 178 Wind Technician Internship I**

3 Semester Hours

*Pre/Corequisite:* Complete all required course work for the wind technician Certificate in Applied Science

The Wind Technology Internship provides students with a supervised, curriculum-related, industry-based, on-the-job training opportunity. Work will be performed within a maintenance organization consisting of safety assessments, electrical inspections, mechanical inspections, troubleshooting systems and parts replacements and any other duties as would be expected of full time employees at the worksite. In order to take this class the student must have prior approval from the Dean for Academic Services and recommendation from the program director.

### **WTT 210 Wind Turbine Mechanical Systems**

4 Semester Hours

*Prerequisite:* RDG 90 or ENL 95 permission from the instructor

*Laboratory/Lecture:* 3 hours lecture and 3 hours laboratory each week

This course is designed to introduce students to the mechanical systems that make up the subsystems of wind turbines. The course includes the rotor reduction gear, as well as the blade pitch gears and control system. It will emphasize development of the knowledge and hand skills needed when installing, repairing and replacing turbine components using common tools and equipment.

**WTT 230 Supervisory Control and Data Acquisition**

4 Semester Hours

*Prerequisite: WTT 210 or permission from the program director*

*Laboratory/Lecture: 3 hours lecture and 3 hours laboratory each week*

This course provides hands-on experience working with industrial data communications hardware found in a commercial wind farm. Supervisory Control and Data Acquisition (SCADA) systems in the wind industry will be used to practice maintenance and operational tasks.

**WTT 260 Wind Turbine Troubleshooting and Repair**

4 Semester Hours

*Pre/Corequisite: WTT 210*

*Laboratory/Lecture: 3 hours lecture and 3 hours laboratory each week*

This course emphasizes the skills essential to routine maintenance and repair of wind turbine electrical and mechanical systems. The student will learn the practices of installation, operation, maintenance, troubleshooting, and repair of wind turbine systems.

**WTT 270 Airfoils and Composite Repair**

3 Semester Hours

*Prerequisite: RDG 90 or ENL 95 permission from the instructor*

*Laboratory/Lecture: 2 hours lecture and 2 hours laboratory each week*

This course will enable the student to more efficiently inspect, repair and move/transport wind turbine blades. Students will understand common industry terms used in the manufacture and repair of wind turbine blades. Proper turbine blade handling techniques will be discussed and demonstrated. Manufacturing processes will be studied to more fully understand the internal construction of turbine blades and therefore, the steps needed to perform repairs in an efficient manner.

**WTT 278 Wind Technician Internship II**

3 Semester Hours

*Prerequisite: Permission from the Program Director.*

*Laboratory/Lecture: 1 hour lecture and 6 hours laboratory each week*

The second year Wind Technology Internship II provides students with an advanced industry-based, on-the-job training opportunity. Work will be performed within a maintenance organization consisting of safety assessments, electrical inspections, mechanical inspections, troubleshooting systems and parts replacements and any other duties as would be expected of full time employees at the worksite. In order to take this class the student must have prior approval from the Dean for Academic and Student Services or designee.

## Workforce Education Course Descriptions

### Workforce Cosmetology (WFCM)

#### **WFCM 101 Introduction to Cosmetology**

*4 Semester Hours*

Introduction to Cosmetology was designed by the State Board of Barbers and Cosmetologists and will provide the student with knowledge about the field of cosmetology and habits of the skillful professional. More specifically this course will teach the beginnings of becoming a licensed beautician. This is the first course, part of a 5 course sequence that will prepare students to take the state licensing examination.

#### **WFCM 102 Science of Cosmetology**

*4 Semester Hours*

*Prerequisite: WFCM 101*

The Science of Cosmetology was designed by the State Board of Barbers and Cosmetologists and will provide the student with knowledge about the anatomy of the hair and scalp and more specifically about disease and infection control. This course will also cover basics of electricity and chemistry pertaining to the professional hair stylist. This is the second course, part of a 5 course sequence that will prepare students to take the state licensing examination.

#### **WFCM 103 Professional Cosmetology I**

*4 Semester Hours*

*Prerequisite: WFCM 102*

Professional Cosmetology I was designed by the State Board of Barbers and Cosmetologists and will provide the student with knowledge about hair design, scalp care, shampooing and conditioning. This course will also include haircutting, hair styling, braiding, extensions, wigs and other hair additions. This is the Third course, part of a 5 course sequence that will prepare students to take the state licensing examination to become a licensed hair stylist.

#### **WFCM 104 Chemicals for Cosmetology**

*4 Semester Hours*

*Prerequisite: WFCM 103*

Chemicals for Cosmetology was designed by the State Board of Barbers and Cosmetologists and will provide the student with knowledge about chemicals used in the cosmetology industry. Chemical safety and handling are paramount to this course. This is the fourth course in a five course training required to be eligible to take the WV State Board of Barbers and Cosmetologists test to become a licensed hair stylist.

#### **WFCM 105 Professional Cosmetology II**

*5 Semester Hours*

*Prerequisite: WFCM 104*

Professional Cosmetology II was designed by the State Board of Barbers and Cosmetologists and will provide the student with advanced knowledge about hair design, cutting, styling and shampooing. Advanced skills, dealing with customers, operating a small business and cleanliness requirements are emphasized. This is the fifth and final course, part of a 5 course sequence that will prepare students to take the state licensing examination to become a licensed hair stylist.

#### **WFCM 106 Nail Technology**

*4 Semester Hours*

Nail Technology will prepare students for a professional career as a nail technician. This course will consist of 200 hours of lecture along with 200 hours of clinical work. The training has been designed to meet all requirements of the West Virginia Board of Barbers and Cosmetologist. The material will allow students to gain the knowledge needed to complete The WVBBC state testing and licensure requirements.

#### **WFCM 107 Esthetics Specialist**

*4 Semester Hours*

Esthetics Specialist will prepare students for a professional career. This course will consist of 200 hours of lecture along with 400 hours of clinical work. The training has been designed to meet all requirements of the West Virginia Board of Barbers and Cosmetologist. The material will allow students to gain the knowledge needed to complete The WVBBC state testing and licensure requirements.

### Workforce Health Care (WFHC)

#### **WFHC 101 WFED Phlebotomy Technician**

*6 Semester Hours*

The 90 hour Phlebotomy Technician course prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and clinical training in skills and techniques to perform puncture methods. Phlebotomy Technician (CAST) Certification Eligibility.

**WFHC 102 WFED Pharmacy Technician**

3 Semester Hours

This comprehensive 50 hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam.

**WFHC 103 Medical Billing and Coding for Workforce Development**

6 Semester Hours

This course presents the basics of procedure coding with the CAST and HCASCS coding systems. Emphasis is on providing students with the basic coding concepts, practical applications, Medicare rules, billing tips, and coding issues by specialty. Medical Billing & Coding Specialist (CBCS) Certification eligibility.

**WFHC 104 WFED Beginning Medical Transcription**

3 Semester Hours

This is a beginning medical transcription course designed to provide students with a working knowledge of medical terminology, as well as the transcription of medical reports.

**WFHC 105 WFED EKG Technician**

3 Semester Hours

This comprehensive 52 hour EKG Technician Course prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam in addition to other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, the Holter monitor, electrocardiography and echocardiography.

**WFHC 106 Medical Terminology for Workforce Development**

1 Semester Hour

This 20-hour medical terminology program is a comprehensive guide to identifying, analyzing, and understanding the basic word structure, root words, suffixes, and prefixes. In addition, this program will provide instruction in the organization of the human body and the associated systems, major drug classifications, diagnostic tests and treatment procedures, medical abbreviations and symbols and common medical terms. This program is intended to provide students with a well-rounded introduction to medical terminology enabling a student to better comprehend medical terms.

**WFHC 107 WFED Medical Administration**

3 Semester Hours

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field.

Note: This program does not include a national or state certification as part of its overall objectives.

**WFHC 117 WFED Basic Medical Billing & Coding for Workforce Development**

3 Semester Hours

This course presents the basics of procedure coding with the CAST and HCPCS coding systems. Emphasis is on providing students with the basic coding concepts, practical applications, Medicare rules, billing tips, and coding issues by specialty. Medical Billing & Coding Specialist (CBCS) Certification eligibility.

**WFHC 118 WFED Certified Nursing Assistant**

9 Semester Hours

The Nursing Assistant course is organized around eight basic concepts of needs: comfort, oxygen, nutrition, elimination, communication, psycho-social, teaching, learning & safety. The nursing assistant process is introduced as a basis for all nursing assistant practice. Basic concepts of nursing assistants care as well as developmental needs of the elderly are incorporated. Selected content focus on basic health needs of patients. This course includes a survey of nursing assistant history and selected ethical, legal and mental health concepts. Skills common to the care of hospitalized and nursing home adults are developed through guided laboratory experience in the laboratory and in the community health care agency.

Upon successful completion of both the written and practical examinations, students will be eligible to take the certification exam from the State of West Virginia. Certified nurse assistants may find employment opportunities.



**WFHC 119 Basic Phlebotomy for the Medical Assistant**

3 Semester Hours

The 45 hour Phlebotomy Technician course prepares the medical assistant to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop basic skills to perform venipunctures completely and safely. Classroom work includes anatomy and physiology, blood collection procedures; specimen hands-on practice; and clinical training in skills and techniques to perform puncture methods.

**WFHC 120 Medical Coding: Procedural for Workforce Development**

3 Semester Hours

This course presents the basics of procedure coding with the CPT and HCPCS coding systems. Emphasis is on providing students with the basic coding concepts, practical applications, Medicare rules, billing tips, and coding issues by specialty. Medical Billing & Coding Specialist (CBCS) Certification eligibility.

**WFHC 121 Medical Coding: Diagnostic for Workforce Development**

3 Semester Hours

This course presents the basics of diagnostic coding with the CPT and HCPCS coding systems. Emphasis is on providing students with the basic coding concepts, practical applications, Medicare rules, billing tips, and coding issues by specialty. Medical Billing & Coding Specialist (CBCS) Certification eligibility.

**WFHC 201 WFED Advanced Medical Transcription**

3 Semester Hours

This advanced transcription course is designed to refine transcription skills to a competitive level by providing 20 chapters of realistic, challenging activities. The text is organized into an introductory part, 18 medical specialty areas, and a final part containing student exercises.

**Workforce Commercial Truck Driving (WFTR)****WFTR 101 WFED Commercial Driver's License (CDL) for Workforce Development**

6 Semester Hours

This course presents classroom, lab and over-the road training to equip potential drivers with the skills needed to earn a Class A Commercial Driver's License. Emphasis is on providing students with the basic concepts of safely operating a tractor trailer and preparing students for the CDL exam.

**Workforce Welding (WFWD)****WFWD 101 Welding Fundamentals**

3 Semester Hours

Welding Fundamentals is designed to provide students with an understanding of welding techniques and safety procedures. Students will be introduced to the welding field by both lecture and hands-on experiences. The materials presented are suitable for new students as well as experienced welders wishing to increase their proficiencies.

## **Section VI: Directory**

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## Directory

### **West Virginia Council for Community & Technical College Education**

Clarence Pennington, Chair  
Robert Lee Brown, Vice Chair  
William H. Baker Secretary  
Bruce Berry  
Keith Burdette  
Christina Cameron  
Dr. Kathy J. D'Antoni  
John M. Panza, L.P.C.  
Steve Roberts  
John Sorentti  
John E. Walker

### **Eastern West Virginia Community & Technical College Board of Governors**

Rob Tissue, Chair  
Scott Staley, Vice Chair  
Dixie Bean  
Curtis Durst  
Laurel Godlove  
Greg Greenwalt  
Curtis Hakala  
JR Helmick  
Douglas Lambert  
Raven Mongold  
Faron Shanholtz  
George Sponaule

### **Eastern West Virginia Community & Technical College Officers**

|                 |   |
|-----------------|---|
| Charles Terrell | President   |
| Robert G. Eagle | Dean for Academic and Student Services            |
| Penny Reardon   | Executive Dean of Finance and Human Resources     |
| Malcolm, Ward   | Dean of Career, Technical and Workforce Education |
| Ron Hamilton    | Chief Information Officer                         |
| Sherry Watts    | Director of Workforce Education                   |

## Eastern West Virginia Community & Technical College Staff

### Academic Services

|                      |  |
|----------------------|--|
| Backus, Debra H.     | Division Chair for General Studies, Health and Education         |
| Becker-Gorby, Sherry | Associate Dean for Academic and Learner Support Services         |
| Berg, Eleanor        | Nursing Program Coordinator                                      |
| Chirchirillo, Kimbra | Administrative Secretary, Sr.                                    |
| Godlove, Laurel      | Academic Services Program Coordinator                            |
| Goodall, Suzanne     | Elementary Education Coordinator                                 |
| Mirkhani, Seyed      | Division Chair for Business, Computer and Information Technology |
| Shockey, Vera        | Adult Basic Education Coordinator/Instructor                     |
| Shrader, Pamela      | Program Manager for Secondary School Partnerships                |

### Administrative Staff

|                   |  |
|-------------------|--|
| Branson, Trina    | Business Office Administrator                        |
| Combs, Joyce      | Payroll Representative                               |
| Duling, Diana     | Accounting Assistant I/Cashier                       |
| Vacant            | Executive Secretary                                  |
| Koontz, Lacey     | Accounting Assistant I                               |
| LeCrone, Scott    | Information Technology Assistant                     |
| Markwood, Jessica | Public Relations Manager                             |
| Ours, Tammy       | Administrative Secretary                             |
| Silver, Daniel    | Staff Writer/Grant Resource Specialist               |
| Baldwin, William  | Information Technology Assistant/Evening Coordinator |

### Adult Basic Education

|                  |                                    |
|------------------|------------------------------------|
| Barger, Amanda   | Instructor                         |
| Shockey, Vera    | Instructor                         |
| Lisa Kimble      | Instructional Assistant            |
| Racey, Trinity   | Instructor/Instructional Assistant |
| Walters, Cynthia | Instructor, ESL-Civics             |

### Learner Support Services

|                      |  |
|----------------------|--|
| Becker-Gorby, Sherry | Associate Dean for Academic and Learner Support Services |
| Chirchirillo, Kimbra | Administrative Secretary, Sr.                            |
| Crites, Amy          | Student Services Specialist                              |
| Goldizen, Patty      | Learner Support Program Coordinator                      |
| Nelson, Debra        | Financial Aid Assistant III                              |
| Sites, Amanda        | Director of Financial Aid                                |
| Wilson, Monica       | Associate Director of Admissions                         |

### Workforce Education

|                  |   |
|------------------|---|
| Bogan, Connie    | Program Assistant                                 |
| Degnan, Ann      | Workforce Administrative Secretary                |
| Malcolm, Ward    | Dean of Career, Technical and Workforce Education |
| Shockey, Melissa | Outreach Program Coordinator                      |
| Watts, Sherry    | Director, Workforce Education                     |
| Vacant           | Project Manager, Workforce Education              |

## Eastern West Virginia Community & Technical College Faculty

### Baccalaureate Transfer Programs and Career-Technical Programs Full-time and Adjunct Faculty

#### Accounting

|            |      |                               |
|------------|------|-------------------------------|
| Sean Riley | M.S. | Strayer University (2008)     |
|            | B.S. | University of Maryland (1997) |

#### Administrative Support

|                 |      |                               |
|-----------------|------|-------------------------------|
| Crites, Amy     | M.S. | Marshall University (2012)    |
|                 | B.S. | Shepherd University (2001)    |
|                 | AS   | Potomac State (1996)          |
| Godlove, Laurel | B.S. | Bowie State University (2002) |
| Wilson, Monica  | M.S. | Marshall University (2008)    |
|                 | B.S. | Shepherd University (2004)    |

#### Allied Health

|                                    |  |   |
|------------------------------------|--|---|
| Berg, Eleanor<br>Full-time Faculty | M.S.<br>Adult Nurse Practitioner   | University of Maryland (1995)                       |
|                                    | B.S.N.   | West Virginia University (1991)                     |
|                                    | A.S.   | Shepherd College (1981)                             |
|                                    | Additional Studies: Post Masters'<br>Certificate (Pediatric Nurse<br>Practitioner, Family Nurse<br>Practitioner) | West Virginia University (1997)                     |
| Glasscock, Sandria                 | R.N. Diploma   | The Washington Hospital School of Nursing<br>(1972) |
| Landis, Jill<br>Full-time Faculty  | B.S.N.   | Alderson and Broadus College (1995)                 |
|                                    | Coursework   | Walden University (2009 – present)                  |
| Mollard, Phoebe                    | B.S.   | University of Maryland (1983)                       |
|                                    | A.A.   | J. Sargeant Reynolds Community College<br>(2003)    |
| Reynolds, Judy                     | B.S.N.   | West Virginia University (1995)                     |

| <b>Automotive Technology</b> |  |  |  |
|------------------------------|--|--|--|
|                              | Byard, Jeff  | A.A.                                   | WVU Institute of Technology (1995)                             |
|                              | Swick, Douglas<br>Full-time Faculty  | Automotive Technology<br>Certification | National Occupational Testing Institute (2007)                 |
|                              |  | Master Automotive Technician           | National Institute for Automotive Service<br>Excellence (2004) |
|                              |  | Coursework                             | WVU Institute of Technology                                    |
|                              |  | Coursework                             | Shepherd University  |
| <b>Board of Governors</b>    |  |  |  |
|                              | Becker-Gorby, Sherry   | M.A.                                   | West Virginia University (1981)                                |
|                              |  | B.A.                                   | Bethany College (1975)   |
|                              |  | Additional Graduate Study              | West Virginia University                                       |
|                              | Wilson, Monica   | M.S.                                   | Marshall University (2008)                                     |
|                              |  | B.S.                                   | Shepherd University (2004)                                     |
| <b>Business</b>              |  |  |  |
|                              | Anderson, Ashley   | M.B.A.                                 | West Virginia Wesleyan College (2009)                          |
|                              |  | B.A.                                   | West Virginia Wesleyan College (2009)                          |
|                              | Gallery, Sharon  | M.B.A.                                 | George Washington University (1982)                            |
|                              |  | B.A.                                   | Sweet Briar College (1975)                                     |
|                              | Mirkhani, Seyed<br>Division Chair of Business,<br>Computer and<br>Information<br>Technology/Full-Time<br>Faculty | M.S.                                   | Nova Southeastern University (2008)                            |
|                              |  | M.S.                                   | Strayer University (2000)                                      |
|                              |  | M.S.                                   | Johns Hopkins University (1997)                                |
|                              |  | B.A.                                   | University of District of Columbia (1995)                      |
|                              | Murphy, Shirley<br>(Full-Time Faculty)   | M.B.A.                                 | Frostburg State University (2003)                              |
|                              |  | B.S.                                   | Frostburg State University (1998)                              |
|                              |  |  |  |

|                                    |  |        |  |
|------------------------------------|--|--------|--|
|                                    | Perry, Craig   | M.B.A  | University of North Carolina at Chapel Hill (2008) |
|                                    |  | B.B.A. | James Madison University (1999)                    |
|                                    | Reardon, Penny   | M.B.A. | Eastern Mennonite University (2004)                |
|                                    |  | B.S.   | Eastern Mennonite University (1997)                |
|                                    | Riley, Sean  | MS     | Strayer University (2008)                          |
|                                    |  | BS     | University of Maryland (1997)                      |
|                                    | Sites, Amanda  | M.B.A. | West Virginia Wesleyan College (2003)              |
|                                    |  | B.S.   | West Virginia Wesleyan College (2003)              |
| <b>Early Childhood Development</b> |  |        |  |
|                                    | Backus, Debra Division<br>Chair for General<br>Studies, Health and<br>Education/Full-Time<br>Faculty | ABD    | West Virginia University (2006)                    |
|                                    |  | M.A.   | Virginia Polytechnic Institute (1986)              |
|                                    |  | B.A.   | Frostburg State University (1973)                  |
|                                    | Carr, Vivian   | M.A.   | West Virginia University (1997)                    |
|                                    |  | B.A.   | West Liberty State College (1992)                  |
|                                    | Entwisle, Amy  | M.A.   | Grand Canyon University (2003)                     |
|                                    |  | B.A.   | University of Northern Iowa (1994)                 |
|                                    | Goodall, Suzanne H.<br>(Full-Time Faculty)   | Ed.D.  | West Virginia University (2008)                    |
|                                    |  | M.A.   | West Virginia University (1985)                    |
|                                    |  | B.A.   | West Virginia University (1981)                    |
|                                    | MacGregor, Tanya   | M.A.   | West Virginia University (2006)                    |
|                                    |  | B.S.   | Frostburg State University (2002)                  |
|                                    | Williams, Robin  | M.S.   | West Virginia University (2005)                    |
|                                    |  | B.S.   | Frostburg State University (2002)                  |
|                                    |  | A.A.   | Potomac State College (2000)                       |

| <b>Electromechanical Technology</b>  |                         |   |
|--|-------------------------|---|
| Boward, Max  | M.S                     | West Virginia University (1996)                       |
|  | B.A.                    | West Virginia University (1990)                       |
|  | A.A.                    | Marion Military Institute (1985)                      |
| Hipp, Mike   | Coursework              | WVU Institute of Technology                           |
|  | Industrial Tech         | National Occupational Testing Institute (2007)        |
|  | Master Electrician      | State of West Virginia                                |
|  | Journeyman Electrician  | State of West Virginia                                |
| Spurling, Jim  | Coursework              | WVU Institute of Technology                           |
|  | Electronics Tech        | National Occupational Testing Institute (2005)        |
|  | Electronics Certificate | WV State Board of Education (2005)                    |
| <b>Elementary Education</b>  |                         |   |
| Goodall, Suzanne H.<br>(Full-Time Faculty)   | Ed.D.                   | West Virginia University (2008)                       |
|  | M.A.                    | West Virginia University (1985)                       |
|  | B.A.                    | West Virginia University (1981)                       |
| Holstein, Michele  | M.A.                    | Marshall University (2000)                            |
|  | B.S.                    | Concord University (1992)                             |
| <b>Information Technology</b>  |                         |   |
| Alt, Cindy   | BS                      | American Public University (2014)                     |
| Cumbo, Vincenza<br>Full-Time Faculty   | M.S.                    | M.S. University of Maryland University College (2010) |
|  | B.S.                    | Worcester State College (1991)                        |
| Mirkhani, Seyed<br>Division Chair for<br>Business, Computers and<br>Information<br>Technology/Full-Time<br>Faculty | M.S.                    | Nova Southeastern University (2008)                   |
|  | M.S.                    | Strayer University (2000)                             |
|  | M.S.                    | Johns Hopkins University (1997)                       |
|  | B.A.                    | University of District of Columbia (1995)             |
| Vinoski, Paul  | BA                      | University of Phoenix (2014)                          |



| <b>Nursing</b> (Nursing faculty approved by the West Virginia Board of Examiners for Registered Professional Nurses) |   |   |
|--|---|---|
| Berg, Eleanor<br>Full-time Faculty   | M.S.<br>Adult Nurse Practitioner  | University of Maryland (1995)                   |
|  | B.S.N.  | West Virginia University (1991)                 |
|  | A.S.  | Shepherd College (1981)                         |
|  | Additional Studies: Post Masters' Certificate (Pediatric Nurse Practitioner, Family Nurse Practitioner) | West Virginia University (1997)                 |
| Barger, Heather  | M.S.N.  | Walden University (2015)                        |
|  | A.A.  | Shepherd University (2004)                      |
| Coby, Chantell   | B.S.N.  | West Virginia University (2009)                 |
|  | Graduate Studies (Psychiatric Nurse Practitioner)   | West Virginia Wesleyan<br>Shenandoah University |
| Cross-Shreve, Ranese   | B.S.N.  | Alderson-Broadus (1994)                         |
|  | Graduate Studies (Nursing Informatics)  | Walden University                               |
| Hott, Judith   | M.S.  | George Mason University (1993)                  |
|  | B.S.N.  | Shenandoah University (1989)                    |
|  | Diploma   | Sinai Hospital School of Nursing (1973)         |
| Landis, Jill<br>Full-time Faculty  | M.S.N.  | Walden University (2011)                        |
|  | B.S.N.  | Alderson and Broadus College (1995)             |
| Mathias, Melissa   | B.S.N.  | West Virginia University (2007)                 |
|  | Graduate Coursework   | West Virginia University (2010 - present)       |
| Rogers, Susan  | M.S., Nurse Practitioner  | West Virginia University (2013)                 |
| <b>Wind Energy and Turbine Technology</b>  |   |   |
| Goldizen, Bradely D.   | J.D.  | Regent University (1998)                        |
|  | B.S.E.E.  | West Virginia University (1994)                 |
|  |   |   |

|  |                 |             |   |
|--|-----------------|-------------|---|
|  | Landes, Charles | B.S.        | West Virginia University, 1974                              |
|  |                 | Certificate | Shenandoah University, 1995                                 |
|  |                 | Certificate | University of Tennessee, 1977                               |
|  |                 | Certificate | Central Virginia Community College, 1977                    |
|  |                 | Certificate | Siemen Corporation  |
|  |                 | Certificate | Fanuc Robotic   |
|  | Malcolm, Ward   | B.S.E.E.    | West Virginia University, 1983                              |
|  |                 | A.A.        | Potomac State College 1981                                  |
|  |                 | Coursework  | Shenandoah University                                       |
|  |                 | Coursework  | Virginia Polytechnic Institute                              |
|  | Putze, Eric     | B.S.        | Virginia Polytechnic Institute and State University, 1984   |
|  |                 | A.A.S.      | Eastern West Virginia Community and Technical College, 2013 |
|  |                 | Certificate | George Washington University, 1996                          |

**General Education  
Full-Time and Adjunct Faculty**

**Art**

|  |                      |                     |                                 |
|--|----------------------|---------------------|---------------------------------|
|  | Beyersdorfer, Marcie | BA                  | Connecticut College (1980)      |
|  |                      | Graduate Coursework | Hood College (1986)             |
|  | Neely, Lahna         | M.A.                | James Madison University (1976) |
|  |                      | B.A.                | Shepherd College (1974)         |

**Biology**

|  |                 |                                   |                                  |
|--|-----------------|-----------------------------------|----------------------------------|
|  | Byard, Kimberly | M.S.                              | Marshall University (1990)       |
|  |                 | B.S.                              | Fairmont State University (1987) |
|  | Hammer, Gene    | M.S.                              | Shenandoah University (1997)     |
|  |                 | B.S.                              | West Virginia University (1976)  |
|  | Harman, Sharon  | Doctorate of Philosophy (Biology) | West Virginia University (1982)  |
|  |                 | M.S.                              | Marshall University (1978)       |
|  |                 | B.S.                              | Marshall University (1976)       |

|                                     |  |        |   |
|-------------------------------------|--|--------|---|
|                                     | Metheny, Jacob   | D.C.   | Logan College of Chiropractic (2009)                  |
|                                     |  | B.S.   | Logan College of Chiropractic (2005)                  |
|                                     | Oliverio, Anthony  | M.S.   | University of Maryland (2013)                         |
|                                     |  | B.S.   | Frostburg State University (2008)                     |
|                                     |  | A.A.S. | Frostburg State University (2005)                     |
| <b>Computer Information Systems</b> |  |        |   |
|                                     | Cumbo, Vincenza<br>Full-Time Faculty   | M.S.   | M.S. University of Maryland University College (2010) |
|                                     |  | B.S.   | Worcester State College (1991)                        |
|                                     | Mirkhani, Seyed<br>Division Chair for<br>Business, Computers and<br>Information<br>Technology/Full-Time<br>Faculty | M.S.   | Nova Southeastern University (2008)                   |
|                                     |  | M.S.   | Strayer University (2000)                             |
|                                     |  | M.S.   | Johns Hopkins University (1997)                       |
|                                     |  | B.A.   | University of District of Columbia (1995)             |
| <b>English</b>                      |  |        |   |
|                                     | Hakala, Curtis<br>Full-time Faculty  | M.A.   | James Madison University (2005)                       |
|                                     |  | B.S.   | James Madison University (1994)                       |
|                                     | Dongoski, Anne<br>(Maureen)  | B.A.   | West Virginia University (2004)                       |
|                                     |  | A.A.   | Shepherd University (2004)                            |
|                                     | Miller, Keith  | M.A.   | University of Phoenix (2013)                          |
|                                     |  | B.A.   | Glennville State College (1995)                       |
|                                     | Simmons, Jeremy  | M.A.   | West Virginia University (2013)                       |
|                                     |  | B.A.   | Shepherd University (1994)                            |
|                                     | Simmons, Joy   | M.A.   | Radford University (2001)                             |
|                                     |  | B.S.   | Virginia Tech (1996)                                  |
|                                     |  | A.A.S. | Wytheville Community College (1994)                   |
|                                     | Vincell, Joseph  | M.A.   | Marshall University (2013)                            |
|                                     |  | B.A.   | High Point University (2002)                          |

|                        |                      |             |   |
|------------------------|----------------------|-------------|---|
|                        | Yurcaba, Nicole      | M.H.        | Tiffin University (2013)                                    |
|                        |                      | B.A.        | Bridgewater College (2010)                                  |
| <b>General Science</b> |                      |             |   |
|                        | Metheny, Jacob       | D.C.        | Logan College of Chiropractic (2009)                        |
|                        |                      | B.S.        | Logan College of Chiropractic (2005)                        |
|                        | Putze, Eric          | B.S.        | Virginia Polytechnic Institute and State University (1984)  |
|                        |                      | A.A.S       | Eastern West Virginia Community and Technical College, 2013 |
|                        |                      | Certificate | George Washington University, 1996                          |
|                        | Williams, Martha     | M.A.        | Alderson Broaddus (2008)                                    |
|                        |                      | B.A.        | Alderson Broaddus (2011)                                    |
| <b>History</b>         |                      |             |   |
|                        | Hodges, Henry        | B.A.        | West Virginia University (1989)                             |
|                        |                      | M.A.        | Marshall University (1983)                                  |
|                        |                      | B.S.        | West Virginia University                                    |
|                        | Jones, David         | M.A.        | West Virginia University (1972)                             |
|                        |                      | B.S.        | West Virginia University (1969)                             |
|                        | Smith, Steve         | Ph.D.       | West Virginia University (2000)                             |
|                        |                      | M.A.        | James Madison University (1991)                             |
|                        |                      | B.S.        | James Madison University (1988)                             |
|                        | Tantillo, Mary-Faith | M.A.        | St. John's University (1978)                                |
|                        |                      | B.A.        | St. John's University (1974)                                |
| <b>Mathematics</b>     |                      |             |   |
|                        | Branson, Katie       | M.A.        | Shepherd University (2012)                                  |
|                        |                      | B.A.        | Shepherd University (2010)                                  |
|                        |                      | A.A.        | Hagerstown Community College (2007)                         |
|                        | Crystoff, William    | B.S.E.T.    | Central New England College of Technology (1973)            |

|                          |                                       |                           |  |
|--------------------------|---------------------------------------|---------------------------|--|
|                          | Goldizen, Bradely D.                  | J.D.                      | Regent University (1998)                                     |
|                          |                                       | B.S.E.E.                  | West Virginia University (1994)                              |
|                          | Gott, Sharon                          | M.T.                      | Virginia Commonwealth University (1993)                      |
|                          |                                       | B.S.                      | Virginia Commonwealth University (1993)                      |
|                          |                                       | Additional Graduate Hours | University of California at Los Angeles                      |
|                          | Hershberger, Jamin                    | M.A.                      | Marshall University (1998)                                   |
|                          |                                       | B.A.                      | Glennville State College (1995)                              |
|                          |                                       | Additional Graduate Study | West Virginia University                                     |
|                          | Meck, Nelson                          | M.A.                      | Salem International University (2001)                        |
|                          |                                       | B.S.                      | West Virginia University (1988)                              |
|                          |                                       | Additional Graduate Hours |  |
|                          | Putze, Eric                           | B.S.                      | Virginia Polytechnic Institute and State University (1984)   |
|                          |                                       | A.A.S.                    | Eastern West Virginia Community and Technical College, 2013  |
|                          |                                       | Certificate               | George Washington University (1996)                          |
|                          | Williams, Andrea<br>Full-Time Faculty | M.S.                      | University of Virginia (2008)                                |
|                          |                                       | B.S.                      | Bridgewater College (2006)                                   |
| <b>Music</b>             |                                       |                           |  |
|                          | Custer, Sharon                        | M.A.                      | Western State College of Colorado (1976)                     |
|                          |                                       | B.A.                      | Western State College of Colorado (1976)                     |
| <b>Physics</b>           |                                       |                           |  |
|                          | Putze, Eric                           | B.S.                      | Virginia Polytechnic Institute and State University (1984)   |
|                          |                                       | A.A.S.                    | Eastern West Virginia Community and Technical College (2013) |
|                          |                                       | Certificate               | George Washington University (1996)                          |
| <b>Political Science</b> |                                       |                           |  |
|                          | LaFountain, Holly                     | M.A.                      | University of Georgia (2009)                                 |
|                          |                                       | B.A.                      | Converse College (2006)                                      |

| <b>Psychology</b> |                   |                  |                                     |
|-------------------|-------------------|------------------|-------------------------------------|
|                   | Bennear, Mark     | M.S.             | Cappella University (2007)          |
|                   |                   | R.B.A.           | Shepherd College                    |
|                   | Dixon, Scott      | ABD              | Fordham University (1008)           |
|                   |                   | M.S.W.           | Temple University (2001)            |
|                   |                   | M.A.             | Regents University (1986)           |
|                   |                   | B.A.             | Alderson-Broaddus (1983)            |
|                   | George, Gregory   | M.A.             | Marshall University (2011)          |
|                   |                   | B.A.             | Shepherd University (2007)          |
|                   | Ludwig, Sarah     | M.A.             | Eastern Mennonite University (2007) |
|                   | Reel, Mike        | M.S.             | West Virginia University (2004)     |
|                   |                   | B.A.             | West Virginia University (1986)     |
|                   | Smith, Diane      | M.Ed. + 45 hours | James Madison University (1977)     |
|                   |                   | B.S.             | Shepherd University (1974)          |
| <b>Reading</b>    |                   |                  |                                     |
|                   |                   |                  |                                     |
| <b>Sociology</b>  |                   |                  |                                     |
|                   | Branson, Katie    | M.A.             | Shepherd University (2012)          |
|                   |                   | B.A.             | Shepherd University (2010)          |
|                   |                   | A.A.             | Hagerstown Community College (2007) |
|                   | Jordan, Michael   | M.S.             | West Virginia University (2001)     |
|                   |                   | B.S.             | Frostburg State University (1999)   |
|                   | LaFountain, Holly | M.A.             | University of Georgia (2009)        |
|                   |                   | B.A.             | Converse College (2006)             |
|                   | Porter, Linda     | M.S.             | West Virginia University (1999)     |
|                   |                   | B.S.             | West Virginia University (1980)     |
| <b>Spanish</b>    |                   |                  |                                     |
|                   |                   |                  |                                     |

| Speech           |                  |                                 |
|------------------|------------------|---------------------------------|
| Godfrey, Patrick | B.A.             | Glenville College (1985)        |
|                  | B.A.             | Glenville College (1982)        |
|                  | Graduate Studies | West Virginia University        |
| Godfrey, Patrick | B.A.             | Glenville College (1985)        |
|                  | B.A.             | Glenville College (1982)        |
|                  | Graduate Studies | West Virginia University        |
| Shrader, Pamela  | B.A.             | Shepherd University (1998)      |
|                  | M.A.             | West Virginia University (2003) |

## **Fall 2015**

|                       |   |
|-----------------------|---|
| April 1               | Fall 2015 Pre-registration Begins                             |
| April 1-July 24       | Continuous Pre-registration during Regular Business Hours     |
| July 23               | Last Day for Pre-registered Students to Pay                   |
| July 23               | Payment Arrangements Must be Made at the Time of Registration |
| July 24               | Drop Date for Nonpayment of Pre-registration                  |
| July 27-August 14     | General Registration (Payment required with registration)     |
| August 17             | Classes Begin   |
| August 17-21          | Add/Drop Period   |
| September 7           | Labor Day Holiday – College Closed                            |
| October 9             | End of Mid Semester (1 <sup>st</sup> eight weeks completed)   |
| October 12            | Mid Semester Reports Due                                      |
| November 2            | Last Day to Withdraw with a Grade of “W” (11 weeks completed) |
| November 2            | Registration for Spring 2016 Begins                           |
| November 3            | Deadline for Graduation Applications for Fall 2015            |
| November 23-27        | Thanksgiving Holiday – No Classes                             |
| November 30           | Classes Resume  |
| December 4            | Last day of classes (full term classes only)                  |
| December 7-11         | Final Exams   |
| December 15           | Final Grades Due by 12:00 Noon                                |
| December 21-January 1 | Holiday Break – College Closed                                |

## **Spring 2016**

|                          |  |
|--------------------------|--|
| November 2               | Spring 2016 Pre-registration Begins                            |
| November 2 – December 11 | Continuous Pre-registration During Regular Business Hours      |
| December 14              | Last Date for Pre-registered Students to Pay                   |
| December 14              | Payment Arrangements Must be Made at the Time of Registration  |
| December 17              | Drop Date for Nonpayment of Pre-registration                   |
| January 4-15             | General Registration (Payment required with registration)      |
| January 18               | Martin Luther King Holiday – College Closed                    |
| January 19               | Classes Begin  |
| January 19-25            | Add/Drop Period  |
| March 1                  | Deadline for Graduation Applications for Spring 2016           |
| March 11                 | End of Mid Semester (1 <sup>st</sup> eight weeks completed)    |
| March 14                 | Mid-Semester Reports Due                                       |
| March 14 -18             | Spring Break – No Classes                                      |
| March 21                 | Classes Resume   |
| April 1                  | Last Date to Withdraw with a Grade of “W” (11 weeks completed) |
| April 1                  | Registration for Summer 2016 and Fall 2016 Begins              |
| May 6                    | Last day of classes (full term classes only)                   |
| May 9-May 13             | Final Exams  |
| May 14                   | Commencement (10:00 AM)  |
| May 17                   | Final Grades Due by 12:00 Noon                                 |



## **Summer 2016**

|          |  |
|----------|--|
| April 1  | Pre-registration for Summer 2016 Begins  |
| May 23   | Classes Begin                            |
| May 30   | Memorial Day – College Closed            |
| June 29  | Last Day to Withdraw with a Grade of “W” |
| July 4   | Holiday – College Closed                 |
| July 29  | Last day of classes/Final Exams          |
| August 1 | Final Grades Due by 12:00 Noon           |

The Institution reserves the right to amend the academic calendar when circumstances require such action.