



District Office
P. O. Box 2900
Mt. Gay, West Virginia 25637
304.792.7160
admissions@southern.wvnet.edu

Boone/Lincoln Campus
3505 Daniel Boone Parkway
Danville, West Virginia 25053-9614
304.369.2952

Williamson Campus
Armory Drive
Williamson, West Virginia 25661
304.235.6046

Logan Campus
P. O. Box 2900
Mt. Gay, West Virginia 25637
304.792.7098

Wyoming/McDowell Campus
P. O. Box 638
Pineville, West Virginia 24874
304.294.8346

TTY telecommunications:

Boone/Lincoln 304.369.2960 • Logan 304.792.7054 • Williamson 304.235.6056 • Wyoming/McDowell 304.294.8520

Serving Boone, Logan, Lincoln, McDowell, Mingo, Raleigh, and Wyoming, West Virginia
and by Interstate Agreement Serving Martin and Pike, Kentucky

The catalog is for information purposes only and is not considered a binding contract between Southern West Virginia Community and Technical College and students. The College reserves the right to make changes in fees, course offerings, graduation requirements, academic policies and procedures, or policies and procedures governing student life.

ACADEMIC CALENDAR 2004-2005

FALL 2004

July 30	Last Date for Pre-registered Students to Pay
August 9	All-College Day
August 10	Registration - 8:00 AM - 6:00 PM
August 11	Registration - 8:00 AM - 6:00 PM
August 12	Schedule Adjustment - No Registration
August 13	Schedule Adjustment - No Registration
August 16	Classes Begin
August 16-23	Add/Drop Period and Late Registration (\$15 fee charged for late registration). NOTE: Add/Drop and Late Registration end Monday, August 23.
August 21	Saturday Classes Begin
September 6	Labor Day Holiday - College Closed
October 8	Mid-Semester Reports Due (1st eight weeks completed)
October 11	Second Eight Weeks Classes Begin
October 28	Last Day to Withdraw with a Grade of "W" (11 weeks completed). For short term courses, see the instructor.
November 1	*Registration for Spring 2005 Begins
November 5	Deadline for Graduation Applications for Spring 2005
November 22-27	Thanksgiving Holiday - No Classes. (Saturday classes meet November 20. The College is closed November 25, 26, and 27).
November 29	Classes Resume
December 4	Last Class Day (2nd eight weeks classes end)
December 6-11	Final Exams (Saturday finals, December 11)
December 13	Final Grades Due in Records Office by 4:30 PM
December 13	Last Date for Pre-registered Students to Pay for Spring 2005 Classes
December 20-January 2	Christmas/New Year Holiday - College Closed

SPRING 2005

December 13, 2004	Last Date for Pre-registered Students to Pay
January 10	All-College Day
January 11	Registration - 8:00 AM - 6:00 PM
January 12	Registration - 8:00 AM - 6:00 PM
January 13	Schedule Adjustment - No Registration
January 14	Schedule Adjustment - No Registration
January 15	Saturday Classes Begin
January 17	Martin Luther King, Jr. Holiday - College Closed
January 18	Classes Begin
January 18-24	Add/Drop Period and Late Registration (\$15 fee charged for late registration). NOTE: Add/Drop and Late Registration end Monday, January 24.
March 11	Mid-Semester Reports Due (1st eight weeks completed)
March 14	Second Eight Weeks Classes Begin
March 15	Assessment Day
March 21-26	Spring Break - No Classes. (Saturday classes meet March 19).
March 25	Good Friday Holiday - College Closed
March 26	No Saturday Classes - College Closed
March 28	Classes Resume
April 1	*Registration for Summer 2005 and Fall 2005 Begins
April 7	Last Day to Withdraw with a Grade of "W" (11 weeks completed). For short term courses, see the instructor
April 29	Deadline for Graduation Applications for Fall 2005
May 6	Last Class Day (2nd eight weeks classes end)
May 7-13	Final Exams (Saturday finals, May 7)
May 14	Commencement (10:00 AM)
May 16	Final Grades Due in Records Office by 4:30 PM

***Please contact the campus where you plan to register for dates/times available for registration.**

The institution reserves the right to amend the academic calendar when circumstances require such action.

TABLE OF CONTENTS

SECTION I - GENERAL INFORMATION

History of the College	1
Institutional Accreditation	2
Programmatic Accreditation	2
Vision Statement	2
College Mission	2
General Education Philosophy and Goals	2
Institutional Policies	3
Admissions Procedures	4
Registration, Assessment, and Advising	8
Tuition, Fees, and Refunds	9
Financial Aid Information	9
Special Services, Programs, and Facilities	11
Student Programs and Activities	13
Workforce Development, Continuing Education, and Employer Services	14

SECTION II - ACADEMIC POLICY AND PROCEDURES

Academic Year	17
Credit Hours	17
Full-time Enrollment	17
Auditing Courses	17
Grading	17
Academic Standing Policy	18
Adding/Dropping Courses	18
Withdrawal from Class/College	18
Administrative Withdrawal	18
Non-traditional Credit	19
Degrees, Graduation and Transcripts	20

SECTION III - STUDENT HANDBOOK

Academic Rights and Responsibilities of Students	24
Student Standards of Academic Progress	24
Academic Expectations of Students	24
Standards of Progress for Federal Financial Aid Recipients	25
Student Grades and Related Concerns	25
Academic Honesty	26
Computer Usage Policy	26
Tobacco Usage Policy	27
Policy Governing Use of Alcohol or Drugs	27
Drug-Free Schools and Communities Act	27
Student Rights and Responsibilities	28
Student Grievance Procedure	31

SECTION IV - INSTRUCTIONAL PROGRAMS

Instructional Programs	34
Program Implementation Chart/Program Codes	35
University Parallel Programs	40
Allied Health Programs	45
Medical Laboratory Technology	46
Nursing	47
Paramedic Science	48
Radiologic Technology	49
Surgical Technology	50

Business and Public Administration Programs	<u>51</u>
Business Programs	<u>52</u>
Business Accounting	<u>55</u>
Business Administration	<u>56</u>
General Business Option	<u>57</u>
Health Care Management Option	<u>58</u>
Hospitality Management Option	<u>59</u>
Marketing Option	<u>60</u>
Small Business Management Option	<u>61</u>
Office Information Technology	<u>62</u>
Administrative Option	<u>64</u>
Legal Option	<u>65</u>
Medical Option	<u>66</u>
Criminal Justice Program	<u>67</u>
Corrections Option	<u>69</u>
Law Enforcement Option	<u>70</u>
Customized Programs	<u>71</u>
Occupational Development	<u>71</u>
Board of Governors Adult Degree Completion Program	<u>72</u>
Technical Studies	
Information Systems	<u>73</u>
Applied Technology	<u>75</u>
Early Childhood Development Program	<u>77</u>
Technology and Engineering Programs	<u>78</u>
Computer Information Systems	<u>79</u>
PC Support Specialist Option	<u>81</u>
Web Design Specialist Option	<u>82</u>
Electrical Engineering Technology	<u>83</u>
Information Technology	<u>86</u>
Certificate Programs	<u>89</u>
Health Care Technology Certificate Program	<u>90</u>
Electrocardiography Option	<u>90</u>
Medical Laboratory Assistant Option	<u>91</u>
Criminal Justice Certificate Program	<u>92</u>
Secretarial Science Certificate Program	<u>93</u>
Technical Studies in Applied Technology Certificate Program	<u>94</u>
 SECTION V - ACADEMIC CREDIT COURSE DESCRIPTIONS	 <u>96</u>
 SECTION VI - NON-ACADEMIC COURSE DESCRIPTIONS	 <u>131</u>
Workforce Development and Continuing Education	<u>131</u>
Community Education	<u>133</u>
Small Business Development Center Workshops	<u>135</u>
Online Instruction Center	<u>135</u>
 SECTION VII - EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE	 <u>144</u>
The College	<u>144</u>
Academic Program Information	<u>145</u>
 SECTION VIII - PERSONNEL	 <u>147</u>
Board of Governors	<u>147</u>
Higher Education Policy Commission	<u>147</u>
West Virginia Council for Community and Technical College Education	<u>147</u>
Southern West Virginia Community College Foundation	<u>148</u>
Administration	<u>148</u>
Full-time Faculty	<u>149</u>
Instructional Staff	<u>153</u>

GENERAL INFORMATION

HISTORY OF THE COLLEGE

Southern West Virginia Community and Technical College was established as an open-door, comprehensive community college on July 1, 1971 (named Southern West Virginia Community College) by combining two existing branches of Marshall University. Through legislation enacted in March 1995, the College's name was changed to Southern West Virginia Community and Technical College. Both the Williamson and Logan branches had been in operation since 1963 under the academic, fiscal, and administrative control of Marshall University, providing primarily the first two years of liberal arts, teacher education, and career programs in secretarial science, and radiologic technology.

The College's first permanent building was dedicated in Williamson in 1971. From 1971 to 1974 Southern expanded its program offerings and enlarged its community service offerings. In 1974, the College expanded its operation to off-campus sites in Mingo, Logan and Wyoming Counties. This expansion continued until 1976 when the West Virginia Board of Regents established informal service boundaries for all the state's public colleges and universities. Southern West Virginia Community College was assigned a service area of 1,900 square miles to provide undergraduate education and community service.

In 1975 facilities were acquired in Wyoming County; in 1977 the Boone County Center was established; and in 1979 a permanent campus facility was dedicated in Logan.

In 1981 the College expanded its service area again, this time by interstate agreement. Students from Martin and Pike counties in Kentucky were permitted to attend Southern at in-state fees. This agreement was reviewed again in 1989 and 1995 with approval by the West Virginia State College System Board of Directors, the Kentucky Council on Higher Education, and the University of Kentucky.

In order to provide a variety of opportunities for our students, Southern has entered into various educational agreements with several colleges and universities. The "2+2" agreement provides a seamless transition leading to the last two years of a baccalaureate degree after completing the first two years of the specified program at Southern.

Southern is also exploring ways to provide access to degrees and programs using alternative delivery modes, including distance learning and on-line instruction. These agreements are currently being updated and initiated with higher education institutions throughout the state and across the nation.

In 1983 the President of Southern appointed a Logan Capital Development Planning Committee to determine if new or additional facilities were needed for the Logan Campus. The Committee determined that the current facility needed to be expanded. Because of the Committee's recommendations, a multi-purpose room was added, the library was expanded, a 500 seat theater was added, and offices were added at a cost of \$3,166,155.

In 1986 property was purchased at Saulsville, West Virginia for the new site of the Wyoming County Center. Construction began in January 1989, and was completed in December 1989. The cost of the project was approximately \$1,963,035. In 1993, the Boone County and Wyoming County Centers were designated as campuses by the State College System Board of Directors.

As the student population increased, the need for larger facilities became evident. In 1982 the Southern West Virginia Community College Foundation purchased a building in Madison to house the Boone County Center. In 1983 the Board of Regents purchased the

facility from the Foundation for \$190,000. Renovation, totaling \$384,498, was completed in 1987.

In March 1995, S.B. 547 defined eleven community and technical college districts throughout the state. The legislation also expanded Southern's service district. Southern's district now includes Boone, Lincoln, Logan, McDowell, Mingo, Wyoming counties and a portion of Raleigh County in West Virginia and Pike and Martin counties in Kentucky through a reciprocity agreement.

Construction for a new Boone/Lincoln Campus began in the fall of 1996. This project is unique in that it involves a cooperative arrangement between Southern and the Boone County Board of Education. The 15,000 square foot facility was built on Board of Education property adjacent to the Boone Career and Technical Center. The project, one of two model projects of this kind in West Virginia, allows for the sharing of programs and services by both institutions. The facility, which was built at a cost of approximately \$2 million dollars, was funded through the West Virginia School Building Authority, the State College System Board of Directors and Southern. The facility opened in April, 1998.

Southern has also made great strides in providing educational opportunities to isolated geographic areas in our service district not readily served by one of our four campus locations. These satellite sites located at the Charles Yeager Technical Center in Hamlin, WV, Harts High School in Harts, WV, and Big Creek High School in War, WV, feature state of the art electronic interactive classroom equipment. These delivery sites offer many college-level courses to students who otherwise would be unable to further their education.

Recently Southern opened the Earl Ray Tomblin Workforce Development Center and Administrative Complex adjacent to the Logan Campus. This facility houses the Central Administrative offices as well as modern training facilities for college and community use. The primary focus of this facility will be business and industry training and instruction.

October 1, 1999, marked a culmination of a dream for the Williamson Campus and the surrounding communities. That Friday hosted the groundbreaking ceremonies for a new \$2.3 million dollar state of the art library. The facility was funded by federal, state, and College dollars and serves as a vital link in providing improved educational options for citizens in southern West Virginia.

Higher education governance in West Virginia has undergone many changes over the years. In 1989 two governing boards were established to replace the Board of Regents. Southern was assigned to the Board of Directors of the State College System which has responsibility for governing the ten four-year colleges and two freestanding community colleges in the state. In January of 1992 the Board of Directors designated the centers in Wyoming and Boone counties as campuses. As a result of legislative action in March 1995 the name of the College was officially changed to Southern West Virginia Community and Technical College and the district was again increased to include all of Lincoln and McDowell counties as well as a portion of Raleigh County.

During the 2000 legislative session, S.B. 653 was passed and resulted in substantial changes in the administration of higher education in West Virginia. The State College System Board of Directors was dissolved, effective June 30, 2000. A Higher Education Policy Commission was created in July 2000, for policy development and other statewide issues. Each institution is now governed by a local Board of Governors effective July 1, 2001.

INSTITUTIONAL ACCREDITATION

Southern West Virginia Community and Technical College is accredited by the:

- Higher Learning Commission of the North Central Association of Schools and Colleges
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
Phone: 312.263.0456 1.800.621.7440
FAX: 312.263.7462
Internet: <http://www.ncahigherlearningcommission.org>

PROGRAMMATIC ACCREDITATION

Agencies accrediting specific program offerings at Southern West Virginia Community and Technical College include:

- Commission on Accreditation of Allied Health Programs
35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208
Phone: 312.553.9355
FAX: 312.553.9616
Internet: <http://www.CAAHEP.org>
E-mail: caahep@mcs.net
Surgical Technology Program
- West Virginia Board of Examiners for Registered Professional Nurses
101 Dee Drive
Charleston, WV 25311-1620
304.558.3596
- National League for Nursing Accrediting Commission (NLNAC)
61 Broadway, 33rd Floor
New York, NY 10006
Phone: 212.363.5555
- Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 900
Chicago, IL 60606-2901
Phone: 312.704.5300
- National Accrediting Agency for Clinical Laboratory Sciences
8410 W. Bryn Mawr Avenue, Suite 670
Chicago, IL 60631
Phone: 773.714.8880
FAX: 773.714.8886
- College Reading and Learning Association (CRLA)
CRLA International Tutor Certification Program
U.T. El Paso, Tutoring and Learning Center
300 Library
El Paso, TX 79968
915.747.5366 FAX: 915.747.5486
E-mail: gshaw@utep.edu

VISION STATEMENT

Southern West Virginia Community and Technical College will be the higher education leader in West Virginia and the region. Southern will provide the leadership necessary to help West Virginia grow and prosper into the twenty-first century.

Southern will be the hub around which all education and training/retraining efforts will turn. The College will act as the

catalyst for economic development and change in the region.

Southern will establish proactive partnerships which include education, business, industry, labor, government, and community and cultural organizations, as well as other leaders to achieve regional goals.

Southern will become a model of academic excellence, scholarship, creativity, innovation, and cooperation impacting the educational opportunities and economic growth of the region.

COLLEGE MISSION

Southern West Virginia Community and Technical College is a comprehensive community college located in a rural environment. The College strives to fulfill current and future higher educational and vocational/technical needs of southern West Virginia, its service area, and beyond. Our College emphasizes student-oriented, transferable learning, enabling students to achieve work, career, and personal success.

Our College provides high quality, affordable, student-friendly, and easily accessible educational services. We are highly effective and flexible in responding to state and community demands, and in adapting to a global socio-economic system.

Southern exists to fulfill its mission. To that end the following **institutional commitments** are made:

- To provide programs of study which can be effectively transferred to other institutions and applied toward the completion of a Baccalaureate degree.
- To provide programs of study, which prepare and/or upgrade students' skills in the occupation of their choice, especially those occupations which help meet the needs of the college's service district.
- To provide students with the services necessary to assist them in successfully realizing their educational plans.
- To provide developmental courses for students who enter the open door policy and who lack the necessary academic background.
- To provide continuing education opportunities for individuals in the service district who are interested in personal, cultural, or occupational improvement.
- To provide workforce training and re-training as a mechanism for economic development through partnerships with business, industry, labor education, civic clubs and organizations, community leaders and government.
- To provide activities which are culturally enriching and entertaining for the entire district, as well as those enrolled at Southern.

GENERAL EDUCATION PHILOSOPHY AND GOALS

The faculty of Southern West Virginia Community and Technical College dedicate themselves to preparing Southern's graduates for the challenges that lie ahead. The following statement and goals describe Southern's commitment to providing each graduate the skills and knowledge necessary for professional and personal success.

Philosophy

Southern West Virginia Community and Technical College is committed to providing a general education program to help students develop the qualities and skills associated with college-educated adults. Southern's general education program promotes the development of independent critical and conceptual thinking skills

and those skills necessary for the effective communication of one's thoughts. Southern's general education program provides students with an integrated view of knowledge and prepares them for their role as productive and responsible members of society.

Goals

Southern is committed to providing a general education program that is designed to help students develop qualities and skills associated with college educated adults.

Students who have completed the general education requirements of an associate degree will have improved competencies in the following:

- **Critical Thinking Skills**
Students will demonstrate their ability to think critically by analyzing and synthesizing material.
- **Oral and Written Communications**
Students will demonstrate their oral and written communication skills by reading, writing, and speaking effectively.
- **Mathematical Skills/Competencies**
Students will demonstrate their abilities to think mathematically by using problem-solving skills which include: estimation, computation, analysis, assimilation, application, and transference, as well as, implementation of appropriate technology.
- **Informational Access/Literacy Skills**
Students will demonstrate their informational access/literacy skills by using resource materials to access, retrieve, process, and communicate information.
- **Scientific Inquiry and Research Skills**
Students will demonstrate their inquiry and research skills by using scientific methods effectively in problem-solving.
- **A Cultural, Artistic, and Global Perspective**
Students will demonstrate their cultural and artistic awareness and global perspective through their ability to discuss the quality, value, and significance of cultural artifacts (literature, art, music, and performing arts.) They will demonstrate a knowledge of world-wide political, historical, economic, and social issues, including cultural diversity.

INSTITUTIONAL POLICIES

Sexual Harassment

It is the policy of Southern West Virginia Community and Technical College to provide an atmosphere where students, faculty and staff can study and work free from sexual harassment. The College provides policy to take action to prevent and eliminate such behavior.

Students must use the student sexual harassment grievance procedure for filing a sexual harassment claim. The Vice President for Student Services is designated to advise students as to the procedure and policies in filing a sexual harassment claim related to employees.

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, Southern West Virginia Community and Technical College has implemented a policy on Drugs In The Work Place and a Drug Prevention Program. Southern recognizes the importance of a safe, efficient and healthy environment. Any employee or student violating this policy shall be subject to disciplinary action.

Affirmative Action

It is the policy of Southern West Virginia Community and Technical College to provide equal opportunities 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, sex, religion, age, sexual orientation, disability, or national origin.

This nondiscrimination policy also applies to all educational programs, to admission, employment and other related activities covered under Title IX which prohibits sex discrimination in higher education.

Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age, sexual orientation, disability, or national origin. Inquires on the implementation of the policy and/or Title IX Amendment should be addressed to:

Affirmative Action Officer
Southern West Virginia Community and Technical College
P.O. Box 2900
Mount Gay, West Virginia 25637
304.792.7160 ext. 123

Title IX Coordinator
Southern West Virginia Community and Technical College
Armory Drive
Williamson, WV 25661
304.235.6046 ext. 352

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. If services are desired, these students must contact the Office of Disability Services: 304.792.7098 ext. 225. Individuals in need of the TTY telecommunications device may call: 304.369.2960 (Boone/Lincoln), 304.792.7054 (Logan), 304.235.6056 (Williamson), or 304.294.8520 (Wyoming/McDowell).

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act requires institutions of higher education to establish written policies and guidelines governing the review, inspection, release, amendment and maintenance of student educational records.

Southern West Virginia Community and Technical College has established policies and guidelines to ensure that the education records of its students are treated responsibly in accordance with the Act and U. S. Department of Education regulations. These policies and guidelines may be obtained from the Records Office.

Each student has the right to inspect personal educational records. If desired, copies may be obtained from the College with payment of appropriate fees.

If a student believes personal education records contain inaccurate or misleading information or violate privacy or other rights, the student may submit a written appeal to the Registrar seeking to amend them.

Within 20 days after receipt of the appeal, the Registrar will issue a decision regarding the appeal. If the decision is to refuse to amend the student's educational records, the student may file a written request for a hearing. The student will be provided a full and fair opportunity to present evidence. A final written decision will be rendered based upon the evidence submitted at the hearing.

Students may file complaints concerning alleged failures by the College to comply with the Act or regulations promulgated thereunder with the United States Department of Education (FERPA), Office of the Review Board, Washington, D. C. 20202.

Student Right-To-Know Act

Section 103 of the Student Right-to-Know and Campus Security Act of 1990 as amended by the Higher Education Technical Amendments of 1991 requires public disclosure of relevant graduation rate information for students enrolled in colleges and universities receiving federal financial assistance. Southern West Virginia Community and Technical College makes available to currently enrolled as well as prospective students the graduation rate for the most recent cohort of entering students that have had an opportunity to complete or graduate from their respective programs in the specified completion period. This information is available in the Student Records Office at each campus, from the Registrar, or the Career Development Office.

Inclement Weather and Emergency Situation Policy

It is the intent of Southern to close facilities or cancel classes only in extreme emergency situations. Closure may be for the entire institution, one or more campus locations, or a single facility. When these situations occur, students, employees, and the general public are encouraged to call Southern’s weather line or listen/watch news media in the county at which their classes/events/meetings are held for cancellation information. In the event that an off-campus instructional facility (i.e. high school, vocational school, etc.) is closed, Southern’s classes in that facility will not be held. When classes are canceled, faculty members are required to make up lost instructional time.

The weather line numbers are:

- Boone/Lincoln** 304.369.2952 x. 450
- Logan** 304.792.7098 x. 450
- Williamson** 304.235.6046 x. 450
- Wyoming/McDowell** 304.294.8346

Cancellation or closures may affect only one building, campus, facility, off-campus facility, or the entire institution. The following news media will be contacted to announce information on closures or cancellations in affected areas:

- Boone/Lincoln Counties:** WZAC 1450(AM) 92.5 (FM)
WVAF 99.9 (FM)
WQBE 950 (AM) 97.5 (FM)
KICKS 96.1 (FM)
WVFN 88.5 (FM) Public Radio
- Logan County:** WVOW 1230(AM) 101.9 (FM)
- Mingo County:** WVKM 106.7 (FM)
WBTH 1400 (AM)
WXCC 96.5 (FM)
- Wayne County:** WFGH 90.7 (FM)
- Wyoming/McDowell Counties:** WPMW 92.7 (FM)
WJLS 560 (AM) 99.5 (FM)
WHIS 1440 (AM)
WHAJ 104 (FM)
WWYO 970 (AM)
WELC 1150 (AM) 102.9 (FM)
WCIR 103.7 (FM)
- Pike County, KY** WKLW 94.7 (FM)
WSIP 98.9 (FM)
WDHR 93.1 (FM)
WPKE 103.1 (FM) 1240 (AM)

Television Stations:

- WCHS-TV (CH.8-ABC)
- WOWK-TV (CH.13-CBS)
- WSAZ-TV (CH.3-NBC)
- WVVA-TV (CH.6-NBC)

Catalog Adherence Policy

A student entering Southern West Virginia Community and Technical College shall follow the provisions of the catalog in effect at the time of initial enrollment. A later catalog may be followed with the written permission of the student’s advisor and notification to the Registrar’s office.

Any student who interrupts his/her enrollment for more than one year or who fails to meet the graduation requirements within a five-year period for the associate degree or a three-year period for a certificate program from the date of initial enrollment will be subject to the provisions of the current catalog. If a student completes less than six semester hours during any one academic year--one fall semester to the next--he/she becomes subject to the provisions of the current catalog.

This policy does not imply that the College will necessarily continue to offer all courses needed to complete all programs for which students have enrolled. If a substitution course is needed, a suitable course must be recommended by the advisor and have the approval of the appropriate Division Chair and the Executive Vice President/Chief Academic Officer prior to the student enrolling for the course.

ADMISSIONS PROCEDURES

Southern West Virginia Community and Technical College is an open-door admissions institution. This policy is based upon the recognized mission of the College. Based upon this mission the following policies and practices are maintained.

General Admission

Southern West Virginia Community and Technical College admits, as regular students, those individuals with a high school diploma or GED. Southern admits as "conditional students" other persons who believe they can benefit from a college education. (Note: "conditional students" will be evaluated individually by the Registrar and informed of the information required for admission to Southern.) All applicants who have graduated from high school or completed GED requirements within the last five years and registering in a certificate or associate degree program must submit a high school transcript or GED score report. The high school transcript or GED Report must be submitted prior to the end of the first semester of attendance. Admission to Southern does not imply eligibility for, nor admission to, any specific program for which more stringent entrance requirements are established.

Classification of Students

- **Re-Entry Students** - A student who interrupts his/her studies by failing to register and attend classes during a fall or spring semester is required to re-submit transcripts if he/she has earned additional credits at another institution.
- **Non-degree Seeking Students** - Students who wish to take credit courses for personal enrichment, job improvement, or some reason other than seeking a degree or certificate are permitted to enroll as special students. These students must submit a completed application form and official academic transcripts from any college attended.

A student who wishes to change status from non-degree to a degree or certificate program, must complete the necessary forms in the Records Office to change his/her admission status. The student must then complete the degree-seeking admission requirements.

- **Transfer Students** - Students may transfer to Southern from other accredited post-secondary institutions. The transfer student must submit a completed application for admission and present an official transcript of all previous college work to the Records Office. An evaluation will be made of each transcript and the student will be notified by the Registrar of those courses transferable. **Students who transfer must complete fifteen of the last twenty-three hours of the associate degree program at Southern. For those completing a certificate program, a minimum of one-third of the total hours required in the certificate program must be completed at Southern.** A student who fails to acknowledge attendance at any college or university in which he/she has been registered may be subject to immediate dismissal.
- **Transient Students** - Students who are officially enrolled at other post-secondary institutions may enroll for courses at Southern West Virginia Community and Technical College provided they submit forms completed by their home college stating the courses to be taken and that the students are in good standing. To be admitted to Southern, they should meet the same requirements as transfer students with the exception of filing a transcript. The completed transient student form must be submitted to the Records Office. If the student is receiving financial aid he/she must have a consortium agreement signed by both the home institution and Southern West Virginia Community and Technical College's financial aid office.
- **Early Entry High School Students** - High school students with junior or senior standing may enroll in courses at Southern provided they meet course prerequisites and the following requirements:
 1. Completion of a consent form signed by the high school principal or counselor and parent.
 2. The student must have a 3.0 (B) grade point average. (Students may enroll in non-college level courses with less than a 3.0 grade point average.)
 3. Juniors may take classes totaling no more than 4 credit hours per semester.
 4. High school students may enroll for no more than 7 credit hours per semester unless otherwise approved by the Executive Vice President/Chief Academic Officer or his/her designee.
 5. Early entry students must meet prerequisites before registering for courses.

Dual Credit

In cooperation with a local school system, high school students who qualify for college admission may be offered undergraduate college courses. At the discretion of the high school, the course may be offered for high school credit, i.e., the student will be awarded high school credit as well as college credit for successful completion of the college course.

Conditional Admission

Other persons 18 years of age or older may be admitted on a conditional basis but shall be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

Conditional admission may be granted in instances where institutional officials have determined that the student has the potential to successfully complete college-level work. Such student must complete all needed transitional courses and pass the GED before being admitted as a regular degree-seeking student. A maximum of 12 semester hours may be taken as a conditionally

admitted student. Conditionally admitted students are not eligible to receive financial aid.

International Students

Under new Immigration and Naturalization Services rules, Southern is not an institution certified to receive international students.

Residency Determination

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or non-resident for admission, tuition, and fee purposes by the institutional officer designated by the President of the College. The decision shall be based upon information furnished by the student and all other relevant information. The Registrar is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student. By interstate agreement, residents of Martin and Pike County, Kentucky may enroll at Southern West Virginia Community College and Technical College as resident students by providing appropriate documentation of established domicile within one of the designated counties.

If there is a question as to residence, the matter must be brought to the attention of the Registrar and decided upon prior to registration. False or misleading statements concerning residence shall be subject to disciplinary action and the person involved will be charged the non-resident fees for each session previously attended.

Domicile within the State means adoption of the State as a fixed permanent home and involves personal presence within the State with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the State prior to the date of registration, provided that such twelve months residency is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence, prior to the date of registration, must be supported by proof of positive and unequivocal action, such as, but not limited to, purchasing a West Virginia home, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercising of such rights, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and full-time employment within the State.

Minors are defined by the West Virginia Code (2-2-10) as persons under eighteen years of age. The residence of a minor shall follow that of the parents at all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother, if the father is deceased, is the residence of the unmarried or emancipated minor. If the father and the mother have separate places of residence, the minor takes the residence of the parent with whom he or she lives or to whom he or she has been assigned by court order. The parents of a minor will be considered residents of West Virginia if their domicile is within the State.

An emancipated minor may be considered as an adult in determining residence, provided satisfactory evidence is presented that neither of his/her parents, if living, contribute to his/her support nor claim him/her as a dependent for federal or state income tax purposes.

In the event that the fact of emancipation is established, the emancipated minor assumes all of the responsibilities of an adult to

establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

A student eighteen years of age or over may be classified as a resident if (1) the parents were domiciled in the State at the time the student reached majority and such student has not acquired a domicile in another state, or (2) as an adult the student has established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that the student must not be in the State primarily to attend an educational institution and must be in the State for purposes other than to attempt to qualify for resident status.

A non-resident student, who reaches the age of eighteen while a student in any West Virginia educational institution, by virtue of such fact alone, does not attain residence in this State for admission or tuition and fee payment purpose.

An adult student who has been classified as an out-of-state resident and who seeks resident status in West Virginia must assume the burden of proving conclusively that he/she has established domicile in West Virginia with the intention of making his/her permanent home in the State. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements but also by his or her actions.

The residence of a married person is determined by the same rules of domicile which would apply if he or she were not married.

An individual who is on active military service or an employee of the federal government may be classified as a resident for the purpose of payment of tuition and fees and provided that he/she established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time in federal service claimed or established a domicile in another state.

An alien in the United States on a resident visa who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia may be eligible for resident classification, provided he or she is in the State for any purpose other than to attempt to qualify for residency status as a student.

A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 2 regarding proof of domicile and intent to remain permanently in West Virginia.

The decision of the designated institutional officer charged with the determination of residency classification may be appealed to the Institutional Committee on Residency Appeals. The decision of the Institutional Committee on Residency Appeals may also be appealed to the President. The decision of the President is final.

Immunization Policy

Students of the state system of higher education under the jurisdiction of the Governing Board who were born on or after January 1, 1957, are required to provide proof of immunity to measles and rubella. This immunity requirement applies to all undergraduates who are enrolling for the first-time and are classified as full-time students.

Acceptable proof of compliance will be a document completed

and signed by a licensed physician or health care professional. The document must include the month, day, and year the immunization was given.

In lieu of an immunization record signed by a physician, this requirement is satisfied if the College received an official copy of the permanent health record with report of immunization transmitted to it from a high school located in West Virginia.

Compliance with Military Selective Service Act

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U. S. Code, Appendix §451, et seq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship, or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act. Selective Service Act registration information should be available at all U. S. Postal Service facilities and may be available at some high schools. The Selective Service System also provides information through a web site at <http://www.sss.gov>

Admissions Requirements for Allied Health Associate Degree Programs

Students applying for admission to Allied Health programs with specific entrance requirements are required to comply with the general admission requirements as well as those of the specific program they wish to enter. Applications for the following year will be available the first day of general registration for the fall semester. The last day an application will be accepted is Friday of general registration for the spring semester. All applications must be received in the Allied Health office by 4:30 p.m.

Dental Hygiene, Medical Laboratory Technology, Nursing, Paramedic Science, Radiologic Technology, and Surgical Technology

Pre-Admission Requirements

1. Meet general admission requirements to Southern West Virginia Community and Technical College.
2. Submit application to the Division of Allied Health by the application deadline.
3. **MUST** successfully pass the Pre-RN/Pre-Allied Health Entrance Examination. Students may take the exam one time per year. Cost of the exam is the responsibility of the student. Students must indicate the date and time to take the exam on the nursing application. Nursing and Radiologic Technology require a composite score of 100. Other associate degree programs do not require a minimum score but do prefer scores 95 and above. See selection process below.
4. Students **must** meet the technical standards and essential skills required for any Allied Health program and/or clinical setting. Reasonable accommodations(s) which do not fundamentally alter the nature/scope of the program and do not compromise client safety and care will be made on an individual basis to qualified students with disabilities. For a list of technical standards and skills, please contact the Division of Allied Health.
5. **MUST** be eligible to enter college-level English and math courses by application deadline. Per college policy students may not enroll in a mathematics or English course which is designed to be applied toward a certificate or associate degree unless the minimum score prescribed is carried on at least one of the following tests:

English

Enhanced ACT - a score of 18 or above on the English section.

ACCUPLACER - a score of 88 or above on the Sentence Skills test.

Reading

Enhanced ACT - a score of 17 or above on the Reading section.

ACCUPLACER - a score of 79 or above on the Reading Comprehension test.

Mathematics

Enhanced ACT - a score of 19 or above on the Mathematics section.

ACCUPLACER - a score of 85 or above on the Arithmetic test and a score of 84 or above on the Elementary Algebra test.

6. ALL above criteria must be COMPLETED BY THE APPLICATION DEADLINE, except for Pre-RN/Pre-Allied Health Entrance Examination.
7. Submit the following to the office of student records before the application deadline:
 - a. completed application to college
 - b. high school or GED transcripts
 - c. official transcripts from ALL colleges or universities attended, other than Southern
 - d. copy of ACT and ASSET/ACCUPLACER scores.
1. LPN's may challenge AH 120, NU 100, NU 104, and NU 107 at the discretion of the nursing coordinator upon admission to the nursing program. Cost of challenge exams is the responsibility of the LPN-RN student.
2. After the application deadline, the Allied Health Department may extend the deadline for programs if deemed appropriate by faculty, coordinators, and the Administrative Vice President/Dean of Allied Health.

Selection for Admission

Selection is COMPETITIVE and may include, but is not limited to, points given for the following:

1. ACT composite score of 21 or better.
2. College GPA of 2.0 or better for EN101, EN102, BS124, and BS125.
3. Points for licensure/certification/education in allied health field or other degrees at the discretion of the Allied Health Department.
4. Total composite score on the Pre-RN/Pre-Allied Health Entrance Examination.

Admission

AT THE DISCRETION OF THE PROGRAM COORDINATOR AND ADMINISTRATIVE VICE PRESIDENT/DEAN OF ALLIED HEALTH, STUDENTS WHO ARE SELECTED AND ENTER AN ALLIED HEALTH ASSOCIATE DEGREE PROGRAM IN ONE YEAR ARE NOT ELIGIBLE TO APPLY AND WILL NOT BE CONSIDERED FOR SELECTION TO ANY OTHER ALLIED HEALTH PROGRAM (CERTIFICATE OR ASSOCIATE DEGREE) THE FOLLOWING YEAR.

Students who fail or do not progress in an Allied Health Program may be denied admission to the same or another Allied Health Program. Admission is at the discretion of the Allied Health faculty, program coordinator, and Administrative Vice President/Dean of Allied Health.

Admission is limited due to accreditation and approval requirements on teacher/student ratio and availability of clinical learning facilities.

Associate Degree Allied Health students are admitted each fall semester. Once admitted, the nursing program must be completed

within four years.

Students may transfer from other colleges and universities. Transfer students must meet all admission requirements as entering students. Transfer is based upon courses the student has taken, present GPA, and size of class already admitted. Transfer students are admitted upon an individual basis. Final determination is the responsibility of the program coordinator and the Administrative Vice President/Dean of Allied Health.

ALL ACT, ASSET, or ACCUPLACER scores, and credit hours and grades for courses taken in the program curriculum MUST be available in the COMPUTER RECORDS SYSTEM by the application deadline for consideration for selection for admission.

Allied Health specific program courses may not be taken prior to admission to the program. Required support courses may be taken in advance. However, this DOES NOT guarantee admission to any programs.

Once admitted to the program, all courses must be taken by the semester and year indicated in the curriculum sequence with a grade of "C" or better in each course.

Individuals convicted of a felony or misdemeanor (other than a parking ticket) may be denied admission to the Allied Health Associate Degree Programs upon review by the faculty, coordinators, and Administrative Vice President/Dean of Allied Health. If admitted to the program, a student may not be permitted to enter clinical facilities at the discretion of the facility. If the student could not participate in clinical experiences, he/she would be dismissed from the program. The student who has been convicted of a felony or misdemeanor MUST provide documentation of all court records and a letter explaining the occurrence(s) to the Administrative Vice President/Dean of Allied Health with the application to the program.

Individuals convicted of a felony or misdemeanor may or may not be allowed to take the licensing examination for Dental Hygiene, Medical Laboratory Technology, Nursing, Radiologic Technology, or Paramedic Science, or the certification exam for Surgical Technology.

Students admitted to the Nursing program must abide by Section 30-7-11 of the West Virginia Code and Legislative Rules for Registered Professional Nurses. Failure to abide by these rules may result in suspension or dismissal from the Nursing program.

Nursing students must abide by Section 19-1-12, Subsection 12.4, of the West Virginia Code and Legislative Rules for Registered Professional Nurses which states:

"Students shall adhere to the standards for professional conduct as stated in 19CSR10, Standards for Professional Nursing Practice, and are subject to disciplinary action by the board as stated in 19CSR9, Disciplinary Action."

Once admitted to an Allied Health program, it is the responsibility of the student to read and adhere to all policies and procedures in the Southern West Virginia Community and Technical College Catalog-Handbook and the appropriate program Student Handbook. Accepted students will be given a handbook of policies and procedures to guide them through the program. The handbook is subject to change according to Southern West Virginia Community and Technical College's Catalog Policy Section 2(2.1.3) and Section 4(4.1) under Academic Rights and Responsibilities of Students.

Physical Exam

If a student is selected, admission to any of the Allied Health Degree Programs is contingent upon a completed physical exam

stating the student is physically and mentally able to function as an allied health professional in a clinical setting. A list of physical and emotional abilities is available on every campus and by contacting the Nursing Office on the Logan Campus at 304.792.7098, ext. 249.

Licensure

Graduates of the Associate Degree Dental Hygiene, Medical Laboratory Technology, Nursing, Radiologic Technology, Paramedic Science, and Surgical Technology programs may apply to take the appropriate national certification/licensure exam provided all eligibility requirements of the licensing/certification agencies are met.

Students must also become licensed by the state in which they intend to practice if applicable to their career (example: nursing).

Travel and Schedules

Clinical experiences are held at a variety of health care agencies. Day, evening, night, or weekend clinicals may be required of the student.

Travel is required in each program. Travel may include all parts of West Virginia and neighboring states. Students are totally responsible for transportation to and from the College and health care agencies utilized for classroom and clinical experiences.

For further information or an application, call or write:

Division of Allied Health
Southern West Virginia Community
and Technical College
P. O. Box 2900
Mt. Gay, WV 25637

PHONE: 304.792.7098, ext. 230 or ext. 249

DENTAL HYGIENE: ext. 259

MLT : ext. 243

NURSING: ext. 278

RAD TECH: ext. 267

PARAMEDIC SCIENCE: ext. 117

SURGICAL TECHNOLOGY: ext. 113

REGISTRATION, ASSESSMENT AND ADVISING

Registration

The registration process at Southern West Virginia Community and Technical College assures that students receive the best possible assistance in selecting and enrolling in classes that match their educational goals and abilities. Students are not permitted to attend class unless they have registered and paid tuition. In order to receive grades for the semester, tuition must be paid in full. If a student incurs an obligation to the institution no further registration is permitted and an official transcript or other records will not be released until this obligation is met. Registration dates and procedures are included in the schedule of classes available each semester. Students should consult this schedule for current registration information and procedures.

Entrance Assessment

In an effort to provide more effective educational services for students and faculty, Southern West Virginia Community and Technical College's assessment program helps identify the student's academic strengths and weaknesses. Accurate assessment is essential to the process of appropriate course placement for entering students. Entrance assessment provides information to assist in assessing present level of competencies, placing students in appropriate courses and developing instructional programs to meet the needs of entering students.

Students may not enroll in a mathematics course or English course which is designed to be applied toward a certificate or associate degree unless the minimum score prescribed is earned on at least one of the following tests:

English

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

Reading

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

Mathematics

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

Students not meeting the standards described above must successfully complete a program or programs in transitional (pre-college-level) mathematics, algebra, reading and/or English prior to enrolling in college-level courses designed to be applied toward a certificate or degree program.

Assessment Expectations for Students

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 the basic skills, the general education core curriculum, or the academic major. As part of the academic calendar, "testing days" will be established during which students will be required to participate in these assessment activities. Participation is an expectation of students as a condition of their continuation in the academic program of study and as a prerequisite to graduation. Assessment activities include entrance assessment for course placement, mid-point assessment to determine academic progress, exit assessment prior to program completion and graduation. Other forms of assessment strategies (i.e.- simulations, licensure exams, etc.) may also be used. Failure to participate in scheduled assessment activities may result in limitations on continued enrollment, forwarding of official transcripts, and/or program completion and graduation.

College Orientation

Student orientation programs are conducted to help new students learn more about Southern West Virginia Community and Technical College. Student Services staff, faculty and administrators inform incoming students of academic policies and procedures, student services available and various other topics of importance to the success of the student.

Advising

Students pursuing an associate degree or certificate program are assigned an academic advisor. Students are required to meet with advisors when registering for classes. Advising is an on-going process of clarification and evaluation. Students should meet with their advisor:

1. Prior to any change in class schedule such as dropping a class.
2. Prior to any change in major.
3. During advisement, preregistration and registration periods.

4. Following any report of unsatisfactory progress.
5. When graduation is imminent.
6. When experiencing academic difficulties.
7. Prior to withdrawal from the College.

Advisors also discuss with students topics which help them identify their educational goals and in selection of appropriate classes.

TUITION, FEES, AND REFUNDS

Tuition Policy

All tuition and fees are due at the time of registration. Students who participate in preregistration periods will be notified of due dates for payment of tuition. Those receiving financial aid must see the Financial Aid Counselor prior to registering for classes. The Financial Aid Counselor must complete and the student must sign a deferment form for payment of tuition and fees for those receiving financial aid. If tuition is to be paid by an agency, employer or other third party, the student must present a letter of authorization guaranteeing payment from that agency, employer or organization to the cashier.

The College also provides a payment plan for eligible students. Contact the counselor or the Business Office for complete information on this payment plan.

The current tuition and fees per credit hour may be found in the schedule of classes each semester. However, tuition and fees are subject to change at any time. Southern West Virginia Community and Technical College reserves the right to withhold all further services and registration for those who have an unpaid financial obligation. Grades and/or transcripts may be withheld until all financial obligations are cleared.

Refund Eligibility

To be eligible for a refund, a student must completely withdraw from the institution by completing an official withdrawal form, having it signed and dated by the instructor for each class and presenting it to the Student Records Office. Official withdrawal for a student shall become effective on the date that written notification of intent to withdraw is received by the Student Records Office. Refunds for first-time enrollees shall be calculated based on the refund period in which the student last attended class. College withdrawal forms must be presented in person by the student or authorized representative. The withdrawal process is not complete until the student or authorized representative presents the completed withdrawal form signed by the instructor(s) and the Student Records Office personnel to the campus business office.

The Governing Board has identified those eligible to receive refunds of tuition and fees as those students who withdraw from all courses for which they had registered, leaving the student with zero hours attempted for that semester or term. Students who withdraw from course(s), but who have at least one credit hour class remaining, shall be ineligible to receive a refund.

The policy herein stated shall not apply to courses canceled by the institution nor to withdrawals processed prior to the first day of regularly scheduled classes for any semester or term.

Refund Schedule

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

Returning Students:

Fall and Spring Semester

- | | | |
|-----|-------|----------------------------------|
| 90% | | First and second week of classes |
| 70% | | Third and fourth week of classes |
| 50% | | Fifth and sixth week of classes |

Summer Term and Non-Traditional Periods

- | | | |
|-----|-------|---------------------------------|
| 90% | | First and second day of classes |
| 70% | | Third and fourth day of classes |
| 50% | | Fifth and sixth day of classes |

First-time Students

Fall and Spring Semester

- | | | |
|-----|-------|------------------------------------|
| 90% | | First and second week of classes |
| 80% | | Third week of classes |
| 70% | | Fourth and fifth week of classes |
| 60% | | Sixth week of classes |
| 50% | | Seventh and eighth week of classes |
| 40% | | Ninth week of classes |

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. Refund checks are normally mailed within fifteen days of the official withdrawal date.

Exceptions to this policy resulting from extenuating circumstances must be approved by the Vice President for Student Services or his/her designee before a refund may be processed.

The decision of the Vice President for Student Services may be appealed through the appropriate appeal process.

FINANCIAL AID INFORMATION

Financial Aid consists of scholarships, grants, loans, and employment opportunities to help students finance a postsecondary education. Students may apply for these various types of financial aid by contacting Southern's financial aid office. Undergraduate students must complete their program in a period of time no longer than 150% of the school's published program length.

Federal Pell Grant

The Federal Pell Grant program provides the "foundation" of financial aid to which other grants, loans or assistance may be added. If the student qualifies for a Federal Pell Grant, he/she may receive between \$400 and \$3000 annually (award amounts are subject to change), depending on family income, costs of education, and enrollment status. Those applying for Federal Pell Grant must complete a Free Application for Federal Student Aid (FAFSA) or renewal application. Students must reapply for a Federal Pell Grant every year.

Federal Supplemental Educational Opportunity Grant (SEOG)

Federal Supplemental Educational Opportunity Grant (SEOG) awards range from \$100 to \$800 per year and are awarded only to those students who have extreme financial need. Since funds are limited, priority is given to those students who apply early.

West Virginia Higher Education Grant (WVHEG)

This 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) and by authorizing release of the information to the state. FAFSA forms received by the Federal Student Aid programs by March 1 are given priority consideration. Full-time attendance is required and a cumulative grade point average of 2.0 is required of all filers who have completed less than 31 hours and a cumulative grade point average of 2.25 must be attained once the number of completed hours reaches 31.

Southern Scholarship

Southern West Virginia Community and Technical College offers an academic scholarship program. Approximately 100 scholarships are awarded to applicants with a 3.25 or better grade point average (GPA).

A scholarship is presented annually to a graduating senior from each high school within Southern's district. Renewals are based on the applicant's maintaining a 3.25 GPA and filing a renewal application by the established deadline (generally April 15).

Federal Work Study

The Federal Work Study Program (FWSP) is self-help assistance earned on a wage-per-hour basis through assigned part-time employment at on-campus or off-campus locations. An effort is made to provide each FWSP recipient with a work experience that will complement his or her skills and/or academic objective. The hourly rate is at least the federal minimum wage and students are paid twice monthly according to hours worked. To be eligible for work study a student must have financial need and be enrolled with a minimum of six credit hours.

Private Scholarships

Private citizens and groups have established scholarships to help students who possess specific skills to meet their educational needs. A student may obtain information concerning available scholarships from the College financial aid office. Available scholarship listing may be obtained by contacting the Foundation liaison at 304.792.7160, ext. 129.

Federal Perkins Loans

The Federal Perkins Loan Program makes it possible for students with exceptional need to obtain low-interest, long-term deferred loans to assist in pursuing their education. Eligible Southern students can borrow from \$200 to \$1000 annually. See the financial aid counselor for more information.

Federal Family Education Loan Program (FFELP)

The Federal Family Education Loan Program (FFELP) is a set of guaranteed 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 Federal Family Education Loan Program is private capital from banks, savings and loan associations, credit unions and other lending institutions.

The FFELP is administered by guaranty agencies which, with the backing of the federal government, insure lenders against loss should a borrower default on the loan. If a student is interested in borrowing a Federal Stafford Loan (subsidized or unsubsidized) or a Federal PLUS Loan, you must meet with your Financial Aid Counselor at Southern to attend a Loan Entrance Interview and sign your loan promissory note. Please contact your financial aid office for more details about this process. You may borrow up to the maximum amount for which you are eligible, depending on your year in school and the loan limits established for the Federal Family Education Loan Program as follows: \$2625 for the first year of undergraduate study and \$3500 for the second year of undergraduate study.

The maximum amount may be awarded to you as a combination of subsidized and unsubsidized Federal Stafford Loan. You must pay the interest on the portion that is unsubsidized while in school and during any grace or in-school deferment periods, unless you elect to have the interest added to the principal (capitalization). Having the interest capitalized will mean much larger payments when you begin repayment.

Independent students (or dependent students whose parents are unable to borrow a Federal PLUS Loan) may borrow additional amounts under the unsubsidized Stafford Loan Program, as follows:

\$4000 per year for the first and second years of undergraduate study.

Federal Stafford Loans have an origination fee of four (4) percent that will be deducted from the loan amount. The interest rate is variable for all FFELP loans. The interest rate is dependent upon the 91-day Treasury Bill, plus 3.1 percent, with a cap of 8.25 percent. The fee is subject to change.

Loan principal and interest payments do not begin until six months after the student graduates or ceases to be enrolled at least half-time, and repayment must be completed no later than 10 years from that date (excluding periods of deferment and forbearance).

The Federal PLUS program allows parents of dependent undergraduates to borrow federal loan money to help pay the cost of their son' or daughter's college expenses. Eligible parents may borrow amounts not to exceed the difference between the student's cost of attendance and all other financial aid he or she will receive.

The Federal PLUS Loan interest rate is variable, based on the 52-week Treasury Bill, plus 3.1 percent, with a cap of 9 percent. The repayment period for PLUS Loans begins on the day the loan is disbursed and ends no later than 10 years after repayment begins.

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

Eligibility

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

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

Application Process

The FAFSA is the principal application document, and the information that the student provides on this form serves as the basis for determining eligibility for the federal student aid programs.

Follow these steps to complete the Financial Aid Application Process:

1. be admitted to the College
2. obtain a copy of the federal publication "The Student Guide" which explains in detail financial aid available from the U.S. Department of Education; obtain the Free Application for Federal Student Aid (FAFSA) which must be filed to be eligible for Title IV aid

3. mail the FAFSA to the application processor provided in the application form
4. file an institutional application for financial aid available from the financial aid office
5. Students may also complete the financial aid application on the Internet at <http://www.fafsa.ed.gov>
6. contact the financial aid office if any questions arise.

Application forms (FAFSA's) are usually sent to high school guidance offices and college financial aid offices in December. Students may obtain forms from these institutions after the Christmas break.

Timeline for Applying

For best results, students should apply for financial aid early. For campus based aid programs and other programs with limited money available, students should apply by April 15 for full consideration. Those with greatest need are considered first. As funds become available, late applicants are considered ranked by need.

Because it takes a minimum of six weeks for agencies to process applications, you should submit applications for Fall semester no later than July 1 and for Spring semester prior to December 1. If verification requirements are necessary, tax forms are needed and verification worksheet must be completed which may extend the period of time required for processing.

Notification

After a financial aid advisor determines that you are eligible for financial aid these steps are followed:

1. When the financial aid counselor reviews applications, the student is notified of
 - a. an offer of award
 - b. verification requirements (verification documents must be submitted within 30 days)
2. an award letter is mailed for the applicant's signature
3. the student reviews, accepts, and/or declines offer
4. the student signs, dates and returns a copy within ten days of notification
5. students who apply for loans should contact the financial aid office
6. students are notified of payment procedures.

Satisfactory Academic Progress

Generally to remain eligible for financial aid, a student must meet satisfactory academic standards. Full time students must register for a minimum of 12 credit hours and complete at least 65 percent of the attempted credit hours each semester. The Department of Education has a satisfactory academic progress policy which states that an undergraduate student must complete his or her program in a period of time no longer than 150% of the school's published program length.

In addition to the above, Southern's institutional policy requires that a student maintain a minimum grade point average of 2.0 in all coursework. See the financial aid office for specific requirements.

Liability for Repayment of Award

A student receiving financial aid who earns no credits during a semester and who does not officially withdraw from the College may be billed for all of the aid disbursed for that semester.

A student receiving financial aid who officially withdraws from the College may be billed for a portion of the aid received. The amount of repayment will vary based upon the amount of aid received and date of withdrawal.

A student should be aware that changes in enrollment status may affect his or her eligibility to receive assistance in future semesters. Any student who is considering withdrawal from classes or a reduction in his or her course load is encouraged beforehand to seek financial aid counseling as well as academic advising.

SPECIAL SERVICES, PROGRAMS, AND FACILITIES

Following is an alphabetical listing of services, activities, programs, and facilities which serve students at Southern West Virginia Community and Technical College.

Bookstore

Textbooks for all courses at Southern West Virginia Community and Technical College may be purchased in the bookstores located at each College location. Art and classroom supplies are also available, as well as novelty items and dry goods. Students may request a special order by contacting bookstore personnel. Regular hours of operation are posted. Bookstores are located near the Student Union in Logan and Williamson, in the secretary's office at the Boone Campus, and in the Bookstore/Business Office at the Wyoming Campus.

Textbook purchases will be fully refunded within 21 working days from the start of classes or within 2 days if purchased thereafter. During summer school, refunds will be given the first 7 days from the start of class. Within these time periods, new textbooks are fully refundable when returned in the same condition as purchased. *The bookstore encourages all students to attend the first class before purchasing textbooks.*

Textbooks will **not** be accepted for refund if they are soiled, written in or marked in any way, have the shrink wrap removed, or the computer disk opened.

Any book purchased during the last week of classes or during exam week is not fully refundable, but may be sold back at the end of the term during buyback period.

Career Planning and Placement Services

Current students and alumni are encouraged to take advantage of the services and resources offered by the Career Planning and Placement Office.

Students undecided about career objectives may utilize Career Planning and Placement Services' resources for further exploration. Interest inventories and computer based Choices CT and Career Scope are available in addition to individualized career counseling. Graduating students who desire assistance with job placement may also find the services of the Career Planning and Placement Office helpful. Students may receive help with individual job search plans, self-inventory of skills, interests, and abilities, resume writing, interviewing, and credential file preparation.

Workshops covering job search skills are also conducted on campus each semester. Students registered with the Career Planning and Placement Office will be notified when employers are looking

for qualified students to fill full-time, part-time, temporary, and seasonal positions as well as when representatives from business and industry are on campus to discuss employment opportunities.

Students may also learn of available job opportunities through Internet exploration and participation in job fairs, which are scheduled during the spring semester. Workshop and job fair information as well as advertised job openings are posted on each campus.

For additional information on Career Planning and Placement, call 304.792.7098 ext. 225.

Community Services

In an attempt to serve the entire College community, many College services are available to the general public as well as to students and employees. The College library is open evenings, Monday through Thursday, free to the public; special events, such as seminars and conferences, are scheduled throughout the year; meeting rooms may be rented at nominal rates by community groups; and College dramas are performed in the Savas-Kostas Performing Arts Center, utilizing the talent of College students, employees, and community residents.

Transitional Studies/Pre College Courses

The College provides transitional courses in Reading/Study Skills, Beginning Composition, Basic Mathematics, and Introductory Algebra (EN 090, EN 099, MT 090, and MT 099). Our transitional studies program is designed to cause the individual student to take ownership and responsibility for his/her progress and completion, while at the same time putting the resources of the College behind the student's efforts. The courses are traditional lecture courses with a computer lab component. Open lab times and locations will be provided so that students can do additional work with computer-assisted tutorials for skills reinforcement.

Students normally must complete all transitional courses within the first two semesters of enrollment and may not take any required transitional course more than two times. Successful completion of transitional courses is vital to successful performance, and is, in fact, a prerequisite for many college-level courses.

Transitional studies courses in the less than 100 level series are not counted toward meeting graduation requirements and are not used in the calculation of the graduation grade point average.

Counseling Services

The Counselors at all College locations offer a wide variety of services to students in an atmosphere of mutual trust and confidentiality. Counselors are available to assist students who need help in dealing with personal difficulties, career decision-making, and educational planning.

Services available include personal, career, and educational counseling, orientations to academic programs, aptitude assessment, career planning, current information on career and educational opportunities, and special interest seminars and workshops.

Counseling services are free to all students. To see a counselor or for more information, stop by the Counselor's Office at any College location or dial 369-2952 (Boone Campus), 792-7098, ext. 263 (Logan Campus), 294-8346 (Wyoming Campus), or 235-6046, ext. 313 (Williamson Campus).

Disability Services

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Southern West Virginia Community and Technical College ensures that qualified individuals with disabilities are afforded equal opportunity to

participate in the academic programs and services. Reasonable modifications in policies, practices, and procedures are effected to assure equal access to individuals with disabilities.

Students who may have need of accommodation services should contact the Office of Disability Services as early as possible so that planning for their needs can occur in a timely manner. Students must provide appropriate documentation to the Office of Disability Services counselor who will then work with the student to determine potential accommodations and prepare the "Notification of Need for Accommodation" letters for the faculty.

Should a temporary disability occur during the semester, reasonable notice must be given for any special accommodations the Office of Disability Services is asked to provide.

Information provided to Disability Services is treated as confidential and is not released to anyone without the student's prior consent. For additional information, contact the Office of Disability Services at 304.792.7098, ext. 225. TTY 304.792.7054.

Food Services

The Snack Bars, located near the Student Union on the Logan and Williamson Campuses, provide a variety of short order food, breakfasts, lunches, fruits, and desserts. Other services such as catering, receptions and student activities are available upon request. For more information call 304.792.7098, ext. 208 (Logan) or 304.235.6046, ext. 307 (Williamson).

Library Services

Full-service libraries are currently operated on the Logan and Williamson Campuses. In Logan, the library is located near the Student Union, and in Williamson on the first floor. The campuses in Madison and Saulsville offer electronic access to Southern's library services as well as public libraries or facilities at nearby colleges. The Logan and Williamson campus libraries' hours are posted each semester.

The materials, equipment, and services offered are made available to both students and non-students, and anyone may check out titles after obtaining a library card. For Southern students, the student ID card serves as a library card. The College library often functions as the community library, because audio-visual equipment and resource materials are checked out to public school teachers, civic groups and individuals upon request.

To familiarize individuals with the facility, the librarians conduct orientations for elementary, secondary, and Southern West Virginia Community and Technical College students.

Each library's collection includes approximately 25,000 books, 200 periodical titles, microfilm reels and microfiche. Also, interlibrary loan services are provided.

The collections on the campuses not only include diverse literary and resource titles, but they also incorporate special collections and sections; among these are children's books, titles depicting Appalachian culture, a West Virginia collection, a section devoted to genealogy, and documents detailing local historical events.

Off-Campus Courses

Southern West Virginia Community and Technical College's off-campus teaching locations are designed to provide college courses to people in locations remote from the main campuses.

Each off-campus site has an identified coordinator. The coordinators have been selected because they have an interest in offering this service at their locations. For more information regarding off-campus courses, contact the campus serving your area.

Parking

Each vehicle parked at a College facility should be registered with the Campus Business Office. Students and employees who park on campus should register their vehicle with the Business Office to insure proper use of the College's parking areas and for use in contacting owners/drivers in emergency situations. Failure to register a vehicle or to adhere to parking regulations may result in penalties.

Southern West Virginia Community College Foundation

The Southern West Virginia Community College Foundation, Inc., a tax-exempt organization, was organized in 1971 by civic and business leaders to accept, invest, and disperse funds for college students when the need occurs and for special meritorious projects with monies being used for loans, grants, scholarships, and programs or special projects. The Foundation's membership is comprised of thirty members, nine of whom serve as a Board of Directors. The board consists of members from each of the College's geographical areas, and one member is assigned the responsibility for fund-raising in his/her county of residence. The Foundation's institutional liaison may be reached at 304.792.7160, ext. 129.

Student Support Services

The Student Support Services (Title IV) unit provides personalized assistance to increase the retention and graduation rates of an enrolled group of students meeting specific eligibility requirements. These services include assistance in career guidance, personal counseling, tutoring and help in completing the financial aid application process. All first generation, low income or disabled students are encouraged to contact the Student Support Services staff for additional information concerning these services and eligibility requirements. The Director's office is located at Williamson Campus with the phone number 304.235.6046, ext. 311.

Tutoring Services

Tutorial services sponsored by the campus Student Government Association are available through the Counselor's Office on the Logan and Williamson Campuses by appointment. Tutors are available to assist students in many subject areas, and volunteers are being sought to provide an even broader base. Students who need tutoring and students wishing to volunteer as tutors should contact the campus counselor's office.

Veteran's Assistance

Through the Records Offices, veterans seeking educational benefits are furnished with appropriate forms and given instructions regarding the procedures required to enroll. The forms are then certified by an appropriate College official and copies forwarded to the appropriate Veterans' Administration Office. Benefits are calculated based upon the number of credit hours attempted in the veteran's academic program; the courses attempted are closely scrutinized to insure that all classes are required in the degree program in which the veteran is enrolled. For more information contact the Central Records Office at the District Office at 792-7160, ext. 121.

STUDENT PROGRAMS AND ACTIVITIES

Student Activities

The Student Activities Program is designed to supplement Southern's academic programs in providing meaningful, educational, cultural, and social experiences. The activities program may include: publications, dramatic activities, departmental clubs, various types of tournaments, dances, and entertainment of different types. All student activities of the College must be approved by the Student

Government Association.

Clubs and organizations may be developed with student leaders anytime during the school year; all clubs/organizations and their activities will have a College employee as advisor or sponsor.

The Student Activities Program is open to Southern students. In order to qualify for student status, a person must currently be registered for one or more academic course(s) at Southern West Virginia Community and Technical College. Students registered in academic courses pay a proportionate amount of student fees which support institutional student activities.

Student Government

Southern encourages an active Student Government Association (SGA) on all campuses. Officers include President, Vice President, Secretary, and Treasurer. Election of officers and representatives is discussed in the Student Government Constitution. Some of the activities of the SGA include dances, films, speakers, and sponsoring of various activities. The counselor at each campus serves as advisor to the respective SGA.

SGA meetings are held regularly and are open to the student body; however, voting privileges rest only with the elected SGA members. The SGA makes recommendations to the Campus and College concerning needs and concerns of students.

Advisory Council of Students

The Governing Board has established a Student Advisory Council. This council meets periodically throughout the academic year to provide student input to the Governing Board, staff, and Chancellor. State statute requires that the student not be appointed by the College, but must be selected by student vote.

Cultural Enrichment

The Student Government Association sponsors many activities that include cultural enrichment programs. Among these are guest speakers from West Virginia and neighboring states, folk singers, theater, art exhibits, repertory theater, college and university singing groups, film festivals, and community forums.

Students are invited to participate in the Tug Valley Arts Council and the Logan County Council for the Arts. Students needing information may contact the SGA Advisor.

Student Clubs/Organizations

The following procedures have been developed whereby a group of students may petition for the organization of a desired club on campus. This procedure will help insure club development that has the necessary student interest and support at Southern.

Obtain an application for formation, complete it with the following information: Name of organization, purpose of organization, types and classes of members, election and qualifications of officers and College advisor or sponsor.

A petition should be attached, signed by those students desiring recognition as an organization, as well as a copy of the constitution and/or bylaws established for the organization.

The petition is to be submitted to the Student Government Office. Following initial review, the petition will be referred to the SGA Advisor by the SGA with a recommendation for approval or non-approval. The SGA Advisor will review the application, petition and recommendation of the SGA. The SGA Advisor will make a recommendation for approval or non-approval of the application and forward all materials to the Vice President for Student Services. The VP for Student Services will review the application and associated materials and make a recommendation to

the President regarding approval or non-approval for recognition of the petitioning club/organization. The President will have final approval and will notify the club/organization of his/her decision in writing. Official applications for club formation may be obtained from the Counselor.

All activities of the club/organization must be approved. For activities involving the utilization of facilities both on and off campus, the officers for the club/organization must first contact the campus office responsible for building and grounds concerning all applicable agreements.

All financial obligations incurred by a club will become the sole responsibility of that particular organization. Southern West Virginia Community and Technical College will not assume responsibility for financial or other obligations of any club on campus. A club may have its own program of charging membership dues or other necessary fund-raising events to support the financial obligation of that particular club if such dues/membership fees were included in the information submitted with the initial application. The campus advisor/sponsor and the club president must co-sign all checks that expend funds from their organization. Also, they must assume responsibility for all financial obligations incurred by the club they represent.

Group activities that are approved by the membership and not sanctioned by the College relieves the College of any liabilities that may occur during the event. The College cannot assume financial or other responsibility for any vandalism that may be caused by a club/organization activity. This responsibility must be assumed by the club advisor, officers, and club membership.

Honor Societies

Chi Alpha Epsilon is a national honor society recognizing outstanding scholarship. Its purposes are to promote continued high academic standards, to foster increased communication among its members, and to honor academic excellence. Qualifying students must have completed one Transitional Studies course and maintained a cumulative 3.0 GPA as a full-time student for two consecutive semesters.

Lambda Nu is an honor society for the radiologic and imaging sciences covering diagnostic x-radiography, mammography, ultrasonography, computer tomography, magnetic resonance imaging, nuclear medicine, cardiovascular interventional technology, radiation therapy, dosimetry, quality management, bone densitometry, and education in the radiologic sciences.

The honor society was founded by Richard R. Carlton of the Imaging Sciences Department at Arkansas State University.

Student members of the honor society must be enrolled in a program in the imaging sciences and maintain a GPA of 3.0 or higher in the program. Students must be full-time and enrolled for at least one semester.

Southern's **Gamma Chapter** of the **Lambda Nu National Honor Society for Radiologic and Imaging Sciences** is the first such chapter in the state of West Virginia.

Phi Theta Kappa is a National Honor Fraternity for the community and junior colleges of America. It has its headquarters in Canton, Mississippi and since its inception in 1918 has been serving American institutions which offer associate degree programs.

The purpose of **Phi Theta Kappa** is to recognize and encourage scholarship among associate degree students. Full-time students with a grade point average of 3.00 or above are eligible to become members. **Phi Theta Kappa** provides a forum for intellectual climate and an opportunity for the development of leadership. It,

therefore, plans meetings and conferences towards this end. It also plans to send delegates every year to the annual convention. Membership in **Phi Theta Kappa** means membership in an exciting academic fellowship.

The **Student Nurses Association** is composed of students who have been formally accepted into the nursing curriculum. This organization is designed to promote professionalism and collaboration among nursing students. Membership in the National and State Student Nurses Association is encouraged.

Theater

Southern's theater department supports the performing arts throughout our service area. All college productions are open to members of the community, college personnel, as well as to Southern students. Starting in the spring of 2003 Southern will have a chapter of Delta Psi Omega, a National Honorary Theatre Fraternity. Membership in Delta Psi Omega is based on GPA and points accumulated through participation in college theater productions.

Student Identification Cards

Students enrolled at Southern West Virginia Community and Technical College must obtain an identification card for admission to student activities, to vote in student elections, to check out books from the library, and to participate in other college related programs. Identification cards may also be used for obtaining some student discounts sponsored by organizations or commercial agencies in the community.

In order for your card to remain valid, it must be revalidated at the time of registration each semester. If you lose your ID, there is a \$5.00 charge for a replacement.

WORKFORCE DEVELOPMENT CONTINUING EDUCATION AND EMPLOYER SERVICES

Customized and Contract Training

Southern's Workforce Development Department is committed to providing lifelong education and training opportunities to help train today's worker to compete in a global economy. Demand for workforce education is higher than ever. Skilled, efficient workers are essential to the success of any business or industry. Southern is an educational partner with business and industry and provides pre-employment and post-employment training to both new and well-established businesses. In addition, Southern provides job specific or customized training to employers in our service district.

Southern offers job profiling (job analysis) to business and industry with WorkKeys. WorkKeys is a national system for teaching and accessing workplace skills that connect knowing with doing and learning with earning. In profiling we are able to provide training and service to help employers develop skilled profiles for individual jobs. Assessment of skills that are available include the following.

Applied Math	Observation
Listening	Team Work
Locating Information	Writing
Reading for Information	Applied Technology

Southern's staff can help your organization identify, analyze, and interpret the need for workforce training that is customized to your business.

Workforce Development and Continuing Education

The need of individuals, businesses, industry, civic groups, and professionals for on-going education and training is well established.

Southern's staff experts or contractual training specialists provide continuing education in a host of topics. Courses are offered in professional development and certification requirements. Classes are scheduled at convenient times, formatted as short courses, seminars, conferences or workshops. Upon successful completion, participants receive Continuing Education Units (CEU), in the form of certificates of achievement. One CEU is equivalent to ten contact hours under qualified instruction. CEU's may be awarded in whole units or broken into tenths if fewer than ten contact hours are involved. Please see page 131 for class listings and descriptions.

On-line non-academic credit courses are also available. Please see page 135 for class listings and descriptions.

In some instances, academic credit, as well as continuing education credit, may be awarded.

Community Education

Southern provides community education in personal enrichment and recreation. Several of the community education classes offered throughout the district include one stroke painting, quilting, self-defense, floral arranging, stained glass, woodcarving, and variety of other classes. Please see pages 133 for class listings and descriptions.

Additional classes are offered upon request. Community education classes are scheduled at various times during the college year.

For more information about workforce training and continuing and community education programs, call 304.792.7160, ext. 229 or visit the web site at:

<http://www.southern.wvnet.edu/wd/EconDev/Maindefault.htm>

Regional Contracting Assistance Center (RCAC)

The Regional Contracting Assistance Center (RCAC), a state affiliated agency, is funded by the Department of Defense (DoD) and Southern West Virginia Community and Technical College. RCAC is missioned to generate employment and improve the general economy of its geographic area. RCAC's staff accomplishes this mission by providing procurement technical assistance to those West Virginia businesses that are located within southern West Virginia. RCAC will assist those businesses in seeking to do business with the Department of Defense (DoD), and State and local governments. You may contact your RCAC specialist by telephone at 304.792.7234, ext. 29 or by e-mail at jeffh@southern.wvnet.edu.

Small Business Development Center (SBDC)

Business owners and entrepreneurs can turn to Southern's SBDC and its satellite center for assistance with business counseling, problem solving, loan packaging, training, marketing, customer assessment, and business start-up. The centers serve Boone, Logan, McDowell, Mingo, and Wyoming counties.

The Logan center serves Boone, Logan, and Mingo counties. For more information, call 304.792.7234, ext. 27 or 304.792.7041, or e-mail raye@southern.wvnet.edu.

The McDowell satellite center serves McDowell and Wyoming counties. For more information, call 304.448.2118, ext. 240 or e-mail haroldp@southern.wvnet.edu.

Please see page 135 for SBDC workshops/youth camp listings and descriptions.

For more information call 304.792.7234, ext. 19 or 304.792.7041.

ACADEMIC POLICY AND PROCEDURES

ACADEMIC YEAR

The academic year at Southern West Virginia Community and Technical College is divided into three terms called semesters. The fall semester begins in late August and runs through December. The spring semester begins in January and runs through May. The fall and spring semesters consist of 15 weeks and a final exam period during the 16th week. The summer semester may vary in length but most often consists of 5 week terms. Summer class periods are lengthened so that the required amount of time is spent in class.

CREDIT HOURS

The unit by which Southern West Virginia Community and Technical College measures its course work is called a credit hour. The College assigns one credit hour to a class which meets the equivalent of one class-hour per week during the term and a two hour examination period.

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 work. The general pattern for laboratory classes is that for every credit hour given for laboratory experience, a two hour time frame for each week of instruction is required.

FULL-TIME ENROLLMENT

For the purposes of tuition the number of credit hours for a full-time student is 12 per semester. The maximum permissible load each semester is as follows: (a) thirteen hours for those students who are on academic probation; (b) eighteen hours for those students who are not on academic probation; (c) those with a 3.00 or greater GPA may take more than 18 hours with the permission of the Division Chair responsible for the program and/or major.

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

For other college purposes, students are classified as follows:

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

AUDITING COURSES

Individuals interested in enrolling for a course and not receiving a grade may audit the class. In auditing a course, the student pays the regular tuition fee for the course, receives instruction and participates in classroom activities but does not receive a grade. During the fall and spring semesters, a class may be changed from audit to credit and vice versa within the first two weeks of the official starting date of the class. This change must be made in the Student Records Office. If during the third or fourth week the student elects to change from audit to credit or vice versa, the instructor's written permission must be secured on the proper forms available in the Student Records Office.

GRADING

The following system of grading is used at Southern West Virginia Community and Technical College.

Grade	Description	Quality Points
A	Superior	4 per semester
B	Good	3 per semester
C	Average	2 per semester
D	Below Average	1 per semester
F	Failure	0 (included in GPA)
W	Withdrawal	0
I	Incomplete	0
NC	No Credit	
NC*	No Credit	
AU	Audit	No Quality points
CR	Credit	0 (used for various non-traditional credit only)

The grade point average is computed on all work for which you have registered with the exception of courses with grades of "W", "CR" and 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 this by the number of hours attempted. Courses in which grades of "W" have been given are ignored but a grade of "F" is included in hours attempted with "0" quality points.

Incomplete Grade

An incomplete is given when a student is absent from several sessions of, or the final exams of, a course because of illness or other reasons considered beyond the student's control. Approval by the Division Chair must be secured by the instructor before this grade may be given. When the work missed is satisfactorily completed, the final grade is approved by the appropriate Division Chair and subsequently forwarded to the Registrar. A student must complete the requirements for the course in which the "I" grade was received within the next full semester or the "I" grade will automatically be changed to a grade of "F". The instructor must file the specific forms for a final grade change with the Records Office. The student does not re-register for the class for which he is completing the requirements having the "I" grade.

D and F Repeat Rule

If a student earns a "D" or "F" in a course, they are eligible to repeat the course. The original "D" or "F" must occur no later than the semester in which a total of 60 hours is attempted. The grade earned the second time the course is taken will be used to determine the grade point average, if the course is repeated prior to the receipt of a degree of certificate from Southern. The first grade recorded will be identified on the permanent record as a repeated course. The original grade will not be deleted from the student's official transcript.

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.

Part-time

A part-time student may be placed on "academic warning" at the end of his first semester of enrollment. "Academic Probation" may be imposed after a part-time student completes 10 semester hours and "suspension" may be imposed after 19 semester hours have been attempted. A part-time student may be dismissed only after having attempted 24 semester hours.

Full-time

A. Good Standing

For a full-time student who enters the College in good standing, his status will remain "Good Standing" so long as each semester's grade point average is at least 2.0.

B. Academic Warning

Any semester that a student's semester grade point average falls below 2.0 or the student receives a grade of "F" in any course, the student will be placed on "Academic Warning". Academic Warning does not appear on the student's permanent academic record.

After Academic Warning, a student returns to "Good Standing" by achieving a semester average of 2.0 and no grade of "F" and a cumulative GPA of at least 1.5. A student stays on Academic Warning if his semester GPA falls below 2.0 or he makes an "F", with his cumulative average between 1.5 and 1.99.

C. Academic Probation

If, during the next semester of enrollment after academic warning, the student's cumulative average falls below 1.5, the student is placed on "Academic Probation". Such a student must consult with his academic advisor and may register for no more than 13 credit hours in the next semester of enrollment. "Academic Probation" will appear on the student's permanent academic record. A student on "Academic Probation" who maintains at least a 2.0 GPA during his next semester of enrollment will return to "Academic Warning" and after another semester's GPA of at least 2.0 will return to good standing. If, during this second semester, the semester GPA is below 2.0, the student returns to "Academic Probation" with its limitations on enrollment.

D. Academic Suspension

A student on "Academic Probation" who fails to achieve a semester GPA of 2.0 will be suspended for one semester. A suspended student is not eligible to attend Southern West Virginia Community and Technical College in his/her regular curriculum during a period of suspension nor will credits earned at other schools during this period be accepted in transfer.

E. Readmitted During Suspension Semester

Under some conditions a student on suspension from Southern West Virginia Community and Technical College may be allowed to register for courses during his suspension semester. The decision to allow a student to register is at the discretion of the Executive Vice President/Chief Academic Officer. All students who are on suspension must be advised by a full-time instructor. A suspension student is restricted in his/her selection of courses. Under this program, the student may enroll in a maximum of thirteen credit hours per semester. After the student has successfully completed one semester of study, he/she may request re-instatement to academic probation. This will be approved if the student has earned a 2.0 semester grade point average. If a student does not make a 2.0 semester grade point average, he/she is placed on academic suspension again. He/She must fulfill the suspension period of one year and may then request readmission to the College.

ADDING/DROPPING COURSES

The College publishes dates when classes may be added/dropped. The add/drop form may be obtained from the Records Office on the Logan or Williamson campuses or from the Student Services personnel on the Boone or Wyoming campuses.

Prior to the beginning of classes, students must have the add/drop form signed by their faculty advisor. After classes begin, the form must be signed by the instructor of each class being added/dropped and by the faculty advisor. Classes dropped during the add/drop period will not appear on the final grade reports. After this period, students may not add/drop a class. Courses are not added simply by attending nor are they dropped by ceasing to attend class. Students must properly complete all necessary forms and steps in the add/drop procedure. Failure to do so may adversely affect grades and/or financial aid eligibility.

If a class has been canceled by the institution, the student must follow the same procedures for adding and/or dropping a class.

WITHDRAWAL FROM CLASS/COLLEGE

If after the add/drop period a student finds it necessary to withdraw from class or from the College, he/she must obtain a withdrawal form from the Records Office on the Logan or Williamson campuses or from the Student Services personnel on the Boone or Wyoming campuses.

Withdrawing from courses prior to the deadline date for withdrawal is accomplished by securing a change in schedule form and having it signed by the instructor for each class and the faculty advisor. If withdrawing from College, the student should also meet with the counselor. The procedure is complete after the change in schedule form is recorded and signed by the Records Office and finally is taken to the Business Office by the student or authorized representative.

A student can withdraw from a course on or before the completion of 73% of the semester, which is roughly eleven weeks. The specific last day to withdraw in a semester is published in the academic calendar included in the catalog and in class schedules. Students withdrawing during this time period will receive a grade of "W". The student is responsible for knowing his or her last day to withdraw from courses. After the last day to withdraw students will not be permitted to drop the course and will receive the final grade they earn.

ADMINISTRATIVE WITHDRAWAL

In the following specific circumstances, the College may withdraw students from a course for which they have enrolled:

- The College will withdraw students who have enrolled but who have failed to pay tuition and fees by the first day of classes or made arrangements through a third party payment or a payment plan with the College. There will be no record of the student being in these classes.
- The College will withdraw students who have enrolled in a course but who have not attended during the first two weeks of the term, as notified by the instructor. Since this is after the add/drop period, a grade of "W" will appear on the permanent record. The records office will inform the student by correspondence of the action that has been taken. Payment of tuition for the period enrolled is the responsibility of the student. Appropriate refund policies will be applied for those students that are withdrawn who have paid tuition and fees.
- The College retains the right to withdraw a student from a course for emergencies or for the purpose of discipline under established rules of procedure. **Faculty and Administration** determine the appropriate grade in each instance.

NON-TRADITIONAL CREDIT

General Guidelines

In accordance with recent trends towards the recognition of non-traditional learning experience, Southern West Virginia Community and Technical College offers students the opportunity to get a head start in college. College credit may be awarded for knowledge gained through reading, private study, and/or work experience.

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

1. To qualify for graduation, fifteen (15) of the final twenty-three (23) hours of the required credit (exclusive of credit from non-traditional sources) must be earned in courses taken at Southern West Virginia Community and Technical College.
2. Any course in which a grade of "Credit" has been assigned is not used in computation of the student's grade point average.
3. A maximum of 24 semester hours credit may be awarded from all non-traditional sources.
4. Non-traditional credit cannot be awarded for any course which a student has previously completed at any college.
5. A student may not completely place out of major courses either by national examinations, credit examinations, experiential learning, or any combination of these sources.

6. Students who plan to use credit from non-traditional sources to meet the degree requirements of other institutions should check the requirements of the receiving institution, as this type of credit is usually re-evaluated by the receiving institution.

Advanced Placement Examination

Southern West Virginia Community and Technical College recognizes the examinations of the College Board Advanced Placement Program. A high school senior who participates in the Advanced Placement Program and wishes to have his scores evaluated for credit should have examination results sent to the Office of Admissions and Records. The Advanced Placement examinations are prepared by the College Board and papers are graded by readers of the Educational Testing Service, Princeton, New Jersey.

The College requires a minimum score of three (3) for granting of credit through the Advanced Placement Program. The Advanced Placement tests, required score, course equivalent and credit hours to be granted are listed below. 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. Grades for these courses shall be listed as "CR" and shall not be calculated when determining grade point average.

	AP Test	Score Required	SWVCTC Course	Credit
Art (Studio)	Drawing Portfolio	3	AR 217	3
	2 Design Portfolio	3	AR 103	3
	3 Design Portfolio	3	AR 104	3
Art History		3	AR 112	3
Biology		3	BS 101 & 102	8
Chemistry		3	CH 213 & 214	8
Classics	Latin: Virgil	3	Humanities Elective	3
	Latin: Catullus/Horace	3	Humanities Elective	3
Computer Science	Computer Science A	3	CS108	3
	Computer Science AB (6 unit maximum for both tests)	3	CS Elective	6
Economics	Microeconomics	3	EC 242	3
	Macroeconomics	3	EC 241	3
English	English Comp & Lit	3	EN Elective	3
	English Lang & Comp (9 unit maximum for both tests)	3	EN101	3
Environmental Science		3	BS 130	3
Foreign Language	French Language	3	FR 101 & 102	6
	French Literature	3	FR 275	6
	German Language	3	GR 101 & 102	6
	Spanish Language	3	SN 101 & 102	6
	Spanish Literature	3	SN 275	6
	Human Geography	3	GE 275 Elective	3
Geography	United States	3	PS 201	3
	Comparative	3	PS 275	3
Government and Politics	United States	3	HS 230 & 231	6
	European	3	HS 275	6
	World History	3	HS 104 & 105	6
Mathematics	Calculus AB	3	MT 137	5
	Calculus BC	3	MT 229	5
	Statistics	3	MT 225 OR BU 230	3
	Theory	3	MU 275	3
Music	Physics B	3	PH 210	4
	Physics C Mechanics	3	PH 275	4
Physics	Physics C Elec & Mag	3	PH 275	4
	Intro Psychology	3	PY 201	3

College Level Examination Program (CLEP)

Southern accepts and awards credit through successful completion of CLEP tests. CLEP was developed to serve the non-traditional student who has acquired knowledge through correspondence, university extension courses, educational TV, adult education programs, on-the-job training or independent study.

There are two types of CLEP examinations, general and subject. General examinations are designed to measure basic knowledge of natural sciences, humanities and social sciences. The general exams may be used to fulfill unrestricted electives. The subject examinations are designed to measure knowledge of specific undergraduate courses. These CLEP exams may be applied to specific course requirements in degree programs at Southern West Virginia Community and Technical College. For more information regarding CLEP contact a counselor.

Challenging a Course/Credit By Examination

A student interested in challenging a course must contact the division chair by the end of the third week of the semester in which the student plans to take the challenge exam. The exam must be taken prior to the final date to withdraw from a course in the semester in which a student wishes to receive credit for the course. Normally, challenge exams will not be given during the summer. However, exceptions may be granted by the Executive Vice President/Chief Academic Officer when qualified faculty are available for examination administration.

Full-time faculty within the division to which the course belongs will prepare, administer, and grade the challenge exam. The challenge exam will be 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 as determined by the division to which the course belongs. Upon successful completion of the challenge exam, a grade of CR will be recorded on the student's transcript.

No student may challenge a course more than once. A student may not challenge a course in which a grade other than W or AU was received. A student planning to transfer to another institution should contact that institution prior to taking a challenge examination to determine if the CR grade is acceptable for that particular course.

A non-refundable fee is assessed for this service prior to taking the examination.

Credit by challenge examination is not included in the calculation of a student's instructional load as it applies to the financial aid program of Southern West Virginia Community and Technical College.

Life Experiences Assessment Program (LEAP) (Credit-by-Experience)

Under certain conditions a student may apply for college credit related to life experiences provided those experiences are related to material content normally covered in a course or courses offered by Southern West Virginia Community and Technical College.

The amount of credit and how it is to be assigned is recommended by the Division Chair. Final authority for awarding such credit rests with the Executive Vice President/Chief Academic Officer. A fee of \$10 per credit hour is assessed for this service and must be remitted to the College prior to the assessment of the applicant's portfolio.

Correspondence Course Credit

Southern West Virginia Community and Technical College will accept correspondence courses from accredited institutions of higher education. Consult your academic advisor or Division Chair to make certain these courses coincide with your educational objectives. A maximum of six (6) hours of correspondence credit may be applied toward a certificate or degree. These hours count as part of the total hours of non-traditional credit applicable toward a degree or certificate.

Military Service

Southern West Virginia Community and Technical College has been designated as an institutional member of Service members Opportunity Colleges (SOC), a group of over 400 colleges and universities providing postsecondary education to members of the military throughout the world. As a SOC member, Southern 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.

Southern West Virginia Community and Technical College may grant a maximum of four hours of physical education 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, Southern West Virginia Community and Technical College also awards credit for classes taken through USAFI (United States Armed Forces Institute). Credit may also be awarded based on the American Council for Education recommendations for certain military schools. Contact the Records Office for more information and procedures.

Tech Prep Articulation of Credit

Under certain conditions, a student may be awarded college credit for courses taken at specified vocational/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 a Southern student. Students will be granted credit once their performance records have been reviewed and a Tech-Prep Course Competency Transfer Report Form has been approved and signed by the vocational/technical center or high school and the appropriate Division Chair at the College. Specific courses and the number of credit hours which may be articulated are determined through agreements with specific vocational/technical centers and high schools.

A grade of "CR" will be recorded on the student's transcript for any articulated course. A course with the grade of "CR" will meet program of study requirements at Southern. A student planning to transfer to another institution should contact that institution. **Southern's granting of such credit does not guarantee transferability of this credit to any other institution of higher education.**

DEGREES, GRADUATION AND TRANSCRIPTS

Degrees

Southern West Virginia Community and Technical College grants degrees or certificates of completion in several program areas. Some of these programs are career oriented and prepare graduates for entry into job opportunities requiring a certificate or associate degree. Other programs are designed for the student who expects to transfer to a bachelor's degree program at a four year institution. Associate Degree programs are structured to include career courses, courses in related fields and general education

courses. Students are expected to work closely with the academic advisor in selecting courses that meet the degree or certificate program requirements. A suggested sequence of courses for each program of study is provided in this catalog to help guide the student in meeting graduation requirements. Not all courses for every program are scheduled every semester therefore it is important to follow the sequence suggested as closely as possible to avoid unnecessary delays in meeting program completion requirements.

The Associate in Arts or Associate in Science Degrees are awarded to those students completing the University Parallel Program. For those who meet degree requirements in Medical Laboratory Technology, Nursing, Paramedic Science, Radiologic Technology, Surgical Technology, Applied Industrial Management (AIM), Business Accounting, Business Administration, Office Information Technology, Criminal Justice, Occupational Development, Technical Studies in Information Systems, Technical Studies in Applied Technology, Early Childhood Development, Computer Information Systems, Electrical Engineering Technology, and Information Technology the Associate in Applied Science Degree is awarded.

Certificates of completion are also available in Health Care Technology, Criminal Justice, Secretarial Science, and Technical Studies in Applied Technology for those meeting the requirements of the individual program.

Earning Multiple Degrees

Students who have received an associate degree or a certificate consisting of 30 or more semester hours 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.

Transferring Credit

The transfer of credits to other institutions within the state systems is established by the Higher Education Policy Commission. It is the policy of the board that the transfer of credits among institutions will be completed consistent with appropriate and legitimate academic program integrity.

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.

Students completing two-year associate degrees at public institutions governed by the Higher Education Policy Commission shall generally, upon transfer to a baccalaureate level degree-granting institution, have junior level status and be able to graduate with the same number of total credit hours as a non-transfer student at the same institution and in the same program.

In addition, Southern's students enjoy transferability of credits to other institutions of higher education throughout the nation through accreditation by the North Central Association of Colleges and Schools.

The Higher Education Policy Commission has established procedures for the hours of coursework acceptable for transfer that will count toward fulfillment of general education requirements at all institutions of higher education in West Virginia. Please consult your academic advisor or appropriate Division Chair for specific course information.

Graduation

Graduation exercises are held at the end of each spring semester. Those who successfully complete the degree requirements with a 2.00 or better grade point average are eligible to graduate. Some programs require that students earn a minimum grade of a "C" in certain courses taken in order to graduate with a degree/certificate in that program area. In order to successfully complete degree requirements, 15 of the final 23 hours of the total program must be completed at Southern.

Graduating students **must** complete an application for graduation to begin the evaluation process. Deadline dates for submitting applications are posted and the academic advisor will explain graduation check out procedures.

Those students completing requirements for the associate degree programs with a minimum of 3.40 cumulative grade point average are eligible to graduate with honors. Transitional studies courses in the less than 100 level series are not counted toward meeting graduation requirements and are not used in the calculation of the graduation grade point average.

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 or on a part-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.

In order to receive a degree or certificate the student must complete at least 15 additional credit hours through actual coursework from Southern West Virginia Community and Technical College after the non-enrollment period, earn at least a 2.0 GPA after the non-enrollment period and satisfy all degree or certificate requirements. Grades disregarded for GPA computation will remain on the student's permanent record.

This policy pertains only to the calculation of the GPA required for graduation and does not pertain to GPA calculated for special academic recognition, graduation with honors or admission requirements for particular programs.

To implement this policy, the student must submit a written request to the Executive Vice President/Chief Academic Officer. The request must identify the non-enrollment period and the specific courses and grades the student wishes to be exempted from GPA calculation. The Executive Vice President/Chief Academic Officer 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.

Dean's List

Students carrying a minimum of 12 semester hours and earning a grade point average of 3.25 or better are eligible to be placed on the Dean's List. No application is necessary, qualified students will automatically have their name appear on the Dean's List. Any questions regarding the Dean's List should be directed to the Registrar's Office.

Requests for Transcripts

Transcripts will be forwarded to another institution provided a written request is submitted to the Records Office. The first transcript request will be granted free of charge. Subsequent requests will be granted on payment of a \$3.00 fee for each transcript. Transcript requests will not be honored if the student has an obligation with the institution.

STUDENT HANDBOOK

ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

Student Standards Of Academic Progress

Purpose

To establish and communicate criteria for student standards of academic progress to all students.

Policy

A student at Southern West Virginia Community and Technical College must earn a cumulative grade point average of 2.00 or better to complete certificate or degree requirements. Failure to maintain this average during any semester involving credit hours attempted could jeopardize his/her progress toward meeting these requirements.

General Provisions

Listed below is the cumulative grade point average which must be maintained, as determined through credit hours attempted:

<u>Credit Hours Attempted</u>	<u>Cumulative GPA</u>
0-11	Not considered
12-30	1.5
31-60	1.75
61 or more	2.00

If a student's cumulative GPA falls below this scale, the Vice President for Student Services shall place the student on academic probation for the next semester and shall so notify the student by letter. A copy will be forwarded to the Student Records Office to be placed in the student's permanent file.

A student receiving financial aid or veterans benefits, having failed to maintain satisfactory academic progress, will be referred to the respective campus office responsible for administering these student service programs.

If a student earns a grade of "D" or "F" in any course taken no later than the semester term when he/she has attempted no more than 60 semester hours, and if he/she repeats this course one time only, the first grade shall be disregarded for the purpose of determining the student's GPA, and the grade earned the second time this course is taken shall be used in determining his/her GPA.

Responsibilities and Procedures

The College's veteran's representative will complete Form 1999B for any student receiving veterans benefits who fails to meet standards outlined in this policy.

SCP3705 (9/01/00)

Academic Expectations Of Students

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

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

a. To be willing to seek instruction for self assessment and preparedness in the following skills:

1. Reading and Writing
2. Math and Science

3. Study and Testing
- b. To know and meet each instructor's subject criteria by:
1. Listening and following directives;
 2. Reading all materials; and
 3. Meeting all required assignments.
- c. To behave in a mature and responsible way, not in a 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:
1. Improving the quality of own work; and
 2. Monitoring own grade averages.
- e. To continue monitoring program requirements by:
1. Checking one's own status and
 2. Checking one's own program requirements for possible changes.
- f. All students enrolling in certificate and associate degree programs are expected to participate in institutional, program, course and/or services assessment activities. This participation will most often be in the form of tests to determine the degree of student academic achievement within the basic skills, the general education core curriculum, or the academic major. As part of the academic calendar, "testing days" will be established during which students will be required to participate in these assessment activities. Participation is an expectation of students as a condition of their continuation in the academic program of study and as a prerequisite to graduation. Assessment activities include, but are not limited to, entrance assessment for course placement, mid-point assessment to determine academic progress, and exit assessment prior to program completion and graduation.
- g. To be aware of, and formulate as quickly as possible, personal and/or professional goals by:
1. Checking own qualifications for desired job;
 2. Checking requirements for desired job;
 3. Monitoring transfer requirements and own status; and
 4. Reviewing goals for personal satisfaction.
- h. To be aware of all College policies pertaining to student rights and responsibilities by:
1. Reading all College related materials (catalog, schedules, notices, and/or general information; and
 2. Questioning personnel employed by the College.
- i. To seek help from College personnel for assistance when faced with a problem of any size.

Students should know that if they ignore the responsibilities expected of them, the results may be failure to achieve.

Standards Of Progress For Federal Financial Aid Recipients

Purpose

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

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

Policy

A. Cumulative Grade Point Average

1. A student receiving federal aid must maintain an overall 2.00 cumulative grade point average and complete at least 65% of all hours attempted.
2. Any financial aid recipient failing to meet the required grade point average will be notified that he/she may request PROBATIONARY STATUS. An agreement must be signed and received in the financial aid office .

B. Probationary Status

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

C. Suspension Status

The period of ineligibility for financial aid (SUSPENSION STATUS) will extend until the student meets the Standards of Academic Progress.

D. Provisional Status

1. If this student, who has been reinstated on PROVISIONAL STATUS, fails to continue to attain a 2.00 grade point average for 12 hours of academic credit, he/she will automatically be placed on suspension.
2. The automatic suspension policy will continue until the student meets the Standards of Academic Progress.

E. Program Completion

1. Full-time students will be given 150% of the hours required for graduation in their particular programs. At the end of each semester, each student's progress toward his/her degree is calculated. All course work taken at Southern is used in the calculation. At least 65% of all classes attempted must be completed.
2. Students who are not in compliance with this policy will be placed on PROBATIONARY STATUS for the following semester (summer excluded). At the end of this PROBATIONARY period, the student's progress toward a degree will be recalculated.
3. If the student has completed all of the hours for which he/she has registered and meets the academic portion of the Standards of Progress, he/she will remain in

PROBATIONARY STATUS for another semester.

4. If the student does not meet the Standards of Progress at the end of the PROBATIONARY period, or if he/she has not completed all of the hours for which he/she has registered and does not meet the academic portion of the Standards of Progress he/she will no longer be eligible to receive federal aid.
5. While in SUSPENSION STATUS the student will be unable to receive financial assistance. SUSPENSION STATUS will extend until the student meets the progression requirements and the academic requirements or until the student completes all of the hours for which he/she registers in one semester and meets the academic portion of the Standards of Progress.
6. The automatic suspension policy will continue until the student meets the Standards of Academic Progress.

F. Time Limitations

1. Students who have already attempted the equivalent of the 150% will not be able to receive any additional financial assistance.
2. If there are special circumstances that cause a student to need more than the allotted number of semesters to complete an Associate degree or two years to complete a Certificate program or if there are extenuating circumstances that have caused a student not to meet these progression requirements after a semester of PROBATION, the student should explain the circumstances in writing and submit them to the Financial Aid Officers.
3. A committee composed of the two Financial Aid Officers and the Vice President of Student Services will review the Student's reasons. If this committee determines that the reasons are acceptable, the student may be able to receive an extension of Probation or an extension of time.

G. Calculation of Progress

All students must complete at least 65% of classes attempted.
SCP4274 (9/01/00)

Student Grades And Related Concerns

Purpose

To establish and communicate policy explaining the grading system used by the college.

Policy

All faculty will assign and administer grading procedures in accordance with this policy.

Responsibilities And Procedures

1. The grades earned by a student are determined by the instructor of the class and can be changed only upon the latter's recommendation, except as follows:
 - a. Incompletes require the Division Chair and Executive Vice President/Chief Academic Officer's approval. See description of "I" (incompletes) below.
 - b. The Executive Vice President/Chief Academic Officer may, only upon recommendation of the Grievance Committee, change a grade determined to have been awarded in an unfair manner.

- c. Instructors must conform to established policies and deadlines for grade awards and changes.
2. For graduation, the applicant shall have a grade point average of 2.0 (average C) on all work attempted at Southern West Virginia Community and Technical College that produces an A-F grade, with the exception of repeated courses. (See "D" and "F" rule). Some programs require of students a minimum of "C" in each class taken before they will be allowed to graduate with a degree/certificate in that program area.
3. The following systems of grades are used by Southern West Virginia Community and Technical College:

<u>Letter Grades</u>	<u>Grade Point System</u>
A - Superior	4.0
B - Above Average	3.0
C - Average	2.0
D - Below Average	1.0
F - Unsatisfactory Work (Failure)	0.0

W - Withdrawn prior to Friday of the 11th week of the semester. If a "W" is recorded on the grade sheet, a date must also be recorded. Notice should be provided to Student Records if a student is being administratively withdrawn.

I - Incomplete. An incomplete is given when a student is absent from several sessions and/or the final exam of the course because of illness or other reasons considered beyond the student's control. Approval by the Division Chair must be secured by the instructor before this mark is given. When the missed work is completed satisfactorily, the final grade is approved by the Division Chair and the Executive Vice President/Chief Academic Officer and subsequently forwarded to the Registrar. A student has one full semester to complete the requirements of the course or the "I" grade becomes an "F" grade.

CR - Credit is earned for a course through CLEP, credit-by-experience, or other non-traditional means.

NC - No credit earned.

NC* - No credit due to non-attendance.

Y/AU - Audit.

4. In calculating a student's grade point average, all assigned letter grades (A - F) will be used. A WF grade will be calculated as 0.0 and counted as an "F" grade. CR, PR, and Y are not included in GPA calculations.

Academic Honesty

Purpose

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

examinations or assignments prior to their being submitted to the class as a whole; or the altering of any grade or academic record.

Responsibilities and Procedures

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

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

SCP4710 (9/01/00)

Computer Usage Policy

Access to computing resources is a privilege to which all college faculty, staff, and students are entitled. Access may also be granted to individuals outside the college for purposes consistent with the mission of the college. Certain responsibilities accompany that privilege and understanding them is important for all computer users.

The use of Southern's computing resources is for purposes related to the college's mission of education, research, and public service. All classes of computer service users may use computing resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the college, and other college-sanctioned activities. The use of Southern's computing resources for commercial purposes is permitted only by special arrangement with the appropriate computing center or computer system administrator.

The user is responsible for correct and sufficient use of the tools each computer system provides for maintaining the security and confidentiality of information stored on it.

Computing resources may not be used for illegal purposes.

Computing resources should be used in accordance with the high ethical standards of the college community as described in the Code of Student Ethics and the Academic Handbook.

Violations of the policies described for legal and ethical use of computing resources will be dealt with seriously. Violators will be subject to the normal disciplinary procedures of the college and, in addition, the loss of computing privileges may result. Illegal acts involving Southern's computing resources may also be subject to prosecution by state and federal authorities.

A copy of the institution's policy on computer usage may be obtained from the Technology Services office.

SCP 7125 (9/01/00)

Tobacco Usage Policy

All locations of Southern West Virginia Community and Technical College are designated as non-tobacco usage (i.e.-smoking tobaccos, chewing tobaccos, and snuff) facilities.

Tobacco usage is permitted only in designated areas outside college buildings.

SCP 1750 (9/01/00)

Policy Governing Use Of Alcoholic Beverages On Campus

Southern West Virginia Community and Technical College recognizes its students and employees as being adults and expects them to obey the law and to take personal responsibility for their conduct.

The use or possession of alcoholic beverages are prohibited in the building and on the grounds of Southern West Virginia Community and Technical College. The consumption or use of alcoholic beverages during off-campus activities or events held under the auspices of the College is prohibited when proscribed by the rules of conduct published for such activities or events. Those attending College-sponsored activities will be held responsible for their conduct while in attendance.

Alcoholic beverages shall include alcohol, beer, wine, spirits and any liquid or solid capable of being used as a beverage, including non-intoxicating beer.

Any student or staff member who violates the terms of this policy by possessing or consuming alcoholic beverages shall be subject to disciplinary action. Visitors who violate the terms of this policy by possessing or consuming alcoholic beverages on campus shall be requested to vacate the premises by the responsible staff member and may be reported to appropriate law enforcement agencies if circumstances warrant.

Drug-free Schools And Communities Act

Purpose: To comply with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Work Place Act of 1988.

Scope and Applicability: This issuance applies to the entire College community, including students, faculty, staff, administrators, and visitors to the campuses.

Standards of Conduct: The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol on Southern West Virginia Community and Technical College

property or as a part of any College sponsored function is prohibited. Reporting to work, class, or any College sponsored function under the influence of alcohol or illicit drugs is prohibited.

Disciplinary Sanctions: The College will impose disciplinary sanctions on students and employees consistent with local, state, and federal laws for violation of the standards of conduct outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution.

Federal Trafficking Penalties include substantial fines and imprisonment up to life.

West Virginia Law provides penalties dependent upon the classification of the controlled substance, the particular activity involved, and whether multiple convictions are involved. Under WV law, the most severe penalties for drug violations are for possession with intent to sell. On a first offense conviction, one may receive a fine of up to \$25,000 and/or imprisonment for 15 years. Sanctions for violations of state alcohol laws vary according to the severity of the offense, with the minimum vehicular violation calling for imprisonment in the county jail for 24 hours, and a \$500 fine.

College sanctions will be imposed consistent with procedures used in disciplinary actions. Sanctions for employees may include oral warning, written reprimand, suspension, termination, and referral for prosecution. Disciplinary sanctions for students may include reprimand, probation, suspension, expulsion, and referral for prosecution.

Health Risks: Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability, and death in the U.S. and are estimated to afflict 25.5 million Americans. While alcoholism may develop in anyone, it tends to first appear between the ages of 20 and 40 and is more prevalent in persons with a family history of alcoholism. This number increases dramatically when one considers the harm done to the families of substance abusers as well as those injured or killed by intoxicated drivers or in drug related work accidents. Alcohol abuse is often characterized by one of three different patterns: (1) regular and daily use, (2) drinking large amounts of alcohol at specific or irregular intervals, or (3) periods of sobriety interspersed by periods of heavy drinking. The disorder is progressive, and can be fatal. If you recognize any tendencies toward alcohol abuse, please seek help as outlined below. Health risks of other drugs include:

Narcotics (including opium, morphine, codeine, heroin, and others) - physical addiction, loss of awareness, respiratory restriction, and possible death.

Depressants (including barbiturates, Quaaludes, and others) - Slurred speech, disorientation, shallow respiration, coma likely with overdose

Stimulants (including cocaine, amphetamines, and others) - Increased heart rate and blood pressure, possible leading to death, increased excitement, loss of appetite.

Hallucinogens (including LSD, "mushrooms", PCP, mescaline, and others) - Illusions and hallucinations, poor perceptions of time and distance, psychotic and unpredictable behavior, often leading to injury and arrest. Symptoms may reappear some time after use.

Cannabis (marijuana, hashish, THC, and others) - Unrealistic euphoria, diminished inhibitions, disoriented behavior, diminished motivation, increased pulse.

Counseling and Assistance: Assistance and information concerning substance abuse and its treatment may be obtained from the counselors' offices at each of the College's campuses. Also available services from the following agencies:

Logan-Mingo Area Mental Health, Inc.

304.792.7130 Logan Co.
304.235.2954 Mingo Co.

Family Service of Kanawha County

922 Quarrier Street
Charleston, WV 25301
304.340.3676

Disclaimer: Southern West Virginia Community and Technical College, in providing the list of counseling, treatment, and rehabilitation programs, is in no way affiliated with these agencies. Southern cannot accept liability for any services, treatment, or counseling provided by these agencies or their employees or any acts of misfeasance, nonfeasance, or malfeasance by same. The individual and his/her parents or guardian should conduct checks or reviews of these agencies to determine if they will meet the needs of the individual.

STUDENT RIGHTS AND RESPONSIBILITIES

Policy

The submission of an application for admission to the College represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the College pursuant to the policies, rules and regulations of the Board of Governors. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the College community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules and regulations of the Board of Governors.

Among student rights and responsibilities are the following:

E. Freedom of expression and assembly. Students enjoy the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms students have particular rights and responsibilities, including but not limited to the following:

1. To have access to campus resources and facilities;
2. To espouse causes;
3. To inquire, discuss, listen to and evaluate;
4. To listen to any person through the invitation of organizations recognized by the College;
5. To not violate the rights of others in matters of expression and assembly; and
6. To abide by the policies, rules and regulations of the Board of Governors and federal, state and local laws pertaining to freedom of expression and assembly.

F. Freedom of association. Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those

whose purposes comport with the educational mission of the College.

G. Right to privacy. Students are entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the College community, including but not limited to the following:

5. Privileged one-to-one communication with faculty, administrators, counselors and other institutional functionaries;
2. Respect for student property, including freedom from unreasonable and unauthorized searches;
3. Confidentiality of academic and disciplinary records as outlined by the Family Education Rights and Privacy Act (FERPA);
4. Assurance that legitimate evaluations will be made from student records.

D. Responsibilities of citizenship. Students are expected, as are all citizens, to obey local, state and federal statutes. As members of the College community, students also are expected to obey the College's code of conduct.

E. Right to due process. Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to the proceedings. In all disciplinary proceedings, students shall be considered innocent until proven guilty of any charge.

Background or Exclusions

- A. Any authority, responsibility or duty granted to or imposed upon the President by this policy may be delegated by the President, subject to the control of the Board of Governors, to a member or members of the faculty, staff or student body of the College. All persons concerned in a matter involving the delegation of authority, responsibility or duty by the President shall be required to deal with the person or persons to whom the authority, responsibility or duty was delegated, except on appeal to the President as specified by the President.
- B. The President, with the advice of faculty, staff and students and subject to the control of the Board of Governors, shall develop, promulgate and use disciplinary regulations and channels not inconsistent with this policy.
- C. The President possesses the discretion to impose sanctions following disciplinary proceedings. Depending on the violation, such proceedings may result in expulsion, suspension, probation or some other appropriate sanction of lesser severity.
- D. Normally, a student facing suspension or expulsion from the College will be entitled to a hearing and, in certain cases, appeal prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence at the College would constitute a potential for serious harm to self or to the safety of other members of the College community or when the student repeatedly causes serious disruptions of College activities. Such temporary suspension shall be followed by prompt disciplinary proceedings consistent with this policy.

- E. Because of time lapse during an appeal process, sanction enforcement in the affected semester may be impossible. In that event, the following actions may occur:
1. Whenever possible and if appropriate, the sanction shall be applied to the semester in progress at the time of the completion of the appeal.
 2. If the sanction cannot be implemented during that semester, then it shall be applied during the next regular semester.
 3. If the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the records of that student during the semester designated in the original sanction.
 4. In any event, the student may not be graduated during the process of appeal.
- F. Students who commit off-campus violations of local, state or federal laws may be subject to discipline under this policy if it is established that there is a connection between the off-campus conduct and the safe and orderly operation of the College.
- G. A sanction of suspension or expulsion for disciplinary (not academic) reasons imposed by any public college or university in West Virginia shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at the College. A student who was expelled from another public college or university in West Virginia for disciplinary reasons may not be considered for admission to the College for one year from the date when the expulsion was imposed.

General Provisions

The College assumes that students are mature, responsible individuals who have voluntarily entered the institution for educational advancement. As a part of helping students reach their goals, the College seeks to develop responsible student behavior through the following code of conduct.

Under this code of conduct, suspension or expulsion generally shall be limited to conduct that adversely affects the College community's pursuits of its educational objectives. The following misconduct on the College campuses, facilities or property or at College activities are subject to suspension or dismissal:

- A. Engaging in any form of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the College, and forgery, alteration or use of College documents or instruments of identification with intent to defraud;
- B. Disrupting or obstructing College activities by any means, including intentionally causing inconvenience, annoyance or alarm among members of the College community;
- C. Engaging in physical and/or psychological abuse or threatening such abuse of any person, including but not limited to fighting and engaging in assault or battery;
- D. Participating in or inciting a riot or an unauthorized or disorderly assembly;
- E. Seizing, holding, commandeering or damaging any property or facilities of the College, or threatening to do so, or refusing to depart from any property or facilities of the College upon

direction of College officials or the President;

- F. Using alcoholic beverages, including the purchasing, consuming, possessing or selling of such items;
- G. Gambling or holding a raffle or lottery, except in cases with specific prior approval of the President;
- H. Possessing, using, selling or distributing any type of drugs for illegal purposes;
- I. Possessing any dangerous chemical or explosive elements or component parts thereof not used for lawful College studies, including but not limited to rifles, shotguns, pistols, revolvers, other firearms and weapons, without authorization from the President;
- J. Physically detaining or restraining any other person, removing such person from any place where that person is authorized to remain or otherwise obstructing the free movement of persons or vehicles;
- K. Littering, defacing, destroying or damaging property or removing or using such property without authorization;
- L. Misusing the West Virginia Computer Network and the College Computer System, including but not limited to the following:
 1. Disrupting or interfering with the normal use of the computers, computer-related equipment, data or programs of individuals, the Network or the College Computer System;
 2. Using this equipment, data or programs in performance of any act listed as prohibited by this code of conduct;
 3. Attempting to breach security in any manner; or
 4. Using a computer account for other than the purpose for which it was assigned;
- M. Engaging in an act of hazing;
- N. Willfully encouraging others to commit any of the acts prohibited by this code of conduct;
- O. Interfering with the rights of any other member of the College community;
- P. Violating any local, state or federal laws; or
- Q. Violating any rules or regulations not contained in this code of conduct but announced as administrative edict by the President.

Responsibilities And Procedures

- A. Students subject to suspension or expulsion for disciplinary violations are assured safeguards to their rights through the elements of due process given below. Each of these students will receive:
 1. Written notice of a disciplinary action including a statement of charges and grounds that, if proven, justify suspension or expulsion;
 2. A hearing using defined procedures before the College's Judicial Board, an impartial body;

3. Notice of the date, time and place of the hearing, which will be given two weeks prior to the hearing so that the accused student can adequately prepare to counter the charges before the hearing;
 4. Names of the witnesses against the accused student;
 5. A statement of the facts and evidence to be given in support of the charges, made with sufficient clarity to reasonably disclose the time and place of the alleged occurrence and the actions or behavior complained of;
 6. Advance inspection by the accused student of the College's affidavits and/or exhibits against the student;
 7. Opportunity to present to the Judicial Board a defense against the charges;
 8. Opportunity to produce either oral testimony or written affidavits of witnesses in support of the student;
 9. The right to be accompanied by an advisor at the hearing;
 10. Opportunity to question any witnesses against the accused student at the hearing;
 11. A decision on discipline based solely on the evidence in the record judged under the preponderance of the evidence standard;
 12. A report on the results and findings of the hearing;
 13. A complete and accurate written record of the hearing prepared by a qualified stenographer or court reporter, if desired; and
 14. Opportunity to appeal the decision to the Board of Governors if expulsion is imposed.
- B. Alleged disciplinary violations, depending on the nature of the violation, shall be referred to the College's Chief Academic Officer or Chief Student Services Officer. The Officer or designee shall collect evidence, contact any witnesses, notify the accused student of all charges against the student, arrange for an impartial hearing and notify the accused student and witnesses of the date, time and place of the hearing. The Officer shall hold the hearing and impose sanctions or, if the alleged violation involves possible suspension or expulsion, refer the matter to the College's Judicial Board.
- C. The Judicial Board shall consist of three faculty members and two students. Judicial Board members will be selected on a case-by-case basis and must be able to adjudicate the matter with impartiality. The faculty members will be selected by the Chief Academic Officer. The student members will be selected by the Chief Student Services Officer, in consultation with the Counselor and student government representatives at the campus where the proceeding will take place. Whenever possible, proceedings shall be held on the campus most closely related to the alleged violation or the accused student. The members of the Judicial Board shall select their own chairperson. As needed, the Chief Academic Officer shall name alternate faculty members and the Chief Student Services Officer shall name alternate student members to the Judicial Board.
- The Judicial Board shall have jurisdiction and authority to:
1. Hear evidence in disciplinary cases;
 2. Make findings of fact from the evidence presented;
 3. Make recommendations to the President based upon such findings as to the disposition of the disciplinary action, including any sanctions to be imposed; and
 4. Refer matters not involving potential suspension or expulsion back to the Chief Academic Officer or Chief Student Services Officer.
- D. In disciplinary matters not involving possible suspension or expulsion, the following processes will be used:
1. In addition to the requirements of Part 7.B, the Chief Academic Officer or Chief Student Services Officer handling the matter shall ensure that the accused student receives such procedural safeguards as due process requires in accordance with the seriousness of the alleged violation and of the possible sanctions or consequences arising therefrom.
 2. The decision of the Officer may be appealed through a Student Grievance Committee in accordance with normal student grievance procedures.
- E. In disciplinary matters involving possible suspension or expulsion, the following processes will be used:
1. The accused student shall be notified in writing within two weeks of an alleged violation, or of the date when the College first learns of an alleged violation, of the violation for which the student is subject to discipline. The Chief Academic Officer or Chief Student Services Officer or designee will serve this notice upon the accused student by handing a copy to the student in person or by mailing, via certified mail, a copy to the mailing address last noted in the student's official College records.

The College will make every effort in the serving of the notice. However, it is expressly provided that the service of such notice shall not be defective if the accused student shall have hidden, refused mail or failed to notify the College of the student's current mailing address. In such cases, the hearing may proceed without hindrance or delay.
 2. The notice to the accused student shall include at least the following:
 - a. A statement of the policy, rule or regulation which the student is alleged to have violated;
 - b. A statement of the facts and evidence to be presented in support of the charges, which statement must be made with sufficient clarity to reasonably disclose the time and place of the alleged occurrence and the actions or behavior complained of;
 - c. A statement that a hearing on the charges will be held before the Judicial Board, and a statement of the date, time and place of the hearing; and
 - d. Information on the student's right to have an advisor present at the hearing at the student's own expense, provided that the student notifies the College at least five days prior to the hearing that an advisor will be present at the proceedings. The student's failure to provide such notification within five days of the hearing may result in a continuance of the proceedings.

3. The hearing shall be held at the date, time and place specified in the notice, unless postponed by the Judicial Board for good cause shown either by the accused student or by the College.
4. All charges should possess sufficient validity to allow the Judicial Board to meet and in good conscience and with impartiality consider related evidence. The hearing shall be conducted in such a manner as to do justice and shall be subject to the following minimum requirements.
 - a. The accused student shall have the right to be accompanied at the hearing by an advisor. Unless specifically permitted by name by the hearing body, such advisor may not be a person other than the student's parent or guardian, another student at the College, a member of the College's faculty or staff, or an attorney representing the accused student. During the hearing, an advisor may consult with the accused student but may not speak on behalf of the accused student or otherwise participate directly in the proceedings, unless given specific permission to do so by the Judicial Board.
 - b. All material evidence may be presented subject to the right of cross examination of the witnesses.
 - c. There shall be a complete and accurate record of the hearing prepared by a qualified stenographer or court reporter.
 - d. The accused student shall be entitled to be present throughout the presentation of the evidence, testimony of the witnesses and arguments of the parties, to be informed before the hearing of the substance of expected testimony of witnesses against the student and to have the witnesses present at the hearing at appropriate times, and to present witnesses and evidence on the student's own behalf as may be relevant and material to the case.
5. The College may be represented by an advisor. Counsel retained by the College may participate only in an advisory capacity and may not speak on behalf of the College or otherwise participate directly in the proceedings, unless given specific permission to do so by the Judicial Board.
6. The accused student and the Judicial Board members shall be present for the entire proceeding. However, witnesses may be called and excused throughout the hearing. The hearing shall be closed to all others.
7. After the hearing, the Judicial Board shall make findings of fact and a recommendation to the President for the disposition of the case and any sanctions to be imposed. The Judicial Board's recommendation shall be based upon proof of the alleged violation by a preponderance of the evidence.
8. No recommendation by the Judicial Board to the President for the imposition of sanctions against a student may be based solely on the failure of the student to answer charges or appear at the hearing. In such cases, the evidence in support of the charges shall be presented, and the Judicial Board's recommendation shall be based upon proof of the alleged violation by a preponderance of the evidence.
9. The accused student shall also be notified of the Judicial Board's recommendation and advised of the right to request an appeal to the President within two weeks of the receipt of the recommendation. The President shall within ten working days review the facts of the case and take such action as may be appropriate under all the circumstances.
10. Except in cases that involve expulsion, the decision of the President shall be final.
 11. If a student wishes to appeal an expulsion, the student must within three working days indicate to the President in writing an intent to appeal the expulsion to the Board of Governors.
- F. The Board of Governors may, from time to time, require the President to report on disciplinary actions or proceedings over a period of time or on a specific case or cases. These reports shall be in such form as the Board of Governors may require.

In disciplinary cases where expulsion was imposed, the Board of Governors may grant the expelled student's request for appeal.

 4. If the Board of Governors determines that the appeal will not be heard, the decision of the President is affirmed, and the expulsion shall be effective upon the President's receipt of the Board of Governors' statement of denial of the appeal.
 2. If the appeal is granted, the expulsion shall be stayed until the Board of Governors makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the student-appellant shall be notified by certified mail, and the expulsion shall be effective immediately upon concurrent notification to the President.
 3. In considering student appeals, the Board of Governors will review all relevant information and records of applicable disciplinary proceedings to ensure that due process has been afforded. The Board of Governors may take such action as it deems reasonable and proper in view of all the circumstances and in answer to its responsibilities under the law.

SCP4770 (4/16/02)

STUDENT GRIEVANCE PROCEDURE

Purpose

The purpose of the Student Grievance Procedure shall be to provide equitable and orderly processes to resolve any differences or dispute between a student and a staff or faculty member about College policies or learning activities affecting the student. This may include but is not limited to grading, instructional procedures, class attendance policies, instructional quality, and other situations where the student believes he/she is being treated unfairly or arbitrarily.

Procedure

Step 1

The student with a grievance must first discuss the grievance with the staff or faculty member involved. Every reasonable effort should be made by both parties to resolve the matter at this level. The initial conference must occur within ten (10) class days of the event, or, if a grade appeal, within ten (10) class days after the start of subsequent school term not including summer sessions.

Step 2

If the student continues to be dissatisfied with the results of step one, he/she may, within five (5) class days after the conference with the instructor or staff member, file a written

appeal with the immediate supervisor of the individual instructor or staff member involved. The supervisor may attempt a resolution satisfactory to the parties involved, but if no agreement is reached, he/she will set a date for a meeting of all parties with a Student Grievance Committee. The Student Grievance Committee is an Ad Hoc Committee consisting of five (5) members--two students appointed by the SGA Advisor/counselor (in conjunction with the Student Government Association), two faculty members, and a Chairperson appointed by the Chief Academic Officer or his/her designee. Both student and faculty members of the committee shall have the authority to determine whether an academic or other process was fair, prejudicial and/or capricious, and to recommend to the appropriate Vice President a suitable remedy.

The Student Grievance Committee shall meet under the following guidelines:

- a. The chairperson shall vote only in case of a tie.
- b. The student shall have the right to be accompanied by a representative of his/her choice from the institution. Such representative may consult with, but may not speak on behalf of, the student or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the Chairperson of the Student Grievance Committee. If the representative is to be an attorney, the student must notify the Office of the Chief Academic Officer of this fact within a minimum of five (5) working days in advance of the Student Grievance Committee meeting.
- c. Both the student grievant and the faculty or staff member against whom the grievance has been filed may present witnesses or relevant materials during the proceeding.
- d. All parties to the grievance must remain present for the entire meeting.
- e. The meeting shall be closed to all others.

The committee shall form its recommendations within five (5) working days of its final session. All recommendations for grievances related to grades, faculty, or academic policy shall be forwarded to the Chief Academic Officer. In other matters, the committee may refer its recommendations to the Vice President for the area the Committee deems appropriate.

The Vice President receiving the committee recommendation shall, within seven (7) working days after the meeting, prepare a statement of decision on the matter with copies to the student, the faculty or staff member against whom the grievance was filed, and the President.

Step 3

If the student, faculty, or staff member is not satisfied with the decision of the Vice President, he/she may, within a period of ten (10) working days, make a written appeal to the President. The President may at his/her discretion hold a meeting to hear both parties in the grievance or may make a decision based on the record of the Student Grievance Committee hearing and/or the recommendation of the Vice President. The President will notify the parties involved in the grievance of his/her decision in writing, within ten (10) working days after receiving the written appeal.

INSTRUCTIONAL PROGRAMS

UNIVERSITY PARALLEL (TRANSFER) PROGRAMS: A.A. and A.S. Degree

ASSOCIATE IN ARTS

Concentrations in:

Communications
Criminal Justice
Elementary Education
General Studies
History
Liberal Arts
Psychology/Sociology

ASSOCIATE IN SCIENCE

Concentrations in:

Biology
Business Administration
Chemistry/Physics
Computer Information Systems
Electrical Engineering Technology
Environmental Science
Math
Pre-Engineering
Pre-Med/Pre-Pharmacy

OCCUPATIONAL/TECHNICAL PROGRAMS: A.A.S. and Certificate

ASSOCIATE IN APPLIED SCIENCE

Allied Health Division Programs:

Medical Laboratory Technology
Nursing
Paramedic Science
Radiologic Technology
Surgical Technology

Business and Public Administration Division Programs:

Business Accounting
Business Administration

- General Business Option
- Health Care Management Option
- Hospitality Management Option
- Marketing Option
- Small Business Management Option

 Office Information Technology

- Administrative Option
- Legal Option
- Medical Option

 Criminal Justice

- Corrections Option
- Law Enforcement Option

Humanities and Social Science Division Programs:

Early Childhood Development Program

Technology and Engineering Division Programs:

Computer Information Systems

- PC Support Specialist
- Web Design Specialist

 Electrical Engineering Technology
Information Technology

Customized Programs:

Governors Adult Completion Program
Occupational Development

- Child Development Specialist Emphasis
- Fire Fighter Emphasis

 Technical Studies

- Applied Technology
- Information Systems

CERTIFICATE PROGRAMS

Health Care Technology

- Electrocardiography Option
- Medical Laboratory Assistant Option

 Criminal Justice
Secretarial Science
Technical Studies in Applied Technology

PROGRAM IMPLEMENTATION

The following is a program implementation chart that represents the College's institutional plan for offering the programs available at Southern West Virginia Community and Technical College for students entering in 2004-2005. The chart is organized by campus. Course availability is dependent upon minimum enrollment requirements.

Program/Program Code	Boone Campus	Logan Campus	Williamson Campus	Wyoming Campus
University Parallel Program				
<i>Associate in Arts with concentrations in:</i>				
Communications/222	General Education core only.	Full program.	Full program.	Full program.
Criminal Justice/220	Full program.	Full program.	Full program.	Full program.
Elementary Education/223	General education core and many, but not all, concentration electives.	Full program.	Full program.	Full program.
General Studies/224	Full program.	Full program.	Full program.	Full program.
History/226	General education core and many, but not all, concentration electives.	Full program.	Full program.	Full program.
Liberal Arts/225	General education core only.	Full program.	Full program.	Program not available.
Psychology/Sociology/227	General education core and many, but not all, concentration electives.	Full program.	Full program.	Full program.
<i>Associate in Science with concentrations in:</i>				
Biology/318	General education core and many, but not all, concentration electives.	Full program.	Full program.	General education core and many, but not all concentration electives.
Business Administration/331	Full program.	Full program.	Full program.	Full program.
Chemistry/Physics/319	General education core only.	Full program.	Full program.	Program not available.
Computer Information Systems/321	General education core and many, but not all, concentration electives.	Full program.	Full program.	Full program.
Electrical Engineering Technology/332	General education core only.	Full program.	General education core only.	General education core only.

Program/Program Code	Boone Campus	Logan Campus	Williamson Campus	Wyoming Campus
Environmental Science/320	General education core only.	Full program.	General education core only.	General education core only.
Math/322	General education core only.	Full program.	General education core only.	General education core only.
Pre-Engineering/323	General education core only.	Full program.	General education core only.	General education core only.
Pre-Med/Pre-Pharmacy/324	General education core only.	General education core only.	Full program.	General education core only.
Business and Public Administration Programs				
<i>Associate in Applied Science</i>				
Business Accounting/540	Full program.	Full program.	Full program.	Full program.
Business Administration				
•Health Care Management Option/541	General education core and some business courses.	Full program.	Full program.	General education core only.
•Hospitality Management Option/545	General education core and some business courses.	General education core and some business courses.	Full program.	General education core and some business courses.
•General Business Option/542	Full program.	Full program.	Full program.	Full program.
•Marketing Option/543	Full program.	Full program.	Full program.	Full program.
•Small Business Management Option/544	Full program.	Full program.	Full program.	Full program.
Office Information Technology				
•Administrative Option/557	General education, business core, and some secretarial courses.	Full program.	Full program.	General education and business core only.
•Legal Option/558	General education, business core, and some secretarial courses.	Full program.	Full program.	General education and business core only.
•Medical Option/559	General education, business core, and some secretarial courses.	Full program.	Full program.	General education and business core only.

Program/Program Code	Boone Campus	Logan Campus	Williamson Campus	Wyoming Campus
Criminal Justice				
•Corrections Option/591	General education core and most CJ courses available.	Full program.	Full program.	General education courses and most CJ courses available.
•Law Enforcement Option/592	General education core and most CJ courses available.	Full program.	Full program.	General education courses and most CJ courses available.
Customized Programs				
<i>Associate in Applied Science</i>				
Board of Governors Adult Completion Program	See note and pages 71 and 72 of the catalog.	See note and pages 71 and 72 of the catalog.	See note and pages 71 and 72 of the catalog.	See note and pages 71 and 72 of the catalog.
Occupational Development*	See note and page 71 of the catalog.	See note and page 71 of the catalog.	See note and page 71 of the catalog.	See note and page 71 of the catalog.
•Child Development Specialist Emphasis/752	See note and page 71 of the catalog.	See note and page 71 of the catalog.	See note and page 71 of the catalog.	See note and page 71 of the catalog.
•Fire Fighter Emphasis/756	See note and page 71 of the catalog.	See note and page 71 of the catalog.	See note and page 71 of the catalog.	See note and page 71 of the catalog.
Technical Studies*	See note and page 71 of the catalog.	See note and page 71 of the catalog.	See note and page 71 of the catalog.	See note and page 71 of the catalog.
•Applied Technology/755	See page 75 of the catalog.	See page 75 of the catalog.	See page 75 of the catalog.	See page 75 of the catalog.
•Information Systems/753	Web-based.	Web-based.	Web-based.	Some courses on campus; others web-based.
Early Childhood Development Program				
<i>Associate in Applied Science</i>				
Early Childhood Development/985	General education core only.	Full program.	General education core only.	General education core only.

Program/Program Code	Boone Campus	Logan Campus	Williamson Campus	Wyoming Campus
Technology and Engineering Programs				
<i>Associate in Applied Science</i>				
Computer Information Systems				
•PC Support Specialist/666	General education and some, but not all, CS/IT courses.	Full program.	General education and some, but not all, CS/IT courses.	General education and some, but not all, CS/IT courses.
•Web Design Specialist/667	General education and some, but not all, CS/IT courses.	General education and some, but not all, CS/IT courses.	Full program.	General education and some, but not all, CS/IT courses.
Electrical Engineering Technology/670	General education core only.	Full program.	General education core only.	General education core only.
Information Technology/690	Full program.	General education core only.	General education core only.	General education core only.
Allied Health Programs				
<i>Associate in Applied Science</i>				
Medical Laboratory Technology/442	General education core only.	Full program. Clinical rotations.	General education core and clinical rotations.	General education core only.
Nursing/444	General education core only.	Full program. Clinical rotations.	General education core and clinical rotations.	General education core only.
Paramedic Science/443	General education core only.	Full program. Clinical rotations.	General education core only.	General education core only.
Radiologic Technology/469	General education core and clinical rotations.	Full program. Clinical rotations.	General education core and clinical rotations.	General education core only.
Surgical Technology/441	General education core only.	Full program. Clinical rotations.	General education core and clinical rotations.	General education core only.
Certificate Programs				
Health Care Technology				
•Electrocardiography Option/011	General education core only.	Full program. Clinical rotations.	General education core and clinical rotations.	General education core only.
•Medical Laboratory Assistant Option/012	General education core only.	Full program. Clinical rotations.	General education core and clinical rotations.	General education core only.

Program/Program Code	Boone Campus	Logan Campus	Williamson Campus	Wyoming Campus
Criminal Justice/057	Full program.	Full program.	Full program.	General education core and some speciality courses.
Secretarial Science/052	Full program.	Full program.	Full program.	General education and business core only.
Technical Studies*/115	See note and page 94 of the catalog.	See note and page 94 of the catalog.	See note and page 94 of the catalog.	See note and page 94 of the catalog.

***Note:** Customized degree or certificate programs may be developed for approved apprenticeship programs through the Bureau of Apprenticeship and Training and under the Occupational Development Program. Additional customized degree and/or certificate programs for specialized training are also available through the Associate of Applied Science or Certificate in Technical Studies options and the Board of Governors Adult Degree Completion Program.

UNIVERSITY PARALLEL PROGRAMS

Associate in Arts/Associate in Science

Minimum 65-67 Semester Hours

Students planning to earn a baccalaureate degree at a four-year college may complete the first two years at Southern West Virginia Community and Technical College by earning either the Associate in Arts or the Associate in Science degree, each requiring a minimum of 65-67 semester hours.

General Education Core Curriculum			
Discipline Areas	Courses	Credit Hours	Total Hours
Communications/Humanities	EN 101	3	
	EN 102	3	
	SP 103	3	
	Literature Elective	3	
	Humanities Electives	<u>6</u>	
			18
Social Sciences	PY 201	3	
	SO 200	3	
	History Electives	<u>6</u>	
			12
Natural Science and Math	*Science	8	
	**Math	<u>3</u>	
			11
Physical Education/Health Computer Literacy	PE Electives	2	
	***CS Elective	<u>2-3</u>	
			4-5
Total Core Hours			45-46
Area of Concentration Hours			20-21
Total Hours			65-67

[Note: Each area of concentration will contain a list of restricted electives from which students may choose.]

Literature: Select three semester hours from EN 200, EN 201, EN 202, EN 204, or EN 219.

Humanities: Select six hours from foreign language, art, music, or theater. Student should consult the catalog of the institution to which s/he will transfer to determine the appropriate humanities courses to select.

History: Select six semester hours of History (HS) courses. Students should consult the catalog of the institution to which s/he will transfer to determine the appropriate history courses to select.

Science: Select eight semester hours of science from Biology (BS), Chemistry (CH), Geology (GL), Integrated Science (IS), Physics (PH), or Physical Science (SC) courses. Students should consult the catalog of the institution to which s/he will transfer to determine the appropriate science courses to select.

Physical Education: Select two semester hours from any PE activity or health course.

*Science - Students in the AS Pre-Med/Pre-Pharmacy or AS Chemistry/Physics concentrations must take CH 213 and CH 214.
 Students in the AS Biology concentration must take BS 101 and BS 102.
 Students in the AS Environmental Science concentration must take BS 101 and BS 102.
 Students in the AS Pre-Engineering concentration must take CH 213 and CH 214.

**Math - Students in any AS concentration must take MT 130 or higher.
 Students in any AA concentration must take MT 121 or higher.
 Students in the AS Math concentration must take MT 130.
 Students in the AS Pre-Engineering concentration must take MT 229.

***Computer Science - Students may not use one-hour mini-courses to fulfill this requirement. Pre-Engineering students may use DR 204. Students in the WVU 2+2 must choose DR 204.

UNIVERSITY PARALLEL

Associate in Arts

Communications Concentration Restricted Electives: Students may select 21 hours from the following courses.

JR 101	Survey of Journalism	3 hrs.	JR 201	News Reporting I	3 hrs.
JR 202	News Reporting II	3 hrs.	RT 230	Intro. to Telecomm.	3 hrs.
RT 240	Intro. to Broadcasting	3 hrs.	SP 202	Intro. to Public Speaking	3 hrs.
SP 240	Voice and Diction	3 hrs.	SP 207	Business & Prof. Speaking	3 hrs.
TH 150	Intro. to the Theater	3 hrs.	TH 210	Intro. to Acting	3 hrs.

Criminal Justice Concentration Restricted Electives: Students may select 21 hours from the following courses.

CJ 101*	Criminal Justice Systems	3 hrs.	CJ 102*	Intro. To Corrections	3 hrs.
CJ 103*	Intro to Law Enforcement	3 hrs.	CJ 201*	Criminal Procedure	3 hrs.
CJ 202*	Criminal Law	3 hrs.	CJ 213	Criminal Investigation	3 hrs.
CJ 221	Community Corrections	3 hrs.	CJ 217	Juvenile Just. & Delinq.	3 hrs.
CJ 223	Criminology	3 hrs.	CJ 226	Abnormal Psychology	3 hrs.
CJ 230	Pistol & Personal Protect.	3 hrs.	CJ 280	Traffic Law and Enforce.	3 hrs.
CJ 290	Practicum in Criminal Justice	3 hrs.			

*Required courses

Elementary Education Concentration Restricted Electives: Students may select 21 hours from the following courses.

AR 112**	Art Appreciation	3 hrs.	AR 113**	Drawing & Painting for Elem. Ed.	3 hrs.
ED 114	Intro to Education	3 hrs.	ED 203	Children's Literature	3hrs.
ED 218	Human Dev. and Learning	3 hrs.	HS 104**	Western Civilization I	3hrs.
HS 105**	Western Civilization II	3 hrs.	HS 203	West Virginia History	3hrs.
HS 230**	American History 1492-1877	3 hrs.	HS 231**	American History Since 1877	3hrs.
ME 101	Math for Elem. Teachers I	3 hrs.	ME 102	Math for Elem. Teachers II	3hrs.
MU 175	Music Appreciation	3 hrs.	MU 203	Music Skills for Teachers	3hrs.
SO 201	Social Problems I	3 hrs.	SO 202	Social Problems II	3hrs.

History Concentration Restricted Electives: Students may select 21 hours from the following courses.

HS 104*	Western Civilizations I	3 hrs.	HS 105*	Western Civilizations II	3 hrs.
HS 203*	West Virginia History	3 hrs.	HS 230*	American History 1492-1877	3 hrs.
HS 231*	American History Since 1877	3 hrs.	HS 295	War in the 20 th Century	3 hrs.
PS 201	American Govt. and Politics	3 hrs.	PS 202	State and Local Government	3 hrs.
SO 201	Social Problems I	3 hrs.	SO 202	Social Problems II	3 hrs.
SO 208	Marriage & Family Rel.	3 hrs.	SO 210	Appalachian Studies	3 hrs.
SO 215	Human Relations	3 hrs.			

*Required courses.

Psychology/Sociology Concentration Restricted Electives: Students may select 21 hours from the following courses.

PY 201**	General Psychology	3 hrs.	PY 212	Children and Families	3 hrs.
PY 215	Guiding the Behavior of Children	3 hrs.	PY 218**	Life-Span Dev. Psychology	3 hrs.
PY 219	The Exceptional Child	3 hrs.	PY 226	Abnormal Psychology	3 hrs.
SO 200**	Intro. to Sociology	3 hrs.	SO 201	Social Problems I	3 hrs.
SO 202	Social Problems II	3 hrs.	SO 208	Marriage & Family Rel.	3 hrs.
SO 210	Appalachian Studies	3 hrs.	SO 215	Human Relations	3 hrs.
SO 220	Race, Gender, and Human Identity	3 hrs.			

General Studies Concentration Restricted Electives: Students may select 21 hours from any course 100 level or higher. Students should see an academic advisor prior to selection of courses.

Liberal Arts Concentration Restricted Electives: Students may select 21 hours from the following disciplines.

Fine Arts - Art, Music, Theater	Philosophy	Criminal Justice
Foreign Language	Religion	Psychology
History	Political Science	Sociology
Economics	Geography	
Literature (EN 200, EN 201, EN 202, EN 204, EN 210, EN 219)		

**These courses may not be used to meet both general education requirements and specialization requirements simultaneously. To complete the associate degree, the student must acquire a minimum of 66 semester hours and meet the general education and area of concentration requirements.

NOTE: Students are advised to consult the college catalog of the institution to which they plan to transfer to determine appropriate elective courses for their intended major.

UNIVERSITY PARALLEL

Associate in Science

Biology Concentration

Required Courses:

BS 101	General Biology I	4 hrs.	CH 213	Principles of Chemistry I	4 hrs.
BS 102	General Biology II	4 hrs.	CH 214	Principles of Chemistry II	4 hrs.

Restricted Electives: Students may select a minimum of 12 hours from the following:

BS 124	Human Anat. & Physiology I	4 hrs.	CH 225	Organic Chemistry II	3 hrs.
BS 125	Human Anat. & Physiology II	4 hrs.	CH 226	Organic Chemistry II Lab	2 hrs.
BS 216	Microbiology	4 hrs.	PH 210	College Physics I	4 hrs.
CH 223	Organic Chemistry I	3 hrs.	PH 212	College Physics II	4 hrs.
CH 224	Organic Chemistry I Lab	2 hrs.			

Business Administration Concentration

Required Courses:

AC 111	Principles of Accounting	3 hrs.	BU 230	Business Statistics	3 hrs.
AC 112	Principles of Accounting I	3 hrs.	EC 241	Principles of Economics I	3 hrs.
BU 207	Business Law	3 hrs.	EC 242	Principles of Economics II	3 hrs.

Restricted Electives: Students may select 3 credit hours from the following disciplines

Accounting	Economics	Management
Business	Finance	Marketing

Chemistry/Physics Concentration

Required Courses:

CH 213	Principles of Chemistry I	4 hrs.	CH 214	Principles of Chemistry II	4 hrs.
PH 210	College Physics I	4 hrs.	PH 220	Physics for Scientists & Engineers I	4 hrs.
PH 212	College Physics II	4 hrs.	PH 222	Physics for Scientists & Engineers II	4 hrs.

OR

OR

Restricted Electives: Students may select a minimum of 12 hours from the following:

CH 223	Organic Chemistry I	3 hrs.	MT 125	Trigonometry	3 hrs.
CH 224	Organic Chemistry I Lab	2 hrs.	MT 229	Calculus I	5 hrs.
CH 225	Organic Chemistry II	3 hrs.	MT 230	Calculus II	4 hrs.
CH 226	Organic Chemistry II Lab	2 hrs.	MT 231	Calculus III	4 hrs.

Computer Information Systems Concentration

Required Courses:

AC 111	Principles of Accounting I	3 hrs.	AC 112	Principles of Accounting II	3 hrs.
CS/IT	Restricted Elective	12 hrs.			

Choose one programming language course from:

CS 205	Intro. to Programming I	4 hrs.	IT 190	Intro. to Programming in Visual C++	3 hrs.
IT 192	Intro. to Prog. in Visual Basic	3 hrs.	IT 194	Intro. to Programming in Java	3 hrs.

OR

OR

Electrical Engineering Technology Concentration: Students may select 21 hours from the following courses:

EG 210	Troubleshooting Lab	2 hrs.	EG 171	DC Circuit Analysis	4 hrs.
EG 172	AC Circuit Analysis	4 hrs.	EG 290	Digital Electronics	4 hrs.
EG 181	Analog Electronics	4 hrs.	EG 220	Machines and Power Systems	4 hrs.
DR 101	Intro. to Mechanical Drawing	3 hrs.	DR 204	Computer Aided Design and Drafting I	3 hrs.

Environmental Science Concentration

Required Courses:

BS 130	Environmental Biology	3 hrs.	EV 105	Environmental Regulations	2 hrs.
BS 230	Environmental Microbiology	4 hrs.	EV 106	Waste Water	2 hrs.
CH 213	Principles of Chemistry I	4 hrs.	EV 110	Risk Assessment	3 hrs.
CH 214	Principles of Chemistry II	4 hrs.	EV 235	Environmental Law	3 hrs.

Math Concentration

Required Courses:

MT 229	Calculus I	5 hrs.	MT 230	Calculus II	4 hrs.
MT 231	Calculus III	4 hrs.			

Restricted electives: Students may select a minimum of 11 hours from the following:

IT 189	Programming Logic	2 hrs.	IT 190	Intro. to Programming in Visual C++	3 hrs.
MT 225	Elementary Statistics	3 hrs.	MT 235	Differential Equations	4 hrs.
PH 210	College Physics I	4 hrs.	PH 212	College Physics II	4 hrs.

Pre-Engineering Concentration

Required Courses:

EG 101	Engineering I	3 hrs.	MT 230	Calculus II	4 hrs.
EG 102	Engineering II	3 hrs.			

Restricted electives:

DR 204*	AutoCAD I	3 hrs.	MT 231*	Calculus III	4 hrs.
GL 110*	Geology	3 hrs.	MT 235	Differential Equations	4 hrs.
EG 211	Statics	3 hrs.	PH 220*	Physics for Scientists & Engineers I	4 hrs.
EG 212	Strength of Materials	3 hrs.	PH 222*	Physics for Scientists & Engineers II	4 hrs.
MT 225*	Elementary Statistics	3 hrs.	SU 101*	Topographic Surveying & Mapping	3 hrs.

*Required for students in the WVU Mining 2+2.

Pre-Med/Pre-Pharmacy Concentration

Required Courses:

CH 213	Principles of Chemistry I	4 hrs.	CH 224	Organic Chemistry I Lab	2 hrs.
CH 214	Principles of Chemistry II	4 hrs.	CH 225	Organic Chemistry II	3 hrs.
CH 223	Organic Chemistry I	3 hrs.	CH 226	Organic Chemistry II Lab	2 hrs.

Electives: Students may select a minimum of 12 hours from the following:

BS 124	Human Anatomy & Physiology I	4 hrs.	MT 137	Precalculus	5 hrs.
BS 125	Human Anatomy & Physiology II	4 hrs.	PH 210	College Physics I	4 hrs.
MT 125	Trigonometry	3 hrs.	PH 212	College Physics II	4 hrs.

NOTE: Students are advised to consult the college catalog of the institution to which they plan to transfer to determine appropriate elective courses for their intended major.

UNIVERSITY PARALLEL PROGRAM
Associate in Arts/Associate in Science
Minimum 65-67 Semester Hours

Sample Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
EN	101	English Composition I	3	
SP	103	Speech Fundamentals	3	
PY	201	General Psychology	3	
CS		***Computer Science Elective	2-3	
		Any lab science	<u>4</u>	
				15-16

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
EN	102	English Composition II	3	
		Humanities Elective	3	
MT		*Math	3	
PE		Physical Education	1	
SO	200	Introduction to Sociology	3	
		**Any lab science	<u>4</u>	
				17

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
EN	200/201	Literature Elective	3	
HS		History Elective	3	
		Humanities Elective	3	
		Concentration Electives	<u>8-9</u>	
				17-18

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
HS		History Electives	3	
PE		Physical Education	1	
		Concentration Electives	<u>12</u>	
				16

*Students in AS concentrations must take MT 130 or higher.

*Students in AA concentrations must take MT 121 or higher.

*Students in the AS Math concentration must take MT130.

*Students in the AS Pre-Engineering concentration must take MT 229.

**Students in the AS Pre-Med/Pre-Pharmacy or AS Chemistry/Physics concentrations must take CH 213 and CH 214.

**Students in the AS Biology concentration must take BS 101 and BS 102.

**Students in the AS Environmental Science concentration must take BS 101 and BS 102.

**Students in the AS Pre-Engineering concentration must take CH 213 and CH 214.

***Students in the AS Pre-Engineering concentration may use DR 204 as their computer science requirement. Students in the WVU 2+2 Mining must choose DR 204. Students may not use one-hour mini-courses to fulfill this requirement.

NOTE: Biology, Chemistry/Physics, and Pre-Med/Pre-Pharmacy concentration students must consult an advisor to develop an appropriate program sequence.

A LLIED HEALTH PROGRAMS
Associate in Applied Science
65-69 Semester Hours

The Division of Allied Health offers the associate in applied science degree with programs of study in the areas of:

Medical Laboratory Technology
Nursing
Paramedic Science
Radiologic Technology
Surgical Technology

These programs are designed as non-transfer for career oriented students who desire to enter the job market after completion of the program. However, it is also possible to transfer to a baccalaureate degree granting institution and apply many of the hours earned in the associate degree program toward the bachelors degree.

Students planning to transfer to programs at other institutions are advised to see the catalog or counselor of the institution to which they are planning to transfer to obtain specific program requirements.

Students planning to enroll in an Allied Health program at Southern are advised to contact the specific Program Coordinator for a list of course requirements or refer to the current college catalog.

All courses in the Allied Health Associate in Applied Science programs **MUST** be completed with a grade of “C” or better by the semester indicated in order to progress to the next semester.

MEDICAL LABORATORY TECHNOLOGY
Associate in Applied Science
67 Semester Hours

Purpose: The Medical Laboratory Technology Program at Southern West Virginia Community and Technical College was developed to fulfill the need for qualified medical laboratory personnel in southern West Virginia. There is a demand for Medical Laboratory Technicians in West Virginia as well as the country. Professional, competent personnel who are certified to examine and analyze laboratory specimens are essential to quality health care. Southern's program aims at helping students attain the basic knowledge and skills necessary to begin their career in the field of Medical Laboratory Technology.

Published on Southern's web page (<http://www.southern.wvnet.edu>) are the MLT Program's technical/academic standards. A review of these standards will give the student a better understanding of the physical and mental requirements related to the job performance duties of this profession.

Medical Laboratory Technology
Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BS	124	Human Anatomy & Physiology I	4	
CH	203	Fund. of General, Organic, & Biological Chem.*	4	
ML	101	Clinical Hematology	5	
MT		MT 121 (College Math for General Ed.) or higher*	<u>3</u>	
				16

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BS	125	Human Anatomy & Physiology II	4	
EN	101	English Composition I	3	
ML	102	Clinical Chemistry	5	
ML	103	Immunohematology and Serology	<u>5</u>	
				17

SUMMER SESSION

Dept.	Course No.	Title	Credit Hours	Total Hours
ML	200	Phlebotomy Practicum	<u>1</u>	
				1

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BS	216	Microbiology	4	
EN	102	English Composition II	3	
CS		Computer Science**	3	
ML	201	Urinalysis & Body Fluids	1	
ML	202	Clinical Microbiology	<u>5</u>	
				16

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
ML	205	MLT Seminar	2	
ML	210	MLT Clinical Practicum	12	
		Restricted Elective***	<u>3</u>	
				17

*Students planning to continue their studies toward a BS degree in MLT are advised to take CH213, CH214, and MT130 in place of these courses.

**choose any 100 level CS course or any combination of CS courses to total 3 credit hours

***choose any Psychology, Sociology, or Speech course

All courses must be completed with a "C" or better by the semester indicated in order to progress to the next semester.

NURSING
Associate in Applied Science
65 Semester Hours

Purpose: The Nursing Program at Southern West Virginia Community and Technical College is designed to prepare the Associate Degree Program graduate for practice as a Registered Nurse once licensure requirements are satisfied. The Registered Nurse is prepared to care for people of any age who have acute or chronic health care problems in a variety of settings. The nurse practices within a combination of three roles: provider of care, manager of care, and member within the discipline of nursing. The faculty in the Department of Nursing believe that nursing is a unique profession concerned with assessing, promoting, maintaining, and restoring the health of individuals and families. The discipline of nursing incorporates the concepts of Person-Health-Environment.

Nursing
Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	120	Health Assessment/Communication*	2	
AH	210	Nutrition	3	
BS	124	Human Anatomy and Physiology I	4	
NU	100	Essentials of Nursing*	6	
PY	218	Life-Span Developmental Psychology	<u>3</u>	
				18

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BS	125	Human Anatomy and Physiology II	4	
EN	101	English Composition I	3	
NU	104	Nursing of Childbearing Family*	5	
NU	107	Psychosocial Transitions*	<u>5</u>	
				17

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BS	127	Microbiology for Allied Health	3	
EN	102	English Composition II	3	
NU	206	Nursing Care I	<u>9</u>	
				15

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	241	Pharmacology for Allied Health	3	
NU	210	Role Transition to Professional Nursing	3	
NU	212	Nursing Care II	<u>9</u>	
				15

All courses must be completed with a "C" or better by the semester indicated in order to progress to the next semester. Competency exams may also be required in course/levels in order to progress in the curriculum. The nursing program must be completed within four years of admission. Failure to successfully complete the program within four years will result in dismissal. Any request for re-admission would be subject to new student admission requirements for that academic year and would require all nursing courses be repeated regardless of the previous grade.

*LPN's may challenge course - cost is responsibility of the student.

PARAMEDIC SCIENCE
Associate in Applied Science
66 Semester Hours
(May not be offered every year)

Purpose: The graduate of the Paramedic Science Program is a highly skilled health care provider. Paramedics recognize, assess, and manage medical emergencies of acutely ill or injured persons in pre-hospital settings. They work under the direction of a physician, often through radio communication. Paramedics are responsible for exercising personal judgment when communication failures interrupt contact with medical direction. The Paramedic Science graduate will be trained in effective communication, transport of patients to the hospital or clinic, advanced life support skills, administration of medication through various routes, interpretation of EKG's, endotracheal intubation and the use of defibrillators. Instruction in the Paramedic Science Program includes didactic education at the College combining general education and courses that are program specific. Students receive clinical training in the college skill labs, with the various EMS squads in the College service district, hospitals in emergency, trauma, intensive care, obstetrics, neonatal, and pediatric units. Upon completion of the Paramedic Science Program, the graduate will be eligible to sit for the national registry examination for paramedics provided all eligibility requirements are met.

Paramedic Science
Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BS	115	Human Biology	4	
EM	103	EMT-Basic	5	
EM	105	Introduction to Paramedic Science	4	
EN	101	English Composition I	<u>3</u>	
				16

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
EM	106	Patient Assessment/Trauma Management	5	
EM	107	Field Clinical I	1	
EM	110	Patient Assessment Lab	2	
EN	102	English Composition II	3	
MT		MT121 (College Math for General Ed.) or higher 3		
PY	201	General Psychology	<u>3</u>	
				17

SUMMER I

Dept.	Course No.	Title	Credit Hours	Total Hours
EM	112	Field Clinical II	<u>2</u>	
				2

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	115	Drug Dosage Calculation	1	
EM	200	EMS Pharmacology	2	
EM	202	Field Clinical III	2	
EM	205	Cardiopulmonary Patient Care	5	
EM	206	General Medical Care I	3	
PY	218	Life-Span Developmental Psychology	<u>3</u>	
				16

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	222	Processes of Grief and Dying	3	
EM	207	General Medical Care II	4	
EM	208	Paramedic Seminar	3	
EM	210	Paramedic Internship	<u>5</u>	
				15

All courses must be completed with a "C" or better by the semester indicated in order to progress to the next semester.

RADIOLOGIC TECHNOLOGY
Associate in Applied Science
69 Semester Hours

Purpose: The Radiologic Technology Program at Southern West Virginia Community and Technical College strives to meet the needs of the community by training technologists to ease the shortage in this vital health care field. The purpose of the Radiologic Technology Program is to provide academic and technical instruction helping the student to grow as a responsible allied health professional.

Radiologic Technology
Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	100	Patient Care Technology	3	
BS	124	Human Anatomy & Physiology I	4	
EN	101	English Composition I	3	
MT	130	College Algebra	3	
PE	200	CPR	1	
RA	101	Intro. to Radiographic Technology & Radiographic Positioning I	3	
RA	110	Clinical I	<u>1</u>	
				18

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BS	125	Human Anatomy & Physiology II	4	
EN	102	English Composition II	3	
PH	200	Introductory Physics	4	
RA	103	Radiographic Positioning II & Film Evaluation	3	
RA	104	Prin of Radiographic Exposure	2	
RA	125	Clinical II	<u>2</u>	
				18

SUMMER SESSION

Dept.	Course No.	Title	Credit Hours	Total Hours
RA	150	Clinical III	<u>3</u>	
				3

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	200	Health Care Ethics and Law	1	
RA	102	Radiation Physics	3	
RA	200	Clinical IV	3	
RA	201	Radiation Biology & Advanced Radiation Protection	2	
RA	202	Pathology	2	
RA	203	Special Procedures Positioning & Film Evaluation II	2	
RA	204	Imaging	<u>2</u>	
				15

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	115	Drug Dosage Calculation	1	
CS		Computer Science*	3	
RA	210	Radiologic Quality Management	2	
RA	225	Seminar in Radiologic Technology	3	
RA	250	Clinical V	3	
		Elective	<u>3</u>	
				15

*choose any 100 level CS course or any combination of CS courses to total 3 credit hours

All courses must be completed with a "C" or better by the semester indicated in order to progress to the next semester.

Students planning to transfer to programs at other institutions, i.e.-nuclear medicine or health care administration, are advised to see the Radiologic Technology Coordinator to obtain course requirements. Students planning to enroll in another Allied Health program at Southern are advised to contact the program coordinator for a list of course requirements or refer to current college catalog.

SURGICAL TECHNOLOGY
Associate in Applied Science
64 Semester Hours
(May not be offered every year)

Purpose: The Associate Degree graduate of the Surgical Technology Program is a highly skilled Surgical Technician. The Surgical Technician functions as an integral part of the surgical team under the direct supervision of a licensed Registered Professional Nurse and in cooperation with the surgeon, anesthesiologist or anesthesiologist. Duties and responsibilities include preparing the sterile field, equipment and supplies, instrumentation during surgical procedures, as well as being able to operate complex machinery such as sterilizers, electrosurgical units, and diagnostic equipment used in surgery. The Surgical Technician will assist medical and nursing personnel in operating rooms, emergency rooms, and obstetrical facilities.

Surgical Technology
Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	108	Medical Terminology	2	
BS	124	Human Anatomy and Physiology I	4	
MT		MT121 (College Math for General Ed.) or higher	3	
SG	100	Introductory Surgical Technology	3	
SG	101	Surgical Technology Skills	3	
SG	105	Surgical Technology Biomedical	<u>2</u>	
				17

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BS	125	Human Anatomy and Physiology II	4	
EN	101	English Composition I	3	
PY	201	General Psychology	3	
SG	110	Surgical Technology I	3	
SG	115	Surgical Technology Clinical Practicum I	<u>4</u>	
				17

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
EN	102	English Composition II	3	
PY	218	Life-Span Developmental Psychology	3	
SG	200	Surgical Technology II	3	
SG	205	Surgical Technology Clinical Practicum II	4	
SG	210	Anesthetics, Drugs, and Solutions	<u>2</u>	
				15

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	200	Health Care Ethics and Law	1	
BS	127	Microbiology for Allied Health	3	
SG	212	Surgical Technology III	3	
SG	215	Surgical Technology Practicum III	<u>8</u>	
				15

All courses must be completed with a "C" or better by the semester indicated in order to progress to the next semester.

B BUSINESS AND PUBLIC ADMINISTRATION PROGRAMS

Associate in Applied Science
65-69 Semester Hours

The Division of Business and Public Administration offers the associate in applied science degree with specializations in the following areas:

Business Accounting

Business Administration

- General Business Option
- Health Care Management Option
- Hospitality Management Option
- Marketing Option
- Small Business Management Option

Office Information Technology

- Administrative Option
- Legal Option
- Medical Option

Criminal Justice

- Corrections Option
- Law Enforcement Option

These are non-transfer programs designed for the career oriented student who desires to enter the job market after completion of the program or to enhance skills in his/her current employment.

BUSINESS PROGRAMS
Associate in Applied Science
65-69 Semester Hours

All students in the business program must complete a common general education core, a business core and an area of specialization.

General Education Core: (15 Semester Hours)

Humanities/Communication	9 semester hours
CS 125 (for Business Administration - Hospitality Management Option only)	
EN 101	
EN 102 (except for Business Administration - Hospitality Management Option)	
SP 103	
Social Sciences	3 semester hours
SO 215 OR SO 200	
PY 201 OR PY 218 (PY 218 preferred in Health Care Management Option)	
Math	3 semester hours
MT (MT 123 OR BU 115)	

Business Core: (22 Semester Hours)

AC 111 (OR SE 101 for those in the Office Information Technology Program)
AC 112 (OR SE 102 for those in the Office Information Technology Program)
BU 100 (BU 101 for the Business Administration - Health Care Management Option and the Office Information Technology Program - Medical Option; BU 102 for the Business Administration - Hospitality Management Option))
BU 205
BU 207 (BU 209 for the Business Administration - Health Care Management Option and the Office Information Technology Program - Medical Option; BU 211 for the Business Administration - Hospitality Management Option)
CS 116
CS 118
EC 241 OR EC 242 (EC 242 preferred for the Business Administration - Health Care Management Option and the Business Administration - Hospitality Management Option)

Specialization:

Business Accounting - 30 semester hours

AC 113 Accounting Practicum	3 semester hours
AC 211 Intermediate Accounting I	3 semester hours
AC 212 Intermediate Accounting II	3 semester hours
AC 248 Income Tax Accounting	3 semester hours
AC 249 Managerial Accounting	3 semester hours
AC 250 Computerized Accounting	3 semester hours
AC 290 Internship in Accounting	3 semester hours
BU 230 Business Statistics	3 semester hours
EC 241 Principles of Economics I	3 semester hours
OR	
EC 242 Principles of Economics II	3 semester hours
Business Program Restricted Electives	3 semester hours

Business Administration - 30 semester hours

Health Care Management Option

AH 108 Medical Terminology	2 semester hours
BS 115 Human Biology	4 semester hours
BU 230 Business Statistics	3 semester hours
BU 294 Internship in Medical Facility	4 semester hours
CS 120 Database Management	2 semester hours
FN 231 Principles of Finance	3 semester hours
MG 261 Human Resource Management	3 semester hours
MG 263 Health Care Supervision	3 semester hours
MK 274 Services Marketing	3 semester hours
SE 230 Medical Billing and Coding	3 semester hours

Hospitality Management Option

BU 102	Introduction to Hospitality	3 semester hours
BU 211	Hospitality Law	3 semester hours
FN 130	Food Service Risk Management	3 semester hours
FN 200	Purchasing	3 semester hours
FN 233	Cost Control/Revenue	3 semester hours
MG 264	Supervision	3 semester hours
MG 294	Internship	4 semester hours
MK 274	Services Marketing	3 semester hours
MK 277	Hospitality Marketing	3 semester hours
	Operations Electives	2-3 semester hours

Operations Electives:

MG 160	Operations Management	2 semester hours
MG 200	Introduction to Restaurant Management	3 semester hours

General Business Option

BU 230	Business Statistics	3 semester hours
BU 291	Internship in General Business	3 semester hours
EC 241	Principles of Economics I	3 semester hours
OR		
EC 242	Principles of Economics II	3 semester hours
FN 231	Principles of Finance	3 semester hours
MG 260	Principles of Management	3 semester hours
MG 261	Human Resource Management	3 semester hours
MK 270	Principles of Marketing	3 semester hours
	Business Program Restricted Electives	9 semester hours

Marketing Option

BU 230	Business Statistics	3 semester hours
EC 241	Principles of Economics I	3 semester hours
OR		
EC 242	Principles of Economics II	3 semester hours
FN 231	Principles of Finance	3 semester hours
MG 261	Human Resource Management	3 semester hours
MK 270	Principles of Marketing	3 semester hours
MK 271	Advertising and Sales Promotion	3 semester hours
MK 272	Retailing	3 semester hours
MK 273	Salesmanship	3 semester hours
MK 274	Services Marketing	3 semester hours
SO 200	Introduction to Sociology	3 semester hours
OR		
PY 201	General Psychology	3 semester hours

Small Business Management Option

AC 249	Managerial Accounting	3 semester hours
BU 230	Business Statistics	3 semester hours
BU 293	Small Business Management Internship	3 semester hours
FN 231	Principles of Finance	3 semester hours
EC 241	Principles of Economics I	3 semester hours
OR		
EC 242	Principles of Economics II	3 semester hours
MG 260	Principles of Management	3 semester hours
MG 261	Human Resource Management	3 semester hours
MG 262	Small Business Management	3 semester hours
MK 270	Principles of Marketing	3 semester hours
	Business Program Restricted Electives	3 semester hours

Office Information Technology - 32 semester hours

* It is strongly recommended that students entering any of these options have previous courses in keyboarding and computers.

Administrative Option

CS 120	Data Base Management Systems Concepts	2 semester hours
MG 261	Human Resource Management	3 semester hours
SE 104	Intermediate Keyboarding	3 semester hours
SE 105	Advanced Keyboarding	3 semester hours
SE 120	SuperWrite I	3 semester hours
SE 121	SuperWrite II	3 semester hours
SE 130	Administrative Machine Transcription	3 semester hours
SE 131	Records Management	3 semester hours
SE 250	Office Procedures and Techniques	3 semester hours
SE 270	Administrative Office Technology Internship	3 semester hours
Business	Program Restricted Electives	3 semester hours

Legal Option

CS 120	Data Base Management Systems Concepts	2 semester hours
SE 104	Intermediate Keyboarding	3 semester hours
SE 105	Advanced Keyboarding	3 semester hours
SE 120	SuperWrite I	3 semester hours
SE 121	SuperWrite II	3 semester hours
SE 133	Legal Terminology and Transcription	3 semester hours
SE 131	Records Management	3 semester hours
SE 235	Legal Research	3 semester hours
SE 255	Legal Administrative Procedures	3 semester hours
SE 265	Legal Office Technology Internship	3 semester hours
Business	Program Restricted Elective	3 semester hours

Medical Option

AH 108	Medical Terminology	2 semester hours
BS 115	Human Biology	4 semester hours
CS 120	Data Base Management Systems Concepts	2 semester hours
SE 104	Intermediate Keyboarding	3 semester hours
SE 105	Advanced Keyboarding	3 semester hours
SE 129	Medical Terminology and Transcription	3 semester hours
SE 131	Records Management	3 semester hours
SE 145	Medical Administrative Procedures I	3 semester hours
SE 245	Medical Administrative Procedures II	3 semester hours
SE 260	Medical Office Technology Internship	3 semester hours
SE 230	Medical Billing and Coding	3 semester hours

Note: Any course that is not used as a requirement from AC, BU, CS, EC, FN, MG, MK, or SE may be used to fulfill the Business Program restricted elective for each business program.

BUSINESS ACCOUNTING
Associate in Applied Science
67 Semester Hours

Purpose: The Business Accounting Program is designed to prepare the student to perform basic accounting functions required in the business environment. The knowledge and skills attained through this program will make the individual a more valuable employee.

Upon program completion all students will:

- demonstrate mastery of the accounting cycle
- demonstrate a working knowledge of different application software used in the accounting field
- demonstrate an understanding of the elements of the financial statements
- demonstrate the ability to make financial analysis using financial statements and other organizational data
- demonstrate knowledge of oral and written communication, mathematical, and managerial skills
- demonstrate a knowledge of general tax preparation
- demonstrate a knowledge of payroll preparation

Business Accounting
Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	111	Principles of Accounting I	3	
BU	100	Introduction to Business	3	
BU	115	Business Calculations		
OR				
MT	123	Intermediate Algebra	3	
CS	116	Word Processing Concepts	2	
CS	118	Spread Sheet Concepts	2	
EN	101	English Composition I	<u>3</u>	
				16

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	112	Principles of Accounting II	3	
EN	102	English Composition II	3	
SO	200	Introduction to Sociology		
OR				
SO	215	Human Relations	3	
SP	103	Speech Fundamentals	3	
		Business Program Restricted Elective	<u>3</u>	
				15

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	113	Practicum for Accounting	3	
AC	211	Intermediate Accounting I	3	
AC	248	Income Tax Accounting	3	
BU	205	Communications in Business	3	
BU	230	Business Statistics	3	
EC	241	Principles of Economics I		
OR				
EC	242	Principles of Economics II	<u>3</u>	
				18

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	212	Intermediate Accounting II	3	
AC	249	Managerial Accounting	3	
AC	250	Computerized Accounting	3	
AC	290	Internship in Accounting	3	
BU	207	Business Law	3	
EC	241	Principles of Economics I		
OR				
EC	242	Principles of Economics II	<u>3</u>	
				18

BUSINESS ADMINISTRATION
Associate in Applied Science
65-67 Semester Hours

The goals of the Business Administration Program are:

- to graduate students who demonstrate an integrated understanding of business administration through foundation skills in accounting, finance, economics, marketing, management, mathematics, statistics, and computer technology
- to graduate students with a specialized area of study in business administration
- to graduate students who demonstrate effective skills in communication, problem-solving, and decision-making
- to graduate students with an understanding of the social, political/legal, technological, and global influences in domestic business issues.
- to graduate students with a sound understanding of ethical conduct and reasoning
- to address the diverse needs and foster relationships with the community by providing continuing education, extended campus instruction, internships, and consultative services

There are five career options in this program: General Business, Health Care Management, Hospitality Management, Marketing, and Small Business Management.

**BUSINESS ADMINISTRATION
GENERAL BUSINESS OPTION
67 Semester Hours**

Purpose: This General Business Option is designed to provide understanding of the technical aspects of a particular specialty—BUSINESS ADMINISTRATION. The option is career-oriented and allows direct entry into the business community. A basic knowledge of the business organization and procedures (accounting, economics, finance, management, and marketing), a general education background, and the option of choosing a particular concentration through business restricted electives, enables employment in management, real estate, banking, sales, personnel administration and other areas of business administration.

**General Business Option
Recommended Program Sequence**

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BU	100	Introduction to Business	3	
BU	115	Business Calculations		
OR				
MT	123	Intermediate Algebra	3	
CS	116	Word Processing Concepts	2	
CS	118	Spread Sheet Concepts	2	
EN	101	English Composition I	3	
SP	103	Speech Fundamentals	<u>3</u>	
				16

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	111	Principles of Accounting I	3	
BU	205	Business Communications	3	
EC	241	Principles of Economics I	3	
EN	102	English Composition II	3	
PY	201	General Psychology		
OR				
PY	218	Life Span Developmental Psychology		
OR				
SO	200	Introduction to Sociology		
OR				
SO	215	Human Relations	3	
		Business Program Restricted Elective	<u>3</u>	
				18

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	112	Principles of Accounting II	3	
BU	207	Business Law	3	
BU	230	Business Statistics	3	
EC	242	Principles of Economics II	3	
MG	261	Human Resource Management	3	
		Business Program Restricted Elective	<u>3</u>	
				18

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BU	291	Internship in General Business	3	
FN	231	Principles of Finance	3	
MG	260	Principles of Management	3	
MK	270	Principles of Marketing	3	
		Business Program Restricted Elective	<u>3</u>	
				15

**BUSINESS ADMINISTRATION
HEALTH CARE MANAGEMENT OPTION
67 Semester Hours**

Purpose: The Health Care Management Option is designed to prepare a student for a career in health care (hospitals, HMO's, nursing homes, etc.) and/or health-related institutions (insurance companies, government agencies, etc.). The need for skilled practitioners in administration and other areas of these institutions is evident by the constant demand of various agencies inquiring as to the availability of potential candidates. Our students not only receive the core courses in administration, accounting, economics, finance, management, and marketing but their relation in particular to health-related professions.

**Health Care Management Option
Recommended Program Sequence**

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BS	115	Human Biology	4	
BU	101	Introduction to Health Care Institutions	3	
BU	115	Business Calculations		
OR				
MT	123	Intermediate Algebra	3	
CS	116	Word Processing Concepts	2	
EN	101	English Composition I	<u>3</u>	
				15

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	111	Principles of Accounting I	3	
AH	108	Medical Terminology	2	
EC	242	Principles of Economics II	3	
EN	102	English Composition II	3	
PY	201	General Psychology		
OR				
PY	218	Life-Span Developmental Psychology	3	
SP	103	Speech Fundamentals	<u>3</u>	
				17

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	112	Principles of Accounting II	3	
BU	205	Business Communications	3	
BU	209	Medical Administrative Law and Ethics	3	
CS	118	Spread Sheet Concepts	2	
MG	261	Human Resource Management	3	
SE	230	Medical Billing and Coding	<u>3</u>	
				17

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BU	230	Business Statistics	3	
BU	294	Internship in Medical Facility	4	
CS	120	Database Management	2	
FN	231	Principles of Finance	3	
MG	263	Health Care Supervision	3	
MK	274	Services Marketing	<u>3</u>	
				18

**BUSINESS ADMINISTRATION
HOSPITALITY MANAGEMENT OPTION
65-67 Semester Hours**

Purpose: The Hospitality Management Option is designed to prepare a student for entry to mid-level management positions in the hospitality industry. Graduates will be trained to accept managerial employment in the hotel and restaurant industry. Basic principles of operation and management will be stressed. Concentration will be on the practical application of these principles, involving-through internships-the most up-to-date techniques of the industry.

**Hospitality Management Option
Recommended Program Sequence**

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BU	102	Introduction to Hospitality	3	
BU	115	Business Calculations		
OR				
MT	123	Intermediate Algebra	3	
EN	101	English Composition I	3	
CS	116	Word Processing Concepts	2	
SO	200	Introduction to Sociology		
OR				
SO	215	Human Relations		
OR				
PY	201	General Psychology	3	
		Operations Elective	<u>2-3</u>	
				16-17

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	111	Principles of Accounting I	3	
CS	118	Spread Sheet Concepts	2	
CS	125	Electronic Presentations	2	
EC	242	Principles of Economics II	3	
FN	130	Food Service Risk Management	3	
MK	274	Services Marketing	<u>3</u>	
				16

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	112	Principles of Accounting II	3	
BU	205	Communications in Business	3	
BU	211	Hospitality Law	3	
FN	200	Purchasing	3	
MG	260	Principles of Management	3	
		Operations Elective	<u>2-3</u>	
				17-18

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
FN	233	Cost Control/Revenue	3	
MG	264	Supervision	3	
MG	294	Hospitality Management Internship	4	
MK	277	Hospitality Marketing	3	
SP	103	Fundamentals of Speech	<u>3</u>	
				16

**BUSINESS ADMINISTRATION
MARKETING OPTION
67 Semester Hours**

Purpose: The Marketing Option is designed to provide a particular understanding in the business administration core of marketing. This option is career-oriented and allows direct entry into any marketing department of any organization. Graduates will be professionals who understand business functions and, in particular, the importance of determining and fulfilling the needs of actual and potential customers. An in-depth emphasis is placed on today's service industries.

**Marketing Option
Recommended Program Sequence**

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BU	100	Introduction to Business	3	
BU	115	Business Calculations		
OR				
MT	123	Intermediate Algebra	3	
CS	116	Word Processing Concepts	2	
CS	118	Spread Sheet Concepts	2	
EN	101	English Composition I	3	
SO	200	Introduction to Sociology	<u>3</u>	
				16

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	111	Principles of Accounting I	3	
EC	241	Principles of Economics I	3	
EN	102	English Composition II	3	
MK	270	Principles of Marketing	3	
PY	201	General Psychology	3	
SP	103	Speech Fundamentals	<u>3</u>	
				18

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	112	Principles of Accounting II	3	
BU	205	Business Communications	3	
BU	230	Business Statistics	3	
EC	242	Principles of Economics II	3	
MG	261	Human Resource Management	3	
MK	272	Retailing	<u>3</u>	
				18

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BU	207	Business Law	3	
FN	231	Principles of Finance	3	
MK	271	Advertising and Sales Promotion	3	
MK	273	Salesmanship	3	
MK	274	Services Marketing	<u>3</u>	
				15

**BUSINESS ADMINISTRATION
SMALL BUSINESS MANAGEMENT OPTION
67 Semester Hours**

Purpose: The Small Business Management Option is designed to provide the students with knowledge and skills needed to manage a small business enterprise. Students may be those who expect to enter business or those who are executives, supervisors or owners of existing small businesses. The curriculum will cover a basic background of accounting, economics, communications, data information processing, and business law. The specialized courses for this program are designed to present the unique characteristics that are intrinsic to small business thereby providing the student with an awareness of the concepts and philosophies that are important to small business success.

**Small Business Management Option
Recommended Program Sequence**

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BU	100	Introduction to Business	3	
BU	115	Business Calculations		
OR				
MT	123	Intermediate Algebra	3	
CS	116	Word Processing Concepts	2	
CS	118	Spread Sheet Concepts	2	
EN	101	English Composition I	3	
SP	103	Speech Fundamentals	<u>3</u>	
				16

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	111	Principles of Accounting I	3	
BU	205	Business Communications	3	
EC	241	Principles of Economics I	3	
EN	102	English Composition II	3	
MG	260	Principles of Management	3	
PY	201	General Psychology		
OR				
PY	218	Life Span Developmental Psychology		
OR				
SO	200	Introduction to Sociology		
OR				
SO	215	Human Relations	<u>3</u>	
				18

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	112	Principles of Accounting II	3	
BU	207	Business Law	3	
BU	230	Business Statistics	3	
EC	242	Principles of Economics II	3	
MG	261	Human Resource Management	3	
MK	270	Principles of Marketing	<u>3</u>	
				18

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	249	Managerial Accounting	3	
BU	293	Small Business Management Internship	3	
FN	231	Principles of Finance	3	
MG	262	Small Business Management	3	
		Business Program Restricted Electives	<u>3</u>	
				15

OFFICE INFORMATION TECHNOLOGY
Associate in Applied Science
69 Semester Hours

Purpose: The Office Information Technology Program is designed to help meet the demand for office personnel who have a high degree of skill and the ability to think and communicate intelligently. This program also seeks to develop the attitudes, knowledge, and traits that will enable the student to fill responsible positions, and to further develop a sense of worth and individual dignity as well as pride in his/her work.

This program is designed to serve the student as follows:

1. It provides for those who have little or no experience in office information technology an opportunity to achieve skills and knowledge that will make them valuable to many employers.
2. It provides for those who are already employed in jobs that require or would be helped by training in office information technology an opportunity to increase their skills and knowledge.
3. It provides the student with the opportunity to specialize in one of three office information technology occupational areas: administrative, legal, or medical.

Knowledge and skills gained through this program typically prepare for, or upgrade persons in, the following occupations:

Administrative Secretary
 Office Manager
 Legal Secretary
 Medical Secretary
 Steno Supervisor
 Stenographer
 Clerk

All students in the Office Information Technology Program must complete a common general education and business core. A specialization option provides for concentration in the specific occupational area where employment will be sought.

Upon completion of the program, all students will be able to:

- use the typewriter or microcomputer to produce letters and business documents
- apply proper formatting, grammar, spelling, and punctuation in the production of documents
- transcribe documents using a transcribing machine
- utilize the microcomputer and software to solve business problems
- use proper telephone etiquette
- apply the basic principles of business management
- use fundamental accounting principles
- develop manual and electronic record control systems
- use business mathematics to solve problems
- identify the basic economic principles of a modern economy
- prepare and deliver effective oral presentations
- demonstrate effective interpersonal relations in the work environment
- write and speak clearly and effectively using standard English

In addition to the common exit abilities listed above, students in each option will be able to:

Administrative Option

- write and transcribe from abbreviated writing to produce mailable business correspondence
- arrange travel reservations and business meetings
- organize work, set priorities, and utilize stress and time management skills
- demonstrate professionalism through proper attire and conduct
- describe the legal, social, and ethical responsibilities within the business environment

Medical Option

- arrange travel reservations and business meetings
- organize work, set priorities, and utilize stress and time management skills
- demonstrate professionalism through proper attire and conduct
- describe the legal, social, and ethical responsibilities within the healthcare environment
- perform administrative medical office procedures
- apply correct medical terminology to all specialities of medicine

Legal Option

- write and transcribe from abbreviated writings to produce mailable business/legal documents
- use library resource materials
- demonstrate the appropriate citation method
- write legal research memorandums and reports
- apply critical thinking, legal problem solving techniques, and principles of abstract, inductive, and deductive reasoning
- evaluate factual situations and determine appropriate ethical conduct in accordance with the Canons of Professional Ethics
- identify the classifications of crime
- compare a cause of action sounding in negligence with a cause of action sounding in intentional tort
- prepare documents required for the administration of decedent's estate
- identify rules governing the admissibility of evidence
- describe the judicial system of the United State and the State of West Virginia and discuss jurisdiction, venue, practice, and pleadings at each level
- describe the rights and remedies available to a debtor and a creditor
- identify the steps involved with litigation and the steps associated with a practice before an administrative agency

**OFFICE INFORMATION TECHNOLOGY
ADMINISTRATIVE OPTION
69 Semester Hours**

Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BU	100	Introduction to Business	3	
BU	115	Business Calculations		
OR				
MT	123	Intermediate Algebra	3	
CS	116	Word Processing Concepts	2	
EN	101	English Composition I	3	
SE	104	Intermediate Keyboarding	3	
SE	120	SuperWrite I	<u>3</u>	

17

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CS	118	Spread Sheet Concepts	2	
EN	102	English Composition II	3	
SE	105	Advanced Keyboarding	3	
SE	121	SuperWrite II	3	
SP	103	Speech Fundamentals	3	
		Business Program Restricted Elective	<u>3</u>	

17

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	111	Principles of Accounting I	3	
OR				
SE	101	Office Accounting I		
CS	120	Data Base Management System Concepts	2	
MG	261	Human Resource Management	3	
SE	130	Administrative Machine Transcription	3	
SE	131	Records Management	3	
SO	200	Introduction to Sociology		
OR				
SO	215	Human Relations	<u>3</u>	

17

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	112	Principles of Accounting II	3	
OR				
SE	102	Office Accounting II		
BU	205	Communications in Business	3	
BU	207	Business Law	3	
EC	241	Principles of Economics I		
OR				
EC	242	Principles of Economics II	3	
SE	250	Office Procedures and Techniques	3	
SE	270	Administrative Office Technology Internship	<u>3</u>	

18

**OFFICE INFORMATION TECHNOLOGY
LEGAL OPTION
69 Semester Hours**

Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BU	100	Introduction to Business	3	
BU	115	Business Calculations		
OR				
MT	123	Intermediate Algebra	3	
CS	116	Word Processing Concepts	2	
EN	101	English Composition I	3	
SE	104	Intermediate Keyboarding	3	
SE	120	SuperWrite I	<u>3</u>	
				17

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CS	118	Spread Sheet Concepts	2	
EN	102	English Composition II	3	
SE	105	Advanced Keyboarding	3	
SE	121	SuperWrite II	3	
SP	103	Speech Fundamentals	3	
		Business Program Restricted Elective	<u>3</u>	
				17

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	111	Principles of Accounting I	3	
OR				
SE	101	Office Accounting I		
BU	207	Business Law	3	
CS	120	Data Base Management System Concepts	2	
EC	241	Principles of Economics I		
OR				
EC	242	Principles of Economics II	3	
SE	131	Records Management	3	
SE	133	Legal Terminology & Transcription	<u>3</u>	
				17

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	112	Principles of Accounting II	3	
OR				
SE	102	Office Accounting II		
BU	205	Communications in Business	3	
SE	235	Legal Research	3	
SE	255	Legal Administrative Procedures	3	
SE	265	Legal Office Technology Internship	3	
SO	200	Introduction to Sociology		
OR				
SO	215	Human Relations	<u>3</u>	
				18

**OFFICE INFORMATION TECHNOLOGY
MEDICAL OPTION
69 Semester Hours**

Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	108	Medical Terminology	2	
BS	115	Human Biology	4	
BU	101	Introduction to Health Care Institutions	3	
BU	115	Business Calculations		
OR				
MT	123	Intermediate Algebra	3	
CS	116	Word Processing Concepts	2	
SE	104	Intermediate Keyboarding	<u>3</u>	
				17

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CS	118	Spread Sheet Concepts	2	
EN	101	English Composition I	3	
SE	105	Advanced Keyboarding	3	
SE	129	Medical Terminology & Transcription	3	
SE	131	Records Management	3	
SP	103	Speech Fundamentals	<u>3</u>	
				17

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	111	Principles of Accounting I	3	
OR				
SE	101	Office Accounting I		
CS	120	Data Base Management System Concepts	2	
EC	241	Principles of Economics I		
OR				
EC	242	Principles of Economics II	3	
EN	102	English Composition II	3	
SE	145	Medical Administrative Procedures I	3	
SE	230	Medical Billing and Coding	<u>3</u>	
				17

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	112	Principles of Accounting II	3	
OR				
SE	102	Office Accounting II		
BU	205	Communications in Business	3	
BU	209	Medical Administrative Law and Ethics	3	
SE	245	Medical Administrative Procedures II	3	
SE	260	Medical Office Technology Internship	3	
SO	200	Introduction to Sociology		
OR				
SO	215	Human Relations	<u>3</u>	
				18

CRIMINAL JUSTICE PROGRAM
Associate in Applied Science
66 Semester Hours

Purpose: The Division of Business and Public Administration offers a Criminal Justice Program designed to prepare individuals for entry level employment, and permit persons already employed in the field to upgrade their skills for advancement. Classroom activities are planned to provide instruction related to the skills needed in the criminal justice field.

Knowledge and skills gained through this program typically prepare for, or upgrade persons in, the following occupations:

Patrolman
 Deputy Sheriff
 Watchman/Guard
 Corrections Officer
 Parole/Probation Officer

All students in this program must complete a common general education core, a career support core, and an area of specialization. These are non-transfer programs designed for the career oriented student who desires to enter the job market after completion of the program or to enhance skills in his/her current employment. Southern has 2+2 transfer agreements with Franklin University and West Virginia State College. See your advisor of further transfer information.

Upon completion of this program, all graduates will be able to:

- examine the functions of criminal law as it relates to the criminal justice system
- identify the various roles and functions of the professional in the criminal justice system
- describe the landmark cases that currently govern the rules of arrest, search, and seizure
- describe the major theoretical explanations for crime and delinquency
- demonstrate basic skills in law enforcement/corrections
- apply current West Virginia law to various situations
- perform effective criminal justice techniques and methods
- demonstrate safe, effective use of weapons
- apply basic first aid techniques
- apply basic principles of human behavior
- investigate accident and crime scenes with proper documentation
- interview and interrogate suspects

General Education Core: (18 semester hours)

Humanities/Communication	9 semester hours
EN 101	
EN 102	
SP 103	
Social Sciences	3 semester hours
SO 200	
Computer Science	3 semester hours
CS 108	
Math	3 semester hours
MT 121, 123 OR BU 115	

Career Support Core: (Minimum of 18 semester hours)

PE 200	1 semester hour
PE 222	2 semester hours
PS 201	3 semester hours
PY 201	3 semester hours
SO 215	3 semester hours
Restricted Elective*	6 semester hours

*Restricted Elective: Art, Biological Science, Chemistry, Communication in Business (BU 205), Criminal Justice, Music, Physical Science Political Science, Psychology, Beginning Keyboarding (SE 103), Intermediate Keyboarding (SE 104), Spanish, or Sociology.

OPTIONS:**Corrections (30 semester hours)**

CJ 101	Criminal Justice Systems	3 semester hours
CJ 102	Intro to Corrections	3 semester hours
CJ 201	Criminal Procedure	3 semester hours
CJ 202	Criminal Law	3 semester hours
CJ 217	Juvenile Justice and Delinquency	3 semester hours
CJ 221	Community Corrections	3 semester hours
CJ 223	Criminology	3 semester hours
CJ 240	Correctional Procedure I	3 semester hours
CJ 241	Correctional Procedure II	3 semester hours
CJ 250	Ethics in Criminal Justice	3 semester hours

Law Enforcement (30 semester hours)

CJ 101	Criminal Justice Systems	3 semester hours
CJ 103	Intro to Law Enforcement	3 semester hours
CJ 201	Criminal Procedure	3 semester hours
CJ 202	Criminal Law	3 semester hours
CJ 203	Criminal Evidence	3 semester hours
CJ 213	Criminal Investigation	3 semester hours
CJ 223	Criminology	3 semester hours
CJ 230	Pistol and Personal Protection	3 semester hours
CJ 250	Ethics in Criminal Justice	3 semester hours
CJ 280	Traffic Law and Enforcement	3 semester hours

**CRIMINAL JUSTICE
CORRECTIONS OPTION
66 Semester Hours**

Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CJ	101	Criminal Justice Systems	3	
CJ	102	Introduction to Corrections	3	
CS	108	Computer Fundamentals	3	
EN	101	English Composition I	3	
MT		Math Elective	3	
SO	200	Introduction to Sociology	<u>3</u>	
				18

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CJ	217	Juvenile Justice & Delinquency	3	
CJ	221	Community Corrections	3	
EN	102	English Composition II	3	
PY	201	General Psychology	3	
SO	215	Human Relations	3	
SP	103	Speech Fundamentals	<u>3</u>	
				18

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CJ	201	Criminal Procedure	3	
CJ	223	Criminology	3	
CJ	240	Correctional Procedure I	3	
PS	201	American Government and Politics	3	
		Restricted Elective	<u>3</u>	
				15

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CJ	202	Criminal Law	3	
CJ	241	Correctional Procedure II	3	
CJ	250	Ethics in Criminal Justice	3	
PE	200	CPR	1	
PE	222	First Aid	2	
		Restricted Elective	<u>3</u>	
				15

**CRIMINAL JUSTICE
LAW ENFORCEMENT OPTION
66 Semester Hours**

Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CJ	101	Criminal Justice Systems	3	
CJ	103	Introduction to Law Enforcement	3	
CS	108	Computer Fundamentals	3	
EN	101	English Composition I	3	
MT		Math Elective	3	
SO	200	Introduction to Sociology	<u>3</u>	
				18

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CJ	213	Criminal Investigation	3	
CJ	280	Traffic Law and Enforcement	3	
EN	102	English Composition II	3	
PY	201	General Psychology	3	
SO	215	Human Relations	3	
SP	103	Speech Fundamentals	<u>3</u>	
				18

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CJ	201	Criminal Procedure	3	
CJ	203	Criminal Evidence	3	
CJ	223	Criminology	3	
PS	201	American Government and Politics	3	
		Restricted Elective	<u>3</u>	
				15

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CJ	202	Criminal Law	3	
CJ	230	Pistol and Personal Protection	3	
CJ	250	Ethics in Criminal Justice	3	
PE	200	CPR	1	
PE	222	First Aid	2	
		Restricted Elective	<u>3</u>	
				15

CUSTOMIZED PROGRAMS Board of Governors Adult Degree Completion, Occupational Development, Technical Studies Associate in Applied Science

Southern offers customized Associate of Applied Science degrees through the Board of Governors Adult Degree Completion, Occupational Development, and Technical Studies programs.

The **Associate of Applied Science Board of Governors Adult Degree Completion Program** is designed as a non-traditional, degree completion opportunity specifically devised for adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. This degree program provides the opportunity for adult learners to utilize credit for prior learning experiences via licenses, certificates, military credit, and other non-collegiate sources while assuring maximum credit transferability.

The **Associate of Applied Science in Occupational Development** is designed to provide for cooperatively sponsored educational opportunities, leading to associate degrees, for students in approved apprenticeship training programs. The specific course of study will be determined by agreements between Southern and the training sponsor. Mandatory components in the program will include a general education core, classroom training, and on-the-job experience. Currently Southern, in collaboration with the United States Department of Labor Bureau of Apprenticeship and Training, has agreements in place with the West Virginia Apprenticeship for Child Development Specialist Executive Council and Registered Sponsors (Child Development Specialist Emphasis) and the West Virginia Professional Fire Fighter Certification Board of Apprenticeship and Training (Fire Fighter Emphasis) for cooperatively sponsored educational opportunities.

The **Associate of Applied Science in Technical Studies** is designed to provide for cooperatively sponsored educational opportunities for employees participating in quality education and training programs sponsored by business, industry, labor, or government. Required components in the program include general education and classroom instruction in a technical core and in the occupational area. College credit may be awarded for on-the-job training and/or supervised work-based learning.

BOARD OF GOVERNORS ADULT DEGREE COMPLETION PROGRAM
Associate in Applied Science
60 Semester Hours

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

The Board of Governors A.A.S. program requires 60 semester hours which include a general education core of 21 hours and 39 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 semester hour requirements. A minimum of three (3) courses are required in residency at Southern in order to be eligible for the Board of Governors A.A.S.

Students are eligible for admission to the program two years after graduation from high school. In case of those passing a high school equivalency examination, admission must be two years after their high school class graduated.

General Education Core (21 hours)

Social Science	6 semester hours
Communication	6 semester hours
Computer Literacy	3 semester hours
Math/Science	6 semester hours

Technical Core (39 hours)

General Electives
Defined Area of Emphasis (optional)
Portfolio Course (optional)
Capstone Course (optional)

TECHNICAL STUDIES IN INFORMATION SYSTEMS
Associate in Applied Science
Minimum of 66 Semester Hours

Purpose: The Technical Studies in Information Systems Program was developed as part of a statewide Information Technology (IT) curriculum program (WV-ExcITE). This program will offer students a solid background in computer technology complemented by a full array of vendor certification training choices. The program will be developed in a web delivery format and delivered throughout the state. Students may take courses locally, where provided, or take the statewide courses via the web. Contact the program advisor to receive an addendum with individual course descriptions.

Program Requirements: All students in the degree must complete a series of courses in four components: Component I: General Education; Component II: Technical Core; Component III: Certifications; and Component IV: On the Job Training. Component III offers the student a choice from a variety of vendor certifications.

Component I - General Education Core (Minimum of 21 hours)*

EN 101	English Composition I	3 semester hours
BU 205	Business Communications	3 semester hours
MT 130	College Algebra	3 semester hours
SP 103	Speech Fundamentals	3 semester hours
	Science Elective	3-4 semester hours
	Humanities/Social Science Elective	3 semester hours
	Free Elective	3 semester hours

***Students may take Southern courses as listed or any course as articulated in the statewide curriculum agreement.**

Component II - Technical Core (Minimum of 21 hours)

CS 100	Foundations of Learning	1 semester hour
IT 100	Critical Thinking	2 semester hours
IT 101	Principles of Information Systems	3 semester hours
IT 114	Survey of Operating Systems	3 semester hours
IT 269	Project Management	3 semester hours

A+ Certification

IT 180	PC Maintenance	3 semester hours
IT 181	Advanced PC Maintenance	3 semester hours

Programming Elective - Choose 1

		3 semester hours
IT 188	Introduction to Programming Logic	
IT 190	Introduction to Programming in Visual C++	
IT 192	Introduction to Programming in Visual Basic	
IT 194	Introduction to Programming in Java	

Component III - Certification Specialty (Minimum of 21 hours)

Students can complete one or more of the following certification choices. Additional certifications may be added at a later date. Each specialty track may require non-certification courses in addition to the required certification courses. Each track will be customized to the student's career path through the combination of required certification courses and electives.

NETWORK OPTION

Microsoft Certified Systems Engineer (MCSE)
 Certified Cisco Network Associate (CCNA)

APPLICATIONS PROGRAMMING

Oracle Certified Professional (OCP)
 Microsoft Certified DataBase Administrator (MCDBA)
 Microsoft Certified Professional Site Builder (MCP - Site Builder)
 Certified Internet Webmaster (CIW)

Component IV - On-the-Job Training (Minimum of 3 hours)

IT 272	Internship	2 semester hours
IT 274	Capstone	1 semester hour

REQUIREMENTS FOR CERTIFICATION SPECIALTY TRACKS

Networks Options

Microsoft Certified Systems Engineer (MCSE)

Core Requirements – (12 hours)

- IT 210 – MS Network Administration I
- IT 215 – MS Network Administration II
- IT 216 – MS Network Administration III
- IT 217 – MS Network Administration IV

Core Elective – Choose 1 (3 hours)

- IT 219 – MS Network Administration V
- IT 220 – MS Network Administration VI
- IT 221 – MS Network Administration VII

Elective Choices – Choose 2 (6 hours)

- IT 219 – Network Administration V
- IT 220 – Network Administration VI
- IT 221 – Network Administration VII
- IT 208 – Administering SQL Server
- IT 209 – Designing and Implementing Databases with SQL Server

Cisco Certified Network Associate (CCNA)

Core Required (16 hours)

- IT 131 - Networking Fundamentals
- IT 141 – Router Theory and Router Technologies
- IT 231 – Advanced Router Technologies
- IT 241 – Project Based Learning

Restricted Electives (6 hours)

Microsoft Certified DataBase Administrator (MCDBA)

Core Requirements (9 hours)

- IT 208 – Administering SQL Server
- IT 209 – Designing and Implementing Databases with SQL Server
- IT 215 – MS Network Administration II

Elective Choices – Choose 1 (3 hours)

- IT 216 – MS Network Administration III
- IT 252 – Distributed Apps with Visual C++
- IT 254 – Distributed Apps with Visual Basic

Restricted Electives – (9 hours)

Programming Options

Oracle Certified Professional (OCP)

Core Required – (15 hours)

- IT 260 – Introduction to Oracle
- IT 261 – Oracle Forms I
- IT 262 – Oracle Reports
- IT 263 – Oracle Program Units
- IT 264 – Oracle Forms II

Restricted Electives – (6 hours)

Microsoft Certified Professional Site Builder

Core Required (9 hours)

- IT 233 – Designing Web Sites with FrontPage
- IT 234 – Designing and Implementing E-Commerce Solutions with Site Server
- IT 235 – Designing and Implementing Web Solutions with Visual InterDev

Restricted Electives (12 hours)

Certified Internet Webmaster (CIW)

Core Required – (9 hours)

- IT 245 – I-Net +
- IT 246 – Site Designer
- IT 247 – E-Commerce Designer

Restricted Electives (12 hours)

TECHNICAL STUDIES IN APPLIED TECHNOLOGY
Associate in Applied Science
Minimum 61 Semester Hours

Purpose: This program is designed as a non-transfer program for students completing an occupation specialization at the career/vocational centers. It is designed to provide students with the general education knowledge, management skills and technical competencies necessary for employment in a variety of trade skills occupations. It complements the occupational specialty with a focus on management.

Program Requirements:

All students in the degree must complete a series of courses in four components: Component I, General Education; Component II, Technical Core; Component III, Specializations; and, Component IV, On-the-Job Training.

Component I - General Education Core: (Minimum of 20 hours)

CS 100	Foundations of Learning	1 semester hour
EN 101	English Composition I	3 semester hours
BU 205	Business Communications	3 semester hours
SP 103	Speech Fundamentals	3 semester hours
MT 121	College Math for General Education or higher	3 semester hours
	Lab Science	4 semester hours
	Social Science Elective (SO 200, SO 215, or PY 201)	3 semester hours

Component II - Technical Core: (Minimum of 12 hours of which at least 6 hours must be in management courses)

BU 207	Business Law	3 semester hours
BU 230	Business Statistics	3 semester hours
CS	Computer Science Elective	3 semester hours
FN	Finance Elective	3 semester hours
IT	Information Technology Elective	3 semester hours
MG 260	Principles of Management	3 semester hours
MG 262	Small Business Management	3 semester hours
MG 261	Human Resources Management	3 semester hours
MG 266	Project Management	3 semester hours

Component III - Specialization (Minimum of 28 hours)

Students must complete one of the following occupational specializations. Each area of specialization is offered in cooperation with the area career/vocational centers. Not all programs may be available in all areas. Students should consult with their local center for availability. Students may receive articulated credit for a set of identified courses within each specialty area. Students must submit a Tech-Prep Course Competency Transfer Form. In addition to the specialization, technical electives may be used to fulfill the minimum number of credit hours. The technical electives will be approved upon consultation with the student's advisor.

Articulated Areas of Specialization

Air Conditioning and Refrigeration Technology	General Building Construction
Automotive Technology	Graphic Communications
Collision Repair Technology	Graphic Design
Conventional/Computer-Aided Drafting	Industrial Equipment Maintenance
Diesel Equipment Technology	Machine Tool Technology
Electrical Technology	Masonry
Electronics Technology	*Mining Management Specialization
Facilities Maintenance	Small Engine Repair
	Welding Technology

Students may complete the following occupational specialization as offered on a Southern campus:

***Mining Management Specialization**

DR 105	Blueprint Reading	3 semester hours
EG 171	DC Circuit Analysis	4 semester hours
EG 172	AC Circuit Analysis	4 semester hours
EG 205	Hydraulic Systems	3 semester hours
EG 220	Machines and Power Sys.	4 semester hours
EG 290	Digital Electronics	4 semester hours

OR

EG 296	Program Logic Controls	4 semester hours
WL 104	Arc Welding	3 semester hours
	Restricted Elective	3 semester hours

Component IV - Capstone (Minimum of 1 hour)

TS 274	Capstone	1 semester hour
--------	----------	-----------------

EARLY CHILDHOOD DEVELOPMENT PROGRAM

Associate in Applied Science

65 Semester Hours

Purpose: The Early Childhood Development Program is designed to give our students classroom and practical understanding of the intellectual, physical, social, and emotional principles critical to working with the pre-school child. This non-transfer program is designed for career-oriented students who desire to enter the job market as child care providers.

Early Childhood Development Program Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
ED	115	Early Childhood Health, Safety, & Nutrition	3	
ED	212	Principles and Theories of Early Childhood Programs/Education	3	
EN	101	English Composition I	3	
MT	121	College Math for General Education	3	
PE	187	Physical Fitness	1	
PY	201	General Psychology	<u>3</u>	
				16

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CS	108	Computer Fundamentals	3	
ED	120	Approaches to Discipline	3	
ED	210	Infants and Toddlers Seminar with Lab	4	
SP	103	Speech Fundamentals	3	
		Lab Science Elective	<u>4</u>	
				17

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
ED	211	Early Childhood Seminar with Lab	4	
ED	215	School Readiness	3	
MU	103	Preschool Music, Movement, & Art	3	
PE	200	CPR	1	
PY	218	Life Span Developmental Psychology	3	
PY	219	The Exceptional Child	<u>3</u>	
				17

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
ED	221	Admin. Of Early Childhood Education	3	
ED	225	Methods and Materials for Early Childhood Prog.	3	
ED	230	Early Childhood Internship	3	
PY	212	Children and Families	3	
PY	215	Guiding the Behavior of Children	<u>3</u>	
				15

TECHNOLOGY AND ENGINEERING PROGRAMS

Associate in Applied Science

60-62 Semester Hours

The Division of Technology and Engineering offers the associate in applied science degree with areas of concentration in Computer Information Systems, Electrical Engineering Technology, or Information Technology. These are non-transfer programs designed for the career oriented student who desires to enter the job market after completion of the program or to enhance skills in their current employment.

Each of the available programs is listed separately. Technical elective courses within each program should be selected with assistance from the academic advisor and are dependent upon the student's vocational goal. Prerequisite courses for each program's listed requirements or developmental courses less than 100 level **are not** counted toward meeting the required hours of credit for program completion.

Programs of Study

Computer Information Systems
Electrical Engineering Technology
Information Technology

Division Purpose: Southern West Virginia Community and Technical College's Division of Technology and Engineering is committed to providing high quality educational opportunities to the service area and beyond in technical-vocational related areas. The Division of Technology and Engineering strives to be the premier provider in West Virginia of high-tech, high quality, cost-effective technical education.

The Division of Technology and Engineering is committed to maintaining a current and relevant curriculum that provides the skills necessary to lead students to successful job employment. Programs are delivered in flexible formats to respond to student, alumni, employers and the greater academic community needs. The Division emphasizes student-oriented, high-tech, hands-on learning that enables students to achieve work, career, and personal success.

Division Goals: The Division of Technology and Engineering exists to fulfill its mission. To that end the following divisional commitments are made:

- to provide programs of study which can be effectively transferred to other institutions and applied toward the completion of a baccalaureate degree.
- to provide programs of study, which prepare students in the occupation of their choice.
- to provide computer literacy and technical support courses to the college community.
- to provide courses which fulfill the continuing educational needs of the community and the lifelong learner.
- to provide current and relevant curricula that meets the needs of today and tomorrow's industries.
- to provide flexible scheduling that meets the needs of students and employers.
- to provide quality instruction that provides student centered learning and development.
- to provide a hands-on learning environment.
- to serve as a model for other schools to follow.

Assessment Information: The Division of Technology and Engineering participates in a continuing process of assessment that functions to improve student learning. The Division also complies with the institution's Assessment Goals and Philosophy.

The faculty, staff, and administration of the Southern dedicate themselves to preparing students for challenges that lie ahead. The Divisional goals describe the Division's commitment to providing each graduate with the skills and knowledge necessary for professional and personal success.

The Division is committed to providing technical programs that support the institutional mission and are designed to help students develop the qualities and skills associated with college-educated adults entering vocational/technical occupations. The technical programs promote the development of job specific skills along with the "soft" skills necessary to meet industry needs. The technical programs provide students with an integrated view of knowledge and prepares them for their role as productive and responsible lifelong learners and members of society.

Students who have completed the programs of study offered by the Division of Technology and Engineering will gain the competencies to understand, be effective, and have sufficient knowledge as indicated in the individual program areas.

COMPUTER INFORMATION SYSTEMS
Associate in Applied Science
Minimum of 60 Semester Hours

Purpose: The Computer Information Systems Program is primarily designed as non-transfer for career oriented students who desire to enter the job market after completion of the program. It is designed to develop knowledge and skills that will enable the student to seek entry level employment and perform efficiently in the IT industry workforce. The program also offers opportunities for individuals already in the job market to expand their skills and knowledge to include computers. Students will develop those attitudes, understandings, and traits that will allow them to accept responsible positions and will create within them an appreciation for the impact of computerization upon every facet of the business world. It is designed to prepare students for vendor neutral certifications including: A+, Network + and Associate Technology Specialist.

Job Opportunities: Knowledge and skills gained through this program typically prepare for, or upgrade persons in, the following occupations:

Technical Support
 Help Desk Support
 Computer Maintenance
 Network Assistance
 Web Site Designer

Overall Program Goals: At review, the successful program will be able to:

- prepare students to pass a minimum of two vendor neutral certifications
- provide workforce development opportunities

Instructional Goals/Objectives: Upon completion of this program, all students are expected to demonstrate/complete the following:

- exhibit ethical, responsible, and dependable behavior
- communicate effectively with employees and customers
- write effective business documents
- work cooperatively with others in a team environment
- use problem solving strategies to think critically
- install and use a variety of operating systems
- use basic programming constructs
- install, configure, and diagnose hardware and application software
- provide outstanding customer support services
- troubleshoot hardware and software problems
- demonstrate mastery of CompTIA A+ objectives

Assessment Procedures: The Assessment procedures for this program will contain formal evaluative measures utilizing standardized program and course examinations and informal measures utilizing capstone/internship experiences and surveys.

Required standardized examinations include:

Pre/post exam: This exam is a comprehensive of all instructional goals. Students will be required to pass the post exam to graduate. Designated courses will also require pre/mid/post exams.

Vendor Certifications: Students are also required to pass the CompTIA A+ certification along with a minimum of one other nationally recognized vendor certification exam.

Work Keys: All students will be required to take the work keys during the academic year they will be graduating.

Capstone:

Each student will be required to participate in a capstone course. This course will be taken as the final course prior to graduation. Students will be required to collect a portfolio of work completed and complete a final presentation. The capstone course will document and administer the required standardized examinations required for graduation.

Additional assessment procedures may be added as deemed necessary by the Division of Technology and Engineering. Students should consult with the program advisor for information regarding assessment.

Program Requirements

PC Support Specialist Option

Component I - General Education Core: (Minimum of 15 hours)

EN 101	English Composition I	3 semester hours
BU 205	Business Communications	3 semester hours
MT 124	Technical Math or higher	3-5 semester hours
SP 103	Fundamentals of Speech	3 semester hours
Elective	SO200, SO215, or PY201	3 semester hours

Component II - Technical Core: (Minimum of 20 hours)

CS 100	Foundations of Learning	1 semester hour
IT 100	Critical Thinking	2 semester hours
IT 101	Principles of Info. Sys.	3 semester hours
IT 114	Survey of Operating Sys.	3 semester hours
IT 180	PC Maintenance	3 semester hours
IT 181	Advanced PC Maintenance	3 semester hours
IT 182	A+ Lab	2 semester hours
	*Programming Elective	3-4 semester hours

*Choose one from:

CS 205	Intro. to Programming	4 semester hours
IT 188	Intro. to Program. Logic	3 semester hours
IT 190	Intro. to Program. in Visual C++	3 semester hours
IT 192	Intro. to Program. in VB	3 semester hours
IT 194	Intro. to Program. in Java	3 semester hours

Component III - Specialization: (Minimum of 22 hours)

CS 116	Word Processing Concepts	2 semester hours
CS 118	Spread Sheet Concepts	2 semester hours
CS 120	Data Base Mgmt. Sys. Concepts	2 semester hours
CS 125	Electronic Presentations	2 semester hours
CS 145	MOUS Certification	4 semester hours
CS 150	Troubleshooting MS Office	3 semester hours
IT 183	Network+	4 semester hours
	**Restricted Elective	3 semester hours

**Choose from any CS or IT course

Component IV - On-the-Job Training: (Minimum of 3 semester hours)

CS 272	Internship	2 semester hours
CS 274	Capstone	1 semester hour

Web Design Specialist Option

Component I - General Education Core: (Minimum of 15 hours)

EN 101	English Composition I	3 semester hours
BU 205	Business Communications	3 semester hours
MT 124	Technical Math or higher	3-5 semester hours
SP 103	Fundamentals of Speech	3 semester hours
Elective	SO200, SO215, or PY201	3 semester hours

Component II - Technical Core: (Minimum of 20 hours)

CS 100	Foundations of Learning	1 semester hour
IT 100	Critical Thinking	2 semester hours
IT 101	Principles of Info. Sys.	3 semester hours
IT 114	Survey of Operating Sys.	3 semester hours
IT 180	PC Maintenance	3 semester hours
IT 181	Advanced PC Maintenance	3 semester hours
IT 182	A+ Lab	2 semester hours
IT 194	Intro. to Program. in Java	3 semester hours

Component III - Specialization: (Minimum of 22 hours)

CS 160	Basic HTML	3 semester hours
CS 162	Intro. to Multimedia on the Web	3 semester hours
CS 164	Web Graphics Design	3 semester hours
IT 133	Designing a Web Page	3 semester hours
	*Restricted Electives	10 semester hours

*Choose from:

CS 171	Advanced HTML	3 semester hours
CS 172	Dynamic HTML	3 semester hours
IT 233	Designing Web Sites w/FrontPage	3 semester hours
IT 245	I-Net+	3 semester hours
IT 246	Site Designer	3 semester hours
IT 247	E-Commerce Designer	3 semester hours

Component IV - On-the-Job Training: (Minimum of 3 semester hours)

CS 272	Internship	2 semester hours
CS 274	Capstone	1 semester hour

**COMPUTER INFORMATION SYSTEMS
PC SUPPORT SPECIALIST OPTION
Minimum 60 Semester Hours**

Recommended Program Sequence

FIRST YEAR – FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CS	100	Foundations of Learning	1	
EN	101	English Composition I	3	
IT	100	Critical Thinking	2	
IT	101	Principles of Information Systems	3	
MT		MT 124 (Technical Math) or higher	3-5	
SP	103	Fundamentals of Speech	3	
		Social Science Elective	<u>3</u>	
				18-20

FIRST YEAR – SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BU	205	Business Communications	3	
CS	116	Word Processing Concepts	2	
CS	118	Spread Sheet Concepts	2	
CS	120	Data Base Concepts	2	
CS	125	Electronic Presentations	2	
IT	114	Survey of Operating Systems	<u>3</u>	
				14

SECOND YEAR – FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
IT	180	PC Maintenance	3	
IT	181	Advanced PC Maintenance	3	
IT	182	A+ Lab	2	
IT	183	Network +	4	
		Programming Elective	<u>3-4</u>	
				15-16

SECOND YEAR – SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CS	145	MOUS Certification	4	
CS	150	Troubleshooting MS Office	3	
CS	272	Internship	2	
CS	274	Capstone	1	
		Restricted Elective	<u>3</u>	
				13

**COMPUTER INFORMATION SYSTEMS
WEB DESIGN SPECIALIST OPTION
Minimum 60 Semester Hours**

Recommended Program Sequence

FIRST YEAR – FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CS	100	Foundations of Learning	1	
EN	101	English Composition I	3	
IT	100	Critical Thinking	2	
IT	101	Principles of Information Systems	3	
MT		MT 124 (Technical Math) or higher	3-5	
SP	103	Fundamentals of Speech	3	
		Social Science Elective	<u>3</u>	
				18-20

FIRST YEAR – SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BU	205	Business Communications	3	
CS	160	Basic HTML	3	
CS	162	Intro. to Multimedia on the Web	3	
IT	114	Survey of Operation Systems	3	
IT	133	Designing a Web Page	<u>3</u>	
				15

SECOND YEAR – FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CS	164	Web Graphics Design	3	
IT	180	PC Maintenance	3	
IT	181	Advanced PC Maintenance	3	
IT	182	A+ Lab	2	
IT	194	Intro. to Programming in Java	<u>3</u>	
				14

SECOND YEAR – SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CS	272	Internship	2	
CS	274	Capstone	1	
		Restricted Electives	<u>10</u>	
				13

ELECTRICAL ENGINEERING TECHNOLOGY
Associate in Applied Science
62 Semester Hours

Purpose: The Electrical Engineering Technology Program has the mission to provide an academic and technical education with sequential/practical instruction for the development of the student as a mature, responsible engineering technician who is eligible to take the examination of the National Institute for Certification in Engineering Technologies or International Certification of Engineering Technologies (NICET or ICET) which measures the degree of theoretical knowledge and technical proficiency of practicing engineering technicians. The curriculum incorporates basic and advanced courses in electricity, electronics and electrical machinery. In addition students are encouraged to take technical electives in fields that are of particular interest to them. It is intended that technical electives be used to form a background in a second area of interest or specialization.

Job Opportunities: Knowledge and skills gained through this program typically prepare for, or upgrade persons in, the following occupations:

Engineering Assistants in the electrical and electronics industry
 Mining Electrical/Electronics Maintenance Workers
 Telephone and Communication Technicians
 System Troubleshooters working with industrial control equipment
 Sales Representatives for electrical/electronics manufacturers
 Field Representatives handling the installation and maintenance of computers or communications equipment
 Network Technicians who install networking components and communications

Overall Program Goals: At review, the successful program will be able to:

- prepare students to pass the NICET or ICET exams
- allow students to transfer to a four year BSEET curriculum
- provide workforce development opportunities

Instructional Goals/Objectives: Upon completion of this program all students are expected to demonstrate/complete the following::

- exhibit ethical, responsible, and dependable behavior
- communicate effectively with employees and customers
- work cooperatively with others in a team environment
- analyze, construct and test DC circuits using both fundamental and advanced techniques
- analyze, construct and test AC circuits using both fundamental and advanced techniques
- use computer programs to model, analyze and design electronic and electrical circuits
- analyze, construct and test electronic circuits utilizing skills gained through course work and instruction
- analyze, design and construct fundamental semiconductor circuits
- calculate and analyze power industry circuits and recommend potential solutions for power system problems
- analyze, construct and design fundamental digital circuits
- use their skills to critically analyze practical troubleshooting problems and situations
- incorporate various aspects of a well-rounded academic background into workplace situations
- skills that are in demand by local, regional and national businesses and industries

Assessment Procedures: The assessment procedures for this program will contain formal evaluative measures utilizing standardized program and course examinations and informal measures utilizing capstone/internship experience and surveys.

Required standardized examinations include:

Pre/mid/post exam: This exam is a comprehensive of all instructional goals. Students will be required to pass the post exam to graduate. Designated courses will also require pre/mid/post exams.

Work Keys: All students will be required to take the work keys during the academic year they will be graduating.

Capstone:

Each student will be required to participate in a capstone course. This course will be taken as the final course prior to graduation. Students will be required to collect a portfolio of work completed and complete a final presentation. The capstone course will document and administer the required standardized examinations required for graduation.

Additional assessment procedures may be added as deemed necessary by the Division of Technology and Engineering. Students should consult with the program advisor for information regarding assessment.

General Education Core: (Minimum of 27 hours)

CS 100	Foundations of Learning	1 semester hour
EN 101	English Composition I	3 semester hours
EN 102	English Composition II	3 semester hours
MT 137	Precalculus	5 semester hours
MT 220	Technical Calculus	4 semester hours
PH 210	College Physics I	4 semester hours
PH 212	College Physics II	4 semester hours
	Humanities/Social Science Elective	3 semester hours

Technical Core: (Minimum of 35 hours)

EG 171	DC Circuit Analysis	4 semester hours
EG 172	AC Circuit Analysis	4 semester hours
EG 181	Analog Electronics I	4 semester hours
EG 210	Troubleshooting Lab	2 semester hours
EG 220	Machines and Power Systems	4 semester hours
EG 290	Digital Electronics	4 semester hours
EG 292	Communication Circuits and Devices	4 semester hours
EG 298	Capstone	1 semester hour
EG 299	Internship Work Experience	2 semester hours
DR 203	Electrical and Electronic Drafting	3 semester hours
DR 204	Computer Aided Design and Drafting I	3 semester hours

All prerequisite courses for the program's listed requirements must be met. Prerequisite courses and developmental courses less than 100 level series are not counted toward meeting the program's required hours for program completion.

**Electrical Engineering Technology
Recommended Program Sequence**

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CS	100	Foundations of Learning	1	
DR	204	Computer Aided Design and Drafting I	3	
EG	171	DC Circuit Analysis	4	
EN	101	English Composition I	3	
MT	137	Precalculus	<u>5</u>	
				16

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
DR	203	Electrical and Electronic Drafting ¹	3	
EG	172	AC Circuit Analysis	4	
EG	181	Analog Electronics I	4	
EN	102	English Composition II	3	
		Humanities/Social Science Elective ²	<u>3</u>	
				17

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
EG	210	Troubleshooting Lab	2	
EG	290	Digital Electronics	4	
MT	220	Technical Calculus	4	
PH	210	College Physics I	<u>4</u>	
				14

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
EG	220	Machines & Power Systems	4	
EG	292	Electronics Communications	4	
EG	298	Capstone	1	
EG	299	Internship Work Experience	2	
PH	212	College Physics II	<u>4</u>	
				15

1 DR 203 requires the prerequisite of DR 101 - Introduction to Mechanical Drawing

2 Humanities/Social Science electives may be chosen from SO 215, SP 103, EC 241, EC 242

INFORMATION TECHNOLOGY
Associate in Applied Science
Minimum 62 Semester Hours

Purpose: The Information Technology Program was developed in response to state and national needs for highly qualified IT professionals who can fill the workforce gap. The program provides a flexible curriculum that can adapt quickly to provide the ultimate in technical training. It is designed as non-transfer for career oriented students who seek advanced positions in the IT industry workforce after completion of the program. It is designed to provide a thorough and integrated study of technology with a focus on nationally recognized vendor certifications followed by practical experience through internships.

Job Opportunities: Knowledge and skills gained through this program typically prepare for, or upgrade persons in, the following occupations:

Technical Support Representative
 Technical Support Engineer
 Training Specialist
 User Support Specialist
 Network Operations Technician
 Network Administrator
 Computer Programmer I

Program Goals: At review, the successful program will be able to:

- have a comprehensive set of business and industry partnerships
- provide a vendor certification centered curriculum to meet the needs of business an industry
- provide a flexible curriculum
- provide workforce development opportunities

Instructional Goals: Upon completion of this program, all students are expected to demonstrate/complete the following:

- exhibit ethical, responsible, and dependable behavior
- communicate effectively with employees and customers
- write effective business documents
- work cooperatively with others in a team environment
- appreciate the need for lifelong learning
- use problem solving strategies to think critically
- provide outstanding customer service
- understand a variety of system architectures
- install and use a variety of operating systems
- use basic programming construct
- install, configure, and diagnose hardware and application software
- understand basic network and telecommunication concepts
- CompTIA A+ certification objectives
- One or more of the following certification objectives
Microsoft Certified Systems Engineer (MCSE), Computer Associate Unicenter Engineer (CUE), Oracle Certified Professions - Application Developer (OCP), Associate Technology Specialist (ATS), and/or CompTIA - Net+
- Other skills to be determined on a semester basis as deemed valuable by industry and business

Assessment Procedures:

The Assessment procedures for this program will contain formal evaluative measures utilizing standardized program and course examinations and informal measures utilizing capstone/internship experiences and surveys.

Required standardized examinations include:

Pre/mid/post exam: This exam is a comprehensive of all instructional goals. Students will be required to pass the post exam to graduate. Designated courses will also require pre/mid/post exams.

Vendor Certifications: Students are also required to pass a minimum of two nationally recognized vendor certification exams to graduate.

Work Keys: All students will be required to take the work keys during the academic year they will be graduating.

Capstone:

Each student will be required to participate in a capstone course. This course will be taken as the final course prior to graduation. Students will be required to collect a portfolio of work completed and complete a final presentation. The capstone course will document and administer the required standardized examinations required for graduation.

Additional assessment procedures may be added as deemed necessary by the Division of Technology and Engineering. Students should consult with the program advisor for information regarding assessment.

Program Requirements

NOTE: This program has limited enrollment and is by application only. Students are required to complete the Information Technology Program application and must be admitted to the program to be eligible for all courses.

All students in the degree program must complete a common general education core, a common technical core, and a set of focus electives. The focus electives will be customized to student career path and current business and industry demands. The student will work with the advisor to develop a career goal and education plan.

General Education Core: (Minimum of 12 hours)

The general education core is intended to give students the skills necessary to be able to effectively communicate technical findings, thoughts, and philosophies, and to be able to perform basic mathematical computations.

EN 101	English Composition I	3 semester hours
BU 205	Business Communications	3 semester hours
MT 130	College Algebra	3 semester hours
SP 103	Speech Fundamentals	3 semester hours

Technical Core: (Minimum of 26 hours)

The technical core is intended to give students a solid background in both hardware and software aspects. These skills will enable a student to succeed in the IT industry regardless of position. A major focus in each course is placed on ethics, customer service and working in a team environment.

IT 100	Critical Thinking	2 semester hours
IT 105	Customer Service for IT	2 semester hours
IT 112	System Architecture	3 semester hours
IT 114	Survey of Operating Systems	3 semester hours
IT 180	PC Maintenance	3 semester hours
IT 181	Advanced PC Maintenance	3 semester hours
IT 182	A+ Lab	2 semester hours
	Choose any programming language course	3 semester hours
IT 272	Internship	4 semester hours
IT 274	Capstone Projects	1 semester hour

IT Focus Electives: (Minimum of 24 hours)

Courses offered to fulfill electives will be structured around current business and industry demands. Students will be provided courses to meet one or more vendor certifications as suggested by the program advisory council. Students will work with advisor to structure other electives based on focus of career path.

Certification choices include:

Microsoft Certified Systems Engineer-MCSE	21 semester hours
Computer Associate-Certified Unicenter Engineer-CUE	6 semester hours
Oracle Certified Professional-OCP	15 semester hours
Microsoft Certified Professional-Site Builder-MCP-SB	15 semester hours
Microsoft Certified DataBase Administrator-MCDBA	15 semester hours

**Information Technology
Recommended Program Sequence**

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
BU	205	Business Communications	3	
EN	101	English Composition I	3	
IT	100	Critical Thinking	2	
IT	105	Customer Service for IT	2	
MT	130	College Algebra	3	
SP	103	Speech Fundamentals	<u>3</u>	
				16

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
IT	112	System Architecture	3	
IT	114	Survey of Operating Systems	3	
IT	180	PC Maintenance	3	
IT	181	Advanced PC Maintenance	3	
IT	182	A+ Lab	2	
		Any programming language course	<u>3</u>	
				17

SECOND YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
IT		Focus Electives	<u>15</u>	
				15

SECOND YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
IT		Focus Electives	9	
IT	272	Internship	4	
IT	274	Capstone	<u>1</u>	
				14

CERTIFICATE PROGRAMS 30-35 Semester Hours

Southern offers certificate programs in Health Care Technology, Criminal Justice, Secretarial Science, and Technical Studies in Applied Technology. For full-time students these certificate programs may be completed in one academic year. These programs are designed for career-oriented individuals who desire to enter the job market in entry level positions. Several of the certificate programs also serve as a transition to Associate of Applied Science degree programs.

**HEALTH CARE TECHNOLOGY
Certificate Program
35 Semester Hours**

Purpose: The Health Care Technology Certificate Program prepares graduates as multi-skilled flexible health care workers, who work under the direction of licensed professionals such as registered professional nurses, medical laboratory technicians, and physicians. Students may work in a variety of health care settings. The graduate will receive a certificate specific to the option in the program they choose to complete, such as electrocardiography or medical laboratory assistant (phlebotomy). Certification exams are available for all options and students are expected to take appropriate national certification exams. The Health Care Technician is not intended to be a Medical Laboratory Technician or other professional, but serves to assist health care professionals in appropriate ways to carry out their responsibilities.

**HEALTH CARE TECHNOLOGY
ELECTROCARDIOGRAPHY OPTION
35 Semester Hours**

Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	100	Patient Care Technology	3	
AH	102	Introduction to Electrocardiography	3	
AH	108	Medical Terminology	2	
BS	124	Human Anatomy and Physiology I	4	
EN	101	English Composition I	3	
PY	201	General Psychology	<u>3</u>	
				18

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	104	Advanced Electrocardiography	2	
AH	105	Electrocardiography Clinical Practicum	2	
BS	125	Human Anatomy and Physiology II	4	
EN	102	English Composition II	3	
MT	121	College Math for General Education	3	
PY	218	Life-Span Developmental Psychology	<u>3</u>	
				17

**HEALTH CARE TECHNOLOGY
MEDICAL LABORATORY ASSISTANT OPTION
35 Semester Hours**

Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	100	Patient Care Technology	3	
AH	103	Principles of Phlebotomy	3	
AH	108	Medical Terminology	2	
BS	124	Human Anatomy and Physiology I	4	
EN	101	English Composition I	3	
PY	201	General Psychology	<u>3</u>	
				18

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AH	112	Basic Medical Laboratory Procedures	2	
AH	113	Phlebotomy Clinical Practicum	2	
BS	125	Human Anatomy and Physiology II	4	
EN	102	English Composition II	3	
MT	121	College Math for General Education	3	
PY	218	Life-Span Developmental Psychology	<u>3</u>	
				17

CRIMINAL JUSTICE
Certificate Program
30 Semester Hours

Purpose: The Criminal Justice Certificate Program provides basic knowledge and training in the skills required for employment in the Criminal Justice field. This program is designed for persons who have little or no training or experience in law enforcement or corrections work, which include parole and probation. In addition, if you are already employed in these areas, you may also benefit from this program if you desire an overall introduction to the field of criminal justice.

Knowledge and skills gained through this program typically prepare for, or upgrade persons in, the following occupations:

Patrolman
 Deputy Sheriff
 Watchman/Guard
 Parole/Probation Officer

Upon completion of this program, all graduates will be able to:

- examine the functions of criminal law as it relates to the criminal justice system
- identify the various roles and functions of the professional in the criminal justice system
- describe the landmark cases that currently govern the rules of arrest, search, and seizure
- describe the major theoretical explanations for crime and delinquency
- demonstrate basic skills in law enforcement/corrections
- apply current West Virginia law to various situations
- perform effective criminal justice techniques and methods
- apply basic principles of human behavior
- investigate accident and crime scenes with proper documentation
- interview and interrogate suspects

Criminal Justice Certificate
Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CJ	101	Criminal Justice System	3	
CJ	103	Introduction to Law Enforcement	3	
CJ	201	Criminal Procedure	3	
EN	101	English Composition I	3	
SO	200	Introduction to Sociology	<u>3</u>	
				15

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
CJ	223	Criminology	3	
CJ	202	Criminal Law	3	
CJ		Criminal Justice Electives	<u>9</u>	
				15

SECRETARIAL SCIENCE
Certificate Program
35 Semester Hours

Purpose: The Secretarial Science Program provides the student with the basic knowledge and training in the skills of secretarial office work. It is designed for those who have little or no training or experience in secretarial science and wish to hold or get a job doing general office work or work as a stenographer, typist or file clerk.

Knowledge and skills gained through this program typically prepare for, or upgrade persons in, the following occupations:

Typist
 Stenographer
 File Clerk

Secretarial Science Certificate
Recommended Program Sequence

FIRST YEAR-FIRST SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	111	Principles of Accounting I	3	
		OR		
SE	101	Office Accounting I		
BU	100	Introduction to Business	3	
BU	115	Business Calculations	3	
EN	101	English Composition I	3	
SE	104	Intermediate Keyboarding	3	
SE	120	SuperWrite I	<u>3</u>	
				18

FIRST YEAR-SECOND SEMESTER

Dept.	Course No.	Title	Credit Hours	Total Hours
AC	112	Principles of Accounting II	3	
		OR		
SE	102	Office Accounting II		
CS	116	Word Processing Concepts	2	
EN	102	English Composition II	3	
SE	105	Advanced Keyboarding	3	
SE	121	SuperWrite II	3	
SP	103	Speech Fundamentals	<u>3</u>	
				17

TECHNICAL STUDIES IN APPLIED TECHNOLOGY
Certificate Program
Minimum 31 Semester Hours

Purpose: This program is designed as a non-transfer program for students completing an occupation specialization at the career/vocational centers. It is designed to provide students with the general education knowledge and technical competencies necessary for employment in a variety of trade skills occupations.

Program Requirements: All students in the degree must complete a series of courses in two components: Component I, General Education and Component II, Specialization.

Component I - General Education Core (Minimum of 16 hours)

CS 100	Foundations of Learning	1 semester hour
EN 101	English Composition I	3 semester hours
SP 103	Speech Fundamentals	3 semester hours
CS	Elective	3 semester hours
MT 121	College Math for General Education or higher	3 semester hours
Interpersonal Skills (choose one)		
	SO 200, SO 215, or PY 201	3 semester hours

Component II - Specialization (Minimum of 14 hours)

Students must complete one of the following occupational specializations.

Articulated Areas of Specialization

Air Conditioning and Refrigeration Technology	General Building Construction
Automotive Technology	Graphic Communications
Collision Repair Technology	Graphic Design
Conventional/Computer-Aided Drafting	Industrial Equipment Maintenance
Diesel Equipment Technology	Machine Tool Technology
*Drafting and Design Technology	Masonry
Electrical Technology	Small Engine Repair
Electronics Technology	Welding Technology
Facilities Maintenance	

Specialization Requirements:

***Drafting and Design Technology Specialization**

DR 101	Introduction to Mechanical Drawing	3 semester hours
DR 204	Computer Aided Design and Drafting I	3 semester hours
DR	Electives	9 semester hours

Note: The drafting specialization courses as listed above are for drafting courses offered by Southern on the Williamson Campus only. No other specialization courses are offered at any Southern campus location. Students completing the drafting program coursework at the local career/vocational center may do so and receive credit toward the conventional/computer-aided drafting area of specialization.

All Other Specializations:

Each area of specialization is offered in cooperation with the area career/vocational centers. Not all programs may be available in all areas. Students should consult with their local center for availability. Students must complete a one or two-year program of study and receive the certificate of completion. Students must submit a Tech-Prep Course Competency Transfer Form.

Students completing a one year program will be eligible to articulate 14 hours of block credit and may use technical electives to fulfill program requirements.

Students completing a two-year program will be eligible to articulate 28 hours of block credit.

Component III - Capstone (Minimum 1 Hour)

TS 274	Capstone	1 semester hour
--------	----------	-----------------

ACADEMIC CREDIT COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

It should be noted that due to the nature of Southern, no listing of course descriptions, such as the one found here, can remain complete for many weeks after being compiled. Southern attempts to offer courses in nearly any subject a reasonable number of people want to study, provided a qualified instructor can be found. This list of courses is up-to-date as of the start of the fall semester 2004. A schedule of the courses to be offered during any particular semester, along with the times and day they will meet, will be distributed in advance of each semester. This course listing is provided for information purposes only and is not to be considered binding. Southern reserves the right to make changes in course content, course offerings and/or other areas concerning curriculum.

Some courses have specifically designated prerequisite and/or co-requisite courses. If a course has a prerequisite, that means the work in that course requires the knowledge or skill gained in another course, and therefore students are not allowed to enroll in the advanced course until they have completed a prerequisite course or courses. If a course has a co-requisite, that means successful work in that course requires the skill and knowledge to be attained at the same time in another course, and therefore students are not allowed to enroll in certain courses unless they also enroll in co-requisites during the same semester.

Courses numbered 275 are reserved for special topics to be offered in a particular area, e.g., AC 275, EN 275, etc. A 275 course may be repeated for additional credit providing the topic is not repeated.

Each course description listed below includes information detailing the semester(s) in which the course is most likely to be taught. Not all courses are offered every semester or every year. Semester designations are as follows: **F (Fall)**, **S (Spring)**, **SU (Summer)**, or **O (occasionally in response to specific needs)**.

ACCOUNTING

AC 111 Principles of Accounting I (F/S)

3 Semester Hours

This course is an introduction to the principles and procedures of double-entry accounting records and reports for sole proprietorship and partnerships.

AC 112 Principles of Accounting II (F/S)

3 Semester Hours

Prerequisite: AC 111.

This course is an introduction to principles and procedures in accounting for a corporation and manufacturing-type businesses.

AC 113 Practicum for Accounting Principles (F/S)

3 Semester Hours

Prerequisite: AC 111.

This is a practical course that requires application of the basic accounting concepts and practices. Students will keep sets of books for three businesses.

AC 211 Intermediate Accounting I (F)

3 Semester Hours

Prerequisite: AC 112.

This course addresses the principles and problems of valuation, analysis, and formal presentation of accounting data.

AC 212 Intermediate Accounting II (S)

3 Semester Hours

Prerequisite: AC 211.

Topics covered will include accounting for: acquisition and

depreciation of fixed assets, intangible assets, current liabilities, contingencies, long-term liabilities, stockholders equity, retained earnings, dilutive securities, earnings per share and investments.

AC 248 Income Tax Accounting (F)

3 Semester Hours

Prerequisite: AC 111 or permission of the instructor. This course focuses on the accounting aspects of federal taxes as they apply to returns of both individuals and businesses.

AC 249 Managerial Accounting (F/S)

3 Semester Hours

Prerequisite: AC 111.

This course is a study of how accounting data can be interpreted and used by management in planning and controlling business activities of the firm. The uses of accounting data by investors, quantitative methods, and organizational behavior are also considered.

AC 250 Computerized Accounting (formerly CS250) (S)

3 Semester Hours

Prerequisite: AC 111 or SE 101 and any CS class.

This course presents hands-on training for operation of microcomputer concepts and methodology used in the design of the accounting software and computerized accounting.

AC 275 Special Topics in Accounting I (O)

1-3 Semester Hours

Prerequisite: Permission of Division Chair.

This course presents classes in Accounting which the College expects to offer once or occasionally in response to specific community needs. It may consist of seminars, specialized or individual instruction, and/or research in an area related to Accounting.

AC 290 Internship in Accounting (S)

3 Semester Hours

Prerequisite: Student must be an AAS Accounting program candidate for graduation.

This course presents an opportunity for on-the-job training and instruction in an accounting oriented work site. Student assignments are made consistent with vocational objectives.

ALLIED HEALTH

AH 100 Patient Care Technology (F)

3 Semester Hours

Prerequisite: EN 090, EN 099 **OR** minimum acceptable test scores for placement in college-level English.

The student will be introduced to concepts related to patient care in a variety of settings. The focus will be on health promotion, maintenance, and restoration of the client. Basic physical assessment, communication, and technical skills will be discussed in relation to the basic human and developmental needs.

AH 102 Introduction to Electrocardiography (F)

3 Semester Hours

The course of study focuses on normal cardiovascular anatomy and physiology as well as the fundamentals of electrocardiography, normal pacer activation, sequences, electrical pathways, pattern assessment, measurement intervals, and changes seen in pathological states. Students will also be introduced to procedures such as performing 12 lead EKG, Holter Monitoring, and Cardiac Ultrasound.

AH 103 Principles of Phlebotomy (F)**3 Semester Hours**

Co-requisite: AH 100.

This course is intended to prepare the student with the theoretical knowledge required in an entry level position as a phlebotomist. Phlebotomy procedures and techniques will be reviewed in addition to the equipment and principles related to each. Students will perform various phlebotomy techniques in the student lab in preparation for their phlebotomy practicum. The student will further be introduced to various related information such as interpersonal communications skills and medical legal issues.

AH 104 Advanced Electrocardiography (S)**2 Semester Hours**

Prerequisite: AH 102 with a grade of "C" or better.

The course of study presents an overview of acquired and congenital cardiac pathology of the heart with a focus on interpretation of EKG tracings of clients receiving continuous cardiac monitoring. Full interpretation of 12 lead EKG will be discussed.

AH 105 Electrocardiography Clinical Practicum (S)**2 Semester Hours**

Prerequisite: AH 102 with a grade of "C" or better.

Co-requisite: AH 104.

Students may be assigned to a variety of clinical agencies to practice and utilize skills and knowledge. Rotations will include cardiac telemetry monitoring stations and cardiac testing labs emphasizing Holter Monitoring, 12 lead EKG, and Cardiac Ultrasound. Students will be required to identify abnormal telemetry patterns.

AH 107 Medical Assisting Clinical Practicum (S)**2 Semester Hours**

Prerequisite: AH 100, SE 145, and SE 230 with a grade of "C" or better.

This course is a clinical component of the Health Care Technology program (Medical Assistant option). The student will be required to complete clinical rotations in a variety of health care settings that will enable them to utilize skills and knowledge learned in the first semester of this program.

AH 108 Medical Terminology (F/S)**2 Semester Hours**

Medical Terminology is a sixteen (16) week course designed to provide the student with basic knowledge of medical language. The approach to understanding medical language will be one of systems approach. Prefixes, suffixes, words roots, combining forms, special ending, plural forms, abbreviation, and symbols will be utilized. Emphasis is placed on spelling, definition, usage, and pronunciation.

AH109 Homemaker Practicum (O)**2 Semester Hours**

Prerequisite: AH100 with a grade of "C" or better or permission of the instructor.

Co-requisite: AH117.

This is a 16 week course that prepares the student to be able to provide homemaker services to members of the community. The course incorporates the training guidelines set forth by the State of West Virginia for persons desiring to work in the health care field as Homemakers. Students will gain clinical experience through assignments to facilities in surrounding communities.

AH 112 Basic Medical Laboratory Procedures (S)**2 Semester Hours**

Prerequisite: AH 103 with a grade of "C" or better.

Co-requisite: AH 113.

This course is intended to prepare students with the theoretical and practical knowledge required to perform basic laboratory tests in a physician's office, clinic, or hospital setting. Tests such as a urinalysis by dipstick, glucose by home use glucose monitoring device, fecal occult blood, urine pregnancy test by visual color methods, as well as others will be reviewed.

AH 113 Phlebotomy Clinical Practicum (S)**2 Semester Hours**

Prerequisite: AH 103 with a grade of "C" or better.

Co-requisite: AH 112.

Student will work along side area phlebotomists to enhance the skills and techniques learned in the "Principles of Phlebotomy" course. Student will gain a better understanding of the daily routine, technical procedures, and use of equipment related to phlebotomy. Under supervision, students perform daily tasks in venipuncture, capillary sticks, and other phlebotomy procedures.

AH 115 Drug Dosage Calculation (F)**1 Semester Hour**

Prerequisite: MT 099 **OR** minimum acceptable test scores for placement in college-level math.

This course is designed to assist the Allied Health student with drug calculation. Calculation incorporates household, apothecary, and metric measurements and various routes of administration including IV therapy and titration.

AH 117 Concepts of Home Health Care (O)**3 Semester Hours**

Prerequisite: AH 100 with a grade of "C" or better.

Co-requisite: AH 118.

The student will be introduced to the concepts related to caring for individuals in the home environment. Students will refine basic physical, assessment, communication and technical skills in relation to basic human and developmental needs. The focus of the course will be the provision of care to individuals and their families in the home.

AH 118 Home Health Care Practicum (O)**3 Semester Hours**

Prerequisite: AH 100 with a grade of "C" or better.

Co-requisite: AH 117.

The student will be assigned to a variety of home health care agencies in order to utilize knowledge and skills learned in the classroom and laboratory setting. Students will provide direct patient care to clients in the home environment. Clients will include individuals across the life span, as well as family members and care givers.

AH 120 Health Assessment/Communications (O)**2 Semester Hours**

Prerequisite: Admission to the nursing program or special permission of the instructor.

Health Assessment/Communications is a 16-week course that focuses on the bio-psychosocial assessment across the life-span as compared to normal parameters. This course also incorporates the identification and utilization of various communication techniques.

AH 200 Health Care Ethics and Law (O)**1 Semester Hour**

Prerequisite: Permission of the Administrative Vice President/Dean of Allied Health or admission into an Allied Health program.

This course will cover the medico-legal aspects of the health care industry. Attention will be paid to safety, employment, ethics, tort law, patient needs and rights, communication, and documentation. The student will also be required to analyze a special medical/legal issue.

AH 210 Nutrition (F/S)**3 Semester Hours**

This course examines the principles of human nutrition and their application in planning and evaluating dietary needs for individuals and families. Emphasis is placed on basic nutrients and processes by which the living organism utilizes them for function, growth, and renewal.

AH 220 Trends in Health Care (O)**3 Semester Hours**

Prerequisite: Admission to one of the Allied Health Programs or permission of the Administrative Vice President/Dean of Allied Health Programs.

This course will explore current issues and trends in a variety of health care settings. Students will explore legal, ethical, and professional topics and their impact on the care of patients. This course is not intended for one specific discipline, but will encompass a variety of health care professions, their roles, responsibilities, and issues in caring for all clients.

AH 222/PY 222 Processes of Dying and Grief (S)**3 Semester Hours**

This course is provided to those individuals who are interested in the Nursing or Medical field. The course will survey the human-psycho-social development of death and dying as it relates to the life-span. It will include an in-depth look at the various ages along the life-span and the needs of the dying patient, the needs of the patient's family, as well as the needs of the Health Professional. It will provide insight into and examine the different cultural views, practices, and understandings of the processes of death and dying.

AH 230 Prehospital Care Administration (O)**3 Semester Hours**

Prerequisite: Admission to one of the Allied Health Programs.

This course is designed to introduce the student to the management of Emergency Medical Services. Topics covered include leadership characteristics, motivating the EMS worker, and ethics in the workplace. The course introduces the student to the business of EMS such as how to work with employee organizations, accommodating cultural differences, managing growth and marketing. Students will acquire knowledge of billing, quality assurance, and laws affecting the daily management of EMS.

AH 241 Pharmacology for Allied Health (S)**3 Semester Hours**

Prerequisite: Enrollment restricted to Allied Health students in their second year of an Allied Health Associate Degree Program or permission of the instructor.

Pharmacology for Allied Health students or professionals is a sixteen (16) week course designed to help the student or health professional develop an understanding of basic pharmacological concepts, drug action, and clinical application. As drug therapy is an integral part of health care, allied health students/professionals have a vital role in drug therapy, and observation of drug effects.

AH 250/NU 250/SO 250 Multi-cultural and International Studies (S/SU)**3 Semester Hours**

Prerequisite: Permission of the Administrative Vice President/Dean of Allied Health Programs.

This course is designed to bring a variety of students from various disciplines throughout the College together in order to provide health care and humanitarian aid to individuals throughout the world. The course will be a fourteen day, intensive visit to another country or culture. Students are expected to utilize knowledge and skills learned in previous courses or life experiences. Requirements to complete the course include written papers, journals, and presentations. This course MAY NOT be offered every year.

AH 275 Special Topics in Allied Health (O)**1-3 Semester Hours**

Prerequisite: Permission of the Administrative Vice President/Dean of Allied Health Programs.

Present courses in Allied Health which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individualized instruction, and/or research in an area related to Allied Health.

ART**AR 103 Two Dimensional Design (F)****3 Semester Hours**

A course in design which includes the elements of form, color, line, texture, space.

AR 104 Three Dimensional Design (F)**3 Semester Hours**

Prerequisite: AR 218 and AR 103 or permission of instructor.

A studio art course concerned with the basic principles, tools, and materials involved in three dimensional design.

AR 112 Art Appreciation (F/S)**3 Semester Hours**

Demonstrates the significance of art in everyday life through study of the works of various artists.

AR 113 Drawing and Painting for Elementary Education Majors (F/S)**3 Semester Hours**

Explores the materials and techniques for drawing, painting, block painting, collage and general design, emphasizing their use in the elementary classroom.

AR 123 Photography (O)**1 Semester Hour**

This course is a general introduction to 35mm photography. It is presumed that the student has no previous experience in photography and covers the basic skills necessary to take effective photographs in black and white or color (prints or slides). This course concentrates on operating the camera, basic lighting techniques, selecting film, selecting and using lenses and filters, flash techniques, how to determine exposure, and good photographic composition. Because photography depends on the photographer's perception and style, this course encourages students to seek out subjects which interest them and try to communicate their thoughts and/or feelings to others via 35mm film.

AR 150 Ceramics I (F)**2-3 Semester Hours**

Introduces the methods of forming hand-building pottery, applying surface decorations, mixing glazes and clay bodies, stacking and firing the kiln, and exploring design possibilities.

AR 151 Ceramics II (F)**3 Semester Hours**

Prerequisite: AR 150 or permission of instructor.

Presents the techniques of throwing basic pottery forms on the wheel, the cylinder, open forms, wasted forms, etc., and emphasizes the development of skills in throwing and trimming pottery, mixing glazes and clay bodies, decorating and firing pottery.

AR 200 Painting with Oils and Acrylics I (F/S)**3 Semester Hours**

Prerequisite: AR 217 or permission of instructor.

Presents instruction and practice in the preparation of painting surfaces, exploration of compositional problems and painting

techniques, and the framing of the painting. Includes the opportunity for exhibitions and critiques.

AR 201 Painting with Oils and Acrylics II (S)

3 Semester Hours

Prerequisite: AR 200 or permission of instructor.

Continuation of the basic painting concepts in AR 200 with emphasis on personal development and individualized style through advanced composition problems.

AR 204 Watercolors (O)

3 Semester Hours

Prerequisite: AR 217 or permission of instructor.

A studio course introducing basic tools, materials, and techniques used in watercolor painting.

AR 217 Drawing I (F/S)

3 Semester Hours

Introductory course in the imaginative use of tools and materials common to graphic expression--charcoal, conte crayon, pencil, pen and ink, and brush--with emphasis on the development of fundamental knowledge and skills in creative drawing.

AR 218 Drawing II (S)

3 Semester Hours

Prerequisite: AR 217 or permission of instructor.

Continuation of the basic concepts offered in AR 217 with added emphasis on the complexities of architectonic forms and perspective, the structure of natural forms, and further study of the nature and use of drawing materials and tools.

AR 275 Special Topics in Art (O)

1-3 Semester Hours

Prerequisite: Permission of Division Chair.

Presents courses in Art which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in the area related to Art.

BIOLOGICAL SCIENCE

BS 101 General Biology I (F)

4 Semester Hours

Prerequisite: EN 090, EN 099, MT 090, MT 099 **OR** minimum acceptable test scores for placement in college-level math and English.

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

This course will introduce concepts of cell structure, function, and reproduction. Common biochemical phenomena, particularly the metabolic processes of photosynthesis and cellular respiration, will be surveyed by the course. A description of the form and the function of DNA will be related to mechanisms of inheritance. The highlights of Darwin's theory of natural selection and other aspects of evolutionary theory will be explored.

BS 102 General Biology II (S)

4 Semester Hours

Prerequisite: EN 090, EN 099, MT 090, MT 099 **OR** minimum acceptable test scores for placement in college-level math and English.

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

This course will introduce and explore the basic principles of ecology. An overview and comparison of vertebrate organ systems will be presented. The course will also survey the taxonomy and organization of the plant and animal kingdoms.

BS 115 Human Biology (F)

4 Semester Hours

Prerequisite: EN 090, EN 099 **OR** minimum acceptable test scores for placement in college-level English.

An introductory course in anatomy and physiology that covers all systems of the human body. This course deals with the complexities of human structure and function in a simple way, without losing the essence and meaning of the material. This course is intended for non-science majors and is not for students in science or allied health fields.

BS 124 Human Anatomy and Physiology I (F)

4 Semester Hours

Prerequisite: EN 090, EN 099 **OR** minimum acceptable test scores for placement in college-level English.

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

An anatomy-physiology course that examines the general plan of body cells, tissues, and six major systems. Includes the function of integumentary, skeletal, muscular, nervous, somatic and special senses, and the endocrine systems. A laboratory course designed to unify basic concepts of inorganic and organic chemistry to bring about a better understanding of the structure and function of the human body as relevant to health care.

BS 125 Human Anatomy and Physiology II (S)

4 Semester Hours

Prerequisite: BS 124.

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

A continuation of BS 124, Human Anatomy and Physiology I, that examines six major systems including human growth and development, and genetics. Includes the structure and function of the circulatory, lymphatic, digestive, respiratory, urinary, and reproductive systems. The course is designed to emphasize the complimentary nature of structure and function, homeostasis and homeostatic mechanisms, the interaction of humans and their environment, metabolic processes, responses to stress, and pathological disorders, so that students will have a better understanding of the human body relevant to health.

BS 127 Microbiology for Allied Health (O)

3 Semester Hours

Prerequisite: BS 124 and BS 125. This course is for Allied Health students formally admitted to an Allied Health program. Please refer to appropriate program curriculum.

This course provides people desiring to work in the health care professions with basic knowledge and principles of microbiology and epidemiology. The course will take a portal of entry approach to understanding epidemiology. Diseases are categorized by portal of entry used to invade the human body and are subcategorized by the type of infectious agent.

BS 130 Environmental Biology (F)

3 Semester Hours

Prerequisite: EN 090, EN 099, MT 090 **OR** minimum acceptable test scores for placement in college-level English and math.

An introduction to the basic concepts of ecology which will provide the framework for investigating current and potential environmental problems. Issues examined will include energy, land use, pesticides, pollution, overpopulation, and depletion and exploitation of natural resources. The role of business, individuals, and professions in limiting environmental problems will be stressed.

BS 216 Microbiology (F/S)**4 Semester Hours**

Prerequisite: BS 101 or BS 124 and CH 203 or CH 213.

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

Concentrates on the physiology, genetics, immunology of microorganisms, and on pathogenesis and the nature of microbial diseases. The laboratory work emphasizes basic microbiological techniques.

BS 220 Stream Ecology (F)**4 Semester Hours**

Prerequisite: BS 101 or BS 130.

An ecology course which places special emphasis on the study of streams, rivers, and other waterways--both permanent and temporary. This course will provide a knowledge base for making decisions on waterway diversion, runoff, pollution, water use, and conservation based upon sound scientific data and current research.

BS 230 Environmental Microbiology (F)**4 Semester Hours**

Prerequisite: BS 130 and MT 099 **OR** minimum acceptable test scores for placement in college-level math.

This course provides a general overview of microbiological principles as applied to water and wastewater treatment technologies. Special emphasis is given to the role of microorganisms as they relate to water quality, waterborne disease, and treatment processes. The laboratory prepares students for bacteriological testing required by state and federal regulations. Students learn to prepare culture media, sterilize laboratory equipment, and perform basic bacteriological test practicing techniques of microscopic examination of water and wastewater.

BS 250 An Introduction to Immunology (O)**3 Semester Hours**

Prerequisite: BS 102 and BS 125 or permission of instructor.

A lecture course which includes study of the general principles of Immunology, essential features of antigens, nature of antibodies, tissues of the Immune System, T and B cells response to Antigens, Complement System and the general principles underlying vaccines.

BS 270 Scientific Writing (O)**1 Semester Hour**

Prerequisite: EN 101

This course will provide students a chance to learn how to both write in a scientific style and how to present papers and other items in front of their peers. This course will give students the opportunity to sharpen their writing skills and presentation skills for a scientific discipline.

BS 275 Special Topics in Biological Science (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in Biological Science which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Biological Science.

BUSINESS**BU 100 Introduction to Business (F/S)****3 Semester Hours**

This course surveys the field of business, emphasizing the functions and structure of private business enterprise, and the roles of management, accounting, finance, and marketing in the enterprise. Duplicate credit for BU 101 is not permitted.

BU 101 Introduction to Health Care Institutions (F)**3 Semester Hours**

Prerequisite: EN 090 **OR** minimum acceptable test scores for placement in college-level reading.

This course is a review of the principles of management in health care institutions. The student will study administrative roles, functions, practices, structures, requirements, and professional issues (including the role of government) and terminology in the health care setting. Duplicate credit for BU 100 is not permitted.

BU 102 Introduction to Hospitality**3 Semester Hours**

This course provides an introduction into the management and operation of hospitality's three principal segments: food and beverage; lodging; and travel and tourism. It also presents an insightful review of the significant issues facing managers today, as well as into the future.

BU 115 Business Calculations (F/S)**3 Semester Hours**

Prerequisite: EN 090, MT 090 **OR** minimum acceptable test scores for placement in college-level English and math.

This course emphasizes how math is used in the world of business. General arithmetic procedures will be reviewed and applied to specific business applications. Problem-solving techniques will also be presented.

BU 205 Communications in Business (F/S)**3 Semester Hours**

Prerequisite: EN 101.

This course emphasizes the principles to be applied in composing effective business correspondence, writing business reports, making oral presentations, and conducting meetings.

BU 207 Business Law (F/S)**3 Semester Hours**

Prerequisite: EN 090 **OR** minimum acceptable test scores for placement in college-level reading courses.

This course is an introduction to common law and Uniform Commercial Code. Topics covered include contracts, sales, bailments, common carriers, personal and real property, insurance, agencies, employment, negotiable and other credit instruments, partnerships, corporations, and bankruptcy. Duplicate credit for BU 209 is not permitted.

BU 209 Medical Administrative Law and Ethics (F)**3 Semester Hours**

Prerequisite: EN 090 **OR** minimum acceptable test scores for placement in college-level reading.

This course offers an introduction to the concepts of administrative law ethics applicable to health care settings. Particular emphasis is placed on the liability of public and private health care service organizations and personnel. In-depth topics include torts, duties, and administrative agency regulations. Duplicate credit for BU 207 is not permitted.

BU 211 Hospitality Law (F)**3 Semester Hours**

This course provides an understanding of the basic foundations and principles of the laws affecting the hospitality industry. The course provides guidelines and techniques to manage preventatively and applies practical legal awareness of management's actions. Hospitality law cannot be used as a substitute for BU 207.

BU 230/MT 225 Business Statistics (F/S)**3 Semester Hours**

Prerequisite: EN 090, MT 090, and MT 099 **OR** minimum acceptable test scores for placement in college-level English and math.

The course is designed to present statistical techniques and apply them to decisions, analysis, and forecasts. Stressed are the methods of collection, description, and summarization of the data as well as analysis and induction from the data.

BU 275 Special Topics in Business (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair and EN 090 **OR** minimum acceptable test scores for placement in college-level reading.

This course presents classes in Business which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individualized instruction, and/or research in an area related to Business.

BU 290 Internship in AIM (F/S)**2 Semester Hours**

Prerequisite: Student must be a candidate for graduation in the AAS Applied Industrial Management (AIM) program.

Students will be assigned to a coal mine facility to gain practical hands-on experiences. They will be under the direction of an academic and workplace manager/supervisor who will coordinate their activities.

BU 291 Internship in General Business (F/S)**3 Semester Hours**

Prerequisite: Student must be a candidate for graduation in the AAS Business Administration - General Business Option program.

Students will be assigned to a business entity according to their vocational objectives in order to gain practical hands-on experience. They will be under the direction of an academic and work site manager/supervisor who will coordinate their activities.

BU 293 Small Business Management Internship (F/S)**3 Semester Hours**

Prerequisite: Student must be a candidate for graduation in the AAS Business Administration - Small Business Management Option program.

Students will be placed in a business entity to acquire hands-on experiences while applying principles/concepts learned. They will be under the direction of an academic and workplace supervisor/manager who will coordinate their activities.

BU 294 Internship in Medical Facility (F/S)**4 Semester Hours**

Prerequisite: Student must be a candidate for graduation in the AAS Business Administration - Health Care Management Option program.

Students will be assigned to a health care facility to gain practical field experience. They will be under the direction of an academic and workplace manager/supervisor who will coordinate their activities. A project will be completed as a basis for grading. This course will be completed in the students' final semester.

CHEMISTRY**CH 203 Fundamentals of General, Organic, and Biological Chemistry I (F/S)****4 Semester Hours**

Prerequisite: EN 090, EN 099, MT 090, and MT 099 **OR** minimum acceptable test scores for placement in college-level English and math.

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

This course is intended primarily for those students pursuing careers in the professional health care fields. Calculations involving physical quantities will be presented followed by atomic structure, chemical bonding, and chemical reactions. The course will then cover gas laws, solution chemistry, and acidity. A brief introduction to structural organic chemistry will also be presented.

CH 204 Fundamentals of General, Organic, and Biological Chemistry II (S)**4 Semester Hours**

Prerequisite: CH 203.

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

Beginning with a review of organic nomenclature, this course focuses on classes of organic compounds and their reactions. Several biochemical topics will be introduced, including the chemistry of the major classes of biological molecules. The course will cover the structure and reactions of bodily fluids, as well as energy-acquiring and energy-releasing pathways.

CH 213 Principles of Chemistry I (F)**4 Semester Hours**

Prerequisite: EN 090, EN 099, MT 123 (MT 123 waived for ACT math score of 20 or higher) **OR** minimum acceptable test scores for placement in college-level English.

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

Intended primarily for science majors, this course covers the properties of matter and their measurement, atomic theory, reaction stoichiometry, and thermochemistry. Electron configurations, chemical bonding, and molecular geometry will also be introduced.

CH 214 Principles of Chemistry II (S)**4 Semester Hours**

Prerequisite: CH 213.

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

A continuation of CH 213, this course deals with intermolecular forces, solution properties, kinetics, and acid-base reactions. The course will also cover gas laws, chemical equilibrium, thermodynamics, and electrochemistry.

CH 216 Instrumentation Analysis I (O)**4 Semester Hours**

Prerequisite: CH 213 and 214.

This course will describe modern analytical methods with sufficient theory so that student will understand how specific instruments work. Instruments included are: PH meters, spectronic D's, conductivity meters, flame AA units, graphite furnace, turbidity meters, specific ion meters, hydride generators, and cold vapor for Hg.

CH 218 Instrumentation Analysis II (O)**4 Semester Hours**

Prerequisite: CH 216.

This course is a continuation of Instrumentation Analysis I, but with emphasis on organic chemical identification. Instruments included are those used for organic: UV and IR spectrophotometer, GC's and GCMS, hydrocarbon analyzer, and TOC apparatus.

CH 223 Organic Chemistry I (O)**3 Semester Hours**

Prerequisite: CH 214.

This course presents the chemistry of aliphatic compounds with emphasis on the mechanisms and stereochemistry of their reactions. Modern nomenclature and descriptions of stereoscopic methods in

organic chemistry are discussed throughout the course. The laboratory accompanying this course presents an introduction to the fundamental laboratory techniques used in organic chemistry.

CH 224 Organic Chemistry I Lab (O)

2 Semester Hours

Co-requisite: CH 223.

This course is an accompanying lab course for students enrolled in CH 223. This course presents an introduction to the fundamental laboratory techniques used in organic chemistry.

CH 225 Organic Chemistry II (O)

3 Semester Hours

Prerequisite: CH 223.

A continuation of Organic Chemistry I. This course presents the chemistry of aromatic compounds and the major classes of biological chemical compounds, along with modern methods of chemical synthesis.

CH 226 Organic Chemistry II Lab (O)

2 Semester Hours

Co-requisite: CH 225.

This is an accompanying lab for students enrolled in CH 225. This course continues to emphasize the basic methods and techniques used in preparing organic compounds, while introducing qualitative organic syntheses.

CH 275 Special Topics in Chemistry (O)

1-3 Semester Hours

Prerequisite: Permission of Division Chair.

Presents courses in Chemistry which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Chemistry.

COMPUTER INFORMATION SYSTEMS

CS 100 Foundations of Learning (F)

1 Semester Hour

This course is designed to build skills for success in college and introduce the student to the job opportunities and various fields involved in the world of technology. Critical thinking skills will be introduced along with writing and speaking skills to prepare thoughts, ideas, insights, and discoveries in oral and written form. Students will prepare an educational plan along with a Life Vision Portfolio.

CS 108 Computer Fundamentals (F/S)

3 Semester Hours

This course is an introduction to maintaining and using computers. Students will learn how to maintain a microcomputer through the use of windows. Students will also be introduced to the Internet, e-mail, and software applications. This course is not recommended for students with no computer experience who are also enrolled in EN 090.

CS 116 Word Processing Concepts (F/S)

2 Semester Hours

This course is an introduction to the computer and using word processing software. This course will provide fundamental knowledge of word processing through the utilization of a current application package. Emphasis will be placed on applying practical business applications. The course will consist of lectures and hands-on experience. This course is not recommended for students with no computer experience who are also enrolled in EN 090.

CS 118 Spread Sheet Concepts (F/S)

2 Semester Hours

Prerequisite: MT 090.

This course is an introduction to the computer and using spread sheet software. This course will provide fundamental knowledge of spread sheets through the utilization of a current application package. Emphasis will be placed on applying practical business applications. The course will consist of lectures and hands on experience. This course is not recommended for students with limited computer experience who are also enrolled in EN 090.

CS 120 Data Base Management Systems Concepts (F/S)

2 Semester Hours

Prerequisite: MT 090.

This course is an introduction to the computer and using data base management system software. This course will provide fundamental knowledge of data bases through the utilization of a current application package. Emphasis will be placed on applying practical business applications. The course will consist of lectures with hands on experience. This course is not recommended for students with limited computer experience who are also enrolled in EN 090.

CS 122 Desktop Publishing (O)

3 Semester Hours

Prerequisite: CS 116.

This course will focus on using desktop publishing software to design, edit, and create professional-quality documents.

CS 123 E-mail/Internet (O)

1 Semester Hour

This course is an introduction to e-mail and the Internet. An overview of various Internet resources for research and communication are covered. This course consists of lectures and hands-on experience.

CS 124 Creating a Web Site (O)

1 Semester Hour

This course is an introduction to creating a web site. This course will provide fundamental knowledge of building web pages through the utilization of a current application, web page development software. This course will consist of lectures and hands-on experience.

CS 125 Electronic Presentations (S)

2 Semester Hours

This course is an introduction to the creation and delivery of electronic presentations using an electronic graphical presentation software package. Not recommended for students with no computer experience who are also enrolled in EN 090.

CS 126 Microsoft Excel (O)

1 Semester Hour

This course is an introduction to the spreadsheet software application, Microsoft Excel. Topics include the creation, modification, and analysis of a spreadsheet. This course consists of lectures and hands-on experience. This course CAN NOT be used to fulfill CS restricted electives.

CS 127 Lotus (O)

1 Semester Hour

This course is an introduction to the spreadsheet application, Lotus 1-2-3. Topics covered are the creation, modification, and analysis of a spreadsheet. This course consists of lectures and hands-on experience. This course CAN NOT be used to fulfill CS restricted electives.

CS 128 Microsoft Word (O)**1 Semester Hour**

This course is an introduction to the word processing application, Microsoft Word. The student will be able to create, enter, edit, modify, format, and print a text document. This course consists of lectures and hands-on experience. This course CAN NOT be used to fulfill CS restricted electives.

CS 129 Corel WordPerfect (O)**1 Semester Hour**

This course is an introduction to the word processing application, Corel WordPerfect. The student will be able to create, enter, edit, modify, format, and print a text document. This course consists of lectures and hands-on experience. This course CAN NOT be used to fulfill CS restricted electives.

CS 140 Help Desk Concepts (S)**3 Semester Hours**

This course provides an in-depth look at the processes and associated technologies available for customer service and support in a technical or nontechnical environment. It emphasizes problem-solving and communication skills in addition to technical coverage. Students will examine the technology available for customer support and explore a set of processes and a group of related technologies that enforce those processes to deliver better customer support along with techniques support staff can use to get the most out of those tools. Students will apply their knowledge and develop their ideas and skills, both individually and in teams, to help prepare them for today's team-oriented work environment.

CS 145 MOUS Certification (S)**4 Semester Hours**

Prerequisite: CS 116, CS 118, CS 120, and CS 125.

This course prepares student to pass the Microsoft Office User Specialist Master certification exams. It will include the necessary word processing, spreadsheet, database, and presentation skills to reach the expert level on the MOUS certification exams for each of the areas. It will also include an Office integration component to allow students to integrate usage of all packages into a single document.

CS 150 Troubleshooting MS Office (S)**3 Semester Hours**

Prerequisite: CS 116, CS 118, CS 120, and CS 125.

This course is designed to familiarize Help Desk personnel with the MS Office 2000 suite of applications and to prepare them for offering support. It provides a deeper understanding of the total Internet integration and collaborative functions. It emphasizes the ability to anticipate encounters in day-to-day support and to think like a user to gain an edge in evaluating needs.

CS 160 Basic HTML (S)**3 Semester Hours**

This course will provide the beginning web master with an exposure to basic concepts and techniques using hyper text markup language (HTML). Students will learn in a hands-on environment basic concepts in web design and maintenance. Course goals include: the creation and editing of a web page, adding hyper-links to text, creating tables, creating image maps, using frames, using style sheets, and creating pop-up windows.

CS 162 Introduction to Multimedia on the Web (S)**3 Semester Hours**

This course is designed to give students a hands-on approach to multimedia on the internet. The primary focus of this course is to provide concepts in multimedia design, terminology, media elements, and the software used to create a more enriched internet

experience. Course goals include: planning a multimedia web site, creating text layouts, using graphics (stock photograph, scanning pictures, clip art, etc.), sound, video, design of user interface, scripting events, and multimedia in E-commerce.

CS 164 Web Graphics Design (F)**3 Semester Hours**

This course is designed to give the aspiring web master a graphic artist approach to web imagery. Students will learn in a hands-on setting various techniques in creating professional web graphics. Course goals include: optimizing graphics for the web, acquiring images, creating and using background images, creating and using icons, creating and using buttons, creating thumbnail galleries, creating .gif animation for the web, designing rollover effects, and creating splash screens.

CS 171 Advanced HTML**3 Semester Hours**

Prerequisite: CS 160.

This course is designed for the intermediate to advanced web master. Students will learn in a hands-on environment more advanced techniques in the world of web design. This class puts more emphasis on thorough and efficient web design. Course goals include: using tables and frames, utilizing cascading style sheets, adding interactivity using java script, enhancing a web page visitor's experience using multimedia (sound, imagery, Java-based applets), and using Extensible Markup Language (XML) to deliver data content to a web page.

CS 172 Dynamic HTML**3 Semester Hours**

Prerequisite: CS 160.

This course is an introduction to using Dynamic Hyper Text Markup Language (DHTML). Students will learn in a hands-on setting basic web design techniques using DHTML. This class is designed to add to students' web design mastery. Course goals include: working with dynamic page layout, working with dynamic content and styles, using special effects such as animated rollovers, menus, transitions, etc., using the event model to create a shopping cart system, and working with interactive windows and frames.

CS 205/EG 101 Introduction to Programming (O)**4 Semester Hours**

Prerequisite: Any CS or IT course.

Co-requisite: MT 123 or higher.

This course is an introductory course on programming for beginners. Structured programming theory and concepts will be introduced. Modular programs using the three basic constructs and files will be written and debugged.

CS 206/EG 102 Introduction to Programming II (O)**3 Semester Hours**

Prerequisite: CS 205.

This course is a continuation of CS 205. It will study more advanced computer programming concepts. Topics will include design and implementation of programs manipulating complex data sets such as sets, files, stacks, lists, sorting and searching, comparison of implementation techniques, recursion, dynamic allocation, and object oriented programming.

CS 212 Networks I (O)**3 Semester Hours**

Prerequisite: IT 101.

This course is an introduction to networking concepts. Students will begin the process of designing, implementing, and maintaining an actual working network. Students will perform offline NDS modeling, migration, and management.

CS 213 Networks II (O)**3 Semester Hours**

Prerequisite: CS 212.

This course is a continuation of CS 212 Networks I. Students will continue the process of implementation and maintenance on an actual working network. Completion of this course will prepare students for the network administrator certification.

CS 234 Advanced BASIC (O)**3 Semester Hours**

Prerequisite: IT 192.

This course is a continuation of IT 192. Advanced concepts will be covered.

CS 267 Systems Analysis (O)**3 Semester Hours**

Prerequisite: CS 120, CS 125, CS 200, CS 205, and SP 103.

This course is an introductory systems analysis and design course. It covers the System Development Methodology, system analysis, and tools necessary to document a complete systems analysis. Classical and structured tools for describing data flows, data structures, process flows, file design, and input and output design will be applied to documenting a real world project.

CS 272 Internship (S)**2 Semester Hours**

Prerequisite: Students must be a CS candidate for graduation during the semester registering for the course.

This course will provide students with experiences in a practical working environment. Students must complete a paper on their experience and participate in a discussion panel to share their experiences with other computer students.

CS 274 Capstone (S)**1 Semester Hours**

Prerequisite: Student must be a candidate for graduation.

This course is designed to pull all aspects of the program together. Students will complete a portfolio of all work throughout the program as outlined in the assessment plan for formal evaluation. They will complete a customized project and be required to pass a comprehensive exit exam.

CS 275 Special Topics in Computer Information Systems (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

This course presents classes in Computer Information Systems which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individualized instruction, and/or research in an area related to Computer Information Systems.

CRIMINAL JUSTICE**CJ 101 Criminal Justice Systems (F)****3 Semester Hours**

EN 101 is highly recommended but not required.

Examines in detail the criminal justice system of the United States including the role of police, the judiciary, and correctional systems. Also involves an analysis of the agencies involved in the processes of administration of criminal justice.

CJ 102 Introduction to Corrections (F)**3 Semester Hours**

EN 101 is highly recommended but not required.

Examines the development of modern correctional concepts and

standards dealing with correctional administration. The course will further examine the various correctional systems, with special emphasis on treatment and rehabilitation.

CJ 103 Introduction to Law Enforcement (F)**3 Semester Hours**

EN 101 is highly recommended but not required.

Surveys law enforcement today: the role, history, development, and constitutional aspects of law enforcement and public safety. Emphasis is placed upon police functions and the techniques, purposes, objectives, and theories of police science.

CJ 201 Criminal Procedure (F)**3 Semester Hours**

EN 101 is highly recommended but not required.

The Constitutional aspects of arrest, search and seizure are considered together with interrogation and confession, self-incrimination and right to counsel. Students will learn rules of evidence as these apply to law enforcement officers in the performance of their investigatory duties and testimony in court.

CJ 202 Criminal Law (S)**3 Semester Hours**

EN 101 is highly recommended but not required.

An examination of the element of statutory felonies and misdemeanors, both state and federal, emphasizing West Virginia criminal status and procedures.

CJ 203 Criminal Evidence (F)**3 Semester Hours**

EN 101 is highly recommended but not required.

This course is designed as an introductory course in criminal evidence. This course will help the student understand the requirements needed to admit evidence in a criminal court proceeding.

CJ 213 Criminal Investigation (S)**3 Semester Hours**

EN 101 is highly recommended but not required.

Explores the fundamental principles and concepts of investigation. Method of investigation, search of the crime scene, collection and preservation of evidence. Interviews and interrogations, sources of information, techniques of surveillance, stakeouts and raids.

CJ 217 Juvenile Justice and Delinquency (S)**3 Semester Hours**

EN 101 is highly recommended but not required.

Explores the historical context of delinquency; the changing legal environment, including major court decisions that have transformed the juvenile justice system, including descriptions and discussions of juvenile delinquency prevention and control programs.

CJ 221 Community Corrections (F)**3 Semester Hours**

EN 101 is highly recommended but not required.

Examination of community treatment in the correctional process; contemporary usage of pre-sentence investigation, selection, supervision and release of probationers and parolees. Study of the process as related to both adults and juveniles.

CJ 223 Criminology (F)**3 Semester Hours**

Prerequisite: SO 200. EN 101 is highly recommended but not required.

Investigates the theories of crime, including a review of the various types, causes, consequences, and controls of human behavior.

CJ 226/PY 226 Abnormal Psychology (F)**3 Semester Hours**

Prerequisite: EN 090, EN 099 **OR** minimum acceptable test scores for placement in college-level English.

This course will deal with the abnormal behavioral patterns found in individuals. This course will deal with the psychological and legal issues found in dealing with an individual who has abnormal behavior and/or an addictive behavior.

CJ 230 Pistol and Personal Protection (S)**3 Semester Hours**

EN 101 is highly recommended but not required.

This course is open to all people, but is of special interest to those considering a career in law enforcement, corrections, security, or private investigation. This course will teach the basic attitudes, knowledge, and skills necessary to own, store, and use a firearm safely. The primary focus is handgun safety and the legal provisions, moral aspects, physical, and legal issues inherent in the philosophy of the use of deadly force will be addressed.

CJ 240 Correctional Procedure I (F)**3 Semester Hours**

EN 101 is highly recommended but not required.

This course covers the procedures used to control and care for the correctional client at various security levels within a correctional institution. Topics include interior and exterior security, inmate and cell searches, contraband, cell extraction, and supervision of inmates.

CJ 241 Correctional Procedure II (S)**3 Semester Hours**

Prerequisite: CJ 240.

A continuation of CJ 240. Topics include inmate discipline, handling of aggressive inmates, hostage situations, health issues, inmate tricks, suicidal inmates, and transportation of inmates.

CJ 250 Ethics in Criminal Justice (S)**3 Semester Hours**

EN 101 is highly recommended but not required.

This course will discuss the philosophical and practical dilemmas surrounding the modern criminal justice system, including the police, courts, and correctional subsystems.

CJ 275 Special Topics in Criminal Justice (O)**3 Semester Hours**

Prerequisite: Permission of Division Chair. EN 101 is highly recommended but not required.

Presents courses in Criminal Justice which the College expects to offer only once or occasionally in response to specific needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Criminal Justice.

CJ 280 Traffic Law and Enforcement (S)**3 Semester Hours**

EN 101 is highly recommended but not required.

A course designed to evaluate the varied and complex traffic law system, emphasizing the West Virginia Traffic Code.

CJ 290 Practicum in Criminal Justice (F/S)**3-12 Semester Hours**

EN 101 is highly recommended but not required.

This course provides students an opportunity to work in a criminal justice agency and to observe the day-to-day operation of the agency. The practicum will allow the student to relate formal classroom learning to an actual work experience.

DRAFTING**DR 101 Introduction to Mechanical Drawing (F)****3 Semester Hours**

Introduction of basic mechanical drafting practices including the use of drafting instruments, mechanical drawing conventions and procedures, e.g., orthographic, axonometric, oblique, perspective, sectional drawing forms.

DR 102 Mechanical Drawing II (O)**3 Semester Hours**

Prerequisite: DR 101.

Basic descriptive geometry, solution of space problems by advanced projections and shape descriptions, primary and secondary auxiliary views, surface developments and intersections.

DR 103 Architectural Graphics (O)**3 Semester Hours**

Prerequisite: DR 101 or DR 204.

The graphical expression of standard construction methods and details through study and application of symbols and conventions. Experiences in functional planning and design work through working drawings, cost evaluations and specification writing.

DR 104 Technical Presentation Drawing (O)**3 Semester Hours**

Prerequisite: DR 101 or DR 204.

Basic drafting course related to presenting drawings in isometric views, obliques, exploded view, to show all parts in relation to other parts as in assemblies of industrial illustrations, service manuals and technical illustration drawings.

DR 105 Blueprint Reading (O)**3 Semester Hours**

A course in reading blueprints pertaining to working drawings, floor plans, elevations, symbols and notations, scaling and dimensioning practices, detailed drawing, flow-charts and schematics used in industrial and technical operations.

DR 201 Mechanical Drawing III (O)**3 Semester Hours**

Prerequisite: DR 102.

Application of standard dimensioning techniques and size descriptions in relation to mechanical drawing. Drawing conventions applied to the representation of machine components and assemblies.

DR 202 Structural Drafting (O)**3 Semester Hours**

Prerequisite: DR 101 or DR 204.

Design and checking of suitable steel sections to be used as beams, girders, lintels, columns, and struts; design of simple frames, wood and concrete beams, columns and floors; different types of fasteners, and other materials of connection.

DR 203 Electrical and Electronic Drafting (S)**3 Semester Hours**

Prerequisite: DR 101 or DR 204.

Introduction to electrical and electronic schematics, and other diagrammatic drawing using standard symbols, notations and other standard practices related to electrical and electronic industries.

DR 204 Computer Aided Design and Drafting I (F)**3 Semester Hours**

Use of computers to convert data into descriptive pictures using the straight line form of computer graphic representation of data. (1) Conceptualization, problem description, (2) translation of description into data, (3) input of data, (4) output of data, (5) refinement and analysis of output, and (6) reproduction.

DR 205 Piping Design and Drafting (O)**3 Semester Hours**

Prerequisite: DR 101 or DR 205.

A study of different piping systems including pipe sizing, pipe layout, schematic, details, material take-off, standard symbols, different types of pipe fittings, valves, and materials of construction.

DR 206 Computer Aided Design and Drafting II (O)**3 Semester Hours**

Prerequisite: DR 204.

Using advanced features of CADD programs in the field of design and drafting. This is a continuation of CADD I course. Work involves using special subroutines exclusive to many of the sub-branches of engineering.

DR 250 Drafting and Design Technology Internship (O)**3 Semester Hours**

Prerequisite: DR 204.

Practical experience applying basic drafting techniques and principles in a work related environment.

DR 275 Special Topics in Drafting and Design Technology (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in Drafting and Design Technology which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Drafting and Design Technology.

ECONOMICS**EC 241 Principles of Economics I (F/S)****3 Semester Hours**

This course presents and analyzes macroeconomic principles as to their applicability to problems of public policy. Macroeconomics is concerned with aggregates or the economy as a whole. Two major divisions of the course are: the study of income and employment theory and the study of monetary theory. This course can stand alone as an introduction to economics or can be taken in conjunction with Principles of Economics II, microeconomics.

EC 242 Principles of Economics II (F/S)**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 Economics I, macroeconomics.

EC 275 Special Topics in Economics (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

This course presents classes in Economics which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individualized instruction, and/or research in an area related to Economics.

EDUCATION FOUNDATIONS**ED 114 Introduction to Education Foundations (F/S)****3 Semester Hours**

This introductory course in education will introduce students to teaching as a career, the role and responsibility of a teacher, contemporary issues in education, historical and philosophical foundations of education. The course will also consist of discussions regarding teacher organizations, teaching skills (or pedagogy) and curriculum. The organization and administration of schools will be discussed. At least ten hours of public school observation is required.

ED 115 Early Childhood Health, Safety, and Nutrition (F)**3 Semester Hours**

This course provides an introduction to the health needs and concerns of the pre-school age child. This course covers the health issues and safety concerns as well as the proper nutrition for a growing and developing child. These three areas will be applied both to personality development, to the socially promoting of the child's self-esteem and well-being, and the physical developments that take place.

ED 120 Approaches to Discipline (S)**3 Semester Hours**

A study of the various methods of guiding behavior toward the development of self-discipline. It will consider the various problems which must be resolved from birth through the early years within the context of specific situations.

ED 203 Children's Literature (F)**3 Semester Hours**

Prerequisite: EN 101.

A survey of the development of poetry and prose of children's literature, with emphasis on methods of presentation to enable children to become good readers. May not be used as an as a literature requirement in General Studies.

ED 210 Infants and Toddlers Seminar with Lab (S)**4 Semester Hours**

This course will examine the developmental needs of infants to three-year old children and presents routines, methods, materials, and attitudes that will enhance physical, perceptual, social, emotional, linguistic, and cognitive competencies. The lab portion of the course will provide an opportunity for the student to apply the material presented in the lecture.

ED 211 Early Childhood Seminar with Lab (F)**4 Semester Hours**

This course deals with the physical, social, emotional, and mental growth of the young child (three to five years of age) and presents routines, methods, materials, activities, and attitudes that will enhance physical, perceptual, social, emotional, linguistic, and cognitive competencies. The lab portion of the course will provide an opportunity for the student to apply the material present in the lecture.

ED 212 Principles & Theories of Early Childhood Programs (F)**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 as it relates to purposes and functions of the preschool program. Organization, programs, equipment, needs of the preschool child, and teaching techniques.

ED 215 School Readiness (F)**3 Semester Hours**

Explores positive ways to build self-esteem and help to foster within the child a sense of self-control. Presents practical ideas for encouraging pro-social behavior in the child and emphasizes basic skills and techniques in classroom management.

ED 218 Human Development and Learning (F)**3 Semester Hours**

This course traces the social, emotional, physical and intellectual development of the child from birth through adolescence. Special emphasis will be placed on cognitive development and its implications for teaching. At least thirty hours of public school observation is required.

ED 219/EN 219 Adolescent Literature (O)**3 Semester Hours**

Prerequisite: EN 102.

This course emphasizes the reading and evaluation of literature written for and by young adults (middle, junior, and senior high school students). By analyzing reading resources, the reading interests, and developmental needs of adolescents and by classroom observations of reading/literature instruction, the student will develop the ability to help students to select literature for independent reading and guide them in analyzing group reading choices. Strategies to stimulate reading for information and for pleasure will include the reading of a wide variety of adolescent literature reflecting cultural, ethnic, social and sex role differences in a multi-cultural society.

ED 221 Administration of Early Childhood Education (S)**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.

ED 225 Methods & Materials for Early Childhood Programs (S)**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.

ED 230 Early Childhood Internship (S)**3 Semester Hours**

Actual participation in preschool teaching under supervision to develop practical skills. Preparation of learning units based on specific needs of children enrolled; observation and critical analysis of performances and developmental processes occurring in the school day.

ED 275 Special Topics in Education (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in Education which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Education.

ENGINEERING**EG 101/CS 205 Engineering I (O)****3 Semester Hours**

Prerequisites: Any CS or IT course and MT 123 or higher.

This course is an orientation to engineering disciplines, academic success strategies, engineering design process and team projects,

use of computers in problem-solving, technical report writing, presentation techniques, and internet applications.

EG 102/CS 206 Engineering II (O)**3 Semester Hours**

Prerequisite: EG 101.

This course provides for the use of computers as a tool for analysis, design, and simulation of engineering applications through software packages such as MATLAB and high-level programming languages such as C.

EG 105 Industrial Safety (S)**3 Semester Hours**

This course is designed as an introduction to general safe workplace practices. Topics include ergonomics, lifting, handling tools and operating machines, safety apparel, and warning signs/symbols.

EG 110 Manufacturing Materials and Processes (O)**3 Semester Hours**

Mechanical properties of materials; processing methods used in manufacturing, relationship of metals to non-metals.

EG 111 Basic Mechanics (F)**3 Semester Hours**

Prerequisite: MT 099 **OR** minimum acceptable test scores for placement in college-level math.

Forces; friction, resultants, equilibrium of force system.

EG 112 Basic DC Electricity (O)**3 Semester Hours**

Prerequisite: MT 099 **OR** minimum acceptable test scores for placement in college-level math.

The electron theory, Meter reading, Ohm's law, series and parallel circuits, Kirchhoff's voltage law, and introduction to DC motors. Also includes 10 hours of lab work.

EG 113 Basic AC Electricity (O)**3 Semester Hours**

Prerequisite: EG 112.

Alternating current, voltage and power, measurement, inductors, capacitors, AC circuits, oscilloscopes, and introduction to AC motors. Also includes 10 hours of lab work.

EG 114 Basic Electronics (O)**3 Semester Hours**

Prerequisite: EG 112.

Development of rectifiers and amplifier circuits; graphical and equivalent circuit analysis of amplifiers using transistor, vacuum tubes, mosfet transistors.

EG 171 DC Circuit Analysis (F)**4 Semester Hours**

Prerequisite: MT 099 **OR** minimum acceptable test scores for placement in college-level math.

To provide the students with an in-depth study of D.C. and A.C. advance circuit and network analysis, troubleshooting techniques, malfunction analysis, magnetic electromagnetic and electrostatic devices, D.C. motors, generators, and control circuits.

EG 172 AC Circuit Analysis (S)**4 Semester Hours**

Prerequisite: EG 171.

This course provides a study of the steady-state sinusoidal response of electrical circuits using the phaser method of network analysis. This course will consider advanced sinusoidal waveforms; phase relationships; reactances; impedance; admittance and susceptance; methods of analyzing series; parallel and series/parallel A.C. circuits. Also covered are major circuit theorems; use of test

equipment; malfunction analysis; troubleshooting techniques; real, apparent, and reactive power in both single and three phase systems in A.C. motors, A.C. generators and transformers.

EG 181 Analog Electronics I (S)

4 Semester Hours

Prerequisite: EG 171. MT 125 or MT 137 are recommended.

This course is designed to provide the student with a review and enhancement of analog electronic circuits that include semiconductor components, electron physics, diode circuits, power supplies, transistors and transistor circuits, amplifiers, regulation, filters, J.F.E.T.S. Mosfets, SCR and triac circuits, operational amplifiers, oscillators and linear integrated circuits.

EG 205 Hydraulic Systems (F)

3 Semester Hours

This course is an introduction to hydraulic systems. Students will examine fundamental hydraulic functions along with reservoirs, lines, fittings, couplers, seals, fluids, filters, valves, pumps, cylinders, and motors. Other topics include hydraulic circuits, diagrams, symbols, diagnosis, and testing along with general maintenance, safety, and use of accessories.

EG 210 Troubleshooting Lab (F)

2 Semester Hours

Prerequisite: EG 172 and EG 181.

This course is designed to provide the student with lab experiments, with electronic test equipment to learn advance troubleshooting techniques in D.C. circuits, A.C. circuits, analog and digital circuits.

EG 211 Statics (O)

3 Semester Hours

Prerequisite: MT 229.

A study of coplanar, concurrent force systems; non-coplanar, nonconcurrent force systems; truss analysis by the method of joints and the method of sections; static and kinetic friction.

EG 212 Strength of Materials (O)

3 Semester Hours

Prerequisite: EG 211.

A study of stress and deformation in engineering material; riveted and welded joints; thin-walled pressure vessels; torsion; centroids and moments of inertia of areas; shear and movement in beams; stress in beams; design of beams; statically indeterminate beams; combined stress; columns.

EG 214 Electrical Control Systems (O)

3 Semester Hours

Prerequisite: EG 113.

Introduction to the principles of operation of motors, generators, transformers and motor controls.

EG 216 Mining Electricity I (O)

3 Semester Hours

This course is designed to prepare students for mineworker electrical certification. The course includes an introduction to National Electric Code, Mine Safety and Health Administration (MSHA) and state agency requirements for electrical systems employed in the mining industry. Basic electrical principles are examined and related to mining environments.

EG 217 Mining Electricity II (O)

3 Semester Hours

This is the second course to prepare students for mineworker electrical certification. It further analyzes specific techniques required by the mining laws to protect workers and equipment

involved in mining power applications. Principles of three-phase operation of motors, transformers, motor control, and power systems in mining applications are investigated.

EG 220 Machines and Power Systems (S)

4 Semester Hours

Prerequisite: EG 172.

Co-requisite: MT 125.

An introduction to industrial and commercial power distribution and utilization practices. The course covers: (1) types of single phase and polyphase A.C. motors; (2) transformers, including sizing, testing, and connections; (3) short circuit calculations; (4) lighting design and practices; (5) breaker and fuse sizing applications; (6) conductor insulation; (7) review of National Electronic Code; (8) industrial motor control; (9) single phase & 3-phase A.C. power.

EG 275 Special Topics in Engineering (O)

1-3 Semester Hours

Prerequisite: Permission of Division Chair.

Present courses in Engineering which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Engineering.

EG 282 Analog Electronics II (O)

4 Semester Hours

Prerequisite: EG 172 and EG 181.

Advanced circuit and malfunction analysis. Transistor A.C. models; small-signal analysis; multistage characteristics and response; power amplifiers; construction, characteristics, and applications of linear integrated circuits (including operational amplifiers); and the computer analysis of amplifiers are covered.

EG 290 Digital Electronics (F)

4 Semester Hours

Prerequisite: EG 181.

This course includes an introduction to digital techniques, semiconductor devices for digital circuits, digital logic circuits, digital integrated circuits, Boolean Algebra, flip-flops and registers, sequential logic circuits, combinational logic circuits, semiconductor memories, data conversion, and digital troubleshooting.

EG 292 Communication Circuits/Devices (S)

4 Semester Hours

Prerequisite: EG 181.

Co-requisite: MT 125 or higher.

Coupling networks, response analysis, noise; A.M. and F.M. transmission and reception and related circuits; introduction to transmission lines, antennas, and microwave circuits are covered.

EG 294 Micro Processor Design and Application (S)

4 Semester Hours

Prerequisite: EG 290.

The course include microcomputer basics, computer arithmetic, introduction to programming, 6800 microprocessor, interfacing, programming experiments, digital to analog converters, sensors and transducers, control devices and stepper motors, phase-locked loops and microprocessor applications.

EG 295 Opto Electronics (O)

4 Semester Hours

Prerequisite: EG 181.

Include optical principles, sources, displays, light-reactive devices, fiberoptics, experiments, optical energy, fiber optic light sources, fiber optic receivers, and fiber optic systems.

EG 296 Program Logic Control (PLC) (O)**4 Semester Hours**

This course provides the student with the fundamentals of process control, transducers, signal processing, feedback, loops, actuators, analog and digital controllers and the basic fundamentals of robotics, along with a review of the prerequisite courses. EG 290 is recommended but not required.

EG 298 Capstone (S)**1 Semester Hour**

Prerequisite: Student must be a candidate for graduation.

This course is designed to pull all aspects of the program together. Students will complete a portfolio of all work throughout the program as outlined in the assessment plan for formal evaluation. They will complete a customized project and be required to pass a comprehensive exit exam.

EG 299 Internship Work Experience (S)**2 Semester Hours**

Prerequisite: Student must be a candidate for graduation.

Practical experience applying theory in an actual work environment.

ENGLISH

(English placement test or ACT required for all English courses. Placement mandatory.)

(Note: EN 090 and EN 099 are now listed under the heading of Transitional Studies in this catalog.)

EN 101 English Composition I (F/S/SU)**3 Semester Hours**

Prerequisite: EN 090, EN 099 **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.

EN 102 English Composition II (F/S/SU)**3 Semester Hours**

Prerequisite: EN 101, Challenge Examination, or CLEP.

A continuation of EN 101. The student is exposed to additional forms of the composition and is expected to demonstrate a higher level of proficiency in writing. Major emphases are the research paper and literary forms.

EN 121 Creative Writing (F/S/SU)**3 Semester Hours**

Prerequisite: EN 102 or permission of instructor.

Offers students and members of the community an opportunity to practice writing poetry, fiction, and/or drama.

EN 122 Magazine Editing (O)**3 Semester Hours**

Prerequisite: EN 121.

This is a course intended to provide the student with an opportunity to improve creative writing skills and experience the many facets of literary magazine production. The course allows the student to participate in layout, design, format, printing and editing of submitted materials thus enabling him/her to better understand the literary process.

EN 200 English Literature Before 1800 (F/S)**3 Semester Hours**

Prerequisite: EN 102.

Survey of English literature to the Romantic period.

EN 201 American Literature Before 1865 (F/S)**3 Semester Hours**

Prerequisite: EN 102.

This course surveys the major writers and major periods of literary development in the United States from 1620 to 1865.

EN 202 English Literature Since 1800 (F/S)**3 Semester Hours**

Prerequisite: EN 102.

Survey of English literature from the Romantic period.

EN 204 American Literature Since 1865 (F/S)**3 Semester Hours**

Prerequisite: EN 102.

This course is a survey of the major writers and major periods of literary development in the United States from 1865.

EN 210 Appalachian Literature (S)**3 Semester Hours**

Prerequisite: EN 101.

A survey of selected fiction, poetry, and nonfiction prose about Appalachia and its people from Colonial times to the present, with emphasis on recent fiction which may involve students in projects of collecting folklore and folk history.

EN 219/ED 219 Adolescent Literature (O)**3 Semester Hours**

Prerequisite: EN 102.

This course emphasizes the reading and evaluation of literature written for and by young adults (middle, junior, and senior high school students). By analyzing reading resources, the reading interests, and developmental needs of adolescents and by classroom observations of reading/literature instruction, the student will develop the ability to help students to select literature for independent reading and guide them in analyzing group reading choices. Strategies to stimulate reading for information and for pleasure will include the reading of a wide variety of adolescent literature reflecting cultural, ethnic

EN 275 Special Topics in English (O)**1-3 Semester Hours**

Prerequisite: EN 101.

Presents courses in English which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to English.

ENVIRONMENTAL SCIENCE**EV 105 Environmental Regulations (F)****2 Semester Hours**

Co-requisite: BS 130 and CH 213.

This course offers instruction in fundamental practices which are important to good management and necessary for efficient operation of treatment works.

EV 106 Waste Water (S)**2 Semester Hours**

This course is designed as an introduction to waste water treatment principles employed by municipal and industrial organizations. Characteristics of primary, secondary, and tertiary treatments processes are examined. Specific issues related to both federal and state waste water requirements for disposing of waste water are examined. Basic waste water system operation and treatment devices and techniques are investigated.

EV 110 Risk Assessment (S)**3 Semester Hours**

Principles of evaluating risk are examined with regard to risk analysis in decision-making and public involvement in risk assessment and management. Using scientific investigation techniques a broad perspective is developed in regard to the subject of risk. This course studies the use of risk assessment, risk characterization, risk management, and policy relating to risk. Risks from threats of physical, chemical, and biological agents to human health are examined.

EV 200 Environmental Permitting (O)**4 Semester Hours**

Prerequisite: MT 123, CH 213, and CH214.

This course offers instruction in fundamental requirements of obtaining a permit from various regulatory agencies including the Environmental Protection Agency, West Virginia Division of Environment Protection, Office of Surface Mining, etc. The students will receive hands-on training by assembling various hypothetical permit applications using the current format in existence at the different regulatory agencies. Special focus will be placed on the process of permit approval, with emphasis on site assessment evaluation incorporated in the permit process.

EV 205 Environmental Regulations (OSHA) (O)**3 Semester Hours**

Prerequisite: BS 130, CH 213, and CH 214.

This course offers instruction in fundamental practices which are important to good management and necessary for efficient operation of treatment works. Topics include chemical identification and hazard determination, labels and other forms, material safety data sheets, and written hazard communication programs.

EV 210 Reclamation (O)**2 Semester Hours**

Prerequisite: GL 110, CH 213, and CH 214.

This course includes all processes for land treatment and handling. Specific requirements for the land application of reclamation, such as site characteristics, surveying and mapping, and testing requirements are addressed.

EV 215 Solids, Soils, Hazardous Waste Disposal (O)**2 Semester Hours**

Prerequisite: EN 090, EN 099, MT 090, MT 099 **OR** minimum acceptable test scores for placement in college-level math and English.

An introduction to the production and treatment of industrial and hazardous wastes are covered in this course. The course includes a description of containment procedures for these wastes and their effect on municipal wastewater facilities.

EV 220 Gas/Oil Analysis (O)**2 Semester Hours**

Prerequisite: GL 110, CH 213, and CH 214.

This course deals specifically with unique physical and chemical properties of gas and oil. Students will learn to use various equipment needed to collect samples, interpret data and field procedures, and record and report data. Students will also become familiar with the various federal and state laws, regulations, and agencies involved with gas and oil controls.

EV 224 Coal/Soil Foundations (O)**4 Semester Hours**

Prerequisite: MT 123, CH 213, and CH214.

This course deals with physical and chemical properties of coal and soil. The coal component of the class will correlate coal

characteristics with marketability parameters including but not limited to: washability characteristics, fluidity, sulfur, volatile matter, FSI, BTU, Arnu's, and moisture. The focus will center on a foundational understanding to enhance the technician's ability to identify and carry out quality control parameters. The soil/coal component of the class will focus on how different constituents may influence environmental design parameters and tools used to ameliorate those concerns.

EV 225 Soil/Coal Analysis (O)**2 Semester Hours**

Prerequisite: EN 090, EN 099, MT 090, MT 099 **OR** minimum acceptable test scores for placement in college-level math and English.

A laboratory course which emphasizes the methods of analyzing soil and coal samples for various constituents components. Use of the latest equipment and methods of analysis will be emphasized.

EV 235 Environmental Law (S)**3 Semester Hours**

This course offers a broad overview on the evolution of environmental law, the current landscape of environmental law, and will discuss in detail both civil and criminal penalties that may result. Special focus is placed on current judicial interpretation of existing environmental regulations and quality control steps carried out to reduce environmental liability.

EV 250 Environmental Technology Internship (S)**3 Semester Hours**

Prerequisite: Student must be a candidate for graduation.

Students will participate in an actual work environment where the principles of Environmental Technology are utilized. Specific assignments will be coordinated by the instructor and campus academic personnel in cooperation with various business and governmental organizations.

EV 251 Capstone (S)**3 Semester Hours**

Prerequisite: Student must be a candidate for graduation.

This course is designed to pull all aspects of the program together. Students will complete a portfolio of all work throughout the program as outlined in the assessment plan for formal evaluation. They will complete a customized project and be required to pass a comprehensive exit exam.

FINANCE**FN 102 Principles of Banking (O)****3 Semester Hours**

Prerequisite: EN 090 **OR** minimum acceptable test scores for placement in college-level reading courses.

This course is the foundation for most other AIB courses and looks at nearly every aspect of banking, providing a comprehensive introduction to the diversified services offered by the banking industry today. This course includes new material on bank accounting, pricing, and profitability, and expands the discussion on the personnel and security functions of the bank.

FN 104 Introduction to Commercial & Consumer Lending (O)**3 Semester Hours**

Prerequisite: EN 090 **OR** minimum acceptable test scores for placement in college-level reading courses.

This course explains the role of the commercial lending function within the banking industry as well as discussing its importance in the total economy. This role of consumer credit in the overall banking operation is also examined.

FN 130 Food Service Risk Management (S)**3 Semester Hours**

This course covers food safety knowledge and prepares the student for the ServSafe Food Protection Manager Certification Exam. The course provides functional guidance on food quality, storage periods, crisis management, and resource lists.

FN 200 Purchasing (F)**3 Semester Hours**

This course covers distribution systems, supplier channels, price and payment, ordering procedures, storage and security, specification for food and nonfood items, and today's technology.

FN 205 Banking Law and Banking (O)**3 Semester Hours**

Prerequisite: EN 090 **OR** minimum acceptable test scores for placement in college-level reading courses.

This course provides an overview of the legal aspects of banking. It is designed to equip the student with a non-technical, clear understanding of all aspects of the legal system that directly affect banks.

FN 206 Negotiable Instruments (O)**3 Semester Hours**

Prerequisite: EN 090 **OR** minimum acceptable test scores for placement in college-level reading courses.

This course provides students with an introduction to the nature of a negotiable instrument and how it is collected through the payments mechanism.

FN 207 Savings and Time Deposit Banking (O)**3 Semester Hours**

Prerequisite: EN 090 **OR** minimum acceptable test scores for placement in college-level reading courses.

This course is designed to acquaint the student with many of the major developments contributing to the "new world" of banking. The impact of banking deregulation, growth of money market funds, and stiff competition from non-bank entities is discussed. Emphasis is on deposit instruments rather than on deposit operations.

FN 225 Principles of Real Estate I (O)**3 Semester Hours**

Prerequisite: EN 090 **OR** minimum acceptable test scores for placement in college-level reading courses.

This course introduces the student to the terminology, concepts, and practices in the area of real estate law, real estate finance, real estate appraisal, and West Virginia license law.

FN 226 Principles of Real Estate II (O)**3 Semester Hours**

Prerequisite: FN 225.

This course is a continuation of Principles of Real Estate I with emphasis in real estate law, real estate finance, real estate appraisal, West Virginia license law, and environmental issues in the real estate transaction.

FN 231 Principles of Finance (S)**3 Semester Hours**

Prerequisite: AC 112 and EN 090 **OR** minimum acceptable test scores for placement in college-level reading.

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.

FN 232 Personal Finance (O)**3 Semester Hours**

The main concern of this course is to educate and assist the student in the management of their personal finances. Topics include: Personal budgeting and tax planning, consumer credit, insuring your resources, fundamentals of personal investing, retirement and estate planning.

FN 233 Cost Control/Revenue (S)**3 Semester Hours**

This course covers effective methods and principles for accurately pricing goods and services, controlling costs, and maximizing profits for all types of foodservice and beverage operations.

FN 275 Special Topics in Finance (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair and EN 090 **OR** minimum acceptable test scores for placement in college-level reading courses.

This course presents classes in Finance which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individualized instruction, and/or research in an area related to Finance.

FRENCH**FR 101 Elementary French I (O)****3 Semester Hours**

Introduces grammar, pronunciation, conversation, reading, and composition.

FR 102 Elementary French II (O)**3 Semester Hours**

Prerequisite: FR 101 **OR** one year of high school French.

Completion of elementary grammar, composition, and reading. Continues practice in conversation.

GEOGRAPHY**GE 275 Special Topics in Geography (O)****1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in Geography which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Geography. The course may be repeated for additional credit.

GEOLOGY**GL 110 Geology (O)****4 Semester Hours**

Prerequisite: MT 099 **OR** minimum acceptable test scores for placement in college-level math.

This course covers the basic concepts and vocabulary of physical, economic, historic, and environmental geology. The effects and causes of plate tectonics, glaciation, and other physical and chemical mechanisms will be examined. Students will learn to identify common rocks and minerals. Special topics to be examined shall include: reading and drawing topographic maps, paleontology and organic evolution, the formation of coal and related sciences, and environmental impacts and solutions.

GERMAN**GR 101 Elementary German I (O)****3 Semester Hours**

Elementary German I is designed to provide a firm foundation in the rudiments of German.

GR 102 Elementary German II (O)**3 Semester Hours**

Prerequisite: GR 101.

Elementary German II is designed as a continuation of German 101 in providing a firm foundation in the rudiments of German.

GR 101R Elementary German for Reading I (O)**3 Semester Hours**

Emphasis on rapid development of reading and comprehension skills. Based on reading German and intensive word study.

GR 102R Elementary German for Reading II (O)**3 Semester Hours**

Prerequisite: GR 101R.

Continuation of Elementary German I.

GR 201R Intermediate German for Reading I (O)**3 Semester Hours**

Prerequisite: GR 102R.

Emphasis on development of reading skills in German newspapers and magazines.

GR 202R Intermediate German for Reading II (O)**3 Semester Hours**

Prerequisite: GR 201R.

Continuation of GR 201R. Continued development of reading skills using literature.

HISTORY**HS 104 Western Civilization I (F/S)****3 Semester Hours**

This course analyzes the history of the western world from pre-history to 1660 A.D. Emphasis is placed on the development of civilizations and their influence in the areas of political and economic organizations, religious ideas and cultural contributions.

HS 105 Western Civilization II (F/S)**3 Semester Hours**

This course analyzes the history of the western world from 1660 A.D. to present. Emphasis is placed on the impact of political, economic, philosophical, technological, and cultural change.

HS 203 West Virginia History (O)**3 Semester Hours**

Surveys the history, geography, and government of the State of West Virginia.

HS 230 American History 1492-1877 (F/S)**3 Semester Hours**

Did Columbus discover America, or did he simply "blunder" into the North American continent? Was the American Revolution really a revolution, or did it more closely resemble a British Civil War? History 230 takes the student on an exhilarating journey through early America from 1492 to 1877, stopping along the way to examine how and why our country became a world leader in less than a century after its inception. Students will ponder situations such as whether Manifest Destiny was designed to serve the common American, or it was conveniently used to enhance the ambitions of politicians; whether or not Lincoln's Emancipation Proclamation intended to free the slaves or simply provoke the Confederacy into rethinking their reasons for fighting the Civil War. This course provides a splendid learning experience for all students.

HS 231 American History Since 1877 (F/S)**3 Semester Hours**

History 231 undertakes the continuing saga of adventures in American History. Students will have the opportunity to evaluate

the acts and deeds of some of our greatest modern heroes and will discuss, for instance, whether or not Reconstruction ended in 1877, or if it is still incomplete; if Teddy Roosevelt should have applied the Big Stick in digging the Big Ditch, or just how much of a deal was the New Deal? This course takes students through the exciting events of the world wars and the Cold War and lets them decide (after thorough study) who should have won the various presidential elections of this period. By the semester's end, students will have a much better perception of why our society is the way it is today.

HS 275 Special Topics in History (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in History which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to history.

HS 295 War in the 20th Century (O)**3 Semester Hours**

This course covers the major wars of the twentieth century: World War I, World War II, Korea, and Vietnam. Minor wars will be discussed at the appropriate periods during the course.

HUMANITIES**HU 275 Special Topics in Humanities (O)****1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in Humanities which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Humanities.

INFORMATION TECHNOLOGY**IT 100 Critical Thinking (F)****2 Semester Hours**

This course presents a general picture of the critical thinking process. It provides some of the critical thinking tools that will enable the student to look at a question, think through a problem by identifying and examining the elements involved with the problem, by recognizing that one must understand the discipline of the subject being evaluated, and by using the standards that will support the critical thinking process.

IT 101 Principles of Information Systems (F)**3 Semester Hours**Prerequisite: EN 090 **OR** minimum acceptable test scores for placement in college-level English.

This course is an introduction to basic computer information systems principles and terminology. It offers a broad survey of the discipline and illustrates the importance of determining information system requirements. It will examine the importance of information systems in networked and global business. Topics will include hardware and software selection criteria, scheduling, conversion planning, legal and ethical issues, and security.

IT 105 Customer Service for IT (F)**2 Semester Hours**

This course provides students a "how to" approach to deliver excellent customer support. It includes a focus on "soft" skills and self-management skills that enable students to find and keep good jobs and avoid frustration and burnout. Additional skills examined include: developing listening and communication skills, telephone

skills, technical writing for support professionals, handling difficult customers, solving and preventing problems, and team work.

IT 112 System Architecture (S)

3 Semester Hours

Prerequisite: EN101 and any CS or IT course.

This course covers the hardware and software topics necessary to give a complete look at an overall system. Topics include hardware, software, data representation, processor architecture, data storage techniques, system integration, data and network communications, networks and distributed systems, application development, application support and control, and operating systems.

IT 114 Survey of Operating Systems (S)

3 Semester Hours

Prerequisite: IT 100 or IT 101.

This course provides an exhaustive survey of operating systems. Includes coverage of Windows, Windows NT, UNIX, MAC operating systems, and NetWare.

IT 131 Networking Fundamentals (O)

4 Semester Hours

Prerequisite: Permission of the instructor.

This course is the first in a series of four designed to prepare the student to pass the CCNA. Content includes: the OSI model, network topologies, IP addressing, and subnet masks, and basic network design. Students taking this course should have background in basic computer terminology and Microsoft Office skills. In addition, it is helpful to have A+ certification, introductory programming skills, and introductory electronics knowledge.

IT 133 Designing a Web Page (F)

3 Semester Hours

This course gives students a background into successful web site design. Students will learn the elements that go into a successful web site by examination of successes and failures of past marketing designs and what the future holds for design concepts. Key elements of this course will include: learning dynamic market research as it corresponds to web site development, using efficient functional navigation and web site organization, understanding what branding means in terms of successful web ventures, understanding how to drive traffic to a web site, and becoming familiar with a customer's experience while shopping on the internet.

IT 141 Router Theory and Router Technology (O)

4 Semester Hours

Prerequisite: IT 131.

This course is the second in a series of four designed to prepare the student to pass the CCNA. Content includes: router elements, flow control, router configuration in the user and privilege modes, routing protocols, routed network configuration and design, assess lists for TCP/IP networks.

IT 180 PC Maintenance (F/S)

3 Semester Hours

This course is designed to prepare students to perform routine maintenance and repairs on the PC. Emphasis will be on installation, maintenance, troubleshooting, upgrading, and repairing of PC's. Includes coverage of networking and client/server issues. Prepares student for the A+ Certification. This course is not recommended for students with no computer experience.

IT 181 Advanced PC Maintenance (S)

3 Semester Hours

Prerequisite: IT 180.

This course continues PC Hardware Maintenance I. Emphasis is on operating system installation and trouble shooting skills. Students will complete lab exercises to build a system from individual parts.

IT 182 A+ Lab

2 Semester Hours

Co-requisite: IT181

This course provides students with hands-on labs to complement the A+ curriculum. Students will disassemble and reassemble computer equipment with an emphasis on troubleshooting

IT 183 Network + (F)

4 Semester Hours

This course provides background in the fundamentals of networking through vendor-independent networking skills and concepts that affect all aspects of networking. Topics covered include: basic networking concepts, protocols, network devices, TCP/IP architecture, Internet addressing, routing, servers, remote connectivity, user management, network security, encryption and firewalls, as well as troubleshooting and diagnostic tools. This course is not recommended for students with no computer experience.

IT 188 Introduction to Programming Logic (S)

3 Semester Hours

This course introduces the basic concepts of programming logic. Students will examine the basic constructs of selection, sequence, and repetition, abstract data structures of records, arrays, and linked lists, and file access methods.

IT 189 Programming Logic (S)

2 Semester Hours

This course introduces the basic concepts of programming logic. Students will examine the basic constructs of selection, sequence, and repetition, abstract data structures of records, arrays, and linked lists, and file access methods.

IT 190 Introduction to Programming in Visual C++ (S)

3 Semester Hours

Prerequisite: IT 189.

This course is an introduction to programming using Visual C++ software. The course begins with a language neutral coverage of programming theory and various program structures. The course continues with programming of theory concepts using Visual C++. Programming concepts covered include sequence, selection, repetition, files, arrays, and linked lists. Students will use concepts to create programs manipulating simple and complex data structures.

IT 192 Introduction to Programming in Visual Basic

3 Semester Hours

Prerequisite: Any CS or IT course.

Co-requisite: MT 123 or higher.

This course will introduce students to the concepts of programming using Visual Basic. Modular programs using the three basic constructs and files will be written and debugged.

IT 194 Introduction to Programming Java

3 Semester Hours

This course is an introduction to programming in Java covering the use of pre-written Java classes and methods and the development of new classes and methods. The class emphasizes program structure and documentation along with algorithm development.

IT 208 Administering SQL Server

3 Semester Hours

This course will provide students with a formal review of SQL Server 2000 administration including: installation, configuration,

database overview, SQL security, upgrading, monitoring, and troubleshooting. This course will also help to prepare for the MCSE exam 70-229.

IT 209 Designing and Implementing Databases with SQL Server
3 Semester Hours

This course will provide students with a formal review of SQL Server 2000 design including: installation, configuration, database overview, SQL security, upgrading, monitoring, and troubleshooting. This course will also help to prepare for the MCSE exam 70-229.

IT 210 Network Administration I (O)
3 Semester Hours

This course will provide students with a formal review of Microsoft Windows 2000 Professional including installation and administration, domain structures, workgroups, disk configuration, Microsoft Management Console, Active Directory, network protocols, security, policies, and troubleshooting practices. This course will also help to prepare for the MCSE exam (70-210). This course is not recommended for students with no computer experience. A+ and/or Networks+ background is recommended.

IT 215 Network Administration II (O)
3 Semester Hours

This course will focus on installation, administration, and implementation of Windows 2000 Server. Focus objectives will also include configuring, optimizing, troubleshooting and monitoring reliability, services, protocols, hardware, security, performance and software. This class may also be used to prepare the student to pass the Microsoft Windows 2000 Server test (70-215). This course not recommended for students with no computer experience. A+ and/or Networks+ background is recommended.

IT 216 MS Network Administration III
3 Semester Hours

Prerequisite: IT 215.

This course will provide students with a formal review of Windows 2000 Network Infrastructure certification including protocols, physical design, company implementation, industry standards, and routing and client integration. This course will also help to prepare for the MCSE exam 70-216.

IT 217 MS Network Administration IV
3 Semester Hours

Prerequisite: IT 215.

This course will provide students with a formal review of Active Directory Infrastructure including installation, configuration, troubleshooting, and administration of Active Directory, DNS, DHCP, Security, GPO's, SQL server, and security. This course will also help to prepare for the MCSE exam 70-217.

IT 231 Advanced Router Technologies (O)
4 Semester Hours

Prerequisite: IT 141.

This course is the third in a series of four designed to prepare the student to pass the CCNA. Content includes: IPX addressing and encapsulation; access lists and SAP filtering; LAN segmentation using bridges, routers, switches; FastEthernet guidelines and distance restrictions; Spanning Tree protocol; and virtual LANs. Students start the development of a two-semester threaded-case study to develop a large-area integrated network design from the LAN/host/server design to the WAN that connects the LAN.

IT 233 Designing Web Sites with FrontPage
3 Semester Hours

Prerequisite: IT 133.

This course will provide the beginning web master with an exposure to Microsoft FrontPage 2000. Students will learn how to use MS FrontPage, use proper web design techniques, and to design and maintain a web site. Students will learn in a hands-on environment. Goals for the course include: creating a web page using templates, managing web pages and image design, creating interactive web forms, displaying database results in a web page, using frames, creating tables, and managing webs on a FrontPage server.

IT 241 Project Based Learning (O)
4 Semester Hours

Prerequisite: IT 231.

This course is the fourth in a series of four designed to prepare the student to pass the CCNA. Content includes: WAN services, including LAPB, Frame Relay, ISDN/LAPD, HDLC, PPP, and DDR; and concludes the completion of a threaded case study.

IT 245 I-Net+
3 Semester Hours

This course is designed to prepare the user for CompTIA's 2002 i-Net+ certification exam. Students will survey the various different technologies that form and make the internet work. It will prepare the student to understand current technologies and make intelligent business decisions concerning the internet.

IT 246 Site Designer
3 Semester Hours

Prerequisite: IT 245.

Students learn how to create and manage web sites with tools such as Macromedia Dreamweaver 4.0 and Flash 5.0, FrontPage 2000, Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third-generation web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and web construction, along with information architecture concepts, web project management, scenario development and performance evaluations.

IT 247 E-Commerce Designer
3 Semester Hours

Prerequisite: IT 246.

Students learn how to conduct business online and the technological issues associated with constructing an electronic-commerce web site. Students will implement a genuine transaction-enabled business-to-consumer web site, examine strategies and products available for building electronic-commerce sites, examine how such sites are managed, and explore how they can complement an existing business infrastructure. Students get hands-on experience implementing the technology to engage cardholders, merchants, payment gateways and other parties in electronic transactions.

IT 250 Database Management System Concepts (O)
3 Semester Hours

Prerequisite: IT 100 or permission of the instructor.

This course covers database design and administration. Includes topics of relational database models, file normalization, object oriented systems, distributed systems, client/server systems, data warehousing, and implications of the Internet and intranets for database management. Also includes an introduction to SQL.

IT 259 Data Modeling (O)**2 Semester Hours**

Prerequisite: IT 100 or permission of the instructor.

This course introduces a systematic approach to database development using entity relationship models, normalization and relational database design. Students will use these approaches to identify and define business information requirements, create E-R models, and transform the requirements into an initial database design.

IT 260 Introduction to Oracle: SQL and PL/SQL (O)**3 Semester Hours**

Prerequisite: IT 259 or permission of the instructor.

This course introduces the SQL and PL/SQL functions. Students will create and maintain database objects, store, retrieve, and manipulate data. They will also create PL/SQL blocks of application code for shared forms, reports, and data management applications. This course prepares the student for certification toward OCP - Applications Developer.

IT 261 Oracle Forms I (O)**3 Semester Hours**

Prerequisite: IT 260 or permission of the instructor.

This course introduces the processes involved in designing, building, and testing interactive applications for GUI environments. Forms design will also include data modification through use of event-related triggers. This course prepares the student for certification toward OCP - Applications Developer.

IT 262 Oracle Reports I (O)**3 Semester Hours**

Prerequisite: IT 260 or permission of the instructor.

This course introduces the concepts necessary to build a variety of standard and custom reports in a client-server environment. Students will work in a GUI environment and will learn how to retrieve, display and format data in many styles. Students will also use Intelligent Remote Reports Server. This course prepares the student for certification toward OCP - Applications Developer.

IT 263 Developing Program Units (O)**3 Semester Hours**

Prerequisite: IT 260 or permission of the instructor.

This course introduces the process of writing PL/SQL procedures, functions, and packages. Students will work in both Procedure Builder and SQL*Plus environments. They will create and manage PL/SQL program units and database triggers. This course prepares the student for certification toward OCP - Applications Developer.

IT 269 Project Management**3 Semester Hours**

This course covers the topics necessary to achieve quality project management. Topics include project integration, scope, time, cost, quality and HR management along with risk and procurement.

IT 272 Internship (S)**1-4 Semester Hours**

Prerequisite: Permission of the instructor.

This course is designed to give students intermediate contact with business and industry through a hands-on training internship. Course content will be centered on the student's career path and individualized according to industry placement.

IT 274 Capstone Project (S)**1 Semester Hours**

Prerequisite: Permission of the instructor.

This course is designed to pull all aspects of the program together. Students will be responsible for creating and designing a full system based on their program path. Students must present findings and pass a comprehensive program exam. This course will span several blocks to allow sufficient time to complete the project.

IT 275 Special Topics in Information Technology (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

This course presents classes in Information Technology which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individualized instruction, and/or research in an area related to Information Technology.

INTEGRATED SCIENCE**IS 200 Wetlands (F)****4 Semester Hours**

Prerequisite: MT 121, EN 090, EN 099 **OR** minimum acceptable test scores for placement in college-level English.

(Approved for Marshall University Integrated Science credit).

This course will survey the physical, chemical, and biological factors involved in definition, formation, and the dynamics of a wetland. Different types of wetlands and their role in the global economy and ecology will be discussed. Special attention will be paid to the flora and fauna of wetlands. Federal and state statutes and regulations will also be explored.

IS 210 Biotechnology (S)**4 Semester Hours**

Prerequisite: MT 121, EN 090, EN 099 **OR** minimum acceptable test scores for placement in college-level English.

(Marshall University accepted for Integrated Science credit).

Students will learn and discuss various biological techniques, such as DNA analysis, PCR, and molecular cloning. Various modern biological techniques will be performed in a laboratory setting. The impacts of these bio-technologies on the research, medical, economic, and legal realms will be explored. Emphasis will be made upon the ethical and legal issues surrounding certain techniques.

JOURNALISM**JR 101 Survey of Journalism (O)****3 Semester Hours**

An examination of important facets of mass communications, including newspaper, magazine, broadcast journalism, advertising and public relations. The course is designed to provide a critical overview of mass media.

JR 201 News Reporting I (O)**3 Semester Hours**

Prerequisite: SE 103 or 104.

Techniques of news writing designed to develop the basic skills necessary for a beginning reporter through in-class laboratory experience.

JR 202 News Reporting II (O)**3 Semester Hours**

Prerequisite: JR 201.

Practice in gathering and writing news from sources on and off campus. Emphasis is placed on beat assignment reporting, interviewing techniques, and some specialized reporting. A laboratory class in which the student will work lab hours on a Southern newspaper.

JR 241 Graphics of Communication (O)**3 Semester Hours**

Creative and practical aspects of typography, layout and design of printed communication.

JR 245 Fundamentals of Advertising (O)**3 Semester Hours**

Organization of mass media advertising departments and their relationships to advertising agencies and media representatives.

JR 275 Special Topics in Journalism (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in Journalism which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to journalism.

JR 285 Introduction to Photojournalism (O)**3 Semester Hours**

Lecture and laboratory, introduction to camera use, darkroom procedure, photo layout and practices in reporting news pictorially.

MANAGEMENT**MG 160 Operations Management (F)****2 Semester Hours**

This course begins with an introduction of the food and beverage industry and then develops the theme of shaping the food and beverage menu to best perform its function of controlling and directing a foodservice operation. The menu is the central theme which ties in with all management practices.

MG 200 Introduction to Restaurant Management (F)**3 Semester Hours**

This course covers every aspect of conceiving, opening, and running all types of restaurants—from fast-food to upscale dining. The student will be better prepared to deal with start-up issues and the knowledge and skills necessary to ensure ongoing success.

MG 260 Principles of Management (F/S)**3 Semester Hours**

This course is structured around contributions of the classical, behavioral, and management science schools of management using planning, organizing, motivating, deciding, coordinating, directing, and controlling functions as bases for discussion. Business ethics will also be included.

MG 261 Human Resource Management (F/S)**3 Semester Hours**

This course provides the guidelines used in the management of the human factor of production in the business enterprise.

MG 262 Small Business Management (S)**3 Semester Hours**

This course focuses on the operation of the small business enterprise and concentrates on the difference between large businesses and the small business organization.

MG 263 Health Care Supervision (S)**3 Semester Hours**

Prerequisite: MG 261.

This course offers an introduction to the nature of supervision in health care. The concepts discussed, regarding the supervisor as "self", include delegation and empowerment, authority and responsibility, time and self management. The concepts discussed, regarding the supervisor and the employee, include leadership, motivation, performance feedback, recognition, counseling, disciplining, and conflict resolution.

MG 264 Supervision (S)**3 Semester Hours**

This course provides skill-based information covering supervisory principles, theories, human-relation techniques and decision-making skills that are required to manage a workforce to profitable results.

MG 266 Project Management (S)**3 Semester Hours**

This course centers on a specialized field of management that is useful for planning and managing complex work efforts. The project management process is a systematic approach that is comprised of four phases: concept, planning, implementation, and closedown. Topics include work breakdown structure, earned value, PERT/CPM/Gantt Charts, scheduling charts, scope control, cost control, change control, and resource planning.

MG 275 Special Topics in Management (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

This course presents classes in Management which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individualized instruction, and/or research in an area related to Management.

MG 294 Hospitality Management Internship (F/S)**4 Semester Hours**

Prerequisite: Student must be a candidate for graduation in the AAS Business Administration - Hospitality Management Option program.

Students will be placed in a hospitality business entity to acquire hands-on experiences while applying principles/concepts learned. They will be under the direction of an academic and workplace manager/supervisor who will coordinate their activities.

MARKETING**MK 270 Principles of Marketing (S)****3 Semester Hours**

This course examines the development of the institution, channels of distribution, functions, federal regulations and economics of marketing.

MK 271 Advertising and Sales Promotion (S)**3 Semester Hours**

This course presents the decision process and the variables necessary to fully implement a program for delivering information about the product offerings of the firm as well as methods of encouraging the sale of the firm's products through the channels of distribution and to the final customers.

MK 272 Retailing (F)**3 Semester Hours**

Prerequisite: MK 270.

This course analyzes the principles of retailing from the marketing perspective. The topics discussed will include the different types of retail businesses (including the Internet), decision making (including store planning and location), personnel management, purchasing, merchandising, promotion, customer service, and more.

MK 273 Salesmanship (S)**3 Semester Hours**

Prerequisite: MK 270.

This course particularly involves the personal communications in the buyer-seller dyad. The course approach will closely examine the stages of the selling process: prospecting, approach, presentation, answer questions/objections, close, and follow-up.

MK 274 Services Marketing (S)**3 Semester Hours**

This course places special emphasis on understanding the customer from the services and non-profit perspectives. The topics discussed will include the nature of services, with respect to pricing, distributing, promoting, and service quality.

MK 275 Special Topics in Marketing (O)**3 Semester Hours**

Prerequisite: Permission of Division Chair.

This course presents classes in Marketing which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Marketing.

MK 277 Hospitality Marketing (S)**3 Semester Hours**

Prerequisite: MK 274.

This course covers the theories and knowledge in marketing with a total emphasis on applications in hospitality management.

MATHEMATICS

(Note: MT 090, MT 097, and MT 099 are now listed under the heading of Transitional Studies in this catalog.)

MT 111 Graphing Calculator Usage (O)**1 Semester Hour**

Prerequisite/Co-requisite: MT 099, EN 090 **OR** minimum acceptable test scores for placement in college-level English and math.

Learn how to use your TI graphing calculator as an essential tool for graphing and analyzing functions, solving equations, using trigonometry, simplifying expressions, and more. A TI-83/85/86/89/92 calculator is a must for this course.

MT 121 College Math for General Education (F/S)**3 Semester Hours**

Prerequisite: EN 090, MT 090, and MT 099 **OR** minimum acceptable test scores for placement in college-level reading and math.

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.

MT 123 Intermediate Algebra (F/S)**3 Semester Hours**

Prerequisite: EN 090, MT 090, and MT 099 **OR** minimum acceptable test scores for placement in college-level reading and math courses.

A study of linear and absolute value equations and inequalities in one and two variables; polynomial operations and graphing; linear, quadratic, exponential, and logarithmic functions with application and graphing; and formula manipulation. This course is designed to prepare students for college algebra or career opportunities.

MT 124 Technical Math (F)**3 Semester Hours**

Prerequisite: EN 090, MT 090, and MT 099 **OR** minimum acceptable test scores for placement in college-level math and English.

This course is designed for students planning a career in a technical field and focuses extensively on applications in those fields. Students will develop problem-solving skills through the study of topics, including number bases, logic and sets, Boolean algebra, trigonometry, and geometry.

MT 125 Trigonometry (F/S)**3 semester Hours**

Prerequisite: MT 123 or a score of 23 or above on the math component of the ACT.

A study of trigonometric functions and their applications including an exploration of right triangle trigonometry, circular functions, graphs of trigonometric functions, trigonometric identities, vectors, and polar coordinates.

MT 130 College Algebra (F/S)**3 Semester Hours**

Prerequisite: MT 099 **OR** minimum acceptable test scores for placement in college-level math.

Covers systems of equations, theory and application of matrices and determinants, theory of equations, complex numbers, graphs of relations and functions, sequences and series, the binomial theorem, and mathematical induction.

MT 137 Precalculus (F)**5 Semester Hours**

Prerequisite: MT 123 or a score of 23 or above on the math component of the ACT.

A study of algebraic and trigonometric functions and their applications including: an exploration or polynomial, exponential, logarithmic, and circular functions and their graphs; right triangle trigonometry; trigonometric identities; vectors; polar equations; systems of linear and nonlinear equations; an introduction to sequences and series; matrix algebra; the binomial theorem and mathematical induction.

MT 205 Calculus Applications (F)**3 Semester Hours**

Prerequisite: MT 123 or a score of 23 or above on the math component of the ACT.

A study of calculus applications including exploration of polynomial, exponential, and logarithmic functions as well as their limits, derivatives, and integrals.

MT 220 Technical Calculus (S)**4 Semester Hours**

Prerequisite: MT 125 and MT 130, or MT 137.

A study of applications of calculus as it pertains to technical fields, including derivatives and integrals of algebraic and transcendental functions, graphical applications, integration methods, differential equations, and infinite series.

MT 225/BU 230 Elementary Statistics (F/S)**3 Semester Hours**

Prerequisite: EN 090, MT 090, and MT 099 **OR** minimum acceptable test scores for placement in college-level English and math.

The course is designed to present statistical techniques and apply them to decisions, analysis, and forecasts. Stressed are the methods of collection, description, and summarization of the data as well as analysis and induction from the data.

MT 229 Calculus I (F)**5 Semester Hours**

Prerequisite: MT 125 and MT 130, or MT 137 or a score of 26 or above on the math component of the ACT.

A study of polynomial, exponential, logarithmic, and trigonometric functions. Included is an exploration of limits and derivatives, differentiation, and integration with applications throughout. This course is recommended for math and/or science majors.

MT 230 Calculus II (S)**4 Semester Hours**

Prerequisite: MT 229.

A study of integration methods, modeling with differential equations, infinite sequences and series, and partial derivatives with applications throughout. This course is recommended for math and/or science majors.

MT 231 Calculus III (O)**4 Semester Hours**

Prerequisites: MT 230.

A study of multiple integrals and vector calculus including vectors and vector functions with applications throughout. This course is recommended for math and/or science majors.

MT 235 Differential Equations (O)**4 Semester Hours**

Prerequisite: MT 231.

This course includes an in-depth treatment of first and second order ordinary differential equations with a focus on applications throughout the course. Applications covered will include Laplace transforms, partial differential equations, Fourier series, harmonic motion, mechanical and electrical applications, and boundary value problems.

MT 275 Special Topics in Mathematics (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in Mathematics which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Mathematics.

MATHEMATICS EDUCATION**ME 101 Mathematics for Elementary Teachers I (F)****3 Semester Hours**

Prerequisite: Math 099 **OR** minimum acceptable test scores for placement in college-level math and one year of high school algebra.

Includes study of sets, relations and functions, numeration systems, number systems and number theory, arithmetic and algebraic operations, and solutions of equations and inequalities with applications.

ME 102 Mathematics for Elementary Teachers II (S)**3 Semester Hours**

Prerequisite: MT099 **OR** minimum acceptable test scores for placement in college-level math. Recommend high school geometry.

This course includes the study of basic probability and statistics and two and three dimensional Euclidean geometry.

ME 275 Special Topics in Mathematics Education (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in Mathematics Education which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Mathematics Education.

MEDICAL LABORATORY TECHNOLOGY

Note: Medical Laboratory Technology courses may be taken by laboratory personnel who desire a review or have a professional interest in a particular course with the permission of the MLT Program Coordinator.

ML 101 Clinical Hematology (F)**5 Semester Hours**

Prerequisite: Admission to the medical laboratory technology career program.

A Laboratory Course: 4 hours in the classroom and 2 hours in the lab each week.

Beginning with an overview of medical and allied health organizations, careers, and philosophy, this course teaches students to perform complete blood counts, phlebotomy, hematology and coagulation procedures, and to interpret results of these tests as they relate to anemia, leukemia, or hemostatic disorders in the human body.

ML 102 Clinical Chemistry (S)**5 Semester Hours**

Prerequisite: ML 101 with a grade of "C" or better.

Co-requisite: ML 103.

A Laboratory Course: 4 hours lecture and 2 hours in the lab each week.

This course emphasizes testing of body fluids, beginning with a discussion of the techniques of quantitative analysis as applied in the medical laboratory. Water, minerals, electrolytes, acid-base balance and gases in body fluids will be studied, as well as non-protein nitrogen, total protein, globulins, immunoglobulins, and enzymes in abnormal and normal states. Carbohydrates, fats, lipids, hormones of the endocrine system and toxicology are also included. Methods of analysis, laboratory instrumentation, laboratory mathematics and various organ systems will be discussed.

ML 103 Immunohematology and Serology (S)**5 Semester Hours**

Prerequisite: ML 101 with a grade of "C" or better.

Co-requisite: ML 102.

A Laboratory Course: 4 hours lecture and 2 hours in the lab each week.

This course begins with an overview of immunology and genetics, and teaches the student the technical and theoretical skills necessary for performing blood banking operations, including information related to blood group antigens and antibodies. An introduction to the field of serology is included.

ML 200 Phlebotomy Practicum (SU)**1 Semester Hour**

Prerequisite: ML 102 and ML 103 with a grade of "C" or better.

A Laboratory Course: 40 hours in the hospital lab each week for a 2 week period during the summer session.

MLT students work along side laboratory phlebotomists in hospital laboratories, learning the daily routine, technical procedures and use of equipment related to phlebotomy. Under supervision, students perform daily tasks in venipuncture, capillary sticks and other phlebotomy procedures.

ML 201 Urinalysis and Body Fluids (F)**1 Semester Hour**

Prerequisite: ML 200 with a grade of "C" or better.

Co-requisite: ML 202.

A Laboratory Course: 1 hour lecture each week.

This course concentrates on the theoretical and procedural aspects concerning the analysis of nonblood body fluids, such as urine, gastric fluid, cerebrospinal fluid, feces and various other body fluids. Laboratory findings related to these fluids are correlated to disease states as well.

ML 202 Clinical Microbiology (F)**5 Semester Hours**

Prerequisite: ML 200 with a grade of "C" or better.

Co-requisite: ML 201.

A Laboratory Course: 4 hours lecture and 2 hours in the lab each week.

This is a course in theoretical and practical medical microbiology. The student learns to obtain specimens for bacterial, fungal, and viral cultures, to isolate in pure culture, to identify various pathogenic and commensal organisms, and to identify human parasites of the blood, tissue, and intestinal tract. Various pathogenic organisms are correlated to disease states as well.

ML 205 MLT Seminar (S)

2 Semester Hours

Prerequisite: ML 201 and ML 202 with a grade of "C" or better.
Co-requisite: ML 210.

A Laboratory Course: 2 hours lecture each week.

This capstone course is an individual and directed review of MLT program courses in preparation to taking MLT/CLT certification examinations. This course may have guest speakers and include discussions on current, special, and work-related topics. Additionally, there will be a review of the process related to procuring a job in the field of Medical Laboratory Technology as well as role transition from student to professional.

ML 210 MLT Clinical Practicum (S)

12 Semester Hours

Prerequisite: ML 201 and 202 with a grade of "C" or better.
Co-requisite: ML 205.

A Laboratory Course: 32 hours in the hospital lab each week.

MLT students work along with laboratory personnel in hospital laboratories, learning daily routines, technical procedures and proper use of various types of laboratory equipment. Under supervision, students perform daily tasks in chemistry, hematology, coagulation, urinalysis, blood bank, serology and microbiology departments of the laboratory. Students will be in clinical rotations for a 16-week period consisting of four 8-hour days each week.

ML 275 Special Topics in Medical Laboratory Technology (O)
1-3 Semester Hours

Prerequisite: Permission of the Administrative Vice President/Dean of Allied Health Programs.

Presents courses in Medical Laboratory Technology which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to medical laboratory technology.

MUSIC

MU 103 Preschool Music, Movement, and Art (F)

3 Semester Hours

This class will provide experiences in developing the content, methods, and materials for directing children in art, music, and movement activities.

MU 175 Music Appreciation (F)

3 Semester Hours

(Approved for Marshall University International Studies credit).
Introduces selected masterpieces of music and considers them in relation to cultural and historical development.

MU 203 Music Skills for Classroom Teachers (S)

3 Semester Hours

Prerequisite: MU 175.

Develops the fundamental music skills used in reading and teaching music at the elementary school level.

NURSING

NU 100 Essentials of Nursing (F)

6 Semester Hours

Prerequisite: Admission to the Nursing Program.

Co-requisite: AH 120.

Essentials of Nursing is a theory/practicum course that explores concepts and processes essential to professional nursing practice. This course provides the foundation for other nursing courses in that it develops technical skills and introduces the student to the critical thinking process.

NU 104 Nursing of Childbearing Family (S)

5 Semester Hours

Prerequisite: NU 100 and all previous required support courses with a grade of "C" or better.

Family Centered Maternity Nursing is a theory/practicum course concerned with nursing care of the family experiencing childbirth and reproductive health. The student is expected to integrate and use knowledge and skills acquired in all previous required courses.

NU 107 Psychosocial Transitions (S)

5 Semester Hours

Prerequisite: NU 100, AH 120, and all previous support courses with a grade of "C" or better.

Psychosocial Transitions is a theory/practicum course. This course includes but is not limited to: organic and functional mental disorders, including treatment with related therapeutic nursing modalities. This course also explores psychosocial transitions across the lifespan that require special considerations and understanding, such as victims of violence and homelessness. The student is expected to integrate and use the knowledge and skills acquired in all previous required courses.

NU 206 Nursing Care I (F)

9 Semester Hours

Prerequisite: NU 104, NU 107 and all previous support courses with a grade of "C" or better.

Co-requisite: BS 127 and EN 102.

Nursing Care I is a 16-week theory/practicum course that provides a systems approach to common reoccurring health problems of individuals across the lifespan. This course further develops technical skills and the critical thinking process. The student is expected to integrate and use the knowledge and skills acquired in all previous required courses.

NU 210 Role Transition to Professional Nursing (S)

3 Semester Hours

Prerequisite: NU 206 and all previous required support courses with a grade of "C" or better.

Co-requisite: NU 212 and AH 241.

Role Transition to Professional Nursing is a 16-week capstone courses designed to facilitate the transition from the role of the student to the role of a Registered Professional Nurse. The student must demonstrate knowledge and professional growth in nursing. The student will examine personal strengths and weaknesses and develop a plan of improvement in preparation for an end of course exam. The student is also expected to select a role model/mentor to facilitate the role transition through observation.

NU 212 Nursing Care II (S)

9 Semester Hours

Prerequisite: NU 206 and all previous required support courses with a grade of "C" or better.

Co-requisite: NU 210 and AH 241

Nursing Care II is a 16-week theory/practicum course that is a continuation of NU 206 which provides a systems approach to recurring health problems of individuals across the lifespan. This course further develops technical skills and the critical thinking process. The student is expected to integrate and use the knowledge and skills acquired in all previous required courses.

NU 250/SO 250/AH 250 Multi-cultural and International Studies (S/SU)**3 Semester Hours**

Prerequisite: Permission of the Administrative Vice President/Dean of Allied Health Programs.

This course is designed to bring a variety of students from various disciplines throughout the College together in order to provide health care and humanitarian aid to individuals throughout the world. The course will be a fourteen day, intensive visit to another country or culture. Students are expected to utilize knowledge and skills learned in previous courses or life experiences. Requirements to complete the course include written papers, journals, and presentations. This course MAY NOT be offered every year.

NU 275 Special Topics in Nursing (O)**1-3 Semester Hours**

Prerequisite: Permission of the Administrative Vice President/Dean of Allied Health programs.

Presents courses in nursing which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to nursing.

PARAMEDIC SCIENCE**EM 103 Emergency Medical Technician-Basic (SU)****5 Semester Hours**

This course is designed to instruct the student to the level of Emergency Medical Technician-Basic. This includes skills necessary for the individual to provide basic life support with fire, ambulance, or other specialized service. Students will learn the proper procedure of performing a detailed patient assessment by obtaining pertinent medical history and performing a hands-on physical assessment. The student will learn immobilization techniques to stabilize an unstable spine as well as other fractures determined by the mechanism of injury. The use of AED (Automated External Defibrillator) and Cardiopulmonary Resuscitation is also included. This course is in compliance with Ch. 16, Article 4C of the West Virginia code (EMS Act) and West Virginia Division of Health Legislative Rules, Title 64, Series 48, Emergency Medical Services. This course follows the 120-hour DOT approved curriculum.

EM 105 Introduction to Paramedic Science (F)**4 Semester Hours**

Prerequisite: Admission to the Paramedic Technology Program, and approval of the Program Coordinator

This course is an introduction to the Emergency Medical Services (EMS) System. Students will become familiar with the components of the EMS System operations and the roles, responsibilities, legal, and ethical issues of paramedic science. Students will also learn the significance and attributes of implementing community illness and injury prevention programs and the techniques to maintain well-being of the paramedic. The clinical component of this course allows the students to develop an understanding of paramedic field work.

EM 106 Patient Assessment/Trauma Management (S)**5 Semester Hours**

Prerequisite: EM 105 with a grade of "C" or better.

Co-requisite: EM 110.

The student will develop the art of compiling patient history data as well as techniques of physical examination of patient. Students will learn the concepts of a focused history, detailed physical exams of medical and trauma patients, the methods of assessment, reassessment, and clinical decision making. The student will learn the techniques of communicating with patients, proper documentation methods, and integration of assessment-based

management of patients as the cornerstone of critical thinking and clinical decision making.

EM 107 Field Clinical I (S)**1 Semester Hour**

Prerequisite: EM 105 with a grade of "C" or better.

This course involves a structured clinical experience that allows the student to apply patient assessment skills in clinical environments such as pre-hospital, emergency departments, and intra-facility transports.

EM 110 Patient Assessment Lab (S)**2 Semester Hours**

Prerequisite: EM 105 with a grade of "C" or better.

Co-requisite: EM 106.

This course will allow the student to practice the knowledge and assessment skills gained in Patient Assessment/Trauma Management section. The student will learn proper packaging and lifting techniques for transfer and removal of medical and trauma patients. The student will identify and chose the proper course of actions to be taken if the scene is suspected of being unsafe. The student will be able to recognize and treat a variety of patients.

EM 112 Field Clinical II (SU)**2 Semester Hours**

Prerequisite: EM 106 and EM 110 with a grade of "C" or better.

This course provides clinical experience that allows the student to apply patient assessment skills in clinical environments such as pre-hospital, emergency departments, and intra-facility transports.

EM 200 EMS Pharmacology (F)**2 Semester Hours**

Prerequisite: EM 105 with a grade of "C" or better.

Co-requisite: EM 205 and EM 206.

The student will be able to integrate pathophysiological principles of pharmacology and the assessment findings to formulate a field impression with implementation of a pharmacologic management plan. The student will learn to differentiate the chemical generic, official, trade, nonproprietary, and proprietary names of drug products. Students will become familiar with the responsibilities and scope of management of medication administration.

EM 202 Field Clinical III (F)**2 Semester Hours**

Prerequisite: EM 112 with a grade of "C" or better.

This course provides clinical experience that allows the student to apply patient assessment skills in clinical environments such as pre-hospital, emergency departments, and intra-facility transports.

EM 205 Cardiopulmonary Patient Care (F)**5 Semester Hours**

Prerequisite: EM 106 and EM 110 with a grade of "C" or better.

Co-requisite: EM 200 and EM 206.

Students will apply the concepts of anatomy and pathophysiology of the cardiovascular systems. The student will use pathophysiological principles and the assessment findings to formulate a field impression and implementation of a treatment plan for a patient with cardiovascular disease. A detailed discussion will include: the epidemiology, pathophysiology, assessment techniques, and the management of patients with cardiopulmonary diseases of pediatrics and adult patients with cardiovascular diseases.

EM 206 General Medical Care I (F)**3 Semester Hours**

Prerequisite: EM 106 and EM 110 with a grade of "C" or better.

Co-requisite: EM 200 and EM 205.

Students will apply the concepts of anatomy and pathophysiology to the assessment and management principles of gynecological,

perinatal, postpartum, and neonatal patients, neurology, endocrinology, gastroenterology, urology, hematology, and toxicology. Students will learn to integrate the pathophysiological principles and assessment findings to formulate a field impression and to implement a treatment plan for a patient with the diseases listed in the above areas. Students will become familiar with prevention techniques and management of infectious/communicable diseases. Students will also learn the pathophysiological principles, complicating factors, and management of environmental emergencies. Clinical components will focus on patient assessment techniques which allows students to enhance their skills and develop an in-depth understanding of numerous medical problems.

EM 207 General Medical Care II (S)

4 Semester Hours

Prerequisite: EM 205 and EM 206 with a grade of "C" or better.

Co-requisite: EM 208 and EM 210.

Within this course students will apply the concepts of anatomy and pathophysiology to the assessment and management principles of gynecological, perinatal, postpartum, pediatric, and neonatal patients. The students will become familiar with prevention techniques and management of infectious/communicable diseases. Students will learn to integrate the pathophysiological principles, complicating factors, and management of environmental emergencies, geriatric patients, emotionally, and mentally impaired patients, and behavioral and psychiatric disorders.

EM 208 Paramedic Seminar (S)

3 Semester Hours

Prerequisite: EM 205 and EM 206 with a grade of "C" or better.

Co-requisite: EM 207 and EM 210.

An individual and directed review of all Paramedic courses in preparation to taking the National Registry Examination of Emergency Medical Technicians. In addition, this course may include guest speakers, testing of written and practical stations, current changes, special topics, and information to procuring a job in the field of emergency care.

EM 210 Paramedic Internship (S)

5 Semester Hours

Prerequisite: EM 205 and EM 206 with a grade of "C" or better.

Co-requisite: EM 207 and EM 208.

This capstone course integrates the clinical component/field internship as a method to allow the student to apply the cognitive and psychomotor skills needed to meet the eligibility requirements for certification.

PHILOSOPHY

PL 201 Introduction to Philosophy (F)

3 Semester Hours

Considers some of the major questions about the nature of existence and human values, the problem of how such questions can be answered, and some of the proposed answers to these questions.

PL 275 Special Topics in Philosophy (O)

1-3 Semester Hours

Prerequisite: Permission of Division Chair.

Presents courses in Philosophy which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Philosophy.

PHYSICAL AND HEALTH EDUCATION

PE 109 Recreational Activities (F/S)

1 Semester Hour

Recreational Activities is a class designed to acquaint the students

with various leisure-time activities that can be used throughout life. By participating in such activities as badminton, table tennis, archery, horseshoes, bowling, and shuffleboard, the student will gain knowledge of both rules and strategy of these recreational activities. This class is also recommended for individuals that would like to participate in some type of physical activity, but are not completely interested in an strenuous daily exercise program. PE 109 would be an advisable class for Physical Education majors to add to their curriculum.

PE 117 Slimnastics (F/S)

1 Semester Hour

Slimnastics is an activity class intended to help the student produce better flexibility, muscle strength and cardiovascular fitness. The class will educate the student about the proper way to exercise as well as help the student realize the need for exercise as a lifetime commitment.

PE 118 Aerobic Dance (O)

1 Semester Hour

Aerobic Dance is an activity class designed to produce better flexibility, muscle strength and cardiovascular fitness. Dance steps, put to music, enable the student to use large muscle groups and develop a more efficient cardiorespiratory system.

PE 120 Archery and Golf (O)

1 Semester Hour

A course designed to acquaint the student with factual knowledge to successfully engage in the above activities and to acquire the necessary physical skills required to participate in archery and golf.

PE 121 Badminton and Volleyball (O)

1 Semester Hour

A course designed to acquaint the student with the factual knowledge needed to participate in the activities of badminton and volleyball. Provides the situation where each student will learn and put into action the physical and neuromuscular skills required to participate in badminton and volleyball.

PE 123 Tumbling and Trampoline (O)

1 Semester Hour

A course designed to acquaint the student with the basic motor movements that involve balancing, rolling, turning, springing, and twisting. Emphasis is placed upon developing coordinated rhythmic skills requiring alertness, courage, and precision.

PE 124 Basketball and Softball (O)

1 Semester Hour

A course designed to acquaint each student with the factual knowledge needed to participate in basketball and softball and to develop or further develop the basic neuromuscular skills needed to participate in basketball and softball.

PE 186 Weight Training (F/S)

1 Semester Hour

A course designed to acquaint the student with the knowledge necessary to understand the skeletal system and maintain muscle strength.

PE 187 Physical Fitness (F/S)

1 Semester Hour

Includes a variety of activities for the purpose of physical fitness and maintenance as well as recreation.

PE 188 Conditioning (F/S)

1 Semester Hour

Conditioning is an aerobic class that is designed to improve the cardiovascular system. The class of a walking and/or jogging

program, supplemented with exercises to improve muscle tone and over-all flexibility.

PE 189 Beginning Tennis (F/S)

1 Semester Hour

Beginning tennis can be classified as an individual activity or can be participated in by a group and be called a "team" sport. This course is designed to acquaint the student with factual knowledge, rules, strategies, terminology, and the physical and neuromuscular skills in developing leg strength, upper arm strength, and is especially good for developing over-all stamina. Tennis has a great recreational carry-over value that all age groups can enjoy.

PE 190 Intermediate Tennis (O)

1 Semester Hour

Prerequisite: PE 189 or permission of Instructor.

A course designed to improved the skill/competency level of the average tennis player. Tennis has great recreational value and is an activity that could be enjoyed by various age groups as well as those with various levels of athletic ability.

PE 191 Beginning Bowling (F/S)

1 Semester Hour

Beginning bowling can be classified as an individual activity or can be participated in by a group and be called a "team" sport. The course is designed to acquaint the student with factual knowledge, rules, strategies, terminology, and the physical and neuromuscular skills needed to participate in the activity. Bowling has great carry-over value and is an activity that could be enjoyed by all age groups.

PE 200 CPR (F/S)

1 Semester Hour

This course is designed to familiarize the student with signs, symptoms, and risk factors associated with cardiovascular disease. The American Heart Association's Course C is used to teach the information and techniques needed for adult, pediatric and infant cardiopulmonary resuscitation.

PE 221 Health Education (F/S)

3 Semester Hours

Trains prospective teachers to recognize health problems and to organize methods and materials for basic health courses.

PE 222 First Aid (F/S)

2 Semester Hours

Trains by practical demonstration, discussion and lecture for first aid, safety and survival in the home, the school, and on the playground, and deals with phases of injury related accidents and their treatment.

PE 223 Lifestyle Intervention (O)

2 Semester Hours

A class designed to develop an awareness of diseases and health risks due to lifestyle choices. This class will focus on a layman's understanding of how changes in lifestyle can prevent disease through nutrition and exercise. The class will also provide an understanding of simple diagnostic procedures to alert individuals to health risks, such as blood pressure, body fat, lipid levels, heart rate, and cardiovascular endurance. The student will design both anaerobic and aerobic exercise programs for their individual needs.

PE 275 Special Topics in Physical and Health Education (O)

1-3 Semester Hours

Prerequisite: Permission of Division Chair.

Presents courses in Physical and Health Education which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars,

specialized or individualized instruction, and/or research in an area related to Physical and Health Education.

PHYSICAL SCIENCE

SC 109 General Physical Science I (F)

4 Semester Hours

Prerequisite: EN 090, EN 099, MT 090, and MT 099 **OR** minimum acceptable test scores for placement in college-level English and math.

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

A study of basic physics and astronomy designed to increase one's awareness of the physical universe.

SC 110 General Physical Science II (S)

4 Semester Hours

Prerequisite: EN 090, EN 099, MT 090, and MT 099 **OR** minimum acceptable test scores for placement in college-level English and math.

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

Covers basic chemistry and geology, with special emphasis on the local strata.

SC 275 Special Topics in Physical Science (O)

1-3 Semester Hours

Prerequisite: Permission of Division Chair.

Presents courses in Physical Science which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Physical Science.

PHYSICS

PH 200 Introductory Physics (F/S)

4 Semester Hours

Prerequisite: EN 090, EN 099, MT 090, and MT 099 **OR** minimum acceptable test scores for placement in college-level math and English. One year of high school algebra

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

An introduction to the principles and practical applications of physics.

PH 210 College Physics I (F)

4 Semester Hours

Prerequisite: MT 130 and MT 125 or a score of 26 or higher on the math component of the ACT.

This course covers basic topics associated with classical mechanics, including kinematics and dynamics, the laws of conservation of momentum and energy, and thermodynamics.

PH 212 College Physics II (S)

4 Semester Hours

Prerequisites: PH 210.

Continuation of College Physics I. Electricity and magnetism, basic electronics, properties of light, lenses and mirrors, optical phenomena, introduction to modern physics are emphasized.

PH 220 Physics for Scientists and Engineers I

4 Semester Hours

Co-requisite: MT 229.

Designed to meet the needs of students planning on a career in science, math, or engineering. This course covers topics associated with classical mechanics and thermodynamics. The focus will be on kinematics and dynamics; the laws of conservation of energy and

momentum; and the laws of thermodynamics. The course requires the use of calculus concepts including limits, derivatives, and integrals.

PH 222 Physics for Scientists and Engineers II
4 Semester Hours

Prerequisite: PH 220.

Co-requisite: MT 230.

Designed to meet the needs of students planning careers in science, math, or engineering, this course is a continuation of Physics for Scientists and Engineers I. Topics covered will include: wave mechanics; electricity and magnetism; DC and AC circuits; properties of light; lenses and mirrors; optical phenomena; and an introduction to modern physics. The course emphasizes the application of calculus concepts, including limits, derivatives, and integration techniques, as problem solving tools.

PH 275 Special Topics in Physics (O)

1-3 Semester Hours

Prerequisite: Permission of Division Chair.

Presents courses in Physics which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Physics.

POLITICAL SCIENCE

PS 201 American Government and Politics (F)

3 Semester Hours

Examines the United States federal government system, with emphasis on the constitution, governmental structure, and the political process.

PS 202 State and Local Government (S)

3 Semester Hours

Examines the institutions, processes and significance of state and local government.

PS 205 National Security Decision Making (NSDM) (O)

3 Semester Hours

Prerequisites: PS 201 or HS 231. EN 101 is highly recommended but not required.

This course is an introduction into National Security Decision Making (NSDM) and the international relations context in which those decisions play out. The course presents the major factors, issues, and players found in the literature, emphasizing the role of explanatory theories and the level of analysis as techniques to understand national security decisions. The goal is to assist students to analyze better national security decisions through the use of the levels of analysis approach, critical, and logical thinking, and the application of selected international relations theories and explanatory frameworks.

PS 275 Special Topics in Political Science (O)

1-3 Semester Hours

Prerequisite: Permission of Division Chair.

Presents courses in Political Science which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Political Science.

PSYCHOLOGY

PY 201 General Psychology (F/S/SU)

3 Semester Hours

Introduces the principles and methods of the scientific study of human behavior.

PY 212 Children and Families (S)

3 Semester Hours

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.

PY 215 Guiding the Behavior of Children (S)

3 Semester Hours

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.

PY 218 Life-Span Developmental Psychology (F/S/SU)

3 Semester Hours

Prerequisite: PY 201. EN 101 is highly recommended but not required.

Designed for students entering the health professions to explain how human beings and their needs change over the complete life cycle. The course is especially planned to follow Erik Erikson's concept of eight life crisis. (Will not substitute for ED 218 at Southern)

PY 219 The Exceptional Child (F)

3 Semester Hours

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.

PY 220 Death and Dying (S)

3 Semester Hours

This course uses a multi-disciplinary approach to enhance the awareness of the concept of death in both the cultural and personal experience. Existential issues are explored. Practical considerations in dealing with death, dying and grief include care of the dying person, rituals and cultural expectations, personal choices and practices, and identifying medical and legal issues.

PY 222/AH 222 Processes of Dying and Grief (S)

3 Semester Hours

This course is provided to those individuals who are interested in the Nursing or Medical field. The course will survey the human-psycho-social development of death and dying as it relates to the life-span. It will include an in-depth look at the various ages along the life-span and the needs of the dying patient, the needs of the patient's family, as well as the needs of the Health Professional. It will provide insight into and examine the different cultural views, practices, and understandings of the processes of death and dying.

PY 224 Human Sexuality (S)

3 Semester Hours

Prerequisite: PY201.

This course uses an interdisciplinary approach to provide information, explore past and contemporary issues and enhance the student's understanding of the subject matter. Topics include development of attitudes and values, gender roles, methods of birth control, physical and psychological disorders, variations and deviancies, ethical and legal issues.

PY 226/CJ 226 Abnormal Psychology (F)**3 Semester Hours**

This course will deal with the abnormal behavioral patterns found in individuals. This course will deal with the psychological and legal issues found in dealing with an individual who has abnormal behavior and/or an addictive behavior.

PY 275 Special Topics in Psychology (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair and EN 090 and EN 099
OR minimum acceptable test scores for placement in college-level English. EN 101 is highly recommended but not required.
 Presents courses in Psychology which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Psychology.

RADIOLOGIC TECHNOLOGY**RA 101 Introduction to Radiologic Technology and Radiographic Positioning I (F)****3 Semester Hours**

Prerequisite: Admission to the program.
 Co-requisite: RA 110.

Radiologic positioning is designed to acquaint the student with the basic positions used in radiography. This includes anatomy, positioning nomenclature, and anatomical landmarks. There will be a LAB component in this course. Both the didactic and lab components must be successfully completed to advance to the next course.

RA 102 Radiation Physics (S)**3 Semester Hours**

Prerequisite: MT 130 and PH 200 with a grade of "C" or better.
 Co-requisite: RA 103 and RA 104.

This course will focus on atomic structure, sources of ionizing radiation, and units of radiation measurement. Topics include origins and properties of x-rays, as well as gamma rays, alpha particles, beta particles and neutrons, radioactive decay and half-life determination, and radiation safety.

RA 103 Radiographic Positioning II and Film Evaluation (S)**3 Semester Hours**

Prerequisites: RA 101 with a grade of "C" or better.
 Co-requisite: RA 104 and RA 125.

A detailed instruction necessary for the radiography of the skull and spinal column will be presented. The student will begin to explore fluoroscopic and contrasted procedures. Film evaluation includes critique of radiographs for contrast, density, detail, and positioning. There will be a LAB component associated with this class. Both the didactic and lab components must be successfully completed to advance to the next course.

RA 104 Principles of Radiographic Exposure (S)**2 Semester Hours**

Co-requisite: RA 102, RA 103, and RA 125.

This course discusses the construction and operation of radiographic tubes, the property and production of x-rays, and factors affecting quality of a radiograph. The class information includes production of radiation and reaction with matter. The course includes dark room chemistry and processing.

RA 110 Clinical I (F)**1 Semester Hour**

Co-requisite: RA 101.

Clinical experience at an assigned affiliate hospital. This experience will meet 5 hours a day/2 days a week for 10 weeks and will count toward the competency experience needed for

graduation. A certain number of competency requirements must be satisfied in order to be successful in this course. See the radiology student handbook for a list of required skills.

RA 125 Clinical II (S)**2 Semester Hours**

Prerequisite: RA 110 with a grade of "C" or better.
 Co-requisite: RA 103 and RA 104.

Clinical experience at an assigned affiliate hospital. This experience will be 6.5 hours per day/2 days a week for 15 weeks and will count toward the competency experience needed for graduation. A certain number of competency requirements must be satisfied to be successful in this course. See the radiology student handbook for a list of required skills.

RA 150 Clinical III (SU)**3 Semester Hours**

Prerequisite: RA 125 with a grade of "C" or better.

This course is a clinical practicum and provides the student with an in-depth experience of the overall functioning of the radiology department. The course is scheduled for 4 hours per week for 10 weeks and will count toward the competency experience needed for graduation. The time will be granted under the supervision of a licensed professional technologist and the student is in no way permitted to replace hospital employees. A certain number of competency requirements must be satisfied to be successful in this course. See the radiology student handbook for a list of required skills.

RA 200 Clinical IV (F)**3 Semester Hours**

Prerequisite: RA 150 with a grade of "C" or better.
 Co-requisite: RA 201, RA 202, RA 203, and RA 204.

Clinical experience at an assigned affiliate hospital. This experience will meet for 7 hours a day/3 days a week for 15 weeks and will count toward the competency experience needed for graduation. A certain number of competency requirements must be satisfied to be successful in this course. See the radiology student handbook for a list of required skills.

RA 201 Radiation Biology and Adv. Radiation Protection (F)**2 Semester Hours**

Prerequisites: RA 104 with a grade of "C" or better.
 Co-requisite: RA 200, RA 202, RA 203, and RA 204.

Focus on understanding the effects of ionizing radiation in the biologic systems with the public's right to minimal radiation exposure. Discussions on genetic syndromes and somatic radiation oncology will be stressed.

RA 202 Pathology (F)**2 Semester Hours**

Prerequisite: RA 103 with a grade of "C" or better.
 Co-requisite: RA 200, RA 201, RA 203, and RA 204.

A study of the various diseases and recognition between bacterial and viral organisms will be covered. The student will also recognize conditions of illness involving the different systems of the body including trauma, and how to adjust one's technical factors accordingly for disease.

RA 203 Special Procedures Positioning and Film Evaluation II**2 Semester Hours (F)**

Prerequisites: RA 103 with a grade of "C" or better.
 Co-requisite: RA 200, RA 201, RA 202, and RA 204.

Advanced positioning of the patient including discussions of special procedures, contrast media, and radiographic equipment. Cross section anatomy as used in ULS, CT, and MRI will be touched upon in this course.

RA 204 Imaging (F)**2 Semester Hours**

Prerequisites: RA 104 with a grade of "C" or better.

Co-requisite: RA 200, RA 201, RA 202, and RA 203.

Factors affecting quality of a radiograph and how we control them with film, screens, grids, processing, and image intensification will be discussed. Students will mathematically calculate and formulate x-ray techniques used in radiology including demonstration of the x-ray circuit and areas such as tomography.

RA 210 Radiologic Quality Management (S)**2 Semester Hours**

Prerequisites: RA 201 and 204 with a grade of "C" or better.

Co-requisite: RA 225 and RA 250.

A comprehensive study of equipment used in establishing a quality assurance program in diagnostic radiology departments. Patient quality assurance tools will also be covered. Laboratory session with assigned quality checks will be scheduled for the student. At the conclusion of this course, the student should be able to develop an overall quality assurance program for radiology.

RA 225 Seminar in Radiologic Technology (S)**3 Semester Hours**

Prerequisites: RA 201, RA 202, and RA 204 with a grade of "C" or better.

Co-requisite: RA 210 and RA 250.

An individual and directed review of material covered preparatory to writing the registry examination. The course will include basic equipment maintenance and department management, as well as outside reading in addition to a total review. A term paper will be required in this course.

RA 250 Clinical V (S)**3 Semester Hours**

Prerequisite: RA 200 with a grade of "C" or better.

Co-requisite: RA 210 and RA 225.

Clinical experience at an assigned affiliate hospital. This experience will meet for 8 hours a day/3 days a week for 15 weeks and will be counted toward competencies needed for graduation. Clinical competencies for this program must be completed prior to graduation. All final competency exams must be completed as well prior to graduation. For the list of competencies and the final category requirements, see the radiology student handbook. If all competency areas are not successfully completed, this clinical assignment may be extended into the summer session and the graduation of the individual may be delayed.

RADIO - TELEVISION**RT 230 Introduction to Telecommunications (O)****3 Semester Hours**

Prerequisite: SP 103.

A survey course which provides an overview of the field of Telecommunications.

RT 232 Audio Techniques (O)**3 Semester Hours**

Prerequisite: RT 230.

A course designed to give students hands on experience in various types of audio production, including music shows, news, dramas, and documentaries. Much of the class time will be spent on laboratory projects in the audio studio.

RT 235 Video Techniques (O)**3 Semester Hours**

A course designed to give students hands on experience in various types of television production. Much of the class time will be spent in the television studio.

RT 240 Introduction to Broadcasting (O)**3 Semester Hours**

Prerequisite: JR 201.

Covers basic conditions of the broadcasting industry from regulation to advertising. Introduction to newsroom organization and operation, history and ethics of broadcast journalism.

RELIGION**RL 110 Understanding the Old Testament (F)****3 Semester Hours**

Prerequisites: EN 090, EN 099 **OR** minimum acceptable test scores for placement in college-level English.

An elementary study of the Old Testament. Covers the date of writing, authorship, historical context, and the content of each book. Special emphasis will be placed on the fundamental chapters of Genesis (1 - 11), creation, science and the Pentateuch.

RL 111 Understanding the New Testament (O)**3 Semester Hours**

Prerequisites: EN 090, EN 099 **OR** minimum acceptable test scores for placement in college-level English.

A basic study of the New Testament. Covers its formation, date of writing, authorship, historical background and the general content of each New Testament book. This course includes the life and teachings of Jesus, and the relationship of the New Testament to the Old Testament and to modern society.

RL 207 History of Christianity (S)**3 Semester Hours**

This course is an introduction to the history of Christianity as seen through the view of the emerging church against the background of events in human history. As such, this course attempts to place Christianity in its setting and to point out the particular events that have influenced the Christian movement and which events Christianity has influenced. This course will begin with the death of Christ and end with Pope John XXIII.

RL 275 Special Topics in Religion (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in Religion which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Religion.

SECRETARIAL SKILLS**SE 101 Office Accounting I (F)****3 Semester Hours**

This course introduces the procedures used for double-entry bookkeeping, primary statements, and payroll records for a single proprietorship.

SE 102 Office Accounting II (S)**3 Semester Hours**

Prerequisite: SE 101 or AC 111.

This course continues the bookkeeping study for wholesale business, with emphasis on inventory and depreciation calculations.

SE 103 Beginning Keyboarding (F/S)**3 Semester Hours**

Emphasis is placed on learning the keyboard and developing proper keyboarding techniques. The student is introduced to various business forms and adaptation of keyboarding skills to personal use.

SE 104 Intermediate Keyboarding (F/S)**3 Semester Hours**

Prerequisite: SE 103 or satisfactory score on competency exam. Emphasis is placed on assisting the student in developing speed and accuracy, and trains the student in how to format business letters and reports, various office forms, statistical tables and resumes.

SE 105 Advanced Keyboarding (S)**3 Semester Hours**

Prerequisite: SE 104.

This course focuses on the preparation of students for office occupations. Included are composition, advanced formatting problems, production applications and continued emphasis on speed.

SE 120 SuperWrite I (F)**3 Semester Hours**

Fundamental principles of alphabetic abbreviated writing course designed for office information technology students as well as administrative personnel, executives, and anyone who takes notes for personal or professional use. Emphasis is placed on English grammar, punctuation, spelling, and speed development. A minimum writing rate of 40 words a minute is required for successful completion of the course.

SE 121 SuperWrite II (S)**3 Semester Hours**

Prerequisite: SE 120 and SE 104.

Advanced transcription procedures are presented to those who have mastered the principles of the alphabetic abbreviated writing course. Transcription-development material includes keyboarding style, punctuation, spelling, vocabulary, word alert, and grammar. A minimum speed of 70 words a minute is required for successful completion of the course.

SE 129 Medical Terminology and Transcription (S)**3 Semester Hours**

Prerequisite: SE 103 or satisfactory score on competency exam.

This course provides hands-on training in formatting medical reports. An office simulation using the computer and transcribing machines is used to teach preparation of medical reports such as case history, physical examinations, radiology reports, operative records, pathology reports, requests for consultations, discharge summaries, and autopsy reports. In addition, medical terminology, spelling, and grammar and punctuation specifically designed for the medical secretary will be emphasized.

SE 130 Administrative Machine Transcription (F)**3 Semester Hours**

Prerequisite: SE 103 or satisfactory score on competency exam.

This course provides instruction on how to operate a dictating/transcribing machine, how to prepare for transcription, and the transcription of a variety of communications/documents commonly found in an office.

SE 131 Records Management (O)**3 Semester Hours**

This course presents the basic alphabetic indexing rules and the proper procedure for coding records for filing as recommended by the Association of Records Managers and Administrators (ARMA). Emphasis on the records management cycle in manual and automated office environment.

SE 133 Legal Terminology and Transcription (F)**3 Semester Hours**

Prerequisite: SE 103 or satisfactory score on competency exam.

This course provides hands-on training in formatting legal correspondence and court documents in the basic areas of law. An

office simulation using the computer and transcribing machines is used to teach preparation of legal documents, legal terminology, spelling, grammar, and punctuation specifically designed for the legal secretary.

SE 145 Medical Administrative Procedures I (F)**3 Semester Hours**

Prerequisite: SE 103 or satisfactory score on competency exam.

This course presents the knowledge and skills needed to work successfully in a medical office. Emphasis is placed upon communications, secretarial responsibilities, safety and security, and the various kinds of office equipment found in a medical office.

SE 230 Medical Billing and Coding (F)**3 Semester Hours**

This course presents the basics of procedure coding with the CPT and HCPCS coding systems. Emphasis is on providing students with the basic coding concepts, practical applications, Medicare rules, billing tips, and coding issues by specialty.

SE 235 Legal Research (S)**3 Semester Hours**

This course emphasizes the basic legal research sources and methods. Presents techniques of legal analysis, with emphasis on specific cases or issues, research, and an introduction to legal writing.

SE 245 Medical Administrative Procedures II (S)**3 Semester Hours**

Prerequisite: SE 145.

This course presents the more advanced knowledge and skills needed to work successfully in a medical office. Emphasis is placed on procedures for collecting fees, different health insurance utilized, and medical office management. This is a capstone course to be taken in the final (or immediately preceding) semester of study.

SE 250 Office Procedures and Techniques (S)**3 Semester Hours**

This course presents the fundamental principles and practices that will enable the student to expedite office work, including office organization and management; office location, layout and equipment; and design and control of office procedures. Secretarial skills are integrated through problem-solving assignments and office simulations. This is a capstone course to be taken in the final (or immediately preceding) semester of study.

SE 255 Legal Administrative Procedures (S)**3 Semester Hours**

This course presents the principles and procedures for the legal secretary with emphasis on office routine, information processing, and human relations. This is a capstone course to be taken in the final (or immediately preceding) semester of study.

SE 260 Medical Office Technology Internship (S/F)**3 Semester Hours**

Prerequisite: OIT Program - Medical Option candidate for graduation.

This course presents the student the opportunity to participate in a rotation sequence of practical experiences in offices of qualified physicians, preferably family practice, internal medicine, OB/GYN, or general surgery and at accredited hospitals and/or clinics.

SE 265 Legal Office Technology Internship (F/S)**3 Semester Hours**

Prerequisite: OIT Program - Legal Option candidate for graduation.

This course presents an opportunity for on-the-job training and instruction in a legal office. Student assignments are made consistent with vocational objectives. Normally taken during the last semester.

SE 270 Administrative Office Technology Internship (S/F)
3 Semester Hours

Prerequisite: Student must be an OIT - Administrative Option candidate for graduation.

This course presents an opportunity for on-the-job training and instruction at a general office environment work site. Student assignments are made consistent with vocational objectives.

SE 275 Special Topics in Secretarial Skills (O)
1-3 Semester Hours

Prerequisite: Permission of Division Chair.

This course presents different classes in Secretarial Skills which the College expects to offer only once or occasionally in response to specific community needs. It may consist of seminars, specialized or individualized instruction, and/or research in an area related to Secretarial Skills.

SOCIOLOGY

SO 200 Introduction to Sociology (F/S/SU)
3 Semester Hours

(Approved for Marshall University Multi-Cultural Studies credit). 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.

SO 201 Social Problems I (F)
3 Semester Hours

This course deals with an analysis of major American social problems utilizing the theories, concepts and results of research of sociology. Will also emphasize the problems of minority groups.

SO 202 Social Problem II (S)
3 Semester Hours

This course deals with an analysis of the major political, economic and social problems of American society. There will also be emphasis on the fact of global interdependence and the concept of the world as a "global village".

SO 208 Marriage and Family Relations (F)
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.

SO 210 Appalachian Studies (F)
3 Semester Hours

Prerequisite: SO 200.

Examines the history and cultural heritage of the people of the Appalachian region.

SO 215 Human Relations (F/S)
3 Semester Hours

Develops the ability to get along with people in everyday business and social contacts.

SO 220 Race, Gender, and Human Identity (F)
3 Semester Hours

This course studies selected minorities, including race, ethnic, age, sex, and religious groups in America. It investigates the place of these minorities and their identities in current social institutions and the historical basis for current practice of racism, sexism, and ageism by social institutions. It provides an insight into the development of human identity and the elements that compose our identity.

SO 250/AH 250/NU 250 Multi-cultural and International Studies (S/SU)

3 Semester Hours

Prerequisite: Permission of the Administrative Vice President/Dean of Allied Health programs.

This course is designed to bring a variety of students from various disciplines throughout the college together in order to provide health care and humanitarian aid to individuals throughout the world. The course will be a fourteen day, intensive visit to another country or culture. Students are expected to utilize knowledge and skills learned in previous courses or life experiences. Requirements to complete the course include written papers, journals, and presentations. This course MAY NOT be offered every year.

SO 275 Special Topics in Sociology (O)

1-3 Semester Hours

Prerequisite: Permission of Division Chair.

Presents courses in Sociology which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Sociology.

SPANISH

SN 101 Elementary Spanish I (O)

3 Semester Hours

Introduces grammar, pronunciation, conversations, reading and composition.

SN 102 Elementary Spanish II (O)

3 Semester Hours

Prerequisite: SN 101 or one year high school Spanish

Completion of elementary grammar, composition and reading. Continues practice in conversation.

SPEECH

SP 103 Speech Fundamentals (F/S/SU)

3 Semester Hours

Approaches day-to-day oral communication from a practical point of view, with emphasis on a proficiency in the oral language presentations.

SP 202 Introduction To Public Speaking (F)

3 Semester Hours

Presents the basics of analyzing audiences, maintaining interest, reasoning, supporting an argument, and using psychological appeal. Provides practice in the application of these elements in various styles and forms of public address.

SP 207 Business and Professional Speaking (S)

3 Semester Hours

Prerequisite: SP 103.

Provides instruction and practice in oral communication for business and professional situations such as informal conversation, interviews, small group discussions, conference speeches, and multi-media presentations. Includes study of parliamentary rules of order.

SP 240 Voice and Diction (F)

3 Semester Hours

Prerequisite: SP 103.

Theory and practice of speech production and improvement.

SP 245 Listening (F)**3 Semester Hours**

The study and practice of skills in both retentive and empathic listening.

SP 250 Communications Internship (F)**4-5 Semester Hours**

On-the-job training and instruction in a communication organization. Students assignments consistent with vocational objectives. Normally taken during the last semester.

SP 275 Special Topics in Speech (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in Speech which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Speech.

SURGICAL TECHNOLOGY**SG 100 Introductory Surgical Technology (F)****3 Semester Hours**

Prerequisite: Admission to the Surgical Technology Program.

Co-requisite: SG 101.

This course is designed to introduce students to the surgical environment, the history of surgery, and the legal, ethical, moral, and psychological responsibility of the surgical technologist. The three roles of the surgical technologist will be explored. Operating room safety, equipment and introductory skills will be discussed.

SG 101 Surgical Technology Skills (F)**3 Semester Hours**

Prerequisite: Admission to the Surgical Technology Program.

Co-requisite: SG 100.

This course will introduce surgical technology skills in the laboratory setting focusing on the role of the surgical scrub technologist. The student will have an opportunity to practice skills and demonstrate proficiency prior to clinical experience in subsequent surgical technology courses.

SG 105 Surgical Technology Biomedical (F)**2 Semester Hours**

Prerequisite: Admission to the Surgical Technology Program or permission of the instructor.

This course will introduce students to the technological sciences for the operating room, including basic computer knowledge, electricity, physics, and robotics.

SG 110 Surgical Technology I (S)**3 Semester Hours**

Prerequisite: SG 100 and SG 101 with a grade of "C" or better and admission to the Surgical Technology Program..

Co-requisite: SG 115.

The three roles of the surgical technologist will be discussed more in depth. Emphasis is placed on asepsis, safety, and the importance of teamwork. Common surgical and diagnostic procedures are introduced.

SG 115 Surgical Technology Clinical Practicum I (S)**4 Semester Hours**

Prerequisite: SG 100 and SG 101 with a grade of "C" or better and admission to the Surgical Technology Program.

Co-requisite: SG 110.

This course is a clinical practicum component of the Surgical Technology Program. The student will focus on the role of the surgical scrub technician with introduction to performing in the role of second assistant in common surgical and diagnostic procedures.

SG 200 Surgical Technology II (F)**3 Semester Hours**

Prerequisite: SG 110 and SG 115 with a grade of "C" or better.

Co-requisite: SG 205 and SG 210.

This course builds on the knowledge and skills acquired in SG 110. Advanced Surgical and diagnostic techniques are taught. Emphasis continues to be placed on the principles of asepsis and their applications.

SG 205 Surgical Technology Clinical Practicum II (F)**4 Semester Hours**

Prerequisite: SG 110 and SG 115 with a grade of "C" or better.

Co-requisite: SG 200 and SG 210.

This course is a clinical component in the Surgical Technology Program. The student will apply skills and knowledge in a variety of clinical settings. The student is expected to progress in the role of scrub technician and second assistant in more surgical procedures. The role of circulator is practiced.

SG 210 Anesthetics, Drugs, and Solutions (F)**2 Semester Hours**

Prerequisite: SG 110, and SG 115 with a grade of "C" or better.

Co-requisite: SG 200 and SG 205.

This course is designed to introduce students to various types of anesthetic agents used in surgical and related procedures. The use, effects, and adverse reactions of drugs will be discussed. Calculation of drugs and solutions using the metric system, and the pouring and measuring of solutions will be taught so the students can effectively assist the surgeon, anesthesiologist, nurse anesthetist, or circulating nurse in the operating room.

SG 212 Surgical Technology III (S)**3 Semester Hours**

Prerequisite: SG 110, SG 115, SG 200, SG 205, and SG 210 with a grade of "C" or better.

Co-requisite: SG 215.

This course is designed to focus on patient conditions requiring complex surgical and/or diagnostic procedures. Emphasis is placed on the three roles of the surgical technologist.

SG 215 Surgical Technology Practicum III (S)**8 Semester Hours**

Prerequisite: SG 110, SG 115, SG 200, SG 205, and SG 210 with a grade of "C" or better.

Co-requisite: SG 212.

This course is a clinical component of the Surgical Technology Program. The emphasis is synthesis and application of the three roles of the surgical technologist with a variety of common and complex surgical and diagnostic procedures in a variety of settings.

SG 275 Special Topics in Allied Health (O)**1-3 Semester Hours**

Prerequisite: Permission of the Administrative Vice President/Dean of Allied Health programs.

Present courses in Allied Health which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Allied Health.

SURVEYING**SU 100 Elementary Plane Surveying (O)****4 Semester Hours**

Emphasizes the fundamentals of surveying such as instruments, terminology, mathematics and trigonometry, surveying practices, procedures and their application.

SU 101 Topographic Surveying and Mapping (O)**3 Semester Hours**

Prerequisite: SU 100.

Application of surveying and mapping to mineral lands, such as construction, surface, and underground mining.

SU 275 Special Topics in Surveying (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in Surveying which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Surveying.

TECHNICAL STUDIES**TS 274 Applied Technology Capstone****1 Semester Hour**

Prerequisite: Student must be a candidate for graduation.

This course is designed to pull all aspects of the program together. Students will complete a portfolio of all work throughout the program as outlined in the assessment plan for formal evaluation. Students are required to complete the corresponding certification to their specialization area.

THEATER**TH 112 Theater Appreciation (O)****3 Semester Hours**

Development of an appreciation and an understanding of theater as a fine art. This course is for non-theater majors.

TH 150 Introduction to Technical Theater (O)**3 Semester Hours**

A study of the technical elements in theatrical production such as construction, lighting, and sound. This course requires the student to have lab hours.

TH 209 Introduction to the Theater (O)**3 Semester Hours**

Surveys the fundamentals of theater arts including plays, theater history, design, make-up, and basic construction practices. Requires practical experience with a College theatrical production.

TH 210 Introduction to Acting (S)**3 Semester Hours**

Develops skill through study of theories of acting and practice of various acting techniques.

TH 239 Development and Appreciation of Film (F)**3 Semester Hours**

The historical development of motion pictures as an art form from its past to its present development. Analysis of the technical, social, economic, and cultural factors which have influenced the medium.

TH 255 Stage Makeup (O)**3 Semester Hours**

Prerequisite: TH 150.

Study and practice of makeup and techniques for the stage.

TH 260 Scene Design (O)**3 Semester Hours**

Prerequisite: TH 150.

The study of design theories with the creation and development of scene design projects and rendering techniques.

TH 265 Lighting Design (O)**3 Semester Hours**

Prerequisite: TH 150.

The mechanical and artistic approach to stage lighting; study of electrical theory and instrument utilization.

TH 275 Special Topics in Theater (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in Theater which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Theater.

TRANSITIONAL STUDIES**EN 090 Reading/Study Skills (F/S/SU)****3 Semester Hours**

Required for students with ACT reading score less than 17 or ACCUPLACER reading comprehension score less than 79.

This course introduces students to the following skills: reading comprehension, vocabulary building, critical thinking, time management, note-taking, outlining, studying, and test-taking.

EN 099 Beginning Composition (F/S/SU)**4 Semester Hours**

Required for students with ACT English score less than 18 or ACCUPLACER sentence skills score less than 88.

Beginning Composition allows students to develop entry-level college composition skills, including the writing of complete sentences, well-developed paragraphs, and well-organized essays. It emphasizes basic grammar, mechanics, and usage.

MT 090 Basic Mathematics (F/S/SU)**3 Semester Hours**

Required for students with ACT math score less than 16 or ACCUPLACER arithmetic score less than 85.

This course allows students to improve basic mathematical skills. Topics include addition, subtraction, multiplication and division of whole numbers, fractions, decimals, and percentages.

MT 097 Bridge to Algebra (O)**1-3 Semester Hours**

Prerequisite: MT 090 or ACT math score of 16 or above or ACCUPLACER arithmetic score of 85 or above.

Suggested (not required) for students with an ACT math score of less than 16 or an ACCUPLACER arithmetic score of less than 85 and who are also required to take MT099. It should be sequenced between MT090 and MT099. This preparatory course is designed to provide a bridge between the skills learned in Basic Mathematics and those developed in Introductory Algebra. It covers pre-algebra topics such as performing real number operations, solving linear equations and inequalities, and translating word statements to expressions and equations.

MT 099 Introductory Algebra (F/S/SU)**4 Semester Hours**

Prerequisite: MT 090 if required.

Required for students with ACT math score less than 19 or ACCUPLACER elementary algebra score less than 84.

A review of basic concepts of algebra, this course is designed to prepare students for college mathematics applications. Topics include real number operations, factoring, solving equations and inequalities, and graphing linear equations.

WELDING TECHNOLOGY**WL 104 Arc Welding (F)****3 Semester Hours**

Examines the operation of the AC transformer and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. Involves practice of different types of joints in the flat position with safety procedures emphasized.

WL 275 Special Topics in Welding (O)**1-3 Semester Hours**

Prerequisite: Permission of Division Chair.

Presents courses in Welding which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Welding.

NON-CREDIT COURSE DESCRIPTIONS

**WORKFORCE TRAINING
CONTINUING EDUCATION COURSES
ONLINE COURSES**

WORKFORCE TRAINING CONTINUING EDUCATION NON-ACADEMIC CREDIT CLASSES

General

Workforce Development & Continuing Education provide up-to-date, real-world skills that can take you directly to the job market. Prepare for a new career or learn new skills in computers, business, or management. Continue your professional education in real estate, insurance, or accounting. Enrich your life through personal development courses such as floral arranging, French cooking, ballroom dancing, quilting, and a host of others.

We welcome students from all corners of the community regardless of age and educational experience (some courses require high school diploma, or GED). Anyone interested in particular courses should contact the Workforce Development and Continuing Education Department to confirm course availability and obtain information regarding class dates, fees, locations, and other specifics.

Southern's Workforce Development and Continuing Education Department constantly strives to develop new or revised courses and programs suited to current needs and resources. We anticipate revisions of annual course offerings to meet relevant needs of the community.

Customized and Contractual Training

Your business or industry can obtain effective customized training conveniently, on site, or at one of Southern's campus locations. Training is available in supervision, management, computer, employee development, hospitality, customer service, technical skills, office skills, and work ethics to name a few. Additional courses are available and can be specifically tailored to meet your business needs.

Work Keys

Work Keys is a national system for documenting and improving workplace skills. Developed by ACT, Work Keys is a successful tool in improving the overall quality of America's workforce. Work Keys can help employers increase productivity by placing job applicants and employees in jobs that match their skills and reduce the high hidden costs associated with poor hiring decisions. The following eight criterion-referenced assessments are provided by Work Keys:

COMMUNICATION SKILLS - Listening, Reading for Information, Writing; PROBLEM SOLVING SKILLS - Applied Mathematics, Applied Technology, Locating Information, Observation; INTERPERSONAL SKILLS - Teamwork.

For more information, call 304.792.7160, ext. 228, 229, or 130.

COURSE DESCRIPTIONS

ACT REVIEWS

ACT reviews are valuable for students who need an intensive review program to meet entrance-level requirements for college, special programs of study, and scholarship eligibility.

ACT Review for English

Provides a basic review of high school English skills such as parts of speech, punctuation, grammar, usage, and sentence structure.

The ACT Review for Math

Includes computations with whole numbers, fractions, percentages, proportions, and decimals. Subject include algebra, geometry, and elementary trigonometry.

ACT Review for Reading

Focuses on strategies for pacing yourself and for answering questions from reading passages. Students will answer questions that require explicit information to draw conclusions.

ACT Review for Science

Focuses on strategies and the application of multiple techniques to help students answer questions and apply reasoning skills.

COMPUTER TRAINING

Basic Keyboarding

A beginning "hands-on" course to help you develop the skills of proper keyboarding techniques and increase proficiency and speed.

Introduction to Computers

Especially designed for those who are unfamiliar with computers, this one-session course removes the mysteries of operating a computer and introduces the range of its various potential uses in daily life. Learn how to open, close, and save files, and the basics of Windows.

Introduction to Excel

Topics include the creation, modification, and analysis of a spreadsheet. This course consists of lecture and hands-on experience.

Introduction to the Internet

This single-session course is designed for the computer novice. It introduces the student to the World Wide Web, how to use e-mail, chat, newsgroups, and more.

Introduction to Web Page Design

This course is designed for those with no previous knowledge of producing web pages. Learn the basics of designing, creating, and posting your own web page on the Internet's World Wide Web.

Introduction to Microsoft Word

Designed for those new to this word-processing program. This course presents the basics of creating and modifying various documents.

Powerpoint Presentation

This "hands-on" computer course is designed to help students develop winning presentations for small or large group meetings. Students will prepare an outline for the presentation via the computer and use a variety of fonts, sounds, and sequencing to develop a presentation.

COMMUNICATION SKILLS

Business Essentials for Oral Communications

Effective communication is a necessary business skill. To be truly effective in the business world, you must not only know *what* to say, but *how* to say it. This workshop will provide tips to help you strengthen your presence, improve your quality of voice and speak clearly, intelligently, and confidently.

Communicating in a Diverse Workplace

In this seminar, you will analyze the various dimensions of diversifying to help the business communicator transmit messages that are more understandable and acceptable to the members of that dimension by examining the core dimensions of age, gender, physical challenges, ethnicity, and race.

Communication Skills

This course covers communication in writing, speaking, and listening for effective business communication.

Conflict Resolution

The student will be introduced to conflict resolution and the techniques needed to achieve a compromise.

Effective Listening Skills

Learn the basic concepts of effective listening and how to become actively involved in the listening process.

Speaking Objectively

Learn the difference between subjective and objective statements and the importance of using objective statements and measurements in the work area.

Giving Directions

Understand how to give directions by introducing the concepts of telling, showing, physically guiding, and analyzing tasks precisely.

Understanding Directions

Learn the barriers to understanding directions and methods that clarify and explain directions and expectations.

CUSTOMER SERVICE**Effective Customer Service Techniques**

A seminar designed for the most important employees of any establishment: those who come into contact with customers. Topics include the importance of repeat customers, teamwork, representing your organization, telephone etiquette, communication, resolving conflicts, and more.

Hospitality Training

A common approach to training service industry and retail personnel with skills to provide outstanding service to visitors. The training theme is based on "homestyle" hospitality.

Sales

Provides the student with sales skills and techniques that will make them more confident and comfortable in a sales environment.

Telephone/Face to Face Service Skills

Introduce, discuss, and practice methods for enhancing skills for phone and face to face service.

JOB RELATED SKILLS**Basic Job Skills for Success in the Workplace**

This course will help you develop the essential skills and the knowledge necessary to succeed in today's workforce.

Basic Math

The focus of this course is to increase the participants understanding of the principles and applications of basic math skills to improve and enhance their job performance and opportunities.

Basic Sentence Skills

The focus of this course is to improve the participant's knowledge of sentence skills to enhance their performance on the job and in daily life.

Interviewing Skills

In this workshop, students will review and practice writing effective letters of application for solicited and unsolicited positions, prepare for a successful job interview and compose follow-up letters related to employment.

Resume Writing

This workshop helps you analyze your qualifications for

employment, understand where to look for information about employment opportunities and prepare traditional resumes in either the chronological or functional formats.

Work Ethic

The focus is to understand work ethic and recognize characteristics that employers are seeking, to understand why work ethic is so important in the workplace now and in the future.

LEADERSHIP AND MANAGEMENT**A Guide To Human Behavior**

This course covers interacting successfully with others, motivating employees, conducting performance reviews and settle conflict to create an improved working environment.

Leadership and Empowerment

Teaches a general overview of empowerment as it relates to leadership, how to change controlling-type requests into commitment, and reviews techniques for empowering others.

Empowering Your Employees

Teaches participants how to get employees to accept more responsibility and increase their problem-solving skills, the effects of control-based management, and how to recognize empowering behavior.

Conflict Resolution

Teaches participants the positive aspects of conflict and its use in decision making.

Conflict Management Approaches

Teaches a variety of styles used during conflict situations, how to practice conflict management approaches, and how to manage conflict through listening and empowering.

Working with Different Management Styles

Learn to pinpoint the style of the manager, identify techniques and develop strategies to work with managers who have different management styles.

TEAM BUILDING**Process Rules for Team Startup**

Identifies the common activities and key features of a team. Learn to understand different team roles, and compare and contrast groups and teams.

Stages of Team Development

Teaches the four stages of team development and the best practices for successful teams.

Team Performance Measures

Teaches basic team measurement concepts, definitions of 'processes' and 'results', and concepts of 'success through measurement'.

Participating in Team Meetings

Teaches the importance of encouraging participation in team meetings, and methods of recognizing and countering challenging behaviors.

PROFESSIONAL DEVELOPMENT**40-Hour Surface Mining Course**

This course is designed to prepare the student to test for a 40-Hour

Surface Mining card as required for employment by the mining industry. Individuals will be introduced to safety issues and work requirements essential to working for a surface mine.

Active Parenting Today

Learn how to *really* talk to your kids! Designed for parents of children ages 2 to 12, this video-based course teaches communication skills you and your children can use for the rest of your lives. Consisting of six class sessions, this course teaches parents how to build children's pride and self-confidence, how to give them a true sense of responsibility, and how to get rid of power struggles by using discipline skills that truly work. This course also has been approved by the WV Board of Social Work Examiners to count as 12 Continuing Education contact hours.

Ergonomics

Teaches the comprehensive understanding of Ergonomic principles as applied to the workplace.

Interpreting DSM -IV Report Codes

This seminar is designed for mental health practitioners, health practitioners, case managers, or anyone who might deal with the involved client population. Students will become familiar with the axial system, and how to navigate the diagnostic descriptions and appendices. Included in the seminar are sessions on the using the manual.

Positive Image and Self-Esteem

Provides students with definitions of key self-esteem concepts. Activities are designed to provoke self-reflection and discussions of appropriate work attire and behaviors.

Real Estate

This course is designed for individuals wishing to enter the real estate industry as a licensed salesperson for the State of West Virginia.

COMMUNITY EDUCATION

Appetizers and Hors d'oeuvres

A course that will cover how to make quick and easy appetizers and hors d'oeuvres. The small delicacies served before a meal will be the delight of your company.

Advanced Quilting

This course is for students who already sew on a machine. In class, students will make a 56"x72" lap quilt.

Basket Making

This is an introductory course into the art of making baskets. Students will construct a 10" round basket with a colored rim.

Ballroom Dancing

This course teaches the basic steps to the waltz, the fox trot, the rumba, and the swing. These dances are thoroughly covered during the sessions.

Beginners to Advanced Afghans to Crochet

In this course the student will choose among many afghan patterns to fit their skill level. The instructor will assist every student with their project so they can finish a lovely afghan.

Beginning Appalachian Doll Making

Make a Country Angel doll that addresses beginning doll-making techniques of the traditional Appalachian Homesteaders.

Beginning Crochet

In this course the student will learn to cast on, single, double, and triple crochet, and to read crochet patterns. The class project will be a crocheted granny square pillow top.

Beginning Photography

Student will learn more about their particular camera. They will learn the effect of different types of films, how to improve the quality of their pictures, how lighting can make the most of the shot, and much more.

Beginners Quilting

This course is a basic quilting class where you learn piecing, hand sewing, and matching your pieces to join them into a quilt top. You will learn hand quilting and finish a beautiful miniature quilt.

Beginning Watercolor for Adults

Student will learn the various techniques of watercolor. Examples are regular watercolor, with salt, wax paper, saran wrap, resist painting. The student will do a simple project and a lovely landscape scene.

Cake Decorating

This course teaches how to make and decorate beautiful cakes at home. Instruction of different shapes and types of cakes will be covered.

Christmas for Kids

This course will consist of Christmas crafts for children. Class includes music, fun, and refreshments for all! (Seasonal)

Clogging

This class thoroughly teaches the art of "clogging." Clogging is an old Appalachian Dance that began in Scotland, Ireland, England and Wales. This is a true part of our Appalachian History.

Christmas Florals

This course will show you how to make a beautiful wreath full of holiday cheer! You will also make a Christmas centerpiece to grace your dining room table. (Seasonal)

Conversational Spanish

This class is for beginners. Students will learn commonly used expressions, words and phrases that would be useful in communicating with Spanish-speaking people. The class will also cover Spanish especially for travelers in Spanish-speaking countries.

Counted Cross-Stitch

By learning the basics of counted cross-stitch (stitching small X's correctly), the student will learn to make beautiful and valuable needlework for the home.

East Coast Swing

The student will learn the swing dance. It is a wonderful dance with a good history. The East Coast Swing is today's version of that older dance. It is fun, easy, and looks great on the dance floor.

English for Spanish-Speaking People

Students who need to learn English will learn to pronounce and recognize the English alphabet, numbers, colors, etc. The lessons will be given with instruction in Spanish, but answers will be done in English. Focus will be on building the student's vocabulary.

Fall and Halloween Crafts and Florals

In this course the student will make a craft wreath or wall hanging, a fall cornucopia, and another project of their choice. Halloween and/or Fall are the choice of the student.

Fall Crafts

This course celebrates the bounty of Autumn through crafts, florals, and other handiwork. (Seasonal)

French Cuisine

This course is offered at a variety of times. It is a two-day workshop on the secrets of French cooking. Additional workshops can be created to include other ethnic cuisines.

Grant Proposal Writing Class

The class will cover developing ideas, writing of needs statements, defining of goals, developing strategies, preparing budgets, sources of grant monies, and much more.

Intermediate Quilting

In this course, you will finish a beautiful full-size quilt top by learning to machine piece. The student will learn to use the rotary cutter and mat to quickly cut a volume of pieces. They will then be stitched on a sewing machine. This speeds up the quilting process. The quilt will be hand quilted.

Line Dancing

A course that teaches dances where people dance together forming a line. A partner is not necessary to enjoy this type of dance. It is fun and excellent exercise.

Master Gardener

The training offered in this class provides gardeners an opportunity to improve their horticultural knowledge and skills. The program topics covered are: botany, plant problems, diagnosis, soils, ornamentals, pest management, fruits, vegetables, and plant propagation.

Microsoft Excel

Learn the basics of Excel. How to use, set-up, perform accounting or math computations utilizing formulas, etc.

One-Stroke Painting (Various Topics)

One-stroke painting classes are taught by a certified instructor, Donna Dewberry. These classes cover a variety of subjects-roses, sunflowers, etc.

Professional Floral Arranging

Make expensive and professional looking florals at an inexpensive cost. The instructor will work with each student to teach them balance, form, and design in their projects. The use of color and special tips are also covered.

“Southern’s Antique and Collectibles Roadshow”

People with expert knowledge of antiques and collectibles of all types will be on hand to give you an estimate appraisal for your valuables. Entry is free and also includes one appraisal. Additional appraisals are completed at a very modest price.

Self-Defense

This course will cover techniques to free yourself from a would-be attacker; how to become more careful with tips on what to look for and how to be prepared during daily activities.

Sewing I

Student will make a pant, skirt, or dress with a zipper closing. This is a beginning class that will cover everything from correctly pinning on the pattern, cutting the fabric, to sewing the seams, to putting in the zipper, and finishing the last touches. You will result with a professional looking garment, by careful following the teacher’s expert instruction.

Sign Language

This course will cover the “new” sign language that is quicker, easier and more enriching for a hearing-impaired child or adult.

Spanish for Children

Children will learn counting, colors, month of the year, days of the week, seasons of the year. Also, complete short sentences, pronouns, adjectives, adverb,. The background of Spanish, a map of Spanish-speaking countries. Games and songs will be used.

Spanish I

A study of introductory Spanish will include grammar, vocabulary, and pronunciation. Work will be given in English, and answers done in Spanish. This is a 10-week course.

Spanish II

A study of Spanish through conversation and the study of contemporary Spanish word use will utilize Spanish periodicals such as Newsweek, People, etc. The focus will be to build the student’s vocabulary.

Spring Floral and Memorial Day Tribute

Class projects will include a floral swag, wreath, or both. Another project could include a topiary, a centerpiece, or a Memorial Day tribute. Materials needed for the classes include: grapevine swag or wreath, three large silk flowers, a dozen medium silk flowers, and several small silk flowers. Other materials needed are greenery, five yards of 2.5 inch wired ribbon, floral wire, glue gun, and glue sticks.

Use the Computer to Be Your Own Stock Broker

This course will show you where to find stock quotes, indexes, comparisons, etc. You will learn how to use this information to guide yourself in stock investments, without the aid of an expensive stock broker. Learn how to buy and sell on the Internet quickly, easily, and inexpensively.

Wood Carving

Learn to turn a block of wood into a bird, and other objects of art, the correct use of a pocket knife, and how to turn it into a tool that can carve beautiful things.

Yoga

A course that will help you understand the Far Eastern Cultures. Yoga is a way to bring the mind and body together through the use of stances, stretches, etc. that are completed at a slow pace. This practice will greatly reduce stress and is great physical exercise.

VIDEO TRAINING MATERIALS**Balancing Work and Family**

Explores the delicate balancing act most people have to endure in balancing work and family. Fighting stress, dealing with guilt, organizing time, sharing household responsibilities, etc. are discussed with a framework of creative problem solving.

What’s Happening with Basic Work Habits?

This video explores topics beyond basic work habits from appropriate dress and positive attitudes to topics surrounding ethics and character.

Fighting Fair: Conflict Resolution in Everyday Life

Find out how proper listening and observation skills are keys to conflict resolution in the workplace, at home, and in the classroom.

Common Mistakes People Make In Interviews and How To Avoid Them

This video is a perfect resource for job search agencies or anyone interested in acing the interview.

A Two-Way Street: Interviewing Skills In Action

Students will have opportunity to practice answering questions

found in each of the major interview stages from wearing the right clothes, sending the right nonverbal messages, to answering the right way about values to turning negative answers into positive ones.

Places To Look For Work When You Don't Have A College Degree

This is an informative source of solid job search information designed for career centers, employment offices and school to work programs.

The Basics of Office Etiquette

This video highlights the dos and don'ts of working with others, basic office etiquette procedures and how to avoid bad habits at work.

Basic Study Skills

Improving reading comprehension and memory is the goal of this video. It is a great presentation that moves quickly, making it easy for students to remember the key points.

SMALL BUSINESS DEVELOPMENT CENTER (SBDC) WORKSHOPS

Starting a Business In WV (SBDC)

This two-hour workshop is presented several times throughout the year at multiple sites. It is designed to assist the potential entrepreneur with starting a new business venture. Topics include identification of skills needed for success, sources of assistance, business planning, start-up costs, licensing, general tax issues, organizational structures, and market analysis.

Record Keeping and Tax Responsibilities for Small Business (SBDC)

This workshop is designed to inform the small business owner about the different taxes that they may be responsible to pay at the local, state, and federal level. It also will assist the business owner in identifying the different financial records that should be kept and the development of a record keeping system that will be essential in order to meet the daily financial responsibilities of a small business and the timely and accurate payment of all taxes. This is designed as a three-hour workshop.

Introduction to Business Financial Statements (SBDC)

This workshop is designed to introduce non-accountant users of business financial information to the basic business financial terminology. Financial statements that will be covered include balance sheet, income statement (profit and loss statement), and the statement of cash flows. Participants will apply the accounting principles and concepts to a business scenario and develop the financial statements from a worksheet generated during the session. This is a three-hour workshop.

Financing a Business (SBDC)

This workshop is intended to provide the participants with an overview of the types of financing available to small businesses to start, operate and/or expand a small business. The participants will also receive information that needs to be included when approaching a potential investor/lender for funds for the small business. This is a three-hour workshop.

Using the Internet to Promote Your Business (SBDC)

This workshop consists of three parts: Using the Internet to locate suppliers and creating a business contact list; Promoting your business on the Internet (including basic web page design and implementation); and Creating an Internet-based business. This is a three-hour workshop and there will be a small fee to cover the cost of the instructor and use of a computer lab.

ONLINE INSTRUCTION CENTER NON-ACADEMIC COURSES

General:

All **non-credit courses** offered through Southern's Online Instruction Center (OLIC) are instructor-led and begin on the second Wednesday of each month. Courses are available 24 hours a day, 7 days a week, wherever students have access to the World Wide Web.

Each course is six weeks in length, with two lessons released each week for the duration of the course.

Students are not required to be present when lessons are released, and may take up to ten days to complete each lesson from its release date.

A one-time, ten-day extension is available at the student's request to the course instructor in the event of emergency.

Basic Requirements for All Courses:

Internet Access, e-mail address, printer, and the Microsoft Internet Explorer or Netscape Navigator web browser are required.

Mandatory Online Registration:

Students must register online. Part of the enrollment process requires students to enter their own passwords in order to access the class(es). Unlike some other computer-oriented courses offered by Southern, the College does not assign or keep records of passwords for OLIC courses. To register on line, students need to follow the steps listed:

- (1) On the World Wide Web, access Southern's website at <http://www.southern.wvnet.edu>
- (2) Click on Workforce Development;
- (3) Click once on *Online Courses*;
- (4) Scroll down and click on the *department name* of the courses sought (e.g., Internet, Personal Enrichment, Legal, etc.);
- (5) Click once on the *specific course* to obtain detailed descriptions, course syllabus, fees, requirements, and instructor biography;
- (6) Scroll to the bottom of the page and click once on *Register for this course*;
- (7) Carefully read and follow the instructions in completing the information requested, then click once on the *Submit* button;
- (8) Carefully read and follow instructions contained in the *Confirmation of Registration Notice* which is forwarded automatically to the e-mail address provided by the student.

Mandatory Orientation:

Students must complete a mandatory online orientation *before the class start date*. Instructions regarding this orientation are contained in the confirmation of enrollment students receive via e-mail.

Students will *not* be permitted access to the classroom until they have completed the online Orientation.

Payment of Fees:

Course fees vary depending on the particular course. To obtain the most current fee information, students should check the specific course listing. [See “Mandatory Online Registration,” step (5), this page]

Students may pay for OLIC courses by mail, fax, telephone, or in person at any of the Cashier’s offices located on Southern’s campuses. If paying by mail, fax, or in person, they must provide a copy of the e-mail Confirmation Notice. If paying by telephone, they should have the Confirmation Notice available for reference concerning course information.

Payment must reach Southern’s business office at least seven working days before the start date of the class.

Textbooks and Materials:

Some courses require textbooks and/or other materials at additional cost. The most current information regarding such requirements may be found by accessing the online detailed course descriptions.

Students should make arrangements to obtain any textbooks and/or materials that may be required from sources suggested by the instructor in time for class.

Due to space limitations, at this time the Southern Bookstore does NOT carry in stock the textbooks for OLIC courses.

Other Information:

For other general information about Southern’s online courses, please refer to *Frequently Asked Questions (FAQ)* on the main page of the OnLine Instruction Center. For information not provided by the FAQ section, please refer to the *Contact* section for the appropriate source of help.

COURSE DESCRIPTIONS

It should be noted that due to the nature of Southern, no listing of course descriptions, such as the one found here, can remain complete for many weeks after being compiled. Southern attempts to offer courses in nearly any subject a reasonable number of people want to study, provided a qualified instructor can be found. This course listing is provided for information purposes only and is not to be considered binding.

PERSONAL ENRICHMENT

The Craft of Magazine Writing

Turn your dreams into bylines and help yourself to a bright future as a magazine writer. If you’re a determined new writer, this class will provide you with the skills you need to get published.

Write Your Life Story

Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you quickly through the process from idea to complete manuscript, helping you write like a professional.

Writeriffic: Creativity Training for Writers

Banish writer’s block forever with these tricks from the published writer’s toolbox. Writeriffic liberates the inventive bolts of genius that are inside everyone. If you’ve ever dreamed of hearing your writer’s voice, this class will make it happen.

Travel Writing

Explore your world for fun and profit as a travel writer. You can write about the exotic lands half a world away, or about what’s happening in your own backyard. You can sell your experiences in articles or in travel books.

Introduction to the Fire Service

Learn how to make yourself marketable in a fiercely competitive job field in this highly interactive course. You’ll be introduced to the fire service and learn basic fundamentals of fire behavior and extinguishment theory. You’ll learn about Personal Protective Equipment and a variety of tools used by fire fighters. You’ll also learn about job listing resources, both off-line and on-line, the dos and don’ts of written tests, psychological exams, and oral interviews.

Personal Financial Planning

A comprehensive overview of the principles of financial planning and how they can be applied toward achieving financial independence, this course will guide students in developing a personalized financial plan by applying strategies in the areas of cash-flow management; debt management; risk management; investment planning; asset allocation; tax planning; estate planning; and pension planning.

A to Z Grantwriting

A to Z Grantwriting is an invigorating and informative seminar specially created for executive directors, organizers, board members, community volunteers, development officers, and individuals who want to learn a “bird’s eye” view of the grantwriting process and learn how to: Research and develop mutually beneficial relationships with potential funding sources; organize a grantwriting campaign and keep track of all funding sources, requests and donations; prepare complete proposal packages; and dissolve crisis management and submit one hundred proposals a year with ten hours’ work a week.

Debt Elimination Techniques That Work

Get completely out of debt, including your mortgage. This workshop is designed for middle class Americans who want to live a debt-free, stress-free lifestyle. How would you like to pay off all your consumer debt, credit cards, car payments, etc., in one to three years; and then pay off your mortgage in another three to four years? You can do this with your current income. No second job or living like a hermit. You will learn specific powerful and proven strategies that work - every time. A linear math, critical path technology strategy is used to eliminate all your debts while you operate 100% on cash, never needing credit again.

Note: no insurance, investments, or get-rich-quick schemes will be offered.

GRE Preparation - Course 1

This course covers all question types on the verbal and analytical sections of the GRE. Course 1 and Course 2 provide techniques for improving your score on all three sections of the GRE: Verbal, Analytical, and Quantitative.

Note: Practicing to Take the GRE General Test (ninth edition) is available from <http://www.amazon.com> and should be purchased prior to the beginning of class.

GRE Preparation - Course 2

This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. Time saving techniques also will be covered.

Note: Practicing to Take the GRE General Test (ninth edition) is available from <http://www.amazon.com> and should be purchased prior to the beginning of class.

LSAT Preparation - Course 1

Law school entrance procedures, law school survival techniques, test-taking techniques, analytical reasoning, and drafting diagrams are discussed in Course 1 of this two-course series.

Note: LSAT: The Official Triple Prep, Volume 2, should be purchased prior to the first class and is available from <http://www.amazon.com> or from the Center for Legal Studies, 1-800-522-7737.

LSAT Preparation - Course 2

Reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting the correct answer are discussed in Course 2 of this two-course series.

Note: LSAT: The Official Triple Prep, Volume 2, should be purchased prior to the first class and is available from <http://www.amazon.com> or from the Center for Legal Studies, 1-800-522-7737.

SAT/ACT Preparation - Course 1

This course prepares for the Verbal and Science Reasoning sections of the SAT and ACT tests. Taking both Course 1 and Course 2 in this series prepares you for question types on each test using proven test taking techniques.

Note: 10 Real SATs and Getting Into the ACT: Official Guide to the ACT Assessment, are available from <http://www.amazon.com> and should be purchased prior to the first class session.

SAT/ACT Preparation - Course 2

In this course, each of the quantitative test question areas on the ACT and SAT are analyzed. Topics include basic and advanced math concepts (including fractions, decimals, percentages, ratios, proportions) and algebraic and geometric concepts.

Note: 10 Real SATs and Getting Into the ACT: Official Guide to the ACT Assessment are available at <http://www.amazon.com> and should be purchased prior to the first class meeting.

Speed Spanish

This powerful course teaches six easy recipes you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you will be able to engage in conversational Spanish in no time. *Que' Bueno!*

Grammar for ESL

Prerequisites: A basic understanding of English is required. This course is designed for intermediate to advanced level ESL students

If English is your second language and you're headed for college, you will find this class very valuable. It will provide an in-depth analysis of English grammar and structure so that you will be more prepared to succeed in any class taught in English.

Medical Terminology: A Word Association Approach

This course teaches medical terminology according to each body system. Multiple graphics, study tips, and unusual facts make this an enjoyable course.

Note: No medical background is necessary.

Introduction to Natural Health and Healing

This course is designed for those who want to learn how to promote wellness, balance and health in their daily lives. It will provide the student a basic understanding of the field of natural health.

Discover Digital Photography

Discover Digital Photography provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st century. The course discusses the basics of digital

photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications. Whether a student is new to photography or a long-time professional looking for a complement to traditional photography, this class will provide an introduction to new opportunities for putting digital photography to use.

Genealogy Basics

This course will help you understand the research process, ways to organize your information and the use of forms to make sense of your data. You will learn how to develop a strategy to accomplish your research objectives and evaluate the results by recording new information, and sharing that information with others. If you are a newcomer to this hobby or just want to make a small family tree, this course will get you off to a good start. You will explore many Internet sites where you can search for family names. The course explains in simple terms where to look, who to contact, and how to use the genealogical research tools of the computer and the Internet to further your research.

GMAT Preparation

Applying to graduate business and management schools usually means taking the GMAT. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types.

Give That Speech

Students will learn how to construct and deliver a speech that will have their audiences listening and remembering their messages. This course assumes no prior knowledge of speech making yet provides an overview for even seasoned speech makers. We will explore what is happening while you are giving a speech and focus on how to meet the needs of your audience. This course walks you step by step through the speech writing process and eases you into actually giving your completed speech.

Your Screenwriting Career

Learn how to write and sell professional-quality screenplays from a Hollywood veteran. Master the secrets to selecting a genre, building strong characters, writing memorable dialogue, and developing powerful storylines. Avoid common formatting mistakes that mark you as an amateur and gain the marketing skills you'll need to sell your screenplay.

The Keys to Effective Editing

Ask any published writer and you will hear that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. If you're already working as an editor, you'll not only brush up on your skills, but will also learn about recent advances in your chosen profession. If you're a writer, you will learn essential self-editing tools to give your manuscripts the professional look that publishers like to see.

Pleasures of Poetry

If you want to write poetry, this course will help you create your best possible work, whether you're looking to be published or simply wish to craft a beautiful poem as a gift for a friend. In this course, you will discover formal elements of craft, explore poetry topics, learn how to prepare a manuscript for publication, and receive guidance in a constructive and nurturing environment.

Online Investing

Learn how the power of the Internet can help you make sound and knowledgeable online investment decisions. This course will teach you how to open an online brokerage account and invest online. You'll also learn how to use financial search engines, inspect stock

exchanges, follow Wall Street regulators, browse company financial reports, perform financial analysis, conduct research, choose investments, and select a broker--all from the convenience of your home!

GED Preparation

Want to pass the GED? If you are comfortable reading newspapers and you can add, subtract, multiply, and divide without a calculator, you're halfway there! This course will help you develop the additional reading and thinking skills you'll need to succeed in all five GED test areas: Writing Skills, Social Studies, Science, Literature, and Math. After completion of this course, you should be well-equipped to take--and pass--the GED!

Enjoying European Art Online

The art and architecture of Europe offers an overwhelming array of choices that is sure to exhaust even the most dedicated art lover. This course will introduce you to the most important works of European art, with a wealth of commentary and interesting historical information.

Insurance: Unraveling the Maze

There is no area of life where we spend so much money, with so little understanding, as insurance. Now you can learn what insurance companies don't tell you. Insurance need not be confusing, frustrating, or scary. This course will help you make informed decisions on the various plans available so that you can fit them to your needs and budget.

Solving Discipline Problems at Home

Why is it that some children behave at school but are absolutely uncontrollable at home? The answer is that teachers know the secrets to solving discipline problems. This course, taught by an experienced teacher, will reveal those secrets and teach you how to create and use a home discipline plan. You will learn not only what you need to do when your children misbehave, but you will also learn how to teach your children the rewards of behaving responsibly.

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. You'll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer.

Job Search Strategies

Learn how to present yourself as a solution to any employer's staffing problem. Obtain an insider's view into the psychology of the resume screening process. Discover secret tricks you can use to build a resume that draws attention to the areas most beneficial to you. Find out how to set up an interview, how to dress, how to behave, and how to control an interview.

ALLIED HEALTH

Substance Abuse: Alcoholism

This interactive course consists of two hours continuing education for nurses.* Students will receive the most up-to-date information regarding alcohol abuse, be able to apply this knowledge to practice, and be able to access current on-line references for alcoholism. Course content includes pre-assessment knowledge, definitions, common physical symptoms, warning signs, action of alcohol, adverse effects, hindering effects of withdrawal, and recovery.

Pre-Existing Diabetes and Pregnancy

Prerequisite: Student must rent or purchase the 1989 video Steel Magnolias starring Julia Roberts before beginning the class.

This interactive course consists of four hours of continuing education for nurses.* Students will update their understanding of diabetes and pregnancy, focusing on the psychosocial effects of this chronic illness. They will be intimately involved with all the details of their clients by using the video Steel Magnolias as a case study.

Antibiotic Resistant Infections

This interactive course consists of two hours of continuing education for nurses.* provides the student with the most current information, and includes access to on-line resources from the Center for Disease Control in Atlanta. Course content includes assessing baseline knowledge of the student, definitions, risk factors, mode of transmission, additional resources, and post test.

**Provider approved by the California Board of Registered Nursing, provider #12073. Registered nurses must check with the Board of Registered Nursing in their individual state to determine whether or not continuing education courses in California are acceptable to use for their contact hours.*

LEGAL COURSES

NOTE: Each of the following Paralegal courses requires the purchase of textbooks. Refer to the specific course descriptions at Southern's On Line Instruction Center (<http://www.southern.wvnet.edu>) for the most current titles, costs, and sources of textbooks required.

Paralegal Certificate Program 1

This course provides an overview of the American judicial system focusing on the origins of American law and the litigation process. Content includes legal terminology, process, ethics, tort and contract law.

Paralegal Certificate Program 2

This course provides an overview of common legal documents. Students will prepare sample documents and learn to analyze legal problems.

Paralegal Certificate Program 3

This course presents an overview of how evidence is gathered and used in a civil case. In addition to evidence, course content includes legal interviewing and investigation.

Paralegal Certificate Program 4

This course presents the skills students need to conduct legal research, focusing on the area of legal authority and research.

Paralegal Certificate Program 5

This course explains the use of computers to assist in legal research. Students will practice their legal writing skills by preparing a sample appellate brief.

Paralegal Certificate Program 6

This course provides a look into the role of the paralegal in the law office and presents techniques for finding a job as a paralegal.

COMPUTER COURSES

Basic A+ Certification: Hardware I

The Hardware I course teaches how to configure and troubleshoot the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, floppy drives, and hard drives.

Intermediate A+ Certification: Operating Systems

This course teaches DOS, DOS memory management, Windows 3.x tweaking and troubleshooting, and Windows 9x installation, optimization, and troubleshooting.

Advanced A+ Certification: Hardware/OS II

This course takes the student through an extensive set of technologies, including SCSI, video, modems, printers, multimedia, portable PC's, and networking.

Introduction to QuickBooks

This course teaches how to set up a chart of accounts; reconcile checking accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; create estimates and generate reports.

Performing Payroll in QuickBooks

Preparing payroll in any small business can be a daunting task. Whether you have one employee or twenty, the federal and state requirements are often the same! By using the payroll feature in QuickBooks, create paychecks, pay tax liabilities, and generate dazzling reports with little effort.

Introduction to TurboTax

TurboTax is designed for the individual who wants to prepare his or her own income taxes or those of friends and relatives. Students learn how to use this program as they learn about the Federal tax system. They will use the software to prepare basic returns and returns for sole proprietors, itemized deductions, sale of residences, and property transactions. The course will provide tips on education IRA's, retirement plans, auto expenses, and more. Students completing this course will have a better understanding of how Americans are taxed, an understanding Turbo Tax software, and a library of links to tax resources. (This course is intended for the U.S. only.)

Introduction to Microsoft Excel

This course presents dozens of shortcuts for setting up fully formatted worksheets. It further teaches secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-D workbooks, building links, and creating macros and custom toolbar buttons.

Intermediate Microsoft Excel

Students learn to work faster and more productively using powerful Excel features such as the PivotTable, Solver, and Autofilter. The course further teaches how to build worksheets with decision-making capabilities, as well as teaching advanced graphing techniques.

Introduction to Microsoft Access

This course teaches how to use this database to store, locate, print, and automate access to just about any type of important information.

Intermediate Microsoft Access

Students learn to build a fully automated database management system complete with their own custom data entry forms, graphics and more.

Introduction to Microsoft Word

In this introductory course, students learn to create and modify documents in Word, the popular word-processing program.

Intermediate Microsoft Word

This course teaches how to use Word's publishing capabilities to create flyers, newsletters, brochures, and other heavily formatted documents.

Advanced Microsoft Word

Students in this course learn to build macros, customize toolbars, create shortcut keys, produce form letters and mailing labels, perform queries, make templates, and more.

Introduction to Microsoft PowerPoint

This course teaches how to create dazzling slide presentations with multimedia slides, charts, outlines, graphs, clip art, hypertext links and special effects.

Introduction to Corel Quattro Pro

Students in this course learn how to set up fully formatted spreadsheets quickly, how to calculate simple mathematical formulas and how to automatically create more powerful formulas and build charts from data.

Introduction to Visual Basic 6.0

Students learn how to maneuver through the Visual Basic environment and how to use the VB language. They also learn about databases and Structures Query Language (SQL) and how to use these tools in applications.

Introduction to Microsoft Works - The Word Processor

In this course, students learn how to create and modify documents with Microsoft's powerful home and small business tool.

WordPerfect

This is an advanced course not intended for beginners. It teaches how to create form letters, envelopes, mailing labels, and spreadsheets. Students also learn how to create styles, tables of contents, indexes, web pages with Corel's Internet Publisher, and more.

Keyboarding

This course teaches basic touch-typing skills using FasType for Windows.

MCSE Certification 1

This course is the first in our seven-course MCSE series and is designed to get you started on the road to MCSE certification. This intense course teaches you what you need to know to pass the first test for the MCSE 70-210 - Installing, Configuring, and Administering Microsoft Windows 2000 Professional.

MCSE Certification 2

This course is the second in our seven-lesson MCSE series, and is designed to get you one step closer to becoming MCSE certified! In this powerful course, we cover the entire set of skills needed by today's professionals and teach you what you need to know to pass Exam 70-215 - Installing, Configuring, and Administering Microsoft Windows 2000 Server.

MCSE Certification 3

This course is the third in our seven-lesson MCSE series and is designed to take you one step closer to MCSE certification. This intense course covers the entire set of skills specified by Microsoft for successful completion of the challenging 70-216 - Implementing and Administering a Microsoft Windows 2000 Network Infrastructure.

MCSE Certification 4

This course is the fourth in our seven-lesson MCSE series and covers the last of the four core MCSE exams. The intense course teaches you the entire set of skills specified by Microsoft for successful completion of the challenging Microsoft Exam 70-217 - Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure.

Navigating Your Palm Pilot

Learn how to use your Palm Pilot to its fullest potential. This course soars beyond the basics of the Palm Operating System (OS) as you gain a full understanding of the core and add-on applications. It's important to know the power and limitations of your handheld device. You will learn these things and more by the end of this course.

Photoshop 6 for the Absolute Beginner

Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for graphic design work. If you want to work with graphics, Photoshop is the program you will most need to learn. If you've never used a computer for graphics before, this course will teach you how to use Photoshop with simple, detailed, step-by-step instructions.

Introduction to Photoshop 6

Take an in-depth look at Photoshop's most practical features. Learn how to use layers, filters, actions, blends, composites, seamless patterns, fill layers, and the free transform command. You'll also learn how best to create and save images for the Web.

Computer Skills for the Workplace

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace.

Preparing for the CCNA 2.0 Exam 1 - Network and Router Basics

This course is the first in a series of three courses designed to prepare you for the Cisco Certified Network Associate examination (CCNA 2.0). Together, the three courses in this series cover all of the exam objectives of the CCNA 2.0 (640-507) exam. This course focuses on the basic networking and internet working knowledge you must have before moving on to the more technical subject matter of the later courses. Included in this course are the OSI reference model; the functions and interactions of the OSI model's layers; data link and network layer addressing; communications models, protocols, data encapsulation, IP class addressing and subnetting; and a first look at the functions of the TCP/IP protocol suite.

Introduction to Windows XP

The new XP interface is designed to make the learning curve easier than ever. Experienced Windows users will also appreciate the new frictionless interface that makes a computer quicker, easier, and more productive. This course covers all the basic skills and concepts needed to use a computer to do anything - be it surf the Internet, write a book, day trade stocks, manage your finances, play music, edit photos, or just do e-mail.

Creating User Requirements Documents

Your success as a developer depends almost entirely on your ability to meet or exceed your customers' every expectation. This course will show you, step by step, how to discover and document precisely what your customer wants. You will learn how to gather, manage, and document user requirements for any type of project in any industry.

Introduction to Networking

Businesses, schools, and other organizations are becoming increasingly reliant on computer networks, which explains why workers with networking skills are in high demand. If you'd like to learn the fundamentals of computer networking in terms you can easily understand, this course is for you. Learn why networks have

become so important, how software and hardware makes networking possible, and how networks function. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer networking career.

INTERNET COURSES**Introduction to the Internet**

This introductory course provides an informative behind-the-scenes look at the World Wide Web, e-mail, Gopherspace, newsgroups, FTP, chat, telephony, Telnet, and more.

Creating Web Pages

This course addresses how to design, create and post sites on the Internet's World Wide Web. It further addresses low-cost marketing techniques and search engine strategies.

Advanced Web Pages

This course addresses how to increase the 'fun factor' of a website by incorporating tables, forms, frames, audio, scrolling text and interactive buttons, counters, cooperative banner ads, digital cash capabilities, and more.

Creating Web Graphics

Students learn how to create stunning titles, logos, icons, buttons, backgrounds, animated images, drop shadows, 3-D effects, and more. The course further addresses strategies to keep image sizes as small as possible and how to work with interlacing, transparent backgrounds, and color palettes.

Dreamweaver

This course focuses on how to create full-featured web sites using Macromedia Dreamweaver 3. The course assumes no knowledge of HTML, web design, or familiarity with Web terminology. Dreamweaver basics are covered systematically, familiarizing students with each Dreamweaver feature including creating forms, Java Applet usage, Timelines and Behaviors, and extending Dreamweaver by downloading and customizing Dreamweaver Extensions.

Microsoft Frontpage

For students who have no time to learn HTML, this course focuses on how FrontPage makes it easy to create and upload professional web sites without programming. It also addresses how to select a web host, and presents several low-cost marketing strategies.

JavaScript Programming for the Web

This course addresses how to spiff up pages with effects such as mouseOvers, popUps, alerts and hotlinks, scrolling messages, navigation enhancements, basic forms and more.

Java Programming for the Web

To add animated presentations, interactive tutorials, computer-based simulations or games to web sites, it's necessary to learn Java. This course teaches programming fundamentals required to help create and integrate Java Applets to web sites.

CGI Programming for the Web

This course teaches how to make web sites fun, interactive, and informative with CGI. Students learn how to use CGI and Perl programming language to work with cookies and forms, and to build a searchable database, bulletin board, and e-mail autoresponder.

Getting Organized with Outlook

This course helps the student use Outlook to get the most out of e-mail communications and contact lists, to schedule appointments, track tasks and projects, and organize information to have it at fingertips.

Marketing Your Business or Organization on the Internet

This course helps in developing and implementing a web strategy or Internet marketing plan. It is designed for small business owners and marketing directors, advertising personnel, and any others who assist with online marketing and promotion.

SMALL BUSINESS COURSES**Starting a Consulting Practice**

This course is designed to help those who wish to set up a consulting practice get started. Students will begin by completing several surveys and assessments to help pinpoint the best consulting services to offer, then progress into the business start-up process including issues such as licensing and legalities. Students then develop a complete business plan which details finances, pricing policies, contracting and marketing. The course concludes with a discussion of record-keeping and tax concerns.

Marketing for Small Businesses

This course provides established small business owners as well as new entrepreneurs with insights and tools to develop and implement a successful marketing program. It is designed with the small business owner in mind, providing high impact tools for effective marketing at economical costs and with simple, practical implementation strategies.

Practical Financial Management for Small Business

Students learn how to improve the financial performance of a small business, regardless of background or knowledge level. This course reviews common errors in the areas of control, taxes, and benefits. Financial statements are explored as tools to diagnose and improve company performance. Students receive tips on how to prepare for successful growth, how to avoid seasonal cash crunches, and how to secure financing. Use of case studies and real-life examples provides tools which can be put to use immediately to improve profits and cash flow.

Start and Operate Your Own Homebased Business

Students learn how to develop entrepreneurial qualities of motivation, discipline, and creativity needed to succeed in a homebased business. This class is designed to help students start their own homebased businesses or to enhance ones already established.

Growing Plants for Fun and Profit

Students can turn their love of plants into an enjoyable and profitable home business. They will learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1,000 square feet, one can generate thousands of dollars' worth of plant material in a single growing season. This course is a practical guide to licensing, site preparation, and equipment; how and where to find supplies; how to select and produce plants appropriate to the climate zone; how to produce quality material; and how to market the product.

Successful Construction Business Management

Your contracting business can gain a powerful and permanent advantage over the competition by practicing expert business management. You and each person on your management staff can reap the business rewards from this complete, hands-on approach to expert management practices. This course can help you design and construct a superior business operation that serves your customers better and keeps them coming back. Better business operations usually keep talented employees happy and loyal too. Learn business skills the same way you learned your trade: one step at a time and with an eye on how the pieces go together successfully.

Managing Technology

How can you realize your technology goals and objectives? Using project-based management techniques, you will learn how to specify the scope of work for a developmental project and how to develop processes to meet your objectives. You will learn how to develop a project plan and how to monitor and control the project so it delivers the expected quality results.

LARGE BUSINESS/MANAGEMENT COURSES**Basic Supervision Certificate 1: Transitioning to Managerial Work**

Students explore the factors that make the supervisory role different from that of the employee. Theory, research and real-life applications help the new or potential supervisor make the transition and assess the balance needed between technical expertise and people management. In addition, the effect of the transition on relationships with peers, former peers and bosses is addressed. This course further includes segments on delegation, time management, and performance management.

Basic Supervision Certificate 2: Communication

The supervisory role puts great demand on an individual's communication skills. This course surveys communication topics at the individual level, the group level, and the organizational level, and teaches specific techniques to improve communication. Speaking, writing, listening and constructive feedback are addressed as well.

Basic Supervision Certificate 3: Motivation

A manager's role involves influencing other people's behavior to get them to carry out the job. This course includes valuable information on the various theories of motivation as well as practical applications of those theories.

Basic Supervision Certificate 4: Conflict Resolution and Problem Solving

Some studies indicate managers devote up to 80% of each work day resolving conflict between people, between departments, between customers and employees, and with suppliers. This class looks at various ways of understanding conflict and the ways in which it can be resolved to benefit both parties. Students are provided a new understanding of negotiating and an easily understood model of conflict resolution and problem solving.

Basic Supervision Certificate 5: Interpersonal Skills for Managers

The greatest stumbling block to success as a manager is a lack of interpersonal skills. Organizations often promote technically skilled individuals to supervise others, but many do not do a good job providing those supervisors the interpersonal skills they need to get the job done. This course gives new and seasoned supervisors an understanding of interpersonal problems that can plague a workplace, and provides some practical tools to address them.

Project Management Principles 1: Overview of Project Management

This is an introductory course which begins with a definition of a project and how discusses the differences between project management and general management. It discusses project phases and the human element, and addresses the concept of deliverables to stakeholders.

Project Management Principles 2: Planning, Executing and Controlling

The key ingredients of planning and control are discussed at length

in this course, which also thoroughly explores the role of the project manager as it relates to the management of project plan execution.

Project Management Principles 3: Project Management Techniques

This course discusses the tools of the trade. Topics include work breakdown structure, earned value, PERT/CPM/Gantt Charts, Precedence Diagram Scheduling, Scope Control, Cost Control, Change Control, and Resource Planning. Also included is a review of project management software.

Project Management Principles 4: The Human Element

Many experts believe the people element of a project is the most important. This course discusses selecting the right team members, building the team, gaining commitment, organizational structures, and power and politics in project management.

Project Management Principles 5: Putting It All Together

In this course, students complete a sample project based on information and background for the project supplied by the instructor. Also, a sample test will be given covering the project management field of knowledge.

Customer Service 1: Overview of Marketing and Sales

This course explores the world of marketing and the powerful notion of the Marketing Concept as a key to organizational success. Topics discussed include the exchange process, market segmentation and target marketing, the 4 P's, consumers and their needs, forecasting, product positioning, new products and international marketing.

Customer Service 2: Customer Identification, Definition and Expectations

This course expands on the basic concepts introduced in Customer Service 1. It focuses on forecasting, market segmentation and its multiple variables, target marketing, end-user and industrial customers, and consumer buying patterns and influences as variables which must be analyzed and understood.

Customer Service 3: Winning Customer Service Techniques

Topics covered in this course include measurement of customer service, communication (especially with upset customers), teamwork, telephone etiquette, how much service is 'enough,' the different ways to perform customer service, and what to do to retain customers about to take their business elsewhere.

Total Quality 1: Introduction to Total Quality

This introductory course discusses topics which include the definition of quality, Total Quality Management (TQM), an overview of the quality movement, the concept of complete customer satisfaction, quality costs and an introduction to Statistical Process Control (SPC).

Total Quality 2: Quality Process Improvement Tools

This course examines 30 different tools, both qualitative and quantitative, including PDCA, Ishikawa diagrams, force field analysis, Pareto charts, histograms, control charts and process capability.

Total Quality 3: Quality and the Organization

This course discusses the organizational requirements to make quality efforts successful. It focuses on leadership, teamwork, reward and recognition, education and training, empowerment, performance measurements and implementation of a quality culture.

Total Quality 4: Quality Auditing, Compliance and Certification

This course is much in demand due to the desirability of ISO Certification, and due also to the requirement for compliance with various regulations. In addition to ISO, internal and external audits, Malcolm Baldrige National Quality Award, QS-9000, and GMP/FDA/OSHA are reviewed.

Total Quality 5: Advanced Quality Topics

Following completion of the previous four courses in the series, students are prepared for advanced topics in this course which include Design of Experiments, Quality Function Deployment, project management, Cost of Non-Quality, benchmarking, process validation, supplier partnerships, and more.

Mastery of Business Applications 1

This course focuses on the key activities of Strategic Planning and Organizing that bring an enterprise into existence, then discusses the primary General Management and Supervision activities of Planning, Motivation, Leadership and Control.

Mastery of Business Applications 2

This course provides an overview of key legal and ethical issues which permeate everyday business operations, as well as an overview of the Marketing Concept, the 4 P's and market segmentation/target marketing, in addition to the role of Information Systems.

Mastery of Business Applications 3

This course addresses each major step of the Supply Chain, examining ways to increase productivity and throughput while decreasing cost and efforts. It also demystifies financial jargon in reviewing basic financial statements and terms.

Mastery of Business Applications 4

This course identifies the major challenges a firm must address when 'going global.' Since far too many firms still rely on inspection as their primary quality assurance mode, the course also discusses the Quality Movement and brings it up to date with ISO and the Malcolm Baldrige National Quality Award.

Mastery of Business Applications 5

This course addresses Project Management and the range of what it involves, as well as the realm of Leadership and Organizational Behavior in dealing with the number one resource: people.

Logistics Management 1:

This course examines past and present roles of Logistics in the economy. Elements of a Logistics System are discussed along with an examination of Supply Chain Management. The course is rounded out by an introduction to Logistics Options, inventory management, warehousing choices, physical distribution, material handling, packaging, order entry, customer service, and management of the receiving and production stores functions.

Logistics Management 2

In this course the planning activity as related to workflow functions in the Logistics System is emphasized. Operating dimensions of the system that are discussed include physical control of inventory, establishing an ABC classification, cycle counting, the role of safety stock, controlling damaged goods and lost shipments, and using shipping and receiving documents in an optimal way.

Logistics Management 3

Advanced topics discussed in this course include Distribution Resource Planning (DRP), Manufacturing Resource Planning (MRP), performance measurements, legal aspects of logistics (use of carriers), shipping rates and services, third party/bonded warehouses, LIFO/FIFO, container optimization, bar coding, EDI, Enterprise Resource Planning (ERP), and management organization, information and cost control issues.

Understanding the Human Resources Function

This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result.

**EASTERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

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 Higher Education Policy Commission. 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, developmental studies, workforce development and community education. Graduates receive Associate in Applied Science degrees, Associate in Arts degrees, Associate in Science degrees, and Certificates.

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 post-secondary education. Programs are offered on and off-campus, at the work site, in the public schools, and at times convenient for community residents. Eastern maintains formal relationships with accredited colleges and universities to provide students with degree completion and coordinated learning opportunities through brokering courses and programs and use of the latest technology. Central to the core of its mission, the College provides degrees, courses and workforce development programs to:

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

Eastern West Virginia Community 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.

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

Eastern West Virginia Community and Technical College operates access centers in the following facilities in addition to the HARCO Complex.

- East Hardy High School
- Pendleton County High School
- South Branch Career & Technical Center
- Tucker County High School
- Union Educational Complex
- Hampshire County High School
- Mineral County Technical Center
- WV Schools for the Deaf and the Blind

Until Eastern achieves independent accreditation, the College is officially recognized as a comprehensive branch campus of Southern West Virginia Community and Technical College. Eastern will adhere to the policies and procedures established by Southern as they relate to all College functions including, but not limited to Academic and Learner Support Services, Bookstore, Library and Business Office operations.

Programs and courses presented in this catalog have been developed or certified by Southern (Southern) West Virginia Community and Technical College. Southern is accredited by the Higher Learning Commission and is a member of the North Central Association (NCA). Additional information may be obtained by contacting:

The Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, IL 60602
www.ncahigherlearningcommission.org

Academic Program Information

General Information

Eastern West Virginia Community and Technical College is authorized by the WV Higher Education Policy Commission (HEPC) 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, Kentucky, 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). The College provides coordinated support in admissions, advisement, registration and shared technology through its unique partnerships and programming. Students are able to earn degrees through a variety of rigorous academic methods including on-line courses, video distance learning courses, telecommunications, testing, portfolio credit and traditional college courses. Eastern also provides opportunities to obtain credit for learning gained through military training, licenses, certificates, professional training and other non-collegiate sources.

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

- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate in Applied Science (A.A.S.)
 - Business Management
 - Business Operations Support
 - Individualized Career Studies
 - Industrial Maintenance Technology
 - Early Childhood Development
 - Nursing
 - Occupational Development
 - Technical Studies
- Certificate
 - Business Management
 - Business Operations Support
 - Industrial Maintenance Technology

For a complete catalog or more information on Eastern West Virginia Community and Technical College, please call 1.877.982.2322.

PERSONNEL

BOARD OF GOVERNORS

Shelley T. Huffman
Chair

Linda Q. Akers
Vice Chair

Rory Perry
Secretary and Ceremonial Representative

Bill Grizzell

Jada Hunter

George Kostas

David R. Pierce

James R. Sheatsley

Dennis Trader

Michael Baldwin
Classified Staff Representative

F. Dean Lucas
Faculty Representative

Sherry Adkins
Student Representative

WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

Mary Clare Eros, Esq.

Elliott Hicks, Esq.

John R. Hoblitzell, Esq.

J. Thomas Jones

Dr. David L. Stewart

Terry R. Sammons, Esq.

Michael S. Garrison, Esq.

Kay Goodwin

Richard Ken Hall

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Nelson Robinson

Rebecca McClure

Judi Almond

Robert Lee Brown

Stanley Hopkins

Fred Oelschlager

Clarence B. Pennington

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION

Gary White	Michael Goode
Elizabeth Kostas	Gary Ellis
Neal Scaggs	Earl Hager
David McCormick	John Ramey
Eddie Canterbury	Clell Peyton
Harry M. Hatfield	David "Scotty" Scott
Paul W. Hill	Ernest Stapleton
Charles D. Maroudas	Judge Elliott Maynard
William L. Williams	Marjorie Oakley
Randy Price	George Kostas
Ruth Scott	Dr. Tom Nuckols
Raymond Scites	Jim Frye

ADMINISTRATION

Joanne Tomblin **President**
B.A., 1975, Journalism, Marshall University; M.A., 1978, Journalism, Marshall University. Additional graduate studies at West Virginia University, Marshall University College of Graduate Studies.

Merle Dempsey **Executive Vice President**
B.A., 1972, Social Studies, Marshall University; M.A., 1976, Education Administration, Marshall University. Additional doctoral studies at Marshall University.

Vacant **Vice President for Academic Affairs**

Fred Scott **Vice President for Finance**
B.B.A., 1971, Accounting, University of Texas at El Paso; M.B.A., 1979, Business Management, St. Edward's University.

Allyn Sue Barker **Vice President for
Economic, Workforce, and
Community Development**
B.S., 1973, Home Economics, West Virginia University; M.S., 1995, Adult and Technical Education, Marshall University. Additional graduate studies at Marshall University, Virginia Commonwealth University, and West Virginia University.

James P. Owens **Vice President for
Student Services**
A.B., 1977, Psychology, West Virginia University; M.A., 1978, Rehabilitation, West Virginia University.

Ron Hamilton **Chief Technology Officer**
A.S., 1984, Data Processing, Southern West Virginia Community College; B.S., 1988, Computer Management/Data Processing, West Virginia Institute of Technology; M.S., 1995, Information Systems, West Virginia Graduate College.

Patricia Clay **Human Resources Administrator**
A.S., 1986, General Business, Southern West Virginia Community College; B.A., 1989, Concentration in Business Administration, West Virginia State College; M.S., 1993, Management/Employee Relations, West Virginia Graduate College. Post-graduate studies at West Virginia Graduate College.

Pamela Alderman **Administrative Vice President/
Dean of Allied Health Programs**
A.S., 1977, Nursing, Southern West Virginia Community College; A.A., 1977, Southern West Virginia Community College; B.S.N., 1987, Nursing, West Virginia University; M.S.N., 1990, Nursing Administration, West Virginia University. Additional graduate studies, West Virginia University.

Vacant Director Information Office

Ron Lemon Director of Resource Development
B.A., 1977, Counseling and Rehabilitation, Marshall University; M.A., 1996, Communication Studies, West Virginia University.

Roy Simmons Registrar/Admissions Director
B.A., 1993, Psychology, West Virginia State College; M.A., 1996, Counseling, Marshall University; Ed.S., 2001, Leadership Studies, Marshall University. Additional graduate studies at West Virginia University and Marshall University.

Emma Baisden Administrative Assistant to the President
A.A.S., 1994, Executive Secretarial Science, Southern West Virginia Community and Technical College.

Dr. Gail Hall Division Chair/Professor Business and Public Administration
B.S., 1959, Business Education Comprehensive Concord College; M.A., 1963, Business Education, Marshall University; Ed.D., 1985, Vocational/Technical Education, University of Tennessee.

Carol A. Howerton Division Chair/Professor Technology and Engineering
B.S., 1985, Computer Science and Mathematics, Concord College; M.S., 1993, Computer Information Systems, West Virginia College of Graduate Studies; MCSE and A+ certified.

Guy Lowes Division Chair/Assistant Professor Natural Science/Math
B.S., 1988, Biology, Southeast Missouri State University; M.S., 1994, Biology, Southeast Missouri State University.

Dr. Cindy McCoy Division Chair/Professor Humanities/Social Science
A.S., Recreation, Montreat -Anderson College; B.A., 1979, Theater Design/Speech Communication, certified in secondary education, Morehead State University; M.A., 1980, Communication, Morehead State University; Ed.D., 1996, Higher Education Leadership, West Virginia University.

Calisa Pierce Director/Division Chair of Transitional Studies
B.A., 1983, English, Marshall University; M.A., 1996, English, Marshall University; Ed.S., 2003, Educational Leadership Studies, Marshall University. Doctoral studies at West Virginia University.

Ron Thompson Director of Boone/Lincoln Campus Capitol Projects & Maintenance
A.A., 1973, Southern West Virginia Community College; B.B.A., 1974, Business Administration, Marshall University; M.S., 1980, Education, Marshall University. Additional graduate studies at West Virginia College of Graduate Studies.

Dr. Thomas Nuckols Director of Wyoming/McDowell Campus
B.A., 1968, Marshall University; M.A., 1978, West Virginia College of Graduate Studies; Ed.D., 1985, Clayton University.

Rita Roberson Manager, Williamson Campus
B.S., 1994, Education, Marshall University; M.A., 1997, Counseling, Marshall University.

Randy Skeens Manager, Logan Campus
B.A., 1992, Concentration in Business Administration, Bluefield State College. Additional graduate studies at Marshall University.

FULL-TIME FACULTY

Mohammad Afzalirad (1984) Professor Logan
B.S., 1973, Iranian Institute of Advanced Accounting; M.B.A., 1977, Marshall University; Certificate in Systems Analysis, 1975, Industrial Management Institute. Additional graduate studies at Marshall University and West Virginia College of Graduate Studies.

William Alderman (2001) Instructor Boone
A.A.S., 1984, Southern West Virginia Community College; B.A., 1992, Bluefield State College; M.A., 1999, Regent University Graduate School of Business.

Rachel Baisden (1999) Assistant Professor Logan
A.D.N., 1994, Southern West Virginia Community and Technical College; B.S.N., 1999, Marshall University; M.S.N., 2003, West Virginia University.

Brenda Baksh (1986) Professor Logan
B.A. 1965, West Virginia University; M.A., 1966 West Virginia University. Additional graduate studies at Marshall University.

Regina Bias (1997) Assistant Professor Logan
A.D.N. 1986, Marshall University; B.S.N., 1988, Marshall University; M.S.N., Bellarmie College. Additional graduate studies at Bellarmine College.

Roy Bolen (1998) Instructor Williamson
A.A.S., New River Community College; Virginia State Police Academy, 1973; B.S., 1980, Radford University; M.A., United States Army Staff College.

Shawn Cline-Riggins (1992) Associate Professor
Logan
A.S.N., 1984, Marshall University; B.S.N., 1987, Marshall University; M.S.N., C-FNP, 1998, Marshall University.

Judith Curry (1999) Instructor/
Logan Coordinator Surgical Technology
L.P.N., 1975, Logan County School of Practical Nursing; A.D.N., 1985, Southern West Virginia Community and Technical College; B.S.N., 1990, West Virginia University.

Kathy Dalton (1998) Assistant Professor
Logan
A.D.N., 1979, Southern West Virginia Community College; B.S.N., 1990, West Virginia University; M.S.N., 2000, The College of West Virginia. Additional post-graduate studies at West Virginia University.

Lawrence D'Angelo (1999) Instructor
Wyoming
A.A., 1989, Oakland Community College; B.S., 1991, Eastern Michigan University; M.A., 1996, Eastern Michigan University.

Katherine A. Deskins (1998) Instructor/
Logan Coordinator Paramedic Science
B.S., 1998, West Virginia University Institute of Technology.

Barbara Donahue (1988) Professor/
Logan Coordinator Nursing and HCT
A.D.N., 1973, Marshall University; B.S.N., 1988, West Virginia University; M.S.N., 1992, West Virginia University. Additional graduate studies at West Virginia University and Marshall University.

Lynn Earnest (1974) Professor
Logan
B.A., 1968, Queens College; M.F.A., 1970, George Washington University. Additional graduate studies at the University of Chicago, Marshall University and University of Massachusetts at Amherst.

Vernon Elkins (1991) Associate Professor/
Logan Coordinator MLT
A.S., 1976, Southern West Virginia Community College; B.S., 1978, Marshall University; M.A., 1997, Marshall University.

Jennifer Godby (1993) Associate Professor
Logan
B.A., 1976 Marshall University; M.A., 1978, Marshall University. Additional graduate studies at Marshall University and West Virginia University.

Karan Grimes (1991) Professor
Logan
B.S.N., 1982, Alderson-Broadus College; M.S.N., C-FNP, 1998, Marshall University. Additional graduate studies at Marshall University.

Lisa Haddox-Heston (2004) Instructor/
Logan Campus Coordinator Dental Hygiene
B.S.R.D.H., 1978, West Virginia University; D.D.S., 1988, West Virginia University.

Rose Hale (1990) Professor
Logan
Diploma in Nursing, 1971, Charleston General Hospital; B.S.N., 1989, West Virginia University; M.S.N., C-FNP, 1995, Marshall University. Additional graduate studies at Marshall University.

Dr. Gail Hall (1971) Professor
Williamson
B.S., 1959, Concord College; M.A., 1963, Marshall University; Ed.D., 1985, University of Tennessee.

W. Jeffery Hanichen (1989) Associate Professor
Wyoming
A.S., 1970, Colorado University; R.B.A., 1980, Marshall University; M.A., 1989, Marshall University; M.A., 1993, Marshall University.

Glenna Hatfield (1976) Professor
Williamson
B.S., 1970, Pikeville College; M.A., 1975, Morehead State University. Additional graduate studies at Marshall University.

Camille Helsel (1994) Associate Professor
Logan
A.S.N., 1988, Southern West Virginia Community College; B.S.N., 1996, Marshall University; M.S.N., 1997, Marshall University. Additional graduate studies at West Virginia University.

Kimberly Hensley (2002) Instructor
Logan
B.S., 1996, Marshall University; M.S., 1999, Marshall University. Additional graduate studies at Marshall University.

Mary Holder (1991) Associate Professor/
Logan Coordinator Radiologic Technology
Instructor Diploma in Radiologic Technology, 1971, Williamsport General Hospital, Williamsport, PA; R.B.A., 1985, West Virginia State College; M.S., HCA, 1992, WV College of Graduate Studies. Additional graduate studies West Virginia Graduate College.

Carol A. Howerton (1988) Professor
Boone/Lincoln
B.S., 1985, Concord College; M.S., 1993, West Virginia College of Graduate Studies; MCSE and A+ certified.

Melissa Kirk (2003) Instructor
Logan
B.S.N., 1999, Marshall University. Additional graduate studies at Marshall University.

- Mary Kathryn Krasse (1995)** Assistant Professor
Williamson
B.S., 1988, Pikeville College; M.A., 1994, Morehead State University.
- Belvai Kudva (1985)** Professor
Williamson
B.S., 1967, Banaras University; M.S., 1973, Cooper Union, New York; M.B.A., 1982, University of Connecticut.
- Shelba Long (2002)** Instructor
Logan
B.S.N., 1992, Lynchburg College; M.S.N., F.N.P., 1996, University of Virginia.
- Guy Lowes (1994)** Assistant Professor
Williamson
B.S., 1988, Southeast Missouri State University; M.N.S., 1994, Southeast Missouri State University. Additional graduate studies at Marshall University.
- Dr. F. Dean Lucas (1970)** Professor
Logan
B.A., 1961, St. Mary's Seminary & University; M.A., 1967, Marshall University; Ed.D., 1996, West Virginia University.
- Fazal Masih (1988)** Professor
Logan
B.A., 1950, Gordon College; M.A., 1954, University of Punjab; B.S., 1964, University of Birmingham, England; M.A., 1988, Marshall University.
- Martha Maynard (2001)** Instructor
Williamson
A.A., 1995, Southern West Virginia Community and Technical College; B.A., 1996, Morehead State University; M.A., 1999, Morehead State University. Additional graduate studies at Morehead State University.
- Dr. Cindy McCoy (1982)** Professor
Williamson
B.A., 1979, Morehead State University; M.A., 1980, Morehead State University; Ed.D., 1996, West Virginia University.
- Rosa Lea McNeal (1990)** Associate Professor
Logan
R.B.A., 1987, Bluefield State College; M.A., 1991, Marshall University. Additional graduate studies at Marshall University.
- James Messer (2003)** Instructor
Logan
L.P.N., 1991, Logan-Mingo School of Practical Nursing; A.S., 1998, Southern West Virginia Community and Technical College; B.S.N., 2002, West Virginia University Institute of Technology.
- David F. Moore (1984)** Associate Professor
Boone
B.A., 1961, Harvard University; M.A., 1965, American University of Beirut. Additional graduate studies at the University of North Carolina.
- George H. Morrison (1988)** Professor
Williamson
B.A., 1965, Marshall University; M.A., 1966, Marshall University. Additional graduate studies at Kent State University.
- Dr. David O'Dell (1996)** Associate Professor
Logan
B.A., 1987, Berea College; M.S., 1989, The University of Tennessee; Ph.D., 1993, The University of Tennessee.
- Dr. Anne S. Olofson (1998)** Associate Professor
Williamson
B.S., 1993, The University of Chicago; M.A., 1994, Columbia University; M. Phil., 1997, Columbia University; Ph.D., 1998, Columbia University.
- Alyce Patterson-Diaz (1991)** Professor
Logan
A.S.N., 1980, Southern West Virginia Community College; B.S.N., 1983, Marshall University; M.S.N., 1995, West Virginia University.
- Matthew Payne (2002)** Instructor
Williamson
B.B.A., 2001, Marshall University.
- Sarma A. Pidaparthi (2003)** Assistant Professor
Wyoming
B.S., 1982, Andhra University; M.S., 1985, Andhra University; Ph.D., 1995, Indian Institute of Technology. Post-doctoral researcher, 2001-2003, Indiana University Purdue University at Indianapolis.
- Charles M. Pfaffenberger (1972)** Associate Professor
Williamson
B.A., 1968, Marshall University; M.A., 1972, Marshall University. Additional graduate studies at Marshall University.
- Pat Poole (1999)** Instructor
Williamson
A.A.S., 1976, Marshall University; B.A., 1980, Marshall University; M.A., 1987, Marshall University.
- Charles Puckett (1999)** Instructor
Logan
B.S., 1992, Marshall University; M.A., 1999, Marshall University.
- Michael L. Redd (1986)** Assistant Professor
Wyoming
B.S.B.A., 1974, West Virginia University; M.B.A., 1981, Marshall University.

Timothy Reed (2002) **Instructor**
Logan
 A.D.N., 1998, Southern West Virginia Community and Technical College; B.S.N., 2001, West Virginia University Institute of Technology; M.S.N., 2004 Mountain State University. Additional graduate studies at West Virginia University

Melinda D. Saunders (1994) **Associate Professor**
Logan
 B.A., 1988, Marshall University; M.S., 1994, Marshall University. Additional graduate studies at Marshall University.

Earl Rodney Scaggs (1984) **Associate Professor**
Boone
 B.S., 1973, Concord College; M.A., 1975, West Virginia University; M.S., 1978, West Virginia University. Additional graduate studies at the University of New Mexico.

Verna Schwalb (1988) **Assistant Professor**
Williamson
 B.S., 1984, West Virginia Institute of Technology; M.A., 1991, West Virginia University. Additional graduate studies at West Virginia University, Marshall University, South Carolina State University, Franklin University, and University of San Diego.

Larry D. Smith (1987) **Professor**
Williamson
 B.B.A., 1969, Morehead State University; M.B.E., 1986, Morehead State University; M.A., 1988, Morehead State University; CPA, 1991. Additional graduate studies at Marshall University.

Roger Stollings (1991) **Assistant Professor**
Boone
 B.A., 1972, Asbury College; M.S., 1978, University of Kentucky.

Thaddeus J. Stupi (1996) **Professor**
Williamson
 B.A., 1974, University of Pittsburgh; M.B.A., 1976, Arizona State University. Additional graduate studies at the University of Kentucky, Pitt State University, and the Pennsylvania State University.

Charles D. Summers (1976) **Associate Professor**
Logan
 B.A., 1975, Marshall University. Additional studies at Marshall University and Morehead State University.

George Trimble (1978) **Assistant Professor**
Williamson
 B.A., 1963, Marshall University; M.A., 1965, Marshall University.

Dama Vance (2003) **Instructor**
Moorefield
 B.S.N., 1989, West Virginia University; M.S.N., C-FNP, 2002, Shenandoah University.

Tim Weaver (2002) **Instructor**
Wyoming
 B.S., 1989, Concord College.

Connie White (1976) **Professor**
Logan
 B.A., 1974, Marshall University; M.S., 1976, Marshall University. Additional graduate studies at Marshall University and West Virginia University.

Dr. Charles Wood (1998) **Assistant Professor**
Logan
 BS, 1965, Madison College; M.S., 1985, Longwood College; Master of Divinity, 1977, Christian Theological Seminary; Doctor of Ministry, 1989, Texas Christian University.

George R. Wood (1997) **Associate Professor**
Logan
 B.S., 1971, Duke University; M.F.A., 1983, University of North Carolina.

INSTRUCTIONAL STAFF

Susan Baldwin (2000) **Transitional Studies
Education Specialist**
Boone
B.S., 1985, West Virginia University. Additional graduate studies at Marshall University.

Sandra F. Ellis (1998) **Transitional Studies
Education Specialist**
Logan
B.S., 1991, West Virginia State College; 2000, Appalachian State University, Developmental Education Specialist Certification; M.S., 2001, Marshall University.

Dara Fann-Vargas (2001) **Technology Training
Specialist**
Boone
A.S., 1997, N.I.T. Certified in MCSE, CNE, CNI, CTT+, Linus+, Network+, A+, and Security+.

Deborah Fields (1998) **Academic Computer
Lab Specialist**
Williamson
A.S., 1992, Southern West Virginia Community and Technical College; R.B.A., 1992, Bluefield State College; M.S., 1994, Marshall University.

Cyndee Lowes (2002) **Academic Lab Manager
Allied Health**
Logan
A.A.S., 1999, Southern West Virginia Community and Technical College.

Bernard Raby (1998) **Transitional Studies
Education Specialist**
Logan
B.S., 1987, SUNY College Buffalo. Additional graduate studies at Marshall University.

Russell Saunders (2002) **Academic Lab Manager
Radiologic Technology**
Logan
A.S., 1988, University of Charleston. Additional undergraduate studies at West Virginia State College.

Marlene Slater (2000) **Transitional Studies
Education Specialist**
Williamson
B.A., 1964, Morehead State University; M.A., 1972, Eastern Kentucky University. Additional graduate studies at Morehead State University and Marshall University.

Beverly Slone (2000) **Transitional Studies
Education Specialist**
Williamson
B.A., 1986, Marshall University; M.A., 2002, Marshall University.

Shirley Spriggs (2002) **Academic Lab Manager
MLT/Medical Laboratory Assistant**
Logan
A.S., 1978, Southern West Virginia Community College.

Rick Thompson (1999) **Academic Computer
Lab Specialist**
Logan
A.A., 1993, Southern West Virginia Community College; B.A., 1998, Marshall University. Additional graduate studies at Marshall University.