2024-2025 COLLEGE CATALOG
EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

EASTERN
West Virginia Community & Technical College

Discover Your Potential!

2024-2025 Catalog

Eastern West Virginia Community and Technical College
316 Eastern Drive • Moorefield, WV 26836
304-434-8000 • 877-982-2322

Eastern West Virginia Community and Technical College is an accredited institution through the Higher Learning Commission of the North Central Association of Colleges and Schools.

Eastern West Virginia Community and Technical College is a free-standing, comprehensive, state supported Institution. We are an open enrollment institution providing accessible and affordable post secondary general education, workforce training and education and service and personal growth opportunities to members of our community and service district.

MISSION

Eastern West Virginia Community and Technical College (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.
- The College accepts and values all learners; we seek and welcome diverse students, 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 base its planning 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.

Table of Contents

SECTION I: GENERAL INFORMATION 5

The College 5
Institutional Policies 5
General Education Learning Outcomes Assessment 10
Admission Policy and Procedures 10
Registration, Assessment and Advising 14
Academic Assessment 16
Tuition, Fees and Refunds 16
Student Services 22
Veterans' Services 25
Gainful Employment Disclosure 28

SECTION II: ACADEMIC POLICIES AND PROCEDURES 29

Academic Schedule 29
Enrollment Classification and Course Load 29
Academic Support and Student Responsibilities 29
Academic Standing Policy 30
Instructional Methods and Grading 31
Academic Honesty/Plagiarism 33
Awarding Credit Through Assessment of Prior Learning 34
Degrees, Graduation and Transcripts 38

SECTION III: ACADEMIC RESOURCES AND PROGRAM INFORMATION 43

General Information 43
Baccalaureate Transfer Programs 43
Career Programs 43
Academic Resources 43
Baccalaureate Transfer Programs 49
Career-Technical Programs 53
Customized Degree Programs 91
Programs and Courses Available through Partnerships with Accredited Colleges and Universities .. 101
Micro-Credentials 102

SECTION IV: ECONOMIC AND WORKFORCE EDUCATION SERVICES AND COMMUNITY EDUCATION 112

Workforce Education Department 112
Community Education 113

SECTION V: COURSE DESCRIPTIONS 117
Academic Course Descriptions 117
Workforce Education Course Descriptions 146

SECTION VI: DIRECTORY 149
Governing Boards 149
West Virginia Council for Community and Technical College Education 149
Board of Governors 149
President's Cabinet 149
Full-Time Faculty 150
Part-Time and Adjunct Faculty 151
Eastern West Virginia Community and Technical College Staff 153
Academic Calendar 154
Eastern West Virginia Community and Technical College Policy of Nondiscrimination 156
General Admission Requirements for Eastern West Virginia and Technical College 157

Section I: General Information

THE COLLEGE

Eastern West Virginia Community and 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 and 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 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, and meet the needs of employers.

Eastern West Virginia Community and 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 either an interactive audio, video and data telecommunications system. This system permits classes to originate at some locations, 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 and Technical College operates Discovery Centers and regional centers in the following facilities in addition to the Main Campus:

- Eastern Technology Center
- Pendleton Discovery Center (located at the High School)
- Petersburg Discovery Center (located at the High School)
- Tucker Discovery Center (located at the High School)

Partnerships provide additional locations of course delivery at:

- East Hardy High School
- Hampshire High School
- Mineral County Technical Center
- Moorefield High School

INSTITUTIONAL ACCREDITATION

Eastern West Virginia Community and Technical College is accredited by:
The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
Phone: 312.263.0456 or 800.621.7440
FAX: 312.263.7462
Web: hlcommission.org
Email: info@hlcommission.org

INSTITUTIONAL POLICIES

CATALOG ADHERENCE POLICY

Eastern's catalog contains official statements 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 is available from the Student Services staff at the Main Campus and from the Discovery Center Advisors at each of the college's Discovery Centers.

Students enrolling at Eastern 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 a formal written request is submitted to the Vice President of Academics and Student Services, and that all requirements are meet from 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 in. If a course substitution is needed, a suitable course is recommended by the advisor and approved by the Vice President of Academics and Student Services prior to the student enrolling in the course.

The catalog is prepared for information purposes only, and is not considered a binding contract between Eastern West Virginia Community and Technical College and students.

EQUAL OPPORTUNITY, NON-DISCRIMINATION AND AFFIRMATIVE ACTION

Eastern's 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 recommits 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 Vice President of Academics and Student Services 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 information maintained by the college, as provided in the Family Education Rights and Privacy Act of 1974, (FERPA), as amended. Further, students are permitted to dispute any educational record items which are believed to be inaccurate. Student requests to review their educational records must be submitted in writing and directed to the Vice President of Academics and Student Services or designee.

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 Vice President of Academics 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.

PHOTO RELEASE

Eastern, a state-supported comprehensive community and technical college, reserves the right to use photography and video images of students and visitors, 18 and older, taken on our property and at college-sponsored events for marketing and promotional purposes. Objection to the use of an individual's photograph may be made in writing to the President's Office, Room 108, Moorefield Campus.

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 and Technical College has implemented a policy regarding drug usage 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 and Student Handbook.

SEXUAL HARASSMENT/DISCRIMINATION POLICY

Students at Eastern are entitled to an environment free from sexual harassment and discrimination. Policies, 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 Human Resources Office who serve as the Title IX Coordinator. The Title IX Coordinator will advise students of the internal reporting and complaint procedures, and along with other officials, is properly trained and understands that internal procedures do not preclude the use of any other complaint mechanisms available to complainants.

Any person may report or file a formal complaint alleging prohibited conduct, including Title IX Sexual Harassment, (whether or not the person reporting is the person alleged to be the victim of prohibited conduct regardless of the specific type), in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-hours) by using the telephone number or electronic mail address or by mail to the office address, listed for the Title IX Coordinator below:

Jaennae Snyder
Payroll Assistant/HR Assistant III, Title IX Coordinator
316 Eastern Drive, Moorefield, WV 2683
304-434-8000, Ext 9275 or jaennae.snyder@easternwv.edu

Upon receipt of an allegation or complaint of sexual harassment or discrimination, the Title IX Coordinator, after consultation with Eastern's President or designee, shall immediately determine the specific type of harassment and/or discrimination that the complaint falls under. If the complaint meets the requirements for Title IX sexual harassment/discrimination, the Title IX Coordinator shall initiate an investigation or other appropriate method to resolve the situation. If the complaint does not meet the requirements to deem the offense as Title IX sexual harassment/discrimination, the Title IX Coordinator will forward the complaint to the appropriate official to investigate. 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 and Technical College, pursuant to the requirements of Title IV, VI and 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, sex, sexual orientation or national origin in its admission or employment policies nor its educational programs or activities. Direct inquiries regarding these policies to: Human Resources Office, Eastern West Virginia Community and Technical College, 316 Eastern Drive, Moorefield, WV 26836, Phone: 304-434-8000 Ext 9275.

Board Policies and Administrative Regulations are available on the college's website and found at: https://easternwv.edu/about-eastern/board-governors/policies-and-regulations/

SUICIDE PREVENTION

Students will receive Suicide Prevention information sharing activities and events. New students are provided information at Student Orientation. Other possible media avenues include the student email listserv, website, campus student newsletter and television monitors located on the Main Campus. The goal of the educational programming offered by Student Services is to promote understanding regarding the dynamics of suicide, and to recognize behaviors that may signal suicidal intent. Informational flyers are distributed addressing depression, general principles about mental health, stress and other related topics.

INTERVENTION

The following are guidelines for immediate and non-immediate intervention in the case of a suicide threat or attempt. It is recognized that special circumstances may arise which require deviation from these guidelines, and that administrative discretion must be exercised in these circumstances.

- The Vice President of Academics and Student Services or designee is notified immediately. If the Vice President of Academics and Student Services is not available, an appointed designee is contacted immediately.
- The Vice President of Academics and Student Services or designee, will notify medical emergency personnel (if necessary).
- Medical emergency personnel will transport the student to the hospital for medical evaluation and mental health assessment upon arrival on campus.
- The Vice President of Academics and Student Services or designee will contact the family of the student (once the situation is stable, and the student is no longer in danger)

who threatened or attempted suicide when appropriate, and will render support to family members and significant others as needed.

For more information, refer to the Student Handbook and college regulation, Process for Dealing with Suicide: Prevention, Intervention and Post Intervention, AR 4.4, located at:

https://www.wvhepc.edu/resources/data-and-publication-center/

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, which are published in the West Virginia Higher Education Almanac. The Almanac is available for review in the Learning Resource Center, Main Campus. This information is also available at the Higher Education Policy Commission website: https://www.wvhepc.edu/

FORMAL STUDENT COMPLAINTS

Eastern's Board affirms compliance with federal regulations and the Higher Learning Commission Policy with regard to recording, tracking and disposition of written student complaints.

Before invoking the Student Complaint Procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, the potential subject of a complaint, and the college to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Complaint Procedure be invoked.

Throughout all phases of the complaint process, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law. Formal written complaints, submitted to any senior administrator and officially logged by the Vice President of Academics and Student Services. Additionally, complaints forwarded to the college by the Higher Learning Commission are tracked by *B.P. 4.6.*

SAFETY INFORMATION

Eastern West Virginia Community & Technical College provides information on the incidence of crime at college facilities at https://easternwv.edu/about-eastern/consumer-information/campus-safety-information/

This information is available in the West Virginia Community and Technical College System's Reauthorization Review [page 5 of the Review for crime statistics].

Additionally, the College publishes crime assistance resources in every semester schedule. The schedule is available at the Admissions and Registration area in the Main Campus or nearest Discovery Center.

More information is available at the West Virginia Higher Education Policy Commission Data and Publication Center.

More information about the Clery Act is available at https://www2.ed.gov/admins/lead/safety/campus.html#regs

APPROPRIATE COMPUTER USAGE POLICY

Computing resource access is a privilege the College grants its faculty, staff, and students. Access is often extended to external individuals for purposes consistent with the mission of the college. Computing tools, including library resources or telephone system are shared goods, essential to the instructional research and/or administrative functions of the college. Continued availability of these expensive and sometimes fragile resources requires responsible and legitimate usage.

Eastern's computing resources is solely for purposes related to the college's mission of education, research, and public service. Only authorized software packages by the college may be installed or downloaded on college computers. Therefore, computers must be used only for functions 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 campus computers or Internet service usage 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 resource usage must comply with the high ethical standards of the college community institution as described in the Code of Student Conduct, and Orientation Guide & Student Handbooks. Policy violators, who fail to adhere to computing resources described legal and ethical use are subject to Eastern's normal disciplinary measures, in addition to the loss of computing privileges. Offenders performing illegal acts involving Eastern's computing resources are subject to state and federal prosecution. A copy of Eastern's computer usage policy, BP 6.5, is available on the College website at https://easternwv.edu/wp-content/uploads/BP-6-5-Appropriate-Computer-Usage_signed.pdf, or through the Technology Services Office.

TOBACCO FREE CAMPUS POLICY

Eastern is a tobacco-free campus. Tobacco use, which includes, but is not limited to smoking, chewing, rubbing

and electronic tobacco devices is strictly prohibited on all college owned, leased or operated property, buildings and vehicles. The sale of or free distribution of tobacco products on campus is strictly prohibited, and includes the delivery of tobacco products to a campus through delivery services of any kind.

Campus organizations are prohibited from accepting money or gifts from tobacco companies. All tobacco advertising in public spaces, such as billboards and signs is prohibited. Tobacco advertisements are prohibited in college-sponsored publications. Course learning materials which reference tobacco products are acceptable providing materials do not promote tobacco usage.

Faculty, staff and students witnessing illicit smoking or tobacco product usage are advised to approach these individuals in a professional and courteous manner with discussion of the college policy prohibiting tobacco use anywhere on campus facilities. Offenders must be reported to a member of the President's Cabinet. Initial rule violations will result in review of educational materials. Repeated violations may be subject to appropriate disciplinary actions in accordance with the Student Code of Conduct and the employee disciplinary action rule for faculty, administrators and staff. Visitors who violate the policy are informed of Eastern's tobacco-free campus status. Visitors who continue to violate the policy following an initial warning may be escorted off campus. See *BP 6.10, Tobacco Free Campus Policy* and *BP 6.14, Alcohol, Tobacco and Other Drugs Policy* on the college website for more details.

WEAPON POLICY

All members of Eastern West Virginia Community and Technical College community, including faculty, staff, students, and visitors are prohibited from possessing firearms, weapons or explosives (hereafter collectively referred to as "WEAPONS") on the premises of the college or in any building (please refer to BP 6.22).

INCLEMENT WEATHER AND EMERGENCY SITUATION POLICY

Eastern 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 9399 for school information or by checking the college website at https://.easternwv.edu or https://www.facebook.com/easternwv

Discovery Centers adhere to the schedule of their respective county school system. School system postings are available on the web at: www.wvde.state.wv.us/closings/county/all

In the event of inclement weather, students and staff are contacted through CampusCast.

GENERAL EDUCATION LEARNING OUTCOMES ASSESSMENT (GELO'S)

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 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 providing appropriate and relevant education to enhance growth and development of learners.

GOALS

The Board of Governors establishes as the goals for the general education of all students who seek to earn a certificate in applied science or an associate degree awarded by the College that the students will demonstrate post-secondary competencies and accuracy in:

1. Written & Oral Communication - Use writing and speaking skills to communicate effectively.

2. Critical Analysis & Reasoning - Examine, assess, and integrate concepts spanning various fields to tackle intricate inquiries and challenges.

3. Scientific & Quantitative Reasoning- Apply fundamental scientific and/or mathematical concepts to investigate, evaluate and/or to solve problems.

4. Technological Competency - Use the appropriate discipline-specific technologies to complete tasks effectively.

5. Information Literacy - Access and integrate sources into written, oral, and/or visual media.

6. Global Diversity - Recognize and appreciate diverse cultural practices, traditions, and perspectives from around the world.

7. Humanities/Fine Arts Inquiry - Utilize essential knowledge, abilities, and principles to investigate the distinct human perspectives on experiencing the world.

ADMISSION POLICY AND PROCEDURES

ADMISSION POLICY

Eastern subscribes to an "open door" admissions policy welcoming all adults pursuing continuing 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" are evaluated individually by the Registrar and apprised 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 for course enrollment 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 were established.

ADMISSION/RE-ADMISSION

Information about admission and re-admission can be found online at **https://easternwv.edu/get-started/apply-now** and in the College Catalog on **pages 10-15** available at **https://easternwv.edu/academics/catalog**.

Application materials include:

- Completed and signed college admission application. For details on brokered programs, refer students to the affiliate college offering the program.
- An official high school transcript or high school equivalency diploma. Transcripts are sent directly from the high school to the college.
- 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).
- Verification of selective service registration for male applicants ages 18 through 25 (see Compliance with Military Selective Service Act).
- A transient student letter for applicants registered at another college(s) who is completing course work at Eastern (see Admission Procedures –Transient Students, page 12).

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 are not 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 submit measles, mumps and rubella immunization (MMR) documentation.

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

Students accepted into specific programs of study, for example health-related programs, may be required to submit 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 and Technical College requires as a condition of admission that male students between the ages of 18 and 25 indicate on their admission application compliance with the Military Selective Service Act. Students not in compliance with the Military Selective Service Act are not 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: https://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 were earned at another institution.

Non-Degree Seeking Students

Students pursuing credit courses for personal enrichment, job improvement or other reasons other than obtainment of a degree or certificate are permitted to enroll as non-degree seeking students. These students must submit an admission application for non-degree objective students. Students whose status reverts from non-degree to a degree or certificate program, must complete the necessary forms to modify admission status. Forms are available at the Admissions and Registration area on the Main Campus.

Transfer Students

Eastern welcomes transfer students from other higher education institutions. The transfer of a student's official transcripts must be sent directly from the Records Office of their previous institution(s) to:

Eastern West Virginia Community and Technical College
316 Eastern Drive, Moorefield, WV 26836

Students who attended more than one institution are required to provide official transcripts from every attended institution. All transfer students must submit evidence of good standing from the most recently attended institute. 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 submitted official transcripts from accredited colleges. The transfer evaluation identifies Eastern's equivalencies for transfer courses. Appeals of decisions are directed to the Vice President of Academics and Student Services. Grades earned in institutions 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.

ACT/SAT scores are 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). The College retains all submitted transcripts 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 attended colleges may be subject to the college's disciplinary procedures.

Transient Students

Students officially enrolled at other institutions may register for Eastern courses as transient students. 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) completed at Eastern is transferable to the respective programs of study at the home institution. The "transient status letter" is submitted to the Vice President of Academics and Student Services at Eastern prior to class registration. Upon completion of the course at Eastern, transient students must request an official transcript from Eastern's Records Office to transfer the course grade to the 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 register for courses at other institutions to meet degree requirements must request a transient letter from the Vice President of Academics and Student Services for the host college. This will ensure that courses completed at other institutions are transferable and accepted by Eastern.

Early Entrance Students

High school students are eligible for attendance at Eastern on a part-time basis while in high school for any semester during their junior or senior year. Early Entrance students who successfully complete college-level courses can apply earned credits toward graduation at Eastern or transfer these credits to other colleges and universities. To qualify for admission to the Early Entrance Program, students must submit an Early Entrance Course Authorization and Responsibility Form. This form identifies the class(es) you plan to take, provides parental authorization for tuition payment, and authorizes the release of college grade information to the student's high school. Early Entrance students must meet pre-requisite test scores before registering for college-level English or Math courses. Early Entrance students attending West Virginia high schools are eligible for a reduced tuition rate. Direct questions or inquires 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, with evaluation at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue pursuant. Conditional admission does not ensure the entry of applicants into specific programs. Conditional admission may be granted in instances where institutional officials have determined that a student possess the potential to successfully complete college-level courses. Such students must complete all required transitional courses and pass the high school equivalency exam before admittance as a regular degree-seeking student. A maximum of 12 semester hours may be scheduled by a conditionally admitted student. Conditionally admitted students are not eligible to receive financial aid.

International Students

Eastern 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 and Technical College Education (Council) policy for determining residency for tuition and fee purposes. Students are classified as either resident or non-resident for admission, tuition and fee purposes by the Vice President of Academics and Student Services. This decision is based on information from the student's application form, and other documents requested by the Vice President of Academics 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 Vice President of Academics and Student Services is responsible for administering this policy, which is cited below. The decision of the Vice President of Academics and Student Services may be appealed to the President.

WVCCTCE POLICY FOR DETERMINATION OF TUITION AND FEES

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 Vice President of Academics and Student 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 Vice President of Academics 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 Vice President of Academics and Student Services at least two weeks prior to the deadline for 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 are 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 on 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 non-resident 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 Section 2: Residence Determined by Domicile. 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 or entered the federal service from West Virginia and had 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 individuals 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 have established bona fide domiciles in West Virginia as defined in Section 2: Residence Determined by Domicile 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 Section 2: Residence Determined by Domicile. 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 Section 2: Residence Determined by Domicile regarding proof of domicile and intent to remain permanently in West Virginia.

RESIDENCY APPEAL PROCESS

The decision of the Vice President of Academics 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 complete these tests before registering for their first class.

Students registering for college-level English or math class or a class with prerequisites must complete the college course placement assessment before enrolling in that class. Students who do not successfully complete these assessments or who achieve a score below the minimum are required to complete the appropriate transitional courses before enrolling in the college-level course.

Students can schedule assessment sessions by contacting Student Services.

For exemption from entrance assessments, a student must have achieved a score of 18 or higher on the ACT English test (480 on the evidence-based reading and writing section), 17 or higher on the ACT reading test, and a score of 19 or higher on the ACT Math test (500 or higher on the SAT Math test). 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 are available for students with documented physical or learning disabilities. Testing arrangements can be modified to enhance student success. An extension of time limits, an alternative testing date or physical adaptations are examples of modified arrangements. Students may test only once during a semester and retest only once in any required subject area.

Students may not enroll in a college-level mathematics 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 252 or above on the English test.

Reading

- Enhanced ACT – a score of 16 or above on the Reading section.
- ACCUPLACER® – a score of 251 or above on the Reading Comprehension test.

Mathematics

- Enhanced ACT – a score of 19 or above on the Mathematics section.
- ACCUPLACER® – a score of 250 or above for MTH 102, MTH 115 and MTH 117 on the arithmetic test and a score of 262 or above for MTH 121 on the Elementary Algebra Test. For other math requirements, please contact Student Services at 304-434-8000.

Students who do not meet 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 Eastern registration process assures that students receive the best possible assistance in selecting and enrolling in classes that coincides educational goals and abilities. Course registration is completed during registration sessions announced by the Office of Student Services' and scheduled on the Academic Calendar. Early registration sessions allow students to complete the registration process when college

personnel are able to provide more individualized attention. Students may register for classes by mail, telephone, email or personally deliver 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 is completed at that time.

Students in default on any educational loans (e.g. Federal Perkins, Federal Family Education Loan, etc.) are not permitted to register until status change documentation is provided to the Vice President of Academics and Student Services. Similarly, students with holds from other college areas are not permitted to register. Examples of holds are outstanding college Bookstore bills, overdue library books, testing holds or failure to submit measles and rubella immunization documentation or admissions documentation.

AUDITING COURSES

Students interested in enrolling in a course without receiving a grade may audit the course. Students must indicate a desire to "audit" when registering for the course. When auditing a course, the student pays the full tuition and course fees, receives instruction and participates in classroom activities without receiving a grade. During the fall and spring semesters, a student may modify participation from an audit to a credit or vice versa status within the first two weeks of the official course start date; course participation modifications are processed through Student Services located on the Moorefield Main Campus.

Students who elect modifying from an audit to credit or vice versa status during the course's third or fourth week must attain the instructor's written permission; forms are available through Student Services on 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 add and drop course dates in the Academic Calendar. An add/drop form is obtainable from the Admissions and Registration area on the Main Campus or nearest Discovery Center/Technology Center. Students should discuss the decision to drop a course with the instructor or an advisor prior to form submission. Students receiving financial aid, are advised to consult with the Financial Aid Office prior to form submission. Classes dropped during the add/drop period will not appear on the final grade reports. After this period, students are not permitted to add or drop a course. 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 process. Failure to do so may adversely affect grades and/or financial aid eligibility.

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

WITHDRAWAL FROM INDIVIDUAL COURSES OR THE COLLEGE

Students withdrawing from a class or the College after the add/drop period must obtain a withdrawal form from the Admissions and Registration area on 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 on the Main Campus.

Before completely withdrawing from college, students are encouraged to meet with Student Services and/or their Academic Advisor first. Students can withdraw from a course on or before the completion of 73% of the semester without penalty. 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 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 the last course withdrawal date. After the last withdrawal day, students are not 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 medical and/or non-medical situations, a student may submit a written request (with documentation) for consideration for an administrative withdrawal to the Vice President of Academics and Student Services. The College reserves the right to withdraw a student from a class or classes, for discipline purposes under established rules of procedure. A "W" grade will appear on the permanent record as an administrative withdrawal.

ACADEMIC ASSESSMENT

ASSESSMENT EXPECTATIONS FOR STUDENTS

Eastern is committed to providing quality educational opportunities, services and experiences for every student. Eastern conducts multiple assessment activities to determine curricular strengths and improvement areas. 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 are analyzed to evaluate the course quality and efficacy in meeting program and course outcomes. Results of these assessment activities are used to evaluate and improve the curriculum 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 general education assessment testing. General education testing is scheduled during the Fall and Spring semesters.

Eastern administers a nationally standardized test to measure student learning in general education. Eastern adopted Territorium's E-Proficiency Profile (EPP®) assessments to evaluate the general education curriculum. The EPP® evaluates student's proficiency in critical thinking, reading, writing and mathematics. Students graduating with an Associate Degree are required to complete an EPP® assessment. Graduating students 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 record 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 are 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 rendered by cash, check, Visa or Master card. Students who have a bona fide third party agency paying their tuition are not required to pay tuition at the time of registration, provided written authorization was submitted to Eastern's Business Office to that affect. 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.

SPECIAL RATES: TUITION AND FEES

West Virginia high school students pay $40 per credit hour for completing courses while attending high school (please note, the tuition for high school students is subject to change). West Virginia senior citizens pay 50% 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.

OTHER FEES

Health and Physical Education and laboratory courses may require an additional activity charge, and students applying to limited enrollment programs may be charged a nonrefundable pre-entrance Testing Fee. Additional Course Fees are published in the Course Schedule. Students are charged an Online Fee of $35 per course. The Nursing program has supplementary course, testing and program-related fees. Refer to the Nursing Student Handbook for specific details. Students taking 6 credit hours or more, except for high school students, are assessed a $100 Student Technology Fee and $10 Student Activity Fee. The Student Technology Fee is appropriately applied and the Student Activity Fee is used to support student activities.

PAYMENT PLAN

You may pay online at any time or, on campus during regular business hours. If you want to participate in the 60/40 payment plan, you must go to the Main Campus Business Office to coordinate this arrangement. If you are a financial aid recipient and you have completed all the necessary paperwork, financial aid is NOT be applied to your account until the third week of the semester. You will not receive an

invoice until financial aid is applied to your account. If you have any questions, please contact the Financial Aid Office.

REFUND ELIGIBILITY

Full Refund

Students who officially withdraw from all courses or a course for which they have registered during a semester within the academic year, are eligible for a full refund if withdrawal occurs 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 the student to complete and sign the designated form and return it to Student Services. Any other course(s) for which the student is registered during the semester or term is not affected by this action.

Partial Refund

Students who officially withdraw from all courses after the "full refund" period described above are eligible to receive a refund of regular fees in accordance with the following schedule.

Refund Schedule

The following schedule for calculating refunds is applied to students withdrawing from the college through the official withdrawal process and eligible for 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 Vice President of Academics and Student Services or designee before a refund may be processed. The decision of the Vice President of Academics 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 completing the Free Application for Federal Student Aid (FAFSA) each year. Questions about the application process may be directed to Eastern's Financial Aid Office. Students must meet Standards of Progress 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 an annual award based on The Student Aid Index (SAI) and the enrollment status. The Pell Grant amount is determined yearly by Congress.

The new term is The Student Aid Index (SAI) which is an eligibility index number that a college's or career school's financial aid office uses to determine how much federal student aid the student would receive if the student attended the school.

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) by April 15th each year.

Student requirements for this grant are: full-time enrollment, a cumulative grade point average of 2.0 and completion of 24 semester hours in fall and spring or 12 semester hours if awarded for one term.

DIRECT LOAN PROGRAM

The Ford Federal Direct Loan Program (FFDLP) 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 (ED). The FFDLP is administered by ED to provide a single point of contact for the servicing of student/parent loans. Students interested in obtaining a Federal Stafford Loan (subsidized or unsubsidized) or a Federal PLUS Loan for the first time, must complete online Entrance Counseling and sign a Master Promissory Note (MPN) at https://studentaid.gov/mpn/. If you are not offered student loans on your initial award, contact the Financial Aid Office for details about loan amounts.

Eligible students may borrow up to the maximum amount, depending on their year in school and the loan limits

established for the Direct Loan Program. First year dependent undergraduate students may borrow $5,500 which includes $3,500 Subsidized loan and $2,000 Unsubsidized loan. Second year independent undergraduate students may borrow $10,500 which includes $4,500 Subsidized loan and $6,000 Unsubsidized loan. Second year dependent undergraduate students may borrow $6,500 which includes $4,500 Subsidized loan and $2,000 Unsubsidized loan. Second year independent undergraduate students may borrow $10,500 which includes $4,500 Subsidized loan and $6,000 Unsubsidized loan.

The maximum amount may be awarded as a combination of subsidized and unsubsidized Federal Stafford Loans. Interest is accrued on unsubsidized portions while in school and during grace or in-school deferment periods, unless the student elects adding the interest to the principal (capitalization). Having the interest capitalized means larger payments upon repayment.

Independent 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: $4,000 per year for the first and second years of undergraduate study. Federal Stafford Loans origination fee varies annually and is deducted from the gross loan amount. This fee is subject to annual change. The interest rate for Direct Subsidized and Direct Unsubsidized loans is 4.99% for loans first disbursed on or after July 1, 2023 and before June 30, 2024. Interest rates change every July 1st. Loan principal and interest payments do not begin until six months after the student graduates or ceases enrollment to at least half-time.

Repayment plans vary and should be reviewed and selected during your grace period or before loan repayment begins: https://studentaid.gov/manage-loans/repayment/plans

The Federal PLUS program allows parents of dependent undergraduates to borrow federal loan money to help pay the cost of their child's college expenses. Eligible parents may borrow amounts not exceeding the difference between the student's cost of attendance and all other received financial aid . The Federal PLUS Loan interest rate is 7.54% for loans first disbursed on or after July 1, 2023 and before June 30, 2024. The repayment period for PLUS Loans begins on the day the loan is disbursed.

**** FEDERAL STUDENT LOANS MUST BE REPAID ****

ELIGIBILITY

To be considered for financial aid at Eastern, 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 by filling out a FAFSA at https://studentaid.gov/h/apply-for-aid/FAFSA
- Be making Satisfactory Academic Progress
- 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)

FASFA APPLICATION PROCESS

The FAFSA is the principal financial aid application document. The information a 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:

- Create your StudentAid.gov account before starting your FASFA Form.
- On the 2024–2025 FAFSA Form, every contributor — anyone (you, your spouse, a biological or adoptive parent, or your parent's spouse) who's required to provide information on the FAFSA form — needs a StudentAid.gov account before accessing and completing their section of the online form. Contributors can access their StudentAid.gov account by using their FSA ID (account username and password).
- Note: Contributors without an SSN can create a StudentAid.gov account to fill out their portion of your 2024–25 FAFSA form online.
- To start the online 2024–2025 FAFSA Form, select "Start New Form." You'll be taken to the "Log In" page to enter your account username and password. After logging in, you'll be given the option to select your applicable role to fill out the FAFSA form: "Student" or "Parent." You (the student) should select "Student." If a parent wants to start their dependent child's FAFSA form, they should select the "Parent" option.
- For more information go to https://studentaid.gov/apply-for-aid/fafsa/filling-out

TIMELINE FOR APPLYING

For best results, students should apply for financial aid early. For campus-based aid programs and other programs with limited money availability, students should apply by April 15th for full consideration. Those with the greatest need are considered first. As funds become available, late applicants are considered ranked by need. Since agencies application process is a minimum of six weeks, students should submit applications for the Fall semester no later than July 1st and for the Spring semester prior to December 1st. If verification

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

CREDIT HOURS	IN-STATE TUITION	OUT OF STATE TUITION
1	$172.00	$355.00
2	$344.00	$710.00
3	$516.00	$1,065.00
4	$688.00	$1,420.00
5	$860.00	$1,775.00
6	$1,032.00	$2,130.00
7	$1,204.00	$2,485.00
8	$1,376.00	$2,840.00
9	$1,548.00	$3,195.00
10	$1,720.00	$3,550.00
11	$1,892.00	$3,905.00
12	$2,064.00	$4,260.00

PROGRAM FEES

Admin Fee *(students enrolled in 6 credit hours or more, excluding high school students)*	**$50**
Allied Health-Related Fee	**$10**
Auto Technology 103 and 126 Fee *(includes book)*	**$400**
Biological & Environmental Technology Fee	**$45**
Computer Science Fee	**$50**
Electromechanical Technology Fee *(ELM 276)*	**$50**
Information Technology Fee	**$20**
Life Science Fee	**$20**
Nursing Program Fee *(NU 133, NU 134, NU 143, NU 144, NU 234, NU 244, NU 245, NU 255)*	**$75**
Online Course Fee	**$35**
Physical Science Fee	**$20**
Specialized Automotive Program Fee (ATT 100, ATT 105, ATT 107, ATT 124, ATT 128, ATT 205, ATT 207, ATT 224, ATT 226)	**$100**
Wind Technology/ELM Amatrol eLearning Fee *(ELM 210, ELM 217, ELM 218/WTT 120,WTT 150, WTT 211, WTT 230, WTT 261)*	**$50**
Wind Technology Fee *(WTT 120, WTT 150, WTT 211, WTT 230, WTT 261)*	**$50**
Wind Technology/ELM Fluid & Electrical Power Fee *(ELM 121/WTT 160)*	**$100**
Wind Technology OSHA Fee *(WTT 110)*	**$150**

SPECIAL FEES

ACCUPLACER® **Exam Retake Fee**	**$5**
BIOS Fee	**$20**
Cap and Gown Fee *(not mandatory)*	**$30**
Challenge Exam Fee *(per credit hour)*	**$10**
Diploma Replacement Fee	**$20**
ID Replacement Fee	**$10**
Portfolio Assessment Fee	**$300**
Proctoring Fee *(outside institutions)*	**$30**
Recording Fee *(per credit hour)*	**$10**
Returned Check Fee	**$25**
Student Activity Fee* *(assessed on students enrolled in 6 or more credit hours)*	**$10**
Student Technology Fee* *(students enrolled in 6 or more credit hours, excluding high school students)*	**$100**
Transcript Fee	**$10**

** Special Fees that could impact more than 50 percent of students and must be approved by Council.*

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

requirements are necessary, tax transcripts may be required and a verification worksheet completed which may extend the time period required for processing.

NOTIFICATION

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

- Emails are sent to students with outstanding paperwork or other items (documents must be submitted within 14 days).
- Submitted paperwork is reviewed by the Financial Aid Office. If the information is correct, an aid offer is processed and an email sent directing students to MyEastern for review of the offer.
- The student reviews, accepts or declines the loan offer. Grants and scholarships are automatically accepted.
- Students who apply for loans complete entrance counseling or master promissory notes as applicable.
- All financial aid refund checks are mailed to the current student address on file.
- Students receiving student loan payments are notified when payment was rendered on a weekly basis.

SATISFACTORY ACADEMIC PROGRESS

Generally, to remain eligible for financial aid, a student must meet satisfactory academic standards. Students must complete at least 67% of the attempted credit hours each semester. The Department of Education mandates that an undergraduate student must complete their 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. Review the SAP Policy on our website and if there are questions, please contact the Financial Aid Office.

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 some or all of the aid disbursed during that semester. Students receiving financial aid who officially withdraw from the college may be billed for a portion of the aid received. The repayment amount varies based on the amount of aid received and withdrawal date.

Students should be aware that changes in enrollment status may affect assistance eligibility in future semesters. Students considering course withdrawal are encouraged to seek financial aid counseling and academic advising before dropping classes.

Financial aid awards are determined by enrollment status. If a student drops courses before aid funds are disbursed/ delivered, the financial aid award is 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 of an 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 making progress toward a degree.

The standards that are set forth here are stricter than the college'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 is able to continue attending Eastern.

Policy

A. Cumulative Grade Point Average

1 A student receiving federal aid must maintain an overall 2.0 cumulative grade point average.

(Withdrawal, academic forgiveness, incomplete, repeated and non-credit remedial hours are counted for the calculation of hours attempted and GPA.)

a. All courses transferred from other institutions are included in this cumulative GPA.

b. Courses for which a grade of incomplete is received will not be included in the GPA.

c. Courses from which a student withdraws during a semester will not be included in the GPA.

d. Repeated courses for which a student issues a request for grade replacement will include only the replacement grade in the GPA calculation. Repeated courses for which no request for grade replacement is completed are included in the GPA calculation along with the original grade received for the course.

2. Cumulative grade point average are reviewed at the end of each semester.

B. Pace of Progression (Completion)

1. A student receiving federal aid must complete at a minimum 67% of all courses attempted, cumulatively. (Withdrawal, academic forgiveness, incomplete, repeated and non-credit remedial hours are counted for the calculation of hours attempted and GPA.)

a. All courses transferred from other institutions are included in this completion ratio calculation.

b. Courses for which an incomplete is received are included as attempted but unearned hours.

c. Courses from which a student withdraws during a semester are included as attempted but unearned hours.

d. In cases of repeated courses, a student may continue to repeat a failed course and receive financial aid until it is passed.

e. A student is eligible to receive financial aid for one repeated course when a student is repeating a previously passed course to obtain a higher grade.

i. Allowable: Repeated coursework may be included when determining enrollment status in a term-based program if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade.

ii. Not permissible: a student enrolls in four classes in the Fall semester and passes only three of them; Eastern requires the student to retake the failed class, as well as the other three classes, because of failing one class. When the student repeats all four classes in the Spring semester, the failed class would be included in the student's enrollment status, but the three classes passed would not be.

2. Pace of progression are reviewed at the end of each semester.

The calculation is as follows:

Pace Rate (Completion) = Total EARNED Credit Hours/Total ATTEMPTED Credit Hours

NOTE: The first time a student is not meeting the above SAP requirements, the student is placed on Financial Aid Warning. After one warning, if a student does not meet SAP again, they are not eligible for financial aid unless they submit an appeal with a degree evaluation and it is approved. If approved, the student is placed on Financial Aid Probation and will have to complete an academic plan. If denied, the student will have to pay for classes on their OWN until meeting SAP requirements again (see appeal form for additional guidelines).

Institutional Standards of Academic Progress is separate and will have its own requirements and notifications.

C. Program Completion

1. Students are given 150% of the hours required for graduation in their particular program for completion.

2. All courses taken are included in this calculation.

a. All courses transferred from other institutions are included in this completion ratio calculation.

b. Courses for which an incomplete is received are included as attempted, but unearned hours.

c. Courses from which a student withdraws during a semester are included as attempted but unearned hours.

d. A student is eligible to receive financial aid for one repeated course when a student is repeating a previously passed course to obtain a higher grade.

i. Allowable: Repeated coursework are included when determining enrollment status in a term-based program if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade.

ii. Not permissible: a student enrolls in four classes in the Fall semester and passes only three of them. The College requires the student to retake the failed class and also the other three classes because of failing the one class. When the student repeats all four classes in the Spring semester, the failed class would be included in the student's enrollment status, but the three classes passed would not be.

3. Dual Degree Students: As long as each of the programs, the student is completing is a Title IV-eligible program, the student may receive Title IV aid for each program. If the student completes the degree requirements of both programs at the same time, the student can receive aid from all of the Title IV programs until completion. However, if the student completes requirements for graduation for one program, then the student is no longer eligible to receive Title IV aid for that program.

a. If the student is enrolled in both degree programs, then the Financial Aid Office will check the total number of hours needed for the combined programs and make certain the student has not exceeded 150% for the combined hours in both programs. The Financial Aid Office will make certain the student is not counted twice for any courses, such as English, that may be required for both programs.

b. Dual degrees must be listed in the student record prior to the beginning of the semester. Both

programs should be listed in the college's Student System under SGASTDN. The student must complete a change of information form to add and/or change programs.

c. Students may only receive aid for the hours that pertain to the dual degrees, as listed in their student record.

AA/AS/AAS Degree Programs: Total credit hours required are 60, the maximum time frame is 90 attempted hours (60 x 150%).

Certificate Programs (CP): Total credit hours required are 30, the maximum time frame is 45 attempted hours (30 x 150%).

Students receiving financial aid are reviewed at the end of each semester for the 150% rule and notified by the Financial Aid Office if they have exceeded or will exceed the maximum time frame to complete their program.

An appeal and degree evaluation is required to continue receiving financial aid. (This is different than the appeal for SAP requirements for A and B above).

If an appeal is required, students must complete the following:

- The review degree Evaluation for required classes still needed to complete their degree/certificate.
- Review the degree evaluation with an advisor to pick, at minimum, the next semester of classes and submit them on the financial aid academic plan worksheet.
- Submit the completed Financial Aid SAP appeal form (if required) and academic plan worksheet, with a copy of the degree evaluation, to the Financial Aid Office before the beginning of the semester.
- If a student has met all requirements to receive a degree in his or her stated major, the student must apply for graduation. Change of major is not an option. Refusal to graduate in the intended major will result in financial aid suspension.
- Students who have exceeded maximum hours are limited to 2 major changes. Students are permitted to change majors at any time; however, this may result in financial aid suspension.

Students and their advisors will then be notified through their Eastern email of their academic plan decision and any credit hour/course limitations with the decisions.

D. Status of Non-Compliance

1. Warning Status

a. Warning status may be granted to students with extenuating circumstances (i.e.: a student who was forced to withdraw due to an accident or illness. Appropriate documentation must be provided).

2. Probation Status

a. Probation status is granted to students who have successfully appealed. Students can receive aid during their probationary period after signing and submitting a financial aid appeal contract to the Financial Aid Office.

3. Suspension Status

a. Students are placed on financial aid suspension status after one semester. Students on suspension cannot receive financial aid. Students are removed from financial aid suspension and/or probation when in compliance with the GPA and Hours Passed rules. Students cannot exceed the maximum hours allowed.

E. Deadlines for Appeals

Students planning to appeal should appeal as soon as they are notified of their financial aid probation/suspension. Tuition and fees are due by the specified date set by the Business Office each term.

In order to avoid the difficulties involved in late payment of tuition and fees, students should submit the appeal promptly and observe the deadline dates. For an appeal to have meaning, the appeal must be granted in time to allow the student's award to be processed before grades are released for that semester. Additionally, student loans cannot be processed after October 25 for the Fall semester and March 25 for the Spring semester. Federal regulations require that once the standing of a student is known, then the award must reflect that information. Thus, a student granted an appeal before the end of the semester and awarded after the end of the semester, may become ineligible for the award by the time the award is granted. Financial aid appeals are not retroactive.

Financial Aid SAP Appeals may be approved or denied. Decisions by the SAP Committee are final.

Additional Rule:

- Developmental Courses: a maximum of 15 hours of developmental courses can be attempted under financial aid.

Questions? Visit https://easternwv.edu/financial-aid or call 304-434-8000.

STUDENT 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 enrolled student. ID cards are printed in the Learning Lab during posted hours. There is no charge for the first student ID card that is issued. However, a $10.00 fee is 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 should 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 Academic 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 Student 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).

Student Services works closely with students to determine reasonable accommodations that minimize the disadvantage their disability may cause. We are an open enrollment institution, meaning we welcome all students despite your prior background or experience. If you had an Individualized Education Plan (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.

DISABILITY SERVICES

Eastern West Virginia Community and Technical College is committed to:

- Ensuring the provision of services necessary to enable students with disabilities to achieve their maximum potential as members of the college community
- Ensuring that students are not excluded from programs or activities due to equipment barriers
- Facilitating the integration of students with disabilities within our community
- Promoting a positive image of persons with disabilities

The goals of Disability Services are:

- To coordinate and provide reasonable accommodations and disability related services
- To encourage self-advocacy and personal responsibility on the part of students with disabilities
- To advocate for an accessible learning environment through removal of physical, informational and attitudinal barriers
- To allow for auxiliary aids and services such as guide dogs, tape recorders, note takers and any other documented aids and services
- To serve as a resource for members of the college community as well as prospective students and parents
- To assist the college to comply with the provisions of the Americans with Disabilities Act of 1990

Services are available for students with documented disabilities, whether full or part-time. It is the student's responsibility to initiate contact with Disability Services and submit appropriate documentation of the disability.

The Student Services Department is the designated office for Disability Services at Eastern West Virginia Community and Technical College that obtains and files disability-related documents, certifies eligibility for services, determines reasonable accommodations and established the provision for accommodations.

Contact Information:

Location: Room 101 B, Student Services Suite, Main Campus, Moorefield, WV

Office Hours: 8:00 a.m. – 4:15 p.m. Monday through Friday

Phone: 304-434-8000, ext: 9261

Fax: 304-434-7004

Email: Monica Wilson, monica.wilson@easternwv.edu or Tiffany Sentman, tiffany.sentman@easternwv.edu

Eastern 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. Students with special needs must meet the same academic requirements as other students. 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 are arranged with supporting documentation from a licensed professional. Not every course will qualify for all accommodations. Many students with an IEP or a 504 Plan during high school will qualify for services, as will other students who did not

receive specialized services during their K-12 education. It is the student's responsibility to contact the Vice President of Academics and Student Services and provide appropriate documentation of a disability that might interfere with a student's educational pursuit. Approved accommodations are determined on an individual basis. Requirements 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 Office by phone at 304-434-8000 or 877.982.2322, extension 9235 or visit the Student Services Office on the Main Campus.

CAREER SERVICES

The Career Services Center is an essential component of Eastern's Student Services Department and provides opportunities for students and alumni to connect with mentors, professionals, recruiters, and the community. The Career Services Center offers students assistance and resources in the following areas:

Career/Major Exploration

The supportive Career Services staff assists students and alumni with career and professional development activities and individual career coaching. Students have access to career assessments and information about degree programs and career fields. The Career Services Center provides resources to help students research careers, majors, and transfer options. Many of these resources are also available on the Career Services web page at https://easternwv.edu/current-students/career-services/

Handshake – Job Listings

Through Handshake, the Career Services Center also provides job/internship opportunities, social networking, online mock interview options, and career-related information. Job listings come from private employers, non-profits, and local, state, and federal government agencies. All students and alumni have free access to this eResource.

Focus2Career

Through Focus2Career, students can utilize career assessment tools to explore majors and career paths and determine which career direction might prove rewarding based on their personality, work interests, skills, values, and hobbies. The Career Services staff is available to review and discuss the individualized assessment results to further assist students with major and career exploration. All students and alumni have free access to this eResource.

Internship Program

Eastern partners with the business community to offer opportunities that are designed to integrate formal academic study with practical work experience. Through these experiences, students can earn credit(s) toward their degrees or certificates while working full or part time in positions related to their academic and career goals.

Employability Skills Training and Employer Recruiting/ Networking Activities

Professional Development

Additionally, the Career Services staff provides training on employability skills, such as networking, resume and cover letter development/refinement, job search strategies, salary negotiation, and interviewing. These skill sessions are scheduled during the fall and spring academic semesters both in-person and virtually.

Employer Recruiting/Networking Activities

The Career Services Center manages on-campus recruiting for employers. To further aid in the transition of Eastern students into the workforce, the Career Services Center sponsors career fairs, information sessions, and programming that attracts businesses, public agencies, and community organizations.

Contact

For more information, please contact Dixie Heavener, Career Counselor, by phone at 304.434.8000 or 877.982.2322, extension 9239, or email at dixie.heavener@easternwv.edu. You may also visit the Career Services Center in Room 111 on the Main Campus.

TUTORING SERVICES

Eastern wants to ensure that students have everything they need to be successful. A student experiencing difficulty with class assignments, course work and exams may be a candidate for tutoring services. Eastern offers FREE access to online tutoring services through Tutor.com. Tutors are available 24/7 to help students better understand concepts in subject areas like Math, Science, English and Writing, History, Business and Computer Applications (Word and Excel). Eastern students are provided 20 hours of free online tutoring services per semester. To be eligible for these services, a student must continue attending classes and complete class assignments. First-time users of Tutor.com should use the resources provided on the website and Bright space to help learn how to use Tutor.com most effectively.

Tutoring for Transitional Classes is available through Adult Basic Education.

If interested, students should contact the Student Services or call 304-434-8000 or 877.982.2322, extension 9235, to request tutoring assistance.

Personal Counseling

Counseling referral services are provided for students with emotional or social concerns affecting their ability to pursue academic goals. Such students are encouraged to seek assistance from the Vice President of Academics and Student Services. The Dean will refer students to appropriate community agencies. The Dean is 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.

VETERANS' SERVICES

VETERANS' BENEFITS

Students who served in the Armed Forces can receive veterans' benefits. These benefits are available for dependents and spouses of veterans whose death or permanent and total disability was service connected. This eligibility extends to persons who, on or after July 1, 1985, enlisted, reenlisted or extended enlistment in the Selected Reserve for six years or more and satisfy other criteria. Eligible students enrolled minimally on a part-time basis will receive a monthly assistance allowance. To determine eligibility, contact the Financial Aid Office or Vice President of Academics and Student Services.

Veterans who 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 the awarding of credit. To determine eligibility, contact the Vice President of Academics and Student Services or designee.

Procedures for Obtaining Veterans' Educational Assistance

Veterans pursing registration at Eastern will contact the Vice President of Academics and Student Services or designee to initiate the enrollment certification process. If eligible, students can receive certification before enrollment to expedite receipt of the first benefit check. Optimally, certification requests should occur at least six weeks before classes begin. If enrollment certification is requested on the day of registration, students should anticipate 6 to 10 weeks delay before receiving the first benefit check. All information on benefits and questions regarding procedures for certification should be directed to the Vice President of Academics and Student Services or designee.

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

Despite a contrary policy for students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Survivors' and Dependents' Education Assistance (DEA) (Ch. 35) or Vocational Rehabilitation and Employment (Ch. 31) benefits while payment is pending to the institution from the VA, we will not:

- Prevent student enrollment;
- Assess a late penalty fee;
- Require secure alternative or additional funding;
- Deny access to resources (classes, libraries or other institutional facilities) available to other students who have satisfied Eastern tuition and fee billing obligations.

However, to qualify for this provision such students may be required to:

- Provide the VA's Certificate of Eligibility by the first day of class;
- Provide written request for certification;
- Provide additional information to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Survivors' and Dependents' Education Assistance (DEA) (Ch. 35) or Vocational Rehabilitation and Employment (Ch. 31) benefits while payment to the institution is pending from the VA.

This school will not:

- Prevent student enrollment;
- Assess a late penalty fee;
- Require secure alternative or additional funding;
- Deny access to resources (classes, libraries or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, Veteran students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or Survivors' and Dependents' Education Assistance (DEA) (Ch. 35) or Chapter 31, VA VRandE's contract with the school on VA Form 28-1905 by the first day of class.

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to receive the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 students cannot access a completed VA Form 28-1905 (or equivalent) before the VA VR and E case-manager issues it to the school.

- Provide written request for certification;
- Provide additional information to properly certify the enrollment as described in other institutional policies.

§3679. DISAPPROVAL OF COURSES

(a)(1) Except as provided by paragraph (2), any course approved for the purposes of this chapter which fails to meet any of the requirements of this chapter shall be immediately disapproved by the Secretary or the appropriate State approving agency. An educational institution which has its courses disapproved by the Secretary or a State approving agency are notified of such disapproval by a certified or registered letter of notification and a return receipt secured.

(2) In the case of a course of education that would be subject to disapproval under paragraph (1) solely for the reason that the Secretary of Education withdraws the recognition of the accrediting agency that accredited the course, the Secretary of Veterans Affairs, in consultation with the Secretary of Education and notwithstanding the withdrawal, may continue to treat the course as an approved course of education under this chapter for a period not to exceed 18 months from the date of the withdrawal of recognition of the accrediting agency, unless the Secretary of Veterans Affairs or the appropriate State approving agency determines that there is evidence to support the disapproval of the course under this chapter. The Secretary shall provide to any veteran enrolled in such a course of education notice of the status of the course of education.

(b) Each State approving agency shall notify the Secretary of each course which it has disapproved under this section. The Secretary shall notify the State approving agency of the Secretary's disapproval of any educational institution under chapter 31 of this title.

(c)(1) Notwithstanding any other provision of this chapter and subject to paragraphs (3) through (6), the Secretary shall disapprove a course of education provided by a public institution of higher learning if the institution charges tuition and fees for that course for covered individuals who are pursuing the course with educational assistance under chapter 30, 31or 33 of this title while living in the State in which the institution is located at a rate that is higher than the rate the institution charges for tuition and fees for that course for residents of the State in which the institution is located, regardless of the covered individual's State of residence.

(2) For purposes of this subsection, a covered individual is any individual as follows:

- A veteran who was discharged or released from a period of not fewer than 90 days of service in the active military, naval or air service less than three years before the date of enrollment in the course concerned.
- An individual who is entitled to assistance under
  - ◊ section 3311(b)(9) of this title; or
  - ◊ section 3319 of this title by virtue of the individual's relationship to
  - ◊ a veteran described in subparagraph (A); or
  - ◊ a member of the uniformed services described in section 3319(b) of this title who is serving on active duty.
- An individual who is entitled to rehabilitation under section 3102(a) of this title.

(3) If after enrollment in a course of education that is subject to disapproval under paragraph (1) by reason of paragraph (2)(A), (2)(B)or (2)(C) a covered individual pursues one or more courses of education at the same public institution of higher learning while remaining continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at that institution of higher learning, any course so pursued by the covered individual at that institution of higher learning while so continuously enrolled shall also be subject to disapproval under paragraph (1).

(4) It shall not be grounds to disapprove a course of education under paragraph (1) if a public institution of higher learning requires a covered individual pursuing a course of education at the institution to demonstrate an intent, by means other than satisfying a physical presence requirement, to establish residency in the State in which the institution is located or to satisfy other requirements not relating to the establishment of residency, in order to be charged tuition and fees for that course at a rate that is equal to or less than the rate the institution charges for tuition and fees for that course for residents of the State.

(5) The Secretary may waive such requirements of paragraph (1) as the Secretary considers appropriate.

(6) Disapproval under paragraph (1) shall apply only with respect to educational assistance under chapters 30, 31 and 33 of this title.

(d) Notwithstanding any other provision of this chapter, the Secretary or the applicable State approving agency shall disapprove a course of education described in paragraph (14) or (15) of section 3676(c) of this title unless the educational institution providing the course of education:

- ◊ (1) publicly discloses any conditions or additional requirements, including training, experience or examinations, required to obtain the license, certification or approval for which the course of education is designed to provide preparation; and

◊ (2) makes each disclosure required by paragraph (1) in a manner that the Secretary considers prominent (as specified by the Secretary in regulations prescribed for purposes of this subsection).

(e)(1) Notwithstanding any other provision of this chapter, beginning on August 1, 2019, a State approving agency or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with any of the following:

- (A) A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title and ending on the earlier of the following dates:

  ◊ (i) The date on which the Secretary provides payment for such course of education to such institution.

  ◊ (ii) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

- (B) A policy that ensures that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

(2) For purposes of this subsection, a covered individual is any individual who is entitled to educational assistance under chapter 31 or 33 of this title.

(3) The Secretary may waive such requirements of paragraph (1) as the Secretary considers appropriate.

(4) It shall not be inconsistent with a policy described in paragraph (1) for an educational institution to require a covered individual to take the following additional actions:

- (A) Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance.
- (B) Submit a written request to use such entitlement.
- (C) Provide additional information necessary to the proper certification of enrollment by the educational institution.

RULE OF CONSTRUCTION

Pub. L. 115–407, title I, §103(c), Dec. 31, 2018, 132 Stat. 5370, provided that:

"In a case in which an individual is unable to meet a financial obligation to an educational institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of such title [title 38] and the amount of such disbursement is less than anticipated, nothing in section 3679(e) of such title, as added by subsection (a), shall be construed to prohibit an educational institution from requiring additional payment or imposing a fee for the amount that is the difference between the amount of the financial obligation and the amount of the disbursement."

SERVICE MEMBERS OPPORTUNITY COLLEGES

Eastern is a member of the Service Members Opportunity Colleges (SOC). SOC was created in 1972 to provide educational opportunities to service members experiencing trouble completing college degrees due to their frequent moves. SOC functions in cooperation with the Department of Defense (DoD)and active reserve components of the Military Services to expand and improve voluntary postsecondary education opportunities for service members worldwide. The SOC is a cooperative civilian and military effort to link service members to institutions that provide high quality education while: 1) maximizing the proper award of academic credit for military training and experience and alternative testing; and 2) facilitating the transferability of credits so service members can reach their educational goals and the goals of the Services.

GAINFUL EMPLOYMENT DISCLOSURE

The information provided by each degree program complies with the US Department of Education's 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 Debtor, 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 Eastern's accreditor, nor the state of West Virginia requests programmatic placement data effort to link service members to institutions that provide high quality education while: 1) maximizing the proper award of academic credit for military training and experience and alternative testing; and 2) facilitating the transferability of credits so service members can reach their educational goals and the goals of the Services.

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 is frequently scheduled for five weeks.

Summer class periods are extended to qualify course requirements. In an effort to meet various student needs, summer classes are offered online, either asynchronously or synchronously. Course schedules may be obtained at the Admissions and Registration area on the Main Campus. Limited course offerings are scheduled during the summer term.

ENROLLMENT CLASSIFICATION AND COURSE LOAD

CREDIT HOURS

The unit by which Eastern 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 a 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 lectures. 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 tuition purposes, the number of minimum credit hours for a full-time student status is 12 per semester. Students registered for four or more credit 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 are defined as part-time students. Students receiving financial aid must verify with the Financial Aid Office the number of scheduled credit hours to define full and part-time status in the summer term.

MAXIMUM COURSE LOAD

The maximum permissible load each semester is as follows:

- 13 hours for students on academic probation;
- 18 hours for students not on academic probation;
- Students with a 3.0 or greater GPA may schedule more than 18 hours with permission from the Vice President of Academics and Student Services.

Students and advisors should always consult the program sequence in this catalog to ensure timely completion of degree requirements. Some associate degree programs require student's schedule more than 15 credit hours each semester to complete the program within a two-year period.

STUDENT CLASSIFICATION

For other college purposes, students are classified as follows:

- Freshmen – Students completing 29 or fewer credit hours.
- Sophomore – Students completing 30 or more credit hours.
- Unclassified – Students completing a degree program (associate or higher) or students without a high school diploma or high school equivalency diploma.

Students are cautioned to avoid over-scheduling during their first semester in college. Students are encouraged to consider their work load, family responsibilities, community commitments and other time demands when planning and discussing course load with their academic advisor.

ACADEMIC SUPPORT AND STUDENT RESPONSIBILITIES

CLASS ATTENDANCE

Attendance and participation in classroom activities are critical components in the college learning environment. The faculty establish attendance policies for classes they teach; because class requirements and instructional activities vary, class attendance policies may differ. Students must understand attendance policies presented in each course syllabus. Students are expected to discuss attendance problems with the instructor before absences occur, if possible or as soon thereafter absences.

MAKE-UP TESTING SERVICES

Instructors may elect to use the make-up testing services available through the Academic Services Office for students who miss scheduled exams. A student authorized by an instructor to makeup a missed exam must contact the instructor to discuss exam make-up options. If the instructor permits the student to complete 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 for administration. The student is required to schedule a testing appointment with the Academic Services Coordinator. Make-up exams must have prior authorization from the instructor before scheduling occurs. It is the student's responsibility to initiate the process with the instructor first before scheduling a testing appointment with the Academic Services Coordinator. No make-up testing is administered 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 student success. Students meeting in any of the following criteria are required to enroll in ORT 100.

- Students identified through the early alert system or mid-term grade report not receiving a C or higher in two or more courses must enroll in the next available ORT 100 course.
- Students placed on academic probation within the first two semesters of enrollment at Eastern are required to complete ORT 100.
- A registration hold is placed on the student's account until the student enrolls 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 college, accepts academic requirements and criteria of the college. It is the student's responsibility to fulfill course, degree or certificate requirements, and to understand and comply with criteria for satisfactory academic progress and program completion.

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

a. To willingly seek instruction for self-assessment and preparedness in the following skills:
   - ◊ Reading and Writing
   - ◊ Math and Science
   - ◊ Study and Testing

b. To know and meet each instructor's subject criteria by:
   - ◊ Listening and following directives;
   - ◊ Reading all materials; and
   - ◊ Meeting all required assignments.

c. To behave in a mature and responsible way, not in a distractive or disruptive fashion, while present in all academic settings (classes, labs, clinic and/or related activities).

d. To strive for continuous academic progress by:
   - ◊ Improving the quality of one's own work; and
   - ◊ Monitoring one's own grade averages.

e. To continue monitoring program requirements by:
   - ◊ Checking one's own status and
   - ◊ 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" are established during which students are 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:
   - ◊ Checking one's own qualifications for the desired job;
   - ◊ Checking requirements for the desired job;
   - ◊ Monitoring transfer requirements and one's own status; and
   - ◊ Reviewing goals for personal satisfaction.

h. To be aware of all college policies pertaining to student rights and responsibilities by:
   - ◊ Reading all college-related materials (catalog, schedules, notices and/or general information); and
   - ◊ 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 the 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 are evaluated after the student's first semester at Eastern.

At the end of each grading period, each student's Eastern 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 Eastern's GPA and cumulative grade point average, a grade of "I" is not included in the quality hours. When the grade of "I" is replaced by a passing or failing grade, the student's grade point average is revised by the Vice President of Academics and Student Services.

B. ACADEMIC WARNING

A student is placed on Academic Warning for the semester after the student's cumulative GPA or semester GPA falls below 2.0. The student is notified in writing by the Student Services Department and the student is recommended to review their status with their academic advisor. The student is limited to no more than 12-15 credit hours. Students whose cumulative GPA is below 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 is not 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 Eastern a student must, at a minimum, attain a 2.0 GPA. If the student fails to achieve a 2.0 in the first semester of residency, the student is placed on academic probation. A student must then attain a 2.0 on all course work attempted during the next semester at Eastern. If the student fails to attain a 2.0 semester average during the next semester, the student is suspended for the following semester.

Continuing Students: A student enrolled for more than one semester and whose Eastern GPA or cumulative GPA falls below 2.0 in any semester is placed on probation and the student is notified in writing. If a student fails to attain a 2.0 semester average during the next semester, the student is suspended for the following semester. To be removed from probation, a student must attain BOTH a 2.0 Eastern 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 college, 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 Vice President of Academics and Student Services and can show compelling reasons why they should be released from those terms and conditions. Academic Suspension are 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 are made by the Vice President of Academics and Student Services after consultation with the student's academic advisor. The decision of the Deans is final. A student is allowed only two consecutive waivers in their academic career. Students placed on Academic Warning are not eligible for waivers.

INSTRUCTIONAL METHODS AND GRADING

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

CREDIT HOURS

The unit by which Eastern 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.

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 in the following table:

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	(included in GPA)
UF***	Failure	(included in GPA)
W	Withdrawal	0
I	Incomplete	0
CR**	Credit	0
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

**** Applicable to graduation except in transitional courses.**

***** Awarded due to class non-attendance after the last official withdrawal date from a course.**

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" 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," 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 and Student Handbook and Eastern Regulation, AR 4.3 Grading and Grade Point Average Regulation.

INCOMPLETE GRADE

An incomplete grade 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 coursework is satisfactorily completed, the final grade is submitted by the instructor to the Vice President of Academics and Student Services. 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 revert to a "F" grade. The student does not re-register for the class with an "I" grade for which he is completing the course requirements.

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 Student Services. 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 a calculation error, 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 APPEALS

Step 1:

The student shall discuss the grade with the instructor involved no later than ten (10) college working days after the start of the 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 unavailable 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 the student's 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 are 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 Vice President of Academics and Student Services. (See step 3).

Step 3:

Within 15 college working days of receipt of the complaint, the Vice President of Academics and Student 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 Student Services and at least one faculty representative. Additional committee members may be appointed at the discretion of the Vice President of Academics and Student Services.

- 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.
- 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.
- The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
- The final decision of this committee is forwarded to the student, instructor, the Division Chair and to the Vice President of Academics and Student Services. If the decision requires a change of grade, the instructor will take action in accordance with the committee's decision.
- If the instructor does not act within 10 college working days, the Division Chair will make any necessary grade adjustment.
- In the case of grade appeals, the Vice President of Academics and Student 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 are calculated in the grade point average.

Any course that is repeated when the original grade was not earned during the first 60 hours are 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 43) for provisions regarding grade point calculations for graduation.

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 is wholly or partly created by another; securing and/or distributing all or any part of examinations or assignments prior to 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:

- 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.

- The instructor shall submit to the Vice President of Academics 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.
- Any student who considers him or herself unfairly treated may utilize the student grievance procedure designed for this purpose. The Vice President of Academics and Student Services will provide all physical evidence to the chairperson of the grievance committee if a committee is called to meet.
- 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 the recommendation of the Vice President of Academics and Student Services following a judicial hearing.
- 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 are evaluated and transcripted 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 is 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 is 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 the supervision of the Vice President of Academics 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 is not sufficient. College credit are 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 Vice President of Academics and Student Services, will determine credit awards for nontraditional credit requests. Transcription and other fees may be applied for each course transcripted.

GENERAL GUIDELINES

Eastern has established specific procedures for the granting of college credit from non-traditional sources.

Any course in which the grade of "Credit" was assigned is not used in the 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. Students can refer to BP 3.13 and regulation AR 4.5 on the college website **https://easternwv.edu** and Community and Technical College System of WV, Series 59 located at **https://wvctcs.org/**

EDGE CREDIT AWARDS

WV EDGE credit is 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 Student Services to discuss options. Valid EDGE credits accepted by Eastern are transcripted upon successful admission to the college.

A student may also request a transcript review to determine the 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 Vice President of Academics and Student Services, Eastern West Virginia Community and Technical College, Moorefield, WV 26836. Official WV EDGE transcripts can be requested by accessing the WV EDGE website: **www.wvtechprep.wvnet.edu**

ADVANCED PLACEMENT PROGRAM CREDITS

In accordance with Council, Series 15 and West Virginia Code §18B-1-B(c), Eastern 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 the 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 Vice President of Academics and Student Services at Eastern who will then determine the amount of advanced placement credit that are granted toward the degree requirements. Advanced placement credit is 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: **https://www.collegeboard.org/**

The Advanced Placement tests, required score, course equivalent and credit hours to be granted are listed on the next page.

Advanced Placement Test Scores and Course Equivalencies				
Examination	**AP Test**	**Score Required**	**Eastern Course**	**Eastern Credits**
Art (Studio)	Studio Art – Drawing Portfolio	3	ART Elective	3
	Studio Art – 2 Design Portfolio	3	ART Elective	3
	Studio Art – 3 Design Portfolio	4	ART Elective	3
Art History		3	ART 100	3
Biology		3	BIO 101-102	8
Chemistry		3	CHM 213-214	8
Classics	Latin – Virgil	3	Elective	3
	Latin – Literature	3	Elective	3
Computer Science	Computer Science A	3	CIS 114	3
	Computer Science B	3	CIS Elective	3
(6 units maximum for both tests)				
Economics	Microeconomics	3	ECN 202	3
	Macroeconomics	3	ECN 201	3
English	English Language and Composition	3	ENL 101	3
	English Literature and Composition	3	ENL 102	3
(9 units maximum for both tests)				
Environmental Science		3	BIO Elective	4
Foreign Language	French Language (and Culture)	3	Elective	6
	French Literature	3	Elective	6
	German Language (and Culture)	3	Elective	6
	Spanish Language (and Culture)	3	SPA 101-102	6
	Spanish Literature (and Culture)	3	SPA Elective	6
Geography	Human Geography	3	GEO Elective	3
Government and Politics	American (United States)	3	POL 201	3
	Comparative	3	POL Elective	3
History	African American	3	HIT Elective	3
	American (United States History)	3	HIT 240/241	6
	European	3	HIT Elective	6
	World History: Modern	3	HIT 104/105	6
Mathematics	Calculus AB	3	MTH 137	5
	Calculus BC	3	MTH Elective	4
	Statistics	3	MTH 225	3
Music	Theory	3	MUS Elective	3
Physics	Physics C: Mechanics	3	PHS Elective	4
	Physics C: Electricity and Magnetism	3	PHS Elective	4
Psychology	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 is in conformity with the HEPC and Council Procedural Rule No. 16 and all such credit is 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 an 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 is awarded for the number of credit hours for which the examinations were designed. Grades are not assigned and the credit is not included in the computation of students' grade point average. The credit earned on CLEP and PEP Subject Examinations is 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 who have taken CLEP or PEP examinations prior to enrollment must submit an official CLEP or PEP transcript. Questions should be directed to the Vice President of Academics and Student Services. Students should take the appropriate CLEP exam(s) through the:

College Entrance Examination Board
Educational Testing Service
Princeton, New Jersey 08504
https://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 Vice President of Academics and Student Services at Eastern. The Vice President of Academics and Student Services 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 Vice President of Academics 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 are 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 Vice President of Academics and Student Services for more information.

CHALLENGING A COURSE/CREDIT BY EXAMINATION

A student interested in challenging a course through examination must contact Student Services 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 are not given during the summer. However, exceptions may be granted by the Vice President of Academics 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. Upon successful completion of the challenge exam, a grade of "CR" is 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. The credit hours are 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
- BOS 130 Records Management
- CIS 114 Introduction to Computer Applications and Concepts
- CIS 117 Word Processing Software
- ENL 101 English Composition I
- MTH 115 Business Math
- MTH 121 College Math for General Education
- MTH 135 College Algebra
- MUS 170 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 visit https://getcollegecredit.com. Test scores should be sent to the Vice President of Academics and Student Services at Eastern.

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 Vice President of Academics 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 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 Vice President of Academics and Student Services 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 are 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" is 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 to determine if credit was awarded for these classes. Eastern's granting of such credit does not guarantee transferability of this credit to any other institution or higher education.

DEGREES, GRADUATION AND TRANSCRIPTS

DEGREES

Eastern 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. The Associate in Applied Science Degree is awarded for those who meet degree requirements in Accounting, Automotive Technology, Administrative Support Technology, Biological and Environmental Technology, Board of Governors Degree, Business Management, Information Technology, Early Childhood Development, Nursing and Wind Energy Technology.

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, MTH 102S, MTH 115L, MTH 117L, MTH 121S and MTH 135S);
- 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 Vice President of Academics 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 Vice President of Academics and Student Services (Petition for Alteration of Graduation Requirements). Requests are reviewed and receive final approval from the Vice President of Academics and Student Services in order to be implemented. Every effort id made to assist students in completing graduation requirements in a timely manner.

Students are responsible for knowing polices 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 the 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 Vice President of Academics 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 Vice President of Academics 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)
- Fine Arts Appreciation – 3 hours (art, music or theater appreciation)
- 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 Vice President of Academics and Student Services for detailed information or review the HEPC website: **https://www.wvhepc.edu**

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 and have a semester grade point average of 3.25 or higher.
- Dean's List: Students enrolled in any developmental/transitional classes are not eligible for the Dean's List. For students who earn at least nine (9) semester hours in credit classes and who are not enrolled in ENL 100, MTH 100, MTH 101, MTH 103, MTH 102S, MTH 115L, MTH 117L, MTH 121S and MTH 135S and have a semester grade point average of 3.5 or higher.
- President's List: For students who earn at least 12 semester hours in credit classes and who are not enrolled in ENL 100, RDG 100, MTH 100, MTH 101, MTH 103, MTH 102S, MTH 115L, MTH 117L, MTH 121S and MTH 135S and have a semester grade point average of 4.0.

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. Honors apply solely to associate degrees.

STUDENT RECORDS AND TRANSCRIPTS

Official student records are maintained at Eastern. 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 at the Main Campus.

EASTERN'S OFFICIAL TRANSCRIPT ORDERING PORTAL

Eastern has authorized the National Student Clearinghouse to provide the ordering of official transcripts via the Web. Students can order transcripts using any major credit card. The student's card is charged only after the order is completed.

To order an official transcript(s), please open Eastern's Official Transcript Ordering Portal at the following link on the Clearinghouse website: https://tsorder.studentclearinghouse.org/school/select

Transcript/login.asp?FICEcode=04119000

The site will provide step-by-step instructions to place a transcript order, including delivery options and fees. Students may order multiple official transcript copies in a single session for multiple recipients. There is a separate processing fee for each recipient. Students can track their orders online and will receive order updates by email or mobile phone texts. Orders may require the student's signed consent.

For convenience, the web service will generate a consent form for each order that the student can approve instantly online or return via fax, mail or as a scanned email attachment.

COST AND DELIVERY OPTIONS

Cost: $10.00 per official transcript requested

Electronic PDF Delivery To Third Party: Electronic delivery allows the student to be notified via email or text (if applicable) when the transcript has been received by the third party.

Mail: Official transcripts may be mailed to any address provided by the requester. Please allow 10-14 business days for delivery by the United States Postal Service.

Student Pick Up: Students may pick up official transcripts at Eastern, at 316 Eastern Drive in Moorefield, WV. The campus is open from 8 a.m. to 9 p.m., Monday – Thursday and 8 a.m. to 4 p.m. on Fridays. Hours and days are subject to change per semester. Students will receive an email notification when the transcript is ready for pick-up. Students should wait 24 hours after receiving the email confirmation that the order is complete before picking up the transcript. A valid photo ID is required to pick up the official transcript.

Payment: If a cost is involved, students may pay for their transcript order with any major credit or debit card. The student's credit or debit card is not charged until the college sends the transcript(s). **Please note: If a student uses a debit card, the student's bank may put a hold on account funds when the Clearinghouse pre-authorizes payment. Students with any questions about the pre-authorization should contact their bank.**

Transcript services may be withheld if students have outstanding financial or record 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 are official transcripts issued from Eastern. 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.swvctc1) for more information.

For any questions about ordering official transcripts or for any college receiving an Eastern transcript, please contact Monica Wilson (monica.wilson@easternwv.edu), the Vice President of Academics and Student Services, at 304-434-8000; or toll-free: 877.982.2322; ext. 9235.

DEGREE VERIFICATION

Eastern has authorized the National Student Clearinghouse to provide enrollment and degree verifications. The National Student Clearinghouse can be contacted at:

- Web: https://www.studentclearinghouse.org/colleges/degreeverify/
- Mail: National Student Clearinghouse, 2300 Dulles Station Boulevard, Suite 300, Herndon, VA 20171

With 24/7 access to their comprehensive U.S. college student record database, the National Student Clearinghouse's DegreeVerify service takes the guesswork out of student enrollment, degrees and certifications.

This national, non-profit and trusted agent, founded by the higher education community in 1993, protects student privacy in strict compliance with the Family Educational Rights and Privacy Act (FERPA), while instantly, accurately and securely verifying enrollment and graduation information for students of most public and private U.S. institutions, including their:

- Enrollment
- Eligibility
- Certifications
- Graduation
- Degree attained

GRADE REPORTS

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

- Go to MyEastern at: https://easternwv.edu/current-students/my-eastern/
- Type in your User ID as firstnamelastname (all lowercase)
- Type in your Password (same Password you use for Bright space and Eastern Email)
- Click on Student and Financial Aid Info
- Click on Student Records
- Click on Final Grades

Students who have questions about grades should talk with their instructors. In order to receive a grade report, satisfaction of all Eastern financial obligations (outstanding fees, library books, etc.) is necessary.

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 register, the request should be made prior to the early registration period for the upcoming semester. These requests are made to the Vice President of Academics and Student Services or the academic advisor.

Section III: Academic Resources and Program Information

GENERAL INFORMATION

Eastern is authorized by the West Virginia Council for Community and 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 40). 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 online courses (asynchronous and synchronous), HyFlex courses, hybrid courses, challenge exams, portfolio credit, and traditional 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 Vice President of Academics and Student Services for details).

Eastern 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.

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 the 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. 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 in Applied Science. 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 transitional 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 48. 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 are transmitted or conducted via the Internet using computers (online 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 online 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 next section).

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 the availability of courses is increased.

ONLINE COURSES

Online courses are instructor-designed courses using electronic, web-based communication. Online courses are only accessible over the Internet. Generally, online courses are not time or place bound. However, some instructors may require participation in organized online chat sessions scheduled for specific meeting times. Instructors do have established course deadlines in order to complete the course successfully. 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 online 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 state institutions in 14 southern region states. Students interested in courses offered through the SREC should visit the SREC homepage: www.electroniccampus.org. Students should also discuss the applicability of SREC courses toward graduation requirements with their academic advisor prior to registering for an SREC course.

EASTERN LIBRARY SERVICES

Eastern provides access to **online library resources** and databases through an agreement with Southern WV Community and Technical College (Southern). Through the online library services, students can obtain assistance from a professional reference librarian. The reference librarian can assist students with finding library resources and completing research projects.

To schedule an appointment with a reference librarian, Eastern students must contact Kim Maynard (Director of Southern's Library Services). Ms. Maynard may be contacted by phone at 304.896.7345or email (kimm@southernwv.edu)

EASTERN EBSCO ELECTRONIC DATABASES

1. Academic Search Complete – Designed for academic institutions, this database is a leading resource for scholarly research. It supports high-level research in the key areas of academic study by providing journals, periodicals, reports, books and more.

Off-Campus Password: Your Student Identification Number (for example, S00045678).

2. Applied Science and Technology Source – This database offers a diverse array of full-text and indexed content covering the full spectrum of the applied sciences and computing disciplines from acoustics to aeronautics, neural networks to nuclear engineering.

Off-Campus Password: Your Student Identification Number (for example, S00045678).

3. CINAHL Complete – This is the definitive research tool for nursing and allied health professionals. With CINAHL Complete, users get fast and easy full-text access to top journals, evidence-based care sheets, quick lessons and more. Take a few minutes to evaluate all that CINAHL Complete has to offer and you'll see why hundreds of thousands of nurses and allied health professionals rely on this essential resource.

Off-Campus Password: Your Student Identification Number (for example, S00045678).

4. eBook Community College Collection (EBSCOHOST) – This growing subscription package contains a large selection of multidisciplinary eBooks representing a broad range of academic subjects. The breadth of information available through this package ensures that students and scholars will have access to information relevant to their research needs.

Off-Campus Password: Your Student Identification Number (For example, S00045678).

A SELECTION OF SOUTHERN'S ELECTRONIC DATABASES

1. **Facts on File: Issues and Controversies – Issues and Controversies** helps researchers understand today's crucial issues by exploring hundreds of hot topics in politics, government, business, society, education and popular culture. Each article presents both sides of an issue clearly, coherently and without bias. Updated weekly, with an extensive back file, Issues and Controversies offers in-depth articles made to inspire thought-provoking debates.

Direct Web Link:
http://online.infobaselearning.com/Direct.aspx?aid=103176&pid=WE00

Username: southernwvctc

Password: library

2. **American History Online** – Spans more than 500 years of political, military, social and cultural history to cover the American experience.

Direct Web Link:
http://online.infobaselearning.com/Direct.aspx?aid=103176&pid=WE00

Username: southernwvctc

Password: library

3. **Bloom's Literature** – Examines great writers, important works, memorable characters and influential movements and events in world literature.

Direct Web Link:
http://online.infobaselearning.com/Direct.aspx?aid=103176&pid=WE00

Username: southernwvctc

Password: library

GENERAL DATABASE AVAILABLE FOR ALL WEST VIRGINIA RESIDENTS

1. wvinfodepot.org – WVInfoDepot hosts a collection of online databases for use by all West Virginia residents. The databases are selected to provide current, reliable information on a variety of topics of interest to information explorers of all ages.

User ID: west

Password: virginia

INTERLIBRARY LOAN

To access Interlibrary Loan Services through Southern, follow these instructions:

1. Find the material you want to borrow on Southern's Online Library Catalog: https://southernwv.booksys.net/opac/southernwv/#menuHome

2. Please return your requested material five days before its due date. Eastern is responsible for return shipment and in order to avoid overdue fines, you must return your requested material early. You are responsible for all late fees, special mailing fees to meet due dates or replacement costs for materials not returned.

A hold is placed on your student record for all past due materials.

PLEASE NOTE: If you need special assistance from a reference librarian, call Southern's library at 304-792-7098 or email Kim Maynard, to request your reference material.

STUDENT LOUNGE

The Student Lounge houses both print and electronic reference materials for use by students, faculty and staff. Reference resources include career information, online job bank, study skills material, software and small business references. Students may use computers available in the Student Lounge 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.

LEARNING LAB

The Learning Lab was established as an area where students can receive help using college resources, including but not limited to Tutor.com, Bright space, and Eastern email. The Lab is staffed with Student Success Coaches. Additional information can be obtained by contacting the Vice President of Academics and Student Services at 304-434-8000, ext. 9235.

ADULT EDUCATION PROGRAM

Adult Education services provide adults with educational opportunities to improve literacy skills to earn a high school equivalency diploma, to be successful in the workforce or to enter post-secondary education and technical training. All instructional services and materials are free.

Adult Education Program Offerings:

- High School Equivalency Preparation and Testing
- Industry Recognized Credentials: WV Welcome, Customer Service, IC3, Microsoft Office
- CSM Certificate: Earn WV Community College math credit
- Test Preparation: TABE, ASVAB, TEAS, HESI2A and ACCUPLACER®
- Digital Literacy Certification
- ESOL (English to Speakers of Other Languages)
- Employment Skills: Resume, Cover Letter, Job Applications, Interviewing; Certificate of Work Ethic Proficiency
- Instructional support for college students
- Distance Education Opportunities
- Career Exploration Activities

Adult Education services are offered in all counties in Eastern's service district: Hardy, Grant, Hampshire, Mineral, Pendleton and Tucker Counties. For other class sites, contact an office near you at www.wvadulted.com

Class Sites (Full-Time):

Hardy County (at Eastern Campus)
Instructor: Trinity Racey
Location: 316 Eastern Drive, Moorefield, WV 26836
Phone: 304-434-8000 ext. *9234 or 877-981-2322
Email: trinity.racey@k12.wv.us

ESOL (Hardy County)
Instructor: Sara Ludwig
Phone: 304-530-6076
Email: sarah.ludwig@k12.wv.us

Grant County
Instructor: Amanda Barger
Phone and Fax: 304-257-1277
Email: amanda.barger@k12.wv.us

Hampshire County
Instructor: Erica Asbury
Phone: 304-822-4819
Email: erica.asbury@wvesc.org

Class (Part-time) Tucker County
Instructor: Lynda Gray
Phone: 304-614-7802
Email: lynda.gray@wvesc.org

TECHNOLOGY WITHIN THE COLLEGE

Eastern 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 TELECOMMUTING

All Discovery Centers permit classes to originate at any location and by utilizing Teams or Zoom platforms, the instructor can maintain simultaneous audio and video contact with students. These video communication platforms 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 prioritizing the network to ensure quality video delivery. The high-speed connectivity and quality service between locations ensure that students have the appropriate bandwidth access for participation in distance learning.

Eastern's geographic area of responsibility covers 3,200 miles. Eastern maintains four distance learning classrooms located in educational facilities throughout the six-county service district to facilitate access to academic and student services. Each classroom is equipped with Dell computers using 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 enhancing Eastern students' learning experience.

These multipurpose, multifunction classrooms are staffed with an Eastern employee (Discovery Center Facilitator), 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 Barnes and Noble College Booksellers to provide textbook services. The Bookstore is owned and operated by Barnes and Noble College Booksellers.

Textbooks can be purchased via a secure website at https://easternwvctc.bncollege.com/course-material/

course-finder. 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 Barnes and Noble® are available on Eastern's website Students may also purchase their textbooks 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 Topic 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 Vice President of Academics 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
Communication		BUS 203	**Natural Science**	BIO 101*	BIO 101*
	ENL 101*	ENL 101*		BIO 102*	BIO 102*
	ENL 102*	ENL 102*		BIO 124*	BIO 124*
		ENL 115		BIO 125*	BIO 125*
	ORT 100	ORT 100		BIO 215	BIO 215
	SPH 101*	SPH 101*		BIO 220*	BIO 220*
				CHM 200*	CHM 200*
				CHM 213*	CHM 213*
				CHM 214*	CHM 214*
				GSC 109*	GSC 109*
				GSC 110*	GSC 110*
					PHS 115

Domain	AA/AS	AAS/CAS	Domain	AA/AS	AAS/CAS
Humanities and Art	ART 100*	ART 100*	**Social Science**	ECN 201*	ECN 201*
	EDF 203	EDF 203		ECN 202*	ECN 202*
	ENL 140	ENL 140		EDF 217	EDF 217
	ENL 161	ENL 161		GEO 220	GEO 220
	ENL 200*	ENL 200*		GSC 120	GSC 120
	ENL 201	ENL 201		HIT 104*	HIT 104*
	ENL 202*	ENL 202*		HIT 105*	HIT 105*
	ENL 204*	ENL 204*		HIT 240*	HIT 240*
	ENL 220	ENL 220		HIT 241*	HIT 241
	ENL 295	ENL 295		HIT 250	HIT 250
	HUM 100	HUM 100		HIT 260	HIT 260
	HUM 210	HUM 210		POL 201*	POL 201*
	MUS 170*	MUS 170*		POL 202*	POL 202*
	PHL 200	PHL 200		PSY 200*	PSY 200*
	PHL 260	PHL 260		PSY 209	PSY 209
	PHL 290	PHL 290		PSY 212	PSY 212
	REL 105	REL 105		PSY 214*	PSY 214*
	REL 130	REL 130		PSY 219	PSY 219
	REL 140	REL 140		PSY 224	PSY 224
Information Science	CIS 114	CIS 114		PSY 226	PSY 226
				PSY 228	PSY 228
Mathematics		MTH 115#		PSY 230	PSY 230
		MTH 117		SOC 203*	SOC 203*
	MTH 121*	MTH 121*		SOC 205*	SOC 205*
	MTH 135*	MTH 135*		SSC 207*	SSC 207*
	MTH 136*	MTH 136*		SSC 220*	SSC 220*
	MTH 137*	MTH 137*		SSC 147	SSC 147
	MTH 200	MTH 200		SSC 210	SSC 210
	MTH 225*	MTH 225*			
	MTH 230	MTH 230			
	MTH 231	MTH 231			

- *Courses listed on the WVCCTCE and HEPC Core Coursework Transfer Agreement.
- #Only accepted in Administrative Support, AAS and CAS; Automotive Technology, AAS and CAS; Board of Governors, AAS; Business Management, CAS; Computer Applications Specialist, 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 an 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 are able to:

1. Written & Oral Communication - Use writing and speaking skills to communicate effectively.

2. Critical Analysis & Reasoning - Examine, assess, and integrate concepts spanning various fields to tackle intricate inquiries and challenges.

3. Scientific & Quantitative Reasoning - Apply fundamental scientific and/or mathematical concepts to investigate, evaluate and/or to solve problems.

4. Technological Competency - Use the appropriate discipline-specific technologies to complete tasks effectively.

5. Information Literacy - Access and integrate sources into written, oral, and/or visual media.

6. Global Diversity - Recognize and appreciate diverse cultural practices, traditions, and perspectives from around the world.

7. Humanities/Fine Arts Inquiry - Utilize essential knowledge, abilities, and principles to investigate the distinct human perspectives on experiencing the world.

Program Implementation: Full-time day; part-time evening; offered online (contact an 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	114	Introduction to Computer Applications and Concepts	3	ENL	102	English Composition II	3
ENL	101	English Composition I	3	Elective		Math Elective (MTH 121 or higher))	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
Total Semester Hours			**15**	**Total Semester Hours**			**15**
Second Year—Fall Semester				**Second Year—Spring Semester**			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
Elective		General Education Electives	5	SPH	101	Speech Fundamentals	3
Elective		Humanities Elective	3	Elective		Concentration Elective	3
Elective		Natural Science Elective	4	Elective		Concentration Elective	3
Elective		Social Science Elective	3	Elective		History Elective	3
				Elective		Social Science Elective	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

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.

- Humanities and Art: Refer to Approved General Education Courses and Designation List (page 47)
- English: ENL 161, ENL 200, ENL 201, ENL 202, ENL 204, ENL 220, ENL 295
- History/Political Science: HIT 104, HIT 105, HIT 240, HIT 241, HIT 250, HIT 260, POL 201, POL 202
- Social Science: Refer to Approved General Education Courses and Designation List (page 47)
- Allied Health: AH 115, AH 210, AHS 108, HPE 230, PHL 290, PSY 230, PSY 226, PSY 224

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 are able to:

1. Written & Oral Communication - Use writing and speaking skills to communicate effectively.

2. Critical Analysis & Reasoning - Examine, assess, and integrate concepts spanning various fields to tackle intricate inquiries and challenges.

3. Scientific & Quantitative Reasoning - Apply fundamental scientific and/or mathematical concepts to investigate, evaluate and/or to solve problems.

4. Technological Competency - Use the appropriate discipline-specific technologies to complete tasks effectively.

5. Information Literacy - Access and integrate sources into written, oral, and/or visual media.

6. Global Diversity - Recognize and appreciate diverse cultural practices, traditions, and perspectives from around the world.

7. Humanities/Fine Arts Inquiry - Utilize essential knowledge, abilities, and principles to investigate the distinct human perspectives on experiencing the world.

Program Implementation: Full-time day; part-time evening; offered online (contact an 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	114	Introduction to Computer Applications and Concepts	3	ENL	102	English Composition II	3
ENL	101	English Composition I	3	Elective		Math Elective (MTH 121 or higher)	3
Elective		Concentration Elective	3	Elective		Concentration Elective	3
Elective		Concentration Elective	3	Elective		Concentration Elective	3
Elective		Social Science Elective	3	Elective		Social Science Elective	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**
Second Year–Fall Semester				**Second Year–Spring Semester**			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
Elective		Concentration Elective	3	SPH	101	Speech Fundamentals	3
Elective		Humanities Elective	3	Elective		Concentration Elective	3
Elective		Math Elective (MTH 121 or higher)	3	Elective		General Education Elective	4
Elective		Natural Science Elective	4	Elective		Natural Science Elective	4
Elective		Concentration Elective	3				
Total Semester Hours			**16**	**Total Semester Hours**			**14**

Concentration electives must be selected from the designated listing below. Students wishing to make substitutions must obtain prior approval from the Division Chair of General Studies.

- 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, MKT 260, MKT 272, 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

Additional concentration information on the next page.

Associate in Science Degree (A.S.) continued

- Mathematics: Refer to Approved General Education Courses and Designation List (page 47)
- Science: Refer to Approved General Education Courses and Designation List (pages 47)
- 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 (pages 47)
- Elementary Education Articulation Agreements: WVU-P - Contact the Elementary Education Program Coordinator for details on courses and registration.

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

CAREER-TECHNICAL PROGRAMS

ACCOUNTING
ASSOCIATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 13-2011

60 Semester Hours^

The Associate of Applied Science in the Accounting program provides a technical education at an Associate in 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 are 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 is able to:

- Prepare, record and analyze financial statements and other reporting documents according to generally accepted accounting principles
- Demonstrate proficiency in using basic business productivity and accounting software
- Interpret, analyze and evaluate financial data
- Demonstrate a basic knowledge of business organization and procedures
- Explain how basic legal principles can be applied to business transactions and decisions

Program Implementation: Full-time day; offered online (students attending part-time should see an 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	Principles of Accounting I	3	ACC	121	Principles of Accounting II	3
BUS	101	Introduction to Business	3	ACC	240	Computerized Accounting	3
CIS	114	Introduction to Computer Applications and Concepts	3	BUS	203	Communication in Business OR	3
ECN	201	Principles of Macroeconomics OR	3	ENL	102	English Composition II	(3)
ECN	202	Principles of Microeconomics	(3)	Elective		Accounting Elective	3
ENL	101	English Composition I	3	Elective		Math Elective (MTH 121 or higher)	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Second Year—Fall Semester				Second Year—Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
ACC	250	Intermediate Accounting I	3	ACC	251	Intermediate Accounting II	3
CIS	119	Spreadsheet Software	3	BUS	206	Business Law	3
Elective		Accounting Elective	3	BUS	276	BUS Capstone OR	3
ECN	201	Principles of Macroeconomics OR	(3)	BUS	278	BUS Internship	(3)
ECN	202	Principles of Microeconomics	3	Elective		Accounting Elective	3
Elective		Science Elective	3	Elective		Accounting Elective	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Accounting Electives (Select 4 courses - 12 credit hours)

Dept.		Course Title	Sem. Hrs.
ACC	230	Income Tax Accounting	3
ACC	235	Managerial Accounting	3
BUS	281	Business Algebra	3
FIN	231	Business Finance	3
FIN	232	Personal Finance	3
MTH	115	Business Math	3
MTH	135	College Algebra	3
MTH	225	Introduction to Statistics	3

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

ACCOUNTING
CERTIFICATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 43-3031

30 Semester Hours^

Upon successful completion of the Accounting Certificate in Applied Science, the graduate is 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 a basic knowledge of business organization and procedures

Program Implementation: Full-time day; offered online (students attending part-time should see an 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	Principles of Accounting I	3	ACC	121	Principles of Accounting II	3
BUS	101	Introduction to Business	3	CIS	119	Spreadsheet Software	3
CIS	114	Introduction to Computer Applications and Concepts	3	Elective		Math Elective (MTH 115 or higher)	3
ECN	201	Principles of Macroeconomics	3	Elective		Restricted Elective	3
ENL	101	English Composition I	3	Elective		Restricted Elective	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Accounting Electives (Select 2 courses – 6 credit hours)

Dept.		Course Title	Sem. Hrs.
ACC	230	Income Tax Accounting	3
ACC	235	Managerial Accounting	3
ACC	240	Computerized Accounting	3
ACC	250	Intermediate Accounting I	3
ACC	251	Intermediate Accounting II	3
BUS	281	Business Algebra	3
FIN	231	Business Finance	3
FIN	232	Personal Finance	3
MTH	115	Business Math	3

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

ADMINISTRATIVE SUPPORT TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 11-3011

60 Semester Hours^

This degree is designed to give students the skills to work in administrative support technology positions. Graduates of the program are 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 is able to:

- Manage an office setting
- Demonstrate a basic knowledge of organizations
- Utilize software programs and computer applications
- Demonstrate effective communication skills
- Develop scientific knowledge, mathematical and analytical skills and techniques
- Demonstrate global awareness and knowledge of human diversity

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, offered online (students attending part-time should see an 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	101	Introduction to Keyboarding	1	BOS	130	Records Management	1
BOS	251	Office Procedures and Techniques I	3	BUS	203	Communications in Business OR	3
BUS	101	Introduction to Business	3	ENL	102	English Composition II	(3)
CIS	114	Introduction to Computer Applications and Concepts	3	CIS	117	Word Processing Software	3
Elective		Math Elective (MTH 115 or higher)	3	CIS	121	Database Management Software	3
ENL	101	English Composition I	3	Elective		Administrative Support Technology Area of Emphasis	3
Total Semester Hours			**16**	**Total Semester Hours**			**13**

Administrative Support Technology, Associate in Applied Science, continued

Second Year–Fall Semester				Second Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
ACC	120	Principles of Accounting I	3	ACC	240	Computerized Accounting	3
CIS	111	Introduction to Electronic Presentations	1	BOS	134	Administrative Machine Transcription	3
CIS	119	Spreadsheet Software	3	BOS	278	Business Operations Support Internship	3
Elective		Administrative Support Technology Area of Emphasis Elective	3	Elective		Administrative Support Technology Area of Emphasis Elective	3
Elective		Administrative Support Technology Area of Emphasis Elective	3	SSC	147	Understanding Human Diversity	3
Elective		Science Elective	3				
Total Semester Hours			**16**	**Total Semester Hours**			**15**

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

Administrative Support Technology: General			
Dept.		**Course Title**	**Sem. Hrs.**
ACC	121	Principles of Accounting II	3
BUS	101	Introduction to Business	3
BUS	150	Business Ethics	3
BUS	203	Communications in Business	3
BUS	204	Fundamentals of E-Commerce	3
BUS	206	Business Law	3
BUS	261	Social Media Strategies	3
CIS	122	Introduction to Information Systems	3
CIS	133	Introduction to Web Design	3
MGT	250	Principles of Management	3
MGT	251	Human Resource Management	3
MKT	260	Principles of Marketing	3
MTH	115	Business Math	3

Administrative Support Technology: Medical Option			
Dept.		**Course Title**	**Sem. Hrs.**
AHS	108	Medical Terminology	3
BOS	141	Medical Diagnostic Coding	3
BOS	142	Medical Administrative Procedures	3
BOS	144	Medical Procedural Coding	3
MTH	115	Business Math	3

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

ADMINISTRATIVE SUPPORT TECHNOLOGY CERTIFICATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 43-6014

31 Semester Hours^

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

- Manage an office setting
- Demonstrate a basic knowledge of organizations
- Utilize software programs and computer applications
- Demonstrate effective communication skills
- Demonstrate mathematical and analytical skills and techniques.

Program Implementation: Full-time day, offered online (students attending part-time should see an 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	101	Introduction to Keyboarding	1	CIS	117	Word Processing Software	3
BOS	251	Office Procedures and Techniques I	3	CIS	119	Spreadsheet Software OR	3
BUS	101	Introduction to Business	3	CIS	121	Database Management Software	(3)
CIS	114	Introduction to Computer Applications and Concepts	3	Elective		Math Elective (MTH 115 or higher)	3
ENL	101	English Composition I	3	Elective		Administrative Support Technology Core Elective	3
Elective		Administrative Support Technology: Technical Core Elective	3	Elective		Administrative Support Technology Core Elective	3
Total Semester Hours			**16**	**Total Semester Hours**			**15**

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

Dept.		Course Title	Sem. Hrs.
ACC	120	Principles of Accounting I	3
ACC	121	Principles of Accounting II	3
ACC	240	Computerized Accounting	3
AHS	108	Medical Terminology	3
BOS	130	Records Management	1
BOS	134	Administrative Machine Transcription	3
BOS	141	Medical Diagnostic Coding	3
BOS	142	Medical Administrative Procedures	3
BOS	144	Medical Procedural Coding	3
BOS	278	Office Technology Internship	3
BUS	101	Intro to Business	3
BUS	150	Business Ethics	3
BUS	203	Communications in Business	3
BUS	204	Fundamentals of E-Commerce	3
BUS	206	Business Law	3
BUS	261	Social Media Strategies	3
CIS	111	Introduction to Electronic Presentations	1
CIS	119	Spreadsheet Software	3
CIS	121	Database Management Software	3
CIS	122	Introduction to information Systems	3
CIS	133	Introduction to Web Design	3
MGT	250	Principles of Management	3
MGT	251	Human Resource Management	3
MKT	260	Principles of Marketing	3

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

ALLIED HEALTH CARE
CERTIFICATE IN APPLIED SCIENCE (CAS)

ONETonline.org SOC Code: 31-9099.00

30 Semester Hours^

This program is designed for 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 grade of "C" or better.

Upon successful completion of this certificate, the graduate is 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 Care, Certificate in Applied Science

Note: All courses must be completed with a grade of "C" or better.

First Year–Fall Semester				First Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
BIO	124	Human Anatomy and Physiology I	3	AH	115	Drug Dosage Calculation	1
BIO	124L	Human Anatomy and Physiology I LAB	1	AHS	108	Medical Terminology	3
CIS	114	Introduction to Computer Applications and Concepts	3	BIO	125	Human Anatomy and Physiology II	3
ENL	101	English Composition I	3	BIO	125L	Human Anatomy and Physiology II LAB	1
PSY	200	General Psychology	3	Elective		Math Elective (MTH 121 or higher)	3
Elective		Restricted Elective	3	PSY	214	Life-Span Developmental Psychology	3
Total Semester Hours			**16**	**Total Semester Hours**			**14**

Restricted Electives (Choose 3 credit hours)

Dept.		Course Title	Sem. Hrs.
AH	210	Nutrition	3
HPE	230	Health and Wellness	3
PHL	290	Biomedical Ethics	3
PSY	224	Death and Dying	3
PSY	226	Abnormal Psychology	3
PSY	230	Drugs and Behavior	3

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

AUTOMOTIVE TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 49-3023.02

60 Semester Hours^

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 is 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 automatic 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 are prepared to take the National Institute for Automotive Service Excellence (ASE) certification exams. Eastern does not provide ASE testing.

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

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

Recommended Course Sequence – Automotive Technology, Associate in Applied Science

First Year–Fall Semester				First Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
ATT	100	Introduction to Automotive Technology	1	ATT	124	Automotive Electricity/Electronics I	4
ATT	103	Engine Repair	4	ATT	128	Automotive Heating and Air Conditioning	4
ATT	105	Braking Systems	4	ATT	205	Automotive Electricity/Electronics II	4
ATT	107	Suspension and Steering	4	Elective		Math Elective (MTH 115 or higher)	3
ENL	101 or 115	English Composition I or Technical Communications	3				
Total Semester Hours			**16**	**Total Semester Hours**			**15**

Automotive Technology, Associate in Applied Science, continued

Second Year–Fall Semester				Second Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
ATT	126	Engine Performance I	4	ATT	224	Manual Drive Train and Axles	4
ATT	207	Engine Performance II	4	ATT	226	Automatic Transmissions & Transaxles	4
CIS	114	Introduction to Computer Applications and Concepts	3	ATT	276	Automotive Technology Capstone OR	4
Elective		Science Elective	3	ATT	278	Automotive Technology Internship	(4)
				SSC	147	Understanding Human Diversity	3
Total Semester Hours			**14**	**Total Semester Hours**			**15**

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 Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

AUTOMOTIVE TECHNOLOGY CERTIFICATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 49-3023.02

30 Semester Hours^

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 is 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 are prepared to take the National Institute for Automotive Service Excellence (ASE) certification exams. Eastern does not provide the ASE testing.

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

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

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	Engine Repair	4	ATT	124	Automotive Electricity/Electronics I	4
ATT	105	Braking Systems	4	ATT	128	Automotive Heating and Air Conditioning	4
ATT	107	Suspension & Steering	4	ATT	205	Automotive Electricity/Electronics II	4
ENL	101 or 115	English Composition I or Technical Communications	3	Elective		Math Elective (MTH 115 or higher)	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

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 Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

BIOLOGICAL AND ENVIRONMENTAL TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 19-4091.00

60 Semester Hours

The Biological and Environmental Technology program (BET) offers students an opportunity to earn an Associate in Applied Science Degree. This program provides students with the skills and knowledge for entry level environmental technology-related careers. Graduates of this program are qualified for employment as, but not limited to, ecology restoration technicians, environmental technicians and GIS technicians.

Upon successful completion of the Biological and Environmental Technology Program, graduates are able to:

- 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.
- 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 workforce skills and lifelong learning.
- Follow standard procedures for conducting biological and environmental sampling projects including use of appropriate equipment and materials.
- Use biologic knowledge and identification skills to aid in the use of practical and ethical biological surveys.
- Collect representative samples and perform routine tests using current and relevant tools.
- Complete assigned tasks in adherence to occupational health and safety standards and applicable legislative requirements.
- Carry out work responsibilities adhering to standards of professional conduct and principles of professional ethics.
- Communicate technical information accurately and effectively in oral, written, visual and electronic forms.
- Assist with analysis of water/soil/air samples with the application of scientific and engineering principles.
- Use scientific concepts and models when contributing to the prevention, control and elimination of environmental hazards of remediation of contaminated sites.
- Promote and maintain sustainable practices applying the elements of an ecosystem-based environment.
- Develop and present strategies for ongoing personal and professional development to enhance performance as a biological and environmental technician.
- Use global positioning systems (GPS) and geographic information systems (GIS) to collect, map and analyze biological and environmental data.

Note: All General Education Requirements and Biological and Environmental Technology (BET) courses must be completed with a "C" or better in order to graduate with a Biological and Environmental Technology, AAS Degree.

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

Recommended Course Sequence – Biological and Environmental Technology, Associate in Applied Science Degree

First Year–Fall Semester				First Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
BIO	101	General Biology I Lecture	3	BIO	102	General Biology II Lecture	3
BIO	101L	General Biology I Lab	1	BIO	102L	General Biology II Lab	1
CIS	114	Introduction to Computers	3	GSC	110	General Physical Science II Lecture	3
ENL	101	English Composition I	3	GSC	110L	General Physical Science II Lab	1
Elective		Math Elective (MTH 121 or Higher)	3	BET	160	Introduction to Geographic Information Systems and Data Collection	3
BET	100	BET Seminar	1	SPH	101	Speech Fundamentals	3
Total Semester Hours			**14**	**Total Semester Hours**			**14**

First Year–Summer Semester			
Dept.		**Course Title**	**Sem. Hrs.**
BIO	215	Plant Taxonomy	3
Total Semester Hours			**3**

Students are strongly encouraged to complete ENL 102, a Humanities elective, MTH135 or higher and a Social Science elective to gain a second Associate of Science Degree, along with the BET Associate in Applied Science. See academic program advisor for more information.

Second Year–Fall Semester				Second Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
BET	202	Dendrology and Forest Management	4	BET	212	Wildlife Biology	3
CHM	200	Environmental Chemistry	4	BET	235	Water Quality Collection and Assessment	2
BET	240	Soil and Water Conservation	3	SSC	210	Ethics and the Environment	3
BET	270	Freshwater Fisheries: Biology and Management	2	BIO	220	General Ecology	3
GSC	120	Concepts in Environmental Science	3	BIO	220L	General Ecology Lab	1
				BET	276	Biological and Environmental Technology Capstone	1
Total Semester Hours			**16**	**Total Semester Hours**			**13**

Note: Students enrolling the Biological and Environmental 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 Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

BIOLOGICAL AND ENVIRONMENTAL TECHNOLOGY
CERTIFICATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 19-4091.00

31 Semester Hours

The Certificate in Applied Science prepares students with a foundation of knowledge in biology and environmental geoscience to assist in decision-making in the biological and environmental technology field. Students are also able to collect and analyze data using GPS and GIS.

Upon successful completion of the Biological and Environmental Technology Certificate, graduates are able to:

- 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.
- 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 workforce skills and lifelong learning.
- Communicate technical information accurately and effectively in oral, written, visual and electronic forms.
- Use global positioning systems (GPS) and geographic information systems (GIS) to collect, map and analyze biological and environmental data.
- Develop and present strategies for ongoing personal and professional development to enhance performance as a biological and environmental technician.

Note: All General Education Requirements and Biological and Environmental Technology (BET) courses must be completed with a "C" or better in order to graduate with a Biological and Environmental Technology, CAS Degree.

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

Recommended Course Sequence – Biological and Environmental Technology, Certificate in Applied Science

First Year–Fall Semester				First Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
BIO	101	General Biology I Lecture	3	BIO	102	General Biology II Lecture	3
BIO	101L	General Biology I Lab	1	BIO	102L	General Biology II Lab	1
CIS	114	Introduction to Computers	3	GSC	110	General Physical Science II Lecture	3
ENL	101	English Composition I	3	GSC	110L	General Physical Science II Lab	1
Elective		Math Elective (MTH 121 or higher)	3	SPH	101	Speech Fundamentals	3
BET	100	BET Seminar	1	BET	160	Introduction to Geographic Information Systems and Data Collection	3
Total Semester Hours			**14**	**Total Semester Hours**			**14**

First Year–Summer Semester			
Dept.		**Course Title**	**Sem. Hrs.**
BIO	215	Plant Taxonomy	3
Total Semester Hours			**3**

**Students enrolling in Biological and Environmental Technology (BET) 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 and field equipment. See most recent schedule for details.*

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

BUSINESS MANAGEMENT ASSOCIATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 11-1021

60 Semester Hours^

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 is 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 an understanding of basic accounting principles and practices
- Demonstrate an understanding of basic management functions
- Demonstrate an 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; offered online (contact an advisor for recommended course sequencing)

Recommended Course Sequence – Business Management, Associate in Applied Science

First Year–Fall Semester				First Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
ACC	120	Principles of Accounting I	3	ACC	121	Principles of Accounting II	3
BUS	101	Introduction to Business	3	BUS	203	Communications in Business OR	3
				ENL	102	English Composition II	(3)
CIS	114	Introduction to Computer Applications and Concepts	3	MGT	250	Principles of Management	3
ENL	101	English Composition I	3	Elective		Math Elective (MTH 121 or higher)	3
Elective		Social Science Elective	3	Elective		Restricted Business Elective	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Second Year–Fall Semester				Second Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
ECN	201	Principles of Macroeconomics	3	BUS	206	Business Law	3
MKT	260	Principles of Marketing	3	BUS	276	Business Capstone OR	3
SSC	147	Understanding Human Diversity	3				
CIS	119	Spreadsheet Software	3	BUS	278	Business Management Internship	(3)
Elective		Science Elective	3	ECN	202	Principles of Microeconomics	3
				Elective		Business Elective	3
				Elective		Restricted Business Elective	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Business Management: Restricted Electives (Choose 9 credit hours)

Dept.		Course Title	Sem. Hrs.
ACC	230	Income Tax Accounting	3
ACC	235	Managerial Accounting	3
ACC	240	Computerized Accounting	3
ACC	250	Intermediate Accounting I	3
ACC	251	Intermediate Accounting II	3
BUS	110	Introduction to Hospitality	3
BUS	150	Business Ethics	3
BUS	203	Communications in Business	3
BUS	204	Fundamentals of E-Commerce	3
BUS	208	Organizational Behavior	3
BUS	210	Entrepreneurship	3
BUS	215	Introduction to International Business	3
BUS	230	Introduction to Agribusiness	3
BUS	231	Agribusiness Marketing	3
BUS	232	Agribusiness Entrepreneurship	3
BUS	281	Business Algebra	3
CIS	117	Word Processing Software	3
CIS	121	Database Management Software	3
CIS	133	Introduction to Web Design	3
FIN	225	Principles of Real Estate I	3
FIN	226	Principles of Real Estate II	3
FIN	231	Business Finance	3
FIN	232	Personal Finance	3
MGT	251	Human Resource Management	3
MTH	115	Business Math	3
MTH	225	Introduction to Statistics	3
TRT	100	Introduction to Travel and Tourism	3
TRT	201	Hospitality Management	3
TRT	202	Tourism Planning	3
TRT	281	Agritourism Enterprise Management	3

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

BUSINESS MANAGEMENT
CERTIFICATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 43-9061

30 Semester Hours^

Upon successful completion of the Business Management Certificate in Applied Science, the graduate is 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; offered online (contact an 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	114	Introduction to Computer Applications and Concepts	3	BUS	203	Communications in Business OR	3
ENL	101	English Composition I	3	ENL	102	English Composition II	(3)
Elective		Restricted Business Elective	3	Elective		Restricted Business Elective	3
Elective		Business Management Technical Core	3	Elective		Restricted Business Elective	3
Elective		Business Management Technical Core	3	Elective		Business Management Technical Core	3
				Elective		Math Elective (MTH 115 or higher)	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Restricted Business Electives (Choose 9 credit hours)

Dept.		Course Title	Sem. Hrs.
ACC	121	Principles of Accounting	3
ACC	230	Income Tax Accounting	3
ACC	235	Managerial Accounting	3
ACC	240	Computerized Accounting	3
ACC	250	Intermediate Accounting I	3
ACC	251	Intermediate Accounting II	3
BUS	110	Introduction to Hospitality	3
BUS	150	Business Ethics	3
BUS	203	Communications in Business	3
BUS	204	Fundamentals of E-Commerce	3
BUS	208	Organizational Behavior	3
BUS	215	Introduction to International Business	3
BUS	230	Introduction to Agribusiness	3
BUS	231	Agribusiness Marketing	3
BUS	232	Agribusiness Entrepreneurship	3
BUS	281	Business Algebra	3
CIS	117	Word Processing Software	3
CIS	121	Database Management Software	3
CIS	133	Introduction to Web Design	3
FIN	225	Principles of Real Estate I	3
FIN	226	Principles of Real Estate II	3
FIN	231	Business Finance	3
FIN	232	Personal Finance	3
MGT	251	Human Resource Management	3
MTH	115	Business Math	3
MTH	225	Introduction to Statistics	3
TRT	100	Introduction to Travel and Tourism	3
TRT	201	Hospitality Management	3
TRT	202	Tourism Planning	3
TRT	281	Agritourism Enterprise Management	3

Technical Core (Choose 9 credit hours)

Dept.		Course Title	Sem. Hrs.
ACC	120	Principles of Accounting I	3
BUS	101	Introduction to Business	3
BUS	206	Business Law	3
CIS	119	Spreadsheet Software	3
ECN	201	Principles of Macroeconomics OR	3
ECN	202	Principles of Microeconomics	(3)
MGT	250	Principles of Management	3
MKT	260	Principles of Marketing	3

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

HOSPITALITY AND TOURISM MANAGEMENT CERTIFICATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 11-9199.00

30 Semester Hours^

The 30-credit certificate program will serve multiple purposes: (1) to prepare individuals for immediate entry into the industry with skills-based education; (2) to provide a pathway for culinary/hospitality vocational secondary students to earn college credit concurrently; (3) to provide an opportunity for students to earn an Associate of Applied Science degree in Business Management with a concentration in Hospitality and Tourism Management via a fully articulated program; (4) to enable those currently employed in the industry to earn college credit for potential job advancement.

Upon successful completion of the Hospitality and Tourism Management Certificate in Applied Science, the graduate is able to:

- Explain the regional economic impact of tourism
- Demonstrate components of exceptional customer service
- Apply standard practices of cost control in service business
- Market and promote a hospitality or tourism businesses
- Demonstrate effective management and leadership techniques in a hospitality or tourism business
- Understand and adhere to federal, state, and local laws that impact a hospitality business

Program Implementation: Full-time Online with Synchronous Sessions (students attending part-time should see an advisor for recommended course sequencing)

Recommended Course Sequence – Hospitality and Tourism Management, Certificate in Applied Science

First Year–Fall Semester				First Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
ENL	101	English Composition I	3	BUS	203	Communications in Business	3
MTH	115	Business Math (OR)	3	TRT	202	Tourism Planning	3
MTH	121	College Math for General Education	(3)	TRT	225*	Hospitality and Tourism Law (OR)	3
TRT	100	Introduction to Travel and Tourism	3	BUS	206	Business Law (if pursuing AAS Business Management Degree)	(3)
TRT	201	Introduction to Hospitality Management	3	TRT	240*	Cost Control in Hospitality (OR)	3
MKT	260	Principles of Marketing	3	ACC	120	Principles of Accounting I (if pursuing AAS Business Management Degree)	(3)
				TRT	278*	Hospitality and Tourism Internship (substitute for BUS 278, Business Internship)	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

All students will complete a 100-hour internship in a regional hospitality or tourism business or organization. This experience will provide valuable assistance to the internship site while giving students the opportunity to put into practice what they are learning in the classroom. The internship, completed in the second semester, will connect businesses with soon-to-be graduates for potential permanent job placement while strengthening and stabilizing the Potomac Highland Region's hospitality and tourism industries.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

COMPUTER APPLICATIONS SPECIALIST CERTIFICATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 43-9021

30 Semester Hours^

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 is 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 Office Specialist (MOS).

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	Introduction to Business	3	CIS	117	Word Processing Software	3
CIS	114	Introduction to Computer Applications and Concepts	3	CIS	121	Database Management Software	3
CIS	119	Spreadsheet Software	3	CIS	133	Introduction to Web Design	3
ENL	101	English Composition I	3	Elective		Computer Applications Specialist Elective	3
Elective		Computer Applications Specialist Elective	3	Elective		Math Elective (MTH 115 or higher)	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Computer Applications Specialist Electives (Select 6 credits)

Dept.		Course Title	Sem. Hrs.
BUS	204	Fundamentals of E-commerce	3
CIS	111	Introduction to Electronic Presentations	1
CIS	122	Introduction to Information Systems	3
IT	134	Networking Fundamentals	3
IT	180	PC Repair and Troubleshooting	3
MGT	250	Principles of Management	3
MGT	260	Principles of Marketing	3

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

CYBER INTELLIGENCE
ASSOCIATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 15-1212.00

60 Semester Hours^

The Associate in Applied Science Degree in Cyber Intelligence provides a technical education, practical application, and a comprehensive learning environment that cultivates critical thinking, promotes innovation, and encourages continuous learning in the ever-evolving field of cyber security. Graduates of the program can effectively anticipate, prevent, and respond to cyber threats, thereby contributing to the safety and integrity of information systems in various sectors of society. Successful completion of the Cyber Intelligence program will allow graduates to enter the workforce as skilled cyber security professionals, well-equipped to safeguard digital assets and information in today's interconnected world.

Upon successful completion of the Associate of Applied Science in Cyber Intelligence, the graduate is able to:

- Define Basic Concepts: Demonstrate a comprehensive understanding of the basic concepts, terminologies, and principles related to Cyber Intelligence, crime and security
- Develop Technical Skills: Identify, prevent, and investigate cyber crimes and demonstrate proficiency in computer systems, networks, and software applications
- Legal and Ethical Conduct: Define the legal and ethical aspects of Cyber Intelligence and investigations, including laws related to privacy, data protection, and prosecution
- Cyber Threat Analysis: Analyze various types of cyber threats, vulnerabilities, and risks, and explain the potential impacts
- Cyber Security Tools: Demonstrate proficiency in using various cyber security tools and technologies for detecting and preventing cyber crimes
- Communication Skills: Demonstrate strong written and verbal communication skills to effectively convey complex cyber security concepts and findings to both technical and non-technical audiences.
- Problem-Solving Skills: Demonstrate problem-solving skills to identify and resolve cyber security issues effectively and efficiently.
- Continuous Learning: Demonstrate commitment to continuous learning and professional development to stay updated with the latest trends, technologies, and threats in the field of cyber security and intelligence.

Program Implementation: Full-time Online with Synchronous Sessions (students attending part-time should see an advisor for recommended course sequencing)

Recommended Course Sequence – Cyber Intelligence, Associate in Applied Science

First Year–Fall Semester				First Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
ENL	101	English Composition I	3	CIS	197	Introduction to Cyber Security	3
IT	134	Networking Fundamentals	3	ENL	102	English Composition II	3
IT	135	Introduction to Computing and Operating Systems	3	IT	137	Introduction to Cyber Intelligence	3
IT	136	Introduction to Cyber Hygiene and Threats	3	IT	138	Introduction to Cyber Security Threats and Actors	3
Elective		Math Elective (MTH 121 or higher)	3	SSC	147	Understanding Human Diversity	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Second Year–Fall Semester				Second Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
IT	229	Introduction to Digital Forensics	3	IT	242	Cyber Warfare and Ethical Hacking	3
IT	239	Introduction to Incident Response	3	IT	243	Introduction to Cloud Computing	3
IT	240	Introduction to Threat Hunting and Malware	3	IT	279	CDIC Cyber Intel Internship II (OR)	3
Elective		Science Elective	3	IT	280	Cyber Intelligence Internship	(3)
IT	277	CDIC Cyber Intel Internship I (OR)	3	Elective		Restricted CIS/IT Elective	3
Elective		Restricted CIS/IT Elective	(3)	Elective		Restricted CIS/IT Elective	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Cyber Intelligence Electives (Choose 6 credit hours)

Dept.		Course Title	Sem. Hrs.
CIS	121	Database Management	3
CIS	133	Web Design	3
IT	180	PC Repair and Troubleshooting	3
IT	194	Introduction to Programming Java	3
IT	198	Introduction to C# Programming	3
IT	220	Server Administration Fundamentals	3
IT	228	System Analysis and Design	3
IT	233	Java Programming	3
IT	234	Database Administration Fundamentals	3
IT	237	Introduction to Cyber Crimes and Law Enforcement	3
IT	238	Drone Forensics	3
IT	244	Deep and Dark Web Investigations	3
IT	248	Introduction to AI and Quantum Computing	3
IT	251	Mobile and IoT Forensics	3
IT	266	Introduction to Digital Assets and Cryptocurrencies	3
IT	269	Project Management	3
IT	273	Cryptocurrency Tracing	3

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

CYBER INTELLIGENCE
CERTIFICATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 33-3021.06

30 Semester Hours^

The Certificate of Applied Science in Cyber Intelligence course delivers an academically rigorous and practically focused education set within an immersive learning space that nurtures advanced analytical skills, fosters innovation, and instills a mindset of ongoing education in the dynamic field of cyber security. Upon completion of the course, graduates will be proficient in forecasting, averting, and addressing cyber threats, therefore enhancing the security and trustworthiness of information systems across a variety of societal sectors. The successful conclusion of this Cyber Intelligence Certificate will empower graduates to step into the professional world as adept cyber security specialists fully prepared to protect digital resources, and data in our extensively linked global landscape.

Upon successful completion of the Cyber Intelligence Certificate in Applied Science, the graduate is able to:

- Define Basic Concepts: Demonstrate a comprehensive understanding of the basic concepts, terminologies, and principles related to Cyber Intelligence, crime, and security.
- Develop Technical Skills: Identify, prevent, and investigate cyber crimes and demonstrate proficiency in computer systems, networks, and software applications.
- Cyber Threat Analysis: Analyze various types of cyber threats, vulnerabilities and risks, and explain the potential impacts.

Program Implementation: Full-time Online with Synchronous Sessions (students attending part-time should see an advisor for recommended course sequencing)

Recommended Course Sequence – Cyber Intelligence, Certificate in Applied Science

First Year–Fall Semester				First Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
ENL	101	English Composition I	3	CIS	197	Introduction to Cyber Security	3
IT	134	Networking Fundamentals	3	ENL	102	English Composition II	3
IT	135	Introduction to Computing and Operating Systems	3	IT	137	Introduction to Cyber Intelligence	3
IT	136	Introduction to Cyber Hygiene and Threats	3	IT	138	Introduction o Cyber Security Threats and Actors	3
Elective		Math Elective (MTH 121 or higher)	3	SSC	147	Understanding Human Diversity	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

EARLY CHILDHOOD DEVELOPMENT ASSOCIATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 39-9011.00

61 Semester Hours^

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, from 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. This career-based program is designed for students desiring to enter the job market as teachers in child care centers, as well as self-employed, in-home child care providers or owner/operators of child care services.

Additionally, students may receive course credit for the Apprenticeship for Child Development Specialist (ACDS) Program Completion Certificate, a recognized child care provider credential, 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 should see their advisor to determine the best option.

Upon successful completion of the Early Childhood Development Program, the graduate is 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
- 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

Program Implementation: Part-time evening (contact an advisor for recommended course sequencing)

Recommended Course Sequence – Early Childhood Development, Associate in Applied Science

First Year–Fall Semester				First Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
CIS	114	Introduction to Computer Applications and Concepts	3	EDF	210	Infants and Toddlers Seminar	3
EDF	115	Early Childhood Health, Safety, and Nutrition	3	EDF	217	Human Development and Learning	3
EDF	212	Principles and Theories of Early Childhood Programs	3	PSY	213	Guiding the Behavior of Children	3
ENL	101	English Composition I	3	SPH	101	Speech Fundamentals	3
PSY	200	General Psychology	3	Elective		Math Elective (MTH 121 or higher)	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Second Year–Fall Semester				Second Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
EDF	211	Early Childhood Seminar	3	EDF	276	Early Childhood Capstone	3
EDF	221	Administration of Early Childhood Education	3	PSY	212	Children and Families	3
EDF	224	Methods and Materials for Early Childhood Programs	3	SSC	147	Understanding Human Diversity	3
Elective		Emphasis Elective	3	Elective		Science Lecture/Lab Elective	4
Elective		Emphasis Elective	3	Elective		Emphasis Elective	3
Total Semester Hours			**15**	**Total Semester Hours**			**16**

Early Childhood Development: Direct Care Emphasis (Choose 9 hours)

Dept.		Course Title	Sem. Hrs.
EDF	203	Children's Literature	3
EDF	235	Observation and Assessment	3
MUS	103	Preschool Music, Movement and Art	3
PSY	219	The Exceptional Child	3
Total Semester Hours			**9**

***ACDS STUDENTS** – Students completing the ACDS Program and receiving the Apprenticeship of Child Developmental Specialist Certificate, will receive 12 credit hours for the following courses EDF 211, EDF 217, MUS 103 and EDF 276 (EDF 276 is the 2,000 hours of completed work experience).

Early Childhood Development: Entrepreneurial Emphasis

Dept.		Course Title	Sem. Hrs.
ACC	120	Principles of Accounting I	3
MGT	251	Human Resource Management	3
MKT	260	Principles of Marketing	3
Total Semester Hours			**9**

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify.

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

ELECTROMECHANICAL TECHNOLOGY CERTIFICATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 49-9071.00

30 Semester Hours^

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 are 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.

Co-requisite courses may be required in English and mathematics. Requirements are determined by placement test scores.

Upon successful completion of the program, the graduate is 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

Program Implementation: Full-time evening: (students attending part-time should see an 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.**
ELM	121	Fundamentals of Hydraulics and Pneumatics	4	ENL	101	English Composition I OR	3
ELM	210	PLC Fundamentals	3	ENL	115	Technical Communications	(3)
WTT	110	Wind Safety and OSHA	4	MTH	117	Math for Technicians	4
WTT	120	DC/AC Circuits	4	WTT	150	Industrial Motor Controls	4
				WTT	160	Power Generation and Transmission	4
Total Semester Hours			**15**	**Total Semester Hours**			**15**

**Students enrolling in Electromechanical (ELM) and Wind Technology (WTT) courses are 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 an advisor for details.*

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

INFORMATION TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 11-3021

60 Semester Hours^

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 are 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 is able to:

- Apply basic knowledge of system administration and scripting techniques
- Perform routine maintenance and repairs on the personal computer (PC)
- Install and troubleshoot operating systems
- Design an interactive website
- Demonstrate knowledge regarding Information Technology and Cyber Security
- 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
- Demonstrate knowledge of computer applications

Program Implementation: Full-time day; offered online (students attending part-time should see an advisor for recommended course sequencing).

Recommended Course Sequence – Information Technology, Associate in Applied Science

First Year–Fall Semester				First Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
BUS	101	Introduction to Business	3	BUS	203	Communications in Business OR	3
CIS	114	Introduction to Computer Applications and Concepts	3	ENL	102	English Composition II	(3)
IT	110	Introduction to Information Technology	3	CIS	121	Database Management Software	3
ENL	101	English Composition I	3	IT	134	Networking Fundamentals	3
Elective		Math Elective (MTH 121 or higher)	3	IT	180	PC Repair and Troubleshooting	3
				SSC	147	Understanding Human Diversity	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Second Year–Fall Semester				Second Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
CIS	119	Spreadsheet Software	3	CIS	133	Introduction to Web Design	3
IT	181	Operating Systems	3	IT	276	IT Capstone OR	3
CIS	197	Introduction to Cyber Security	3	IT	278	IT Internship	(3)
Elective		IT Elective	3	Elective		IT Elective	3
Elective		Science Elective	3	Elective		IT Elective	3
				Elective		IT Programming Elective	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Programming Elective (Select 3 course – 9 credit hours

Dept.		Course Title	Sem. Hrs.
IT	192	Introduction to Programming in Visual Basic	3
IT	194	Introduction to Programming Java	3
IT	198	Introduction to C# Programming	3
IT	233	Introduction to Web Programming	3

IT Electives (Select 3 courses – 9 credit hours)

Dept.		Course Title	Sem. Hrs.
IT	192	Introduction to Programming in Visual Basic	3
IT	194	Introduction to Programming Java	3
IT	198	Introduction to C# Programming	3
IT	220	Windows Server Administration Fundamentals	3
IT	228	Systems Analysis and Design	3
IT	229	Introduction to Digital Forensics	3
IT	233	Introduction to Web Programming	3
IT	234	Database Administration Fundamentals	3
IT	269	Project Management	3
IT	270	Ethical Hacker	3
IT	275	Security Fundamentals	3
IT	284	Cyber Defense	3

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

INFORMATION TECHNOLOGY CERTIFICATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 11-3021

30 Semester Hours^

Upon successful completion of the Information Technology Certificate in Applied Science, the graduate is 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 Technology
- Design and manage a database
- Demonstrate mathematical skills
- Demonstrate knowledge of computer applications

Program Implementation: Full-time day; offered online (students attending part-time should see an 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	Introduction to Business	3	CIS	119	Spreadsheet Software OR	3
CIS	114	Introduction to Computer Applications and Concepts	3	CIS	121	Database Management Software	(3)
IT	110	Introduction to Information Technology	3	CIS	133	Introduction to Web Design	3
ENL	101	English Composition I	3	IT	180	PC Repair and Troubleshooting	3
Elective		Information Technology Core/ Elective	3	Elective		Information Technology Core/ Elective	3
				Elective		Math Elective (MTH 121 or higher)	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

IT Electives (Select 4 courses – 6 credit hours)

Dept.		Course Title	Sem. Hrs.
CIS	119	Spreadsheet Software	3
CIS	121	Database Management Software	3
CIS	197	Introduction to Cyber Security	3
IT	134	Networking Fundamentals	3
IT	181	Operating Systems	3
IT	192	Introduction to Programming in Visual Basic	3
IT	194	Introduction to Programming Java	3
IT	198	Introduction to C# Programming	3
IT	220	Windows Server Administration Fundamentals	3
IT	228	Systems Analysis and Design	3
IT	233	Introduction to Web Programming	3
IT	234	Database Administration Fundamentals	3
IT	269	Project Management	3
IT	270	Ethical Hacker	3
IT	275	Security Fundamentals	3
IT	284	Cyber Defense	3

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

NURSING
ASSOCIATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 29-1111.00

61 Semester Hours^

The Nursing Program at Eastern 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 for Graduates of Nursing Programs 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 office for additional information. Students applying for admission to the A.A.S Nursing 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 is able to:

1. Use the nursing process to provide patient-centered care to patients throughout the lifespan.
2. Advocate for patients in ways to promote health and wellness and ongoing growth.
3. Apply evidence-based practice in providing patient-centered care.
4. Use information and technology to communicate, document care, minimize error and support decision making.
5. Communicate professionally with patients, family members and members of the health care team.
6. Demonstrate responsibility and accountability for professional nursing.

Program Implementation: Full-time day

Recommended Course Sequence – Nursing, Associate in Applied Science

Note: All courses must be completed with a grade of "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	Human Anatomy and Physiology I	3	BIO	125	Human Anatomy and Physiology II	3
BIO	124L	Human Anatomy and Physiology I LAB	1	BIO	125L	Human Anatomy and Physiology II LAB	1
NU	133	Health Assessment and Diagnostics I	2	NU	143	Health Assessment and Diagnostics II	1
NU	134	Introduction to Nursing Concepts	8	NU	144	Nursing Concepts of Health and Illness I	9
PSY	200	General Psychology	3				
Total Semester Hours			**17**	**Total Semester Hours**			**14**

Second Year–Fall Semester				Second Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
ENL	101	English Composition I	3	NU	244	Synthesis of Nursing Concepts	9
NU	234	Nursing Concepts of Health and Illness II	9	NU	245	Professional Nursing and Health Systems Concepts	3
NU	255	Pharmacology	3	ELECTIVE		General Elective	3
Total Semester Hours			**15**	**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.*

General Education Electives must be selected from the approved General Education Courses and Designation* **(Page 47). The following are recommended:*

- ENL 102 English Composition II
- BIO 101/BIO 101L General Biology I and Lab
- CHM 213/CHM 213L Principles of Chemistry 1 and Lab
- MTH 225 Introduction to Statistics
- PHL 290 Biomedical Ethics
- PSY 214 Life-Span Development Psychology
- PSY 224 Death and Dying
- PSY 230 Drugs and Behavior

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify.

See Gainful Employment Disclosure (Page 28) for more information.

PARAPROFESSIONAL IN EDUCATION CERTIFICATE IN APPLIED SCIENCE (CAS)

ONETonline.org SOC Code: 25-9041.00

30 Semester Hours^

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, the graduate is 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 in Applied Science

First Year–Fall Semester				First Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
CIS	114	Introduction to Computer Applications and Concepts	3	EDF	203	Children's Literature	3
EDF	115	Early Childhood Health, Safety and Nutrition	3	PSY	213	Guiding the Behavior of Children OR	3
ENL	101	English Composition I OR	3	EDF	170	Classroom Management for the Paraprofessional	(3)
EDF	180	Written Communications for Paraprofessionals	(3)	EDF	217	Human Development and Learning	3
Elective		Math Elective (MTH 121 or Higher)	3	MUS	103	Preschool Music, Movement and Art	3
SSC	147	Understanding Human Diversity	3	PSY	219	The Exceptional Child	3
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

WIND ENERGY TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 49-9081

60 Semester Hours^

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 and mechanical systems; computer control; data acquisition; and periodic and predictive maintenance program usages.

Successful completion of the WTT program prepares graduates to enter the workforce with an AAS Degree in Wind Energy Technology. They are 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 Technician
- Wind Turbine Manufacturing Technician
- 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. Co-requisite courses may be required in English and mathematics. Requirements are determined by placement test scores.

Upon successful completion of the program, the graduate is able to:

- Demonstrate knowledge of electrical equipment and operation
- Demonstrate knowledge of mechanical equipment and operation
- Demonstrate knowledge of fluid power equipment and operation
- Demonstrate safety practices common to the wind industry
- Troubleshoot, repair and maintain electrical systems common to wind power generation
- Troubleshoot, repair and maintain distribution power systems common to wind power generation
- Troubleshoot, repair and maintain hydraulic controls used in the wind industry
- Use commonly available instruments to analyze and troubleshoot systems
- Use schematics, operating manuals and troubleshooting guides to troubleshoot equipment commonly used in the wind industry
- Demonstrate knowledge of 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 and power tools
- Demonstrate job hazard assessment and mitigation of hazards
- Apply computers in troubleshooting, maintenance planning and report writing using application software relevant to the wind industry
- Demonstrate proficiency in wind turbine maintenance and repair
- Demonstrate knowledge of airfoil composites 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

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

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

First Year–Fall Semester				First Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
ELM	121	Fundamentals of Hydraulics and Pneumatics	4	ELM	217	Industrial Maintenance Fundamentals	3
ENL	101	English Composition I OR	3	MTH	117	Math for Technicians	4
ENL	115	Technical Communications	(3)	WTT	150	Industrial Motor Controls	4
WTT	110	Wind Safety and OSHA	4	WTT	160	Power Generation and Transmission	4
WTT	120	DC/AC Circuits	4				
Total Semester Hours			**15**	**Total Semester Hours**			**15**

Second Year–Fall Semester				Second Year–Spring Semester			
Dept.		**Course Title**	**Sem. Hrs.**	**Dept.**		**Course Title**	**Sem. Hrs.**
CIS	114	Introduction to Computer Applications and Concepts	3	WTT	230	Supervisory Control and Data Acquisition	4
ELM	210	PLC Fundamentals	3	WTT	261	Wind Turbine Electromechanical Systems and Troubleshooting II	4
ELM	218	Maintenance Applications	3	WTT	278	Wind Technology Internship II OR	3
SSC	147	Understanding Human Diversity	3	ELM	276	Electromechanical Capstone	(3)
WTT	211	Wind Turbine Electromechanical Systems and Troubleshooting I	4	Elective		Natural Science Elective	3
Total Semester Hours			**16**	**Total Semester Hours**			**14**

*Students enrolling in Electromechanical (ELM) and Wind Technology (WTT) courses are 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 advisor for details.

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-information/

WIND ENERGY TECHNOLOGY CERTIFICATE IN APPLIED SCIENCE

ONETonline.org SOC Code: 49-9081.00

30 Semester Hours^

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 are 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 Technician
- Wind Turbine Manufacturing Technician
- 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. Co-requisite courses may be required in English and mathematics. Requirements are determined by placement test scores.

Upon successful completion of the program, the graduate is 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 operation
- Demonstrate safety practices common to the wind industry
- Troubleshoot, repair and maintain electrical systems common to wind power generation
- Troubleshoot, repair and maintain distribution power systems common to wind power generation
- Troubleshoot, repair and maintain hydraulic controls used in the wind industry
- Use commonly available instruments to analyze and troubleshoot systems
- Use schematics, operating manuals and troubleshooting guides to troubleshoot equipment commonly used in the wind industry
- Demonstrate knowledge of 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 and 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

Program Implementation: Full-time evening (students attending part-time should contact an 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	121	Fundamentals of Hydraulics and Pneumatics	4	ELM	217	Industrial Maintenance Fundamentals	3
ENL	101	English Composition I OR	3	MTH	117	Math for Technicians	4
ENL	115	Technical Communications	(3)	WTT	150	Industrial Motor Controls	4
WTT	110	Wind Safety and OSHA	4	WTT	160	Power Generation and Transmission	4
WTT	120	DC/AC Circuits	4				
Total Semester Hours			**15**	**Total Semester Hours**			**15**

*Students enrolling in Electromechanical (ELM) and Wind Technology (WTT) courses are 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 advisor for details.

Students enrolled in this program may be eligible for related Micro-credentials. Students should contact their academic program advisor or refer to the Micro-credential section in this catalog (page 97) for additional information.

Median loan debt upon completion: N/A

Financial Aid is available for those who qualify

See Gainful Employment Disclosure (Page 28) for more information.

^Cost of Attendance is available at: https://easternwv.edu/about-eastern/consumer-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 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 are 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

BOARD OF GOVERNORS ASSOCIATE IN APPLIED SCIENCE 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 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 communities and places of employment.

The Board of Governors A.A.S. Program requires 60 credit hours which includes 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 one year 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 and at least 3 of the 12 credit hours must be completed at Eastern

Program Outcomes:

Upon completion of the Board of Governors A.A.S. Degree, graduates are 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 an 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 the educational plan

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

Board of Governors, AAS Area of Emphasis:

- 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 114 and IT 134 or IT 180 and 9 credits in IT
- Emphasis areas are subjected to change

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

OCCUPATIONAL DEVELOPMENT 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, West Virginia Bureau of Apprenticeship and Training, West Virginia Child Development Specialist program and West Virginia Department of Education

TECHNICAL STUDIES
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: Maximum of 60

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: Maximum of 30

Technical Studies Approved Partnerships include:
(Program requirements are listed on **pages 106.***)*

- Certified Nursing Assistant: Eastern Workforce Education
- Medical Assistant: Eastern Workforce Education
- Pharmacy Technician: Eastern Workforce Education
- Phlebotomy Technician: Eastern Workforce Education
- Residential Care Specialist: WV Schools for the Deaf and Blind

TECHNICAL STUDIES: CERTIFIED NURSING ASSISTANT CERTIFICATE IN APPLIED SCIENCE

30 Semester Hours

This program is designed to provide students with practical hands-on training and education in laboratory procedures, ethics, patient care and the health sciences, which makes them capable of filling a diverse range of duties in the healthcare industry. Specifically preparing them to take the CNA Exam.

The graduate is able to demonstrate mastery level knowledge and job performance in the following areas:

- Assist patients with activities of daily living
- Serve as a conduit between patients and nurses/doctors
- Communicate all issues to medical staff
- Provide hands-on health care
- Promote quality of life to patients

Component I: General Education Core		**Sem. Hrs.**
ENL 101	English Composition I	3
Math Elective	Math Elective (MTH 115 level or higher)	3
Component II: Technical / Occupational Specialty		
CIS 114	Introduction to Computer Applications and Concepts	3
WFHC 105	WFED EKG Technician	3
WFHC 106	Medical Terminology for Workforce Development (Substitute AHS 108)	1
WFHC 107	WFED Medical Administration	3
WFHC 118	WFED Certified Nursing Assistant	9
WFHC 119	Basic Phlebotomy for the Medical Assistant	3
Component III: On-the-Job Training in the Occupation		
WFHC 198	WFHC 198 Certified Nursing Assistant Internship	2
Total Semester Hours		**30**

TECHNICAL STUDIES: MEDICAL ASSISTANT ASSOCIATE IN APPLIED SCIENCE

60 Semester Hours

This program is designed to provide students with a strong academic core and practical hands-on training and education in laboratory procedures, ethics, patient care and health sciences which makes them capable of filling a diverse range of duties in the healthcare industry.

The graduate is able to demonstrate mastery level knowledge and job performance in the following areas:

- Provide clerical and clinical support in a medical setting
- Serve as patient liaison
- Manage confidential medical information
- Input and record patient information
- Communicate with patients and health care professionals

Component I: General Education Core		**Sem. Hrs.**
BIO 124	Human Anatomy and Physiology I Lecture and Lab	4
BIO 125	Human Anatomy and Physiology II Lecture and Lab	4
CIS 114	Introduction to Computer Applications and Concepts	3
ENL 101	English Composition I	3
SSC 147	Understanding Human Diversity	3
Elective	Communication Elective	3
Elective	Math Elective (MTH 115 or higher)	3
Component II: Technical Core and Component III: Technical / Occupational Specialty		
AHS 108	Medical Terminology	3
BOS 101	Introduction to Keyboarding	1
BOS 134	Administrative Machine Transcription	3
BOS 141	Medical Diagnostic Coding OR	3
WFHC 103	Medical Billing and Coding for Workforce Development	3
BOS 142	Medical Administrative Procedures (OR)	(3)
WFHC 107	WFED Medical Administration	(3)
BOS 144	Medical Procedural Coding (OR)	(3)
WFHC 103	Medical Billing and Coding for Workforce Development	(3)
CIS 117	Word Processing Software	3
CIS 119	Spreadsheet Software	3
WFHC 105	EKG Technician	3
WFHC 119	Basic Phlebotomy for the Medical Assistant	3
PSY 200	General Psychology	3
AH 210	Nutrition	3
AH 115	Drug Dose Calculation	1
Component IV: On-the-Job Training in the Occupation		
WFHC Internship 197	Medical Assistant Internship	2
Total Semester Hours		**60**

TECHNICAL STUDIES: MEDICAL ASSISTANT CERTIFICATE IN APPLIED SCIENCE

30 Semester Hours

This program is designed to provide students with practical hands-on training and education in laboratory procedures, ethics, patient care and the health sciences which makes them capable of filling a diverse range of duties in the healthcare industry.

The graduate is able to demonstrate mastery level knowledge and job performance in the following areas:

- Provide clerical and clinical support in a medical setting
- Serve as patient liaison
- Manage confidential medical information
- Input and record patient information
- Communicate with patients and health care professionals

Component I: General Education Core		**Sem. Hrs.**
ENL 101	English Composition I	3
Math Elective	Math Elective (MTH 115 or higher)	3
Component II: Technical / Occupational Specialty		
BOS 141	Medical Diagnostic Coding OR	3
WFHC 120	Medical Coding: Procedural for Workforce Development	(3)
BOS 142	Medical Administrative Procedures (Online)	3
BOS 144	Medical Procedural Coding OR	3
WFHC 121	Medical Coding: Diagnostic for Workforce Development	(3)
CIS 114	Introduction to Computer Applications and Concepts	3
WFHC 105	WFED EKG Technician	3
WFHC 106	Medical Terminology for Workforce Development (Substitute AHS 108)	1
WFHC 107	WFED Medical Administration	3
WFHC 119	Basic Phlebotomy for the Medical Assistant	3
Component III: On-the-Job Training in the Occupation		
WFHC 197	Medical Assistant Internship	2
Total Semester Hours		**30**

TECHNICAL STUDIES: PHARMACY TECHNICIAN CERTIFICATE IN APPLIED SCIENCE

30+ Semester Hours

This program is designed to provide students with practical hands-on training and education in laboratory procedures, ethics, patient care and the health sciences which makes them capable of filling a diverse range of duties in the healthcare industry, specifically preparing them to take the Pharmacy Technician National Certification Exam.

Graduates are able to demonstrate mastery level knowledge and job performance in the following areas:

- Provide comfort to patients, both verbally and nonverbally
- Manage confidential medical information
- Input and record patient information
- Communicate with patients and health care professionals

Component I: General Education Core		**Sem. Hrs.**
ENL 101	English Composition I	3
MTH Elective	Math Elective (MTH 115 or higher)	3
Component II: Technical Core / Occupational Specialty		
BIO 124	Human Anatomy and Physiology I Lecture	3
BIO 124L	Human Anatomy and Physiology I Lab	1
CIS 114	Introduction to Computer Applications and Concepts	3
PSY 200	General Psychology OR	3
SOC 203	Introduction to Sociology	(3)
WFHC 102	WFED Pharmacy Technician	6
WFHC 103	Medical Billing and Coding for Workforce Development or	6
BOS 141	Medical Diagnostic Coding and	(3)
BOS 144	Medical Procedural Coding	(3)
WFHC 106	Medical Terminology for Workforce Development (Substitute AHS 108)	1
Component III: On-the-Job Training in the Occupation		
WFHC 192	Pharmacy Technician Internship	2
Total Semester Hours		**31**

TECHNICAL STUDIES: PHLEBOTOMY TECHNICIAN CERTIFICATE IN APPLIED SCIENCE

30 Semester Hours

This program is designed to provide students with practical hands-on training and education in laboratory procedures, ethics, patient care and the health sciences which makes them capable of filling a diverse range of duties in the healthcare industry, specifically preparing them to take the Phlebotomy National Certification Exam.

Graduates are able to demonstrate mastery level knowledge and job performance in the following areas:

- Provide comfort to patients, both verbally and nonverbally
- Manage confidential medical information
- Input and record patient information
- Communicate with patients and health care professionals

Component I: General Education Core		**Sem. Hrs.**
ENL 101	English Composition I	3
MTH Elective	Math Elective (MTH 115 or higher)	3
Component II: Technical Core / Occupational Specialty		
BIO 101	General Biology I Lecture	3
BIO 101L	General Biology I Lab	1
CIS 114	Introduction to Computer Applications and Concepts	3
PSY 200	General Psychology OR	3
SOC 203	Introduction to Sociology	(3)
WFHC 101	WFED Phlebotomy Technician	6
AHS 108	Medical Terminology	3
WHFC 107	WFED Medical Administration OR	3
BOS 142	Medical Administrative Procedures	(3)
Component IV: On-the-Job Training in the Occupation		
WFHC 191	Phlebotomy Technician Internship	2
Total Semester Hours		**30**

TECHNICAL STUDIES: RESIDENTIAL CARE SPECIALIST, SPECIAL NEEDS CHILDREN ASSOCIATE IN APPLIED SCIENCE

60 Semester Hours

Eastern, in partnership with the West Virginia Schools for the Deaf and the Blind (WVSDB) developed a comprehensive training program for individuals employed as Residential Care Providers (RCP). The program model blends traditional academic learner outcomes with employer job skill requirements to provide a pathway for residential care providers to obtain a Residential Care Provider Specialist Certificate and ultimately a two-year Associate of Applied Science Degree in Technical Studies: Residential Care Specialist, Special Needs Children. Students will build upon the technical and professional level of knowledge and skills taught in the Technical Core by learning foundational humanities, social science and mathematics concepts that will contribute to the overall professional success and personal achievement of each individual participant.

The graduate is able to demonstrate mastery level knowledge and job performance in the following areas:

- Social, emotional, physical and intellectual development of children
- Health, safety and nutritional needs of children
- Managing behavior and conflict in a residential setting
- Meeting the needs of exceptional children
- Recreation and leisure activities for children

Program enrollment restricted to employees of the West Virginia Schools for Deaf and Blind

Component I: General Education Core		**Sem. Hrs.**
ENL 101	English Composition I	3
CIS 114	Introduction to Computer Applications and Concepts	3
MTH 115	Business Math	3
PSY 200	General Psychology	3
SSC 147	Understanding Human Diversity	3
SPH 101	Speech Fundamentals	3
Elective	Lab Science Elective	4
Component II: Technical Core		
EDF 217	Human Development and Learning	3
PSY 213	Guiding the Behavior of Children	3
EDF 182	Residential Care Specialist II	3
PSY 219	The Exceptional Child	3
EDF 284	Residential Care Specialist IV	3
EDF 285	Residential Care Specialist V	3

Technical Studies: Residential Care Specialist, Special Needs Children, Associate in Applied Science, cont.

Component III: Technical/Occupational Specialty		
ASL 110	Basic American Sign Language	3
ASL 115	Fundamentals of American Sign Language	3
ASL 201	Signing Naturally I American Sign Language	3
ASL 202	Intermediate American Sign Language–Practicum American Sign Language	3
ASL 204	Advanced American Sign Language OR	3
COM 100	Introduction to Braille	(3)
HPE 222	First Aid	2
Component IV: On-the-Job Training		
Internship (480 hours of supervised and documented work hours)		3
Total Semester Hours		**60**

PROGRAMS AND COURSES AVAILABLE THROUGH PARTNERSHIPS WITH ACCREDITED COLLEGES AND UNIVERSITIES

Eastern 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 online courses, video distance learning courses and traditional college courses.

Contact the Vice President of Academics and Student Services for current information. A current list of programs and courses available through partnerships with Accredited colleges and Universities is available on our web page: www.easternwv.edu

MICRO-CREDENTIALS

Micro-credentials are structured sets of courses designed to meet the technical skill competencies of a specific occupation. Micro-credentials provide adults with short-term programs of study. Micro-credentials are designed to meet job performance needs within Eastern's service district.

Each Micro-credential is structured as a distinct "mini-curriculum" that specifically identifies competencies or skills mastered. MICRO-CREDENTIAL Certifications may be applied toward the completion of a related degree or certificate program.

MICRO-CREDENTIALS – ACCOUNTING

Accounting Principles			
Dept.		Course Title	Sem. Hrs.
ACC	120	Principles of Accounting I	3
ACC	121	Principles of Accounting II	3
ACC	230	Income Tax Accounting	3
ACC	235	Managerial Accounting	3
ACC	240	Computerized Accounting	3

Upon successful completion of the Micro-credential, the graduate is 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

MICRO-CREDENTIALS – ADMINISTRATIVE SUPPORT TECHNOLOGY

Business Applications of Computers			
Dept.		Course Title	Sem. Hrs.
CIS	114	Introduction to Computer Applications and Concepts	3
CIS	111	Introduction to Electronic Presentations	1
CIS	117	Word Processing Software	3
CIS	119	Spreadsheet Software	3
CIS	121	Data Base Management Systems Concepts	3

Upon successful completion of the Micro-credential, the graduate is 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	Keyboarding	3
CIS	111	Introduction to Electronic Presentations	1
CIS	117	Word Processing Software	3
CIS	119	Spreadsheet Software	3
CIS	121	Data Base Management Systems Concepts	3

Upon successful completion of the Micro-credential, the graduate is able to:

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

** Students successfully completing the Micro-credential 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	Medical Terminology	3
BOS	142	Medical Administrative Procedures	3
BOS	143	Medical Billing and Coding	3
CIS	114	Introduction to Computer Applications and Concepts	3

Upon successful completion of the Micro-credential, the graduate is 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	Keyboarding	3
BOS	251	Office Procedures and Techniques I	3
CIS	114	Introduction to Computer Applications and Concepts	3
CIS	117	Word Processing Software	3

Upon successful completion of the Micro-credential, the graduate is able to:

- Manage an office setting
- Coordinate events and activities

MICRO-CREDENTIALS – AUTOMOTIVE TECHNOLOGY

Automatic Transmissions and Transaxles			
Dept.		Course Title	Sem. Hrs.
ATT	226	Automatic Transmissions and Transaxles*	4
CIS	114	Introduction to Computer Applications and Concepts	3

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

Upon successful completion of the Micro-credential, the graduate is able to:

- Develop skills in maintaining and using computers through the use of Windows
- Use the Internet, email 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	Automotive Electricity/Electronics I*	4
ATT	205	Automotive Electricity/Electronics II*	4
CIS	114	Introduction to Computer Applications and Concepts	3

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

Upon successful completion of the Micro-credential, the graduate is able to:

- Develop skills in maintaining and using computers through the use of Windows®
- Use the Internet, email 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	Automotive Heating and Air Conditioning*	4
CIS	114	Introduction to Computer Applications and Concepts	3

Note: Course may require Pre/Co-requisite courses.

*Upon successful completion of the Micro-credential, the graduate is able to:

- Develop skills in maintaining and using computers through the use of Windows®
- Use the Internet, email 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	Braking Systems*	4
CIS	114	Introduction to Computer Applications and Concepts	3

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

Upon successful completion of the Micro-credential, the graduate is able to:

- Develop skills in maintaining and using computers through the use of Windows®
- Use the Internet, email 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 anti-lock brake system (ABS); determine necessary action

Engine Performance			
Dept.		Course Title	Sem. Hrs.
ATT	126	Engine Performance I*	4
ATT	207	Engine Performance II*	4
CIS	114	Introduction to Computer Applications and Concepts	3

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

Upon successful completion of the Micro-credential, the graduate is able to:

- Develop skills in maintaining and using computers through the use of Windows®
- Use the Internet, email 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 OBII and Mode 6 diagnostics techniques

Engine Repair			
Dept.		Course Title	Sem. Hrs.
ATT	103	Engine Repair*	4
CIS	114	Introduction to Computer Applications and Concepts	3

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

Upon successful completion of the Micro-credential, the graduate is able to:

- Develop skills in maintaining and using computers through the use of Windows®
- Use the Internet, email 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 and Transaxle			
Dept.		Course Title	Sem. Hrs.
ATT	224	Manual Drive Train and Transaxle*	4
CIS	114	Introduction to Computer Applications and Concepts	3

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

Upon successful completion of the Micro-credential, the graduate is able to:

- Develop skills in maintaining and using computers through the use of Windows®
- Use the Internet, email 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	Suspension and Steering Systems*	4
CIS	114	Introduction to Computer Applications and Concepts	3

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

Upon successful completion of the Micro-credential, the graduate is able to:

- Develop skills in maintaining and using computers through the use of Windows®
- Use the Internet, email 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.

MICRO-CREDENTIAL – BIOLOGICAL AND ENVIRONMENTAL TECHNOLOGY

Geographic Information Systems (GIS)			
Dept.		Course Title	Sem. Hrs.
BET	160	Introduction to Geographic Information Systems and Data Collection	3
MTH Elective		MTH 121 or Higher	3

Note: Course may require Pre/Co-requisite courses.

Upon successful completion of the Micro-credential, students is able to:

- 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 workforce skills and lifelong learning.
- Use global positioning systems (GPS) and geographic information systems (GIS) to collect, map and analyze biological and environmental data

MICRO-CREDENTIAL – BUSINESS MANAGEMENT

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

Upon successful completion of the Micro-credential, the graduate is able to:

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

Small Business Management			
Dept.		Course Title	Sem. Hrs.
ACC	120	Principles of Accounting I	3
BUS	210	Entrepreneurship	3
MTH	115	Business Math	3
MGT	251	Human Resource Management	3

Upon successful completion of the Micro-credential, the graduate is 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	260	Principles of Marketing	3
TRT	100	Introduction to Travel Tourism	3
TRT	201	Hospitality Management	3
TRT	281	Agritourism Enterprise Management	3

Upon successful completion of the Micro-credential, the graduate is able to:

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

MICRO-CREDENTIAL – AGRIBUSINESS

Agribusiness			
Dept.		Course Title	Sem. Hrs.
CIS	114	Introduction to Computer Applications and Concepts	3
BUS	230	Introduction to Agribusiness	3
BUS	231	Agribusiness Entrepreneurship	3
BUS	232	Agribusiness Marketing	3

Upon successful completion of the Micro-credential, the graduate is able to:

- Design a marketing plan for an agribusiness product
- Explain the current events and issues that are occurring in agriculture and how they affect the future of agriculture
- Discuss technology and finance as they relate to Agribusiness

MICRO-CREDENTIAL – ELECTROMECHANICAL TECHNOLOGY

Industrial Maintenance			
Dept.		Course Title	Sem. Hrs.
ELM	217	Industrial Maintenance Fundamentals	3
ELM	218	Maintenance Applications*	3
WTT	110	Wind Safety and OSHA	4

**Note: Course requires ELM 217 as a prerequisite.*

- Upon successful completion of the Micro-credential, the graduate is able to:
- Discuss OSHA standards for safety and health issues and how they apply to an industrial workplace environment
- Demonstrate knowledge of working with industrial mechanical, fluid and electrical systems
- Apply proper techniques and practices when using hand and power tools, materials and equipment for industrial maintenance, repair and troubleshooting of a variety of systems, equipment and components

Electricity			
Dept.		Course Title	Sem. Hrs.
WTT	120	DC/AC Circuits	4
WTT	150	Industrial Motor Controls	4
WTT	160	Power Generation and Transmission	4

Upon successful completion of the Micro-credential, the graduate is able to:

- Analyze direct current (DC) and alternating current (AC) circuits
- Understand the operation of transformers
- Demonstrate proficiency in wiring industrial motor control circuitry
- Use trainers and computer analyzing software to understand 3-phase power generation, transmission and distribution

MICRO-CREDENTIAL – CYBER SECURITY

General Business			
Dept.		Course Title	Sem. Hrs.
IT	134	Networking Fundamentals	3
IT	135	Introduction to Computing and Operating Systems	3
IT	136	Introduction to Cyber Hygiene and Threats	3
CIS	197	Introduction to Cyber Security	3

Upon successful completion of the Micro-credential, the graduate is able to:

- Define Basic Concepts: Demonstrate a comprehensive understanding of the basic concepts, terminologies, and principles related to Cyber Intelligence, crime, and security.
- Develop Technical Skills: Identify, prevent, and investigate cyber crimes and demonstrate proficiency in computer systems, networks, and software applications.

MICRO-CREDENTIAL – CYBER CRIME INVESTIGATIONS

General Business			
Dept.		Course Title	Sem. Hrs.
IT	277	Cyber Defense and Intelligence Center Cyber Intelligence Internship I	3
IT	279	Cyber Defense and Intelligence Center Cyber Intelligence Internship II	3

Upon successful completion of the Micro-credential, the graduate is able to:

- Develop Technical Skills: Identify, prevent, and investigate cyber crimes and demonstrate proficiency in computer systems, networks, and software applications.
- Cyber Threat Analysis: Analyze various types of cyber threats, vulnerabilities, and risks and explain it's potential impacts.
- Cyber Security Tools: Demonstrate proficiency using various cyber security tools and technologies for detecting and preventing cyber crimes.

MICRO-CREDENTIAL – INFORMATION TECHNOLOGY

Information Technology: A+*			
Dept.		Course Title	Sem. Hrs.
IT	180	PC Repair and Troubleshooting	3
IT	181	Operating Systems	3

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

Upon successful completion of the Micro-credential, the graduate is 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

MICRO-CREDENTIAL – RESIDENTIAL CARE SPECIALIST

American Sign Language			
Dept.		Course Title	Sem. Hrs.
ASL	110	Basic American Sign Language	3
ASL	115	Fundamentals of American Sign Language	3
ASL	201	Signing Naturally American Sign Language	3
ASL	202	Intermediate American Sign Language-Practicum American Sign Language	3

Upon successful completion of the Micro-credential, the graduate is 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

Residential Care Specialist			
Dept.		Course Title	Sem. Hrs.
EDF	182	Residential Care Specialists II	3
EDF	284	Residential Care Specialists IV	3
EDF	285	Residential Care Specialists V	3

Upon successful completion of the Micro-credential, the graduate is able to:

- Understand the relationship between the school and residential setting in attendance of the development of students' academic skills.
- Know and understand the importance of maintaining belief in capable young people during a crisis

MICRO-CREDENTIAL – WIND TURBINE TECHNICIAN

Electronic Control Systems and Troubleshooting			
Dept.		Course Title	Sem. Hrs.
CIS	114	Introduction to Computer Applications and Concepts	3
ELM	210	PLC Fundamentals	3
WTT	230	Supervisory Control and Data Acquisition*	4

**Course requires ELM 210 or permission of instructor as a prerequisite*

Upon successful completion of the Micro-credential, the graduate is able to:

- Demonstrate basic knowledge of Microsoft Windows® and Office applications
- Use, program, analyze and troubleshoot Programmable Logic Controllers (PLC's) in remote process monitoring and control systems
- Use discrete and analog input and output devices in ladder logic programs and schematic diagrams
- Use PLC's in SCADA (Supervisory Control and Data Acquisition) systems
- Utilize critical thinking skills and software to analyze remote process monitoring and control systems

Electromechanical Systems and Troubleshooting			
Dept.		Course Title	Sem. Hrs.
ELM	121	Fundamentals of Hydraulics and Pneumatics	4
WTT	211	Wind Turbine Electromechanical Systems and Troubleshooting I	4
WTT	261	Wind Turbine Electromechanical Systems and Troubleshooting II *	4

**Course requires WTT 211 as a prerequisite.*

Upon successful completion of the Micro-credential, the graduate is able to:

- Construct electrically-controlled hydraulic and pneumatic circuits from schematic diagrams
- Utilize wind turbine training simulators to learn and operate system components and to demonstrate critical thinking skills when troubleshooting various wind turbine electromechanical systems
- Explain flow states of a turbine control system, analyze schematic diagrams and use multimeters and other diagnostic equipment
- Discuss mechanical failures and their probable causes
- Discuss the importance and functions of Lockout/Tagout (LOTO), Personal Protective Equipment (PPE) and safety protection systems

Section IV: Economic and Workforce Education Services, and Community Education

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 and 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. Eastern's Workforce Education Department is your one-stop solution for continuing education focused on professionals.

We offer on-campus and online classes, as well as customized trainings that bring resources where you need them, when you need them. Whether you are looking to start a new career, continue your work with license renewal or advance in your current position with new Micro-credentials and certifications, let us help you meet your goals with our short-term training programs.

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

Access Online Training Courses with:

www.easternwv.theknowledgebase.org

www.careertraining.ed2go.com

Classes and Fees Scheduling and Fees Subject to Change			
Continuing Education			
Program Title	**Schedule**	**Fee**	**Credit Hours**
Phlebotomy Technician (90 hours) Students are qualified for testing of the NHA Phlebotomy Technician Certification Exam (CPT)	Two Evenings a Week 6:00 p.m. – 9:30 p.m. For 14 Weeks	$2,195	6
Certified Nursing Assistant (120 hours) Includes WV State Certification Exam	Varies according to instructor – Not currently offered in FY23–24	$2,195	9
Online Medical Coding and Billing (90 Hours) Students are qualified for testing of the NHA CBCS Certification Exam	Accelerated Program –12 weeks	$2,014	6
Online Pharmacy Technician Career Track (120 hours) Students are qualified for testing of the NHA Technician (ExCPT) Exam at a Laser Grade Testing Facility for CPhT certification	Accelerated Program –12 weeks	$1,995	6

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. Community Education offers flexibility and a variety of educational opportunities for our community:

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

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 examine 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.

Community Education Programs may include but are not limited to:

- Yoga
- Digital Photography
- Bus Trips
- Cert Training
- Crochet/Knitting/Quilting
- Paint Class
- Dance
- CPR and First Aid
- Healthy Living

Continuing Education			
Program Title	**Schedule**	**Fee**	**Credit Hours**
Medical Assistant Workforce Component* (150 Hours) Courses required for obtainment of a Medical Assistant Technical Studies Certificate include Medical Terminology, Medical Administration, EKG and Basic Phlebotomy. Graduating students are qualified for testing of the NHA Medical Assistant Exam	Two Evenings a Week 6:00 p.m. – 9:30 p.m. + 7 Saturdays, 9:00 a.m. – 3:00 p.m. For 16 Weeks *Requirements for Medical Assistant Technical Studies Certificate Program	$2,195	10
Medical Terminology (15 Hours)	Two Evenings a Week 6:00 p.m. – 9:30 p.m. + 1 Saturday, 9:00 a.m. – 3:00 p.m. For 1 Week	$215	1
Medical Administration (45 Hours) Prerequisite: Medical Terminology or Advisor approval	Two Evenings a Week 6:00 p.m. – 9:30 p.m. + 2 Saturdays, 9:00 a.m. – 3:00 p.m. For 4 Weeks	$660	3
EKG Technician (45 Hours) Prerequisite: Medical Terminology or Advisor approval Students are qualified for testing of the NHA EKG Certification Exam	Two Evenings a Week 6:00 p.m. – 9:30 p.m. + 2 Saturdays, 9:00 a.m. – 3:00 p.m. For 5 Weeks	$660	3
Basic Phlebotomy (45 Hours) Prerequisite: Medical Terminology or Advisor approval	Two Evenings a Week 6:00 p.m. – 9:30 p.m. + 2 Saturdays, 9:00 a.m. – 3:00 p.m. For 5 Weeks	$660	3
CDL Training Program (160 Hours)	Up to 25 instruction/training days. Eastern is a registered provider with FMCSA.	$6,000	6
Welding (75 Hours)	75 hour Training	$2,195	3
Welding (30 Hours)	30 hour Training	TBD	1
Introduction to Machinist (30 Hours)	30 hour Training	TBD	1

Continuing Education Programs includes, but is not limited to the following programs:

- CERT Training
- Leadership
- Time Management
- Microsoft® Office
- Customer Service
- OSHA
- Professional CEU courses

Don't see what you are looking for? Check out our website at https://easternwv.edu *or give us a call at 304-434-8000.*

CONTRACTED TRAINING

Contracted Training Programs includes, but not limited to:

- Occupational Health and Safety Training
- Time Management
- OSHA Inspection Preparation Consultation
- Customer Service
- Accounting and Bookkeeping
- Human Resource and Legal Issues for Supervisors
- Health Insurance Portability and Accountability Act (HIPAA)
- Supervisory Training
- Process Improvement Consultation
- Microsoft® Office Software
- Industrial Maintenance
- Defensive Driving
- Ethics
- QuickBooks®
- Safe Lifting
- WorkKeys®

NON-CREDIT AG WORKFORCE TRAININGS & CERTIFICATIONS

Interest Tracks

- Agribusiness Diversification & Value Adding
- Farm Business Management
- Horticulture Management Systems
- Livestock Management Systems

WORKFORCE EDUCATION MICRO-CREDENTIALS

Grant Writing

- A to Z Grant Writing
- A to Z Grant Writing II
- Writing Effective Grant Proposals
- Advanced Grant Proposal Writing

Business Communication and Leadership

- Writing Essentials
- Effective Business Writing
- Leadership
- Building Teams That Work
- Fundamentals of Supervision and Management

Web Design

- Creating Web Pages
- Introduction to CSS3 and HTML5
- Intermediate CSS3 and HTML5
- Designing Effective Websites

Soft Skills

- Achieving Success with Difficult People
- Interpersonal Communications
- Skills for Making Great Decisions
- Individual Excellence

Microsoft® Word and Excel

- 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 by the Workforce Education Department at Eastern.

Student withdrawal and refund procedure

In the event a course is canceled by the college (usually because of low enrollment), every attempt is made to enroll you in another course or a full refund of your tuition is issued. If you request withdrawal 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 are not performed 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 reserves the right to implement curriculum revisions, instructor, tuition and fees, location or any other phase of activity necessary without further notice and without incurring obligations. Schedule alterations may be necessary due to holidays, weather conditions, school functions or other conflicts. Due to the structure and content of our courses, some programs 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 is documented as a tardy, or leaving more than 15 minutes early at the end of a class is documented as an early departure. Instructors reserve the right to drop a student from class if the 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 are issued to students successfully completing Workforce Development classes.

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

An introductory course to principles and procedures of double-entry accounting records and reports for sole proprietorship and partnerships, and incorporating computer accounting technology for hands-on learning.

ACC 121 Principles of Accounting II
3 Semester Hours

Prerequisite: ACC 120

An introductory course to principles and procedures in accounting for a corporation and manufacturing-type business, and incorporating computer accounting technology for hands-on learning.

ACC 230 Income Tax Accounting
3 Semester Hours

Prerequisite: ACC 120

This course focuses on accounting aspects of federal taxes as applicable to individual and business returns.

ACC 235 Managerial Accounting
3 Semester Hours

Prerequisite ACC 120

This course examines the interpretation and application of accounting data in management planning and controlling business activities, investor accounting, quantitative methods and organizational behavior.

ACC 240 Computerized Accounting
3 Semester Hours

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 present an in-depth understanding of generally accepted accounting principles and financial reporting. Topics include preparation of a balance sheet, statement of cash flow and income receivables; present value of money applications; current assets of cash, receivables and inventories; plant assets, depreciation, impairments and depletion.

ACC 251 Intermediate Accounting II
3 Semester Hours

Prerequisite: ACC 250

This course discusses financial instruments and liabilities, bonds, investments, capital structure, fixed assets, leases, pensions, income tax accounting, shareholders equity and share-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

This course is designed to assist nursing students with drug dosages and calculations, incorporating household apothecary, metric measurements and various routes of administration including IV therapy and titration, and intake and output calculations.

AH 210 Nutrition
3 Semester Hours

This course examines the principles of human nutrition and applications 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 255 Introduction to Pharmacology
3 Semester Hours

Introduction to Pharmacology is a sixteen (16) week course designed to promote student awareness and understanding of basic pharmacological concepts, drug action and clinical application. Since drug therapy is an integral part of health care, nursing students 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 students with basic knowledge of medical language, with a one system medical language approach that defines

prefixes, suffixes, words roots, combining forms, special ending, plural forms, abbreviation and symbols. Emphasis is stressed 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 110 Basic American Sign Language
3 Semester Hours

This course introduces students to the fundamentals of American Sign Language (ASL). Topics include basic vocabulary, conversation skills, numbers, fingerspelling, history and Deaf culture.

ASL 115 Fundamentals of American Sign Language
3 Semester Hours

Prerequisite: ASL 110

This course will continue the development of a student's receptive, expressive and interactive ASL skills. Students will increase ASL vocabulary and conversation skills. SLPI (Sign Language Proficiency Interview) elements, rating and criteria are met to complete a SLPI Novice level rating.

ASL 201 Signing Naturally American Sign Language
3 Semester Hours

Prerequisite: ASL 115 or instructor permission.

This course emphasizes further development of receptive, expressive and interactive skills.

ASL 202 Intermediate American Sign Language Practicum American Sign Language
3 Semester Hours

Prerequisite: ASL 201 or permission of instructor

This course is designed for intermediate study of ASL. It provides students with opportunities to increase ASL competency and use in a variety of discourse and narrative settings.

ASL 204 Advanced American Sign Language
3 Semester Hours

Prerequisite: ASL 202. SLPI with a demonstrated Practicum rating or instructor permission.

This course is designed for Advanced study of ASL. It provides students with opportunities to increase ASL competency and use in a variety of settings. SLPI (Sign Language Proficiency Interview) criteria at the Advanced level is addressed.

ASL 205 Linguistics of American Sign Language
3 Semester Hours

Prerequisite: ASL 104. SLPI with a demonstrated Advanced or above rating or instructor permission.

This course focuses on ASL linguistics, speech sounds and sound patterns; word formation organized into sentences and understood; language modification; and learning acquisition skills.

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

Art appreciation demonstrates the significance of art in everyday life through the study of the works of various artists.

ART 250 Appalachian Art
3 Semester Hours

This course is designed as an introduction to visual art terminology, analysis and practices through an art history survey of traditional Appalachian arts; and intended to provide a background of visual literacy using traditional arts of Appalachia. Students will gain an appreciation for the creativity, problem-solving and originality developed in the Appalachian region, specifically within the arts and crafts created by Appalachian artists.

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 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, and 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 automobile service. Students are introduced to 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 anti-lock 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

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course introduces students to basic fundamental skills, technology and service of automotive suspension and steering systems. Students learn to perform steering system diagnosis, repair wheel alignment, and tire and wheel repair.

ATT 124 Automotive Electricity/Electronics I
4 Semester Hours

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course introduces students to 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

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course introduces students to fundamentals and technology necessary for the diagnosis and repair of systems that control engine performance. This includes diagnosis of mechanical and electronic malfunctions, and exhaust problems impacting engine performance.

ATT 128 Automotive Heating and Air Conditioning
4 Semester Hours

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course introduces students to fundamentals and technology necessary for diagnosis and repair of automotive heating and air conditioning systems; including diagnosis of mechanical and electronic malfunctions impacting climate control.

ATT 205 Automotive Electricity/Electronics II
4 Semester Hours

Prerequisite: ATT 124 or instructor consent.
Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course enhances the student's knowledge of fundamentals and technology necessary for diagnosis and repair of automotive electrical and electronic systems; including diagnosis and repair of electronically controlled operations anti-theft systems, supplemental restraints, body modules and key-less entry. Students learn about module communications via CAN and BUS, with introduction to hybrid and alternative-fuel technology.

ATT 207 Engine Performance II
4 Semester Hours

Prerequisite: ATT 124 and ATT 126 or instructor consent
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; including diagnosis of electronic malfunctions and exhaust problems impacting engine performance, and OBII and Mode 6 diagnostics.

ATT 224 Manual Drive Train and Axles
4 Semester Hours

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course introduces students to basic fundamentals, technology and service of automotive manual drive trains and axles. Students will learn to diagnose and repair system components including clutches, transmissions, transaxles and axles.

ATT 226 Automatic Transmissions and Transaxles
4 Semester Hours

Laboratory Course: 3 hours lecture and 3 hours laboratory work each week.

This course introduces students to basic fundamentals, technology and service of automotive automatic transmissions and transaxles. Students learn to diagnose and repair system components including transmissions, transaxles, torque converters and electronic controls.

ATT 276 Automotive Technology Capstone

4 Semester Hours

Prerequisite: Students are enrolled in final semester and eligible for graduation.

This capstone course is designed as an integrative experience incorporating application of technical skills and knowledge and general education competencies. Through 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 are enrolled in final semester and eligible for graduation or instructor permission.

The Automotive Technology Internship provides students with an industry-based, on-the-job training opportunity. Work is performed within an automotive maintenance organization consisting of safety assessments, electrical and mechanical inspections, trouble-shooting systems, parts replacements and any other duties as expected of full-time employees at a work site. 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.

BIOLOGICAL AND ENVIRONMENTAL TECHNOLOGY (BET)

BET 100 Biological and Environmental Technology Seminar

1 Semester Hour

This course introduces students to the Biological and Environmental Technology Program. Topics include an overview of the natural resource conservation and environmental protection field, career opportunities, overview of the BET program, expectations of BET students and strategies for success in the program. Speakers from various employment areas in natural resources, biotechnology and environmental science supplement class discussions. Open to BET students or those exploring the BET major.

BET 160 Introduction to Geographic Information Systems and Data Collection

3 Semester Hours

Laboratory Course: 2 lecture and 4 lab hours per week.

Geographic Information Systems (GIS) combines spatial data (maps) with tabular data (databases) for analyzing the environment. This course will introduce students to principles and practice of GIS while providing experience using ArcView® and ArcView® extension Spatial Analyst. Students develop both a theoretical understanding of GIS and experience with accessing GIS data sets. Students are exposed to raster and vector GIS, and field data collection using Global Positioning Systems (GPS) is emphasized.

BET 202 Dendrology and Forest Management

4 Semester Hours

Laboratory Course: 1 hour lecture and 6 hours lab each week.

This course relies heavily on hands-on field activities, regardless of weather. The course examines classification, identification, ecology and sampling methods of woody plants, with a mid-Atlantic and central Appalachia species focus. Use of dichotomous keys, lab and field identification is emphasized.

BET 212 Wildlife Biology

3 Semester Hours

Laboratory Course: 1 hour lecture and 4 hours lab each week.

Wildlife Biology relies heavily on hands-on field activities, regardless of weather. This course examines classification, identification, ecology and sampling methods of birds, mammals, reptiles and amphibians, with mid-Atlantic and central Appalachia species focus. Use of dichotomous keys and lab and field identification is emphasized.

BET 235 Water Quality Sampling and Assessment

2 Semester Hours

Laboratory Course: 1 hour lecture and 2 hours lab each week.

This laboratory course examines basic physical, chemical and biological methods for characterization of water quality. Instrumentation training and various sampling techniques of water in various environments are discussed. Preparation and quality of written reports is emphasized. This course heavily relies on lab and field experiences.

BET 240 Soil and Water Conservation

3 Semester Hours

Prerequisite: GSC 110 and CIS 160
Laboratory Course: 2 hours lecture and 2 hours lab each week.

This course addresses meteorology and hydrology principles affecting soil and water conservation practices, and fundamentals of water resources management. The planning, design and application of various soil and water conservation measures, wet lands identification and delineation are examined, with an emphasis on sediment and erosion control practices.

BET 250 Environmental Law

3 Semester Hours

Prerequisite: ENL 101

This course is designed to acquaint the student with numerous ethical issues and perspectives confronting society and environmental scientists, and their influence on the development of environmental policy and regulation. Existing and proposed policies and regulations are examined with regard to ethical origins.

BET 270 Freshwater Fisheries: Biology and Management

2 Semester Hours

Prerequisite: BET 160

Laboratory class: 1 hour lecture and 1 hour lab per week.

Examination of the principles of fisheries science with an emphasis on fundamentals of fisheries' biology and management; including the study of fish identification, food habits, age and growth, population dynamics, stream and lake surveys, macroinvertebrate identification and sampling and management of natural populations.

BET 276 Biological and Environmental Technology Capstone

1 Semester Hour

Prerequisite: Students are enrolled in final semester and eligible for graduation or instructor permission.

This capstone course is designed as an integrative experience incorporating the application of technical skills, knowledge, and general education competencies.

Through the design, development, documentation and presentation of a project, students will demonstrate a broad mastery of learning across the curriculum, and works closely with an advisor in designing and implementing the project.

BIOLOGY (BIO)

BIO 101 General Biology I Lecture

3 Semester Hours

Prerequisite: ENL 100 or minimum acceptable test scores for placement in college-level English.

Co-requisite: BIO 101L

Laboratory Course: 3 hours lecture and 2 hours laboratory work each week.

This course introduces concepts of cell structures, function and reproduction. Common biochemical phenomena, particularly the metabolic processes of photosynthesis and cellular respiration are surveyed. A description of the form and the function of DNA in relation to mechanisms of inheritance. Highlights of Darwin's theory of natural selection and other aspects of evolutionary theory are explored.

BIO 101L General Biology I Lab

1 Semester Hour

Prerequisite: ENL 100 or minimum acceptable test scores for placement in college-level English.

Co-requisite: BIO 101

Lab Section: 2 hours laboratory work each week.

Required lab section for BIO 101. This lab provides application and demonstration of concepts presented in BIO 101 lecture.

BIO 102 General Biology II Lecture

3 Semester Hours

Prerequisite: ENL 100 OR minimum acceptable test scores for placement in college-level English.

Co-requisite: BIO 102L

This course will introduce and explore the basic principles of ecology. An overview and comparison of vertebrate organ systems are presented; and surveying the taxonomy and organization of the plant and animal kingdoms.

BIO 102L General Biology II Lab

1 Semester Hour

Prerequisite: ENL 100 OR minimum acceptable test scores for placement in college-level English.

Co-requisite: BIO 102

Lab Section: 2 hours laboratory work each week.

Required lab section for BIO 102. This lab provides application and demonstration of concepts presented in BIO 102 lecture.

BIO 124 Human Anatomy and Physiology I Lecture

3 Semester Hours

Prerequisite: ENL 100 OR minimum acceptable test scores for placement in college-level English.

Co-requisite: BIO 124L

An anatomy-physiology course that examines general plan of body cells, tissues and six major systems, including the function of integumentary, skeletal, muscular, nervous, somatic and special senses, and endocrine systems. A laboratory course designed to unify basic concepts of inorganic and organic chemistry for development of 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: ENL 100 OR minimum acceptable test scores for placement in college-level English.

Co-requisite: BIO 124

Required lab section for BIO 124. This lab provides the application and demonstration of concepts presented in BIO 124 lecture.

BIO 125 Human Anatomy and Physiology II Lecture

3 Semester Hours

Prerequisite: BIO 124, BIO 124L

Co-requisite: BIO 125L

A continuation of BIO 124, Human Anatomy and Physiology I examines six major systems including human growth, development and genetics; 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 to stress, and pathological disorders for development of 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

Co-requisite: BIO 125

Laboratory Course: 2 hours laboratory work each week.

This lab provides the application and demonstration of 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.

This is a generalized laboratory course in microbiology related to nursing stressing the importance of preventive techniques in control of infectious diseases, and allergic responses with less reliance emphasized on 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 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.

BIO 215 Plant Taxonomy

4 Semester Hours

Laboratory Course: 2 hours lecture and 2 hours lab each week.

Plant Taxonomy teaches the basics of plant classification and naming using tools such as dichotomous keys and identification manuals. Students learn identification tips, plant taxonomy concepts, techniques for plant collection for classification and storage, key plant structures, and characteristics used in identification with a special focus on plants of the Appalachia region and wet and habitats.

BIO 220 General Ecology/Lab

4 Semester Hours

Laboratory Course: 3 hours lecture and 1 hour lab each week.

Prerequisite: BIO 101\L and BIO 102\L

Environmental relationships of plants and animals. Field laboratory experience. Measurement of environmental variables in terrestrial and aquatic ecosystems.

BOARD OF GOVERNORS (BOG)

BOG 276 Board of Governors Capstone Course

3 Semester Hours

Prerequisite: Students are enrolled in final semester and eligible for graduation.

This capstone course integrates coursework, knowledge skills and experiential learning to demonstrate a broad mastery of learning across the curriculum through project application. Students develop a project exploring a problem, opportunity or new trend in the area of concentration, profession, workplace or an organization. Students 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

This course surveys the field of business, emphasizing the functions and structure of private business enterprise and roles of management, accounting, finance and marketing in the enterprise.

BUS 110 Introduction to Hospitality

3 Semester Hours

This course is designed to introduce 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 150 Business Ethics

3 Semester Hours

This course is a study of ethical problems in organizations facing managers and employees. Topics include: moral values, integrity, social responsibility, employee loyalty, corporate culture and conflict of interests as decision-making influences.

BUS 203 Communications in Business

3 Semester Hours

This course emphasizes the principles applied with

composing effective business correspondence, business reports, oral presentations, and conducting meetings.

BUS 204 Fundamentals of E-Commerce
3 Semester Hours

Examines the history, basics, tools and forums of electronic businesses. 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 and legal, and ethical challenges of electronic business.

BUS 206 Business Law
3 Semester Hours

This course is an introduction to common law and Uniform Commercial Code. Studied topics include contracts, sales, bailment, 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 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 importance of recognizing and managing change.

BUS 210 Entrepreneurship
3 Semester Hours

Presents the various steps considered necessary when establishing a business in areas such as product-service analysis, market research evaluation, ledgers and accounting systems, startup finance options, business operations, business plans development, buyouts versus starting from scratch and franchising. Uses problems and cases to demonstrate the 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, and explores challenges involved with multinational and international business.

BUS 230 Introduction to Agribusiness
3 Semester Hours

This introductory course examines various topics in agribusiness including production, food consumption, marketing and the linkages between agribusiness and other sectors of the economy.

BUS 231 Agribusiness Marketing
3 Semester Hours

This course is an introduction to the marketing of agricultural products and services.

BUS 232 Agribusiness Entrepreneurship
3 Semester Hours

Presents the various steps considered necessary when establishing an agribusiness. Topics include the process of conveying an agricultural product from conceptualization to market, product service analysis, market research evaluation, startup finance options, and business plans development for agricultural products.

BUS 261 Social Media Strategies
3 Semester Hours

This course studies specific strategies and tactics to leverage a social media platform. It discusses best practices in social media marketing and communications mix.

BUS 276 Business Management Capstone
3 Semester Hours

Prerequisite: Permission of the Division Chair for Business, Computer and Information Technology. This course is recommended for students 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 the broadly comprehensive knowledge of a discipline and its methodologies.

BUS 278 Business Management Internship
3 Semester Hours

Specialized work and services consisting of training and practice in a business organization. Must have prior approval from the Academic Program Director.

BUS 281 Business Algebra
3 Semester Hours

Prerequisite: Math ACT score 19, SAT math score 500, ACCUPLACER® Elementary Algebra Score of 260, MTH 121or permission of the instructor.

This course is the basic study of algebraic functions, graphs and processes applied to business and economics. Topics include polynomial, exponential and logarithmic functions, systems of equations, rational, radical and analyzing business data.

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 and developing proper keyboard techniques with introduction of various business forms and adaptation of keyboard skills for personal use.

BOS 130 Records Management
1 Semester Hour

This course presents 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 the records management cycle in manual and automated office environments.

BOS 134 Administrative Machine Transcription
3 Semester Hours

This course provides instruction on how to operate a dictating/Transcribing machine. The course focus is editing, proofreading, grammar and punctuation.

BOS 141 Medical Diagnostic Coding
3 Semester Hours

This course presents the basics of diagnostic coding systems. Students become familiar with 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

This course presents the basic knowledge and skills to work successfully in a medical office with emphasis on communications, office administration responsibilities, safety and security and the various types of office equipment in a medical office.

BOS 144 Medical Procedural Coding
3 Semester Hours

This course presents the basics of the procedural coding system with emphasis on familiarizing students with Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS).

BOS 251 Office Procedures and 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. Prior approval required from the Division Chair for Business, and Computer and Information Technology.

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

Co-requisite: CHM 100L

This course is designed primarily for future elementary school teachers, and introduces students 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 applicable to the elementary school: mini lectures, demonstrations, experiments, games, textbook and journal reviews are presented by 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.

CHM 100L Chemistry for Elementary Education Lab
1 Semester Hour

Prerequisite: EDE 150

Co-requisite: CHM 100

This laboratory course is designed for elementary education majors, and emphasizes learning through discovery and student-designed (or modified) experiments. Current or prior enrollment in CHM 100 is required.

CHM 200 Environmental Chemistry
4 Semester Hours (3 hours lecture and 2 hours lab)

Prerequisite: GSC 110, GSC 110L

This course involves study of atmospheric, water and soil

chemistry, and associated air, water and soil pollution. Specific topics include greenhouse effect, climate change, fossil fuels, renewable energy technologies and toxic organic compounds like pesticides and dioxins. The basic laboratory work supports lecture topics.

CHM 213 Principles of Chemistry I Lecture

3 Semester Hours

Prerequisite: MTH 115 or higher

Co-requisite: CHM 213L

Laboratory Course: 3 hours in the classroom and 2 hours lab work each week.

Intended primarily for science majors, this course examines properties of matter and measurement, atomic theory, reaction stoichiometry and thermochemistry. Electron configurations, chemical bonding and molecular geometry are introduced.

CHM 213L Principles of Chemistry I Lab

1 Semester Hour

Prerequisite: MTH 115 or higher

Co-requisite: CHM 213

Laboratory Course: 2 hours lab work each week.

Required lab section for CHM 213. This lab provides application and demonstration of concepts presented in the CHM 213 lecture.

CHM 214 Principles of Chemistry II Lecture

3 Semester Hours

Prerequisite: CHM 213, CHM 213L

Co-requisite: CHM 14L

Laboratory Course: 3 hours in the classroom and 2 hours lab work each week.

A continuation of CHM 213, this course presents intermolecular forces, solution properties, kinetics, and acid-base reactions, gas laws, chemical equilibrium, thermodynamics and electrochemistry.

CHM 214L Principles of Chemistry II Lab

1 Semester Hour

Prerequisite: CHM 213, CHM 213L

Co-requisite: CHM 214

Laboratory Course: 2 hours lab work each week.

Required lab section for CHM 214. This lab provides application and demonstration of concepts presented in the 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 109 Educational Technology

3 Semester Hours

Pre/Co-requisite: Permission from the Elementary Education Program Coordinator.

This course focuses on practical applications for computers and technology in elementary/middle school classrooms. Students practice presentation, grade book, word processing, spreadsheet database software, desktop publishing and Internet software proficiencies. Computers, printers, scanners, cameras, projectors and other peripherals are available for usage.

CIS 111 Introduction to Electronic Presentations

1 Semester Hour

This course is an introduction to the creation and delivery of electronic presentations through an electronic graphical presentation software package.

CIS 114 Introduction to Computer Applications and Concepts

3 Semester Hours

Presents computer concepts and Internet skills through a software suite that includes word processing, spreadsheet, database and presentation software to demonstrate skills.

CIS 117 Word Processing Software

3 Semester Hours

This course develops skills essential to creating and editing documents through word processing software. It presents advanced features such as Outlines, tables/charts, graphics, web page, Object Linking and Embedding (OLE) and macros. Emphasis is placed on utilizing practical business applications.

CIS 119 Spreadsheet Software

3 Semester Hours

This course provides a working knowledge of spreadsheet software through the utilization of a current application package. Emphasis is 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

This is an introduction course to database management software that provides fundamental knowledge of databases through a current application package. Emphasis is placed on applying practical business applications.

CIS 122 Introduction to Information Systems

3 Semester Hours

This introductory course presents the basic understanding of

computer information systems. Fundamentals of hardware, software, data communications, networks, emerging technologies, electronic commerce and career opportunities in the IT industry are discussed.

CIS 133 Introduction to Web Design
3 Semester Hours

This course is an introduction to designing and creating web pages. Students are introduced to languages such as HTML, XHTML and JavaScript® to design, create and publish web documents.

CIS 154 Management Information Systems
3 Semester Hours

This course presents basic understanding of management information systems. Fundamentals of hardware, software, data communications, networks and electronic commerce are discussed.

CIS 197 Introduction to Cyber Security
3 Semester Hours

A comprehensive course designed to equip students with fundamental knowledge and understanding of the dynamic field of cyber security. This course explores key concepts such as threat landscapes, vulnerability assessment, risk management, and various types of cyber attacks.

CIS 199/299 Special Topics in Computer Information Systems
1-3 Semester Hours

Special topics in computers and information systems are courses 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 introduces students to Braille; participants learn to read and write in Braille, and become familiar with the methods and materials used to teach Braille reading and writing to visually-impaired students.

COM 199/299 Special Topics in Communications
1-3 Semester Hours

Special topics in communications 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 in regard 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 210 PRAXIS I Preparation
1 Semester Hour

This course provides students with practice and preparation to refresh reading, writing, mathematical and test taking skills. Students review basic grammar, organizational writing, and comprehensive math skills. This course prepares students for the PRAXIS I exam required when applying for the WVU-P Elementary Education Program. Students are required to complete the PRAXIS Core Exam before completion of this course. The exam fee is the responsibility of the student. Students will receive a grade upon completion of the exam.

EDE 1306 Introduction to Education and the Classroom
3 Semester Hours

Introduction to Education and the Classroom explores teaching as a career. Students are introduced to the basic knowledge and skills needed to be an effective educator. They will investigate the roles and responsibilities of an educator, issues related to school and community, and the

importance of developing a positive and inclusive culture in the classroom and throughout the school.

EDE 1307 Introduction to Child Development

3 Semester Hours

Introduction to Child Development will provide students with insight on how a student learns at each developmental level. Future educators need to understand what and how children learn at each level of development to provide appropriate content and pedagogy. Students are introduced to psychological, behavioral, and social learning theories and theorists. They will investigate the characteristics of learners and illustrate examples of developmental levels at each stage. A field experience is required as part of the course completion.

EDE 1308 Introduction to Educational Psychology

3 Semester Hours

Prerequisite: 1307

Introduction to Educational Psychology will provide students with a deeper understanding of learning theories that can be applied to teaching and learning. Topics include intelligence, individual differences in learning, how people retain new information, instructional approaches, student engagement and motivation, and assessment.

EDE 1309 Introduction to Social Emotional and Behavioral Wellness

3 Semester Hours

Prerequisite: 1308

Introduction to Social, Emotional, and Behavioral Wellness prepares students to examine the social and emotional needs of students and how to address the non-academic barriers to learning. They are introduced to the effects of trauma, adverse childhood experiences, and provided with effective classroom strategies to create a positive classroom environment. Activities will include insight into how to collaborate with families, agencies, and the community to provide multi-tiered systems of support.

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 are applied to personality development, to the social promotion of the child's self-esteem and well-being, and the physical development that takes 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 to improve students' basic writing skills. It is designed to emulate the writing requirements for the West Virginia Department of Education, Paraprofessional Certificate.

EDF 182 Residential Care Specialist II

3 Semester Hours

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 203 Children's Literature

3 Semester Hours

This course provides a survey of the development of poetry and prose in children's literature with an 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 examines the developmental needs of infants to three-year old children and present routines, methods, materials, and attitudes that enhance physical, perceptual, social, emotional, linguistic and cognitive competencies. A portion of the course provides an opportunity for students to apply the material presented in the lecture.

EDF 211 Early Childhood Seminar

3 Semester Hours

Prerequisite: EDF 115 or permission from the Vice President of Academics 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 enhance physical, perceptual, social, emotional, linguistic and cognitive competencies. A portion of the course provides an opportunity for students to apply the material presented in class.

EDF 212 Principles and 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 from the Vice President of Academics and Student Services.

This course traces the social, emotional, physical and intellectual development of the child from birth through adolescence. Special emphasis is placed on cognitive development and its implications for teaching. Observations are required.

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 and 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 235 Observation and Assessment

3 Semester Hours

This course focuses on various tools and assessments for children birth to age 5 years. Students learn to identify a variety of observation and assessment strategies for studying the development of infants, toddlers and preschool children. Course topics includes the role of assessments and documentation in curriculum development, and individual learning goals and objectives.

EDF 276 Early Childhood Capstone

3 Semester Hours

Prerequisite: Students are 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 project application. 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 development of a project in collaboration with one or more of the following: advisor, instructor, agency representative or other appropriately designated person(s). Students research and analyze information from traditional and electronic sources applying the results to assess the problem under investigation.

EDF 284 Residential Care Specialist IV

3 Semester Hours

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. Learning foundations include 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

Co-requisite: Students are enrolled in final semester, eligible for graduation and have permission from the Education Program Coordinator.

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 121 Fundamentals of Hydraulics and Pneumatics

4 Semester Hours

Lecture/Laboratory: 3 hours lecture and 3 hours laboratory per week.

This course introduces the student to the theory and application of fluid power. Hydraulic and pneumatic devices and circuits are studied. The construction, function and application of these devices are emphasized. Fluid power schematics, circuitry instrumentation and control are investigated.

ELM 210 PLC Fundamentals

3 Semester Hours

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 skills necessary for mechanics and technicians working with industrial mechanical and power transmission systems. Terminology, basic tools, and devices associated with millwright and industrial maintenance are studied. Hand tools, fasteners, lubrication, bearings, seals and gaskets, belt and chain drives, gears, couplings, clutches and brakes are reviewed.

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 comprehensive instruction of maintenance, troubleshooting principles, procedures and practices used in maintaining industrial systems, electrical, refrigeration, boiler, HVAC, mechanical and fluid power systems, safety, service and repair principles and practices.

ELM 276 Electromechanical Capstone

3 Semester Hours

Prerequisite: Students enrolled in final semester and eligible for graduation.

This capstone course is designed as an integrative experience incorporating the application of technical skills, 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 project will include simulations utilizing software virtualizations and will require real-world hands-on simulations. The student will work closely with an advisor in designing and implementing the project.

EMERGENCY MEDICAL SERVICES (EMS)

EMS 100 First Responder

3 Semester Hours

This is an introductory course of emergency medical care for individuals who, in the course of their routine duties, are likely the first individual to arrive at a medical emergency scene. The course discusses what to do until an ambulance unit arrives and includes these processes CASR, a review of EMS systems, basic airway management, patient assessment, circulation and automatic defibrillation, illness, 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: ENL 100 or minimum acceptable test scores for placement in college-level English.

Corequisite: ENL 101

This course allows students to improve their sentence, paragraph and essay composition skills for success in a college-level English course.

ENL 101 English Composition I

3 Semester Hours

Prerequisite: ENL 100 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 expected to demonstrate a higher level of proficiency in writing. Major emphases are the construction of research papers and analysis of concepts, arguments and language use for impact.

ENL 115 Technical Communications

3 Semester Hours

Prerequisite: 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 grammar reviews, and usage and mechanics appropriate for technical writing. Offers practice in basic oral communication skills geared to industrial expectations. Utilization of computer technology to produce written documents.

ENL 140 Film Studies

3 Semester Hours

This course provides students a historical, technical and analytical understanding of American/international film production, and a critical perspective from which to view contemporary films. This course examines cinema as an institution: its history, genres and work as both a cultural form and industry. In addition to gaining a broad historical understanding of film, students focus on individual films which are analyzed in a manner similar to analysis of print-based texts, considering 1) the major textual elements of cinema (narrative, characterization, plot, symbolism), 2) the technical elements of cinema (mise en scene, cinematography, editing, sound) and 3) the major cultural elements of cinema (representations of race, class, gender).

ENL 161 Introduction to Literature

3 Semester Hours

Prerequisite: Grade of "C" or better in ENL 101.

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. This course uses a genre approach with an emphasis on the development of critical reading and writing skills through the definition, analysis, and personal experience of poetry and drama.

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 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 periods of literary development in the United States from 1865.

ENL 220 The Graphic Novel

3 Semester Hours

This course asks students to engage in a critical analysis of graphic novels as literary texts: how graphic novels both embrace and challenge traditional views, forms and practices of reading, studying and writing literature. Students experience the connections between critical, creative and conceptual by interpreting, discussing and writing a burgeoning genre.

ENL 295 Introduction to Creative Writing

3 Semester Hours

A study of genre, style and technique in short stories, nonfiction and poetry; with an emphasis on creative writing projects that capture the mood and purpose of literary movements.

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 225 Principles of Real Estate I

3 Semester Hours

Prerequisite: RDG 100 OR minimum acceptable test scores.

This course introduces students to 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

Studies real estate law, including rights incidental to property ownership and management, agency, contracts, transfers of real property ownership, fair housing, and tax implications.

FIN 231 Business Finance

3 Semester Hours

This course is an introduction to financial management. The topics discussed will include cash flow analysis, financial statement analysis, time value of money, budgeting and variance analysis, financial markets, long-term financing, capital budgeting, and short-term financial management.

FIN 232 Personal Finance
3 Semester Hours

The main focus of this course is to educate and assist students in management of personal finances. Topics include: personal budgeting and tax planning, insuring resources, consumer credit, fundamentals of personal investing, retirement and estate planning.

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.

GEOGRAPHY (GEO)

GEO 220 World Regional Geography
3 Semester Hours

Comparison between and relations of world regions. The interdependence of political, economic, social, cultural and physical aspects of the world regions and contemporary geographic issues are addressed.

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 109 General Physical Science I Lecture
3 Semester Hours

Prerequisite: MTH 115 or higher or minimum acceptable test scores for placement in college-level math. ENL 100 or minimum acceptable test scores for placement in college-level English.

Co-requisite: 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 awareness of the physical universe.

GSC 109L General Physical Science I Lab
1 Semester Hour

Prerequisite: MTH 115 or higher OR minimum acceptable test scores for placement in college-level math. ENL 100 or minimum acceptable test scores for placement in college-level English.

Co-requisite: GSC 109

Laboratory Course: 2 hours lab work each week.

Required lab section for GSC 109. This lab provides application and demonstration of concepts presented in GSC 109 lectures.

GSC 101 Physical Science for Educators
3 Semester Hours

Prerequisite: (Include any exam or placement scores) EDE 100 or permission of the Elementary Education Coordinator.
Co-requisite: GSC 101L

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 Education Coordinator.

GSC 101L Physical Science for Educators Lab
1 Semester Hour

Prerequisite: (Include any exam or placement scores) EDE 100 or permission of the Elementary Education Coordinator.
Co-requisite: GSC 101

Laboratory Course: 2 hours lab work each week.

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 lab activities. Simultaneous enrollment in GSC 101 is required. This course is a component of the WVU Parkersburg Partnership for Elementary Education, and designed with the intent that many of the presented activities and skills can be adapted for the elementary school classroom.

GSC 110 General Physical Science II Lecture
3 Semester Hours

Prerequisite: MTH 115 or higher or minimum acceptable test scores for placement in college-level math. ENL 100 or minimum acceptable test scores for placement in college-level English.

Co-requisite: GSC 110L

Discusses basic chemistry and geology with special emphasis on the local strata.

GSC 110L General Physical Science II Lab
1 Semester Hour

Prerequisite: MTH 115 or higher or minimum acceptable test scores for placement in college-level math. ENL 100 or minimum acceptable test scores for placement in college-level English.

Co-requisite: GSC 110

Laboratory Course: 2 hours lab work each week.

Required lab section for GSC 110. This lab provides application and demonstration of concepts presented in GSC 110 lectures.

GSC 120 Concepts in Environmental Science

3 Semester Hours

Prerequisite: ENL 100 or minimum acceptable test scores for placement in college-level English and reading.

Concepts in Environmental Science are designed to provide students with 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 development of civilizations and its 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 the present. Emphasis is stressed on the impact of political, economic, philosophical, technological and cultural changes.

HIT 240 American History I – 1492-1877

3 Semester Hours

Prerequisite: ENL 100 or minimum acceptable test scores for placement in college-level English.

An interpretive study of cultural, diplomatic, political, environmental and social history of colonial, federal and Civil War eras with an emphasis on significant ideas and personalities.

HIT 241 American History II – Since 1877

3 Semester Hours

Prerequisite: ENL 100 or minimum acceptable test scores for placement in college-level English.

An interpretative study of the cultural, diplomatic, political, environmental and social history of the United States since 1877 with emphasis on industrialization, urbanization and the United States as a world power in the twentieth century.

HIT 250 American Civil War History

3 Semester Hours

This course details the trends which led to the Civil War, events of that war and the impact the war had on immediate and subsequent American history. This course allows students to study political, social, economic and military experiences which led to and impacted the war.

HIT 260 West Virginia History and the Appalachian Region

3 Semester Hours

Prerequisite: ENL 100 or minimum placement test score for college-level reading English.

This course emphasizes the development of western Virginia and West Virginia. Students will examine the general geographical, political and economic aspects of the southern Appalachian region.

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 Cardiopulmonary Resuscitation (CPR)

2 Semester Hours

This course teaches laypersons to recognize a cardiac arrest, perform cardiopulmonary resuscitation (CPR) and activate the Emergency Medical System.

HPE 222 First Aid

2 Semester Hours

This course stresses functional First Aid capabilities required to provide 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 a component 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 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

Prerequisite: SOC 203

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. Introducing 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 110 Introduction to Information Technology
3 Semester Hours

This course introduces students to the fundamentals of computer hardware, software, networking, security and Information Technology literacy.

IT 134 Networking Fundamentals
3 Semester Hours

"Networking Fundamentals" is a comprehensive course designed to provide students with a foundational understanding of network infrastructures and protocols. This course explores key concepts such as the OSI and TCP/IP models, IP addressing, network devices, and various types of LANs and WANs. Students will learn how data is transferred and controlled across networks, the principles of network security, and the basics of wireless networking. The course also covers practical skills like network design and troubleshooting. By the end of the course, students will have a solid grounding in the essentials of networking, preparing them for further study or entry-level roles in the field.

IT 135 Introduction of Computing and Operating Systems
3 Semester Hours

This course offers a comprehensive introduction to the world of computing and operating systems. It is designed to provide students with a fundamental understanding of computer systems, their architecture, and how operating systems manage hardware and software resources. The course will cover key concepts such as data representation, computer organization, software development, algorithms, and the role and function of operating systems.

IT 136 Introduction to Cyber Hygiene and Threats
3 Semester Hours

A comprehensive course designed to provide students with a fundamental understanding of the importance of cyber security and potential risks associated with digital environments. The course explores key concepts of cyber hygiene, including secure password practices, phishing recognition, and safe internet use.

IT 137 Introduction to Cyber Intelligence
3 Semester Hours

Prerequisite: IT 134

A comprehensive course designed to provide students with a foundational understanding of the rapidly evolving field of cyber intelligence. This course explores the key concepts, methodologies, and tools used in identification, analysis, and mitigation of cyber threats. Students will learn about various types of cyber threats, cyber espionage, cyber crime, and the role of intelligence in cyber defense strategies.

IT 138 Introduction to Cyber Security Threats and Actors
3 Semester Hours

A comprehensive course designed to equip students with a fundamental understanding of the dynamic field of cyber security. The course explores the various types of cyber threats, including malware, phishing, and denial-of-service attacks, as well as the actors involved, such as hackers, cyber criminals, and state-sponsored groups.

IT 180 PC Repair and Troubleshooting
3 Semester Hours

This course is designed to prepare students to perform routine maintenance and PC repairs with an emphasis on installation, maintenance, troubleshooting, upgrading and PC repairs; includes networking and client/server issues discussions; prepares students for the MTA Certification examination.

IT 181 Operating Systems

3 Semester Hours

This course prepares students to perform routine maintenance and repairs on operating systems with an emphasis on installation, maintenance, troubleshooting, upgrading and PC operating systems repairs; includes networking and client/server issues discussions; prepares students for the MTA Certification examination.

IT 192 Introduction to Programming in Visual Basic

3 Semester Hours

This course introduces students to programming concepts using Visual Basic. Topics include arithmetical operations, syntax, loops, if statements, input/output operations, functions, data types and other related subjects.

IT 194 Introduction to Programming Java™

3 Semester Hours

This course is an introduction to Java™ programming using pre-written Java™ classes and methods, and the development of new classes and methods. This class emphasizes program structure and documentation along with algorithm development.

IT 198 Introduction to C# Programming

3 Semester Hours

This course is an introductory course in software development using Microsoft® C#. Students will use the Microsoft® Visual Studio Professional environment to create both Console Applications and Graphical User Interfaces; with instruction in control structures, arrays, methods and introduction to object-oriented programming concepts.

IT 220 Windows® Server Administration Fundamentals

3 Semester Hours

Prerequisite: CIS 114

This course provides students with the knowledge and skills necessary to install and configure a Windows® Server. It includes 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 for user management groups and configuration.

IT 228 Systems Analysis and Design

3 Semester Hours

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 229 Introduction to Digital Forensics

3 Semester Hours

This course is designed to continue the student's education in the field of digital forensic analysis and media exploitation from both the law enforcement and IT perspectives. Through hands-on experience, students will learn additional techniques used to collect evidence with a preview and imaging tool used extensively in the field of digital forensics. Student will also gain an understanding of the Windows Registry, and evidentiary value of the artifacts stored within the Registry database.

IT 233 Introduction to Web Programming

3 Semester Hours

This course presents students with an introduction to web programming technologies. Instruction topics 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

This course presents databases and the information technology role; provides students with skills in relational databases, Structured Query Language (SQL); security requirements for data access and the role of security in the integrity of the database. Students will gain knowledge in creating database objects such as tables and views. Discussion of the concepts of Normal form, referential integrity, database maintenance and career opportunities requiring database knowledge.

IT 235 Introduction to Computing and Operating Systems

3 Semester Hours

This course offers a comprehensive introduction to the world of computing and operating systems. It is designed to provide students with a fundamental understanding of computer systems, it's architecture, and how operating systems manage hardware and software resources. The course presents key concepts such as data representation, computer organization, software development, algorithms, and the role and function of operating systems.

IT 237 Introduction to Cyber Crimes and Law Enforcement

3 Semester Hours

This course is designed to equip students with a fundamental understanding of the evolving landscape of cyber crimes and corresponding law enforcement strategies. The course delves into various types of cyber crimes including hacking, phishing, identity theft, and cyber terrorism while exploring societal and economic impacts.

IT 238 Drone Forensics
3 Semester Hours

Prerequisite: IT 229

As our reliance on unmanned aerial vehicles (UAVs), commonly referred to as drones increases across multiple sectors, the need for professionals skilled in drone forensics has become paramount. Our Drone Forensics course is designed to provide you with key insights into the intersection of drone technology, law enforcement, and forensic science.

IT 239 Introduction to Incident Response
3 Semester Hours

Prerequisite: IT 134 and CIS 197

Incident Response is a term used to describe a plan of action before, during, and after a cyber breach or attack. This term is also used to describe ultimately how to manage the aftermath of such breaches. The main goal in any incident response or management is to keep damage to a minimum and to catch the individual or individuals who perpetrated the attack by gathering evidence from the internal assets impacted during the incident.

IT 240 Introduction to Threat Hunting and Malware
3 Semester Hours

Prerequisite: IT 134 and CIS 197

This course explains the beginning fundamentals and methodology behind open-source intelligence, and cyber components of OSINT (Open-Source Intelligence). It also digs into the development of an OSCINT (Open-Source Cyber Intelligence) mission or investigation. Whether in a civilian, military or law enforcement capacity, OSCINT is the basis for a plethora of investigations and support options.

IT 242 Cyber Warfare and Ethical Hacking
3 Semester Hours

Prerequisite: IT 134 and CIS 197

This comprehensive course delves into the intriguing world of Cyber Warfare and Ethical Hacking providing students with an in-depth understanding of the contemporary digital landscape. The course explores the techniques used in cyber warfare, strategies employed by ethical hackers to safeguard systems and the ethical implications surrounding these practices.

IT 243 Introduction to Cloud Computing
3 Semester Hours

Prerequisite: IT 135

A comprehensive course designed to equip learners with a fundamental understanding of cloud computing technology. This course explores the core concepts of cloud computing including its architecture, design, and deployment strategies. Students will gain insights into various cloud service models (IaaS, PaaS, SaaS) and deployment models (Public, Private, Hybrid, Multi-cloud).

IT 244 Deep and Dark Web Investigations
3 Semester Hours

Prerequisite: IT 134 and CIS 197

An advanced course designed to equip students with the necessary skills and knowledge to navigate, investigate, and mitigate potential threats emanating from hidden realms of the internet. The course delves into the intricacies of the deep and dark web, exploring its structure, operations, and various activities occurring within these obscured networks.

IT 248 Introduction to AI & Quantum Computing
3 Semester Hours

Prerequisite: IT 135

Unpack the groundbreaking fields of Artificial Intelligence and Quantum Computing in this comprehensive introductory course. Designed for students with a working understanding of traditional computing concepts, this course aims to equip learners with the foundational knowledge needed to navigate and understand this revolutionary technological landscape.

IT 251 Mobile and IoT Forensics
3 Semester Hours

Prerequisite: IT 229

This course is designed to provide students with a comprehensive understanding of the emerging field of mobile and Internet of Things (IoT) Forensics. Building on foundational concepts of traditional digital forensics, this course will delve into specific techniques and tools used for forensics investigation of mobile devices and IoT systems.

IT 266 Introduction to Digital Assets and Cryptocurrencies
3 Semester Hours

An engaging and comprehensive course designed to provide students with a fundamental understanding of the rapidly evolving world of digital assets. This course explores the origins, functionalities, and implications of cryptocurrencies such as Bitcoin, Ethereum, and other altcoins.

IT 269 Project Management
3 Semester Hours

This course discusses relevant topics necessary to achieve quality project management including project integration scope, time, cost, quality and HR management with risk and procurement.

IT 270 Ethical Hacker
3 Semester Hours

This course introduces students to various computer hacking/penetration testing tools that analyze network vulnerabilities, and various protective measures and their effectiveness.

IT 273 Cryptocurrency Tracing

3 Semester Hours

Prerequisite: IT 266

This comprehensive course is designed to provide participants with profound knowledge and understanding of cryptocurrency tracing, a crucial skill in our rapidly evolving digital economy. This course delves into the intricate world of cryptocurrencies, block chain technology, and their implication in financial transactions.

IT 275 Security Fundamentals

3 Semester Hours

Prerequisite: CIS 114 or instructor permission.

This course introduces the concept of information security. It provides students with an understanding of the necessity for an organizational policy on security, and various services related to the policy such as integrity, authentication, confidentiality, non-repudiation, access control, physical security instruction, and network and computer security.

It broadens the students' awareness of network security to include accidental damage, denial of service attacks and malicious software, and proactive measures to create defenses against these risks.

IT 276 Information Technology Capstone

3 Semester Hours

Prerequisite: Permission of the Division Chair for Business, Computer and Information Technology. This course is recommended for students 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 277 Cyber Defense and Intelligence Center Cyber Intelligence Internship I

3 Semester Hours

Prerequisite: IT 134 Networking Fundamentals or Equivalent, IT 136 Introduction to Cyber Hygiene and Threats or Equivalent, CIS 197 Introduction to Cyber Security or Equivalent, IT 137 Introduction to Cyber Intelligence or Equivalent, and CDIC Interview and Onboarding.

This Cyber Intelligence Internship is a rigorous, immersive program designed to provide students with hands-on experience in the fast-paced world of Cyber Intelligence within the Cyber Defense and Intelligence Center hosted by EWVCTC. It aims to equip the next generation of cyber professionals with the skills and knowledge necessary to navigate, protect, and exploit the digital landscape.

IT 278 Information Technology Internship

3 Semester Hours

Prerequisite: Permission of the Academic Program Director for Business Technologies. This course is recommended for students last semester prior to graduation.

Specialized role and service consisting of training and practice in an IT related field.

IT 279 Cyber Defense and Intelligence Center Cyber Intelligence Internship II

3 Semester Hours

Prerequisite: IT 134 Networking Fundamentals or Equivalent, IT 136 Introduction to Cyber Hygiene and Threats or Equivalent, CIS 197 Introduction to Cyber Security or Equivalent, IT 137 Introduction to Cyber Intelligence or Equivalent, CDIC Interview and Onboarding, and IT 277 Cyber Intelligence Internship I.

This second course in the Cyber Intelligence Internship is the continuation of the first internship that provides a rigorous, immersive program designed to provide students with hands-on experience in the fast-paced world of cyber intelligence within the Cyber Defense and Intelligence Center hosted by EWVCTC. It aims to equip the next generation of cyber professionals with the skills and knowledge necessary to navigate, protect, and exploit the digital landscape.

IT 280 Cyber Intelligence Internship

3 Semester Hours

Prerequisite: IT 134 or Equivalent, IT 136 or Equivalent, CIS 197 or Equivalent, IT 137 or Equivalent, and Permission from the Faculty or VP of Academics & Student Services.

This Cyber Intelligence Internship provides a rigorous immersive program designed to provide students with hands-on experience in the fast-paced world of Cyber Intelligence or cyber security. It aims to equip the next generation of cyber professionals with the skills and knowledge necessary to navigate, protect, and exploit the digital landscape.

IT 284 Cyber Defense

3 Semester Hours

This course is the study of methods to prevent, detect and combat cyber threats by continuously monitoring and optimizing networks and devices.

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 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 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 including business ethics.

MGT 251 Human Resource Management
3 Semester Hours

This course provides guidelines used in the management of the human factor of production in the business enterprise.

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 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 102S Math for Elementary Teachers Support
3 Semester Hours

Prerequisite: Math ACT score 19 or higher; SAT math score 500 or higher; or ACCUPLACER® Arithmetic score of 85 or higher.

Co-requisite: MTH 102

This course will provide targeted support to help students enhance their understanding and learning of MTH 102 material.

MTH 102 Math for Elementary Teachers
3 Semester Hours Prerequisite: Math ACT score 19 or higher; SAT math score 500 or higher; or ACCUPLACER® Arithmetic score of 85 or higher.

Co-requisite: MTH 102S if required by placement.

This course is a study of the structure of mathematical systems and operations defined in these systems; historical development of numbers and number systems including contributions from diverse cultures; and elementary probability, statistics, and basic geometry. With an emphasis on building conceptual understanding and developing problem-solving skills. This course does not satisfy the general education requirements for a college-level math course.

MTH 115 Business Math
3 Semester Hours

Prerequisite: Math ACT score 19 or higher; SAT math score 500 or higher; or ACCUPLACER® Arithmetic score of 85 or higher.

Co-requisite: MTH 115L if required by placement.

This course emphasizes how math is used in the world of personal and business finance. General arithmetic procedures are 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 115L Business Math Lab
1 Semester Hour

Prerequisite: This course is required for students with math ACT score less than 19; SAT math score less than 500; or ACCUPLACER® Arithmetic score of less than 85.

Co-requisite: MTH 115

This lab provides support and enhancement for student success in MTH 115.

MTH 117 Math for Technicians
4 Semester Hours

Prerequisite: Math ACT score 19 or higher; SAT math score 500 or higher; or ACCUPLACER® Arithmetic score of 85 or higher.

Co-requisite: MTH 117L if required by placement.

This course introduces students to mathematics applicable to technical programs of study. The class includes techniques, instruments and calculations for physical and electrical measurements, with an introduction of concept and application of dimensional analysis. Fundamentals

of algebra, basic geometry and triangle trigonometry are studied.

MTH 117L Math for Technicians Lab

2 Semester Hours

Prerequisite: This course is required for students with math ACT score less than 19; SAT math score less than 500; or ACCUPLACER® Arithmetic score of less than 85.
Co-requisite: MTH 117

This lab provides support and enhancement for student success in MTH 117.

MTH 121 College Math for General Education

3 Semester Hours

Prerequisite: Math ACT score 19 or higher; SAT math score 500 or higher; or ACCUPLACER® Arithmetic score of 85 or higher.

Co-requisite: MTH 121S if required by placement.

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 121S College Math Support

3 Semester Hours

Prerequisite: This course is required for students with math ACT score less than 19; SAT math score less than 500; or ACCUPLACER® Arithmetic score of less than 85.

Co-requisite: MTH 121

This course will provide targeted support to help students enhance their understanding and learning of MTH 121 material.

MTH 135 College Algebra

3 Semester Hours

Prerequisite: ACT math score of 21 or higher, SAT math score of 530 or higher, or Math ACCUPLACER® score of 260 or higher.

Co-requisite: MTH 135S if required by placement.

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 135S College Algebra Support

3 Semester Hours

Prerequisite: This course is required for students with math ACT score less than 21; SAT math score less than 530; or ACCUPLACER® score of less than 260.
Co-requisite: MTH 135

This course will provide targeted support to help students enhance their understanding and learning of MTH 135 material.

MTH 136 Trigonometry

3 Semester Hours

Prerequisite: MTH 135

This course is a study of trigonometric functions and applications including an exploration of right triangle trigonometry, circular functions, graphs of trigonometric functions, trigonometric identities and equations, complex numbers, vectors and polar coordinates and equations. Introduction of analytic geometry, parametric equations, sequences and series, the binomial theorem and mathematical induction.

MTH 137 Pre-Calculus

5 Semester Hours

Prerequisite: Math ACT score 19 or higher; SAT math score 500 or higher; or ACCUPLACER® Elementary Algebra score of 76 or higher.

A study of algebraic and trigonometric functions and 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; binomial theorem and mathematical induction.

MTH 200 Geometry and Measurement

3 Semester Hours

Prerequisite: MTH 102 or MTH 121 or minimum acceptable placement test scores (Math ACT score 21 or higher; SAT math score 530 or higher; or ACCUPLACER® Advance Algebra score of 260 or higher).

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 includes concrete models and an introduction of computers role in the teaching and learning of informal geometry.

MTH 225 Introduction to Statistics

3 Semester Hours

Prerequisite: MTH 121 or minimum acceptable placement test scores (Math ACT score 19 or higher; SAT math score 500 or higher; or ACCUPLACER® Elementary Algebra score of 260 or higher).

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 230 Calculus I

4 Semester Hours

Prerequisite: MTH 135 and MTH 136 OR MTH 137 OR Math ACT score of 26 or higher.

This course is a study of limits, continuity, derivatives and their applications, and an introduction to integration and the Fundamental Theorem of Calculus. Polynomial, rational, exponential, logarithmic, trigonometric and other nonlinear functions are discussed. This course is designed as the first segment in a three-part sequence of differential, integral and multi-variable calculus.

MTH 231 Calculus II

4 Semester Hours

Prerequisite: MTH 230

This course will continue the study of integration introduced in MTH 230. Topics include applications of integration techniques, sequences, series, parametric and polar equations and differential equations. This course is designed as the second segment in a three-part sequence of differential, integral and multi-variable calculus.

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 presents methods and materials of teaching music, and music integration in the elementary classroom. Emphasized are instruction of 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.

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 133 Health Assessment and Diagnostics I

2 Semester Hours

Prerequisite: Admission to the Nursing Program.

Co-requisite: NU 134

Pre/Co-requisite: BIO 124/BIO 124L

This course is designed to introduce the nursing student to knowledge and skills required to perform a health assessment throughout the lifespan and the ability to appropriately document results. The nursing student are introduced to normal lab values and basic diagnostic procedures.

NU 134 Introduction to Nursing Concepts

8 Semester Hours

Prerequisite: Admission to the Nursing Program.

Co-requisite: NU 133

Pre/Co-requisite: BIO 124/BIO 124L and PSY 200

This course is designed to introduce the beginning student to nursing, concepts and core values essential to the practice of nursing and care provider role. The clinical, laboratory and simulation experiences involve implementation of the nursing process and utilization of assessment, and communication skills related to basic needs and life processes of individual patients. Factors, such as developmental levels, sociocultural differences, and mental and emotional status are included.

NU 143 Health Assessment and Diagnostics II

1 Semester Hour

Prerequisite: NU 133, NU 134

Pre/Co-requisite: BIO 125/BIO 125L, NU 144

This course is designed to focus on abnormal assessment and diagnostic findings. Modifications of assessment for select populations is addressed.

NU 144 Nursing Concepts of Health and Illness I

9 Semester Hours

Prerequisite: NU 133, NU 134 and PSY 200

Co-requisite: NU 143

Pre/Co-requisite: BIO 125/125L

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 and PSY 200

Pre/Co-requisite: ENL 101

This course expands the concepts of the wellness-illness continuum, with emphasis on the expanding family, mental health-illness and tertiary care within the community. Classroom and laboratory experiences provide opportunity for analysis within the nursing process and application of clinical judgment and decision making.

NU 244 Synthesis of Nursing Concepts

9 Semester Hours

Prerequisite: NU 234

Co-requisite: NU 245

This course expands the concepts of the wellness-illness continuum, with emphasis on the expanding family, mental health-illness and tertiary care within the community. Classroom and laboratory experiences provide opportunity for application of the nursing process and development of clinical judgment and decision making.

NU 245 Professional Nursing and Health Systems Concepts

3 Semester Hours

Prerequisite: NU 234

Co-requisite: NU 244

This capstone course will focus on current issues in health care and the nursing profession. It is designed to facilitate the transition from students to professional registered nurses. Topics of discussion include national health policy and politics, ethical and bioethical issues, career development, application for state licensure and preparation for the NCLEX-RN examination.

NU 255 Pharmacology for Nursing

3 Semester Hours

Prerequisite: NU 133, NU 134, NU 143, NU 144, PSY 200, BIO 125

Co-requisite: NU 234

Pharmacology for Nursing students is a sixteen (16) week course designed to help students develop an understanding of basic pharmacological concepts, drug action and clinical application. As drug therapy is an integral part of health care, nursing students have a vital role in drug therapy and observation of drug effects.

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 skills to succeed as a college student.

ORT 103 College Success Transition

3 Semester Hours

College Success Transition 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

Pre/Corequisite: ENL 101 is recommended.

The purpose of this course 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 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

Prerequisite: ENL 101

This course considers selected major questions of 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 260 World Problems
3 Semester Hours

PHL 260 will engage students in moral reasoning by reading the accounts of camp survivors, slaves and victims of poverty; through examining important events in the twentieth and twenty-first centuries, students will gain insight into questions such as: What makes some moral decisions better than others? What are our capacities to be good or bad? Is there a real difference between right and wrong or is morality "all relative"?

PHL 290 Biomedical Ethics
3 Semester Hours

Prerequisite: ENL 101

Biomedical ethics is the study of ethical issues associated with the practice of medicine and biomedical research. Issues include medical paternalism and the physician-patient relationship, the role and responsibilities of nurses, the definition of death, decisions regarding life-sustaining treatment, physician-assisted suicide and euthanasia, embryonic stem cell research, prenatal diagnosis, abortion on grounds of genetic defect, and human cloning.

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 115 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 concepts and applications is presented in this course. Students are shown by examples, classroom demonstrations, and laboratory experiments and how these concepts are applied. Problem solving techniques are stressed.

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

Prerequisite: ENL 100 OR minimum acceptable test scores for placement in college level English, reading or math courses. ENL 101 is highly recommended but not required.

This course examines the United States federal government system with emphasis on the constitution, governmental structure and political process.

POL 202 State and Local Government
3 Semester Hours

Prerequisite: ENL 100 or minimum acceptable test scores for placement in college-level English. ENL 101 is highly recommended.

This course examines 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

This course introduces students to 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 understand the commonality of experience that binds us as human beings.

PSY 212 Children and Families
3 Semester Hours

Prerequisite: PSY 200 or permission of the Dean of Teaching

and Learning.

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 from the Vice President of Academics and Student 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.

PSY 219 The Exceptional Child

3 Semester Hours

Prerequisite: PSY 200 or permission from 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

Prerequisite: PSY 200; ENL 101 is strongly recommended.

This course is designed to help students explore the psychological, social and cultural issues surrounding human mortality.

PSY 226 Abnormal Psychology

3 Semester Hours

Prerequisites: PSY 200 or permission of the Division Chair.

This course discusses abnormal behavior patterns found in individuals and the psychological and legal issues found associated with an individual who has abnormal and/or addictive behavior.

PSY 228 Psychology of Personality

3 Semester Hours

Prerequisites: PSY 200

This course provides an introduction to and overview of the fundamental principles of personality theory and study of personality models. The course discusses personality theory and its opponents, and outlines how personality theory fits into the overall biopsychosocial model.

PSY 230 Drugs and Behavior

3 Semester Hours

This course studies the effects of psychoactive drugs on human behavior. Aspects of drug use and its effects on behavior include the dynamics existing between and among the substance or substances implicated, human physiology, the environment and cultural factors. Topics related to biology, neuroscience, history, the legal system, pharmacology, psychiatry, and sociology are explored while addressing the political implications. As such, the biological aspect of human behavior is addressed. Further, social and political influences and how they interact with the brain and biology are explored.

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 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: ENL 100 OR minimum acceptable test scores for placement in college-level English. ENL 101 is highly recommended.

A basic study of the New Testament; presenting 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

This course offers a comparative study of the major world and selected regional religions with an emphasis on analysis of belief, ritual, artistic expression and social organization. Eastern and Western religions are considered.

REL 140 Introduction to Eastern Religions

3 Semester Hours

This course serves as a general introduction to Eastern religions, in particular, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Daoism and Shintoism.

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: 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' values 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, cultures and biases. The concept of cultural competence is introduced.

SSC 210 Ethics and the Environment

3 Semester Hours

Prerequisite: ENL 101

This course focuses on ethical, moral, social and aesthetic issues surrounding the preservation, conservation and management of the environment. Sources include art, philosophy and literature by a variety of figures that have heightened environmental awareness, including the historical and contemporary writings of Thoreau, Muir, Carson, Dillard and others. Continued work in writing expository prose with an emphasis on interpretation, analysis and evaluation is an important component of the class.

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 and 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; with an emphasis on 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. Acquainting students with 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: 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 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 instructor permission.

This course is a continuation of SPA 105 and will introduce 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 instructor permission.

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 Hours

Prerequisite: SPA 107 or instructor permission.

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 proficiency in oral language presentations.

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 AND TOURISM (TRT)

TRT 100 Introduction to Travel and Tourism
3 Semester Hours

A course designed to introduce 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 and future trends in travel and tourism.

TRT 201 Hospitality Management
3 Semester Hours

This course provides an overview of the hospitality industry; hotel management, food and beverage operations, business and leisure travel markets, convention services, hospitality trends, guest-based customer service strategies and career opportunities are addressed.

TRT 202 Tourism Planning
3 Semester Hours

A course designed to explore the past, present, and future of the tourism industry and understand the critical role of planning. Special emphasis will be placed on selecting alternatives for the future of tourism; identifying the factors that influence the travel market; understanding the government's role in tourism; building a sustainable future for tourism.

TRT 225 Hospitality and Tourism Law
3 Semester Hours

A course designed to introduce students to the complexity of laws governing hospitality and tourism businesses and organizations. Special emphasis will be placed on employment laws; safety and security of guests; merchant obligations of food and alcohol service; crisis management; contracts; business structures; ethics.

TRT 240 Cost Control in Hospitality
3 Semester Hours

A course designed to examine, with examples and applications, the processes of forecasting, budgeting, purchasing, costing, pricing, and staffing in the hospitality industry. Emphasis is placed on the checks and balances necessary to achieve and continue to improve business profitability.

TRT 278 Hospitality and Tourism Management Internship
3 Semester Hours

The Hospitality and Tourism Management Internship provides a student with an on-the-job training opportunity. Work is performed and assignments are completed within a business organization relating to the hospitality industry. The student must have prior approval from the instructor to register for this course.

TRT 281 Agritourism Enterprise Management

3 Semester Hours

Agritourism Enterprise Management is an introductory agritourism course designed for students who will likely use this information in future roles as agritourism entrepreneurs, employees, managers and/or agritourism service provider.

The course will introduce concepts and principles to successfully plan and manage an agritourism venture by providing knowledge of industry trends, business planning, financial considerations and risk management strategies.

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 110 Wind Safety and OSHA

4 Semester Hours

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 include Cardiopulmonary 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 are 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 systems and electrical safety.

WTT 160 Power Generation and Transmission

4 Semester Hours

Prerequisite: WTT 120 or permission from the instructor
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 are discussed and demonstrated. This course will cover working with very high voltage transmission equipment and safety procedures.

WTT 211 Wind Turbine Electromechanical Systems and Troubleshooting I

4 Semester Hours

Laboratory/Lecture: 3 hours lecture and 3 hours laboratory each week.

This course is designed to introduce students to the electromechanical systems that comprise the wind turbine nacelle. Students will use a wind turbine nacelle training simulator, schematic diagrams, and a multimeter to learn, operate, and troubleshoot system components. Lubricants, hydraulics, fasteners, state flow diagrams, electrical control systems, motors and other related topics will be studied. Students will also have the knowledge to obtain NIMS (National Incident Management System) accreditation.

WTT 230 Supervisory Control and Data Acquisition

4 Semester Hours

Prerequisite: ELM 210 or permission from the instructor
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 are used to practice maintenance and operational tasks.

WTT 261 Wind Turbine Electromechanical Systems and Troubleshooting II

4 Semester Hours

Pre/Co-requisite: WTT 211

Laboratory/Lecture: 3 hours lecture and 3 hours laboratory each week.

This course is designed to introduce students to the

electromechanical systems that comprise the wind turbine hub and generator. Students will use wind turbine hub and generator training simulators, schematic diagrams and a multimeter to learn, operate and troubleshoot system components. Topics of study include inspection and maintenance of external surfaces of wind towers, nacelles and blades; inspection and maintenance of components of wind towers, nacelles, drive trains, generators, hubs and rotors; and other related subjects.

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, parts replacements, and any other duties as would be expected of full-time employees at the worksite. To take this class the student must have prior approval from the Dean of Teaching and Learning or designee.

WORKFORCE EDUCATION COURSE DESCRIPTIONS

WORKFORCE HEALTH CARE (WFHC AND WFRC)

WFHC 101 WFED Phlebotomy Technician

6 Semester Hours

Prerequisite: Medical Terminology (WFHC 106 or AHS 108)

This 90-hour Phlebotomy Technician course prepares professionals to collect blood specimens from clients for 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 (CPT) Certification Eligibility.

WFHC 102 WFED Pharmacy Technician

6 Semester Hours

Prerequisite: Medical Terminology (WFHC 106 or AHS 108)

This comprehensive 120-hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification ExCPT exam for CPhT certification.

WFHC 103 Medical Billing and Coding for Workforce Development

6 Semester Hours

Prerequisite: Medical Terminology (WFHC 106 or AHS 108)

This course presents the basics of procedure coding with the CPT and HCPCS coding systems emphasizing 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 105 WFED EKG Technician

3 Semester Hours

Prerequisite: Medical Terminology (WFHC 106 or AHS 108)

This comprehensive 45-hour lecture and lab EKG Technician Course prepares students to function as EKG Technicians and to take the NHA (National Healthcareer Association) – Electrocardiograph (EKG) Technician exam. 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 15-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 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

Prerequisite: Medical Terminology (WFHC 106 or AHS 108)

This 45-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 112 Dental Assisting

6 Semester Hours

Prerequisite: Medical Terminology (which can be fulfilled by WFHC 106 or AHS 108) AND Medical Administration (which can be fulfilled by WFHC 107 or BOS 142)

This comprehensive 100-hour program prepares students for entry-level positions in Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assistance and provide training in the professional skills required to function as an assistant in a dental practice.

WFHC 114 Electronic Health Records Management

6 Semester Hours

Pre/Corequisite: WFHC 106 – Medical Terminology

The Electronic Health Records Management program focuses on providing the skills necessary to not only input medical information into an electronic system, but also the knowledge required to follow the legislation set by the Office of National Coordination for Health Information Technology (ONCHIT) and Health Information Portability and Accountability Act (HIPAA)

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 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 122 WFHC Certified Nursing Assistant

5 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 assistant care and developmental needs of the elderly are incorporated. Selected content focuses 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 are eligible to take the certification exam from the State of West Virginia. Certified nurse assistants may find employment opportunities in acute, long-term care, and home health agencies.

WFHC 123 WFED Dialysis Technician

3 Semester Hours

Prerequisite: Medical Terminology (WFHC 106 or AHS 108)

This comprehensive 50-hour course will prepare students to enter the dialysis tech field.

WFHC 191 Phlebotomy Technician Internship

2 Semester Hours

This course will feature specialized work and service consisting of training and practice under the direction of a Laboratory Manager. Students will perform routine waived laboratory tests on urine and blood, per established laboratory policies and procedures. Students will assist as needed in all laboratory areas as required for maintaining appropriate patient care. Students must have prior approval from the Associate Dean of Workforce Education or Program Manager in Workforce Education.

WFHC 192 Pharmacy Technician Internship

2 Semester Hours

This course will feature specialized work and service consisting of training and practice in a pharmacy. Students must have prior approval from the Associate Dean of Workforce Education or Program Manager in Workforce Education

WFHC 197 Medical Assistant Internship

2 Semester Hours This course will feature specialized work and service consisting of training and practice in a pharmacy. Students must have prior approval from the Associate Dean of Workforce Education or Program Manager in Workforce Education.

WFHC 201 WFED Advanced Medical Transcription

3 Semester Hours

Prerequisite: WFHC 104 or permission of instructor.

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.

WFHC 250 Certified Nursing Assistant Internship

3 Semester Hours

This course will consist of specialized work and service including clinical training and practice under the direction of a Registered Nurse in a hospital or nursing home facility. Certified Nursing Assistant (CNA) students will perform direct patient care in accordance with established laboratory

policies and procedures. Students must have prior approval from the Associate Dean of Workforce Education or Program Manager in Workforce Education.

WORKFORCE RECOVERY LIFE COACH (WFRC)

WFRC 101 WFRC Recovery Coach/Life Coach I

2 Semester Hours

The 32-hour Recovery Coach/Life Coach I course focuses on the following points: advocacy, mentoring/coaching, education, recovery and wellness support and ethical responsibility. Completing the class allows students the opportunity to become part of a large, supportive network.

WFRC 102 WFRC Recovery Coach Professional (Advanced)

3 Semester Hours

Prerequisite: Recovery Coach/Life Coach 1 (WFRC 101)

The 40-hour Recovery Coach Professional course focuses on the following points: recovery coaching through active listening, motivational interviewing, ethical considerations, maintaining poise and demeanor in crisis environments, accountability and responsibility.

WFRC 103 WFRC Recovery Coach/Life Coach I Internship

1 Semester Hours

Prerequisite: WFRC 101, WFRC Recovery Coach / Life Coach I

This course will feature specialized work and service consisting of training and practice in addictions and/or mental health facility.

WFRC 104 WFRC Recovery Coach Professional (Advanced) Internship

1 Semester Hours

Prerequisite: Recovery Coach Professional (Advanced) (WFRC 102)

This course will feature specialized work and service consisting of training and practice in addictions and/or mental health facility. This course is a supervised experience where students receive on-the-job training. This training is meant to supplement a student's skills and knowledge.

Section VI: Directory

GOVERNING BOARDS

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

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Dr. Sarah Tucker, *Chancellor*

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Ron Hamilton, *Chief Information Officer*
Dr. Megan Webb, *Dean of Advancement and Continuing Education*
Monica Wilson, *Vice President of Academics and Student Services*

FULL-TIME FACULTY

The following list contains titles and primary academic credentials of full-time faculty. Qualified part-time, adjunct faculty, administrators and staff, also instruct some courses.

MELANIE CALLAWAY, *Faculty, Nursing*
B.S., Western Governors University (2023)
A.S., Eastern West Virginia Community and Technical College (2020)

JEREMIAH (JAY) CRITES, *Instructional Specialist, Automotive Technology*
M.A., Liberty University (2020)
B.A., West Virginia University (2016)
A.S., Eastern West Virginia Community and Technical College (2013)

CURTIS HAKALA, *English Professor/Advisor*
M.A., James Madison University (2005)
B.A., James Madison University (1994)

MICAELA KIDWELL, *Instructor, Nursing*
M.S.N., University of Alabama (2022)
B.S., Strayer University (2019)
A.S., Eastern West Virginia Community and Technical College (2016)

DEBI LAYTON, *Assistant Professor, Psychology*
M.A., American Public University (2015)
B.S., Regent University, B.S. (2010)
A.A., Southern West Virginia Community and Technical College (2005)

SHERRY MICHAEL, *Assistant Professor, Early Childhood Development/Education*
M.A., Kaplan University (2016)
B.A., Kaplan University (2014)

SEYED MIRKHANI, *Professor, Division Chair, Business, Computer Science and Information Technology*
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)

SHIRLEY MURPHY, *Associate Professor, Business*
M.B.A., Frostburg State University (2003)
B.S., Frostburg State University (1998)

ANTHONY PRATO, *Instructor, Math*
Ph.D., University of Nevada (2018)
M.S., University of Nevada (2015)
B.S., University of Nevada (2012)
A.A., College of Southern Nevada (2011)
A.S., College of Southern Nevada (2008)

WILLIAM D. (DOMINIC) PHILLIPS, *Assistant Professor, Division Chair of General Studies*
M.A., University of Aberdeen (1992)
B.A., University of Nottingham (1990)

ISAIAH SMITH, *Instructor, Wind Energy/Advanced Technology Faculty*
A.A.S., Eastern West Virginia Community and Technical College (2022)
A.A., Eastern West Virginia Community and Technical College (2020)

ALICIA VANMETER, *Director, Nursing*
M.S.N./F.N.P., Walden University (2014)
B.S.N., Shepherd University (2004)

NATHAN VAN VRANKEN, *Natural Science Faculty/ BET Coordinator*
Present; Geographic Information Systems graduate-level certification - West Virginia University
M.S., University of Texas (2015)
B.S., University of Texas (2013)

JONATHAN WILLIAMS, *Cyber Intelligence Coordinator/ Faculty*
M.A., American Public University (2016)
B.S., American Public University (2007)

PART-TIME AND ADJUNCT FACULTY

CINDY ALT, *Information Technology*
B.S., American Public University (2014)

GINA ALT, *Agriculture and Natural Resources*
M.S., University of Tennessee (2016)
B.S., West Virginia University (2013)

GLENN ALT, *Information Technology*
B.S., American Public University (2015)
A.S., Eastern West Virginia Community and Technical College (2012)

JEREMY BALDWIN, *Business and Economics*
M.S., West Virginia University (2004)
B.S., West Virginia University (1999)

JULIE BARB, *Secondary Education*
M.A., West Virginia University (2009)
B.A., West Virginia University (2009)

MARK BENNEAR, *Psychology*
M.S., Cappella University (2007)
R.B.A., Shepherd College (1999)

RASHAY BORROR, *Nursing*
B.S., West Virginia University (2019)

KATIE BRANSON, *Psychology*
M.A., Shepherd University (2012)
B.A., Shepherd University (2010)

STEPHANIE BURNS, *Allied Health*
M.S., Marshall University (2010)
B.S.N., West Virginia Tech (2007)

NIKKI CHANDLER, *Math*
M.A., West Virginia University (in progress)
M.S., Texas A&M University (2017)
B.S., University of Mount Oliver (2014)

BAILEY COLEMAN, *Music*
M.A., Ohio University (2019)
B.S., Alderson Broaddus University (2017)

SAMUEL CROCKETT, *Political Science*
M.A., Regents University (2005)
B.A., Bridgewater (2001)

DONNA DAVY, *Art*
M.F.A., Academy of Art University (2021)

ELIZABETH EVANS, *Biology*
M.A., James Madison University (2017)
B.S., James Madison University (2015)

JACOB HAUKLAND, *Electromechanical and Wind Energy*
A.A.S., Eastern West Virginia Community and Technical College (2020)

JANICE HEAVNER, *Education*
M.S., Ohio University (2003)
B.S., West Virginia University (2001)

ANITA HELMICK, *English*
M.A., West Virginia University (2011)
B.S., West Virginia University (2006)
Other, Marshall University

AMY HEPNER, *Early Childhood Development*
M.A., Grand Canyon University (2003)
B.A., University of Northern Iowa (1994)

HEATHER HERNANDEZ, *Sociology*
M.A., Arizona State University (2018)
B.A., Marshall University (2016)
B.M.S., West Virginia University (2015)
A.A.S., Eastern West Virginia Community and Technical College (2013)

HENRY HODGES, *History*
B.A., West Virginia University (1989)
M.A., Marshall University (1983)
B.S., West Virginia University

CANDACE KITE, *Allied Health*
B.S.N., West Virginia University (2021)

LESLIE LASCHINGER, *Religion*
M.T.S., Harvard Divinity School (1999)
A.B., University of Georgia (1996)

DAWN LOCKARD, *Accounting*
M.S., American Public University (2017)
B.S., Franklin University (2015)

TERESA LOMASNEY, *Music*
M.Ed., University of Missouri (2008)
B.S., Missouri State (1993)

LACY MILLER, *Art*
M.F.A., Clemson (2017)
B.F.A., West Virginia University (2013)

PHOEBE MOLLARD, *Allied Health*
B.S., University of Maryland (1983)
A.A., J. Sargeant Reynolds

CRAIG PERRY, *Business*
M.B.A., University of North Carolina at Chapel Hill (2008)
B.B.A., James Madison University (1999)

SARAH PUROL, *Sociology*
M.A., University of Alabama (2021)
B.S., West Virginia University (1979)

TRACY REESE, *English*
M.A., Simmons University (2013)
B.A., University of Pittsburgh (2012)

ALLISON RIGGLEMAN, *Early Childhood Development*
M.S., Western Governor's University (2012)
B.A., Elementary Education (2009)

JOHN RIGGS, *Agriculture Business*
B.S., West Virginia University (2018)

KRYSTAL SHELTON, *Education*
M.S., Rochester Institute of Technology (2011)
B.S., Rochester Institute of Technology (2009)
A.A.S., Rochester Institute of Technology (2007)

BRAD SIMMONS, *Secondary Education*
M.Ed., Salem International University (2006)
B.A., Shepherd College (1978)

DOOLARIE SINGH-KNIGHTS, *Agribusiness*
Ph.D., West Virginia University (2003)
M.S., West Virginia University (2000)

HALIE SWICK, *Nursing*
M.S., West Virginia University (2020)
Nursing, B.S., West Virginia University (2019)

MARY-FAITH TANTILLO, *History*
M.A., St. John's University (1978)
B.A., St. John's University (1974)

BEN VALLEJO, *Biology*
M.S., California State University - Northridge (1995)
B.A., UCLA (1986)

SHELBA "JOE" VINCELL, *English*
M.A., West Virginia University (2013)
B.A., High Point University (2002)

TINA WALDRON, *Nursing*
M.S., Walden University (2020)
B.S., Nursing, Walden University (2018)

BRANDY WILLIAMS, *English*
M.A., American Public University (2022)
B.A., American Public University (2019)

ROBIN WILLIAMS, *Early Childhood Development*
M.S., West Virginia University (2005)
B.S., Frostburg State University (2002)
A.A., Potomac State College (2000)

DAVIDA WOLFE, *Business*
M.B.A., Franklin University (2016)
B.S., Franklin University (2015)

MICHELLE WOLFE, *English*
B.A., Shepherd University (20019)
Graduate hours Grand Canyon University

KASEY WOLFORD, *Education*
M.A., Concord University (Current)
B.S., Clarion University (2007)

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE STAFF

ACADEMIC SERVICES

Melissa Kelley, *Online Instructional Consultant*
Anne Degnan, *Academic Services Program Coordinator*
Barbara See, *Administrative Secretary, Nursing*

ADMINISTRATIVE

Colton Allanson, *Administrative Assistant*
Michael Bush, *Telecommunications Network Specialist I*
Linda Cuppett, *Campus Service Worker*
Paul Harman, *Maintenance*
Dixie Heavener, *Title III Project Director and Career Counselor*
Michael O'Leary, *Office Administrator, President's Office*
Trent Montgomery, *Marketing/Graphic Designer*
Josh Myers, *Information Systems Technician*
Kristen Reyes, *Administrative Assistant/Accounts Payable Assistant*
Jaennae Snyder, *Payroll Assistant/HR Assistant III*

STUDENT SERVICES

Mary Blizzard, *Director of Financial Aid*
Tiffany Sentman, *Student Program Advisor*
Edward Cole, *Student Services Specialist*
Ciara Smith, *Student Services Coordinator*

WORKFORCE EDUCATION

Patricia Halterman, *Agriculture Student Fellowship Coordinator*
Amanda Gross, *Program Assistant I*
Lauren Arbaugh, *Director of Workforce Education*

ADVANCEMENT AND INNOVATION

Robert Burns, *Director of Non-Profits*
Morgan Armentrout, *Hospitality & Tourism Management Program Specialist*
Jennifer Rexroad, *Title III Advancement Services Specialist*

ACADEMIC CALENDAR

FALL 2024

AUGUST 19 TO DECEMBER 6, 2024

April 1 | Fall 2024 Pre-registration Begins
April 1-July 26 | Continuous Pre-registration during Regular Business Hours
July 26 | Last Day for Pre-registered Students to Pay
July 26 | Payment Arrangements Must be Made at the Time of Registration
July 26 | Drop Date for Nonpayment of Pre-registration
July 29-August 16 | General Registration (Payment required with registration)
August 19 | Classes Begin
August 19-23 | Add/Drop Period
September 2 | Labor Day Holiday - College Closed
October 11 | End of Mid Semester (1st eight weeks completed)
October 15 | Mid Semester Reports Due
November 1 | Last Day to Withdraw with a Grade of "W" (11 weeks completed)
November 1 | Registration for Spring 2025 Begins
November 1 | Deadline for Graduation Applications for Fall 2024
November 22 | Last Day of classes (full term classes only)
November 25-29 | Thanksgiving Holiday - No Classes
December 2 | Classes Resume
December 2-6 | Final Exams
December 10 | Final Grades Due by Noon
December 20-January 2 | Holiday Break - College Closed

SPRING 2025

JANUARY 21 TO MAY 9, 2025

November 1 | Spring 2025 Pre-registration Begins
November 1-December 13 | Continuous Pre-registration During Regular Business Hours
December 13 | Last Date for Pre-registered Students to Pay
December 13 | Payment Arrangements Must be Made at the Time of Registration
December 13 | Drop Date for Nonpayment of Pre-registration
January 2-17| General Registration (Payment required with registration)
January 20 | Martin Luther King Holiday - College Closed
January 21 | Classes Begin
January 21-27 | Add/Drop Period
February 28 | Deadline for Graduation Applications for Spring 2025
March 14 | End of Mid Semester (1st eight weeks completed)

March 17-21 | Spring Break - No Classes
March 18 | Mid-Semester Reports Due
March 24 | Classes Resume
April 4 | Last to Withdraw with a Grade of "W" (11 weeks completed)
April 4 | Registration for Summer 2025 and Fall 2025 Begins
May 2 | Last day of classes (full term classes only)
May 5 | Classes Resume
May 5-9 | Final Exams
May 10 | Commencement - 10:00 a.m.
May 13 | Final Grades Due by Noon

SUMMER 2025

MAY 27 TO AUGUST 1, 2025

April 4 | Pre-registration for Summer 2025 Begins
May 26 | Memorial Day - College Closed
May 27 | Classes Begin
June 25 | Last Day to Withdraw with a Grade of "W"
July 4 | Holiday - College Closed - Observe July 4th
August 1 | Last day of classes/Final Exams
August 5 | Final Grades Due by Noon

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE POLICY OF NONDISCRIMINATION

Eastern West Virginia Community and Technical College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability. The College neither affiliates knowingly with nor grants recognition to any individual group or organization having policies that discriminate on the basis of race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability as defined by applicable laws and regulations.

Eastern West Virginia Community and Technical College is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the ground of blindness or severely impaired vision; by 45 CFR 84, Subpart E, Section 84.42 and by Section 504 Rehabilitation Act of 1973, not to deny admission on the basis of handicap; by 45 CFR 90, 91, not to discriminate on the basis of age; and by 45 CFR 86, Subpart C, Section 86. 21, not to deny admission on the basis of sex. By Title VI of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the grounds of race, color, or national origin. Eastern West Virginia Community and Technical College is an equal opportunity-affirmative action employer in compliance with Title VII of Civil Rights Act, West Virginia Human Rights Act, Title IX (Education Amendments of 1972), Section 504, Rehabilitation Act of 1973, American with Disabilities Act, and other applicable laws and regulations.

ADA Coordinator

Monica Wilson/Tiffany Sentman
Student Services
316 Eastern Drive
Moorefield, WV 26836
304-434-8000

EEO/Title IX Coordinator

Jaennae Snyder
HR Assistant III
316 Eastern Drive
Moorefield, WV 26836
304-434-8000

Degree Programs

- Accounting
- Administrative Support Technology
- Associate in Arts
- Associate in Science
- Automotive Technology
- Biological & Environmental Technology
- Board of Governors
- Business Management
- Early Childhood Development
- General Studies
- Information Technology
- Medical Assisting
- Nursing
- Technical Studies
- Wind Energy Technology

Certificate Programs

- Accounting
- Administrative Support Technology
- Allied Health Care
- Automotive Technology
- Biological & Environmental Technology
- Business Management
- Computer Application Specialist
- Electromechanical Technology
- Information Technology
- Medical Assisting
- Paraprofessional in Education
- Technical Studies
- Wind Energy Technology

Certification Programs

- Certified Nursing Assistant
- Dental Assisting
- Industrial Equipment Maintenance
- Medical Assistant
- Microsoft® Office Specialist
- Pharmacy Technician
- Phlebotomy Technician
- Residential Care Specialist
- Welding

GENERAL ADMISSION REQUIREMENTS FOR EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

Students seeking admission to Eastern West Virginia Community and Technical College as a degree-seeking student must submit the following:

(Please see college catalog for specific information)
(1) Application for Admission
(2) GED or HS Diploma or TASC Assessment
(3) ACT/SAT/ACCUPLACER® Scores
(4) High School and/or college Transcripts

Some programs have limited enrollment and require additional requirements for admission. Please visit the website at **www.easternwv.edu** or call 304-434-8000 for further information.

EASTERN

West Virginia Community & Technical College

316 Eastern Drive, Moorefield,WV 26836
304-434-8000 - 877-982-2322 (toll-free)
www.EasternWV.edu

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