



*Southern*

West Virginia Community and Technical College

# **Academic Catalog**

## **2015 - 2016**



## **2015 – 2016 Catalog**

Southern West Virginia Community and Technical College  
1-866-SWVCTC1  
[www.southernwv.edu](http://www.southernwv.edu)

This catalog is for informational purposes only and is not considered a binding contract between Southern West Virginia Community and Technical College and its students. The College reserves the right to change any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, refunds, curricula, and courses without advance notice or obligation. Failure to read this catalog does not excuse students from the regulations and requirements described herein.

# 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**

230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1413  
Phone: 312.263.0456 or 800.621.7440  
Fax: 312.263.7462  
<http://www.ncahlc.org>

## **Programmatic Accreditation**

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

### **Medical Laboratory Technology**

National Accrediting Agency for Clinical Laboratory Sciences  
5600 River Road, Suite 720  
Rosemont, IL 60018  
Phone: 847.939.3597 or 773.714.8880  
Fax: 773.714.8886  
<http://www.naacls.org>

### **Nursing**

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Phone: 404.975.5000  
<http://www.acenursing.org>

### **West Virginia Board of Examiners for Registered Professional Nurses**

101 Dee Drive, Suite 102  
Charleston, WV 25311-1620  
Phone: 304.558.3596  
Fax: 304.558.3666  
<http://www.wvrnboard.com>

### **Radiologic Technology**

Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: 312.704.5300  
Fax: 312.704.5304  
<http://www.jrcert.org>

### **Respiratory Care Technology**

Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, TX 76021-4244  
Phone: 817.283.2835  
Fax: 817.354.8519  
<http://www.coarc.com>

### **Paramedic Science**

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions  
8301 Lakeview Parkway  
Suite 111-312  
Rowlett, TX 75088

### **Surgical Technology**

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
Phone: 727.210.2350  
Fax: 727.210.2354  
E-mail: [caahep@mcs.net](mailto:caahep@mcs.net)  
<http://www.CAAHEP.org>

## Disclaimer

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# 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, color, sex, religion, age, sexual orientation, disability, or national origin.

This nondiscrimination policy also applies to all educational programs, to admission, to employment, and to 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, color, sex, religion, age, sexual orientation, disability, or national origin. Inquiries on the implementation of the policy and/or Title IX Amendment should be addressed to:

## **Affirmative Action Officer**

Mrs. Debbie Dingess  
Interim Director of Human Resources  
Southern West Virginia Community and Technical College  
P.O. Box 2900  
Mount Gay, WV 25637  
304.896.7408

## **Title IX Coordinator**

Mr. Darrell Taylor  
Director, Enrollment Management and Student Engagement  
Southern West Virginia Community and Technical College  
P.O. Box 2900  
Mount Gay, WV 25637  
304.896.7432

# A Welcome from the President

Welcome to Southern West Virginia Community and Technical College, where we are dedicated to student success! At Southern you will find a welcoming atmosphere and facilities filled with energy and opportunity.

For more than 40 years, Southern West Virginia Community and Technical College has served the citizens of southern West Virginia with traditional and cutting-edge workforce programs and training through a variety of delivery modes.

Southern plays a vital role in its community, and is the best and most affordable choice for learning at all stages of life. Our best asset is our faculty, staff and administrators, who provide “one-on-one” guidance and instruction to our students in order for them to have better learning opportunities and a full college experience.

In West Virginia, the creation of the West Virginia Community and Technical College System has placed community colleges like Southern at the forefront of education and training in West Virginia. We continue to initiate new programs and articulation agreements with four-year colleges and universities, both in-state and out-of-state, to meet the workforce needs of our region and state.

We are proud of our partnership with the Southern West Virginia Community College Foundation who in 2006 initiated the “2020 Major Gifts Campaign” in cooperation with Southern. Funds raised have been invested to assist the College, both now and in the future, to create new programs and increase financial assistance to needy students. Since the inception of the campaign, the Foundation has more than tripled the amount of scholarships and financial assistance available to students.

Today, a college education is no longer an option. It is a necessity. Many people believe that attaining a higher education degree is impossible. Southern can be the place where your dream becomes reality. We look forward seeing you on campus.



A handwritten signature in blue ink that reads "Joanne Jaeger Tomblin". The signature is fluid and cursive, with the first name "Joanne" being the most prominent.

Joanne Jaeger Tomblin  
President

## Table of Contents

<b>Academic Calendar.....</b>	<b>1</b>
<b>About Southern .....</b>	<b>5</b>
Southern's History .....	6
Mission Statement .....	7
Our Core Values.....	7
Vision Statement.....	8
General Education Philosophy and Goals.....	8
Campus Locations .....	9
Off-Campus Courses.....	9
<b>Admission Procedures.....</b>	<b>11</b>
General Admission.....	12
Classification of Students .....	12
Residency Determination.....	14
Department of Allied Health and Nursing Associate in Applied Science Application Requirements.....	16
Registration, Assessment, and Advising.....	19
<b>Financial Assistance Information.....</b>	<b>23</b>
Loans.....	24
Grants.....	24
Scholarships.....	25
Standards of Progress for Federal Financial Aid Recipients.....	25
Gainful Employment Disclosure .....	26
Consumer Complaint Procedures .....	26
<b>Tuition, Fees, and Refunds.....</b>	<b>27</b>
Tuition, Fees, and Refunds .....	28
Payment of Tuition and Fees .....	29
Refund Procedures.....	29
Refund Schedule.....	30
Textbooks.....	30
Bookstore Voucher Numbers.....	30
Campus Stores.....	31
<b>Academic Policy and Procedures .....</b>	<b>33</b>
Procedures .....	34
Academic Standing Policy .....	36
Non-Traditional Academic Credit .....	38
Degrees, Graduation, and Transcripts .....	40

<b>Student Services, Programs, and Activities.....</b>	<b>43</b>
Advisory Council of Students.....	44
Career and Educational Guidance Services .....	44
Career Planning and Placement Services.....	44
Community Services.....	44
Disability Services.....	45
Food Service.....	45
Honor Societies.....	45
Library Services.....	46
Student Activities.....	46
Student Clubs and Organizations .....	47
Student Government.....	47
Student Identification Cards .....	48
Student Support Services.....	48
Tutoring Services .....	48
Unattended Items .....	48
<b>Military, Veterans and Dependents .....</b>	<b>49</b>
Compliance with Military Selective Service Act.....	50
Military Credit.....	50
Military, Veterans and Dependents.....	50
Veteran's Assistance.....	50
Student Class Attendance.....	51
Called To or Volunteered for Active Duty.....	51
Veterans Club.....	51
Veterans Contact Information.....	51
<b>Instructional Programs.....</b>	<b>53</b>
University Transfer Programs.....	57
Associate in Arts.....	58
Associate in Science.....	59
Career and Technical Programs.....	60
Business Accounting.....	61
Business Administration.....	62
Criminal Justice.....	63
Early Childhood Development.....	65
Electrical Engineering Technology.....	66
Health Care Professional .....	67
Homeland Security and Emergency Service .....	69

Information Technology.....	71
Management.....	72
Mechatronics.....	74
Medical Assisting .....	75
Medical Laboratory Technology.....	76
Mine Management.....	77
Nursing.....	78
Office Administration.....	79
Paramedic Science .....	81
Radiologic Technology.....	82
Respiratory Care Technology.....	84
Salon Management/Cosmetology.....	85
Strategic Business Integration.....	86
Surgical Technology.....	89
Welding Technology.....	90
Non-Traditional Programs.....	92
Board of Governors Adult Degree Completion.....	93
Technical Studies .....	94
Certificate Programs.....	95
Central Sterile Supply Technician.....	96
Criminal Justice.....	97
Electrical Engineering Technology.....	98
General Studies.....	99
Health Care Technology.....	100
Industrial Technology.....	101
Information Technology.....	103
Office Administration.....	104
Paraprofessional Education.....	105
Technical Studies.....	106
Skill Sets.....	107
Bookkeeping.....	108
Computer Repair Technician.....	109
Early Childhood.....	110
Entrepreneurism.....	111
Graphic Design Technician .....	112
Industrial Safety Technician.....	113
Legal Office.....	114

Medical Office.....	115
Medical Transcription.....	116
Mine Permit Technician.....	117
Payroll.....	118
Records Clerk.....	119
Tax Preparation.....	120
2+2 Transfer and Course-by-Course Articulation.....	121
<b>Academic Course Descriptions.....</b>	<b>123</b>
Accounting.....	124
Allied Health.....	126
Art.....	130
Biological Science.....	131
Business.....	133
Chemistry.....	135
Communication Arts.....	136
Computer Information Systems.....	136
Computed Tomography.....	137
Criminal Justice.....	139
Drafting.....	141
Economics.....	142
Education Foundations.....	142
Emergency Medical Services.....	145
Engineering.....	148
English.....	150
Entrepreneurship.....	152
Experiential Learning.....	152
Finance.....	152
Geography.....	153
Geology.....	153
Green Technologies.....	153
History.....	153
Homeland Security and Emergency Service.....	154
Humanities.....	155
Information Technology.....	156
Integrated Science.....	161
Management.....	161
Marketing.....	164
Mathematics.....	165

Mathematics Education.....	168
Mechatronics.....	169
Medical Assisting.....	170
Medical Laboratory Technology.....	171
Mining.....	173
Music.....	175
Nursing.....	175
Office Administration.....	177
Orientation Courses.....	179
Philosophy.....	180
Physical and Health Education.....	180
Physical Science.....	181
Physics.....	182
Political Science.....	183
Psychology.....	183
Radiologic Technology.....	185
Respiratory Care Technology.....	188
Religion.....	190
Safety Technology.....	191
Salon Management/Cosmetology.....	191
Sociology.....	193
Speech.....	194
Surgical Technology.....	194
Survey Technology.....	195
Technical Studies.....	197
Theater.....	198
Transitional Studies.....	199
Welding Technology.....	200
<b>Student Handbook.....</b>	<b>203</b>
Family Educational Rights and Privacy Act (FERPA).....	204
Student Right-To-Know Act.....	204
Gainful Employment Disclosure.....	204
Catalog Adherence Policy.....	204
Student Standards of Academic Progress (Policy SCP-3736).....	205
Academic Standards and Expectations of Students (Policy SCP-4151).....	205
Student Grades and Grade Point Average Requirements for Graduation (Policy SCP-4398).....	206
Academic Integrity (Policy SCP-4710).....	207
E-Mail Established as an Official Form of Communication (Policy SCP-7000).....	210

Information Technology Acceptable Usage (Policy SCP-7125).....	210
Tobacco Usage (Policy SCP-1750).....	211
Use of Alcoholic Beverages on Campus (Policy SCP-1010).....	211
Sexual Harassment (Policy SCP-2843).....	211
Solicitation (Policy SCP-1735).....	212
Individuals with Disabilities.....	212
Drug-free Schools and Communities Act.....	212
Student Rights and Responsibilities (Policy SCP-4770).....	214
Student Grievance Procedure.....	220
Inclement Weather and Emergency Situation Information.....	222
<b>Workforce Development, Continuing Education, and Employer Services.....</b>	<b>223</b>
Academy for Mine Training and Energy Technologies.....	224
Customized and Contract Training.....	224
Continuing Education.....	224
Community Development.....	224
Appalachian Leadership Academy—The Cotiga Fellows.....	224
Small Business Development Center (SBDC).....	225
Continuing Education Online Non-Academic Courses.....	225
<b>Personnel.....</b>	<b>227</b>
Board of Governors.....	228
Administration.....	228
Full Time Faculty.....	230
West Virginia Council for Community and Technical College Education.....	238
Southern West Virginia Community College Foundation.....	238

# Academic Calendar

## Academic Calendar

The Academic Calendars listed below are for the standard academic terms (16-weeks for Fall and Spring; 10-weeks for Summer). Courses that are offered on an alternate schedule (half-term courses, weekend courses, etc.) may follow an alternate calendar. Please contact the Registrar for more details.

### Fall 2015

April 6	Fall 2015 priority registration for Veterans and students currently served by the Office of Disability Services begins. Continuous registration during regular business hours. Online registration available 24 hours per day. Returning students may register online or see their faculty advisor if they need assistance.
April 7	Fall 2015 registration for all students begins. Continuous registration during regular business hours. Online registration available 24 hours per day. Returning students may register online or see their academic advisor if they need assistance.
July 16	Financial aid completion deadline for Fall 2015
August 3 - 6	Late registration for full-term Fall 2015 courses (8:00 AM – 6:00 PM). Late registration fee applies. Drops for non-payment will occur at the close of each business day.
August 7	Academic Affairs Convocation
August 10	Regular full-term classes begin
August 10 - 11	Schedule adjustment
September 7	College closed - Labor Day Holiday
September 8	Classes resume
October 5	Mid-term
October 12	Mid-term grade reports due
October 26	Last day to withdraw with a grade of "W" from full-term courses
November 3	Spring 2016 priority registration for Veterans and students currently served by the Office of Disability Services begins. Continuous registration during regular business hours. Online registration available 24 hours per day. Returning students may register online or see their faculty advisor if they need assistance.
November 4	Spring 2016 registration for all students begins. Continuous registration during regular business hours. Online registration available 24 hours per day. Returning students may register online or see their academic advisor if they need assistance.
November 23 - 29	Thanksgiving Break - no classes
November 25 - 29	College closed - Thanksgiving Holiday
November 30 - December 4	Final exam week
December 7	Final grades due to the Records Office by Noon
December 17	Financial aid completion deadline for Spring 2016

Southern will be closed for holiday break beginning Friday, December 18, 2015, through Sunday, January 3, 2016.  
Southern will re-open for business Monday, January 4, 2016 at 8:00 a.m.

## Spring 2016

December 17, 2015	Financial aid completion deadline for Spring 2016
January 7	Faculty meetings necessary to the College
January 11 - 14	Late registration for full-term Spring 2016 courses (8:00 AM – 6:00 PM). Late registration fee applies. Drops for non-payment will occur at the close of each business day.
January 18	College closed - Martin Luther King, Jr. Holiday
January 19	Regular full-term classes begin
January 19 - 20	Schedule adjustment
March 1	Priority FAFSA filing deadline for Financial Aid for the 2016 / 2017 Academic Year
March 14	Mid-term
March 14 - 20	Spring Break - no classes
March 21	Classes resume
March 21	Mid-term grade reports due
April 4	Summer and Fall 2016 priority registration for Veterans and students currently served by the Office of Disability Services begins. Continuous registration during regular business hours. Online registration available 24 hours per day. Returning students may register online or see their faculty advisor if they need assistance.
April 5	Registration for all students for Spring 2016 begins. Continuous registration during regular business hours. Online registration available 24 hours per day. Returning students may register online or see their academic advisor if they need assistance.
April 11	Last day to withdraw with a grade of "W" from full-term courses
May 2 - 5	Last week of classes
May 9 - 12	Final exams week
May 14	Commencement - 10:00 AM
May 16	Final grades due to the Records Office by Noon

## **Academic Calendar**

### **Summer 2016**

May 16 - 19	Late registration for full-term Summer 2016 courses (8:00 AM – 6:00 PM). Late registration fee applies. Drops for non-payment will occur at the close of each business day.
May 23	Regular full-term classes begin
May 23 - 24	Schedule adjustment
May 30	Memorial Day - College closed
June 20	Mid-term grade reports due
July 4	July 4 Holiday - College closed
July 5	Last day to withdraw with a grade of “W” from full-term courses
July 25 - 28	Last week of classes
August 1	Final grades due to the Records Office by Noon

# About Southern

## Southern's History

Southern West Virginia Community College was established as an independently accredited, comprehensive community college on July 1, 1971, through the consolidation of two existing branches of Marshall University. These branches, located in Mingo and Logan Counties, had been in operation under Marshall's direction since 1963 and provided the first two years of liberal arts and teacher education, as well as career programs in secretarial science and radiologic technology. In 1971 these two locations became the first two campuses of Southern when it became an independently accredited institution of higher education. It was also in 1971 that Southern's first building was completed in Williamson.

Since 1971 the College has continued to expand its academic, workforce development, and community service offerings. In 1976 the West Virginia Board of Regents established formal service areas for each of the state's public colleges and universities. Southern was assigned an area of approximately 1,900 square miles that included the counties of Boone, Logan, Mingo, and Wyoming. In 1981 the College's service area was expanded through an interstate agreement with Kentucky, which provided for students from Martin and Pike counties to attend Southern at the in-state tuition rate.

In 1995, with a renewed emphasis on workforce development and technical training, the state legislature changed the names of all community colleges in the state to emphasize their technical components, and Southern's name became Southern West Virginia Community and Technical College. In addition to the name changes, Senate Bill 547 also outlined eleven community and technical college districts throughout the state, which added three additional West Virginia counties--Lincoln, McDowell and Raleigh--to Southern's district. McDowell and Raleigh were identified as "shared counties" with responsibility for providing educational opportunities shared with two other community colleges.

Along with increasing enrollment, expansion of the geographic area served, and growth in the number and types of programs offered, the College's physical facilities have also grown through the years. Beginning with the original building on the Williamson Campus in 1971, new facilities have been constructed throughout the College's district. The construction of the first Logan Campus building was completed in 1979, and a new addition was added in 1987. In Wyoming County a new location was selected near Twin Falls State Park, and a building was constructed there in 1989. This location has added new classrooms and remodeled the student commons area since that time. In 1996, the Boone Campus relocated from a renovated facility in Madison to a new building adjacent to the Boone County Career and Technical Center. The Earl Ray Tomblin Workforce Development Center and Administrative Complex opened in Logan in October 1998, and in 1999 a new library wing was added to the Williamson Campus. In the fall of 2007, a first of its kind classroom physically connected to the Lincoln County Comprehensive High School was opened to better serve the Lincoln County area. The College welcomed students into a new 55,000 square foot, state-of-the-art Allied Health and Technology Center on the Logan Campus in January 2008. In April of 2013 Southern proudly opened its state-of-the-art Applied Technology Center on the Williamson Campus, which greatly enhances the opportunities for career training in Mingo County and surrounding communities. The College also plans to acquire and renovate the adjacent National Guard Armory building and property. These facilities will allow Southern to continue to provide comprehensive education and training to meet the needs of current and future credit and non-credit students.

Through the years, Southern has developed educational agreements with several public and private colleges and universities to provide local access to additional opportunities for those who have completed the associate degree. This local access to baccalaureate and master's degree programs utilizes a variety of delivery modes, including on-campus, traditional instruction, as well as electronic distance learning and online instruction. These agreements with higher education institutions throughout the state and across the nation are continuously updated and new ones initiated as needed.

Higher education governance in West Virginia has undergone many changes over the years. Since 2001, Southern West Virginia Community and Technical College has been a member of the West Virginia Council for Community and Technical College Education. This system provides for each member institution to have a local Board of Governors, and the Council serves as a policy and coordinating board.

In 2006, in cooperation with the Southern West Virginia Community College Foundation, the College launched its first Major Gifts Campaign, *Vision 2020*, with the purpose of raising additional funds to assist in achieving a number of long-range goals related to academic programs, physical facilities, and improving student financial support. This campaign continues today, even though it has already exceeded what was to have been a ten year fundraising goal.

Although the institution continues to face many challenges, Southern continues to provide the highest quality programs and services and remains committed to meeting the educational and training needs of the residents of its service district

## Mission Statement

Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

As a comprehensive community and technical college, Southern is committed to providing:

1. Developmental and pre-college level education for those who lack the necessary academic background for direct entry into college-level courses.
2. Programs of study leading to the associate in arts and the associate in science degrees which can be effectively transferred and applied toward the baccalaureate degree.
3. Programs of study in career and technical fields leading to a skill-set certification, certificate degree and/or the associate in applied science degree for entry into the workforce.
4. Workforce development, continuing education and training programs that support the needs of employees and employers and serve as a mechanism for economic development.
5. Support services that assist students in achieving their education and training goals.
6. Community interest programs and activities that promote personal growth and cultural enrichment.

## Our Core Values

We will accomplish our mission by:

1. Achieving excellence in education and service.
2. Exhibiting integrity in all that we do.
3. Collaborating and communicating actively with others.
4. Being committed in word and deed.
5. Imparting passion and compassion to our every task.
6. Leading by encouragement and support of lifelong learning.
7. Embracing change through bold actions.
8. Being creative and innovative at all levels.
9. Initiating opportunities for the community.
10. Celebrating success.

## Vision Statement

Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping its students with the tools necessary to compete and prosper in the regional and global economies of the twenty-first century.

## 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.

### Purpose

The purpose of general education at Southern West Virginia Community and Technical College is to produce generally educated students who contribute to their communities and country. A generally educated student is, by definition, a life-long learner with a common academic canon of knowledge, concepts, and attitudes.

### 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.

### Information and Communication Technology

Students will demonstrate their information and communication technology skills by using technology, communications tools, and/or networks to access, retrieve, process, and communicate information.

### Scientific Inquiry and Research Skills

Students will demonstrate their scientific inquiry/reasoning skills by using resources and methods appropriate to the program's curriculum.

### A Cultural, Artistic, and Global Perspective

Students will demonstrate their awareness of a cultural/artistic/ global perspective by discussing the quality, value, and significance of cultural/artistic artifacts and/or by discussing political, historical, economic, and social issues from a global perspective.

## Campus Locations

### Logan Campus

2900 Dempsey Branch Road  
Mount Gay, WV 25637  
304.792.7098 (V)  
304.792.7028 (F)  
304.792.7054 (TTY)

### Williamson Campus

1601 Armory Drive  
Williamson, WV 25661  
304.235.6046 (V)  
304.235.6042 (F)  
304.235.6056 (TTY)

### Boone/Lincoln Campus

3505 Daniel Boone Parkway  
Suite A  
Foster, WV 25081-8126  
304.369.2952 (V)  
304.369.2954 (F)  
304.369.2960 (TTY)

### Wyoming/McDowell Campus

HC 89, Box 423  
McGraws, WV 25875  
304.294.8346 (V)  
304.294.8534 (F)  
304.294.8520 (TTY)

### Additional Location

Lincoln County High School  
81 Lincoln Panther Way  
Hamlin, WV 25523  
304.824.2326 (V)  
304.824.2339 (F)

Southern's employee directory can be found at <http://www.southernwv.edu/employees>

## Off-Campus Courses

Southern West Virginia Community and Technical College off-campus teaching locations are designed to provide college courses to people in locations remote from the main campuses. For more information regarding off-campus courses, contact the campus serving your area.



# Admission Procedures

### **General Admission**

In accordance with West Virginia Code § 18B-1-1A; 18B-2B-6; 18B-3C-2; Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 23, Basic Guidelines and Standards for Admissions at Community and Technical Colleges, and policy, SCP-4000, Southern West Virginia Community and Technical College is an “open admissions” institution and supports the philosophy that residents should have access to higher education opportunities commensurate with their abilities and interests. Admission to Southern is open to persons age eighteen and older and able to benefit from study at the community college level. This policy provides specific information related to admission requirements for the various classifications of students. Admission to Southern does not imply eligibility for, nor guarantee admission to, any specific program of study for which more stringent admission requirements are established.

Those who possess a high school diploma or a high school equivalency (General Educational Development (GED®) or alternative approved examination) may enroll as certificate degree or associate degree-seeking students. Other persons may enroll as certificate degree or associate degree-seeking students on an ability to benefit basis, but shall be regularly evaluated to determine whether their performance indicates an ability to continue their studies. Copies of high school transcripts, health records and transcripts of previous college work are not required for admission to community colleges. Participation in certain federal, state, and/or institutional financial aid programs or admissions to specific academic programs do require copies of high school transcripts, high school equivalency exam scores, and/or prior college work be provided. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in or admission to such programs. If a student wants credit for prior college work completed, then official transcripts must be provided.

In addition to general institutional admission requirements, certain limited enrollment programs have specific admission requirements. Those applying for admission to those programs must comply with the general admission requirements as well as those of the specific program.

### **Classification of Students**

#### **Regular Students (Degree Seeking Students)**

Individuals with a high school diploma or a high school equivalency (GED® or alternative approved examination) who are seeking a certificate and/or associate degree must submit official high school transcripts or high school equivalency exam scores to the Records Office.

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

A student who interrupts his/her studies by failing to register and attend classes during a fall or spring academic term and who wishes to re-enter the College is required to update his/her personal and academic records with the campus Student Records Office. The student must submit official transcripts if he/she has earned additional credits at another institution during his/her absence from Southern.

#### **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. These students must submit a completed application form for admission.

Official academic transcripts from any college attended can be articulated for the purpose of meeting course prerequisite requirements.

A non-degree student who wishes to change his/her status to regular degree-seeking and who wants any previous college course work articulated toward a certificate and/or associate degree must submit official transcripts of all previous college work and complete the necessary forms in the Records Office to change his/her admission status and complete the degree-seeking admission requirements.

**Transfer Students**

Students may transfer to Southern from other accredited postsecondary 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 as well as meet the institution's basic admission standards. An evaluation will be made of each transcript, and the student will be notified by the Registrar of those courses transferable and the amount of credit granted/recognized for each. Students who transfer must complete fifteen hours of the associate degree program at Southern. Those students who transfer and apply transfer credit toward a certificate program must complete a minimum of one-third of the total hours required in the certificate program at Southern. A student who is receiving federal financial assistance and who fails to acknowledge attendance at any college or university in which he/she has been registered may be subject to disciplinary action.

A student who disagrees with the applicability of transfer credit by Southern may appeal to the Registrar. The Registrar shall:

- Schedule a meeting with the student.
- Conduct a review and explanation of the credit evaluation.
- Address the student's concerns.
- Review the concerns with the appropriate faculty and Division Head.
- Respond to the student via student's official Southern e-mail address with the decision.

If the student accepts the decision, the process ends.

If the student does not accept the decision from the Registrar, the student may then appeal to the Chief Academic Officer for further review and decision. After this decision, if the student still does not accept the outcome, the student may appeal to the Higher Education Policy Commission (HEPC) Transfer Appeals Board, which will review the situation and make recommendations to Southern. After reviewing the recommendations, the President of Southern will make the final appeals decision.

**Transient Students**

Transient students who are officially enrolled and in good academic standing at other post-secondary institutions and want to enroll for courses at Southern may enroll for courses at Southern provided they submit forms completed by their home college stating the courses to be taken and that the students are in good standing. The completed transient 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's financial assistance office.

**Early Entry High School Students**

Students still enrolled in high school may enroll in courses at Southern provided they meet course prerequisites, complete the admission procedures, and meet the following requirements:

1. Completion of Southern's Early Entry Application with consent form signed by the high school principal or counselor and parent or legal guardian.
2. The student must have a 3.0 (B) grade point average unless he or she is participating in a special project such as the College Transition Initiative.

## **Admission Procedures**

3. High school students may enroll for no more than seven (7) credit hours per academic term.
4. Early entry students must meet course prerequisites before registering.

## **Conditional Admission**

Other persons eighteen years of age or older who have been determined able to benefit from study at the community college level may be admitted on a conditional basis but shall be regularly evaluated to determine whether college-level academic performance indicates an ability to continue their studies.

Conditionally admitted students must complete the college's entrance assessment or provide other placement scores as described in the "Placement Standard and Entrance Assessments for Initial Credit-Bearing Courses in Mathematics and English" section and provide proof of attainment of a high school diploma or high school equivalency degree prior to being admitted as a regular degree-seeking student. A maximum of twelve credit hours may be taken as a conditionally admitted student. Conditionally admitted students are not eligible to receive any federal or state financial assistance.

## **Home School Students**

Home schooled students applying for admission as a regular degree seeking student must provide the results of assessments and the appropriate documentation required by the State Department of Education and/or local Board of Education.

## **International Students**

Under the U.S. Immigration and Custom Enforcement rules, Southern is not certified to enroll international students.

## **Residency Determination**

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

In accordance with Title 135, Series 25, students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the Registrar. 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 Boyd, Lawrence, Martin and Pike County, Kentucky may enroll at Southern West Virginia Community 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 at least two (2) weeks prior to the deadline for the payment of tuition and fees. False or misleading statements concerning residence shall be subject to disciplinary action and the person involved will be charged the nonresident fees for each session previously attended.

### **Residence Determined by Domicile**

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 applicant, or, in the case of a dependent student, the applicant's parent(s), to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve (12) 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 evidence of positive and unequivocal action, such as, but not limited to, ownership or lease of a permanently occupied home in West Virginia, 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, full-time employment within the state, and marriage to a person already domiciled in West Virginia.

**Dependency Status**

A dependent student is one who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

A non-resident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain residence in this state for admission or fee payment purposes

**Change of Residence**

A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence 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 that person's actions.

**Aliens**

An alien who is in the United States on a resident visa or 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 in-state residency classification, provided that person is in the State for purposes other than to attempt to qualify for residency status as a student.

**Former Domicile**

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 (1) year period of time and satisfies the conditions regarding proof of domicile and intent to remain permanently in West Virginia.

**Appeal Process**

Students are provided the opportunity to appeal residency classification decisions with which they disagree. The decision of the Registrar may be appealed in accordance with appropriate procedures established by the president of the institution. Residency appeals shall end at the institutional level.

## Department of Allied Health and Nursing Associate in Applied Science Application Requirements

Applications will be accepted for the following Allied Health and Nursing programs for the 2015 / 2016 academic year:

<b>Program</b>	<b>Campus</b>
Medical Laboratory Technology	Logan Campus
Medical Assisting	Wyoming/McDowell Campus
Nursing	Logan Campus
Radiologic Technology	Logan Campus
Respiratory Care Technology	Williamson and Wyoming/McDowell Campuses
Surgical Technology	Logan Campus

### **Allied Health and Nursing Admission Criteria:**

1. Apply to Southern if not currently enrolled.
2. Meet Southern's admission requirements.
3. Be a high school graduate or have a General Educational Development (GED®) diploma or have a State High School Equivalency diploma.
4. Have official transcripts from ALL other colleges and universities sent to Student Records.
5. Be eligible to enter college-level English and math by the application deadline.
6. Must complete developmental English and math by the application deadline.
7. Have a 2.0 GPA from high school or college for Allied Health Programs.
8. Meet the minimum acceptable score of 75 on the HESI A2 Exam and a 2.50 GPA for the Nursing program.
  - a. Refer to the current application for the minimum program requirements regarding the adjusted individual composite score required to be considered for admission.
  - b. HESI A2 Exam score is valid for 24 months prior to calendar year.
  - c. Registration procedures to take the HESI A2 Exam may be found in the current application.
  - d. Cost of the exam is the responsibility of the student.

### **Application Process:**

1. Submit a completed Allied Health and Nursing application by the application deadline with the following documentation:
  - a. ACT scores, if applicable. Accuplacer scores will not be used as a replacement for ACT scores.
  - b. Copy of transcripts from **ALL** previously attended colleges and universities regardless of the age and applicability.
2. Applications to Southern and Allied Health and Nursing may be found on the institution's website <http://www.southernwv.edu> under "Application Center".
3. Applications will be available October 1, 2015, and the application deadline is February 2, 2016 for priority consideration.
4. All application materials must be submitted by the application deadline for priority consideration.
5. Selection to an Allied Health or Nursing program is competitive.
  - a. Criteria for selection:

- i. May be found in the current application.
  - ii. May change from one year to the next.
  - iii. Awareness of the current selection criteria is the responsibility of the applicant.
- 6. All applicants will be admitted with the status of provisional until required documentation is received in the office of the Division Head of Healthcare and Business Programs.

#### Background Check and Drug Screen:

- 1. All applicants **MUST** pass a background check and drug screen prior to being fully admitted to an Allied Health or Nursing program.
- 2. The Division of Healthcare and Business Programs will select the company, who will conduct the background check and drug screen.
  - a. Date, time, and location are at the discretion of the Allied Health and Nursing programs.
  - b. All costs are the responsibility of the applicant.
- 3. Applicants may be denied admission based on the results of the background check and drug screen if the applicant has:
  - a. Any criminal record.
  - b. Been convicted of a felony or misdemeanor (other than a parking ticket).
  - c. Pled *nolo contendere*.
  - d. A pending court case, or is
  - e. Currently serving a sentence in jail/prison.
  - f. On home confinement, or other types of punishment by federal and/or state law enforcement, or
  - g. Currently in treatment for drug addiction or dependency.
- 4. Failure to disclose information regarding a criminal background, drug addiction, or current treatment will result in the forfeiture of admission and may impact future applications to an Allied Health or Nursing program.
- 5. Clinical agencies may deny access to students who have a criminal background and/or positive drug screen.
  - a. Applicants denied access to a clinical agency will be unable to fulfill the academic requirements of the Allied Health or Nursing program and will not be admitted or allowed to continue in a program.

#### Physical Examination:

- 1. All applicants **MUST** provide a completed physical exam (on the official form provided) which includes:
  - a. A completed, thorough, legible, physical exam with all items addressed. Forms with check marks, blanks, and N/A will be returned and a new physical exam will be required. Please make sure the health care provider is aware the form must be completed as requested by the Division of Healthcare and Business Programs.
  - b. Statement by a physician, or mid-level provider, regarding applicant's physical and mental ability to function as an allied health professional in a clinical setting.
  - c. All required laboratory/radiologic testing.
  - d. Required immunizations, with verification of immunity to certain diseases. Refusal to get immunizations may cause student to be unable to fulfill the clinical requirements of the program.
- 2. Failure to submit completed physical exam form, laboratory/radiologic-testing results, proof of current immunizations and immunity to certain disease by the deadline established by the program will disqualify the applicant's admission.

## **Admission Procedures**

### **CPR Certification:**

If selected for admission, a student must show proof of American Heart Association Basic Life Support Healthcare Provider CPR certification that is current at the time of admission or before the academic term in which they begin clinical training and recertified through completion of the program. Failure to provide a copy of current CPR certification to the program coordinator or program assistant will disqualify the applicant admission.

### **Adherence to Current College Catalog and Handbooks:**

1. Once admitted to an Allied Health or Nursing program it is the responsibility of the student to:
  - a. Read and adhere to all policies and procedures in the current college catalog, student handbook, and the program specific Allied Health or Nursing student handbook.
    - i. Current college catalog and student handbook may be found on the college website <http://www.southernwv.edu>
    - ii. Current Allied Health and Nursing handbooks will be provided via each program coordinator/faculty and/or are available on the college website and/or Blackboard.
    - iii. College catalog, student handbook, and Allied Health and Nursing handbooks are updated annually.
2. The Allied Health and Nursing handbook is subject to change with notification during the year.
3. All applicants admitted, and returning students, must adhere to the policies in the current college catalog, student handbook, and program specific Allied Health and Nursing handbooks.

### **Transfer**

1. Individuals currently enrolled in an Allied Health or Nursing program at another college or university may transfer provided:
  - a. The college or university is accredited.
  - b. The student meets the eligibility for admission to an Allied Health or Nursing program at Southern.
  - c. The student is in good standing at the current institution.
  - d. Space is available in the program for which the student requests transfer.
  - e. The ability to accept transfer is at the discretion of the program Coordinator and the Division Head of Healthcare and Business Programs.
2. Contact the appropriate Allied Health or Nursing Coordinator or the Division Head of Healthcare and Business Programs for transfer information and requirements.

### **Clinical Schedules and Travel:**

1. Clinical experiences are held at a variety of health care agencies.
2. Day, evening, night, and/or weekend clinicals may be required.
3. Travel is required in all Allied Health and Nursing programs and may include clinical agencies throughout West Virginia.
4. Transportation to and from the college and clinical agencies utilized for classroom, clinicals, or other clinical experiences is the responsibility of the student.

**Certification/Licensure:**

1. Graduates of an Allied Health or Nursing program may apply to take the appropriate certification/licensure exam.
2. Approval to take the appropriate national certification/licensure exam is made by the national certification/licensing agency or state board of examiners. Denial to take certification or licensure examination is determined by the national certification/licensing agency or state board of examiners.

**Registration, Assessment, and Advising****Eligibility for Registration and Access to Records**

If a student incurs a financial 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 academic calendar each academic term. The academic calendar is available on Southern's website and in the catalog for that academic year. Students should consult this calendar for current registration information and procedures. The calendar can be found on the web at <http://www.southernwv.edu/academic-calendar>

**Placement Standards Entrance Assessments for Initial Credit-Bearing Courses in Mathematics and English**

Entering students are eligible for a free initial assessment of mathematical skills and competencies in English, mathematics, and reading.

The West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 21, Freshman Assessment and Placement Standards, establishes uniform procedures for the placement of students in credit-bearing courses in mathematics and English which can be applied toward an undergraduate academic degree.

Series 21 defines developmental education as follows:

"Developmental education programs and services commonly address academic preparedness, diagnostic assessment and placements, development of general and discipline-specific learning strategies, and affective barriers to learning. Developmental courses are "pre-college" courses and do not count toward a baccalaureate degree, an A.A. degree, an A.S. degree, or an A.A.S. degree. Developmental education includes, but is not limited to all forms of learning assistance, such as tutoring, mentoring, and supplemental instruction; personal, academic, and career counseling; academic advisement; and coursework."

Southern West Virginia Community and Technical College provides students with developmental education services through enrollment in supplemental instruction courses in mathematics and English through a co-curricular model. This model provides students with required supplemental instruction in conjunction with enrollment in a corresponding credit-bearing course. Credit-bearing mathematics and English courses which provide developmental instruction paired with college-level instruction are designated by the addition of the letter "A" to the number designation of the course as found in the academic course description.

**Placement in Mathematics**

Per Series 21, students may not enroll at any two-year or four-year institution in West Virginia public colleges and universities in a mathematics course which is designed to be applied toward a baccalaureate degree an associate of arts (A.A.) degree, an associate of science (A.S.), an associate of applied science (A.A.S.) degree at a four-year college or university or an A.A., A.S., or A.A.S. degree at a community college unless the minimum score prescribed below is earned on one of the following tests:

- A score of 19 on the mathematics section of the American College Testing Program's ACT Assessment Test
- A score of 460 on the quantitative portion of the College Board's Scholastic Assessment (SAT)

## Admission Procedures

- A scaled score of 40 on the numerical test and 38 on the elementary algebra test of the American College Testing Program's Assessment of Skills for Successful Entry and Transfer (ASSET)
- A scaled score of 59 on the pre-algebra test and a scaled score of 36 on the algebra test of the American College Testing Program's Computerized Adaptive Placement Assessment and Support System (COMPASS).
- A scaled score of 85 on the arithmetic test and 84 on the elementary algebra test of the College Board's ACCUPLACER Testing System
- Nationally-normed test scores, such as the Mathematical Association of America Basic Algebra test, with Chancellor's approval.

Students not meeting the standard above must successfully complete a program or programs in developmental (pre-college level) mathematics in order to be placed in mathematics courses which count toward a baccalaureate degree, an A.A. degree, an A.S. degree, or an A.A.S. degree. In compliance with this policy, Southern requires students who do not meet the standard for direct admission into a credit-bearing mathematics course to enroll in a co-curricular mathematics course which includes supplemental instruction at the developmental mathematics level.

A transfer student who has successfully completed the developmental course or its equivalent may enroll in a credit-bearing course in mathematics or transfer to another West Virginia state college or university and shall be deemed to have met the placement standard at the receiving institution and shall not be required to enroll in a developmental course or its equivalent at a West Virginia state college or university in mathematics. The assessment measure and score by which the student met the placement standard in mathematics shall be recorded on the student's transcript.

## Placement in English Composition

Students may not enroll at any two-year or four-year institution in West Virginia public colleges and universities in an English composition course which is designed to be applied toward a baccalaureate degree, an A.A. degree, an A.S. degree, or an A.A.S. degree at a four-year college or university or an A.A., A.S., or A.A.S. degree at a community college unless the minimum score prescribed below is earned on one of the following tests:

- A score of 18 on the English section of the ACT
- A score of 450 on the verbal portion of the SAT-1
- A scaled score of 38 on the writing skills test of the ASSET
- A scaled score of 71 on the English Skills test of the American College Testing Programs
- Computerized Adaptive Placement Assessment and Support System (COMPASS)
- A scaled score of 88 on the Sentence Skills test of the College Board's ACCUPLACER Testing System

For direct enrollment into EN 101, in addition to the criteria described above, students must meet the reading standards described as follows:

- Students scoring 17 on the reading section of the ACT, 420 or above on the verbal section of the SAT-1, 36 on the reading skills test of the ASSET, 30 percentile above on the Nelson-Denny Reading Test, 75 on the reading test of the American College Testing Programs Computerized Adaptive Placement Assessment and Support System (COMPASS), or 79 on the Reading Comprehension test of the College Board's ACCUPLACER Testing System will be considered to have met minimal reading skill requirements for direct entrance into EN 101
- Students not meeting the standards for English composition and/or reading must successfully complete a program or programs in developmental (pre-college level) English composition and reading in order to be placed in English composition courses which count toward a baccalaureate degree, an A.A. degree, an A.S. degree, or an A.A.S. degree. In compliance with this policy, Southern requires students who do not meet the standard for direct admission into a credit-bearing English composition course to enroll in a co-curricular English composition course which includes supplemental instruction at the developmental level for English composition and reading.

- A transfer student who has successfully completed the developmental course or its equivalent may enroll in a credit-bearing course in English or transfer to another West Virginia state college or university and shall be deemed to have met the placement standard at the receiving institution and shall not be required to enroll in a developmental course or its equivalent at a West Virginia state college or university in English. The assessment measure and score by which the student met the placement standard in English shall be recorded on the student's transcript.
- A student having met the placement standard in reading on transfer to another West Virginia state college or university shall be deemed to have met the placement standard at the receiving institution and shall not be required to enroll in a developmental course in reading. The assessment measure and score by which the student met the placement standard in reading shall be recorded on the student's transcript.

**Assessment Expectations for Students**

All students enrolling in certificate and associate degree programs are expected to participate in institutional programs, including course and/or service 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.

**Advising**

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

- prior to any change in class schedule such as dropping a class or withdrawing from a class
- prior to any change in major
- during pre-registration and schedule adjustment periods
- following any report of unsatisfactory progress
- when graduation is imminent
- when experiencing academic difficulties



# Financial Assistance Information

## **Financial Assistance Information**

Financial assistance consists of scholarships, grants, loans, and employment opportunities to help students finance a post-secondary education. Students may apply for these various types of financial assistance by contacting Southern's financial assistance office.

There is a limit to the number of credit hours for which students may receive financial assistance. Students are allowed up to 150% of the required hours for graduation in their particular program of study. An appeals process to the 150% is available for students who feel extenuating circumstances exist.

Students withdrawing/dropping classes before 60% of the academic term is completed may owe a repayment to federal programs. Students should see the financial assistance staff before dropping/withdrawing classes to review the refund to federal programs policy and to determine implications to their aid.

## **Loans**

### **Federal Direct Student Loan Program**

Beginning Fall 2010, Southern began participation in the federal direct student loan program. Students must be enrolled at least six college-level hours and apply for financial assistance at <http://www.fafsa.ed.gov>. Students must also apply online at <http://www.studentloans.gov> to complete a master promissory note and entrance counseling.

## **Grants**

### **Federal Pell Grant**

The Federal Pell Grant program provides the "foundation" of financial assistance to which other grants, loans, or assistance may be added. If the student qualifies for a Federal Pell Grant, he/she may receive an award 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 Grants (SEOG) are awarded only to those students who have extreme financial need. Since funds are limited, priority is given to those students who apply early.

### **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 in a minimum of six credit hours.

### **Higher Education Assistance for Part-time Students (HEAPS)**

Higher Education Assistance for Part-time Students (HEAPS) is a West Virginia funded program designed to assist West Virginia students enrolled on a part-time basis. Applications for funding must be completed each academic term, and the student must complete the FAFSA to be eligible for HEAPS funding.

## West Virginia Higher Education Grant (WVHEG)

The West Virginia Higher Education Grant is designed to assist low income full-time students in attaining educational goals. The first step in the application process is submitting the Free Application for Federal Student Assistance (FAFSA). Applications processed before March 1 are given priority consideration. Students must complete at least 24 credit hours in two academic terms to be considered for future awards.

## Scholarships

### 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 assistance office. An available scholarship listing may be obtained by contacting the Foundation liaison at 304.896.7425.

### PROMISE Scholarship

The West Virginia PROMISE (Providing Real Opportunities for Maximizing In-state Student Excellence) Scholarship Program, approved by the West Virginia legislature in 1999, offers each West Virginia high school graduate who completes high school with a 3.0 grade-point average as well as a composite ACT score of at least 21, or a combined SAT score of 1000 (with a minimum ACT sub-score of 20 in all subject areas or a minimum SAT verbal score of 490 and a minimum SAT math score of 480), a full-tuition scholarship to a state college or university or an equivalent dollar scholarship to an in-state, private institution.

The PROMISE Scholarship is based on the student's achievements, not on his/her parents' financial resources, not on the institution's resources, nor on any other factors.

### Southern Scholarship

Southern scholarships are 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).

## Standards of Progress for Federal Financial Aid Recipients

In addition to all other requirements for federal financial assistance eligibility, students must be making satisfactory academic progress toward a degree or certificate. The standards that are set forth here are more rigid than the institution's standards of progress. Therefore, a student who does not meet the standards of progress for federal financial assistance may be unable to receive Title IV aid, but may still be able to attend Southern. All attempted classes count for the review of standards of progress including hours transferred from other institutions.

Students receiving financial assistance must complete 65% of the classes for which they enroll each academic term and maintain an overall grade point average of 2.0.

- **Students failing to meet the standards of progress for federal financial aid recipients will be placed in a financial aid warning status.**
- **Students placed in financial aid warning must** complete all classes for which they enroll with an overall grade point average of 2.0 in order to be eligible for continuing financial aid. Students failing to meet standards during a warning period may submit an appeal with the Office of Financial Assistance which will be reviewed.

## Financial Assistance Information

- **Students approved for an appeal of the standards will be placed on financial aid probation for one academic term.** During this probationary period, students may not drop/fail classes for which they enroll beginning the first day of class.
- **At the end of the probationary academic term, the student must be meeting academic standards; otherwise the student is no longer eligible for Title IV assistance.**
- **Students applying/receiving federal assistance may receive assistance up to 150% of the required number of hours in their program.** Southern reserves the right to review the standards of progress based on federal regulations.

## Gainful Employment Disclosure

The US Department of Education requires colleges to disclose information about Gainful Employment certificate programs. Gainful employment encompasses any Title IV financial aid eligible programs that prepare students for gainful employment in a recognized occupation. Information on the Gainful Employment certificate programs offered by Southern West Virginia Community and Technical College can be found on Southern's web page at <http://www.southernwv.edu/gainful-employment>.

## Consumer Complaint Procedures

Southern's consumer complaint procedures were developed in compliance with federal and state guidelines to maintain eligibility for participation in Federal Title IV funding. For complaints regarding the institution's management of federal student financial assistance program and/or the institution's advertising and promotion of its programs, please contact the Chief Academic Officer at 304.896.7412.

All other forms of complaint are to be referred to the appropriate institutional office(s) responsible for the particular program or service.

# Tuition, Fees, and Refunds

## Tuition, Fees, and Refunds

### Tuition and Fees

The current academic year tuition and fee schedule is published on our website at <http://www.southernwv.edu/tuition>. Tuition and fees are subject to change each fiscal/academic year as approved by the Southern West Virginia Community and Technical College Board of Governors and the West Virginia Council for Community and Technical College Education.

Tuition and fees are assessed to all students, both residents and non-residents of the state of West Virginia, who register for classes at the college during each academic term (Fall, Spring, or Summer).

Tuition and fees consist of tuition, the technology fee, the health and wellness fee, and course fees:

**Tuition –** Assessed per credit hour of instruction, from 1 hour up to 12 hours (no tuition is assessed for any hours above 12). See current rates for resident and non-resident students at <http://www.southernwv.edu/tuition>.

\*The following Kentucky Reciprocity counties are assessed at WV Resident Rates: Boyd, Lawrence, Martin, and Pike.

**Technology Fee –** \$100.00 flat fee assessed to students who register for 7 or more hours each academic term. Students who register 6 hours or less are not assessed this fee. This fee is non-refundable after the academic term has begun.

**Health/Wellness Fee –** \$10.00 flat fee assessed to students who register for 3 or more credit hours each academic term. Students who register for 2 hours or less are not assessed this fee. Southern has partnered with the Chief Logan State Park recreational facility and the Larry Joe Harless Center in Gilbert, West Virginia, to allow our students access to these facilities with membership benefits at this minimal cost to the student as part of the state's strategic vision to increase the good health and wellness of the communities that Southern serves. After payment of this \$10.00 fee, the student may pick up his or her Health/Wellness card at the campus Business Office. The student may use this card at the above facilities until the expiration date at the end of the academic term. This fee is non-refundable after the academic term has begun.

**Course Fee –** Assessed per credit hour for specific courses that require additional costs such as labs or supplies. These fees are assessed to students who register for classes listed below. The current per credit hour rates for these courses are identified in the schedule of fees listed on our website above, and these fees are in addition to the tuition amount charged for the class.

Allied Health/Healthcare Technology  
Chemistry  
Electrical Engineering Technology  
Information Technology  
Medical Laboratory Technology  
Paramedic Sciences  
Physics  
Respiratory Care Technology  
Surgical Technology  
Online Courses

Biological Science  
Computer Information Systems  
Geology  
Integrated Science  
Nursing  
Physical Science  
Radiologic Technology  
Salon Management  
Welding

## Payment of Tuition and Fees

Students who pre-register for a future academic term will be responsible for payment of tuition and fees by the due date for that academic term. The payment due date for each academic term is on the website at <http://www.southernwv.edu/tuition>. Students who fail to pay by the due date will be removed from all registered classes for non-payment. Failure to receive advance notification does not exempt the student from payment by the due date. It is the student's responsibility to pay tuition and fees by the due date. If the student does not pay tuition and fees on or before the due date, the student will be dropped from all registered classes for the academic term.

If a student who has been dropped for non-payment wants to be reinstated, a \$25 reinstatement fee must be paid before the student can re-register. Students may still register for classes after the payment due date for the academic term but they must pay their tuition and fees at the time of registration in order to hold their seats in the classes. Southern drops all unpaid students from their classes nightly from the academic term payment due date until the conclusion of the final week of registration. Registration is not complete until payment is made during this time.

All outstanding balances for prior academic terms must be paid in full before a student may register for a future academic term. Southern West Virginia Community and Technical College reserves the right to withhold all further services for those who have an unpaid financial obligation. Grades and/or transcripts will be withheld until all financial obligations are cleared.

Southern accepts the following types of payment:

1. Cash, check or credit card (Visa, MasterCard, Discover, American Express, or Diner's Club). Students paying full tuition and fees may pay by credit card using the online payment system by accessing their student account through <http://www.southernwv.edu/mySouthern>.
2. Southern's Installment Plan (60/40) – Southern also provides a payment plan for eligible students. The student must sign a promissory note in person at a campus Business Office/Cashier's Office and make the first payment of 60% of the total tuition and fees for the academic term by the payment due date. If registering after the due date for the academic term, the 60% is due at time of registration. The remaining 40% will be due six weeks from the first day of classes for the academic term. The payment due date for the 40% will be posted on Southern's website at <http://www.southernwv.edu/tuition>.
3. Financial Assistance – Those receiving financial assistance must see a Financial Assistance Counselor prior to registering for classes. In order for the Financial Assistance Counselor to approve and complete the financial aid package, the student must be registered and turn in all required documentation for the aid to be processed by the financial aid deadline date. The student's financial aid must be completed by the financial aid deadlines below:

**Fall 2015:** Deadline is July 16, 2015      **Spring 2016:** Deadline is December 17, 2015

4. Third Party Authorization – If tuition is to be paid by an agency, employer, or other third party outside the College, the student must present a letter of authorization guaranteeing payment from that agency, employer, or organization to the cashier in the campus Business Office by the payment due date for each academic term. The letter of authorization must be on the company's letterhead and contain specified limits (if restricted) and the address to bill. If the third-party payor fails to pay any charges billed, the student will be responsible for payment of the charges.

## Refund Procedures

A student may withdraw online for any course/courses before the academic term that the class is in has begun. Once the academic term has begun\*, the student must fill out the official withdrawal form and present it to Student Records personnel in order for the withdrawal to be completed. Refunds, when applicable, are granted based on the date the withdrawal is completed. All refunds are to be calculated from the first day of classes of a given academic term. Every student who registers incurs a financial obligation to the College. Refund checks are normally mailed within 30 days of the official withdrawal date. Amounts paid by credit card will be refunded back to the original credit card. Refunded fees will be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.

## **Tuition, Fees, and Refunds**

\*The Technology Fee and the Health/Wellness Fee are non-refundable after the academic term has begun.

There are three types of refunds:

1. Refunds for traditional 16 week classes – Student must withdraw from all 16 week courses within the first 6 weeks of the academic term in order for a refund to be granted. The percentage of refund will be based on the date of the withdrawal in the system. The current refund schedule with percentages and dates can be seen at <http://www.southernwv.edu/tuition>.
2. Refunds for non-traditional classes (classes that have a shorter duration period than the 16 week courses) – Student must withdraw from the course before the first day of the course in order to be granted a 100% refund. There is no refund for withdrawal from a nontraditional course that has already started.
3. Cancelled Classes – If the institution cancels a class, the student will be given a full refund of tuition and fees associated with the class, unless the student registers for another class of the same value in academic hours and fees.

The current Refund Policy is part of SCP-5050 Assessment, Payment and Refund of Fees. This policy can be found at <http://www.southernwv.edu/administration/policies> which provides the most up-to-date refund information.

## **Refund Schedule**

The current refund schedule for the academic year is posted on Southern's website at <http://www.southernwv.edu/tuition>.

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

## **Textbooks**

Southern West Virginia Community and Technical College has partnered with MBS Direct to offer our students a virtual bookstore online from which to order their textbooks for the academic term. Students can also sell their textbooks back to MBS at any time during the academic term or after the academic term is over.

Students have the option to purchase new books, used books, e-books, and even rental books from MBS. Prices for each option available to the student, based upon the required textbooks for their classes, can be viewed before they make their selection.

Students can access book information by going to our webpage [www.southernwv.edu](http://www.southernwv.edu) and selecting the Bookstore under the "QUICK LINKS" drop down menu. Information on returns and refunds can be found on the virtual bookstore webpage

There is also a toll free help desk number under "Contact Us" on the bookstore webpage that is available for students 24 hours a day/7 days a week.

Charges for books and credits for refunds will be entered daily on student accounts. Students are encouraged to monitor their student accounts online through My.Southern.edu to view these transactions.

## **Bookstore Voucher Numbers**

Students who have completed all financial aid requirements by the financial aid deadline date for the academic term, and have financial aid available for which to purchase their books, will be issued a voucher number. The voucher number will be sent to their student email account. Students will need their student ID and voucher number in order to purchase their books from MBS.

Voucher numbers are activated 10 days prior to the beginning of each academic term. They will expire on the Friday of the second week of classes for the academic term. This allows students 24 days in which to purchase their books. There will be no extensions on voucher numbers. If the Business Office receives notification of authorized aid or tuition assistance from a third-party for a student within those 24 days, there may be a delay receiving the voucher number. All voucher numbers will expire on the second Friday of classes even if the notification or authorization was received late.

If the student is expecting a voucher number and does not receive one through his or her Southern student email account, he or she must contact the Manager, Business and Auxiliary Services for their respective campuses using their student email account. Voucher numbers will be sent only to Southern student email accounts.

Boone, Lincoln, and Logan students: [Patricia.Miller@southernwv.edu](mailto:Patricia.Miller@southernwv.edu)

Williamson, and Wyoming students: [Chris.Gray@southernwv.edu](mailto:Chris.Gray@southernwv.edu)

## Campus Stores

The Logan and Williamson campus stores offer students a variety of supplies and clothing. The campus stores accept cash, check, and credit card payments. If students wish to use their financial aid or third-party authorized aid to purchase from the campus store, they must first stop by the Business Office/Cashier's Office to obtain a deferment form for the campus store.



# Academic Policy and Procedures

## **Procedures**

### **Credit Hours (SIP-3240)**

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- one hour (50 minutes) per week during a 15 week academic term, or an equivalent amount of work over a different amount of time; or at least an equivalent amount of work as required above for other activities including laboratory, practica, studio, online, and/or other academic work leading toward to the award of credit hours.

### **Student Class Attendance**

In accordance with SIP-4672, the class attendance policy is determined by each instructor and plainly stated to each student in the course syllabus. Regular class attendance is necessary for successful academic work. Students receiving federal financial aid and/or Veteran's Educational Benefits who register for and never attend classes may be responsible for repayment of funds.

### **Full-Time Enrollment**

For the purposes of tuition the number of credit hours for a full-time student is twelve per academic term. The maximum permissible load each academic term is as follows: (a) 13 hours for those students who are on academic probation; (b) 18 hours for those students who are not on academic probation; (c) those with a 3.0 or greater GPA may take more than 18 hours with the permission of the appropriate Division Head responsible for the program and/or major or from the Chief Academic Officer.

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 fifteen hours each academic term 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.

### **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 and fees for the course, receives instruction, and participates in classroom activities, but does not receive a grade.

During the fall and spring academic terms, a class may be changed from audit to credit and vice versa within the first two weeks of the official start 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.

## Grading

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

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 total credit hours for courses in which a student earned a letter grade.

To compute the overall grade point average, add all quality points and divide this number by the total credit hours for courses in which a student earned a letter grade. Courses in which grades of “W” have been given are ignored but a grade of “F” is included in hours earned with “0” quality points.

### Incomplete Grade

A student may receive an Incomplete “I” grade for a course if that student has successfully completed the majority of the academic requirements and is unable to complete the course due to unforeseen or uncontrollable circumstances. The instructor for the course must submit Incomplete Grade Forms to the Division Head for approval before an “I” grade may be recorded. The student does not re-register for the course in which the “I” grade was received but must complete the requirements for the course within the next full academic term or the “I” grade will automatically be changed to a grade of “F”. The final grade for the course will be assigned by the instructor and the grade change must be approved by the Division Head and forwarded to the Registrar. The instructor must file the specific forms for a final grade change with the Records Office to complete the process.

### D and F Repeat Rule (Policies SCP-3736 and SCP-4398)

If a student earns a “D” or “F” in a course, he or she is eligible to repeat the course. The original “D” or “F” must occur no later than the academic term 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 or 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 academic term.

### **Part-time**

A part-time student may be placed on "academic warning" at the end of his first academic term of enrollment. "Academic Probation" may be imposed after a part-time student completes ten credit hours and "suspension" may be imposed after nineteen credit hours have been attempted. A part-time student may be dismissed only after having attempted twenty-four credit hours.

### **Full-time**

#### **A. Good Standing**

Students are considered in good academic standing if they maintain an academic term minimum GPA of 2.00, a cumulative GPA of 2.00, and are eligible to re-enroll at Southern.

#### **B. Academic Warning**

Students who fail to maintain a minimum grade point average of 2.00 for any academic term will receive an academic warning. All such students will be notified via Southern email account. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the scholastic standing action. Students on academic warning are encouraged to consult with a Student Services or faculty advisor and take advantage of academic support and tutorial services provided by the College.

After Academic Warning, a student returns to Good Standing by achieving an academic term average of 2.0. A student remains on Academic Warning if his/her academic term GPA falls below 2.0.

#### **C. Academic Probation**

Students who fail to maintain a minimum cumulative grade point average of 1.50 will be placed on academic probation until their grade point average reaches 1.75 or better. All such students will be notified via Southern email account. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the scholastic standing action. Students on academic probation may be required to carry less than a normal load the following academic term and are required to consult with a Student Services or faculty advisor.

After the completion of the probationary term, the student will be removed from Academic Probation if the GPA is 1.75 or better.

#### **D. Academic Suspension**

Students who are on academic probation and fail to attain an academic term GPA of 1.50 or better shall be placed on suspension. All such students will be notified via Southern email account. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the scholastic standing action. A suspended student is not eligible to attend Southern during the period of one academic term nor will credits earned at other schools during this time period be accepted via transfer.

**E. Readmitted During Suspension Academic Term**

Under some conditions a student on suspension from Southern West Virginia Community and Technical College may be allowed to register for courses during his/her suspension academic term. The decision to allow a student to register is at the discretion of the Chief Academic Officer. All students who are on suspension must be advised by an assigned advisor. A student on suspension is restricted in his/her selection of courses. Under this program, the student may enroll in a maximum of seven credit hours per academic term.

After the student has (1) fulfilled the suspension period of one academic term, or (2) completed an academic term with a 2.0 GPA, he/she may request reinstatement to academic probation. If a student does not make a 2.0 academic term GPA, he/she is placed on academic suspension again. During this time, he/she must fulfill the suspension period of one year and may then request readmission to the College.

After the student has successfully completed one academic term of study, he/she is reinstated to academic probation. This will be approved if the student has earned a 2.0 grade point average during that academic term. If a student does not make a 2.0 grade point average and his/her cumulative average remains below that for good academic standing for the number of credit hours attempted, 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 Change of Schedule form used to add/drop classes may be obtained from the Records Office on the Logan or Williamson campuses or from the Student Services personnel on the Boone/Lincoln or Wyoming/McDowell campuses, or at the Lincoln Site. Classes dropped during the add/drop period will not appear on the final grade reports. Students may add/drop classes online until the first class day of the academic term. Once the academic term begins for fall, spring, or summer, dropping a class online is not available. Classes are not added simply by attending nor are they dropped by ceasing to attend class. Students must properly complete the Change of Schedule form and submit this form to a Student Services or faculty advisor at any campus or at the Lincoln Site. In order for the add/drop process to be finalized, the completed Change of Schedule form must be submitted to the Records Office at any campus or at the Lincoln Site. Failure to do so may adversely affect grades and/or financial assistance eligibility.

**Withdrawal from Class/College**

After the add/drop period, if a student finds it necessary to withdraw from class or from the College, he/she must complete the withdrawal process. Withdrawing from classes prior to the deadline date for withdrawal is accomplished by securing a Change of Schedule form and submitting the form to a Student Services or faculty advisor at any campus or at the Lincoln site. If withdrawing from the College, the student should also talk with the a Student Services or faculty advisor. If the student receives financial assistance or a student loan, then he/she should talk with the Financial Assistance Office, too. The withdrawal process is complete after the Change of Schedule form is processed by an advisor, a copy of the form is received by the Records Office, and finally the form is taken to the Business Office by the student or authorized representative. Withdrawal from class or the College cannot be completed through the online student self-service portal.

A student can withdraw from a full-term class on or before the completion of 73% of the academic term, which is roughly eleven weeks. The specific last day to withdraw in an academic term is published in the academic calendar included in the catalog. 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 classes. After the last day to withdraw, students will not be permitted to withdraw from the class and will receive the final grade they earn.

Classes meeting for less than full-term differ in specific last date for withdrawal.

## **Academic Policy and Procedures**

### **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 their tuition and fees or made arrangements for payment by the advertised date for early registration or at the time of registration. There will be no record of the student being in these classes.

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 will determine the appropriate grade in each instance.

## **Non-Traditional Academic Credit**

### **General Guidelines**

In accordance with recent trends towards the recognition of nontraditional 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 the following specific procedures for the granting of college credit from non-traditional sources:

- to qualify for graduation, 15 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
- any course in which a grade of "Credit" has been assigned is not used in computation of the student's grade point average
- a maximum of 24 credit hours may be awarded from all non-traditional sources
- non-traditional credit cannot be awarded for any course which a student has previously completed at any college
- a student may not completely place out of major courses either by national examinations, credit examinations, experiential learning, or any combination of these sources
- 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. 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. 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.

The list of advanced placement courses can be found at <http://www.wvctcs.org/>.

**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.

CLEP examinations are subject-based. 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 Student Services advisor.

**Challenging a Course/Credit by Examination**

Students interested in challenging a course must contact the Division Head by the end of the third week of the academic term 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 academic term 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 Chief Academic Officer when qualified faculty are available for examination administration.

Full-time faculty within the discipline 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 assistance program of Southern West Virginia Community and Technical College.

**Prior Learning Assessment (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 Head. Final authority for awarding such credit rests with the 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 credential.

Students seeking credit for experience in the Board of Governors Associate in Applied Science Adult Degree Completion Program must complete EL 201, Portfolio Development, as part of this process. The student will also pay a \$300 portfolio review fee and complete form SIP-3227.A "Portfolio Examination Form" for each course petitioned upon submission of the portfolio to Chief Academic Officer. Fees for evaluation of the portfolio must be paid prior to the assessment process.

The Chief Academic Officer will forward the portfolio submission to the appropriate Division Head, who then submits the document to the faculty of the appropriate academic department or disciplines. The faculty member chosen to make a specific evaluation is instructed, where necessary, by the Division Head about the procedures to be followed. Normally these evaluations will be made by the teaching faculty of Southern West Virginia Community and Technical College. If the student's experience being assessed lies outside the professional competence of Southern's faculty, the Division Head will request a competent individual from another institution or another expert to make the evaluation.

## **Academic Policy and Procedures**

After a faculty member's recommendation for credit is made, it is reviewed by the Division Head, who then makes a recommendation to the Chief Academic Officer for approval or denial of the credit recommended by the faculty member. Form SIP-3227.A is returned to the Division Head until the entire portfolio is evaluated, at which time all credit awards are submitted to the Registrar.

### **Articulation of Credit through Licensure/Certification**

Under certain conditions, adult students may be awarded college credit for courses through current licensure and/or transcripts and/or certification related to the material content normally covered in a course offered by Southern West Virginia Community and Technical College. The license and/or certification must be current and unencumbered.

Review of documentation and recommendation for credit are the responsibility of the Division Head. A fee of \$10 per credit hour must be remitted to the college prior to awarding the credit.

A grade of "CR" is given for a course articulated for credit.

### **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 Head 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.

### **Articulated, EDGE, or Dual Credit Opportunities**

College credit may be obtained by students while attending high school through three options: articulation agreements, dual credit courses, and EDGE (Earn a Degree Graduate Early). Agreements are in place with high schools throughout the College's service district. These agreements recognize course equivalencies in specific technical courses. For more information contact Southern's Student Services Office or a high school counselor.

Students who have participated in EDGE must request their EDGE transcripts from the following website: <http://www.wvtechprep.wvnet.edu>.

## **Degrees, Graduation, and Transcripts**

### **Degrees**

Southern West Virginia Community and Technical College grants associate or certificate degrees 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 degree or certificate program requirements.

An associate degree program (either Associate in Arts, Associate in Science, or Associate in Applied Science) constitutes a field of study within an approved degree program having its own prescribed curriculum. An associate degree program consists of a minimum of sixty credit hours.

A certificate degree program allows for successful entry into employment in a specific career usually as the foundation of the Associate in Applied Science. A minimum of thirty credit hours constitutes a certificate degree program at the associate level.

A skill set is a defined series of courses that prepare individuals for a specific skill. A skill set consists of eight – nineteen credit hours.

**Earning Multiple Degrees**

Students who have received an associate degree or a certificate consisting of thirty or more credit 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.

**Graduation**

Graduation exercises are held at the end of each spring academic term. Those who successfully complete the degree requirements with a 2.0 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, fifteen hours of the total program must be completed at Southern.

Students in the Board of Governors Associate in Applied Science Adult Degree Completion Program are an exception to this policy. Per West Virginia Council for Community and Technical College Education Board of Governors Associate in Applied Science Adult Degree Completion Program Administrative Guidelines, students transferring into this program must complete twelve hours at a regionally accredited higher education institution, including a total of three hours credit at Southern West Virginia Community and Technical College.

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

**Graduation with Honors**

Students completing requirements for the associate degree or certificate programs with a minimum 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 twelve 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 fifteen additional credit hours through actual course work from Southern West Virginia Community and Technical College after the non-enrollment period, earn at least a 2.0 GPA 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 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 Chief Academic Officer can accept, modify, or reject the student’s request.

## **Academic Policy and Procedures**

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. Students in the Board of Governors Associate in Applied Science Adult Degree Completion Program are an exception to this policy. Per West Virginia Council for Community and Technical College Education Board of Governors Associate in Applied Science Adult Degree Completion Program Administrative Guidelines, students transferring into this program must complete twelve hours at a regional accredited higher education institution, including a total of three hours credit at Southern West Virginia Community and Technical College.

### **Dean's List**

Students carrying a minimum of twelve credit hours per academic term 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 Chief Academic Officer.

### **Transferring Credit**

The transfer of credits to other institutions within the state system is established by the West Virginia Council for Community and Technical College Education. It is the policy of the West Virginia Council for Community and Technical College Education that the transfer of credits among institutions will be completed consistent with appropriate and legitimate academic program integrity.

At least sixty and no more than seventy-two hours of credit completed at community colleges governed by the West Virginia Council for Community and Technical College 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 West Virginia Council for Community and Technical College Education 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 Higher Learning Commission of North Central Association of Colleges and Schools.

The West Virginia Council for Community and Technical College Education has established procedures for the hours of course work 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 Head for specific course information.

### **Requests for Transcripts**

Official academic transcripts will be released provided a written request that includes the student's signature is submitted to the Records Office. There is a fee for an official transcript. Transcript requests will not be honored if the student has an obligation with the institution. Unofficial academic transcripts can be printed from Southern's website. Instructions for printing unofficial transcripts and additional transcript information can be found at <http://www.southernwv.edu/admission/requesting-academic-transcripts>.

# **Student Services, Programs, and Activities**

### **Advisory Council of Students**

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

### **Career and Educational Guidance Services**

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

Services available include academic advising, career, and educational counseling, orientation to academic programs, aptitude assessment, career planning, current information on career and educational opportunities, and special interest seminars and workshops. These services are free to all students. For more information, stop by the Student Services Office at any College location or call 304.307.0709 (Boone/Lincoln Campus), 304.896.7375 (Logan Campus), 304.236.7658 (Williamson Campus), or 304.294.2012 (Wyoming/McDowell Campus).

### **Career Planning and Placement Services**

Current students and alumni are encouraged to take advantage of the services and resources offered on campus. Student Services personnel on each campus are prepared to provide students with individualized career counseling which includes assistance with determining an academic major, setting a career goal, preparing for the job market, and/or seeking job placement. Workshops covering job search skills, resume writing, interviewing skills, and business etiquette are conducted periodically during the academic term and are open to current students and graduates.

During the spring academic term, employers are invited on campus to participate in a job fair. Students and community members have an opportunity to meet with representatives from business and industry, discuss employment opportunities, submit resumes, and/or interview for available positions. Throughout the year, individuals can learn of advertised job openings by visiting Southern's web site for a complete listing of jobs for students. Advertised job openings are also posted on each campus.

For more information, stop by the Student Services Office at any College location or call 304.307.0709 (Boone/Lincoln Campus), 304.896.7375 (Logan Campus), 304.236.7658 (Williamson Campus), or 304.294.2012 (Wyoming/McDowell Campus).

### **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. During the fall and spring academic terms the College library is open to the community from 7:00 a.m. to 8:00 p.m. Monday through Thursday, 7:00 a.m. to 4:30 p.m. on Friday. The Williamson Campus Library is also open from 9:00 a.m. to 1:00 p.m. on Saturday. The library is 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.

## Disability Services

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Southern West Virginia Community and Technical College ensures that qualified individuals with disabilities are afforded equal opportunity to participate in its programs and services. Reasonable modifications in policies, practices, and procedures are affected to assure equal access to individuals with disabilities.

Disability Services offers a supportive environment to ensure students with disabilities have equal access to the programs, services and activities offered by Southern. Disability Services provides and coordinates reasonable accommodations and disability-related services, advocates for an accessible learning environment through the removal of physical, informational and attitudinal barriers, and encourages self-advocacy and personal responsibility on the part of students with disabilities.

Immediately following application to Southern, persons with disabilities should contact Disability Services to plan for potential accommodation.

Reasonable and effective academic accommodations are provided on an individual basis and are based upon appropriate documentation of the disability and the significant functional limitations associated with the disability. Students having accommodation needs must:

- schedule an initial interview with the Office of Disability Services
- provide written documentation of disability from an appropriate professional licensed to diagnose such disability
- request services on an academic term basis

This process of providing disability-related services follows guidelines of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and is designed to assure that reasonable accommodations are provided to all qualified students in a timely manner.

Information provided regarding Disability Services is considered confidential and is not disclosed without the written permission of the student. For further information contact Disability Services at 304.896.7315 (TTY: 304.792.7054).

## Food Service

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.

## Honor Societies

### Chi Alpha Epsilon

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 academic terms.

### Lambda Chi Nu

Lambda Chi Nu is an honor society to recognize outstanding academic achievement in associate degree nursing. This organization shall foster a commitment to the nursing profession and recognize exemplary contributions toward the advancement of professional nursing.

## **Student Services, Programs, and Activities**

### **Lambda Nu**

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

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 academic term.

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**

Phi Theta Kappa is a National Honor Society 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. Membership in Phi Theta Kappa means membership in an exciting academic fellowship.

## **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 Boone/Lincoln and Wyoming/McDowell campuses offer electronic and interlibrary loan access to Southern's library services as well as to public libraries or libraries at nearby colleges. The Logan and Williamson campus libraries' hours are posted each academic term.

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. 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, access to research and general databases, microfilm reels and microfiche. Also, interlibrary loan services are provided to the community and the student body. 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.

## **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, and various types of tournaments, dances, and entertainment. 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. Registered students pay student fees which support institutional student activities.

## **Student Clubs and 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 ensure club development that has the necessary student interest and support at Southern.

The group should first obtain an application for formation from a Student Services Specialist or Director and 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 Association office (SGA). 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 Director of Enrollment Management and Student Engagement. The Director of Enrollment Management and Student Engagement will review the application and associated materials and make a recommendation to the Chief Academic Officer 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 a Student Services Specialist or Director.

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.

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 relieve 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.

### **The Student Nurses Association**

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

## **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, speakers, and other activities. Each year a college employee is appointed as advisor to the respective SGA.

## **Student Services, Programs, and Activities**

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.

## **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, to participate in other college related programs, and to receive financial aid checks. Identification cards may also be used for obtaining some student discounts sponsored by organizations or commercial agencies in the community. There is a \$5.00 fee for replacement of lost ID's.

## **Student Support Services**

The Student Support Services (TRIO) 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, transfer counseling with campus visits, workshops, tutoring, help in completing the financial assistance application process, and social, educational and/or cultural activities and events. 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, Room 108. The Director can be contacted by phone at 304.236.7646.

## **Tutoring Services**

Tutoring services are available to registered students via the Student Support Services program or the Student Services department. Tutoring is available to assist students in many subject areas, and student tutors are sought to provide an even broader base. Additionally, some faculty members volunteer to tutor students in a variety of subjects at campus tutoring centers. Students who need tutoring and students wishing to volunteer as tutors should contact the Student Services personnel on their campus.

## **Unattended Items**

Southern West Virginia Community and Technical College is not responsible for the security of personal items left unattended on college property. The College is not responsible or liable for lost or stolen items. Employees, students, and visitors are expected to take reasonable care for the safety and security of their own property.

In this time of heightened security, unattended items may be held suspect and may be confiscated by security personnel or other college employees. Items confiscated are subject to search by security, law enforcement, or college personnel for identification and safety purposes.

# Military, Veterans and Dependents

### **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 is available online at [www.sss.gov](http://www.sss.gov).

### **Military Credit**

Academic credit may be awarded based on the American Council on Education recommendations for educational experiences in the Armed Forces. Veterans should submit transcripts from AARTS, SMART, CCAF, or JST to the Certifying Official for evaluation of their armed services educational experiences. Southern may also grant a maximum of four hours of physical education credit for military service. A copy of the veteran's DD-214 must be submitted in order to receive credit.

### **Military, Veterans and Dependents**

Persons assigned to full-time active military service in West Virginia and residing in the state shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Under Section 702 of the Veterans Access, Choice and Accountability Act of 2014 (Choice Act), "covered individuals" will be charged in-state tuition and fee amounts. A "covered individual" is defined in the Choice Act as:

- a veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty of 90 days or more.
- a spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
- a spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the servicemember's death in the line of duty following a period of active duty service of 90 days or more.

### **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. Upon enrollment, the forms are then certified by the appropriate Veterans Certifying Official and copies forwarded to the appropriate Veterans' Administration (VA) Office. Benefits, which are determined by the VA, are calculated based upon the number of credit hours attempted in the veteran's academic program; the courses attempted are closely scrutinized to ensure that all classes are required in the degree program in which the veteran is enrolled. Classes that are not required will not be certified. For more information contact Central Records at the District Office at 304.896.7443.

As a recipient of VA educational benefits, students must immediately report any change in credit hour and/or program of study to the Veterans Representative. Furthermore, students must maintain satisfactory academic progress and be in good academic standing each academic term. Students are considered to be making satisfactory progress and be in good standing as long as each academic term's grade point average is 2.0 or above.

## **Student Class Attendance**

In accordance with SIP-4672, the class attendance policy is determined by each instructor and plainly stated to each student in the course syllabus. Regular class attendance is necessary for successful academic work. Students receiving federal financial aid and/or Veteran's Educational Benefits who register for and never attend classes may be responsible for repayment of funds.

## **Called To or Volunteered for Active Duty**

Service members called to or volunteering for active duty missions will be granted the following:

- If students meet  $\frac{3}{4}$  of the academic term, they will receive their grade as it stands on the  $\frac{3}{4}$  mark.
- If students do not reach the  $\frac{3}{4}$  point of the academic term, they will be backdated out of the academic term and all Tuition Assistance paid will be reimbursed to the entity that paid it.
- Upon return from active duty, students will be able to continue with their degree pursuit as if they had never left the institution.

## **Veterans Club**

The Veterans Club at Southern West Virginia Community and Technical College is an organization that provides a social group setting to help veterans adjust and become successful in civilian and college life. Members work to accomplish several goals, including:

- promoting college spirit
- establishing and maintaining fellowship between veterans and students on campus
- assisting with the dissemination of valuable information to veterans
- integrating veteran students into social and campus activities

## **Who Can Join?**

Membership is open to all Southern veteran students, dependents of veterans, and veteran alumni. Additionally, membership is open to any member of Southern's staff, faculty, and administration who is a veteran.

## **Meeting Times**

Meetings are held on various days. For information on upcoming meetings, contact an advisor or look for the posted fliers around campus. Southern faculty, administrators, staff, and employees may attend the meetings.

## **Veterans Contact Information**

### **Teri Wells**

Interim Registrar/Veterans Certifying  
Official  
Phone: 304.896.7443  
Email: [teri.wells@southernwv.edu](mailto:teri.wells@southernwv.edu)

### **Angela Dotson**

Student Records Assistant  
Phone: 304.896.7438  
Email: [angela.dotson@southernwv.edu](mailto:angela.dotson@southernwv.edu)

### **Timothy Ooten**

Program Coordinator for Adult Services  
Phone: 304.896.7354  
Email: [tim.ooten@southernwv.edu](mailto:tim.ooten@southernwv.edu)



# Instructional Programs

## **Instructional Programs**

### **Division of Applied and Industrial Technology Programs**

Associate in Applied Science in:

- Electrical Engineering Technology
- Information Technology
- Mechatronics
- Welding Technology

### **Division of Healthcare and Business Programs**

Associate in Applied Science in:

- Business Accounting
- Business Administration
- Health Care Professional
  - Community and Behavioral Health Option
- Management
  - Energy Option
  - Entrepreneurship Option
  - Health Care Option
- Medical Assisting
- Medical Laboratory Technology
- Mine Management
- Nursing
- Office Administration
  - Administrative Option
  - Legal Option
  - Medical Option
- Paramedic Science
- Radiologic Technology
- Respiratory Care Technology
- Salon Management/Cosmetology
- Strategic Business Integration
  - Business Accounting Option
  - Business Administration Option
  - Energy Management Option
  - Entrepreneurship and Small Business Management Option
  - Health Care Leadership Option
- Surgical Technology

## **Division of Social Sciences, Education, and Non-Traditional Programs**

Associate in Applied Science in:

Board of Governors Adult Degree Completion

Criminal Justice

Corrections Option

Homeland Security Option

Law Enforcement Option

Early Childhood Development

Homeland Security and Emergency Service

Criminal Justice Option

Education Option

Health Care Option

Mine Management Option

Occupational Development

Technical Studies

## **Division of University Transfer Programs**

Associate in Arts

Associate in Science

## **Certificate Programs**

### **Division of Applied and Industrial Technology Programs**

Electrical Engineering Technology

Industrial Technology

Mechatronics Option

Welding Option

Information Technology

### **Division of Healthcare and Business Programs**

Central Sterile Supply Technician

Health Care Technology

Medical Laboratory Assistant

Office Administration

### **Division of Social Sciences, Education, and Non-Traditional Programs**

Criminal Justice

Paraprofessional Education

Technical Studies

### **Division of University Transfer Programs**

General Studies

The State of West Virginia requires all career and technical Certificate and AAS programs to have an industry-approved end-of-program exam. These exams often have a fee attached which the student is responsible for paying.

## **Instructional Programs**

### **Skill Sets**

#### **Division of Applied and Industrial Technology Programs**

Computer Repair Technician  
Graphic Design Technician  
Industrial Safety Technician  
Mine Permit Technician

#### **Division of Healthcare and Business Programs**

Bookkeeping  
Entrepreneurism  
Legal Office  
Medical Office  
Medical Transcription  
Payroll  
Records Clerk  
Tax Preparation

#### **Division of Social Sciences, Education, and Non-Traditional Programs**

Early Childhood

## University Transfer Programs

### Associate in Arts

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 the Associate in Arts degree.

A student may attend full-time (12 hours or more per academic term) or part-time (less than 12 hours per academic term) to complete the Associate in Arts degree. Classes are offered day and evening. After meeting all the prerequisites, a full time student can complete the degree in four or five academic terms, and a part time student can complete in six or seven academic terms. The program is delivered in various formats. Students may take traditional, online or blended courses.

### Associate in Science

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 the Associate in Science degree.

A student may attend full-time (12 hours or more per academic term) or part-time (less than 12 hours per academic term) to complete the Associate in Science degree. Classes are offered day and evening. After meeting all the prerequisites, a fulltime student can complete the degree in four or five academic terms and a part time student can complete in six or seven academic terms. The program is delivered in various formats. Students may take traditional, online or blended courses.

## Instructional Programs

### Associate in Arts

60 Credit Hours

Students planning to earn a baccalaureate degree at a four-year institution may complete the first two years at Southern West Virginia Community and Technical College by earning the Associate in Arts degree.

A student may attend full-time (12 hours or more per academic term) or part-time (less than 12 hours per academic term) to complete the Associate in Arts degree. Classes are offered day and evening. After meeting all the prerequisites, a full-time student can complete the degree in four or five academic terms and a part time student can complete in six or seven academic terms. The program is delivered in various formats. Students may take traditional, online, or blended courses.

Component	Dept/No.	Credit Hours
<b>Oral and Written Communications</b>	EN 101 or EN 101A	3
	EN 102	3
	EN 200 or EN 201 or EN 202 or EN 204	3
	OR 110	1
	SP 103 or SP 202 or SP 207	3
<b>Quantitative and Qualitative Reasoning</b>	MT 100 or higher	3
	Any course with the designation BS, CH, GL, IS, SC, or PH	8
<b>Cultural, Artistic, and Global Perspective</b>	AR 112 or MU 175 or TH 112	3
	Any four of the following: EC 241, EC 242, HS 104, HS 105, HS 115, HS 120, HS 230, HS 231, PS 201, PS 202, PY 201, PY 218, RL 115, SO 200 or SO 201, SO 202	12
<b>Information and Communication Technology</b>	Any course with the designation CS or IT	1 – 3
<b>Electives</b>	Choose courses based upon your planned baccalaureate major in consultation with your academic advisor and the catalog / transfer agreement for your intended transfer institution	18 – 20

A program course sequence is available at <http://www.southernwv.edu/programs/associate-in-arts>

## Associate in Science

60 Credit Hours

Students planning to earn a baccalaureate degree at a four-year institution may complete the first two years at Southern West Virginia Community and Technical College by earning the Associate in Science degree.

A student may attend full-time (12 hours or more per academic term) or part-time (less than 12 hours per academic term) to complete the Associate in Science degree. Classes are offered day and evening. After meeting all the prerequisites, a full-time student can complete the degree in four or five academic terms and a part time student can complete in six or seven academic terms. The program is delivered in various formats. Students may take traditional, online or blended courses.

Component	Dept/No.	Credit Hours
<b>Oral and Written Communications</b>	EN 101 or EN 101A	3
	EN 102 or EN 115 or BU 205	3
	Any one of the following: EN 200, EN 201, EN 202, EN 204, SP 103, SP 202	3
	OR 110	1
<b>Quantitative and Qualitative Reasoning</b>	MT 125 and MT 130 or MT 229	5 - 6
	Any four of the following: BS 101, BS 102, BS 199, BS 216, CH 213, CH 214, CH 223 and CH 224, CH 225 and CH 226, IS 200, IS 210, GL 110, PH 210 or PH 220, PH 212 or PH 222	16 – 18
<b>Cultural, Artistic, and Global Perspective</b>	Any four of the following: AR 112 or MU 175 or TH 112, EC 241, EC 242, HS 104, HS 105, HS 115, HS 120, HS 230, HS 231, RL 115, PS 201, PS 202, PY 201, PY 218, SO 200 or SO 201 or SO 202	12
<b>Information and Communication Technology</b>	Any course with the designation CS or IT	1 – 3
<b>Electives</b>	Choose courses based upon your planned baccalaureate major in consultation with your academic advisor and the catalog / transfer agreement for your intended transfer institution.	11 – 16

A program course sequence is available at <http://www.southernwv.edu/programs/associate-in-science>

## **Instructional Programs**

# **Career and Technical Programs**

### **Associate in Applied Science**

These programs are non-transfer programs for career oriented students who desire to enter the job market after completion of the program. 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 bachelor's degree.

Some courses required by career and technical programs will not fulfill baccalaureate degree requirements. 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.

## Business Accounting

Associate in Applied Science  
60 Credit Hours

### Purpose

The Business Accounting Program is designed to provide a sound background in accounting skills for students who choose to enter the work force upon the completion of an Associate in Applied Science degree. Fundamental principles (two courses) as well as taxes, payroll, and managerial emphasis are incorporated into the program. Accounting job opportunities can be found in almost every industry.

The full Business Accounting Program is available at all campus locations.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
BU 115	Business Mathematical Applications	3
or	or	
MT 123	Intermediate Algebra	
EC 241	Principles of Economics I	3
EC 242	Principles of Economics II	3
EN 101 or EN 101A	English Composition I	3
PY 201	General Psychology	3
or	or	
SO 200	Introduction to Sociology	
or	or	
SO 215	Human Relations	
SP 103	Speech Fundamentals	3
<b>Major Courses</b>		
AC 111	Principles of Accounting I	3
AC 112	Principles of Accounting II	3
AC 211	Intermediate Accounting I	3
AC 212	Intermediate Accounting II	3
AC 248	Income Tax Accounting	3
AC 249	Managerial Accounting	3
AC 250	Computerized Accounting	3
AC 265	Payroll Accounting	3
BU 100	Introduction to Business	3
BU 120	Business Software Applications	3
BU 205	Communications in Business	3
BU 207	Business Law	3
BU 230	Business Statistics	3
	<sup>1</sup> Restricted Elective	3

<sup>1</sup>Choose from: Any Accounting, Business, Economics, Finance, Management, Marketing, or Office Administration course not already specified in the program may be used to fulfill the restricted elective requirement.

A program course sequence is available at <http://www.southernwv.edu/programs/business-accounting>

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Instructional Programs

### Business Administration

Associate in Applied Science

60 Credit Hours

#### Purpose

The Business Administration Program meets the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve student's business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. While this program is not designed to transfer into a four-year program, there are some 2 + 2 articulation agreements in existence with several colleges/universities.

The full Business Administration Program is available at all campus locations.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
BU 115	Business Mathematical Applications	3
or	or	
MT 123	Intermediate Algebra	
EC 241	Principles of Economics I	3
EC 242	Principles of Economics II	3
EN 101 or EN 101A	English Composition I	3
PY 201	General Psychology	3
or	or	
SO 200	Introduction to Sociology	
or	or	
SO 215	Human Relations	
SP 103	Speech Fundamentals	3
<b>Major Courses</b>		
AC 111	Principles of Accounting I	3
AC 112	Principles of Accounting II	3
AC 265	Payroll Accounting	3
BU 100	Introduction to Business	3
BU 120	Business Software Applications	3
BU 205	Communications in Business	3
BU 207	Business Law	3
BU 230	Business Statistics	3
FN 231	Principles of Finance	3
MG 260	Principles of Management	3
MG 261	Human Resources Management	3
MK 270	Principles of Marketing	3
	<sup>1</sup> Restricted Electives	6

<sup>1</sup>Choose from: Any Accounting, Business, Computer Science, Economics, Finance, Management, Marketing, or Office Administration course not already specified in the program may be used to fulfill the restricted electives requirement.

A program course sequence is available at <http://www.southernwv.edu/programs/business-administration>

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Criminal Justice

Associate in Applied Science

60 Credit Hours

### Purpose

The Criminal Justice Program is 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 Patrolman, Deputy Sheriff, Watchman/Guard, Corrections Officer, or Parole/Probation Officer. All students in this program must complete a common general education core and a career support core.

The full Criminal Justice Program is available at all campus locations.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AH 122	First Aid	2
AH 124	CPR	1
BU 115	Business Mathematical Applications	3
or		
MT 121	College Math for General Education	
or		
MT 121A	College Math for General Education, Enhanced	
CS 102	Computer Literacy	3
EN 101 or EN 101A	English Composition I	3
PS 201	American Government and Politics	3
PS 202	State and Local Government	3
SO 200	Introduction to Sociology	3
SP 103	Speech Fundamentals	3
	<sup>1</sup> Electives	6
<b>Major Courses</b>		
CJ 101	Criminal Justice Systems	3
CJ 201	Criminal Procedure	3
CJ 202	Criminal Law	3
CJ 203	Criminal Evidence	3
CJ 226	Abnormal Psychology	3

## Instructional Programs

Students are required to choose one of the following options to complete the degree:

### Corrections Option

CJ 102	Introduction to Corrections	3
CJ 216	Corrections Management	3
CJ 221	Community Corrections	3
CJ 223	Criminology	3
CJ 250	Ethics in Criminal Justice	3

### Homeland Security Option

EM 230	Emergency Medical Leadership Skills	3
HM 101	Introduction to Homeland Security	3
HM 103	Integrated Incident Command Systems	3
HM 104	Command Operations, Planning, and Logistics	3
HM 205	Public Health	3

### Law Enforcement Option

CJ 103	Introduction to Law Enforcement	3
CJ 213	Criminal Investigation	3
CJ 217	Juvenile Delinquency	3
CJ 223	Criminology	3
CJ 250	Ethics in Criminal Justice	3

A program course sequence is available at <http://www.southernwv.edu/programs/criminal-justice/>

**Division Head: 304.294.2008**

**Administrative Secretary: 304.896.7377**

## Early Childhood Development

Associate in Applied Science

60 Credit Hours

### Purpose

The Early Childhood Development Program is designed for those seeking to work in a pre-school setting. The degree gives students classroom and practical understanding of the intellectual, physical, social, and emotional principles critical to working with the pre-school child. Students should consult the catalog of the institution to which they will transfer to determine the appropriate science courses to select.

Most, but not all, courses in the Early Childhood Development Program are web-based.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
CS 102	Computer Literacy	3
EN 101 or EN 101A	English Composition I	3
EN 102	English Composition II	3
MT 121	College Math for General Education	3
SP 103	Speech Fundamentals	3
	<sup>1</sup> Laboratory Science Elective	4
<b>Major Courses</b>		
ED 112	Principles and Theories	3
ED 115	Early Childhood Health, Safety, Nutrition	3
ED 116	Guiding the Behavior of Children	3
ED 122	Curriculum and Instruction in Early Childhood Education	2
ED 124	Foundations of Language and Literacy in Early Childhood	3
	Development	
ED 126	Literacy Teaching and Learning in Early Childhood	3
	Development	
ED 213	Children and Families	3
ED 214	Child Development	3
ED 218	Human Development	3
ED 221	Administration of Early Childhood Education	3
ED 223	Computer Instructional Techniques in the Classroom	3
ED 224	The Exceptional Child	3
ED 225	Methods and Materials	3
ED 230	Early Childhood Practicum	3

<sup>1</sup>Choose from: BS 101, BS 102, BS 118, BS 124, BS 125, BS 199, BS 216, CH 203, CH 204, CH 213, CH 214, CH 223 w/CH 224, CH 225 w/CH 226, GL 110, IS 200, IS 210, SC 109, SC 110, PH 200, PH 210, or PH 222.

Students interested in the 2+2 program with Marshall University should contact the Division Head for additional information.

A program course sequence is available at <http://www.southernwv.edu/programs/early-childhood-development>

**Division Head: 304.294.2008**

**Administrative Secretary: 304.896.7377**

## Instructional Programs

### Electrical Engineering Technology

Associate in Applied Science

60 Credit 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 electrical technician. The curriculum incorporates basic and advanced courses in electricity, electronics and electrical machinery. In addition students must take technical specialization electives in fields that are of particular interest to them.

The full Electrical Engineering Technology Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
CS 102	Computer Literacy	3
EN 101 or EN 101A	English Composition I	3
MT 124	Technical Math	3
MT 125	Trigonometry	
or	or	3
MT 130	College Algebra	
OR 105	Orientation to Technical Programs	1
PH 200 or higher	Introductory Physics	4
SP 103	Speech Fundamentals	3
	<sup>1</sup> Social Science Elective	3
<b>Major Courses</b>		
EG 103	Electrical Calculations	3
EG 105	Industrial Safety	1
EG 107	Introduction to Circuits	4
EG 123	Electrical Schematics	3
EG 171	Circuit Analysis I	4
EG 172	Circuit Analysis II	4
EG 297	National Electric Code	1
EG 298	Capstone	1
	<sup>2</sup> Specialization Courses	16

<sup>1</sup>Choose from any Psychology or Sociology course.

<sup>2</sup>Specialization Courses (minimum of 16 credit hours): Student must complete a series of restricted electives. Courses offered to fulfill the electives will be structured around current business and industry demands. Courses are limited to Engineering courses not already required by the program and other related courses as approved by the Division Head for Applied and Industrial Technology.

A program course sequence is available at <http://www.southernwv.edu/programs/electrical-engineering-technology>

**Division Head: 304.236.7633**

**Administrative Secretary: 304.236.7609**

**E-mail: [technology@southernwv.edu](mailto:technology@southernwv.edu)**

## Health Care Professional

Associate in Applied Science

60 Credit Hours

### Purpose

The Health Care Professional Program prepares individuals to work in a variety of healthcare settings. Individuals seeking work in the allied health area may work in hospitals, clinics, home health agencies, and physician offices. Individuals focusing on the area of allied health management may work as healthcare professionals in the areas of hospital administration, office manager, and other support positions. Graduates will have a firm foundation for understanding complex medical issues facing today's society. Completion of this program does not guarantee selection into an Allied Health or Nursing Associate Degree Program.

The full Health Care Professional Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
Biology Elective	Choose any BS course	4
CS 103	Introduction to Applications	1
EN 101 or EN 101A	English Composition I	3
Math Elective or BU 115	Choose 3 hours from: MT 100 or higher or BU 115	3
OR 110	Introduction to College	1
PY 201	General Psychology	3
or	or	
PY 218	Life-Span Developmental Psychology	
SO 200	Introduction to Sociology	3
<b>Major Courses</b>		
AH 108	Medical Terminology	2
AH 200	Health Care Ethics and Law	1
AH 203	Communication Skills for the Health Care Professional	1
AH 285	Health Care Leadership and Management (Capstone)	3
	<sup>1</sup> Electives	35

<sup>1</sup>Any college-level course not already specified in the program may be used to fulfill the electives requirement.

A program course sequence is available at <http://www.southernwv.edu/programs/health-care-professional>

## Instructional Programs

### Community and Behavioral Health Option

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
BS 115	Human Biology	3-4*
or		
BS 118	Essentials of Human Systems for Allied Health	
or		
BS 124	Human Anatomy and Physiology I	
BU 115	Business Mathematical Applications	3
or		
MT 100 or higher		
CS 102	Computer Literacy	3
EN 101 or EN 101A	English Composition I	3
OR 110	Introduction to College	1
PY 201	General Psychology	3
PY 218	Life-Span Developmental Psychology	3
SO 200	Introduction to Sociology	3
<b>Major Courses</b>		
AH 100	Patient Care Technology	3
AH 108	Medical Terminology	2
AH 122	First Aid	2
AH 124	CPR	1
AH 150	Introduction to Health Care	3
AH 154	Community and Behavioral Health	3
AH 200	Health Care Ethics and Law	1
AH 203	Communication Skills for the Health Care Professional	1
AH 215	Basic Pharmacology	3
AH 220	Trends in Health Care	1
AH 253	Chemical Dependency	3
AH 254	Community and Behavioral Health Rotation	6
AH 280	Folk Health Care Practices	3
AH 285	Health Care Leadership and Management (Capstone)	3

\*Students who select BS 115 must take at least one additional credit hour in any subject area to complete the required 60 credit hours for graduation.

A program course sequence is available at <http://www.southernwv.edu/programs/health-care-professional>

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Homeland Security and Emergency Service

Associate in Applied Science

60 Credit Hours

### Purpose

The Homeland Security and Emergency Service Program prepares students for entry-level employment and career advancement opportunities in the crisis management and emergency response arena. It is possibly one of the most important and talked about issues of our culture today. Jobs in homeland security are in high demand in various areas such as: management, investigation, private/public security, and law enforcement. As one of the largest government agencies, they are looking for strong individuals with a variety of skills to carry out specific tasks. Previous experience in security, public service, military, technology, or administration is helpful but not required.

The full Homeland Security and Emergency Service Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AH 122	First Aid	2
AH 124	CPR	1
BS 115	Human Biology	3
or	or	
BS 127	Microbiology for Allied Health	
BU 115	Business Mathematical Applications	3
CS 103	Computer Applications	1
EN 101 or EN 101A	English Composition I	3
PS 201	American Government and Politics	3
PS 205	National Security Decision Making	3
PY 203	Forensic Psychology	3
PY 226	Abnormal Psychology	3
SO 201	Social Problems I	3
<b>Major Courses</b>		
HM 101	Introduction to Homeland Security	3
HM 102	A History of Terrorism	3
HM 103	Integrated Incident Command Systems	4
HM 104	Command Operations, Planning, and Logistics	4
HM 106	Techniques of Counterterrorism	3
HM 203	Introduction to Intelligence Research	3
HM 205	Public Health Issues	3
Students are required to choose one of the following options to complete the degree:		
<b>Criminal Justice Option</b>		
CJ 101	Criminal Justice Systems	3
CJ 203	Criminal Evidence	3
CJ 213	Criminal Investigation	3
<b>Education Option</b>		
ED 120	Approaches to Discipline	3
ED 213	Children and Families	3
PY 207	Psychology of Adolescence	3

## Instructional Programs

### Health Care Option

AH 108	Medical Terminology	2
EM 230	Emergency Management Leadership Skills	4
PY 222	Processes of Dying and Grief	3

### Mine Management Option

MG 268	Collective Bargaining and Labor Relations	3
MG 273	Organizational Behavior and Communication	3
MN 109	Mine Law, Safety, and Health	3

A program course sequence is available at <http://www.southernwv.edu/programs/homeland-security>

**Division Head: 304.294.2008**

**Program Coordinator: 304.896.7385**

**Administrative Secretary: 304.896.7377**

## Information Technology

Associate in Applied Science

60 Credit 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. The focus electives will be customized to student career path and current business and industry demands. The full Information Technology Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
BU 205	Communications in Business	3
or	or	
EN 115	Technical Writing	
EN 101 or EN 101A	English Composition I	3
MT 124	Technical Math	3
OR 105	Orientation to Technical Programs	1
PY 201	General Psychology	3
or	or	
SO 200	Introduction to Sociology	
or	or	
SO 215	Human Relations	
SP 103	Speech Fundamentals	3
	<sup>1</sup> Laboratory Science Elective	4
<b>Major Courses</b>		
IT 102	Cyber Law, Ethics and Culture	3
IT 104	Using Internet Technology for Research and Productivity	3
IT 112	System Architecture	3
IT 180	PC Maintenance	3
IT 181	Advance PC Maintenance	3
IT 182	A+ Lab	2
IT 183	Network +	4
IT 274	Capstone	1
Programming Elective	Choose 3 hours from: IT 188, IT 190, IT 192, or IT 194	3
	<sup>2</sup> Specialization Courses	15

<sup>1</sup>Choose from: BS 101, BS 102, BS 118, BS 124, BS 125, BS 199, BS 216, CH 203, CH 204, CH 213, CH 223 w/CH 224, CH 225 w/ CH 226, PH 200, PH 210, PH 212, PH 220, SC 109, or SC 110.

<sup>2</sup>Specialization Courses (15 hours): Student must complete a series of restricted electives. Courses offered to fulfill the electives will be structured around current business and industry demands. Courses are limited to Information Technology courses not already required by the program and other related courses as approved by the Division Head for Applied and Industrial Technology.

A program course sequence is available at <http://www.southernwv.edu/programs/information-technology>

**Division Head: 304.236.7633**

**Administrative Secretary: 304.236.7609**

**E-mail: [technology@southernwv.edu](mailto:technology@southernwv.edu)**

## Instructional Programs

### Management

Associate in Applied Science

60 Credit Hours

#### Purpose

The Management Program prepares graduates for employment as mid-level managers in the energy and health care sectors. This program also provides graduates with the entrepreneurial skills and abilities to effectively manage their own business.

The full Management Program is available at all campus locations.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AC 111	Principles of Accounting I	3
EC 241	Principles of Economics I	3
EN 101 or EN 101A	English Composition I	3
FN 210	Finance for the Non-Financial Manager	3
MT 225	Elementary Statistics	3
SO 200	Introduction to Sociology	3
SP 103	Speech Fundamentals	3
	<sup>1</sup> General Elective	3
	<sup>2</sup> Restricted Science Elective	3
<b>Major Courses</b>		
MG 101	Introduction to Management	3
MG 260	Principles of Management	3
MG 261	Human Resources Management	3
MG 266	Project Management	3
MG 269	Effective Leadership	3
MG 273	Organizational Behavior and Communications	3
MK 267	E-Commerce and Marketing for a Global Society	3

Students are required to choose one of the following options to complete the degree:

#### Energy Option

EC 270	World Economy and the Energy Sector	3
MG 268	Labor Relations and Collective Bargaining	3
MN 112	Cultural Issues and Contemporary History of the Mining Industry	3
MN 215	Environmental Aspects of Mining	3

#### Entrepreneurship Option

EP 105	Social and Cultural Entrepreneurship	3
MG 250	Financing and Venture Capital	3
MG 252	Valuation of New Business Ventures	3
MG 262	Entrepreneurial and Small Business Management	3

**Health Care Option**

AH 152	Contemporary History and Issues of Health Care	3
AH 285	Health Care Leadership	3
MG 254	Management of Health Care Systems and Facilities	3
MG 268	Labor Relations and Collective Bargaining	3

<sup>1</sup>Any college-level course not already specified in the program may be used to fulfill the general elective requirement.

<sup>2</sup>Choose BS 115 for the Entrepreneurship and Health Care Options; choose MN 212 for the Energy Option.

A program course sequence is available at <http://www.southernwv.edu/programs/management>

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Instructional Programs

### Mechatronics

Associate in Applied Science

60 Credit Hours

#### Purpose

The Mechatronics Program prepares students for industrial automation in applications (engineering) positions, as well as service (maintenance) type positions by providing knowledge and hands-on experience in electricity, fluid power, sensors, control systems, robotics, and programmable controllers - components that are used in a wide variety of industrial automation systems, machines, and equipment.

The program is designed for people who are interested in product development, plant maintenance, machine set-up and installation, and troubleshooting of modern computer controlled machines. Mechatronics Engineering Technician jobs are found in the manufacturing, energy, medical, electronics, agriculture, biotechnology, and automotive industries.

The full Mechatronics Technology Program is available on the Williamson Campus. The Boone/Lincoln, Logan, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
CS 102	Computer Literacy	3
EN 101 or EN 101A	English Composition I	3
MT 124	Technical Math	3
or		
MT 124A	Technical Math, Enhanced	
OR 105	Orientation to Technical Programs	1
PH 200 or higher	Introductory Physics	4
SP 103	Speech Fundamentals	3
	<sup>1</sup> Social Science Elective	3
<b>Major Courses</b>		
EG 103	Electrical Calculations	3
EG 105	Industrial Safety	1
EG 107	Introduction to Circuits	4
MX 110	Introduction to Mechatronics	2
MX 120	Mechanical Power I	2
MX 130	Fluid Power I	2
MX 180	PLC Fundamentals	1
MX 184	PLC Interfacing and HMIS	1
MX 186	PLC Applications	1
MX 190	Industrial Robotics	3
MX 298	Capstone	2
	<sup>2</sup> Specialization Courses	18

<sup>1</sup>Choose from any Psychology or Sociology course

<sup>2</sup>Specialization Courses (minimum of 18 credit hours): Students must complete a series of restricted electives. Courses offered to fulfill the electives will be structured around current business and industry demands. Courses are limited to Electrical, Mechatronics, Welding, Robotics, and AutoCAD courses not already required by the program and other related courses as approved by the Division Head of Applied and Industrial Technology.

A program course sequence is available at <http://www.southernwv.edu/programs/mechatronics>

**Division Head: 304.236.7633**

**Administrative Secretary: 304.236.7609**

**E-mail: [technology@southernwv.edu](mailto:technology@southernwv.edu)**

## Medical Assisting

Associate in Applied Science

60 Credit Hours

### Purpose

The Medical Assisting Program strives to meet the needs of the community by educating students in this health care field. The student will be prepared for the workforce in the ambulatory care setting. The medical assisting student will perform administrative and clinical procedures.

The full Medical Assisting Program is available on the Boone/Lincoln, Williamson, and Wyoming/McDowell campuses. The Logan Campus offers the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AH 108	Medical Terminology	2
AH 124	CPR	1
AH 200	Health Care Ethics and Law	1
AH 203	Communication Skills for the Health Care Professional	1
AH 215	Basic Pharmacology	3
AH 280	Folk Health Care Practices	3
BS 118	Essentials of Human Systems for Allied Health	4
BU 115	Business Mathematical Applications	3
CS 103	Introduction to Applications	1
EN 101 or EN 101A	English Composition I	3
PY 218	Life-Span Developmental Psychology	3
SP 103	Speech Fundamentals	3
<b>Major Courses</b>		
MA 100	Introduction to Medical Assisting	3
MA 101	Medical Assisting I	4
MA 105	Medical Office Billing and Coding I	3
MA 106	Medical Office Billing and Coding II	3
MA 201	Medical Assisting II	7
MA 210	Medical Assisting III	9
MA 225	Medical Assisting Capstone	3

A program course sequence is available at: <http://www.southernwv.edu/programs/medical-assisting>

**Division Head: 304.236.7620**

**Program Coordinator: 304.307.0701**

**Administrative Secretary: 304.896.7385**

## Instructional Programs

### Medical Laboratory Technology

Associate in Applied Science

60 Credit Hours

#### Purpose

The Medical Laboratory Technology Program at Southern West Virginia Community and Technical College was developed to fulfill southern West Virginia's need for qualified Medical Laboratory Technicians (MLT). There is a growing demand for Medical Laboratory Technicians in West Virginia as well as the country. These professional and competent laboratory personnel who are certified to examine and analyze laboratory specimens are essential to the delivery of quality health care. Although graduates generally work in hospitals, clinics, or doctor's offices, opportunities also exist in commercial or pharmaceutical industries, scientific research, and infection control in both the public and private sectors. 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.

The full Medical Laboratory Technology Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

For a better understanding of the physical and mental requirements related to the job performance duties of this profession, student should review the Medical Laboratory Technology Program's technical/academic standards.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AH 203	Communication Skills for the Health Care Professional	1
BS 124	Human Anatomy and Physiology I	4
BS 125	Human Anatomy and Physiology II	4
<sup>1</sup> CH 203	Fundamentals of General, Organic, and Biological Chemistry I	4
EN 101 or EN 101A	English Composition I	3
<sup>1</sup> MT 128 or higher	Algebra for Allied Health	3
PY 218	Life-Span Developmental Psychology	3
or	or	
SO 200	Introduction to Sociology	
	<sup>2</sup> CS Elective	1
<b>Major Courses</b>		
ML 101	Clinical Hematology	5
ML 102	Clinical Chemistry	5
ML 103	Immunohematology and Serology	5
ML 200	Phlebotomy Practicum	1
ML 201	Urinalysis and Body Fluids	2
ML 202	Clinical Microbiology	5
ML 205	MLT Seminar	2
ML 210	MLT Clinical Practicum	12

<sup>1</sup>Students planning to continue their studies toward a BS degree in MLT are advised to take CH 213, CH 214, and MT 130 in place of these courses or consult the institution to which you plan to transfer.

<sup>2</sup>Any 1 hour Computer Science course may be used to fulfill the elective requirement.

A program course sequence is available at <http://www.southernwv.edu/programs/medical-laboratory-technology>

**Division Head: 304.236.7620**

**Program Coordinator: 304.896.7323**

**Administrative Secretary: 304.896.7385**

## Mine Management

Associate in Applied Science  
60 Credit Hours

### Purpose

The Mine Management Program is designed to prepare and to educate individuals for front-line or mid-level positions in the mining industry, both surface and underground. A degree in Mine Management will provide graduates a diverse range of opportunities which includes a high salary, career progression, and the ability to be employed in a global profession. This mining program is applicable to all energy resource concepts, including coal, oil, gas, and iron ore. The associate in applied science program encompasses a wide variation and correlation of people, financial resources, equipment, community, environmental, and regulatory agencies providing the management team with marketable skills and an educated workforce in today's competitive landscape.

Theoretical principles and practical methodologies associated with mine management, planning, finance, evaluation, and law are incorporated throughout the program. A recent upturn in the coal industry, which has included opening of new mines and expansion of operations at existing mines, is expected to continue. With the need to replace retiring workers and existing personnel through attrition, the industry has a promising future with a better than average employment growth. Only fourteen postsecondary level mining programs exist in the nation.

Courses in the Mine Management Program are offered on the web, hybrid, weekend, weekend fastrack, and in the traditional classroom.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
BU 115	Business Mathematical Applications	3
BU 205	Communications in Business	3
CS 102	Computer Literacy	3
EC 270	World Economics and the Energy Sector	3
EN 101 or EN 101A	English Composition I	3
FN 210	Finance for the Non-Financial Manager	3
<b>Major Courses</b>		
MG 261	Human Resources Management	3
MG 264	Supervision	3
MG 266	Project Management	3
MG 268	Collective Bargaining and Labor Relations	3
MG 269	Effective Leadership	3
MG 272	Industrial Leadership	3
MG 273	Organizational Behavior	3
MG 274	Project Evaluation	3
MN 109	Mine Law, Safety, and Health	3
MN 112	Cultural Issues and Contemporary History of the Mining Industry	3
MN 115	Introduction to Mine Management	3
MN 212	Geology of Mining	3
MN 215	Environmental Aspects of Mining	3
MN 220	Mine Management and Planning	3

A program course sequence is available at <http://www.southernwv.edu/programs/mine-management>

**Division Head: 304.236.7620**

**Program Coordinator: 304.896.7381**

**Administrative Secretary: 304.896.7385**

## Instructional Programs

### Nursing

Associate in Applied Science  
60 Credit Hours

#### Purpose

The Nursing Program is designed to prepare graduates to practice as a registered nurse once licensure requirements are satisfied. The Associate Degree Nurse is expected to be able to provide safe and effective care to meet healthcare needs of individuals of any age in a variety of healthcare settings. The nurse practices within the combination of the three roles: provider of care, manager of care, and member within the discipline of nursing. The faculty in the Department of Nursing believes 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.

The full Nursing Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
BS 124	Human Anatomy and Physiology I	4
BS 125	Human Anatomy and Physiology II	4
EN 101 or EN 101A	English Composition I	3
PY 201	General Psychology	3
	<sup>1</sup> General Education Elective	3
<b>Major Courses</b>		
NU 132	Drug and Dosage Calculation I	1
NU 133	Health Assessment and Diagnostics I	2
NU 134	Introduction to Nursing Concepts	8
NU 142	Drug and Dosage Calculations II	1
NU 143	Health Assessment and Diagnostics II	1
NU 144	Nursing Concepts of Health and Illness I	9
NU 234	Nursing Concepts of Health and Illness II	9
NU 244	Synthesis of Nursing Concepts	9
NU 245	Professional Nursing and Health Systems Concepts	3

<sup>1</sup>Any college-level course not already specified in the program may be used to fulfill the general education elective requirement.

All courses must be completed with a "C" or better in order to progress. Courses designated as other than "NU" and may be taken prior to entering the Nursing Program. However, taking such courses does not guarantee entry to the Nursing Program. Please see admission criteria in the College catalog.

Competency exams may be required in course/levels in order to progress in the curriculum. The Nursing Program must be completed within three 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.

A program course sequence is available at <http://www.southernwv.edu/programs/nursing>

**Division Head: 304.236.7620**

**Program Coordinator: 304.896.7391**

**Administrative Secretary: 304.896.7326**

## Office Administration

Associate in Applied Science

60 Credit Hours

### Purpose

The Office Administration Program will prepare the student for immediate employment as a highly-skilled office manager, administrative assistant, executive secretary, office assistant, customer service representative, or administration office coordinator. Whether it is in the challenging environment of the business world, legal profession, or medical environment, the Office Administration students develop skills that will meet the need of today's work requirements.

The full Office Administration Program is available at all campus locations.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
BU 115	Business Mathematical Applications	3
or	or	
MT 123	Intermediate Algebra	
EC 241	Principles of Economics I	3
EC 242	Principles of Economics II	3
EN 101 or EN 101A	English Composition I	3
PY 201	General Psychology	3
or	or	
SO 200	Introduction to Sociology	
or	or	
SO 215	Human Relations	
SP 103	Speech Fundamentals	3
<b>Major Courses</b>		
AC 111	Principles of Accounting I	3
AC 250	Computerized Accounting	3
BU 100	Introduction to Business	3
BU 120	Business Software Applications	3
BU 205	Communications in Business	3
OA 104	Document Processing II	3
OA 131	Records Management	3
OA 135	Document Processing Simulation	3
OA 220	Administrative Management	3

Students are required to choose one of the following options to complete the degree:

### Administrative Option

OA 130	Administrative Machine Transcription	3
OA 140	Office Administrative Procedures	3
	<sup>1</sup> Business Restricted Electives	9

### Medical Option

AH 108	Medical Terminology	2
BS 115	Human Biology	3
OA 129	Medical Terminology and Transcription	3
OA 145	Medical Office Procedures	3
OA 230	Medical Billing and Coding	3
	<sup>2</sup> Elective	1

## Instructional Programs

### Legal Option

BU 207	Business Law	3
OA 133	Legal Terminology and Transcription	3
OA 143	Legal Office Procedures	3
OA 235	Legal Research	3
	<sup>1</sup> Business Restricted Elective	3

<sup>1</sup>Choose from: Any Accounting, Business, Economics, Finance, Management, Marketing, or Office Administration course not already specified in the program may be used to fulfill the business restricted elective requirement.

<sup>2</sup>Any college-level course not already specified in the program may be used to fulfill the elective requirement.

A program course sequence is available at <http://www.southernwv.edu/programs/office-administration>

**Division Head: 304.236.7620**

**Administrative Assistant: 304.896.7385**

## Paramedic Science

Associate in Applied Science  
60 Credit Hours

### Purpose

Southern's Paramedic Science Program prepares students to be competent entry-level paramedics. The nationwide demand for paramedics continues to rise while the numbers have declined. Today's paramedics must have a firm grasp of anatomy and physiology, the pathologies of numerous disease processes, kinematics of trauma, pharmacology, basic and advanced life support skills and procedures, and have the ability to apply this knowledge to all age groups. Furthermore, the paramedic must be a leader, able to gain control of the often chaotic scene environment, be a team leader, able to communicate with patients and family members and intelligently with physicians and other hospital personnel. Upon successful completion of the program, students will be ready to provide pre-hospital care to the ill or injured patient following the guidelines of standard patient care. The use of various web sites is a vital part of this program used in documentation of clinical rotations and course work.

The full Paramedic Science Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AH 108	Medical Terminology	2
AH 200	Health Care Ethics and Law	1
AH 203	Communication Skills for the Health Care Professional	1
BS 118	Essentials of Humans Systems for Allied Health	4
BU 115	Business Mathematical Applications	3
CS 103	Introduction to Applications	1
EN 101 or EN 101A	English Composition I	3
<b>Major Courses</b>		
EM 101	Airway Management	3
EM 102	Introduction to EMS	3
EM 114	Pre-hospital Pharmacology	3
EM 116	Cardiopulmonary	5
EM 117	Medical Emergencies	4
EM 118	Patient Assessment	3
EM 119	Trauma/Shock/Management	3
EM 120	Coordinated Clinical Internship I	3
EM 121	Pathophysiology for the EMS Provider	1
EM 215	EMS Seminar	3
EM 216	Assessment Based Management	1
EM 217	Special Considerations	4
EM 218	Rescue Operations	4
EM 219	Coordinated Field Internship	2
EM 220	Coordinated Clinical Internship II	3

A program course sequence is available at <http://www.southernwv.edu/programs/emergency-medical-services>

**Division Head: 304.236.7620**

**Program Coordinator: 304.896.7316**

**Administrative Secretary: 304.896.7385**

## Instructional Programs

### Radiologic Technology

Associate in Applied Science

60 Credit Hours

#### Purpose

The Radiologic Technology Program strives to meet the needs of the community by educating students for future employment as technologists in this vital health care field. Students planning to transfer to other institutions are advised to see the Radiologic Technology Coordinator to obtain course requirements and sequence. Additional courses may be required to fulfill prerequisites. The program must be completed in three years. The mission of the Radiologic Technology Program is to meet community and employer needs for radiographers with high quality, student-friendly and accessible educational opportunities and services. The program strives to instill professional development and transferable behaviors into the work place.

#### Goals:

1. Prepare students to become safe and competent radiographers
2. Provide educational opportunities for students to possess communication and critical thinking skills
3. Demonstrate responsible professional attitudes and behaviors
4. Use effective communication

The full Radiologic Technology Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AH 200	Health Care Ethics and Law	1
BS 118	Essentials of Human Systems for Allied Health	4
CS 103	Introduction to Applications	1
EN 101 or EN 101A	English Composition I	3
MT 128 or higher	Algebra for Allied Health	3
OR 110	Introduction to College	1
PH 200	Introductory Physics	4
SO 200	Introduction to Sociology	3
<b>Major Courses</b>		
RA 100	Introduction to Radiologic Technology	3
RA 101	Imaging Procedures I and Image Analysis	3
RA 103	Imaging Procedures II and Image Analysis	3
RA 104	Principles of Radiographic Exposure	2
RA 110	Clinical Practice I	1
RA 125	Clinical Practice II	2
RA 150	Clinical Practice III	4
RA 200	Clinical Practice IV	3
RA 201	Radiation Bio. and Adv. Radiation Protection	2
RA 202	Pathology	2
RA 203	Imaging Procedures III and Modalities	3
RA 204	Imaging Equipment	2
RA 206	Pharmacology in Radiology	1
RA 207	Digital Imaging Acquisition and Display	1
RA 210	Quality Management in Imaging Systems	2
RA 225	Seminar in Radiologic Technology	3
RA 250	Clinical Practice V	3

A program course sequence is available at <http://www.southernwv.edu/programs/radiologic-technology>

**Division Head: 304.236.7620**

**Program Coordinator: 304.896.7335**

**Administrative Secretary: 304.896.7385**

## Instructional Programs

### Respiratory Care Technology

Associate in Applied Science

60 Credit Hours

#### Purpose

The Respiratory Care Technology Program at Southern West Virginia Community and Technical College is designed to meet the growing needs of the healthcare industry focusing on Respiratory Therapy. Respiratory Therapists work in all types of healthcare settings to evaluate, treat, and care for patients with breathing or other cardiopulmonary disorders. Practicing under the direction of a physician they will assume primary responsibility for all respiratory care therapeutic treatments and diagnostic procedures. The graduate of the Respiratory Care Technology Program will be eligible to sit for the Certified Respiratory Therapist Exam and the Registered Respiratory Therapist exam offered by the National Board of Respiratory Therapy provided all eligibility requirements are met.

The full Respiratory Care Technology Program is available on the Williamson and Wyoming/McDowell Campuses. The Boone/Lincoln and Logan campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AH 200	Health Care Ethics and Law	1
AH 203	Communication Skills for the Health Care Professional	1
BS 124	Human Anatomy and Physiology I	4
BS 125	Human Anatomy and Physiology II	4
CS 103	Introduction to Applications	1
EN 101 or EN 101A	English Composition I	3
PY 218	Life-Span Developmental Psychology	3
<b>Major Courses</b>		
RC 101	Assessment of the Cardiopulmonary Patient	4
RC 102	Respiratory Skills I	4
RC 103	Respiratory Sciences	3
RC 104	Respiratory Skills II	4
RC 106	Cardiopulmonary Pathology	2
RC 110	Cardiopulmonary Pharmacology	3
RC 120	Clinical Rotation I	1
RC 121	Clinical Rotation II	1
RC 122	Clinical Rotation III	1
RC 201	Cardiopulmonary Diagnostics I	3
RC 210	Mechanical Ventilation I	4
RC 211	Mechanical Ventilation II	4
RC 220	Clinical Rotation IV	2
RC 221	Clinical Rotation V	1
RC 230	Neonatal and Pediatric Therapy	3
RC 232	Respiratory Care Profession	3

A program course sequence is available at <http://www.southernwv.edu/programs/respiratory-care-technology>

**Division Head: 304.236.7620**

**Program Coordinator: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Salon Management/Cosmetology

Associate in Applied Science

60 Credit Hours

### Purpose

The Salon Management/Cosmetology Program provides the student with the knowledge and skills necessary for a career in the cosmetology field. At the end of the first, second, and fourth academic terms the student may become licensed by the West Virginia Board of Examiners for Barbers and Cosmetologists (Board) as a Nail Technician, Aesthetician, and Hair Stylist. Upon successful completion of the program, graduates will become licensed as a Professional Cosmetologist. This program exceeds the 1,800 clock hours required by the Board.

The full Salon Management/Cosmetology Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
BU 100	Introduction to Business	3
BU 115	Business Mathematical Applications	3
EN 101 or EN 101A	English Composition I	3
MG 262	Entrepreneurial and Small Business Management	3
MG 264	Supervision	3
MK 272	Retailing	3
SO 215	Human Relations	3
SP 103	Speech Fundamentals	3
<b>Major Courses</b>		
AH 126	Health Sciences for Professional Cosmetology	2
AH 127	Health Sciences for Aesthetics	1
AH 226	Health Sciences for Hair Stylists	2
SM 100	Concepts of Professional Cosmetology	3
SM 102	Art and Science of Nail Technology	2
SM 105	Nail Technology Clinical Practicum	2
SM 106	General Sciences for Professional Cosmetology	3
SM 108	Art and Science of Aesthetics	2
SM 110	Aesthetics Clinical Practicum	3
SM 202	Art and Science of Hair Styling I	4
SM 205	Hair Styling Clinical Practicum I	3
SM 208	Art and Science of Hair Styling II	4
SM 210	Hair Styling Clinical Practicum II	3
SM 212	Role Transitions to Professional Cosmetology	2

A program course sequence is available at <http://www.southernwv.edu/programs/salon-management-cosmetology>

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Instructional Programs

### Strategic Business Integration

Associate in Applied Science

60 Credit Hours

#### Purpose

The Strategic Business Integration Program is designed to provide an overall education in the business environment with a strategic blend of market specific industry needs and applied technology integrated across the common business core curriculum. The program has the option of an emphasis in Business Accounting, Business Administration, Energy Management, Entrepreneurial and Small Business Management, or Healthcare Leadership. This degree program will provide the entry-level skills for the workplace environment or the ability to transfer into a Bachelors-level program.

The full Strategic Business Integration Program is available at all campus locations.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AC 111	Principles of Accounting I	3
AC 112	Principles of Accounting II	3
BU 100	Introduction to Business	3
BU 106	Introduction to Customer Service	3
BU 115	Business Mathematical Applications	3
BU 120	Business Software Applications	3
CS 102	Computer Literacy	3
EN 101 or EN 101A	English Composition I	3
SP 103	Speech Fundamentals	3
	Humanities Elective	3

Students are required to choose one of the following options to complete the degree:

#### Business Accounting Option

Dept/No.	Title	Credit Hours
<b>Major Courses</b>		
AC 211	Intermediate Accounting I	3
AC 212	Intermediate Accounting II	3
AC 248	Income Tax Accounting	3
AC 249	Managerial Accounting	3
AC 250	Computerized Accounting	3
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	Principles of Economics I	3
SO 215	Human Relations	3

**Business Administration Option**

<b>Dept/No.</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Major Courses</b>		
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	Principles of Economics I	3
EC 242	Principles of Economics II	3
FN 231	Principles of Finance	3
MG 260	Principles of Management	3
MG 269	Effective Leadership	3
MK 270	Principles of Marketing	3
SO 215	Human Relations	3

**Energy Management Option**

<b>Dept/No.</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Major Courses</b>		
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	Principles of Economics I	3
EC 270	World Economics in the Energy Sector	3
MG 260	Principles of Management	3
MG 266	Project Management	3
MG 268	Collective Bargaining and Labor Relations	3
MG 269	Effective Leadership	3
MN 215	Environmental Aspects of Mining	3

**Entrepreneurship and Small Business Management Option**

<b>Dept/No.</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Major Courses</b>		
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	Principles of Economics I	3
MG 250	Financing and Venture Capital	3
MG 252	Valuation of New Business Ventures	3
MG 260	Principles of Management	3
MG 262	Entrepreneurship / Small Business Management	3
MK 270	Principles of Marketing	3
SO 215	Human Relations	3

## Instructional Programs

### Health Care Leadership Option

Dept/No.	Title	Credit Hours
<b>Major Courses</b>		
AH 220	Trends in Healthcare	3
AH 285	Healthcare Leadership	3
BU 207	Business Law	3
BU 230	Business Statistics	3
BU 280	The Business Professional (Capstone)	3
EC 241	Principles of Economics I	3
MG 254	Management of Healthcare Facilities	3
MG 260	Principles of Management	3
MG 268	Collective Bargaining and Labor Relations	3
MG 269	Effective Leadership	3

A program course sequence is available at <http://www.southernwv.edu/programs/strategic-business-integration>

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Surgical Technology

Associate in Applied Science  
60 Credit Hours

### 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 anesthetist. 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 and obstetrical facilities.

The full Surgical Technology Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AH 108	Medical Terminology	2
AH 200	Health Care Ethics and Law	1
BS 118	Essentials of Health Systems for Allied Health	4
BS 127	Microbiology for Allied Health	3
EN 101 or EN 101A	English Composition I	3
EN 102	English Composition II	3
MT 121 or higher	College Math for General Education	3
PY 201	General Psychology	3
PY 218	Life-Span Developmental Psychology	3
<b>Major Courses</b>		
SG 100	Introductory Surgical Technology	3
SG 101	Surgical Technology Skills	3
SG 105	Surgical Technology Biomedical	2
SG 120	Surgical Technology I	7
SG 210	Anesthetics, Drugs, and Solutions	2
SG 220	Surgical Technology II	7
SG 230	Surgical Technology III	11

A program course sequence is available at <http://www.southernwv.edu/programs/surgical-technology>

**Division Head: 304.236.7620**

**Program Coordinator: 304.896.7312**

**Administrative Secretary: 304.896.7385**

## Instructional Programs

### Welding Technology

Associate in Applied Science

60 Credit Hours

#### Purpose

The Associate of Applied Science Welding Technology Program prepares graduates to enter the field of welding. The program educates the graduate in the selection of the correct equipment; selection of filler metals; pre, intermediate, and post-heat treatment of welded metals; and proper weld techniques. The program stresses industry-wide safety procedures and trains the student to read weld symbols and detail drawings.

The Welding Technology Program provides students with a solid foundation which will enable them to achieve American Welding Society Certification in such areas as: Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding, and Flux-Core Arc Welding. Skills sets in pipe welding, welding in mining, and plant maintenance are available.

The full Welding Technology Program is available on the Williamson Campus. The Boone/Lincoln, Logan, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
CS 102	Computer Literacy	3
EN 101 or EN 101A	English Composition I	3
MT 124	Technical Math	3
or		
MT 124A	Technical Math, Enhanced	
OR 105	Orientation to Technical Programs	1
SP 103	Speech Fundamentals	3
	<sup>1</sup> Management Elective	3
	<sup>2</sup> Social Science Elective	3
<b>Major Courses</b>		
WL 100	Oxyacetylene Welding (OAW)	4
WL 102	Fundamentals of Welding	4
WL 103	Blueprint Reading and Metallurgy	3
WL 104	Shielded Metal Arc Welding (SMAW)	3
WL 201	Gas Metal Arc Welding (GMAW)	3
WL 202	Gas Tungsten Arc Welding (GTAW)	3
WL 203	Flux-Core Arc Welding (FCAW)	3
WL 210	Commercial and Industrial Welding Practices	3
WL 298	Welding Capstone	3
	<sup>3</sup> Specialization Courses	12

<sup>1</sup>Choose from MG 262, MG 264, MG 266, or MG 272.

<sup>2</sup>Choose from any Psychology or Sociology course.

<sup>3</sup>Specialization Courses (minimum of 12 credit hours): Students must complete a series of restricted electives. Courses offered to fulfill the electives will be structured around current business and industry demands. Courses are limited to Advanced Welding, CAD/CAM for Welding, courses not already required by the program and other related courses as approved by the Division Head of Applied and Industrial Technology.

A program course sequence is available at <http://www.southernwv.edu/programs/welding-technology>

**Division Head:** 304.236.7633

**Administrative Secretary:** 304.236.7609

**E-mail:** [technology@southernwv.edu](mailto:technology@southernwv.edu)

## **Instructional Programs**

### **Non-Traditional Programs**

Associate in Applied Science

60 Credit Hours

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

#### **Board of Governors Adult Degree Completion**

The Associate in Applied Science Board of Governors Degree 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.

#### **Occupational Development**

The Associate in 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.

#### **Technical Studies**

The Associate in 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

Associate in Applied Science

60 Credit Hours

### Purpose

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

The Board of Governors A.A.S. program requires 60 credit hours which include a general education core of 21 hours and 39 hours of general electives 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 credit hour requirements. A minimum of 12 credit hours 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 cases of those passing a high school equivalency examination, admission must be two years after their high school class graduated.

The full Board of Governors Adult Degree Completion Program is available at all campus locations.

General Education Core: 21 hours

Communication (any Speech or English course)	6 credit hours
Computer Literacy (any Computer Science course)	3 credit hours
Science/Math (any Biological Science, Chemistry, Geology, Integrated Science, Physical Science, Physics, Mathematics, Mathematics Education, or BU 115)	6 credit hours
Social Science (any History, Psychology, or Sociology)	6 credit hours
Total General Education Core Hours	21 credit hours
General Electives (any course not already used to fulfill program requirements)	39 credit hours
Total Credit Hours	60 credit hours

**Division Head: 304.294.2008**

**Program Coordinator: 304.236.7618**

**Administrative Secretary: 304.896.7377**

## Instructional Programs

### Technical Studies

Associate in Applied Science

60 Credit Hours

#### Purpose

The Technical Studies Program is designed as a non-transfer program for students completing an occupational 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 occupations.

#### Component I - General Education Core: 20 credit hours

CS 102	Computer Literacy	3 credit hours
EN 101 or EN 101A	English Composition I	3 credit hours
MT 124	Technical Math	3 credit hours
OR 105	Orientation to Technical Programs	1 credit hour
SP 103	Speech Fundamentals	3 credit hours
	Any laboratory science course	4 credit hours
	Social Science Elective (PY 201 or SO 200)	3 credit hours

#### Component II - Technical Core: 13 credit hours

TS 274	Applied Technology Capstone	1 credit hour
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#### Choose 12 hours from:

BU 207	Business Law	3 credit hours
MG 260	Principles of Management	3 credit hours
MG 261	Human Resources Management	3 credit hours
MG 262	Entrepreneurial and Small Business Management	3 credit hours
MG 264	Supervision	3 credit hours
MG 272	Industrial Leadership	3 credit hours
MN 109	Mine Law, Safety, and Health	3 credit hours
MN 115	Introduction to Mine Management	3 credit hours
MN 136	Mine Management and Labor Relations	3 credit hours
MN 150	Mine Foreman Certification	6 credit hours

#### Component III Specialization: 27 credit hours

Students must complete one or more skill sets or occupational specializations. Areas of specialization are restricted to applied technology concepts and may be offered in cooperation with various third-party providers or local career and technical centers. Some specializations are offered on campus but not all specializations may be available at all locations or at all times. Students must contact the Division Head to design a customized curriculum for their occupation.

The Tech Prep Vocational Specializations are offered in cooperation with the local vocational/career centers. Students completing any vocational occupational program at one of the vocational or career centers may request articulated or EDGE credits for courses. Students must submit a Tech-Prep Course Competency Transfer Form. Students should contact the Division Head for details and a complete list of course requirements. Adult students may enroll in the vocational/career programs through Southern. Students should consult with their local center for course availability.

**Division Head: 304.294.2008**

**Administrative Secretary: 304.896.7377**

## Certificate Programs

30 - 36 Credit Hours

Southern offers many certificate programs. 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.

### **Division of Applied and Industrial Technology Programs**

Electrical Engineering Technology

Industrial Technology

    Mechatronics Option

    Welding Option

Information Technology

### **Division of Healthcare and Business Programs**

Central Sterile Supply Technician

Health Care Technology

    Medical Laboratory Assistant

Office Administration

### **Division of Social Sciences, Education, and Non-Traditional Programs**

Criminal Justice

Paraprofessional Education

Technical Studies

### **Division of University Transfer Programs**

General Studies

The State of West Virginia requires all career and technical Certificate and AAS programs to have an industry-approved end-of-program exam. These exams often have a fee attached which the student is responsible for paying.

## Instructional Programs

### Central Sterile Supply Technician

Certificate

30 Credit Hours

#### Purpose

The Central Sterile Supply Technician Certificate Program is designed to introduce the primary responsibilities of a sterile processing technician including practical application of learned concepts and procedures. Experience instrument identification, preparation, storage, and distribution of supplies and equipment. Four-hundred clinical hours are required. The program will prepare the student to take the national certification exam.

Anyone working in the Central Sterile Supply Department of a hospital and needing to take the certification exam to maintain their employment may take only AH 130, AH 135, and AH 160. All other students must take all the required courses in the program.

The full Central Sterile Supply Technician Certificate Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AH 200	Health Care Ethics and Law	1
BS 118	Essentials of Human Systems for Allied Health	4
BS 127	Microbiology for Allied Health	3
CS 103	Introduction to Applications	1
EN 101 or EN 101A	English Composition I	3
EN 102	English Composition II	3
<b>Major Courses</b>		
AH 130	Introduction to Sterile Processing	2
AH 135	Surgical Instrumentation	3
AH 160	Sterile Processing II	2
AH 165	Sterile Processing Practicum I	4
AH 167	Sterile Processing Practicum II	4

A program course sequence is available at <http://www.southernwv.edu/programs/certificate/central-sterile-supply>

**Division Head: 304.236.7620**

**Program Coordinator: 304.896.7312**

**Administrative Secretary: 304.896.7385**

## Criminal Justice

Certificate

30 Credit Hours

### Purpose

The Criminal Justice Certificate Program provides basic knowledge and training in the skills required for employment in the Criminal Justice field.

The full Criminal Justice Certificate Program is available at all campus locations.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
AH 122	First Aid	2
AH 124	CPR	1
BU 115	Business Mathematical Applications	3
or		
MT 121	College Mathematics for General Education	
or		
MT 121A	College Mathematics for General Education, Enhanced	
EN 101 or EN 101A	English Composition I	3
SO 200	Introduction to Sociology	3
<b>Major Courses</b>		
CJ 101	Criminal Justice Systems	3
CJ 201	Criminal Procedure	3
CJ 202	Criminal Law	3
CJ 203	Criminal Evidence	3
CJ 226	Abnormal Psychology	3
PS 202	State and Local Government	3

A program course sequence is available at <http://www.southernwv.edu/programs/certificate/criminal-justice>

**Division Head: 304.294.2008**

**Administrative Secretary: 304.896.7377**

## Instructional Programs

### Electrical Engineering Technology

Certificate

30 Credit Hours

#### Purpose

The Electrical Engineering Technology Certificate 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 electrical technician. The curriculum incorporates basic core courses in electricity, electronics, and electrical machinery to prepare the student for entry-level concepts and jobs.

The full Electrical Engineering Technology Certificate Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
EN 101 or EN 101A	English Composition I	3
MT 124	Technical Math	3
OR 105	Orientation to Technical Programs	1
PH 200	Introductory Physics	4
<b>Major Courses</b>		
EG 103	Electrical Calculations	3
EG 105	Industrial Safety	1
EG 107	Introduction to Circuits	4
EG 123	Electrical Schematics	3
EG 171	Circuit Analysis I	4
EG 172	Circuit Analysis II	4

A program course sequence is available at <http://www.southernwv.edu/programs/certificate/electrical-engineering-technology>

**Division Head: 304.236.7633**

**Administrative Secretary: 304.236.7609**

**E-mail: [technology@southernwv.edu](mailto:technology@southernwv.edu)**

## General Studies

Certificate

30 Credit Hours

### Purpose

The Certificate in General Studies is designed to provide students with an educational path that will maintain options while completing basic general education requirements. The coursework required for the degree will provide skills necessary to be competitive and excel in the workplace including: a) communication skills, b) critical thinking skills, c) a knowledge of basic technology, and d) a strong sense of personal and professional responsibility.

### English Composition: 3 - 6 credit hours

EN 101 or EN 101A	English Composition I	3 credit hours
EN 102	English Composition II	3 credit hours

### Communications: 3 credit hours

SP 103	Speech Fundamentals	3 credit hours
or		
SP 202	Introduction to Public Speaking	

### Fine Arts: 0 - 3 credit hours

Any Art, Music, or Theater	0 - 3 credit hours
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### <sup>1</sup>Laboratory Science/Computer Literacy: 3 - 4 credit hours

3 - 4 credit hours

### Math: 3 credit hours

MT 121, MT 123, MT 125, or MT 130	3 credit hours
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### Social Science: 9 - 12 credit hours

Any Economics, History, Philosophy, Political Science, Psychology, Religion, or Sociology	9 - 12 credit hours
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### Electives: 2 - 9 credit hours

2 - 9 credit hours

Any college-level courses that has not already been used to fulfill degree requirements.

<sup>1</sup>Choose from: BS 101, BS 102, BS 118, BS 124, BS 125, BS 199, BS 215, CH 203, CH 204, CH 213, CH 214, CH 223 w/CH 224, CH 225 w/CH 226, GL 110, IS 200, IS 210, SC 109, SC 110, PH 200, PH 210, PH 220, PH 222, or CS 102.

**Division Head: 304.896.7364**

**Division Secretary: 304.236.7610**

## Instructional Programs

### Health Care Technology

Certificate

30 Credit 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, medical laboratory technologists and physicians. Students may work in a variety of health care settings.

Certification exams may be available and students are expected to take appropriate national certification exams. The Health Care Technology Program graduate is not intended to be a medical laboratory technician.

The full Health Care Technology Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

#### Medical Laboratory Assistant

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
BS 124	Human Anatomy and Physiology I	4
BS 125	Human Anatomy and Physiology II	4
EN 101 or EN 101A	English Composition I	3
MT 121	College Math for General Education	3
PY 218	Life-Span Developmental Psychology	3
<b>Major Courses</b>		
AH 100	Patient Care Technology	3
AH 103	Principles of Phlebotomy	3
AH 108	Medical Terminology	2
AH 112	Basic Medical Laboratory Procedures	3
AH 113	Phlebotomy Clinical Practicum	2

A program course sequence is available at

<http://www.southernwv.edu/programs/certificate/health-care-technology>

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Industrial Technology

Certificate

30 Credit Hours

### Purpose

The Industrial Technology Certificate Program is designed to provide basic skills in a variety of applied industrial careers which can lead to entry-level positions and provides a smooth transition into an associate or high technology field.

With the exception of MT 124 and MT 124A, the General Education component is available at all campuses. Depending on the chosen Specialization, the availability of courses from campus to campus will vary.

### Component I – General Education: 10 credit hours

EN 101 or EN 101A	English Composition I	3 credit hours
MT 124	Technical Math	3 credit hours
or		
MT 124A	Technical Math, Enhanced	
OR 105	Orientation to Technical Programs	1 credit hour
SP 103	Speech Fundamentals	3 credit hours

### Component II – Specialization: 20 credit hours

Students must complete at least one skill set in a technology field offered by the Division of Applied and Industrial Technology. Students may use a combination of additional technology-based courses from related fields to complete the specialization. Areas include: Applied Technology, Drafting, Electrical Engineering, Information Technology, Mechatronics Technology, Mine Technology, Safety Technology, Technical Studies, and Welding Technology.

### Mechatronics Option

#### Component I – General Education: 10 credit hours

EN 101 or EN 101A	English Composition I	3 credit hours
MT 124	Technical Math	3 credit hours
or		
MT 124A	Technical Math, Enhanced	
OR 105	Orientation to Technical Programs	1 credit hour
SP 103	Speech Fundamentals	3 credit hours

#### Component II - Specialization: 20 credit hours

EG 103	Electrical Calculations	3 credit hours
EG 105	Industrial Safety	1 credit hour
EG 107	Introduction to Circuits	4 credit hours
MX 110	Introduction to Mechatronics	2 credit hours
MX 120	Mechanical Power I	2 credit hours
MX 130	Fluid Power I	2 credit hours
MX 180	PLC Fundamentals	1 credit hour
MX 184	PLC Interfacing and HMIS	1 credit hour
MX 186	PLC Applications	1 credit hour
MX 190	Industrial Robotics	3 credit hours

## Instructional Programs

### Welding Option

#### Component I – General Education: 10 credit hours

EN 101 or EN 101A	English Composition I	3 credit hours
MT 124	Technical Math	3 credit hours
or		
MT 124A	Technical Math, Enhanced	
OR 105	Orientation to Technical Programs	1 credit hour
SP 103	Speech Fundamentals	3 credit hours

#### Component II – Specialization: 20 credit hours

WL 100	Oxyacetylene Welding (OAW)	4 credit hours
WL 102	Fundamentals of Welding	4 credit hours
WL 103	Blueprint Reading and Metallurgy	3 credit hours
WL 104	Shielded Metal Arc Welding (SMAW)	3 credit hours
WL 210	Commercial and Industrial Welding Practices	3 credit hours
	<sup>1</sup> Welding Elective	3 credit hours

<sup>1</sup>Choose from: WL 201, WL 202, or WL 203.

A program course sequence is available at <http://www.southernwv.edu/programs/certificate/industrial-technology>

**Division Head: 304.236.7633**

**Administrative Secretary: 304.236.7609**

**E-mail: [technology@southernwv.edu](mailto:technology@southernwv.edu)**

## Information Technology

Certificate

30 Credit Hours

### Purpose

The Information Technology Certificate Program was developed for career-oriented individuals who seek entry-level positions in IT tech support industries. It is designed to provide a thorough background in computer technology, basic troubleshooting and repair, and an introduction to networking concepts.

The full Information Technology Certificate Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
EN 101 or EN 101A	English Composition I	3
MT 124	Technical Math	3
OR 105	Orientation to Technical Programs	1
SP 103	Speech Fundamentals	3
<b>Major Courses</b>		
IT 102	Cyber Law, Ethics and Culture	3
IT 104	Using Internet Technology for Research and Productivity	3
IT 112	Systems Architecture	3
IT 180	PC Maintenance	3
IT 181	Advanced PC Maintenance	3
IT 182	A+ Lab	2
	<sup>1</sup> IT Restricted Elective	3

<sup>1</sup>Any Information Technology course not already specified in the program may be used to fulfill the elective requirement.

A program course sequence is available at <http://www.southernwv.edu/programs/certificate/information-technology>

**Division Head: 304.236.7633**

**Administrative Secretary: 304.236.7609**

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## Instructional Programs

### Office Administration

Certificate

30 Credit Hours

#### Purpose

The Office Administration Certificate Program provides the basic knowledge and training in the skills of administrative office work. It is designed for those who have little or no training or experience in office administrative work and want to enter employment in an entry-level position or for those who may be employed but wish to formally upgrade their skills.

The full Office Administration Certificate Program is available at all campus locations.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
BU 115	Business Mathematical Applications	3
or	or	
MT 123	Intermediate Algebra	
EN 101 or EN 101A	English Composition I	3
SP 103	Speech Fundamentals	3
<b>Major Courses</b>		
AC 111	Principles of Accounting I	3
BU 100	Introduction to Business	3
BU 120	Business Software Applications	3
OA 103	Basic Document Processing I	3
OA 104	Document Processing II	3
OA 131	Records Management	3
OA 135	Document Processing Simulation	3

A program course sequence is available at <http://www.southernwv.edu/programs/certificate/office-administration>

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Paraprofessional Education

Certificate

36 Credit Hours

### Purpose

The Paraprofessional Education Certificate Program meets the requirements for a Paraprofessional Certificate as provided by the West Virginia Board of Education. This certificate entitles the individual to serve in a support capacity including, but not limited to, facilitating instruction and direct or indirect supervision of pupils under the direction of an educator.

Most, but not all, courses are available online.

Dept/No.	Title	Credit Hours
<b>Support Courses</b>		
CS 102	Computer Literacy	3
EN 101 or EN 101A	English Composition I	3
EN 102	English Composition II	3
MT 121 or higher	College Math for General Education	3
SP 103	Speech Fundamentals	3
	<sup>1</sup> Electives	3
<b>Major Courses</b>		
ED 112	Principles and Theories	3
ED 116	Guiding the Behavior of Children	3
ED 124	Foundations of Language and Literacy in Early Childhood Development	3
ED 126	Literacy Teaching and Learning in Early Childhood Development	3
ED 224	The Exceptional Child	3

<sup>1</sup>Choose from: AR 112, BS 101, BS 102, BS 118, BS 124, BS 125, BS 199, BS 216, EN 200, EN 201, EN 202, EN 204, HS 230, HS 231, SC 109, or SC 110.

A program course sequence is available at <http://www.southernwv.edu/programs/paraprofessional-education>

**Division Head: 304.294.2008**

**Administrative Secretary: 304.896.7377**

## Instructional Programs

### Technical Studies

Certificate

30 Credit Hours

#### Purpose

The Technical Studies Certificate Program is designed as a non-transfer program for students completing an occupational 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 three components.

#### Component I – General Education: 10 credit hours

CS 102	Computer Literacy	3 credit hours
EN 101 or EN 101A	English Composition I	3 credit hours
OR 105	Orientation to Technical Programs	1 credit hour
SP 103	Speech Fundamentals	3 credit hours

#### Component II – Technical: 6 credit hours

BU 207	Business Law	3 credit hours
MG 260	Principles of Management	3 credit hours
MG 261	Human Resources Management	3 credit hours
MG 262	Entrepreneurial and Small Business Management	3 credit hours
MG 264	Supervision	3 credit hours
MG 272	Industrial Leadership	3 credit hours
MN 109	Mine Law, Safety, and Health	3 credit hours
MN 115	Introduction to Mine Management	3 credit hours
MN 136	Mine Management and Labor Relations	3 credit hours
MN 150	Mine Foreman Certification I	6 credit hours

#### Component III – Specialization: 14 credit hours

Students must complete one or more skills sets or occupational specializations. Areas of specialization are restricted to applied technology concepts and may be offered in cooperation with various third-party providers or local career and technical centers. Some specializations are offered on campus but not all specializations may be available at all locations or at all times. Students must contact the Division Head to design a customized curriculum for their occupations.

The Tech Prep Vocational Specializations are offered in cooperation with the local career and technical centers. Students completing any vocational occupational program at one of the career and technical centers may request articulated or EDGE credits for courses. Students must submit a Tech-Prep Course Competency Transfer Form. Students should contact the Division Head for details and a complete list of course requirements. Adult students may enroll in the career and technical center programs through Southern. Students should consult with their local center for course availability then contact the Division Head to register for courses.

**Division Head: 304.294.2008**

**Administrative Secretary: 304.896.7377**

## Skill Sets

8 – 19 Credit Hours

A skill set is a defined set of courses that prepare individuals for a specific skill.

### **Division of Applied and Industrial Technology**

Computer Repair Technician

Graphic Design Technician

Industrial Safety Technician

Mine Permit Technician

### **Division of Healthcare and Business**

Bookkeeping

Entrepreneurism

Legal Office

Medical Office

Medical Transcription

Payroll

Records Clerk

Tax Preparation

### **Division of Social Sciences, Education, and Non-Traditional Programs**

Early Childhood

## Instructional Programs

### Bookkeeping

Skill Set

12 Credit Hours

#### Purpose

The Bookkeeping Skill Set is of value to office workers who need bookkeeping skills for cross-training and/or to increase employment opportunities.

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
AC 111	Principles of Accounting I	3
AC 112	Principles of Accounting II	3
AC 250	Computerized Accounting	3
BU 115	Business Mathematical Applications	3

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Computer Repair Technician

Skill Set

15 Credit Hours

### Purpose

The Computer Repair Technician Skill Set prepares the student for work as a computer repair and maintenance technician. Students will be prepared to sit for the CompTIA A+ and Network + certifications.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
IT 104	Using Internet Technology for Research and Productivity	3
IT 180	PC Maintenance	3
IT 181	Advanced PC Maintenance	3
IT 182	A+ Lab	2
IT 183	Network+	4

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## Instructional Programs

### Early Childhood

Skill Set

18 Credit Hours

#### Purpose

The Early Childhood Skill Set is designed to provide students minimum entry-level skills to work with children from infancy through early childhood.

Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

All courses are web-based.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
ED 112	Principles and Theories (15 hours Observation)	3
ED 115	Early Childhood Health, Safety, Nutrition	3
ED 116	Guiding the Behavior of Children (15 hours Observation)	3
ED 214	Child Development (15 hours Observation)	3
ED 224	The Exceptional Child (15 hours Observation)	3
ED 230	Early Childhood Practicum (35 hours Observation)	3

**Division Head: 304.294.2008**

**Administrative Secretary: 304.896.7377**

## Entrepreneurism

Skill Set

12 Credit Hours

### Purpose

The Entrepreneurism Skill Set will provide the basic skills needed to start a small business by focusing on a particular skill, trade, or niche market in the local economy. Through a blend of online and classroom presentations, the student will learn the process of building a business plan and locating the resources and financial opportunities to bring their idea to the local economy.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
EP 101	Introduction to Entrepreneurism	3
MG 250	Financing and Venture Capital	3
MG 252	Valuation of New Business Ventures	3
MG 262	Entrepreneurial and Small Business Management	3

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Instructional Programs

### Graphic Design Technician

Skill Set

15 Credit Hours

#### Purpose

The Graphic Design Technician Skill Set prepares the student for entry-level jobs involving a variety of graphic designs. Students will receive background in web design, graphic design, flash programming and video editing.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
IT 104	Using Internet Technology for Research and Productivity	3
IT 145	Adobe Photoshop	3
IT 146	Adobe Flash	3
IT 147	Digital Editing	3
IT 155	Web Page Design I	3

**Division Head: 304.236.7633**

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## Industrial Safety Technician

Skill Set

12 Credit Hours

### Purpose

The Industrial Safety Technician Skill Set is designed to prepare students for immediate employment in the Industrial/Manufacturing Safety field with specialized training in several in-demand concentrations such as: OSHA Regulations, Industrial Safety Risk Management, Industrial Ergonomics, and Industrial Hygiene. Each course is designed to offer students the planning, analysis, and decision-making techniques needed to increase employment.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
ST 107	OSHA Standards	3
ST 110	Industrial Safety and Risk Management	3
ST 120	Industrial Hygiene	3
ST 130	Industrial Ergonomics	3

Division Head: 304.236.7633

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## Instructional Programs

### Legal Office

Skill Set

15 Credit Hours

#### Purpose

The Legal Office Skill Set is of value to office workers who need legal office skills for cross-training and/or to increase employment opportunities.

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
BU 207	Business Law	3
OA 103	Basic Document Processing I	3
<sup>1</sup> OA 104	Document Processing II	3
OA 133	Legal Terminology and Transcription	3
OA 143	Legal Office Procedures	3

<sup>1</sup>OA 103 or previous keyboarding experience is required.

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Medical Office

Skill Set

14 Credit Hours

### Purpose

The Medical Office Skill Set is of value to office workers who need medical office skills for cross-training and/or to increase employment opportunities.

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
AH 108	Medical Terminology	2
OA 103	Basic Document Processing I	3
<sup>1</sup> OA 104	Document Processing II	3
OA 129	Medical Terminology and Transcription	3
OA 145	Medical Administrative Procedures I	3

<sup>1</sup>OA 103 or previous keyboarding experience is required.

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Instructional Programs

### Medical Transcription

Skill Set

14 Credit Hours

#### Purpose

The Medical Transcription Skill Set is of value to office workers who need medical transcription skills for cross-training and/or to increase employment opportunities.

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
AH 108	Medical Terminology	2
OA 103	Basic Document Processing I	3
<sup>1</sup> OA 104	Document Processing II	3
OA 129	Medical Terminology and Transcription	3
OA 155	Advanced Medical Transcription	3

<sup>1</sup>OA 103 or previous keyboarding experience is required.

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Mine Permit Technician

Skill Set

14 Credit Hours

### Purpose

The Mine Permit Technician Skill Set prepares the student for immediate employment in the mining and mining support industries as a permit processor. Students will have the necessary background information and knowledge of the steps necessary to complete a permit.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
CS 116	Word Processing Concepts	2
CS 118	Spread Sheet Concepts	2
MN 103	Energy Permit Processing	4
MN 212	Geology of Mining	3
MN 215	Environmental Aspects of Mining	3

**Division Head: 304.236.7633**

**Administrative Secretary: 304.236.7609**

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## Instructional Programs

### Payroll

Skill Set

15 Credit Hours

#### Purpose

The Payroll Skill Set is of value to office workers who need payroll skills for cross-training and/or to increase employment opportunities.

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
AC 111	Principles of Accounting I	3
AC 112	Principles of Accounting II	3
AC 250	Computerized Accounting	3
AC 265	Payroll Accounting	3
BU 115	Business Mathematical Applications	3

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Records Clerk

Skill Set

8 Credit Hours

### Purpose

The Records Clerk Skill Set is of value to office workers who need record keeping skills for cross-training and/or to increase employment opportunities.

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
CS 120	Data Base Management Systems Concepts	2
OA 103	Basic Document Processing I	3
OA 131	Records Management	3

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## Instructional Programs

### Tax Preparation

Skill Set

15 Credit Hours

#### Purpose

The Tax Preparation Skill Set is of value to office workers who need tax preparation skills for cross-training and/or to increase employment opportunities.

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
<b>Skill Set Requirements</b>		
AC 111	Principles of Accounting I	3
AC 112	Principles of Accounting II	3
AC 248	Income Tax Accounting	3
AC 250	Computerized Accounting	3
BU 115	Business Mathematical Applications	3

**Division Head: 304.236.7620**

**Administrative Secretary: 304.896.7385**

## **2+2 Transfer and Course-by-Course Articulation Agreements Associate in Arts, Associate in Science, and Applied Science**

In order to provide a smooth transition from an Associate Degree to the Baccalaureate level, the College has entered into numerous course-by-course articulations and 2+2 transfer agreements with in-state and out-of-state institutions. The 2+2 transfer agreements are agreements between Southern and four-year colleges and universities that allow a Southern graduate to enter a Baccalaureate program with junior standing.

A complete list of in-state and out-of-state institutions participating in 2+2 transfer and course-by-course articulation agreements can be found on Southern's website: <http://www.southernwv.edu/programs/transfer-agreements>.

In addition, you can contact the Division Heads for more information: Division of Applied and Industrial Technology, 304.236.7633; Division of Healthcare and Business, 304.236.7620; Division of Social Sciences, Education, and Non-Traditional Programs, 304.294.2008; Division of University Transfer Programs, 304.896.7364.



# Academic Course Descriptions

## **Academic 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 2015 academic term. A schedule of the courses to be offered during any particular academic term, along with the times and day they will meet, will be distributed in advance of each academic term on Southern's website. 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, which 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, which 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 academic term.

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.

## **Accounting**

### **AC 111 Principles of Accounting I**

3 Credit Hours

This principles course covers the theory of debits and credits; accounting theory and methods will be used to record and report financial information for services and merchandising businesses. Topics include steps in the accounting cycle, preparation and use of basic financial statements, inventory methods and depreciation methods. Accounting for both single proprietorships and partnerships is introduced.

### **AC 112 Principles of Accounting II**

3 Credit Hours

Prerequisite: AC 111.

This course is an introduction to principles and procedures in accounting for a corporation and manufacturing-type businesses. Topics include preparation of the statement of cash flows, financial statement analysis, introduction to managerial accounting and methods used to report and analyze financial performance to decision makers internal to the firms, cost accounting, budgeting, standard cost systems, break even analysis, and ratio analysis.

### **AC 211 Intermediate Accounting I**

3 Credit Hours

Prerequisite: AC 112.

A study of generally accepted accounting principles (GAAP) dealing with the application of accounting theory, standards, and procedures to accounting problems. Topics include conceptual framework, statements of: income, retained earnings, financial position and cash flow, time value of money, and current/fixed assets.

### **AC 212 Intermediate Accounting II**

3 Credit Hours

Prerequisite: AC 112.

Continued application of accounting theory, standards, and procedures for accounting problems. Topics include current/long-term liabilities, stockholder's equity, investments, revenue recognition, income taxes, post-retirement benefits, leases, changes and error analysis, and full disclosure in financial reporting. This course is the capstone course for the Business Accounting Program.

**AC 248 Income Tax Accounting**

3 Credit Hours

A study of individual income tax law as outlined on the 1040. Topics include all sources of income, adjustments to income, standard and itemized deductions, exemptions, tax and credits, other taxes, and payments.

**AC 249 Managerial Accounting**

3 Credit 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. Detailed emphasis is placed on budgeting, break even analysis, capital investment decisions, job order and process cost systems, and inventory valuation.

**AC 250 Computerized Accounting**

3 Credit Hours

Prerequisite: AC 111 or OA 101 and any CS course.

This course presents hands-on training using Peachtree Complete Accounting. Topics covered include: vendor transactions, customer transactions, inventory, internal control, payroll, account reconciliation, job cost, financial statements, and the closing process. Students will complete projects involving various businesses.

**AC 255 Governmental Accounting**

3 Credit Hours

Applications of fund accounting principles are applied to governmental and non-profit entries. Students learn skills necessary to understand the organization, accounting function, auditing, and financial reporting practices of governmental and non-profit organizations. Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) requirements are taught.

**AC 260 Accounting Capstone/Internship**

4 Credit Hours

Prerequisite: All courses pertinent to the Business Accounting Degree Program. Student must also be an Associate in Applied Science Business Accounting program candidate for graduation.

The capstone guides the student in dealing with ethics, internal control, fraud and financial statement analysis in the accounting environment which will require the student to confront and resolve accounting problems by integrating and applying skills and techniques acquired from previous courses. It will prepare students in developing a personal code of ethics by exploring ethical dilemmas and pressures they will face as accountants. The course will help the student understand financial statement analysis and the relation to fraud and fraud detection. It will prepare students for the ACAT Comprehensive Examination for Accreditation in Accountancy. The internship presents an opportunity for on-the-job training and instruction in an accounting oriented work site. Student assignments are made consistent with vocational objectives.

**AC 265 Payroll Accounting**

3 Credit Hours

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages, calculating social security income and unemployment taxes, preparing appropriate payroll tax forms; and journalizing/posting transactions including posting transactions including payroll registers. Acquired knowledge will be applied to practical payroll situations. A comprehensive software and practice set requires students to perform payroll functions for a small business. After completing this course, a student will be qualified to take the Payroll Certification (FPC), which is given by the American Payroll Association.

## **Academic Course Descriptions**

### **AC 275 Special Topics in Accounting I**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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.

## **Allied Health**

### **AH 100 Patient Care Technology**

3 Credit Hours

Prerequisite: EN 090 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 103 Principles of Phlebotomy**

3 Credit Hours

Prerequisites: EN 090, EN 099, MT 090, MT 095, and MT 096 or minimum acceptable test scores for placement in college-level English and math.

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 108 Medical Terminology**

2 Credit Hours

Medical Terminology is 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.

### **AH 111 Basic Electrocardiography**

5 Credit Hours

Prerequisite: EN 090, EN 099, MT 090, MT 095, and MT 096 or minimum acceptable test scores for placement in college-level English and math.

This course of study will focus on normal cardiovascular anatomy and physiology as well as the fundamentals of electrocardiography, normal pacer activation, sequences, electrical pathways, pattern assessment, measurement intervals, changes seen in pathological states, an overview of acquired and congenital cardiac pathology, and interpretation of EKG tracings of clients receiving continuous cardiac monitoring. The concepts will be introduced for procedures such as Holter monitoring, cardiac ultrasound, and performing 12 lead EKG and interpretation.

### **AH 112 Basic Medical Laboratory Procedures**

3 Credit Hours

Prerequisite: AH 103.

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, and urine pregnancy test by visual color methods, as well as others will be reviewed.

**AH 113 Phlebotomy Clinical Practicum**

2 Credit Hours

Prerequisite: AH 103.

Co-requisite: AH 112.

Student will work alongside 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**

2 Credit Hours

Prerequisite: MT 096 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 122 First Aid**

2 Credit 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.

**AH 124 CPR**

1 Credit Hour

The Basic Life Support Healthcare Provider course is designed to teach cardiopulmonary resuscitation (CPR) skills to police, firefighters, and healthcare professionals in a wide variety of settings in and out of the hospital. This course includes adult, child, pediatric CPR, and foreign-body airway obstruction. Barrier devices of various types will be taught. Early recognition and emergency actions in the event of a stroke, angina and/or heart attack along with the proper operation of an automated external defibrillation (AED) is essential. This class consists of actual hands-on practice with adult and child size mannequins so please dress appropriately for floor practice. Successful completion of the written and practical exams is required to obtain a two-year certification from the American Heart Association.

**AH 126 Health Sciences for Professional Cosmetology**

2 Credit Hours

Upon completion of this course students will become certified in CPR. Students will learn the basic fundamentals of general first aid practices. An overview of general infection control and sanitation specific to the profession of cosmetology will be presented. Upon completion of the course the student will have an in-depth understanding of the following areas related to the nail: structure; growth; diseases; and disorders. Students will take this course within the first 100 clock hours of the program.

**AH 127 Health Sciences for Aesthetics**

1 Credit Hour

An overview of skin sciences, which includes physiology and histology of the skin, diseases and disorders, skin analysis, and potential skin reactions to products which may be applied, will be presented. Students will learn infection control specifically for aestheticians and the basics of nutrition as it relates to the skin.

**AH 130 Introduction to Sterile Processing**

2 Credit Hours

This course is designed to introduce the primary responsibilities of a sterile processing technician including practical application of learned concepts and procedures. Topics include sterile practices related to the principles of asepsis, identifying the principles and procedures related to disinfection and sterilization, and the application of the principles of asepsis to the surgical environment.

**AH 135 Surgical Instrumentation**

3 Credit Hours

Co-requisite: AH 130.

This course is designed to prepare the student to identify basic instruments by type, function and name, and to demonstrate proper care, handling, and assembly of instruments.

## **Academic Course Descriptions**

### **AH 150 Introduction to Health Care**

3 Credit Hours

This course provides an introduction for students with little or no health care experience. In this course, the student will explore a broad range of topics in public health and governmental policy related to health care. Specific terminology, which includes finance and reimbursement, managed care, quality and patient safety, governmental regulations, legal issues, and accreditation, will be presented.

### **AH 152 Contemporary History of Health Care**

3 Credit Hours

This course explores the origin of the contemporary health care system in the United States. Students will explore the historical roots of health care to the current debates of health care reform. The student will learn management skills and knowledge that will be applied in a diverse health care environment. Unique topics specific to health care, which includes health care leadership, organizational design, managing professionals, and diversity in the workplace, will be presented.

### **AH 154 Community and Behavioral Health**

3 Credit Hours

This course provides an introduction to behavioral health disorders. The course details the latest methodologies for studying the occurrence of mental disorders in populations, including estimates of burden, cultural differences, natural history, and disparities between population subgroups. It includes reviews of genes as risk sources, the occurrence of stresses and their timing over the life-span, and crises and disasters as sources of risk.

### **AH 160 Sterile Processing II**

2 Credit Hours

Prerequisite: AH 130.

Co-requisite: AH 165.

This course of study focuses on preparation, storage and distribution of instruments, supplies and equipment, quality assurance and inventory management.

### **AH 165 Sterile Processing Practicum I**

4 Credit Hours

Prerequisite: AH 130 and AH 135.

Co-requisite: AH 160.

This course provides clinical experience at an assigned affiliated facility. The students will obtain experience in cleaning, disinfecting, wrapping and sterilization of instruments and linen packs. They will become familiar with the equipment in the department and safety issues.

### **AH 167 Sterile Processing Practicum II**

4 Credit Hours

Prerequisite: AH 130, AH 135, and AH 165.

Co-requisite: AH 160.

This course provides clinical experience at an assigned affiliated facility. The students will obtain experience in the distribution, storage, and tracking systems of the sterilized items. The student will also be introduced to the case cart system and the quality assurance program.

### **AH 200 Health Care Ethics and Law**

1 Credit Hour

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 203 Communication Skills for the Health Care Professional**

1 Credit Hour

This course will focus on professional communications related to the allied health and nursing professional addressing the connections between oral and written communication practice and quality patient care outcomes. The course will also detail various models of communication including multicultural issues and communicating across the lifespan.

**AH 210 Nutrition**

3 Credit Hours

Prerequisite: EN 090, EN 099, MT 090, MT 095, and MT 096 or minimum acceptable test scores for placement in college-level English and math.

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 215 Basic Pharmacology**

3 Credit Hours

Prerequisites: EN 090, EN 099, and MT 090, or minimum acceptable test scores for placement in college-level English and math.

This course is designed to teach basic pharmacological aspects to Allied Health students and potential Allied Health students. The course is designed to introduce the study of medications: mechanisms and actions, therapeutic effects and side effects, and the role played in treating disease.

**AH 220 Trends in Health Care**

3 Credit Hours

Prerequisite: Admission to one of the Allied Health Programs or permission of the Division Head of Healthcare and Business 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**

3 Credit 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 to the different cultural views, practices, and understandings of the processes of death and dying.

**AH 226 Health Sciences for Hair Stylists**

2 Credit Hours

This course will begin with a review of general anatomy and physiology as it relates to hair styling, as well as the fundamental properties of the hair and scalp. Within this course the students will learn infection control practices specifically for cosmetology.

**AH 240 Pathophysiology**

3 Credit Hours

Prerequisite: BS 124 and BS 125.

This course is designed to introduce the altered physiologic states as the biologic basis for diseases affecting individuals. A focus on specific body systems and common disorders is covered.

**AH 241 Pharmacology for Allied Health**

3 Credit Hours

Prerequisite: Enrollment restricted to Allied Health or nursing students in their second year of the Program or permission of Division Head. Pharmacology for Allied Health students or professionals is a 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.

## **Academic Course Descriptions**

### **AH 250/NU 250/SO 250 Multi-cultural and International Studies**

1-3 Credit Hours

Prerequisite: Permission of the Division Head of Healthcare and Business 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 WILL NOT be offered every year.

### **AH 253 Chemical Dependency**

3 Credit Hours

This course will examine the use and misuse of drugs and alcohol. The course will cover the biological and psychological effects of drug and alcohol use, the social and legal impact of substance abuse, and the challenges and issues faced by family members. Personal values and beliefs in regard to substance use and misuse, current trends, and methods of prevention, intervention, and recovery will also be examined in this course.

### **AH 254 Community and Behavioral Health Rotation**

6 Credit Hours

Prerequisite: AH 150 and AH 154.

This course offers a series of placement hours within a clinical or service facility where the student can participate in the community and behavioral health care process. Hands-on learning experience as well as community involvement will be emphasized as each student is offered a tailored rotation based upon their own interest and availability in relation to the course objectives.

### **AH 275 Special Topics in Allied Health**

1-3 Credit Hours

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.

### **AH 280 Folk Health Care Practices**

3 Credit Hours

The beliefs, customs, and traditions of people have a profound effect on the health of the community. This course will explore the impact of folk health practices on the people and communities in Appalachia. Upon completion of this course students will have a better understanding of the role of culture, traditions, and customs that shape the individuals knowledge toward illness, health, and healing.

### **AH 285 Health Care Leadership and Management**

3 Credit Hours

Student will learn the basic knowledge skills, principles, and foundations necessary to be an effective leader/manager in a health care environment. Effective leadership styles will be explored in this course. Upon completion of the course the student will be able to communicate their personal leadership style. This will be a capstone course for the Health Care Professional Program.

## **Art**

### **AR 103 Two Dimensional Design**

3 Credit Hours

A course in design which includes the elements of form, color, line, texture, and space.

### **AR 104 Three Dimensional Design**

3 Credit 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**

3 Credit 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**

3 Credit Hours

Explores the materials and techniques for drawing, painting, block painting, collage and general design, emphasizing their use in the elementary classroom.

**AR 200 Painting with Oils and Acrylics I**

3 Credit Hours

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**

3 Credit Hours

This course explores basic painting concepts with emphasis on personal development and individualized style through advanced composition problems. The course includes the opportunity for exhibitions and critiques.

**AR 204 Watercolors**

3 Credit 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**

3 Credit 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**

3 Credit Hours

The course explores the structure of natural forms and is a study of the nature and use of drawing materials and tools with emphasis on the complexities of architectonic forms and perspective.

**AR 275 Special Topics in Art**

1-3 Credit Hours

Prerequisite: Permission of Division Head.

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**

4 Credit Hours

Prerequisite: EN 090, EN 099, MT 090, and MT 095 or minimum acceptable test scores for placement in college-level English and math.

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.

## **Academic Course Descriptions**

### **BS 102 General Biology II**

4 Credit Hours

Prerequisite: EN 090, EN 099 and MT 090 and MT 095 or minimum acceptable test scores for placement in college-level English and math.

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**

3 Credit 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 118 Essentials of Human Systems for Allied Health (formerly AH 145)**

4 Credit Hours

Prerequisite: EN 090, EN 099, MT 090, MT 095, and MT 096 or minimum acceptable test scores for placement in college-level English and math.

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

This course will provide a general overview of each human system. Emphasis will be placed on pathophysiology with clinical applications. It will enable the student to develop problem solving skills, form a foundation with basic concepts, enhance critical thinking to master terminology and principles important to understanding the human body.

### **BS 124 Human Anatomy and Physiology I**

4 Credit Hours

Prerequisite: EN 090, EN 099 or minimum acceptable test scores for placement in college-level English.

A 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 five major systems. Includes the function of integumentary, skeletal, muscular, nervous systems and somatic and special senses. 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**

4 Credit Hours

Prerequisite: BS 124.

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

A continuation of BS 124, Human Anatomy and Physiology I, that examines seven major systems including human growth and development, and genetics. Includes the structure and function of the endocrine, circulatory, lymphatic, digestive, respiratory, urinary, and reproductive systems. The course is designed to emphasize the complementary 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**

3 Credit Hours

Prerequisite: BS 124 and BS 125 or BS 118 or AH 145 and formal admission to the Nursing, Respiratory Care Technology, Central Sterile Supply Technician, or Surgical Technology Programs. Please refer to appropriate program curriculum.

This course provides people desiring to work in the healthcare 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 199 Dendrology**

4 Credit Hours

Prerequisite: EN 090, EN 099, MT 095, and MT 096 or minimum acceptable test scores for placement in college-level English and math.

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

Dendrology is the study of trees. More specifically, it deals with the classification (organization), morphology (form), phenology (annual cycle of events), ecology (interaction and living organisms and their environment), and geographic range of trees. This course is designed to provide the student with a basic understanding of the characteristics of trees, shrubs and woody vines of the eastern United States, with emphasis on the trees of West Virginia. The student should gain an understanding of tree identification, woodland biology and ecology, and silvics (the life history and biology of trees, characteristics and ecology of forests and how these are managed for various uses). In addition we will learn about forest soils and hydrology and how these affect woodland growth and development.

### **BS 216 Microbiology**

4 Credit 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.

This class is a general microbiology class which concentrates on the physiology, genetics and immunology of microorganisms, and on pathogenesis and the nature of microbial diseases. The student will be exposed to the reasons microbes are studied and why they are used in research by looking at aspects of microbiology including basic chemistry, metabolism, epidemiology, cell growth, morphology, and culture methods.

### **BS 275 Special Topics in Biological Science**

1-4 Credit Hours

Prerequisite: Permission of Division Head.

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**

3 Credit 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 106 Introduction to Customer Service**

3 Credit Hours

Co-requisite: BU 100.

This course is designed to provide individuals interested in a technical customer support career with the knowledge and skills to be successful in that field. This course will introduce the business, technical, and interpersonal skills needed to provide customer support. Students will gain a better understanding of the various careers in the customer support industry and the knowledge and skill sets needed to enter and advance in those careers.

### **BU 107 Advanced Customer Service**

3 Credit Hours

Prerequisite: BU 106.

This course, the second part, continues to provide individuals interested in a technical customer support career with the knowledge and skills needed to be successful in that field. This course will focus on building and maintaining customer relationships with an emphasis on the knowledge and skill sets needed to enter and advance in those career arenas.

## **Academic Course Descriptions**

### **BU 115 Business Mathematical Applications**

3 Credit Hours

This course is designed for students planning a career in a business field and focuses specifically on applications in these fields. Students will develop problem-solving skills through the study and application of equations and formulas, including the concepts of ratio and proportion, financial statements, statistics of frequency distribution and graphs, all basics of depreciation, payroll, taxes and insurance, annuities, stocks and bonds, bank reconciliation, pricing, and inventory.

### **BU 120 Business Software Applications**

3 Credit Hours

Prerequisite: Keyboarding proficiency.

This course covers the essential software applications that an end-user would use in a typical business environment. Students will learn how to apply the use of Word, PowerPoint, Excel, and Access within a business setting. Students will create business documents with Word, presentations with PowerPoint, prepare Excel worksheets using business scenarios, and construct databases using Access. Real-world projects will be presented which will enable the student to integrate what they have learned and use it in a meaningful way in the business world.

### **BU 205 Communications in Business**

3 Credit 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**

3 Credit Hours

Prerequisite: EN 090 or minimum acceptable test scores for placement in college-level reading.

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 230 Business Statistics**

3 Credit Hours

Prerequisite: EN 090, MT 090, MT 095, and MT 096 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**

1-3 Credit Hours

Prerequisite: EN 090 or minimum acceptable test scores for placement in college-level reading and permission of Division Head.

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 280 The Business Professional (Capstone)**

3 Credit Hours

Prerequisite: BU 100 and must be in the final academic term of the Strategic Business Integration program.

This course will provide a comprehensive survey of the areas of business and presents business processes that are common to most enterprises through a hands-on, interactive business experience. This experience simulates the management decision process, finance management and decision making, the cause and effect relationship between functional areas of a business, satisfying customer demands, and competitive analysis.

**BU 291 Business Administration Internship**

3 Credit Hours

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.

## Chemistry

**CH 203 Fundamentals of General, Organic, and Biological Chemistry I**

4 Credit Hours

Prerequisite: EN 090, EN 099, MT 090, and MT 096 or minimum acceptable test scores for placement in college-level English and math. A Laboratory Course: 3 hours lecture 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**

4 Credit Hours

Prerequisite: CH 203.

A Laboratory Course: 3 hours lecture 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**

4 Credit Hours

Prerequisite: EN 090, EN 099, or minimum acceptable test scores for placement in college-level English and MT 123 (MT 123 waived for ACT math score of 20 or higher)

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

Intended as a general chemistry course for college students, 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**

4 Credit Hours

Prerequisite: CH 213.

A Laboratory Course: 3 hours lecture 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 223 Organic Chemistry I**

3 Credit 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.

## Academic Course Descriptions

### CH 224 Organic Chemistry I Lab

2 Credit 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

3 Credit 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

2 Credit 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 purifying organic compounds, while introducing qualitative organic synthesis.

### CH 275 Special Topics in Chemistry

1-3 Credit Hours

Prerequisite: Permission of Division Head.

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.

## Communication Arts

### CA 150 Introduction to Interpersonal Communication

3 Credit Hours

The student will examine the variables involved in the communication between individuals.

## Computer Information Systems

### CS 102 Computer Literacy

3 Credit Hours

Prerequisite: EN 090 or minimum acceptable test scores for placement in college-level English.

This course is an introductory course to computer literacy. Objectives are aligned with the IC3 certification. Students will learn how to identify computer hardware types and functions, purchasing considerations, basic maintenance and problem solving for hardware. They will also learn how software and hardware work together, identify types of software along with basic hands-on skills in Word Processing, Spreadsheets, and Presentation software. The course also includes email, internet, and the impact of computing and the internet on society.

### CS 103 Introduction to Applications

1 Credit Hour

Prerequisite: EN 090 or minimum acceptable test scores for placement in college-level English.

This course is an introductory course to word processing, spreadsheets, and presentation software. Students will learn the basic editing and data manipulation concepts in each of the three software packages.

**CS 116 Word Processing Concepts**

2 Credit Hours

Prerequisite: EN 090 or minimum acceptable test scores for placement in college-level English.

This course is a comprehensive course in Word Processing. Students will be prepared for the MOUS objectives MS Word. Emphasis is placed on student ability to understand the command and operation of the software. This course is not recommended for students who have no computer experience.

**CS 118 Spread Sheet Concepts**

2 Credit Hours

Prerequisite: EN 090 and MT 090 or minimum acceptable test scores for placement in college-level English and math.

This course is a comprehensive course in spreadsheets. Students will be prepared for the MOUS objectives for MS Excel. Emphasis is placed on student ability to understand the commands and operations of the software. This course is not recommended for students who have no computer experience.

**CS 120 Data Base Management Systems Concepts**

2 Credit Hours

Prerequisite: EN 090 and MT 090 or minimum acceptable test scores for placement in college-level English and math.

This course is a comprehensive course in using database software. Students will be prepared for the MOUS objectives for MS Access. Emphasis is placed on student ability to understand the command and operations of the software. This course is not recommended for students who have no computer experience.

**CS 123 E-mail/Internet**

1 Credit 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 125 Electronic Presentations**

2 Credit Hours

Prerequisite: EN 090 or minimum acceptable test scores for placement in college-level English.

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 275 Special Topics in Computer Information Systems**

1-4 Credit Hours

Prerequisite: IT 112 or permission of Division Head.

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.

## **Computed Tomography**

**CT 260 Introduction to Computed Tomography**

3 Credit Hours

Prerequisite: Admission to the program and ARRT or ARRT eligible or permission of the Program Coordinator.

This course will provide an overview of Computed Tomography (CT) and other CT course offerings. Included will be CT imaging, principles of operation, instrumentation, historical background, and viewing methods. This course will also contain topics such as the importance of equipment calibration, protocol and dosage regulations, and radiation safety for the patient and personnel. Another component will consist of brief research of CT utilization with other modalities or new advancements like Radiotherapy, treatment planning, PET, angiography, or cardiac imaging.

## **Academic Course Descriptions**

### **CT 261 Patient Care and Management in Computed Tomography**

3 Credit Hours

Prerequisite: Admission to the program and ARRT or ARRT eligible or permission of the Program Coordinator.

This course provides a review of the basic elements of patient management and care including effective communication, accurate and thorough patient history, patient education, and consent for treatment. Patient rights and responsibilities will also be examined for clarity. Contrast media reactions, type, quantity, and administration routes will also be examined and discussed. Venipuncture techniques will be taught along with patient reactions to contrast media and medical interventions necessary for treatment.

### **CT 262 Procedure Protocol in Computed Tomography**

3 Credit Hours

Prerequisite: Admission to the program and ARRT or ARRT eligible or permission of the Program Coordinator.

This course provides thorough coverage of CT procedures for imaging structures located in the head, neck, and spine. CT protocols will be taught for differentiation of specific structures, patient symptoms and pathology. Patient history, education, preparation, patient positioning, orientation, scan parameters, and filming are covered. CT images from each procedure protocol studied will be reviewed for quality, anatomy, and pathology.

### **CT 263 Sectional Anatomy I**

3 Credit Hours

Prerequisite: Student must be enrolled in the last academic term of the program, or hold a current ARRT certification or ARRT certification eligibility or permission of the Program Coordinator.

This course begins with a review of gross anatomy of the head, neck, and spine. Detailed study of these gross anatomical structures will be conducted systematically for location and relationship to other structures and function. Gross anatomical structures are located and identified in axial, sagittal, coronal, and oblique planes using cross-section photos and CT scans. This is an elective course.

### **CT 265 Clinical I**

4 Credit Hours

Prerequisite: Admission to the program and ARRT or ARRT eligible or permission of the Program Coordinator.

This course is taught in the clinical setting and requires application, with moderate to close supervision. This is the first of two clinical practicums, each one corresponding to a didactic procedure protocol course and having specific focus areas. The clinical practicum is designed so that the student will observe, assist, and perform basic patient care and a wide variety of technological procedures. CT protocols and procedures of the head, neck, and spine are the areas of focus in this clinical education course. A required number of competency evaluations are required to demonstrate competency in these procedures.

### **CT 266 Computed Tomography Advanced Procedures**

3 Credit Hours

Prerequisite: CT 262 and admission to the program and ARRT or ARRT eligible or permission of the Program Coordinator.

This course provides thorough coverage of CT procedures for imaging structures located in the thorax, abdomen, pelvis, and musculoskeletal system. CT protocols will be taught for differentiation of specific structures, patient symptoms and pathology. Patient history, education, preparation, patient positioning, orientation, scan parameters, and filming are covered. CT images from each procedure protocol studied will be reviewed for quality, anatomy, and pathology. Specialized procedures to be included are 3D studies, biopsies, radiation therapy planning, drainage, post-myelography, CT arthrography, and hybrid imaging.

### **CT 267 Computed Tomography Pathology**

3 Credit Hours

Prerequisite: CT 261 and admission to the program and ARRT or ARRT eligible or permission of the Program Coordinator.

This course provides thorough coverage of common diseases and trauma associated with the body systems. Each disease or trauma process is examined from its description, etiology, symptoms, and diagnosis. Emphasis is placed on the characteristic manifestations of these pathologies on CT images.

### **CT 268 Computed Tomography Physics**

3 Credit Hours

Prerequisite: CT 260 and admission to the program and ARRT or ARRT eligible or permission of the Program Coordinator.

This course provides a thorough understanding of the physical principles involved in computed tomography, as well as instrumentation. The historical development and evolution of computed tomography will be reviewed. Physics topics covered include the characteristics of x-radiation, CT beam attenuation, linear attenuation coefficients, tissue characteristics, and the Hounsfield number system. Computed Tomography systems and operations will be explored with full coverage of radiographic tube configuration, collimator design and function, detector type, characteristics and functions of the CT computer and array processor.

### **CT 269 Sectional Anatomy II**

3 Credit Hours

Prerequisite: CT 263 and admission to the program and ARRT or ARRT eligible or permission of the Program Coordinator.

This course begins with a review of gross anatomy of the thorax, abdomen, pelvis, and musculoskeletal system. Detailed study of these gross anatomical structures will be conducted systematically for location and relationship to other structures and function. Gross anatomical structures are located and identified in axial, sagittal, coronal, and oblique planes using cross-section photos and CT scans.

### **CT 270 Clinical II**

4 Credit Hours

Prerequisite: CT 265 and admission to the program and ARRT or ARRT eligible or permission of the Program Coordinator.

This course is taught in the clinical setting and requires application, with moderate to close supervision. This is the second of two clinical practicums, each one corresponding to a didactic procedure protocol course and having specific focus areas. The clinical practicum is designed so that the student will observe, assist, and perform basic patient care and a wide variety of technological procedures. CT protocols and procedures of the thorax, abdomen, pelvis, and musculoskeletal system are the areas of focus in this clinical education course. A required number of competency evaluations are required to demonstrate competency in these procedures.

## **Criminal Justice**

### **CJ 101 Criminal Justice Systems**

3 Credit Hours

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. 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 102 Introduction to Corrections**

3 Credit Hours

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 103 Introduction to Law Enforcement**

3 Credit Hours

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**

3 Credit Hours

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.

## **Academic Course Descriptions**

### **CJ 202 Criminal Law**

3 Credit Hours

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**

3 Credit Hours

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**

3 Credit Hours

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 216 Correctional Management**

3 Credit Hours

Prerequisites: CJ 202.

The student will be exposed to a study of the principles of organization and administration as applied to correctional agencies. The student will also include an introduction to concepts or organizational behavior and TQM in the correctional setting.

### **CJ 217 Juvenile Delinquency**

3 Credit Hours

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 218 Substance Abuse and the Criminal Justice System**

3 Credit Hours

Prerequisites: CJ 101 and EN 102.

The student will be introduced to the history of the social, moral, cultural, and economic problems caused by substance abuse in our society.

### **CJ 221 Community Corrections**

3 Credit Hours

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**

3 Credit Hours

Prerequisite: SO 200.

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**

3 Credit 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.

### **CJ 230 Pistol and Personal Protection**

3 Credit Hours

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**

3 Credit Hours

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**

3 Credit 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**

3 Credit Hours

This course will discuss the philosophical and practical dilemmas surrounding the modern criminal justice system, including the police, courts, and correctional sub-systems.

**CJ 275 Special Topics in Criminal Justice**

1-3 Credit Hours

Prerequisite: Permission of Division Head.

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**

3 Credit Hours

A course designed to evaluate the varied and complex traffic law system, emphasizing the West Virginia Traffic Code.

**CJ 290 Internship in Criminal Justice**

3-12 Credit Hours

This course provides students an opportunity to work in a criminal justice agency and to observe the day-to-day operation of the agency. This internship will allow the student to relate formal classroom learning to an actual work experience.

## **Drafting**

**DR 204 Computer Aided Design and Drafting I**

3 Credit Hours

Prerequisite: Students must be proficient in the use of computers. Course assumes knowledge of file management concepts.

This course is designed to provide a thorough coverage of two dimensional CADD concepts. Students will learn the basics of CAD geometry creation and manipulation using a variety of computer command inputs to convert data into descriptive pictures using the straight line form of computer graphic representation.

**DR 206 Computer Aided Design and Drafting II**

3 Credit 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 275 Special Topics in Drafting and Design Technology**

1-3 Credit Hours

Prerequisite: Permission of Division Head.

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.

## Academic Course Descriptions

### Economics

#### **EC 241 Principles of Economics I**

3 Credit 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 theories related to economic growth, income, employment and inflation and the study of monetary theory. Economics avoids value judgments while it tries to establish scientific statements about economic behavior. Effective economic policies are developed using scientific-based analysis and critical thinking. This course can stand alone or in conjunction with Principles of Economics II, Microeconomics.

#### **EC 242 Principles of Economics II**

3 Credit 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 groups of producers known as markets. The emphasis is placed on the roles played by consumers and producers in the society. Economics avoids value judgments while it tries to establish scientific statements about economic behavior. Effective economic theories are developed using scientific-based analysis and critical thinking. This course can stand alone or in conjunction with Principles of Economics I, Macroeconomics.

#### **EC 270 World Economics and the Energy Sector**

3 Credit Hours

This course examines the global context in which the United States economy functions. Students will explore the economic growth, current domestic and international challenges resulting from a global marketplace, proliferation of information and technology, persistence of underdevelopment, different economic systems, and the interdependence of nations in energy production. This course provides an analysis of the impact on the energy sector related to demand/supply, pricing, competitive behavior, transportation, inter-fuel competition, international relations, technical change, and external factors in the coal, oil, natural gas, and nuclear power industry.

#### **EC 275 Special Topics in Economics**

1-3 Credit Hours

Prerequisite: Permission of Division Head.

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 112 Principles and Theories (formerly ED 212)**

3 Credit 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. Fifteen hours of observation are required.

#### **ED 114 Introduction to Education Foundations**

3 Credit 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 twenty-five hours of public school observation are required.

**ED 115 Early Childhood Health, Safety, and Nutrition**

3 Credit 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 116 Guiding the Behavior of Children (formerly ED 216)**

3 Credit 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. Fifteen hours of observation are required.

**ED 120 Approaches to Discipline**

3 Credit 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 122 Curriculum and Instruction in Early Childhood Development**

2 Credit Hours

This course focuses on the study of the foundations of curriculum and instructional development from infancy to early primary years. Curriculum, instructional processes, learning environments, and the professional responsibilities of teachers for linking knowledge of subject fields in language arts, science, social studies, art, music, pedagogy, classroom management, and insights will be included in this course.

**ED 124 Foundations of Language and Literacy in Early Childhood Development**

3 Credit Hours

The purpose of this course is to assist educators in learning more about the foundations of language development and the impact language has on literacy learning. Learners will identify the various developmental levels exhibited by children and will identify diverse materials to enhance language and literacy development. In addition, the course focuses on analyzing and creating language-rich environments that is designed to foster listening, oral and written language, and pre-reading and reading skills at the appropriate developmental level.

**ED 126 Literacy Teaching and Learning in Early Childhood Development**

3 Credit Hours

Prerequisite: ED 124.

The purpose of this course is to provide students working in professional teaching settings opportunities to develop an understanding of literacy development in the early years. The course includes a study of research based principles and practices for providing young children a strong foundation in literacy using a developmentally appropriate approach.

**ED 203 Children's Literature**

3 Credit 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 a literature requirement in General Studies.

**ED 213 Children and Families**

3 Credit 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.

## **Academic Course Descriptions**

### **ED 214 Child Development**

3 Credit Hours

This course covers development from birth through age eight. It demonstrates how to work with young children in ways that correspond with individual developmental levels, social and cultural environment to enhance physical, perceptual, social, emotional and cognitive competencies. Fifteen hours of observation are required.

### **ED 215 School Readiness**

3 Credit 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**

3 Credit 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. Thirty-five hours of public school observation are required.

### **ED 219 Adolescent Literature**

3 Credit 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 multicultural society.

### **ED 221 Administration of Early Childhood Education**

3 Credit 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 223 Computer Instructional Techniques in the Classroom**

3 Credit Hours

Examine and develop skills using commercial, non-commercial, and computer generated media. Emphasis will be placed on its application to teaching and learning.

### **ED 224 The Exceptional Child**

3 Credit Hours

Introduces and sensitizes the student to the exceptions 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. Fifteen hours of observation are required.

### **ED 225 Methods and Materials for Early Childhood Programs**

3 Credit 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 Practicum**

3 Credit Hours

Note: This course requires permission of the Division Head.

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. This course requires permission of instructor. Thirty-five hours of observation are required.

### **ED 235 Praxis I**

1 Credit Hour

This course is designed for both elementary and secondary education teacher candidates and teachers preparing to take the PPST Praxis I Exam. This course focuses on skills necessary to pass the Praxis I: Pre-Professional Skills Test in reading, writing, and mathematics.

### **ED 275 Special Topics in Education**

0-3 Credit Hours

Prerequisite: Permission of the Division Head.

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.

### **ED 280 Observation Hours in Education**

0 Credit Hours

This course provides documentation for observation hours in courses that require them.

## **Emergency Medical Services**

### **EM 100 First Responder**

3 Credit Hours

Pre-requisite: CPR Certified.

This course has been developed by the U.S. Department of Transportation and adopted by the West Virginia Bureau of Health and Human Resources Office of Emergency Medical Services. This course is designed for individuals wanting enhanced first aid skills or those seeking employment with law enforcement, fire department, or other entities in which arriving first on the scene of an emergency event may occur in the line of duty. Successful completion of the course will make the student eligible to sit for National Registry Certification.

### **EM 101 Airway Management**

3 Credit Hours

This course teaches the student to recognize and effectively manage a patient with an airway emergency. Various adjuncts and techniques will be taught in order to maintain and successfully secure an airway for both medical and trauma patients.

### **EM 102 Introduction to EMS**

3 Credit Hours

This course covers roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal issues, ethics, life-span and therapeutic communications in the pre-hospital environment. The student also has eight hours in which to observe interaction between the emergency call and the telecommunicator at a designated 911 communication center.

### **EM 103 Emergency Medical Technician-Basic**

8 Credit 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.

## **Academic Course Descriptions**

### **EM 114 Pre-hospital Pharmacology**

3 Credit Hours

A study of specific medications used in the pre-hospital setting will be the focus of this section. The student will be introduced to pharmacokinetics, pharmacodynamics, drug calculations and administration. Often used and prescribed medication(s)/OTC's will be researched and investigated.

### **EM 116 Cardiopulmonary**

5 Credit Hours

This course teaches the student to assess and manage patients with pulmonary and cardiovascular emergencies in the pre-hospital setting. Current ACLS guidelines will be followed.

### **EM 117 Medical Emergencies**

4 Credit Hours

This course reviews the assessment and management of medical patients with diseases related to endocrine, neurology, allergies, anaphylaxis, gastroenterology, urology, toxicology, and hematology. Topics also include infectious/communicable diseases, environmental, and behavioral emergencies.

### **EM 118 Patient Assessment**

3 Credit Hours

Students will learn the proper techniques for patient assessment, history taking, communication, documentation, and clinical decision making while caring for the patient in the pre-hospital setting.

### **EM 119 Trauma/Shock/Management**

3 Credit Hours

This course teaches the student about various trauma systems and the mechanism of injuries in preparation for the trauma patient. The student will learn how to properly assess and treat conditions such as; hemorrhage, shock, soft tissue injury, head/facial injuries, burns, spinal, thoracic, abdominal, and musculoskeletal trauma.

### **EM 120 Coordinated Clinical Internship I**

3 Credit Hours

This course takes the student outside the classroom into a supervised clinical setting. The State Department of EMS has designated a minimum number of clinical hours but competencies must be met as well. Minimum hours may be extended to allow the student to meet all competencies required. Clinical rotations are scheduled with each student on an individual basis with the preceptor and EMS Coordinator.

### **EM 121 Pathophysiology for the EMS Provider**

1 Credit Hour

This course will focus on the significant issues of pathophysiology as related to the pre-hospital care provided by the paramedic. Understanding how the body functions under normal conditions increases awareness of how and why various symptoms appear enhancing assessment skills and treatment.

### **EM 215 Emergency Services Seminar**

3 Credit Hours

This capstone course is a group and individual comprehensive review of the program objectives and practical skills in preparation of the National Registry Exam. The student is expected to integrate the knowledge and critical thinking skills acquired in all previous required courses.

### **EM 216 Assessment Based Management**

1 Credit Hour

This course is scenario based starting with the emergency call moving from the field to the ambulance and transport to the emergency room. Students will follow the guidelines of assessment based management for adult, pediatric, geriatric patients involved in trauma or medical emergency. Emphasis will be placed on team leader skills, ability to control the scene, ability to use resources effectively, treatment and transport. The student must perform entry-level paramedic in this course to be eligible to sit for the National Registry examination for

EMT-Paramedic.

### **EM 217 Special Considerations**

4 Credit Hours

This course will focus on assessment and management of patients with special needs and considerations such as neonatal, pediatric, geriatric, challenged patients with physical or mental impairments, and invention for the chronic care patients.

### **EM 218 Rescue Operations**

4 Credit Hours

Topics covered will be ambulance operations, medical incident command, rescue awareness/operations, hazardous materials incidents, and crime scene awareness.

### **EM 219 Coordinated Field Internship II**

2 Credit Hours

This course takes the student outside the classroom into a supervised field setting. The State Department of EMS designated a minimum number of clinical hours for the ambulance, but various patient contact must be met. Team leader skills will be assessed by a designated field preceptor. Minimum hours may be extended to allow the student to meet all competencies required. Clinical rotations are scheduled with each student on an individual basis with the preceptor and EMS Coordinator.

### **EM 220 Coordinated Clinical Internship II**

3 Credit Hours

This course takes the student outside the classroom into the supervised clinical setting. The State Department of EMS has designated a minimum number of clinical hours but competencies must be met as well. Minimum hours may be extended to allow the student to meet all competencies required. Clinical rotations are scheduled with each student on an individual basis with the preceptor and EMS Coordinator.

### **EM 230 Emergency Management Leadership Skills**

4 Credit Hours

Topics covered in this online Emergency Management Leadership course include: effective communication, leadership influence, decision-making skills, problem solving, managing volunteers, and program development. Web-based URLs along with the National Incidence Management System (NIMS) will be utilized. No text is required for this course.

### **EM 240 West Virginia Critical Care Transport**

5 Credit Hours

Prerequisite: RN or EMT-P with ACLS, BTLIS or PHTLS, or TNCC and PALS or PEPP current certifications and three years of experience.

Co-requisite: EM 241.

This intense and challenging course has been designed for the experienced EMT-Paramedic and/or Registered Nurse with the desire to provide a higher level of care for the critical patient. The objective of the course is to present specialized skills designed to maintain or improve the patient's condition during inter-facility transfers. Interested individuals must have at least three years of experience with current certification in their respective fields along with ACLS, BTLIS/PHTLS or TNCC, PALS, or PEPP certification. This course follows the guidelines set forth by the West Virginia Office of EMS.

### **EM 241 Critical Care Transport Clinical Internship**

1 Credit Hour

Co-requisite: EM 240.

This course is the required clinical component of the West Virginia Critical Care Transport giving the student hands-on experience pertaining to clinical transport in specialized units such as Intensive Care, Pediatric Intensive Care, Neonatal Intensive Care, Critical Care Ambulances, and Labor and Delivery.

## Academic Course Descriptions

# Engineering

### EG 101 Engineering I

3 Credit Hours

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 Engineering II

3 Credit 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 103 Electrical Calculations

3 Credit Hours

Prerequisite: MT 095 or higher or minimum acceptable test scores for placement in college-level math.

This course introduces the necessary mathematics for electricians including: fractions, percentages, mixed numbers, ratio and proportion, signed numbers, basic trig functions, metric units, basic conversions, complex numbers, octal, binary and hex number systems, solving equations, formula manipulations, exponents, scientific notation and other concepts essential to electrical computation.

### EG 105 Industrial Safety

1 Credit Hour

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 107 Introduction to Circuits

4 Credit Hours

Prerequisite: EG 103 and MT 124 or MT 124A or a score of 23 or higher on the math component of the ACT.

This course is an introductory course to electricity. Students will be introduced to both AC and DC motors and concepts including voltage and power, measurement, inductors, capacitors, AC circuits, oscilloscopes, electron theory, meter reading, Ohm's law, series and parallel circuits, and Kirchoff's voltage law.

### EG 123 Electrical Schematics (formerly DR 203)

3 Credit Hours

Introduction to electrical and electronic schematics, and other diagrammatic drawing using standard symbols, notations and other standard practices related to electrical and electronic industries.

### EG 171 Circuit Analysis I

4 Credit Hours

Prerequisite: EG 107 and EG 103 or MT 123 or permission of the Division Head.

To provide the students with an in-depth study of DC and AC advance circuit and network analysis, troubleshooting techniques, malfunction analysis, magnetic electromagnetic and electrostatic devices, DC motors, generators, and control circuits.

### EG 172 Circuit Analysis II

4 Credit 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; reactance's; impedance; admittance and susceptance; methods of analyzing series; parallel and series/parallel AC 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 AC motors, AC generators and transformers.

**EG 181 Analog Electronics I**

4 Credit Hours

Prerequisite: EG 171.

This course is designed to provide the student with a review and enhancement of analog electronic circuits that include semi-conductor 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**

3 Credit 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 214 Electrical Control Systems**

4 Credit Hours

Prerequisite: EG 107 or higher.

Co-requisite: MT 124 or higher.

Introduction to the principles of operation of motors, generators, transformers and motor controls.

**EG 216 Mining Electricity**

3 Credit 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**

3 Credit 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**

4 Credit 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 AC 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 and 3-phase AC power.

**EG 275 Special Topics in Engineering**

1-10 Credit Hours

Prerequisite: Permission of the Division Head.

Presents 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 290 Digital Electronics**

4 Credit 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.

## **Academic Course Descriptions**

### **EG 292 Communication Circuits/Devices**

4 Credit Hours

Prerequisite: EG 181.

Co-requisite: MT 125 or higher.

Coupling networks, response analysis, noise; AM and FM transmission and reception and related circuits; introduction to transmission lines, antennas, and microwave circuits are covered.

### **EG 296 Program Logic Control (PLC)**

4 Credit Hours

Prerequisites: EG 214 or EG 290 and MT 124 or higher.

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 297 National Electric Codes**

1 Credit Hour

This course covers the National Electric Code. Articles of coverage include: definitions, general requirements, branch circuits, feeder, and service calculations, over current protection, grounding, conductors for general wiring, flexible cords, motors, motor controllers, motor circuits, hazardous locations, electric welders, interpretation of the tables, transformers, over 600 volts general and other articles necessary for the Journeyman's licensure exam.

### **EG 298 Capstone**

1 Credit Hours

Prerequisite: EG 172 and student must be a candidate for graduation.

Co-requisite: EG 297.

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**

2 Credit 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**

3 Credit Hours

Prerequisite: EN 090, EN 099 or minimum acceptable test scores for placement in college-level English.

This course is an introduction to basic composition and research. The emphasis is on writing clear, effective essays. In addition, students will write a research paper.

### **EN 101A English Composition I**

3 Credit Hours

This course is an introduction to basic composition and research. The emphasis is on writing clear, effective essays. In addition, students will write a research paper. EN 101A is for students whose placement test scores do not allow direct entrance into EN 101.

**EN 102 English Composition II**

3 Credit 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 115 Technical Writing I**

3 Credit Hours

This course is an intermediate composition and communication course which includes analytical and critical reading, elementary logic, persuasion, and a discipline-related research paper and presentation.

**EN 121 Creative Writing**

3 Credit 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 200 English Literature Before 1800**

3 Credit Hours

Prerequisite: EN 102.

Survey of English literature to the Romantic period.

**EN 201 American Literature Before 1865**

3 Credit 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**

3 Credit Hours

Prerequisite: EN 102.

Survey of English literature from the Romantic period.

**EN 204 American Literature Since 1865**

3 Credit 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**

3 Credit 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 275 Special Topics in English**

1-3 Credit 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.

## **Entrepreneurship**

### **EP 101 Introduction to Entrepreneurship**

3 Credit Hours

This course will introduce the student to the exciting world of business ownership. Students will explore the many dimensions of new venture creation, growth, innovation, and the formation of new businesses. Opportunities, as well as challenges, associated with building a business, along with the steps to bring a vision to reality in the world of business. Real life experiences from local entrepreneurs and case studies will be presented.

### **EP 105 Social and Cultural Aspects of Entrepreneurship**

3 Credit Hours

Entrepreneurship has become one of the fastest growing segments for business worldwide. Social entrepreneurship encompasses a wide range of activities which includes: individuals devoted to making a difference, business ventures with a social purpose dedicated to adding for-profit motivations to the nonprofit sector, philanthropists supporting venture capital 'investment' portfolios, and nonprofit organizations that are reinventing themselves by drawing on lessons learned from the business world. This course explores entrepreneurship as a mechanism for social change, economic development, and community wealth creation. The students will learn the concepts and practices of social entrepreneurship through reading and project assignments, class discussions, case studies, and guest speakers. An overview of issues and challenges in contemporary global, social, and cultural entrepreneurship will be presented. Social entrepreneurship, as well as business applications, will be explored within a global perspective.

## **Experiential Learning**

### **EL 201 Portfolio Development**

3 Credit Hours

Prerequisite: EN 101.

This course is designed to guide Board of Governors Adult Degree Completion students through the portfolio development process. Students will write a complete portfolio including credit petitions for at least two college-level courses.

## **Finance**

### **FN 210 Finance for the Nonfinancial Manager**

3 Credit Hours

This course is designed to provide students who aspire to be managers and executives, in non-financial positions, with a practical understanding of finance. Students will be empowered to effectively communicate with accounting and finance people and to better understand the financial aspects of business decisions. An understanding of budgeting and corporate financial planning, working capital management, growth, capital, and profitability considerations, discounted cash-flow and capital costs, principles of valuation and value creation, measures of performance including ROE, RONA, and EVA, cost consideration, financial ratio analysis, and key performance measures will be the focus of the course.

### **FN 225 Real Estate I**

3 Credit Hours

Prerequisite: EN 090 or minimal acceptable test scores for placement in college-level reading.

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 Real Estate II**

3 Credit Hours

This course is a continuation 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**

3 Credit 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. This course is the capstone course for the Business Administration Program.

### **FN 232 Personal Finance**

3 Credit 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.

## **Geography**

### **GE 275 Special Topics in Geography**

3 Credit Hours

Prerequisite: Permission of the Division Head.

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**

4 Credit Hours

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

Prerequisite: MT 096 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.

## **Green Technologies**

### **GT 100 Introduction to Green Technology**

3 Credit Hours

This course is an overview of sustainability topics, covering basic green scientific principles, green job opportunities, and technical skills requirements for green careers.

## **History**

### **HS 104 Western Civilization to 1450**

3 Credit Hours

A survey of major developments in Western civilization beginning with Early Man and concluding with Late Middle Age Europe.

### **HS 105 Western Civilization since 1450**

3 Credit Hours

A survey of major developments in Western civilization from 1450 to the present.

## **Academic Course Descriptions**

### **HS 115 World History to 1500**

3 Credit Hours

Comparative global history of Africa, Asia, Mesoamerica, and Europe from earliest civilizations to 1500. This course will offer a critical analysis of political, economic, religious, and cultural developments of the early global civilizations.

### **HS 120 World History since 1500**

3 Credit Hours

Comparative global history of Africa, Asia, Mesoamerica, and Europe from 1500 to the present. This course will offer a critical analysis of political, economic, religious, and cultural developments which have shaped the modern world.

### **HS 203 West Virginia History**

3 Credit Hours

A study of the geography, history, and government of West Virginia from the time of Native American occupation to the present.

### **HS 230 American History to 1865**

3 Credit Hours

A political, social, cultural, and economic survey of American history from the arrival of the First Americans to Reconstruction.

### **HS 231 American History since 1865**

3 Credit Hours

A political, social, cultural, and economic survey of American history from Reconstruction to the present.

### **HS 240 War in Film**

3 Credit Hours

Note: History 231 is recommended, but not required.

This course will focus on studying American 20th Century Warfare from a film perspective with major emphasis placed on World War II and Vietnam.

### **HS 275 Special Topics in History**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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**

3 Credit 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.

## **Homeland Security and Emergency Service**

### **HM 101 Introduction to Homeland Security**

3 Credit Hours

The events of September 11, 2001 made the term "Homeland Security" a household word. The threat of terrorism has brought immediate awareness of the need to secure our homeland. This course will give you a broad view of the challenges involved in emergency preparedness across multi-jurisdictional agencies and introduce you to the aspects of threats, our risk, and weaknesses, nationally and abroad.

### **HM 102 History of Terrorism**

3 Credit Hours

This course will be an examination of terrorism as a political event with domestic and worldwide implications. Terrorism has become an international problem but do we really understand the definition, cause, or the cost. We will take a look at the history of terrorism, student the terminology, concepts and the symbolism of terrorism.

### **HM 103 Integrated Incident Command Systems**

4 Credit Hours

This is a web-based course which covers basic topics in incident command structure, resources for supervisory personnel, the National Incident Management System which provides a reliable response for all personnel, the National Response Framework, and the Emergency Support Functions.

### **HM 104 Command Operations, Planning, and Logistics**

4 Credit Hours

Prerequisite: HM 103.

This online course will have the student looking at the four phases of emergency management; how it networks together in all hazards. It will also take a look at continuity of operations in homes, government, and businesses.

### **HM 106 Techniques of Counterterrorism**

3 Credit Hours

This course discusses the challenges faced today by our first responders, law enforcement, and others involved in the fight of counterterrorism. The most up-to-date information and tactics used will be presented along with case studies from past attacks. To be prepared we need to know who is involved, the kinds of strategy and the possible weapons they will use.

### **HM 203 Introduction to Intelligence Research**

3 Credit Hours

In this course the student will learn the various types of intelligence and how to read and compile the information in different data bases. Various types of intelligence research is also discussed.

### **HM 205 Public Health Issues**

3 Credit Hours

This course presents an overview of the growing field of public health today with a variety of current topics including, but not limited to: pandemic flu, H1N1, contamination/poisoning of our food supply, and numerous regulatory actions of the FDA. General topics of child health, cell phone use while driving and the birth defect prevention will also be discussed.

## **Humanities**

### **HU 105 Exploring Leadership I: Yourself, Your Organization, and Your Communities**

3 Credit Hours

Prerequisite: Admission into the ALA Program.

This course is designed to introduce students to key concepts of leadership; the course focuses on the individual. Learning activities are designed to help students reflect on themselves.

### **HU 115 Exploring Leadership II: Yourself, Your Organization, and Your Communities**

3 Credit Hours

This course continues where HU 105 leaves off, and is designed to introduce you to key concepts of leadership and to provide activities that will encourage you to learn leadership skills. After an introduction to leadership, the course focuses on you. Learning activities are designed to help you reflect on yourself and show you how to listen to and learn from others.

### **HU 203 Building Diversity: Leadership Management**

3 Credit Hours

Prerequisite: Admission into the ALA Program.

This course continues where HU 105 left off and is designed to introduce the student to the key concepts of diversity management. The student will be engaged in hypothetical simulations and real life activities that will help the student understand and appreciate that diversity is not a black and white issue, but, as Dr. Thomas points out, "differences, similarities, and related tensions that exist in any mixture."

## **Academic Course Descriptions**

### **HU 205 Leadership: Building Communities from the Ground Up**

3 Credit Hours

This course continues where HU 203 left off and will engage the leadership student in practical experiences both on and off campus, giving the student the opportunity to work with people from different backgrounds and experiences tackling tough community issues. The student will step out of his/her comfort zone to serve alongside local leaders, engaged in meaningful problem-solving activities. Students will practice the hard work of collaborating creatively and respectfully to develop long-term solutions to issues that are of importance in Mingo County and southern West Virginia.

### **HU 275 Special Topics in Humanities**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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 102 Cyber Law, Ethics, and Culture**

3 Credit Hours

Prerequisite: EN 099 or minimum acceptable test scores for placement in college-level English.

This course provides background in legal aspects surrounding computer use, including the USAPA, WV Code covering Digital Crime, computer fraud, identity theft, Digital Millennium Copyright Act (DMCA), search and seizure, case studies, and ethical practices. This course is lecture based with a significant emphasis on research and case analysis.

### **IT 104 Using Internet Technology for Research and Productivity (formerly CS 104)**

3 Credit Hours

This is a course in using the internet and other resources for research, communication, safety and personal productivity. This course assumes students have some basic computer skills. Various email client setup and usage, along with various web browsers, will be covered with a focus on research and communication. The course will also cover topics in personal protection utilizing firewalls, anti-virus software, spyware/Malware, and copyright laws. Other topics on personal productivity include, but are not limited to, chat clients, digital photography, CD burning, scanning, blogging, MP3 players, and buying a PC.

### **IT 112 System Architecture**

3 Credit Hours

Prerequisite: EN 090.

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 145 Adobe Photoshop**

3 Credit Hours

Prerequisite: CS 102 or IT 104 or permission of the instructor.

Students should be able to use a computer and have a firm understanding of file management concepts in windows. This course is designed to give the aspiring graphic artist a basic understanding of the workings of Adobe Photoshop. Students will learn in a hands-on setting various techniques in creating professional graphics. Course goals include: basic and advanced selection techniques, extraction, merging images, using healing tools to touch-up photographs, filters, plug-ins, transformation, warping, red eye reduction, slicing images, layers, blending techniques, brushes, photograph repair, and the basic uses of every tool in Photoshop.

**IT 146 Adobe Flash**

3 Credit Hours

Prerequisites: CS 102 or IT 104 or permission of the instructor.

This course will provide students with basic knowledge of Adobe Flash. Students will use Adobe Flash to create basic flash animations and movies. They will learn how to navigate the flash interface, create new flash files, set stage properties, import images, create and work with text, format drawing objects and create motion tweened animations.

**IT 147 Digital Editing**

3 Credit Hours

Prerequisite: CS 102 or IT 104 or permission of the instructor.

Students should be able to use a computer and have a firm understanding of file management concepts in windows. This course will provide students with basic knowledge of digital video/media editing. Students will learn in a hands-on environment various editing techniques for editing raw video into a finished work. The course will provide an understanding for the following: video camera basics, lighting techniques, editing software that can be used on home computers, green screen effects, storyboarding, creative commons licensing, use of background music to affect mood and using stock video footage.

**IT 155 Web Page Design I**

3 Credit Hours

Prerequisite: EN 090 or minimum acceptable test scores for placement in college-level English.

This course will provide the beginning web master with basic concepts and techniques using HTML. Students will learn in hands-on environment basic concepts in web design and maintenance. 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. Course goals include: the creation and editing of a basic web page, creating tables, creating image maps, using frames, using style sheets, and creating popup windows, using efficient functional navigation and website organization.

**IT 156 Web Page Design II**

3 Credit Hours

Prerequisite: IT 155.

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 XHTML, utilizing cascading style sheets, adding interactivity using scripts, 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.

**IT 159 Server Side Scripting and Fundamentals**

3 Credit Hours

Prerequisite: IT 155.

This course builds on student's HTML skills to enhance Web pages via scripting code such as DHTML, Java Script, PHP, and VB Script. It also includes linking web pages to databases, and server wide coding such as CGI and Perl. Emphasis is placed on using scripting languages in conjunction with active web pages that access and update databases.

**IT 160 Webserver Management**

3 Credit Hours

Prerequisite: IT 155.

This course will provide students with an in-depth knowledge of web server administration. How to define your site: mission, vision, purpose and goals. The material will cover domain name selection and registration, initial system selection and configuration, administering the web server, automating account management, security issues, and troubleshooting. Hands-on experience through labs and projects will reinforce the reading, course work, and exams.

## **Academic Course Descriptions**

### **IT 170 Fundamentals of Information Systems Security**

3 Credit Hours

This course is intended to introduce the concepts of systems security. The major areas of instruction include information security fundamentals; the seven domains of a typical IT infrastructure; risks, threats, and vulnerabilities found in a typical IT infrastructure; and the security countermeasures employed to reduce or eliminate risks, threats, and vulnerabilities. Students will learn the essentials of the different components of information security.

### **IT 171 Managing Risk in Information Systems**

3 Credit Hours

Prerequisite: IT 170.

Business managers depend on risk management to allow them to make appropriate decisions regarding the allocation of resources throughout their organization. As information systems continue to be a major investment and critical business components, risk management relating to information technology (IT) and information systems becomes increasingly important. This course explains ways in which IT professionals can identify risks, threats, and vulnerabilities to information systems. Furthermore, it offers ways to assess, mitigate, and manage risk effectively within an organization. Finally, the course explains effective planning approaches for business impact analysis (BIA), business continuity, and disaster recovery.

### **IT 172 Security Policies and Implementation Issues**

3 Credit Hours

Prerequisite: IT 170.

This course provides students with the basic understanding of information security policy creation. Students will analyze how security policies help mitigate risks and support the business process within the seven domains of an IT infrastructure. They will learn to create a security policy process and use existing templates for implementation in an organization. Students will examine existing information security policies and frameworks and apply the correct one to an existing business risk or objective. They will also examine how incident response applies to security policies and why every incident has a security policy related to it. Finally, the students will gain exposure to IT policy compliance systems, and emerging technologies that are providing automation tools to implement, monitor, and report on information security policies organizationally.

### **IT 180 PC Maintenance**

3 Credit Hours

Co-requisite: IT 104 and IT 182 or permission of the instructor.

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 students for the A+ Certification. This course is not recommended for students with no computer experience.

### **IT 181 Advanced PC Maintenance**

3 Credit 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 Credit Hours

Co-requisite: IT180.

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 +**

4 Credit Hours

Prerequisite: IT 180.

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 184 Security I**

3 Credit Hours

Prerequisite: IT 183 or IT 210.

This course provides background in the fundamentals of networking security through vendor-independent security skill concepts that affect all aspects of networking. Topics include: basic networking concepts, protocols, networking devices, TCP/IP architecture, network security, encryption and firewall, IDS systems, social engineering, as well as implementation and diagnostic tools. This course may be used to help prepare for the Comp TIA Security + Certification.

### **IT 185 Security II**

3 Credit Hours

Prerequisite: IT 184.

This course provides background in advanced networking security concepts. Topics include: security trends, security management practices, security models, access control, telecommunications, physical security, disaster recovery, application and system development, ethics, and operations management. This course covers the ten domains as specified as in the CISSP certification and may be used to help prepare for that exam.

### **IT 186 Linux+**

3 Credit Hours

Prerequisite: IT 112 or higher or permission of the Division Head.

This course will introduce the student to various flavors of the Linux Operating System. Course focus will include installation, configuration, user administration, file permissions, storage devices, and network protocols. This course may also be used to prepare for the Comp TIA Linux + certification.

### **IT 188 Introduction to Programming Logic**

3 Credit 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++**

3 Credit Hours

Prerequisite: IT 112 or higher and MT 096 or higher, or permission of the Division Head.

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 Credit Hours

Prerequisite: IT 112 or higher and MT 096 or higher, or permission of the Division Head.

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 Credit Hours

Prerequisite: IT 112 or permission of the Division Head.

This course is an introduction to programming in Java covering the use of prewritten Java classes and methods and the development of new classes and methods. The class emphasizes program structure and documentation along with algorithm development.

## **Academic Course Descriptions**

### **IT 210 Network Administration I**

3 Credit Hours

Prerequisite: IT 181.

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**

3 Credit Hours

Prerequisite: IT 181.

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 is not recommended for students with no computer experience. A+ and/or Networks+ background is recommended.

### **IT 218 Managing a Networked Environment**

3 Credit Hours

Prerequisite: IT 210 and IT 215.

The main goal of this course is to provide students with a comprehensive overview of the network management features and functions of Microsoft Windows 2000 Server. This includes the configuration, management, and networking functionality of Windows 2000. The course is comprised of a combination of theory, review questions, case studies, hands-on exercises, and additional homework assignments. By the end of the course, students should have the ability to configure and support network environments running Windows 2000 Server, as well as the requisite knowledge to pass the associated Windows 2000 certification exam.

### **IT 223 Computer Forensics**

3 Credit Hours

Prerequisite: IT 112 or higher or permission of the Division Head.

This course provides background in computer forensic investigations. Topics include: understanding computer forensics, recovering files, understanding file structures, email investigations, forensic toolsets, digital evidence controls, and investigation reports. This course may also help to prepare the student for the International Association of Computer Investigative Specialists (IACIS) certification.

### **IT 260 Introduction to Oracle: SQL and PL/SQL**

3 Credit Hours

Prerequisite: IT 112 or higher or permission of the Division Head.

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 274 Capstone Project**

1 Credit Hour

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. Students will also complete a service learning work-based project.

**IT 275 Special Topics in Information Technology**

1-4 Credit Hours

Prerequisite: IT 112 or permission of the Division Head.

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**

4 Credit 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).

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

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**

4 Credit 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).

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

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 biotechnologies on the research, medical, economic, and legal realms will be explored. Emphasis will be made upon the ethical and legal issues surrounding certain techniques.

**Management****MG 101 Introduction to Management**

3 Credit Hours

This course surveys general management principles which provides an understanding of the basic knowledge and skill-set required for being an informed employee, an effective team members, and a successful manager in the contemporary work environment. Critical management skills involved in planning, structuring, controlling, and leading an organization will be presented. Students will be provided a framework for understanding issues involved in both managing and being managed. The course is taught using a "systems" approach related to organizations, examining organizations as part of a context, including, but not limited to, environment, strategy, structure, culture, tasks, people, and outputs, will be covered.

**MG 240 Managing New and/or Growing Business Ventures**

3 Credit Hours

Small and medium businesses are the backbone of the modern economy by creating wealth and jobs. In this course, students learn how to plan and manage the various activities essential for effectively running a small business and how to recognize and avoid the common mistakes made by small business managers. This course offers an overview of running a small business including a discussion of leadership, strategy, marketing, finance, operations, human resources, supplier management, facilities, banking, legal and regulatory considerations. These topics are integrated and presented in the context of a small business environment. A combination of business case examples and text will be used to supplement lectures, student project work, and guest speakers.

## **Academic Course Descriptions**

### **MG 242 Personnel Strategy and Law**

3 Credit Hours

In this course the student will learn why employees behave in certain situations. The student will develop a strategic plan using staffing patterns, professional development, seminars, leadership development, and rewards systems designed to promote and encourage positive behavior of employees. Personnel laws and issues will be studied. These include the Civil Rights Act of 1964 and 1991, FLSA, ADA, FMLA, ERISA, immigration laws, affirmative action, gender and racial/ethnic equity, and sexual harassment.

### **MG 250 Financing and Venture Capital**

3 Credit Hours

In this course the student will examine the financing and valuation of new ventures from the perspective of entrepreneurs and venture capitalists. Aspects of financial thinking, tools, and techniques relevant for seeing new venture financing will be presented. Financing problems which impact new and/or established small businesses related to financial planning, valuing, and raising capital will be discussed. This course is designed for the new or experienced entrepreneur, or anyone interested in starting a business, a company, exploring venture capital, or a private equity firm.

### **MG 252 Valuation of New Business Ventures**

3 Credit Hours

In this course virtual company teams are formed to plan the design, assembly, marketing, and distribution of new innovative products. A business plan will be formed by each virtual company team. Company teams will develop business processes and procedures for launching the product which includes: product identification, product description, product design, market analysis, plan to launch the product, implementation of the business plan, and documentation of the evolution of the project.

### **MG 254 Management of Health Care Facilities and Systems**

3 Credit Hours

In this course the student will learn the organization structure, function, delivery, and financing of health care systems in the United States. Student will explore health care policies and the impact on the health care industry. Medical ethics, as well as ethical issues and dilemmas, will be presented.

### **MG 256 Effective Decision-Making for Managers**

3 Credit Hours

The student will learn investigative analytical techniques used to assess key factors in the change process and how these relate to effective planning and problem solving.

### **MG 258 Ethical Issues in Management**

3 Credit Hours

This course studies the nature of ethical leadership based on the principles and behaviors of great leaders. The leader's values, beliefs, and how both affect decision-making are explored. The student will learn how to apply social responsibility concepts as they assess institutions and organizations in the real world.

### **MG 260 Principles of Management**

3 Credit Hours

This course is structured around contributions of the classical, behavioral, and management science schools of management under the functions of planning, organizing, leading, and controlling. Emphasis is placed on the manager's role in creating and maintaining a work environment leading to effective and efficient operations.

### **MG 261 Human Resources Management**

3 Credit Hours

This course provides the introductions to the strategic planning and implementation of human resources management functions and roles in an effective business/organization enterprise. Topics include staffing, appraisal, awards, current events, and laws affecting the management of the human factor of production.

**MG 262 Entrepreneurial and Small Business Management**

3 Credit Hours

Small and medium businesses are the backbone of the modern economy by creating wealth and jobs. In this course, students learn how to plan and manage the various activities essential for effectively running a small business and how to recognize and avoid the common mistakes made by small business managers. Students will learn the process of starting a new business venture and learn how to apply the concepts and skills to successfully maintain an existing business. This course offers an overview of running a small business including a discussion of leadership, strategy, marketing, finance, operations, human resources, supplier management, facilities, banking, legal, and regulatory considerations. These topics are integrated and presented in the context of a small business environment. Students will develop a business plan, bringing an idea to fruition as a successful entrepreneur. A combination of business case examples and text will be used to supplement lectures, student project work, and guest speakers.

**MG 264 Supervision**

3 Credit 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**

3 Credit 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. Students will be introduced to the classical foundations of project management and the world of real life project problems. Topics presented in this course includes work breakdown structure, earned value, PERT/CPM/Gantt charts, scheduling charts, scope control, cost control, change control, and resource planning. Upon completion of this course, students will understand the basic concepts and critical factors of initiating, planning, organizing, controlling, and running a project. Information will be provided to the student regarding the requirements to sit for the PMP Exam of the Project Management Institute in order to become Professional Project Managers.

**MG 268 Collective Bargaining and Labor Relations**

3 Credit Hours

This course surveys both historical and legal frameworks of the labor movement in the United States and West Virginia. An analysis of traditional labor laws, NLRB law, state laws, and the impact of court decisions related to management will be presented. The student will learn historical perspective of the origins which impact union organizing, causes, and goals of the labor movements, union structure and behavior, and the impact on production. An introduction to the principles, practice, and processes of negotiations as requisite management skill for front-line supervisors, subordinates, peers, clients, and customers will be presented. Discussions will be presented regarding the preparation and planning for negotiation, the strategies and tactics of negotiation, issues regarding both distributive and integrative bargaining, and ethics in negotiation. Upon completion of this course the students will have an in-depth understanding of collective bargaining concepts applicable in today's commercial enterprise. The role of the manager related to strikes, labor negotiations, administration and enforcement of labor contracts, the grievance process, and arbitration will be explored. Labor and management approaches to solving employment disputes, avoiding grievances, and applying collective bargaining contracts in the work setting, labor rules and regulations, and means to implement new standards in the workplace will be discussed. Effects of laws on individuals, employees, the industry, the community, and the nation will be presented.

**MG 269 Effective Leadership**

3 Credit Hours

This course is designed to help prospective and practicing leaders improve their ability to establish and maintain positive interpersonal relationships with their constituents, as well as examine their own potential personal change.

**MG 272 Industrial Leadership**

3 Credit Hours

This course focuses on leadership, human resources management and ethical decision-making in an industrial setting. Leadership styles, organizational patterns, values, and skills for empowerment of individuals as they confront organizational challenges will be discussed. A primary focus will be on identifying emerging leaders, assuming responsibility within the organization, and empowerment to become

## **Academic Course Descriptions**

a leader in the workplace. Students will analyze current management theories and styles including, but not limited to, Six Sigma, Total Quality Management and Steven Covey's Seven Habits of Effective Leadership. Development of leadership skills related to an in-depth understanding of regulation in the industry, ethics at the individual and organizational level, setting objectives in the workplace, planning, influencing and motivating others, and managing for results is the expected outcome of the course.

### **MG 273 Organizational Behavior and Communication**

3 Credit Hours

In relation to the behavioral sciences, students will be expected to analyze business management problems in the areas of motivation, leadership, morale, communication, control, and ethics. The focus of this course will be on the effective use of human capital through understanding of motivation and behavior patterns, conflict management and resolution, group functioning and process, decision making, and the importance of recognizing and managing change. Consideration will be given to the interaction of individual values, attitudes, needs, abilities and traits, and motivation within teams and organizations.

### **MG 274 Project Evaluation**

3 Credit Hours

This is a capstone course designed to assess the student's ability to identify, plan, implement, and evaluate projects. Students will be expected to demonstrate an understanding of methods, tools, and techniques used to plan, communicate, manage and control projects, resolve problems, and communicate results to upper level management. Assessment of the student's ability to work in teams to create and complete a major project for an actual industry is the major objective of the course.

### **MG 275 Special Topics in Management**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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.

## **Marketing**

### **MK 267 E-Commerce and Marketing for a Global Society**

3 Credit Hours

This course will explore e-commerce and marketing issues such as internet infrastructure, strategy formulation and implementation, technology concepts, public policy issues, and capital infrastructure and the effects on business decisions. Students will be exposed to the objectives, challenges, and requirements for effective, results-oriented marketing activities and sales efforts for the entrepreneur/new venture. Key topics include the selection, design, and budgeting of entrepreneurial marketing and advertising programs, along with effective selling, customer acquisition, and service/retention efforts.

### **MK 270 Principles of Marketing**

3 Credit 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**

3 Credit 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**

3 Credit Hours

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**

3 Credit 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**

3 Credit Hours

This course places special emphasis on understanding the customer from the services and nonprofit 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**

3 Credit Hours

Prerequisite: Permission of the Division Head.

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**

3 Credit Hours

Prerequisite: MK 274.

This course covers the theories and knowledge in marketing with a total emphasis on applications in hospitality management.

## **Mathematics**

### **MT 111 Graphing Calculator Usage**

1 Credit Hour

Prerequisite: EN 090, MT 090, and MT 095 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, evaluating and graphing trigonometric functions, simplifying expressions, and more. A TI-83/84/89 calculator is a must for this course.

### **MT 121A College Mathematics for General Education, Enhanced**

3 Credit Hours

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 courses. MT 121A is for students whose placement test scores do not allow direct entrance into MT 121.

### **MT 121 College Math for General Education**

3 Credit Hours

Prerequisite: MT 096 or minimum acceptable test scores for placement in college-level 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.

## **Academic Course Descriptions**

### **MT 123A Intermediate Algebra, Enhanced**

3 Credit Hours

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 123A is for students whose placement test scores do not allow direct entrance into MT 123.

### **MT 123 Intermediate Algebra**

3 Credit Hours

Prerequisite: MT 096 or minimum acceptable test scores for placement in college-level math.

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 124A Technical Math, Enhanced**

3 Credit Hours

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 functions and graphs, trigonometric functions, linear equations in one variable, right triangle trigonometry, matrix algebra, and systems of linear equations. MT 124A is for student whose placement test scores do not allow direct entrance into MT 124.

### **MT 124 Technical Math**

3 Credit Hours

Prerequisite: MT 096 or minimum acceptable test scores for placement in college-level math.

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 functions and graphs, trigonometric functions, linear equations in one variable, right triangle trigonometry, matrix algebra, and systems of linear equations.

### **MT 125 Trigonometry**

3 Credit Hours

Prerequisite: MT 123 or MT 123A or MT 124 or MT 124A or MT 128 or MT 128A or MT 130 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 128A Algebra for Allied Health, Enhanced**

3 Credit Hours

Students will study applications of algebra related to Allied Health. Topics covered will include: the metric system with focus on unit conversions by proportionalities and dimensional analysis; representations of linear functions verbally, graphically, numerically, and algebraically; exponential growth and decay; logarithmic functions; analysis of proportionality of quantities and formula manipulation. MT 128A is for students whose placement test scores do not allow direct entrance into MT 128.

### **MT 128 Algebra for Allied Health**

3 Credit Hours

Prerequisite: MT 096 or minimum acceptable test scores for placement in college-level math.

Students will study applications of algebra related to allied health. Topics covered will include: the metric system with focus on unit conversions by proportionalities and dimensional analysis; representations of linear functions verbally, graphically, numerically, and algebraically; exponential growth and decay; logarithmic functions; analysis of proportionality of quantities and formula manipulation.

**MT 130 College Algebra**

3 Credit Hours

Prerequisite: MT 123 or MT 123A or MT 124 or MT 124A or MT 128 or MT 128A or a score of 23 or above on the math component of the ACT. This course is designed to prepare students for calculus and other higher-level math courses. Topics covered will include: theory and applications of linear, quadratic, polynomial, rational, exponential, and logarithmic functions; equations and inequalities systems of linear and nonlinear equations; matrices and determinants; and conic sections.

**MT 137 Precalculus**

5 Credit Hours

Prerequisite: MT 123 or MT 123A or MT 124 or MT 124A or MT 128 or MT 128A 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 of polynomial, exponential, logarithmic, and circular functions and their graphs; right triangle trigonometry; trigonometric identities; vectors; polar equations; systems of linear and nonlinear equations; an introduction to sequences and series; matrix algebra; the binomial theorem and mathematical induction.

**MT 205 Calculus Applications**

3 Credit Hours

Prerequisite: MT 123 or MT 123A or MT 124 or MT 124A or MT 128 or MT 128A 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**

4 Credit 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 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 Elementary Statistics**

3 Credit Hours

Prerequisite: MT 121 or MT 121A or MT 123 or MT 123A, or MT 124 or MT 124A or MT 128 or MT 128A or a score of 23 or higher on the math component of the ACT.

Students will solve problems applying concepts involving descriptive measures, elementary probability, and fundamental statistical inference procedures involving estimation and hypothesis testing to a variety of situations with wide applications. Students will learn about random sampling, confidence interval estimation, chi-square, regression analysis and correlation, and analysis of variance.

**MT 229 Calculus I**

5 Credit 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 the properties and applications of limits, techniques and applications of differentiation and the fundamental theorem of calculus as limits, derivatives, and integrals relate to polynomial, exponential, logarithmic, and trigonometric functions.

**MT 230 Calculus II**

4 Credit 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**

4 Credit 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.

## Academic Course Descriptions

### MT 235 Differential Equations

4 Credit 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 245 Linear Algebra

3 Credit Hours

Prerequisite: MT 230.

A study of matrices, the algebra of matrices, determinants, vector spaces, linear transformations, inner products, eigen values, and eigen vectors with applications throughout the course. This course is appropriate for engineering, math, and/or science majors.

### MT 275 Special Topics in Mathematics

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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

3 Credit Hours

Prerequisite: MT 121 or MT 121A or MT 123 or MT 123A, or MT 124 or MT 124A or MT 128 or MT 128A or a score of 23 or higher on the math component of the ACT.

This course is the first of two independent courses designed for prospective elementary school teachers. Course material and presentation will conform to NCTM Standards, focusing on mathematics in the context of modeling and problem solving. Students will study mathematical concepts and theories fundamental to the topics of set theory, functions and graphs, numeration, number theory, and the real number system. This course requires the student to successfully complete a competency exam in arithmetic.

### ME 102 Mathematics for Elementary Teachers II

3 Credit Hours

Prerequisite: MT 121 or MT 121A or MT 123 or MT 123A, or MT 124 or MT 124A or MT 128 or MT 128A or a score of 23 or higher on the math component of the ACT.

This course includes the study of basic probability and statistics and two and three dimensional Euclidean geometry.

### ME 275 Special Topics in Mathematics Education

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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.

## Mechatronics

### **MX 110 Introduction to Mechatronics**

2 Credit Hours

Introduction to Mechatronics is an overview course that introduces students to the field of Mechatronics. Students will rotate through modules that will give them insight into the skills, concepts, equipment, and challenges they will encounter as a mechatronics technician. Modules will include basic calculations, basic tool use, laboratory safety, precision measurement, systems analysis, mechanical power, fluid power, robotics, and programmable logic controllers. Included will be basic professional preparation topics such as resume writing, job readiness, and job interviewing and portfolio development.

### **MX 120 Mechanical Power I**

2 Credit Hours

Mechanical Power I is a comprehensive introduction to fundamentals of industrial mechanical concepts, principles, and equipment. The course covers safety, lubrication, bearing installation and removal, proper installation and adjustment of belt and chain drives, as well as coupling and shaft alignment.

### **MX 130 Fluid Power I**

2 Credit Hours

Fluid Power I is a comprehensive introduction to fundamentals of hydraulic and pneumatic systems. This course covers design, pneumatic/hydraulic control systems, component applications, and system overview of pneumatic and hydraulic systems.

### **MX 180 PLC Fundamentals**

1 Credit Hour

Prerequisite: EG 103 and EG 107.

Co-requisite: MX 184 and MX 186.

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include: relay logic, PLC architectures, addressing, data types, ladder logic programming, seals, latches, counters, and timers. Concentration on industrial applications and standard programming practices.

### **MX 184 PLC Interfacing and HMIS**

1 Credit Hour

Prerequisite: EG 103 and EG 107.

Co-requisite: MX 180 and MX 186.

An introduction to hardware interfacing, HMI design and HMI programming. Topics include: digital I/O, analog I/O, PLC system design and documentation, HMI design practices, HMI programming fundamentals, and fault reporting.

### **MX 186 PLC Applications**

1 Credit Hour

Prerequisites: EG 103 and EG 107.

Co-requisite: MX 180 and MX 184.

Advanced topics in industrial automation. Topics include: state machine design, implementation and troubleshooting, distributed I/O systems, and automation system design and troubleshooting.

### **MX 190 Industrial Robotics**

3 Credit Hours

Prerequisites: EG 103 and EG 107.

This course presents a comprehensive introduction to industrial robotics based on the FANUC Robotics CERT platform. Students learn the principles and practices of programming industrial manipulators, using an actual robot and a high fidelity simulation environment for demonstrations as well as hands-on assignments. Topics covered include system hardware components, coordinate systems, positional representation and control, teach pendant programming, and I/O interfacing.

## Academic Course Descriptions

### Medical Assisting

#### MA 100 Introduction to Medical Assisting

3 Credit Hours

Prerequisite: EN090, EN099, MT090, MT095, and MT096 or minimum acceptable test scores for placement in college-level English and math.

This course is designed to furnish the student with the theories and techniques of the clinical aspects of the medical assistant profession. Students are introduced to the areas of medical asepsis, vital signs, physical examinations, and charting. A comprehensive medical assisting provides coverage of the practical, real world administrative skills to success in the healthcare field. Provides the groundwork for understanding the role and responsibility of the medical assistant. Topics include the medical assistant setting, history of medicine and the profession, charting, facility environment, and physical examinations.

#### MA 101 Medical Assisting I

4 Credit Hours

Prerequisites: MA 100 and MA 105.

This course introduces the student to the theory and techniques of electrocardiography, medical laboratory procedures, urinalysis, capillary punctures, blood typing, phlebotomy, hematology, and blood chemistry. Administrative competency skills including: medical records management and patient charting, documentation of medical information, medical transcription, communication skills, coping skills, and legal and ethical considerations.

#### MA 105 Medical Office Billing and Coding I

3 Credit Hours

Prerequisite: EN090, EN099, MT090, MT095, and MT096 or minimum acceptable test scores for placement in college-level English and math.

This course is designed to teach the student health insurance processing, medical coding, medical billing, and financial recordkeeping. Additionally, students are introduced to a variety of office tasks which support these functions such as appointment scheduling, recordkeeping, and filing.

#### MA 106 Medical Office Billing and Coding II

3 Credit Hours

Prerequisites: MA 100 and MA 105.

This course will focus on the coding rules used for CPT, ICD-9-CM, ICD-10, and HCPCS coding systems and then apply the rules to code patient services and diagnosis. The topics of Medicare fraud and abuse, HMO, and PRO will be reviewed.

#### MA 201 Medical Assisting II

7 Credit Hours

Prerequisites: MA 101 and MA 106.

This course is designed to expand the knowledge of the student to the theory and techniques of electrocardiography, medical laboratory procedures, urinalysis, capillary punctures, blood typing, phlebotomy, hematology, and blood chemistry. Advanced administrative competency skills such as: medical records management and patient charting, documentation of medical information, medical transcription, communication skills, coping skills, and legal and ethical considerations will be included in this course.

#### MA 210 Medical Assisting III

9 Credit Hours

Prerequisite: MA 201.

This course will further expand the knowledge of the student to theories and techniques that require an increase in responsibility: the administration of medications, a basic knowledge of laboratory testing, urinalysis, hematology, blood chemistry, and patient preparation for exams. Electrocardiograms and medical office emergencies will be included. The student will begin clinical rotations at various physician offices and hospitals.

### **MA 225 Medical Assisting Capstone**

3 Credit Hours

Prerequisite: MA 201.

This course is designed to prepare individuals to perform the pre-specified tasks of an occupation under real-world conditions at a level of accuracy and speed required at the entry-level position. Students will take assessment pretests and evaluations for the Certification exam.

## **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**

5 Credit 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**

5 Credit Hours

Prerequisite: ML 101.

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 equipment and 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, proteins, globulins, immunoglobulin, and enzymes in abnormal and normal states. Carbohydrates, fats, lipids, hormones of the endocrine system toxicology, and basic molecular techniques are also included.

### **ML 103 Immunohematology and Serology**

5 Credit Hours

Prerequisite: ML 101.

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**

1 Credit Hour

Prerequisite: ML 102 and ML 103.

A Laboratory Course: 40 hours in the hospital lab each week for a 2 week period during the summer session.

MLT students work alongside 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.

## **Academic Course Descriptions**

### **ML 201 Urinalysis and Body Fluids**

2 Credit Hours

Prerequisite: ML 200.

Co-requisite: ML 202.

A Laboratory Course: 2 hours lecture/lab each week.

This course concentrates on the theoretical and procedural aspects concerning the analysis of non-blood 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**

5 Credit Hours

Prerequisite: ML 200.

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**

2 Credit Hours

Prerequisite: ML 201 and ML 202.

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. Case studies will be utilized to help students better understand and think critically concerning various medical laboratory science 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**

12 Credit Hours

Prerequisite: ML 201 and 202.

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 15-week period consisting of four 8-hour days each week.

### **ML 275 Special Topics in Medical Laboratory Technology**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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.

## Mining

### **MN 101 Basic Mining I**

1 - 2 Credit Hours

This course is an introduction to the mining industry and provides the students with the 40 hours or the 80 hours of training required for surface or underground mine work. Forty-hour training will receive 1 credit hour; 80-hour training will receive 2 credit hours. Both trainings may be completed in separate courses for a total of 2 credit hours maximum. Students must sit for and pass the certification exam to receive credit for the course.

### **MN 103 Energy Permit Processing**

4 Credit Hours

This course will provide students with basic knowledge and steps used for permit processing. Topics will include coverage of various types of permits, processing steps, and general laws involving permits. Emphasis will be on mine permits but may include other permit types such as water and air.

### **MN 109 Mine Law, Safety, and Health**

3 Credit Hours

This course deals with the federal and state safety laws pertaining to supervisory employees. Penalty procedures used by both federal and state agencies will be studied. Governmental agency roles and responsibilities will be presented along with a review of research programs that seek new solutions to the problems presented by occupational safety and health. Students will gain a broad understanding of OSHA standards and safety regulations. Emphasis is placed on managing and inspecting a safety and health program in the mining industry.

### **MN 112 Cultural Issues and Contemporary History of the Mining Industry**

3 Credit Hours

This course will explore the cultural and sociological dynamics associated with the mining industry. A broad overview of the important historical events that have shaped the energy and mining industry for the past two hundred years will be presented. Focus of this course will be on the community as the group of people who obtained their livelihoods directly from the energy sector, particularly mining, including employees of the mine, their dependents, extended families, mine operators, managers, supervisors, and owners. Energy and mining communities will be explored through analysis of various cultural perspectives and differences, particularly in the United States. A comparative analysis of the history and evolution of the various types of energy extraction throughout the world will be presented. Students will compare and contrast energy/mining culture in Australia, South America, the United States, and Wales. Emphasis will be placed on identification of the characteristics of the "typical" mining communities, cultural traits, personal influences, as well as the overall impact on society.

### **MN 115 Introduction to Mine Management**

3 Credit Hours

This course provides an understanding of management principles and perspectives vital to a manager's successful running of a mining enterprise. Focus of this course will be on the fundamentals of mine management, organizational structure and responsibilities within the work environment. Students will begin to recognize the importance of training and orientation of employees, effective communication, formal evaluation, and management skills vital to effective organization. Concepts of time management, quality, safety, accident prevention, risk management, occupational health, legislation related to mining, disasters, mitigation and response, and emergency preparedness will be incorporated into the course.

### **MN 120 Mine Power Systems I**

3 Credit Hours

A study of DC generators; DC motors and controllers; fundamentals of three phase power systems; transformers; AC motors and controllers; circuit protective apparatus; mine power distribution systems; electrical system of mining machinery.

## **Academic Course Descriptions**

### **MN 136 Mine Management and Labor Relations**

3 Credit Hours

Discussion of the principles of mine management and labor relations to include grievance procedure and arbitration. Studies management and labor job categories and descriptions, role of the local union in management and labor contract administration, and fundamentals of grievance handling, mediation, and the use of arbitration as a means of reducing mining industrial conflicts.

### **MN 150 Mine Foreman Certification I**

6 Credit Hours

Prerequisite: Two (2) years mining experience.

This course is designed to familiarize students with general mining concepts and methods of operation to the extent necessary to promote an efficient process of mining and a reliable method of decision making. It will also, inherently, partially prepare the student for the West Virginia Mine Foreman Examination.

### **MN 200 Cultural Aspects of Mining**

3 Credit Hours

Prerequisite: MN 112.

This course will explore the cultural and sociological dynamics associated with mining. Students will identify the nature of the communities which depend on mining industries, the material culture objects, geographical, and political influences with which they are associated. The focus of the course will be on community as the group of people who obtained their livelihoods directly from mining, including the employees of the mine, their dependents, extended family, mine operators, and mine owners. Mining and mining communities will be explored through analysis of various cultural perspectives and differences throughout the world. Emphasis will be placed on identification of the characteristics of "typical" mining communities, cultural traits, personal influences, as well as the overall impact on society. The student will compare and contrast mining cultures in Australia, South Africa, the United States, and Wales.

### **MN 201 Preparation of Coal**

3 Credit Hours

Deals with preparations and steps in analysis of coal.

### **MN 210 Hydraulic Systems**

3 Credit Hours

Stresses an understanding and application of hydraulic systems principles to the mining equipment used. The first part of the course presents the principles and the last part of the course deals with practical application.

### **MN 212 Geology of Mining**

3 Credit Hours

This course will give students a broad overview of the origins of minerals, especially coal. Included in the course are the elements of the geology of minerals, the geologic time table, specific geological time periods when coal was formed, how peat deposits were formed, and the physical and chemical alterations to peat deposits that resulted in the formation of minerals, especially coal. Additionally, students will continue to add to their knowledge of minerals and coal by learning about coal-bearing rocks such as shale, sandstone, and limestone, the classification and ranks of coal, and the location of coal deposits in West Virginia, Kentucky, the United States, and the world.

### **MN 215 Environmental Aspects of Mining**

3 Credit Hours

This course provides a comprehensive and practical understanding of the environmental impacts, both positive and negative, that mining may have on society. Students will develop an understanding of legal and political context of mining, company based initiatives, environmental management of mine sites, Land Use Master Plans (LUMP) in conjunction with the permitting process, principles of sustainable development, state of the art techniques in environmental management of mine sites, and issues associated with the community as they relate to mining.

### **MN 220 Mine Management and Planning**

3 Credit Hours

This is a capstone course that focuses on the application of concepts and techniques learned in the program. Students will be provided with the tools necessary to meet the challenges of working as mine managers in a global setting. An overview of mining processes, leadership and management styles, laws and regulations, political context of mining in an international setting, environmental consideration, principles of sustainable development, stakeholder issues, social/community impacts of the global impact of mining coal, cross-cultural management strategies, and project evaluation will be presented. Students will focus on assessment of types and quality of coal, customer specification, coal preparation, blending, productivity and efficiency of the cleaning process, market competition, and selling of coal and coal futures. At the completion of this course students will take a nationally recognized certification/licensure exam.

### **MN 275 Special Topics in Mining**

1-6 Credit Hours

Prerequisite: Permission of the Division Head.

This course presents classes in Mining 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 Mining.

## **Music**

### **MU 103 Preschool Music, Movement, and Art**

3 Credit 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**

3 Credit 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**

3 Credit Hours

Develops the fundamental music skills used in reading and teaching music at the elementary school level.

## **Nursing**

### **NU 132 Drug and Dose Calculations I**

1 Credit Hour

Prerequisite: Admission to the Nursing Program.

Co-requisite: NU 133 and NU 134.

This course is designed to enhance the nursing student's ability to read, interpret, and solve dosage calculation problems. Critical thinking skills are applied to medication situations to emphasize the importance of accuracy and the avoidance of medication errors.

### **NU 133 Health Assessment and Diagnostics I**

2 Credit Hours

Prerequisite: Admission to the Nursing Program.

Co-requisite: NU 132 and NU 134.

This course is designed to introduce the nursing student to the knowledge and skills required to perform a health assessment across the lifespan and to document appropriate findings. The nursing student will be introduced to normal lab values and basic diagnostic procedures.

### **NU 134 Introduction to Nursing Concepts**

8 Credit Hours

Pre-requisite: Admission to the Nursing Program.

Co-requisite: NU 132 and NU 133.

This foundational course is designed to introduce concepts to the beginning nursing student that will focus on maintaining health and

## **Academic Course Descriptions**

promoting wellness throughout the lifespan. Concepts and core values basic to the foundation of nursing practice are presented. Classroom, laboratory, and clinical experiences provide opportunity for understanding of the nursing process, clinical judgment, and decision-making.

### **NU 142 Drug and Dose Calculations II**

1 Credit Hour

Prerequisites: BS 124, NU 132, NU 133, and NU 134.

Co-requisites: NU 143 and NU 144.

This course is designed to enhance the nursing student's ability to read, interpret, and solve dosage calculation problems. This course emphasizes clinical judgment skills and techniques needed to accurately and safely calculate medication dosages for selected patient populations.

### **NU 143 Health Assessment and Diagnostics II**

1 Credit Hour

Prerequisites: BS 124, NU 132, NU 133, and NU 134.

Co-requisites: NU 142 and NU 144.

This course is designed to focus on abnormal assessment and diagnostic findings. Modifications of assessment for select populations will be addressed.

### **NU 144 Nursing Concepts of Health and Illness I**

9 Credit Hours

Prerequisites: NU 134.

Co-requisites: NU 142 and NU 143.

This course builds upon foundational concepts across the lifespan while introducing the concepts of the wellness-illness continuum and the individual and family response. Classroom, laboratory, and clinical experiences provide opportunity for application of the nursing process and development of clinical judgment and decision-making.

### **NU 234 Nursing Concepts of Health and Illness II**

9 Credit Hours

Prerequisites: NU 144.

This course expands the concepts of the wellness-illness continuum, with emphasis on the expanding family and tertiary care within the community. Classroom and laboratory experiences provide opportunity for analysis within the nursing process and application of clinical judgment and decision-making.

### **NU 244 Synthesis of Nursing Concepts**

9 Credit Hours

Prerequisites: NU 234.

Co-requisites: NU 245.

This course focuses on the integration of interrelated concepts across the wellness-illness continuum. Classroom, laboratory, and clinical experiences provide opportunity for synthesis of the nursing process and integration of clinical judgment and decision-making.

### **NU 245 Professional Nursing and Health Systems Concepts**

3 Credit Hours

Prerequisites: NU 234.

Co-requisites: NU 244.

This capstone course will focus on current issues in health care and the nursing profession and is designed to facilitate the transition from student to professional registered nurse. Topics of discussion will include national health policy and politics, ethical and bioethical issues, career development, application for state licensure, and preparation for the NCLEX-RN examination.

**NU 250/SO 250/AH 250 Multi-cultural and International Studies**

1-3 Credit Hours

Prerequisite: Permission of the Division Head of Healthcare and Business 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**

1-5 Credit Hours

Prerequisite: Permission of the Division Head.

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.

**Office Administration****OA 101 Office Accounting I**

3 Credit Hours

This course introduces the procedures used for double-entry bookkeeping, primary statements, and payroll records for a single proprietorship.

**OA 103 Basic Document Processing I**

3 Credit 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.

**OA 104 Document Processing II**

3 Credit Hours

Prerequisite: OA 103 or previous academic keyboarding experience.

During this course, students will continue developing basic typing skills and building keyboarding speed and accuracy. Students will have a hand-on approach to practical applications of Microsoft Word. Students will apply functions to business correspondence, tables, reports, and administrative and employment documents. Graphics and design enhancement functions are also included, giving students the skills that they need to produce professional and appealing documents and business communications. Upon successful completion of the course, students should be typing a minimum speed of 40 w.p.m. with 95% accuracy. This course may be offered in a variety of different modes of delivery.

**OA 129 Medical Terminology and Transcription**

3 Credit Hours

Prerequisite: OA 103 or ability to type and experience with MS Word.

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, grammar, and punctuation specifically designed for the medical secretary will be emphasized.

**OA 130 Administrative Machine Transcription**

3 Credit Hours

Prerequisite: OA 103 or ability to type and experience with MS Word.

This course is designed to provide students with skills needed to transcribe a variety of documents and helps them strengthen their grammar and punctuation skills. This course uses realistic documents from various fields of employment. Students increase their business vocabulary by learning the spelling and definition of words used in these fields.

## **Academic Course Descriptions**

### **OA 131 Records Management**

3 Credit 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.

### **OA 133 Legal Terminology and Transcription**

3 Credit Hours

Prerequisite: OA 103 or ability to type and experience with MS Word.

This course is designed to help students learn the activities performed by a transcriptionist in a law firm or other legal settings where documents are to be converted from the spoken word to printed form. Upon completion of this course, students will have a greater knowledge of the terminology, guidelines, and formatting skills needed to prepare authentic, accurate legal documents.

### **OA 135 Document Processing Simulation**

3 Credit Hours

Prerequisite: OA 104.

This course includes project-based activities, which enhances proficiency in document processing by integrating the full range of Microsoft Word features. Project-based applications expose students to a wide variety of documents in an array of business environments such as designing publicity pieces, planning grand opening activities, preparing a newsletter, preparing incorporation documents, preparing contracts and agreements, and designing brochures with graphics. Knowledge and proficiency in keyboarding and document formatting is essential. Speed and accuracy of straight-copy and statistical material will be emphasized throughout the course. Upon successful completion of this course, students should be typing a minimum speed of 50 wpm with 95% accuracy. This course may be offered in a variety of delivery modes.

### **OA 140 Office Administration Procedures**

3 Credit Hours

Prerequisite: OA 103 or ability to type.

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. Office skills are integrated through problem-solving assignments and office simulations and/or internship experiences.

### **OA 143 Legal Office Procedures**

3 Credit Hours

Prerequisite: OA 103 or ability to type.

Introduces skills and abilities necessary to work in the 21<sup>st</sup> century office environment. During this course, students will learn proper etiquette of communicating electronically as well as the unique procedures and logistics for conducting business in the virtual office. Upon completion, students will know the vocabulary of the virtual office and will have a basic understanding of modern technical communication tools specific to the legal environment.

### **OA 145 Medical Administrative Procedures I**

3 Credit Hours

Prerequisite: OA 103 or ability to type.

This course presents the knowledge and skills needed to work successfully in the front office of a medical facility. Emphasis is placed upon latest communication technology, customer service skills, interpersonal work relationships, administrative assistant's responsibilities, financial management concepts, legal responsibilities, compliance with HIPAA, safety and security, and the various kinds of office equipment found in a medical office to prepare medical administrative assistants for the 21<sup>st</sup> century job market.

### **OA 150 Transcription Skills**

3 Credit Hours

Prerequisite: OA 103.

This course provides hands-on training in formatting correspondence and/or documents as to the area of emphasis - Legal, or Medical.

An office simulation using the computer and transcribing machine is used to teach preparation of correspondence and/or documents, which are found in an office environment.

### **OA 155 Advanced Medical Transcription**

3 Credit Hours

Prerequisite: OA 150.

This course is an advanced level of medical transcription and will provide hands-on training in formatting medical reports as well as include critical thinking challenges that will enhance the skills and professionalism of the advanced student. Realistic on-the-job dilemmas will be used to teach a variety of medical reports for many different medical specialties. In addition, relevant abbreviations, anatomic illustrations, important terminology and pronunciations, transcription tips, and useful web links will augment the student's learning process.

### **OA 220 Administrative Management**

3 Credit Hours

Students will learn organizational and management skills necessary to manage an office that meets today's global, information based, and technology-driven business environment. Problem solving, ergonomics, and project management will be addressed in this course. Emphasis will be placed on the communication process, conflict resolution, human resources, supervising and motivating office employees, and emerging elements that impact administrative management practices.

### **OA 225 Professional Image for Majors**

1 Credit Hour

Topics to be discussed: professional image, telephone etiquette, ethics, and other topics needed by the student in order to possess the appropriate professional image. Students will apply skills and techniques previously acquired. Note: At the end of this course, Office Administration Associate in Applied Science degree completers will be administered the Office Proficiency Assessment and Certification (OPAC) exam. This is the capstone course for the Office Administration Program.

### **OA 230 Medical Billing and Coding**

3 Credit 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.

### **OA 235 Legal Research**

3 Credit 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.

### **OA 240 Professional Image**

1 Credit Hour

Topics to be discussed: professional image, telephone etiquette, business and dining etiquette, ethics, and other topics need by the student in order to possess the appropriate professional image. Students will apply skills and techniques previously acquired.

### **OA 275 Special Topics in Office Administration Skills**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

This course presents different classes in Office Administration 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 Office Administration Skills.

## **Orientation Courses**

### **OR 099 Introduction to College and Critical Thinking**

3 Credit Hours

Introduction to College increases student success in college by developing skills and imparting information necessary to reach educational objectives. Critical thinking skills will be introduced and students will learn how to assess the quality of their thinking and the thinking

## **Academic Course Descriptions**

of others. Additionally, students will apply the tools of critical thinking to improve the way they study and learn. This course is required for any student who tests into Transitional Studies math or English. Students satisfy their OR 110 requirement when they complete this course.

### **OR 105 Orientation to Technical Programs**

1 Credit 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.

### **OR 110 Introduction to College**

1 Credit Hour

Introduction to College increases student success in college by developing skills and imparting information necessary to reach educational objectives. Topics include college policies and procedures, college resources, career and academic planning, and student success skills. Note: Board of Governors Adult Degree Completion students and incoming students with more than thirty credit hours from a regionally accredited institution may not be required to take this course.

### **OR 115 Veterans New Student Seminar**

3 Credit Hours

This is a three-hour credit/no credit class. The goal is to help students make a successful transition to college and equip the student with the skills necessary to face the academic challenges in college and the social and cultural adjustments of adult life. This course is required for any military personnel or veteran who needs Introduction to College to graduate or who tests into Transitional Studies math or English. Students satisfy their OR 110 requirement when they complete this course.

## **Philosophy**

### **PL 201 Introduction to Philosophy**

3 Credit 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**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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 117 Slimnastics**

1 Credit Hour

Slimnastics is an activity course intended to help the student produce better flexibility, muscle endurance, and muscle strength. The course is designed as a circuit program of various exercise stations to provide a wide range of specific exercises for a total body workout. Physiological material is presented and reinforces the concept of changing lifestyle to decrease disease incidence.

### **PE 186 Weight Training**

1 Credit Hour

Weight Training is an activity course that allows the student the opportunity to improve muscular strength and change body composition by using resistance exercise machines at a local facility. The workouts will be on an independent basis but general seminars are mandatory for gaining the physiological material that accompanies course requirements.

**PE 187 Physical Fitness**

1 Credit Hour

Physical fitness is a course intended to provide the student an opportunity to improve cardio-respiratory fitness. The student must be physically able to participate in aerobic activities, such as walking. Physiological material is incorporated into the class structure to provide the student a better understanding of the need for lifestyle improvements to decrease disease incidence.

**PE 188 Conditioning**

1 Credit Hour

Conditioning is recommended to improve cardio-respiratory fitness. The activity required is performed on an independent basis at a local facility. Physiological material, intended to help the student gain the knowledge necessary to make lifestyle changes to improve the quality of life, is presented in several seminars.

**PE 223 Lifestyle Intervention**

2 Credit Hours

Lifestyle intervention is an activity course combined with some classroom discussion. The course is designed to allow the student an opportunity to design and participate in a personal fitness program to improve flexibility, muscle endurance, muscle strength, and cardio-respiratory endurance. Participation in this personal program will allow the student an opportunity to improve body composition and their personal level of overall fitness.

**PE 275 Special Topics in Physical and Health Education**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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**

4 Credit Hours

Prerequisite: EN 090, EN 099, MT 090, and MT 096 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.

An introductory and conceptual study of basic physics and astronomy designed to increase one's awareness of the physical universe. The **physics** component focuses on mechanics, thermodynamics, waves, electricity, and magnetism. The **astronomy** component concerns the solar system and Milky Way galaxy, as well as the formation of the universe. This course is not designed for science majors. Note: This course is not a prerequisite for SC 110.

**SC 110 General Physical Science II**

4 Credit Hours

Prerequisite: EN 090, EN 099, MT 090, and MT 096 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.

An introductory and conceptual study of basic chemistry and geology designed to increase one's awareness of the physical universe. The **chemistry** component focuses on atomic structure, the periodic table, chemical reactions, and inorganic and organic compounds. The **geology** component concerns rocks and minerals, geologic time, plate tectonics and the structure of the earth, with a special emphasis on local strata. This course is not designed for science majors. Note: This course is not a prerequisite for SC 109.

## **Academic Course Descriptions**

### **SC 275 Special Topics in Physical Science**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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**

4 Credit Hours

Prerequisite: EN 090, EN 099, MT 090, and MT 096 or minimum acceptable test scores for placement in college-level English and math. One year of high school algebra.

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

An introductory and conceptual study of basic physics designed to increase one's awareness of the physical universe. Topics to be discussed include mechanics, wave properties, thermodynamics, and electricity and magnetism. The course is not designed for science majors.

### **PH 210 College Physics I**

4 Credit Hours

Prerequisite: MT 125 and MT 130 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**

4 Credit 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 Credit 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 Credit 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**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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

3 Credit 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

3 Credit Hours

Examines the institutions, processes and significance of state and local government.

### PS 205 National Security Decision Making (NSDM)

3 Credit 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

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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

3 Credit Hours

Introduces the principles and methods of the scientific study of human behavior.

### PY 203 Forensic Psychology

3 Credit Hours

This course examines the production and application of psychological knowledge to the civil/criminal justice system. Topics include the psychology of police investigations, deceptions, eyewitness testimony, child victims and witnesses, the role of mental illness in the court system, and risk assessment.

### PY 204 Psychology of Addiction

3 Credit Hours

This course is a comprehensive introduction to the study of addiction. Topics include the different types and substances of addiction, as well as the physical, social, emotional, and cognitive components.

### PY 209 Psychology of the Brain

3 Credit Hours

This course will focus on brain anatomy and function. The role of neurochemicals and their effects on emotions and behavior will be explored.

### PY 210 Pharmacology of Addiction

3 Credit Hours

The course is designed to help the student gain an understanding of the basic pharmacological concepts, drug actions, and clinical applications. This will allow the student to have knowledge about the various drugs that they will be introduced to in the work environment.

## **Academic Course Descriptions**

### **PY 217 Counseling Skills**

3 Credit Hours

The students will become aware of the various techniques and methods of counseling. The student will study a variety of counseling techniques and practice them in the classroom setting.

### **PY 218 Life-Span Developmental Psychology**

3 Credit Hours

EN 101 and PY 201 are highly recommended but not required.

Life-Span Psychology is designed for students entering the health professions. The purpose of this course is to explain how human beings and their needs change over the complete life cycle. It compares the differences in other cultures as to child rearing, adult relationships, death/dying rituals, and other cultural/artistic variations in a global realm. The course, therefore, is especially planned to follow Erik Erikson's concept of eight life crisis and Piaget's four stages of cognitive development. This course will not substitute for ED 218 at Southern.

### **PY 220 Death and Dying**

3 Credit Hours

This course uses a multidisciplinary 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**

3 Credit Hours

This course is provided to those individuals who are interested in the Nursing or Medical field. The course will survey the human-psychosocial development of death and dying as it relates to the lifespan. It will include an in-depth look at the various ages along the lifespan 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**

3 Credit Hours

Prerequisite: PY 201.

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**

3 Credit 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 230 Group Counseling I**

3 Credit Hours

The students in Group Counseling I will learn and experience the various group counseling techniques. The student will be shown the different types of group counseling and the various theories behind group counseling.

### **PY 231 Group Counseling II**

3 Credit Hours

The student in Group Counseling II will do group counseling both in the classroom and in other settings.

### **PY 233 Psychology of Assessment and Interviewing**

3 Credit Hours

The student will be introduced to the various techniques and methods of assessment. The students will also be exposed to the different types of interviewing. The students will have an opportunity to practice on these skills during class time.

### **PY 234 Case Management**

3 Credit Hours

The students will be experiencing the legal and ethical standards of case management. The students will have several cases to manage over the course of this trimester. The students will be assigned to a program and will have a pseudo case to manage.

### **PY 235 Addiction Counseling Field Practicum I**

5 Credit Hours

The student will have the opportunity to work in a professional setting and gain experience by observing and participation in the counseling process.

### **PY 236 Addiction Counseling Field Practicum II**

5 Credit Hours

The student will have the opportunity to work in a professional setting and gain additional experience by participating in the counseling process. The student will apply techniques learned in the classroom. They will be observed and feedback will be provided by the supervisor.

### **PY 237 Addiction Counseling Practicum**

3 Credit Hours

This experience is designed to allow the student to apply what he or she has learned in the classroom. The students will be exposed to a wide variety of patients. The student will be supervised by the program they are working for as well as the instructor.

### **PY 275 Special Topics in Psychology**

1-3 Credit Hours

Prerequisite: Permission of the Division Head 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 100 Introduction to Radiologic Technology**

3 Credit Hours

This course will introduce the student to the medical imaging profession. It will identify other health professions, operations of imaging and health care systems, certification and career opportunities. In addition, medical terminology, patient care, and basic radiation protection will be emphasized.

### **RA 101 Imaging Procedures I and Image Analysis**

3 Credit Hours

Prerequisite: Admission to the program.

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. Introduction to radiation protection will be included. Both the didactic and lab components must be successfully completed to advance to the next course.

### **RA 103 Imaging Procedures II and Image Analysis**

3 Credit Hours

Prerequisites: RA 101.

A detailed instruction necessary for the radiography of the skull and spinal column will be presented. The student will explore fluoroscopic and contrasted procedures. Image analysis for contrast, density, detail, and positioning is included. There is a lab component. Both the didactic and lab portions must be successfully completed to progress in the program.

## **Academic Course Descriptions**

### **RA 104 Principles of Radiographic Exposure**

2 Credit Hours

Prerequisite: Admission to the program.

Co-requisite: RA 103 and RA 125.

This course discusses the construction and operation of radiographic tubes, production and properties of x-rays, and factors affecting the image quality. Interactions with the target and tissue are included.

### **RA 110 Clinical Practice I**

1 Credit Hour

Co-requisite: RA 101.

Clinical experience at an assigned affiliate hospital meeting two days a week, both day and evening hours. 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. Emphasis is on communication and application of basic equipment operation, and chest and abdomen positioning.

### **RA 125 Clinical Practice II**

2 Credit Hours

Prerequisite: RA 110.

Clinical experience at assigned affiliate hospitals, two days a week, both day and evening hours. 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. Emphasis is on positioning of extremities and spines.

### **RA 150 Clinical Practice III**

4 Credit Hours

Prerequisite: RA 125.

This course is a clinical practicum and provides the student with an in-depth experience of the overall functioning of several radiology departments. The course is scheduled for 40 hours per week, both day and evening hours. 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. Emphasis is on fluoroscopic, head, surgical, and trauma radiography.

### **RA 200 Clinical Practice IV**

3 Credit Hours

Prerequisite: RA 150.

Clinical experience at an assigned affiliate hospital meeting three days a week, both day and evening hours. 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. Emphasis is on surgical radiography.

### **RA 201 Radiation Biology and Advanced Radiation Protection**

2 Credit Hours

Prerequisites: RA 104.

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**

2 Credit Hours

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 technical factors accordingly.

### **RA 203 Imaging Procedures III and Modalities**

3 Credit Hours

Prerequisites: RA 103.

Advanced positioning of the patient including discussions of special procedures, contrast media, and radiographic equipment. Venipuncture is included in this course. The student will be introduced to CT, mammography, and other imaging modalities.

**RA 204 Imaging Equipment**

2 Credit Hours

Prerequisites: RA 103 and RA 104.

Factors affecting quality of a radiograph and how controlled with film, screens, grids, processing, and image intensification. Students will mathematically calculate and formulate x-ray techniques used in radiology.

**RA 206 Pharmacology in Radiology**

1 Credit Hour

This course will discuss classifications, uses, adverse effects, contraindications and administration of drugs and Radiologic contrast media. Medico legal issues, charting, and documentation will be included. Web delivery.

**RA 207 Digital Imaging Acquisition and Display**

1 Credit Hour

Prerequisite: RA 104.

This course is designed to provide an understanding and application of computed and digital imaging systems. Components, principles, applications and operations will be discussed.

**RA 210 Quality Management in Imaging Systems**

2 Credit Hours

Prerequisites: RA 201 and 204.

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**

3 Credit Hours

This course prepares the student for eligibility to certification and/or licensure in radiologic technology. This capstone course also includes self-assessment and employment preparation.

**RA 250 Clinical Practice V**

3 Credit Hours

Prerequisite: RA 200.

Clinical experience at assigned affiliate hospitals, three days a week, both day and evening hours. 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. Emphasis on CT, Cath-Lab, and minor special procedures.

**RA 275 Special Topics in Radiologic Technology**

1-3 Credit Hours

Prerequisite: Permission of the Division Head or Coordinator.

Courses in Radiologic Technology which are offered as the need arises for clinical experiences, didactic opportunities, or specific community needs. This course is designed for the individual student's needs and may include seminars, individual instruction and/or research in an area related to Radiologic Technology.

## Academic Course Descriptions

# Respiratory Care Technology

### RC 101 Assessment of the Cardiopulmonary Patient

4 Credit Hours

Prerequisite: Admission to the Respiratory Care Technology Program.

This course is designed to introduce the student to the basic terminology, principles, and techniques used by respiratory therapists. The student will learn basic knowledge of assessment and treatment of the cardiopulmonary impaired patient. The course will also include the basic concepts of cardiopulmonary anatomy and physiology.

### RC 102 Respiratory Skills I

4 Credit Hours

Prerequisite: Admission to the Respiratory Care Technology Program.

Skills required to be a Respiratory Care Professional are detailed in this course. Modalities and therapeutic procedures are covered in detail to prepare the student for entry in to the clinical setting. The lab portion of this class will require the student to demonstrate adequate knowledge of the procedures covered before entering the healthcare setting.

### RC 103 Respiratory Sciences

3 Credit Hours

Prerequisite: Admission to the Respiratory Care Technology Program.

This course will introduce the student to the basic concepts of math, physics, chemistry and microbiology used by Respiratory Care Professionals in their daily practice.

### RC 104 Respiratory Skills II

4 Credit Hours

Prerequisite: RC 102 and all previous required courses with a grade of "C" or better.

This course will detail the advanced skills required to practice as in advanced Respiratory Care Professional. Modalities and therapeutic procedures are covered in this course to prepare the student to build on the knowledge obtained in RC 102. The lab portion of this course will require the student to demonstrate adequate knowledge of advance therapeutic procedures before returning to the clinical setting.

### RC 106 Cardiopulmonary Pathology

2 Credit Hours

Prerequisite: RC 101 and all previous required courses with a grade of "C" or better.

This course details the different disease types involved in the practice of Respiratory Therapy. The course will detail the etiology, diagnoses, and treatment of such disease states. The student will prepare to make informed decisions on patient care based on the current status of the disease state.

### RC 110 Cardiopulmonary Pharmacology

3 Credit Hours

The course will cover the pharmacological agents used Respiratory Therapy including the pharmacokinetic, and pharmacodynamic phases of therapy. The student will learn the detailed application and use of medication in-the Respiratory Care setting. Current and detailed calculations of medications used are stressed in detail in this course to ensure adequate and proper dosage of all medications to all types of acute and chronically ill patients.

### RC 120 Clinical Rotation I

1 Credit Hour

Prerequisite: Admission to the Respiratory Care Technology Program.

This healthcare setting course will allow the student, working alongside a licensed healthcare professional, to observe daily routines of the Respiratory Care Professional and work to become proficient with current assigned therapeutic procedures covered in the laboratory setting. The student will be required to maintain physician contact and skills check offs of all therapeutic procedures covered in RC 110.

### **RC 121 Clinical Rotation II**

1 Credit Hour

This healthcare setting course will allow the student, working alongside a licensed healthcare professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check offs of all therapeutic procedures covered in RC 110 and RC 121.

### **RC 122 Clinical Rotation III**

1 Credit Hour

This healthcare setting course will allow the student, working alongside a licensed health care professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check offs of all therapeutic procedures covered in RC 110 and RC 121. This section will introduce the student to the alternate types of Respiratory Therapy including Homecare, Sleep Clinics, and Outpatient testing labs.

### **RC 201 Cardiopulmonary Diagnostics I**

3 Credit Hours

Prerequisite: RC 106 and all previous required courses in the Program with a grade of "C" or better.

This course will provide advanced theory of diagnostic studies relating to respiratory care.

### **RC 210 Mechanical Ventilation I**

4 Credit Hours

Prerequisite: RC 104 and all previous required courses with a grade of "C" or better.

This course is designed to introduce the student to the theory and practice of mechanical ventilation to the acute or chronic pulmonary impaired patient. The theory of operation, classifying the need for mechanical ventilation and managing the care of the pulmonary impaired patient are introduced in this course. The laboratory portion of this class will allow the student to practice and demonstrate proficiency before performing these procedures in the healthcare setting.

### **RC 211 Mechanical Ventilation II**

4 Credit Hours

Prerequisite: RC 210 and all previous required courses with a grade of "C" or better.

This course will allow the student to build on the theory of mechanical ventilation taught in RC 210. The student will learn advanced theory of practice and care of the mechanically ventilated patient. Ventilation protocols will be covered in this course to allow the student to practice critical thinking skills involved in the practice of a Respiratory Therapist. The lab portion of this class will enable to student to become proficient with all types of ventilation skills while treating all ages and types of impaired patients before performing these procedures in the healthcare setting.

### **RC 220 Clinical Rotation IV**

2 Credit Hours

Prerequisite: RC 122 and all previous required courses with a grade of "C" or better.

This healthcare setting course will allow the student, working alongside a licensed healthcare professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check offs of all therapeutic procedures covered in RC 110, RC 121, and RC 122. During this rotation the student will be encouraged to work and participate in a critical care environment and become proficient with the skills learned in the laboratory setting of mechanical ventilation.

### **RC 221 Clinical Rotation V**

1 Credit Hour

Prerequisite: RC 220 and all previous required courses with a grade of "C" or better.

This healthcare setting course will allow the student, working alongside a licensed health care professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check offs of all therapeutic procedure covered in RC 110, RC 121, RC 122, and RC 220. The student will finalize all clinical responsibilities involved with the Respiratory Care Technology program, and prepare for entry into the professional healthcare environment.

## **Academic Course Descriptions**

### **RC 230 Neonatal and Pediatric Therapy**

3 Credit Hours

Prerequisite: RC 210 and all previous required courses with a grade of "C" or better.

This course takes an in-depth study of the treatment on the neonatal and pediatric patient. Development of the cardiopulmonary state of the fetus to changes at birth is detailed. Ventilation techniques of this special population are also addressed, as well as, testing critical thinking skills for emergency intervention on the neonatal and pediatric patient. Disease states common to these patients are also addressed in this course.

### **RC 232 Respiratory Care Profession**

3 Credit Hours

Prerequisite: RC 104 and all previous required courses with a grade of "C" or better.

This capstone course will detail the different types of settings involved with respiratory care and professional organizations encountered by the respiratory professional. This course will also prepare the student for eligibility to certification and/or licensure in respiratory therapy.

## **Religion**

### **RL 110 Understanding the Old Testament**

3 Credit 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**

3 Credit 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 115 Religions of the World**

3 Credit Hours

A global survey of religious beliefs and practices. The course seeks to compare and contrast various religions, explore the origins of various religious practices, and religion's impact on government and society. Attention is also given to gender roles in the various faiths that are discussed.

### **RL 207 History of Christianity**

3 Credit 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**

3 Credit Hours

Prerequisite: Permission of the Division Head.

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.

## Safety Technology

### ST 101 Introduction to Occupational Safety and Health

3 Credit Hours

This course will introduce students to regulations, safety principles, and established practices in Safety Management.

### ST 107 OSHA

3 Credit Hours

This course will introduce students to regulations, safety principles, and established practices in safety management. Emphasis is placed on the review of OSHA standards pertaining to the areas of: Part 1902 State Plans for the Development and Enforcement of State Standards, Part 1903 Inspections, Citations, and Proposed Penalties, Part 1904 Recording and Reporting Occupational Injuries and Illness, and Part 1910 Occupational Safety and Health Standards.

### ST 110 Industrial Safety and Risk Management

3 Credit Hours

This course will introduce students to the concepts, principles, and methods of risk analysis, as used in a systematic approach to risk and assessment for workers in business, industry, and the public sector. Emphasis is placed on the review of OSHA 29CFR 1910 General Industry Standards, Hazard Avoidance, NIOSH, Hazard Communication, Process Safety, Toxic Substances, Personal Protection Equipment, Material Handling, Environmental Control, and Noise and Fire Protection.

### ST 120 Industrial Hygiene

3 Credit Hours

This course will introduce students to industrial hygiene as it relates to the anticipation, recognition, evaluation, and control of hazards in the workplace. Emphasis is placed on the review of OSHA 3143 Standards pertaining to the analysis, identification, and measurement of workplace hazards or stresses that can cause sickness, impaired health, or significant discomfort in workers through chemical, physical, ergonomic, or biological exposures.

### ST 130 Industrial Ergonomics

3 Credit Hours

This course will introduce students to human capabilities, limitations, and requirements necessary to design workplaces, work methods, and jobs for optimal safety, efficiency, productivity, and comfort. Emphasis is placed on the review of OSHA 29 CFR Part 1910.900 Standards pertaining to: how to design a job rotation, mental workload assessment techniques, designing work-rest ratios, human error-designing jobs to minimize human computer interface-designing user friendly devices, validity and reliability of job observation as a tool for assessing problems.

### ST 275 Special Topics in Safety Technology

1-3 Credit Hours

Presents courses in Safety 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 Safety Technology.

## Salon Management/Cosmetology

### SM 100 Concepts of Professional Cosmetology I

3 Credit Hours

This course will begin with a review of general anatomy and physiology as it relates to hair styling, as well as the fundamental properties of the hair and scalp. Within this course the students will learn infection control practices specifically for cosmetology.

### SM 102 Art and Science of Nail Technology

2 Credit Hours

The student will gain knowledge in infection control practices specifically for nail technicians, nail product chemistry, as well as the structure and growth of the skin and nails. Students will become proficient in the pre and post-service procedures, handling, and exposure incidents, hand, arm, foot, and leg massage, and disinfection techniques.

## **Academic Course Descriptions**

### **SM 105 Nail Technology Clinical Practicum**

2 Credit Hours

Students will apply theoretical knowledge learned in the classroom. The student will progress from basic manicures and pedicures to advanced services which includes electric filing, nail tips and wraps, monomer liquids and polymer powder enhancements, and UV gels. In the laboratory and clinical practicum the students will perfect the art and creative design of nail technology.

### **SM 106 General Sciences for Professional Cosmetology**

3 Credit Hours

In this theory course the student will learn the following general scientific concepts as they relate to the profession of cosmetology: principle and practices of infection control; general anatomy and physiology; basics of chemistry; basics of electricity; basics of nutrition; physiology and histology of the skin; disorders and diseases of the skin; skin analysis; and skin care products which includes chemical compounds, ingredients, and selection.

### **SM 108 Art and Science of Aesthetics**

2 Credit Hours

This theory course will focus on introductory topics in aesthetics which includes: history, anatomy and physiology related to the skin, treatments, facial massage, hair removal, make-up application and composition, equipment, and business opportunities.

### **SM 110 Aesthetics Clinical Practicum**

3 Credit Hours

Students will apply theoretical knowledge learned in the classroom. In the clinical setting students will perfect their skills related to aesthetics. Students will perform skin treatment, facials and facial massages, application of make-up, and hair removal.

### **SM 202 Art and Science of Hair Styling I**

4 Credit Hours

In this theory course, students will learn the principles of hair design, shampooing and conditioning, haircutting, hairstyles, braiding, wigs, chemical texture, and hair coloring techniques.

### **SM 205 Hair Styling Clinical Practicum I**

3 Credit Hours

Students will apply the principles learned in the theory course in the clinical laboratory setting as it relates to hair styling.

### **SM 208 Art and Science of Hair Styling II**

4 Credit Hours

This theory course is a continuation of SM 202. Students will learn creative designs in hair and hair styling.

### **SM 210 Hair Styling Clinical Practicum II**

3 Credit Hours

In this clinical/laboratory course, students will perfect the art of hair styling. This course is a continuation of SM 205.

### **SM 212 Role Transitions to Professional Cosmetology**

2 Credit Hours

This capstone course is required of all students who will be graduating as Hair Stylists and Professional Cosmetologists. The student will learn the roles of the profession, as well as the laws of the West Virginia Board of Examiners for Barbers and Cosmetologists as it relates to the licensed hair stylists and professional cosmetologists.

## Sociology

### **SO 200 Introduction to Sociology**

3 Credit 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**

3 Credit 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 Problems II**

3 Credit 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**

3 Credit 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**

3 Credit Hours

Prerequisite: SO 200.

Examines the history and cultural heritage of the people of the Appalachian region.

### **SO 215 Human Relations**

3 Credit Hours

Develops the ability to get along with people in everyday business and social contacts.

### **SO 220 Race, Gender, and Human Identity**

3 Credit 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**

1-3 Credit Hours

Prerequisite: Permission of the Division Head of Social Sciences, Education, and Non-Traditional 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.

## Academic Course Descriptions

### Speech

#### **SP 103 Speech Fundamentals**

3 Credit 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**

3 Credit 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**

3 Credit Hours

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 275 Special Topics in Speech**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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**

3 Credit Hours

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**

3 Credit 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**

2 Credit 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 120 Surgical Technology I**

7 Credit Hours

Prerequisite: SG 100, SG 101, and SG 105, with a grade of "C" or better.

This course is a theory/practicum course that will focus on the three roles of the surgical technologist. Emphasis is placed on asepsis, safety, and the importance of teamwork with demonstration of the skills of the three roles. Common surgical and diagnostic procedures are introduced.

### **SG 210 Anesthetics, Drugs, and Solutions**

2 Credit Hours

Co-requisite: SG 220 with a grade of "C" or better.

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 220 Surgical Technology II**

7 Credit Hours

Prerequisite: SG 120 with a grade of "C" or better.

Co-requisite: SG 210.

This course is a theory/practicum course that builds on the knowledge and skills acquired in SG 120 Surgical Technology I. Advanced surgical and diagnostic techniques are taught. 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 230 Surgical Technology III**

11 Credit Hours

Prerequisite: SG 220 with a grade of "C" or better.

This is a theory/practicum course which prepares the student to function in all three roles of the surgical technician with little or no assistance. This capstone course also prepares the student to be eligible to take the surgical technology certification exam.

### **SG 275 Special Topics in Allied Health**

1-3 Credit Hours

Prerequisite: Permission of the Division Head of Healthcare and Business Programs.

Presents 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.

## **Survey Technology**

### **SU 105 Introduction to Surveying and Surveying Equipment**

4 Credit Hours

Note: This course assumes basic computer knowledge.

This course will introduce the student to the concepts, procedures, and equipment used in land surveying, construction surveying, mapping and computer-aided software utilized in surveying. Topics include, but are not limited to: a history of surveying and the path to the methods/electronics used today, what the possibilities look like for the future surveyor, and a look at the wide variety of fields that surveying is used in and the diversity that a surveyor can apply his/her skills. Students will be introduced to the various types of equipment used in surveying and the basic operations and safety components of each. This course consists of lectures, hands-on exercises, and field labs.

### **SU 110 Surveying Equipment**

4 Credit Hours

Co-requisite: SU 105.

This course will provide students with basic knowledge of various pieces of equipment used by surveyors. Students will receive hands-on experience on the equipment along with working knowledge and safety concepts for each.

## **Academic Course Descriptions**

### **SU 120 Surveying Measurements I**

4 Credit Hours

Co-requisite: SU 105 or permission of the Division Head.

Principles of field data acquisition, measurement of distance, angle, and elevation using tapes, transits, and levels, basic surveying computations of elevations, directions, traverse closures and areas, magnetic directions, preparation of topographic maps from radial measurements, basic measurement error theory. This course consists of lectures and field labs.

### **SU 155 Surveying Graphics**

3 Credit Hours

Prerequisite: SU 105.

Applied computer aided drafting (CAD) utilizing lab generated survey field data. Data will be entered manually and imported/exported to and from data collectors. Includes a study of generating topographic, boundary, as-build maps, and construction site plans. Primary software used will be AutoCAD and SurvCADD.

### **SU 195 Land Boundaries**

3 Credit Hours

Prerequisite: SU 120 or permission of the Division Head.

The historical development, description, and basic legal land boundary elements related to the land survey systems in the U.S. state plane coordinate survey systems, deed, plat, and other land boundary related recording systems, concept of the cadastre. Includes a lab component incorporating deed research and writing.

### **SU 196 Land Boundaries and Law**

4 Credit Hours

Prerequisite: SU 120 or permission of the Division Head.

A study of methods of boundary line establishment by unwritten methods, registration of surveyors, professionalism, ethics, liability of surveyors, surveyors as expert witnesses, and other case and statute law related to property surveying. Includes a lab component incorporating deed research and writing. Includes the historical development, description, and basic legal land boundary elements related to the land survey system in the U.S. state plane coordinate survey systems, deed, plat, and other land boundary related recording systems, concept of the cadastre. Includes a lab component incorporating deed research and writing.

### **SU 212 Retracement**

4 Credit Hours

Prerequisites: SU 120, SU 195, and SU 196.

An applied study of measurement and computational techniques and boundary law to the entrancement of property boundary lines.

### **SU 220 Surveying Measurements II**

3 Credit Hours

Prerequisite: SU 120.

A continuation of SU 120. An advanced study, and incorporation of, applied mathematics used in surveying, techniques.

### **SU 230 Engineering and Construction Surveys**

4 Credit Hours

Prerequisites: SU 120 and SU 155.

Route and construction surveying, instrument adjustment and calibration, use of optical and electronic measuring instruments, large-scale site surveying and mapping, mine surveying, and miscellaneous field surveys. Includes an applied study of survey measurements and computational techniques to the horizontal and vertical alignment of highways, earthwork calculations and construction layout.

### **SU 273 Surveying Project**

3 Credit Hours

Prerequisite: SU 220 and SU 212, Candidate for Graduation.

This course provides students with an opportunity to complete a real world project. These projects will utilize principles learned in previous

courses, with emphasis on training as group leader and in team participation to analyze and solve surveying field problems arising in surveying practice, planning and execution of projects, data collection and analysis of identification of natural and manmade features.

**SU 274 Capstone**

1 Credit Hour

Prerequisite: SU 220, SU 212, 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 and complete an exam prep component to prepare for the licensure exam.

**SU 275 Special Topics in Surveying**

1-4 Credit Hours

Prerequisite: Permission of the Division Head.

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 150 Vocational Block I**

1-15 Credit Hours

This course provides students training in a vocational program utilizing the career/vocational school training programs. Topics may vary based on enrollment in the vocational program.

**TS 151 Vocational Core I**

4 Credit Hour

This course provides students training in a vocational program utilizing the career-vocational school training programs. It is directly mapped to the first core course in each of the technical programs as required by the Department of Education.

**TS 152 Vocational Core II**

4 Credit Hours

This course provides students training in a vocational program utilizing the career-vocational school training programs. It is directly mapped to the second core course in each of the technical programs as required by the Department of Education.

**TS 153 Vocational Core III**

4 Credit Hours

This course provides students training in a vocational program utilizing the career/vocational school training programs. It is directly mapped to the third course in each of the technical programs as required by the Department of Education.

**TS 154 Vocational Core IV**

4 Credit Hours

This course provides students training in a vocational program utilizing the career-vocational school training programs. It is directly mapped to the fourth core course in each of the technical programs as required by the Department of Education.

**TS 155 Vocational Elective I**

3 Credit Hours

This course provides students training in a vocational program utilizing the career-vocational school training programs. It is directly mapped to the first elective course in each of the technical programs as required by the Department of Education.

**TS 156 Vocational Elective II**

3 Credit Hours

This course provides students training in a vocational program utilizing the career-vocational school training programs. It is directly mapped to the second elective course in each of the technical programs as required by the Department of Education.

## **Academic Course Descriptions**

### **TS 157 Vocational Elective III**

3 Credit Hours

This course provides students training in a vocational program utilizing the career-vocational school training programs. It is directly mapped to the third elective course in each of the technical programs as required by the Department of Education.

### **TS 158 Vocational Elective IV**

3 Credit Hours

This course provides students training in a vocational program utilizing the career-vocational school training programs. It is directly mapped to the fourth elective course in each of the technical programs as required by the Department of Education.

### **TS 274 Applied Technology Capstone**

1 Credit 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 work as outlined in the assessment plan for formal evaluation and complete an exam prep component to prepare for industry-based certification exams.

## **Theater**

### **TH 112 Theater Appreciation**

3 Credit 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**

3 Credit 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**

3 Credit Hours

Surveys the fundamentals of theater arts including plays, theater history, design, makeup, and basic construction practices. Requires practical experience with a College theatrical production.

### **TH 210 Introduction to Acting**

3 Credit Hours

Develops skill through study of theories of acting and practice of various acting techniques.

### **TH 239 Development and Appreciation of Film**

3 Credit 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**

3 Credit Hours

Prerequisite: TH 150.

Study and practice of makeup and techniques for the stage.

### **TH 260 Scene Design**

3 Credit 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**

3 Credit 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**

1-3 Credit Hours

Prerequisite: Permission of the Division Head.

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 Comprehension**

2 Credit Hours

Required for students with ACT reading score less than 17 or ACCUPLACER reading comprehension score less than 79.

Reading Comprehension introduces students to the following reading comprehension and critical thinking skills: vocabulary building, main ideas, supporting details, organizational patterns, fact and opinion, inferences, purpose and tone, and argument.

**EN 095 Essential Skills of the Written Language**

5 Credit Hours

Required for students with an ACT reading score greater than 13, but less than 17 and ACT English score less than 18 or ACCUPLACER reading comprehension score greater than 54, but less than 79 and ACCUPLACER sentence skills score less than 88.

Essential Skills of the Written Language develops students' reading comprehension and critical thinking skills, including vocabulary building, main ideas, supporting details, organizational patterns, fact and opinion, inferences, purpose and tone, and argument. At the same time, students develop entry-level college composition skills, including the writing of complete sentences, well-developed paragraphs, and well-organized essays. Emphasis is given to basic grammar, mechanics, and usage.

**EN 099 Beginning Composition**

4 Credit 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 121A College Mathematics for General Education, Enhanced**

3 Credit Hours

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 courses. MT 121A is for students whose placement test scores do not allow direct entrance into MT 121.

**MT 123A Intermediate Algebra, Enhanced**

3 Credit Hours

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 123A is for students whose placement test scores do not allow direct entrance into MT 123.

**MT 124A Technical Math, Enhanced**

3 Credit Hours

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 functions and graphs, trigonometric functions, linear equations in one variable, right

## Academic Course Descriptions

triangle trigonometry, matrix algebra, and systems of linear equations. MT 124A is for student whose placement test scores do not allow direct entrance into MT 124.

### **MT 128A Algebra for Allied Health, Enhanced**

3 Credit Hours

Students will study applications of algebra related to Allied Health. Topics covered will include: the metric system with focus on unit conversions by proportionalities and dimensional analysis; representations of linear functions verbally, graphically, numerically, and algebraically; exponential growth and decay; logarithmic functions; analysis of proportionality of quantities and formula manipulation. MT 128A is for students whose placement test scores do not allow direct entrance into MT 128.

## Welding Technology

### **WL 100 Oxyacetylene Welding (OAW)**

4 Credit Hours

This course will include cutting of ferrous and non-ferrous materials with manual, motor-driven, and oxy-fuel shape cutting equipment. Also included are plasma-arc cutting (PAC) and carbon-arc cutting (CAC-A). Safety, puddling, carrying the puddle, brazing, soldering, cutting equipment, and the basic fundamentals of cutting processes will be introduced. Students will be expected to produce acceptable oxy-fuel, PAC, and CAC-A cuts. This unit follows ANSI / AWS C4.2-90 an American National Standard.

### **WL 102 Fundamentals of Welding**

4 Credit Hours

An introduction to the fundamentals of equipment used in oxyacetylene welding and shielded metal arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy. The student will demonstrate safety procedures associated with equipment and identify ferrous and nonferrous materials.

### **WL 103 Blueprint Reading and Metallurgy**

3 Credit Hours

This course is designed to teach a basic understanding of welding symbols used on blueprints and the study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal, including hardness, machinability, and ductility.

### **WL 104 Shielded Metal Arc Welding (SMAW)**

3 Credit Hours

Through classroom and/or lab/shop learning and assessment activities, students in this course will describe the shielded metal arc welding (SMAW) process, demonstrate the safe and correct set-up of the SMAW workstation, associate SMAW electrode classifications with base metals and joint criteria, demonstrate proper electrode selection and use based on metal types and thicknesses, build pads of weld beads with selected electrodes in the flat position, build pads of weld beads with selected electrodes in the horizontal position, perform basic SMAW welds on selected weld joints, and perform visual inspection of welds.

### **WL 162 Welding I**

8 Credit Hours

This course will introduce students to level one concepts in welding. The course aligns with NCCER curriculum standards. The course includes an introduction to welding safety, oxyfuel cutting, plasma arc cutting, air carbon arc cutting, base metal preparation, welding quality, SMAW equipment preparation, shield metal arc welding, SMAW beads and fillet, joint fit-up and alignment, groove weld with backing, and SMAW open v-groove welding.

### **WL 163 Welding II**

4 Credit Hours

Prerequisite: WL 162.

This course is a continuation of WL 162. Students will continue with the NCCER curriculum for welding through level two. The course includes welding symbols, reading welding drawings, physical characteristics and mechanical properties of metal, preheating and postheating of metals, GMAW and FCAW equipment and filler metals, GMAW and FCAW plate welding, GTAW equipment and filler

metals, and GTAW plate welding.

**WL 164 Welding III**

2 Credit Hours

Prerequisite: WL 163.

This course is a continuation of WL 163. Students will continue with the NCCER curriculum for welding through level three. The course includes SMAW open root pipe welds, GMAW pipe welds, FCAW pipe welds, GTAW carbon steel pipe welds, GTAW low-alloy stainless steel pipe welds, and SMAW stainless steel groove welds.

**WL 165 Welding IV**

3 Credit Hours

Prerequisite: WL 164.

This course is a continuation of WL 164. Students will continue with the NCCER curriculum for welding through level four. The course includes GMAW aluminum plate, GTAW aluminum plate, GTAW aluminum pipe, and GMAW aluminum pipe welding.

**WL 201 Gas Metal Arc Welding (GMAW)**

3 Credit Hours

Prerequisite: WL 104.

Through classroom and/or lab/shop learning and assessment activities, students in this course will explain gas metal arc welding (GMAW) process, demonstrate the safe and correct set-up of the GMAW workstation, correlate GMAW electrode classifications with base metals and joint criteria, demonstrate proper electrode selection and use based on metal types and thicknesses, building pads of weld beads with selected electrodes in the flat position, build pads of weld beads with selected electrodes in the horizontal position, produce basic GMAW welds on selected weld joints, and conduct visual inspection of GMAW welds.

**WL 202 Gas Tungsten Arc Welding (GTAW)**

3 Credit Hours

Prerequisite: WL 104.

Through classroom and/or lab/shop learning and assessment activities, students in this course will explain the gas tungsten arc welding (GTAW) process, demonstrate the safe and correct set-up of the GTAW workstation, relate GTAW electrode and filler metal classifications with base metals and joint build pads of weld beads with selected electrodes and filler material in the flat position, build pads of weld beads with selected electrodes and filler material in the horizontal position, perform basic GTAW welds on selected weld joints, and perform visual inspection of GTAW welds.

**WL 203 Flux-Core Arc Welding (FCAW)**

3 Credit Hours

Prerequisite: WL 104.

The Flux-Core Arc Welding Unit (FCAW) is designed to teach the student the correct techniques to weld in all positions. Safety is stressed in the shop. Practice and training in the welding shop will develop the basic skill level necessary to produce quality welds in all positions and in different joint configurations.

**WL 210 Commercial and Industrial Welding Practices**

3 Credit Hours

Prerequisite: WL 104.

Through classroom and/or lab/shop learning and assessment activities, students in this course will build skills through practices in simulated industrial processes and techniques including sketching, layout, and fabrication. Emphasizes maintenance, repair of worn or broken parts by special welding applications, field welding, and nondestructive testing.

**WL 275 Special Topics in Welding**

1-5 Credit Hours

Prerequisite: Permission of the Division Head.

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.



# Student Handbook

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) 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 Central Records Office. Each student has the right to inspect personal educational records. Under limited circumstances, 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 twenty 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.

All transcripts and documents submitted from other institutions become the property of Southern West Virginia Community and Technical College, and, as such, come under the control of the Registrar's Office. Southern is not required to provide copies of these documents. Transcripts submitted to Southern for review of transfer credit also become the property of Southern and cannot be returned to the student or forwarded to other institutions. Students may file complaints concerning alleged failures by the College to comply with the Act or regulations promulgated there under 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 on Southern's website at <http://www.southernwv.edu>.

## Gainful Employment Disclosure

The US Department of Education requires colleges to disclose information about Gainful Employment certificate programs. Gainful employment encompasses any Title IV financial aid eligible certificate programs that prepare students for gainful employment in a recognized occupation. Information on the Gainful Employment certificate programs offered by Southern West Virginia Community and Technical College can be found on Southern's web page at <http://www.southernwv.edu/gainful-employment>

## Catalog Adherence

A student entering Southern West Virginia Community and Technical College shall follow the provisions and course requirements of the catalog in effect at the time of initial enrollment. If the student's advisor determines that the student would benefit from the course requirements in another catalog year, during which the student attended Southern, he/she may be allowed to follow those requirements with written permission of the student's advisor and notification to the Registrar's office.

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 Head and the Chief Academic Officer prior to the student enrolling for the course.

## **Student Standards of Academic Progress (Policy SCP-3736)**

### **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 2.0 or better to complete certificate or degree requirements. Failure to maintain this average during any [academic term] involving credit hours attempted could jeopardize his/her progress toward meeting these requirements.

### **General Provisions**

If a student's cumulative GPA falls below 2.0, the Chief Academic Officer shall place the student on academic probation for the next [academic term].

A student receiving financial assistance 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 [academic term] when he/she has attempted no more than 60 credit 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.

## **Academic Standards and Expectations of Students (Policy SCP-4151)**

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:

1. To be willing to seek instruction for self-assessment and preparedness in the following skills:
  - 1.1. Reading and Writing
  - 1.2. Math and Science
  - 1.3. Study and Testing
2. To know and meet each instructor's subject criteria by:
  - 2.1. Following directives
  - 2.2. Reading materials; and
  - 2.3. Completing all required assignments.
3. 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).

## **Student Handbook**

4. To strive for continuous academic progress by:
  - 4.1. Improving the quality of work; and
  - 4.2. Monitoring grade averages.
5. To continue monitoring program requirements by:
  - 5.1. Checking one's status; and
  - 5.2. Checking one's program requirements for possible changes.
6. To be aware of, and formulate as quickly as possible, personal and/or professional goals by:
  - 6.1. Comparing personal qualifications with the requirements for a desired job;
  - 6.2. Monitoring transfer requirements and own status; and
  - 6.3. Reviewing goals for personal satisfaction.
7. To be aware of all College policies pertaining to student rights and responsibilities by:
  - 7.1. Understanding all College related materials (catalog, schedules, notices, and/or general information); and
  - 7.2. Clarification from personnel employed by the College.
8. To seek help from College personnel for assistance when faced with a problem.

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

## **Student Grades and Grade Point Average Requirements for Graduation (Policy SCP-4398)**

### **Purpose**

The purpose of this policy is to establish and communicate grading system used by Southern West Virginia Community and Technical College, as well as the grade point average required for graduation with an associate degree or certificate.

### **Policy**

All faculty will assign and submit grades in accordance with this policy. All students must meet the minimum grade point average requirements in order to earn a certificate and/or an associate degree.

### **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:
  - 1.1. Incompletes require the Division Head and Chief Academic Officer's approval. See description of "I" (incompletes) below.
  - 1.2. The Chief Academic Officer may, only upon recommendation of the Grievance Committee, change a grade determined to have been awarded in an unfair manner.
  - 1.3. 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:
  - 3.1. A-Superior - 4.0
  - 3.2. B-Above Average - 3.0
  - 3.3. C-Average - 2.0
  - 3.4. D-Below Average - 1.0
  - 3.5. F-Unsatisfactory Work (failure) - 0.0
  - 3.6. W- Withdrawn prior to the withdrawal date.
  - 3.7. 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.
  - 3.8. I-Incomplete
 

A student may receive an Incomplete “I” grade for a course if that student has successfully completed the majority of the academic requirements and is unable to complete the course due to unforeseen or uncontrollable circumstances. The instructor for the course must submit Incomplete Grade Forms to the Division Head for approval before an “I” grade may be recorded. The student does not re-register for the course in which the “I” grade was received but must complete the requirements for the course within the next full [academic term] or the “I” grade will automatically be changed to a grade of “F”. The final grade for the course will be assigned by the instructor and the grade change must be approved by the [Division Head] and forwarded to the Registrar. The instructor must file the specific forms for a final grade change with the Records Office to complete the process.
  - 3.9. CR - Credit is earned for a course through CLEP, credit-by experience, or other non-traditional means.
  - 3.10. NC - No credit earned.
  - 3.11. NC\* - No credit due to non-attendance.
  - 3.12. Y/AU - Audit.
  - 3.13. In calculating a student’s grade point average, all assigned letter grades (A - F) will be used. CR, PR, and Y are not included.

## Academic Integrity (Policy SCP-4710)

### Purpose

#### SECTION 1. PURPOSE

- 1.1. To establish a policy that outlines Southern’s expectations for academic integrity and academic dishonesty.

## **SECTION 2. SCOPE AND APPLICABILITY**

- 2.1. This policy applies to all students at Southern.

## **SECTION 3. DEFINITIONS**

- 3.1. Academic Integrity - Academic integrity at Southern is a standard of ethics students are expected to maintain.
- 3.2. Academic Dishonesty - Academic dishonesty is any practice which gives a student an unfair advantage over another student in the same or similar course of study. It includes, but is not limited to, plagiarism, cheating, fraud, information technology misuse, or any misconduct with regards to academic integrity as defined.
- 3.3. Plagiarism - The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media, or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.
- 3.4. Cheating - The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:
- 3.4.1. Copying from another student's test or homework paper.
  - 3.4.2. Allowing another student to copy from a test or homework assignment.
  - 3.4.3. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes, or crib sheets, including those stored in a calculator or other electronic device.
  - 3.4.4. Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.
  - 3.4.5. Having another individual write or plan a paper, including those bought from research paper services.
  - 3.4.6. Submitting the same paper or project in more than one class.
  - 3.4.7. Obtaining any part of an examination or assignment before it has been given to the class.
  - 3.4.8. Use of any electronic device in class without the expressed permission of the instructor.
- 3.5. Fraud - Fabrication, Forgery, and Obstruction
- 3.5.1. Fabrication is the use of invented, counterfeited, altered, or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.
  - 3.5.2. Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.
  - 3.5.3. Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to education resources.
  - 3.5.4. Fraud includes, but is not limited to, the following actions:
    - 3.5.4.1. Providing any signature other than one's own on any College document.
    - 3.5.4.2. Forging or altering the record of any grade in an educational record.

3.5.4.3. Knowingly presenting false information or intentionally misrepresenting one's record.

3.5.4.4. Knowingly providing false statements in any College proceedings.

3.6 Misconduct - Misconduct is the intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:

3.6.1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.

3.6.2. Selling or giving away all or part of a test and/or test answers.

3.6.3. Asking or bribing any other person to obtain a test or any information about a test.

3.6.4. Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

3.6.5. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the College, which relate to grades.

3.6.6. Continuing to work on an examination or project after the specified time has elapsed.

3.6.7. Information Technology Misuse - Misuse of information technology is disruptive, unethical, or illegal use of the college's computer resources. Misuse of computers also includes disruptive, unethical, or illegal use of the computers of another institution or agency in which students are performing part of their academic program.

## SECTION 4. POLICY

4.1 Because academic integrity is a cornerstone of the college's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, and other forms of dishonest or unethical behavior are prohibited.

4.2 Upon discovering an act of academic dishonesty, the nature of the penalty shall be determined by the instructor. Such penalties may include, but are not limited to, a lowered grade on the assignment, no credit for the assignment, or an exclusion from further participation and a grade of "F" in the course.

4.3 Repeated acts of academic dishonesty will be handled by the Chief Academic Officer and will not be tolerated by the institution.

## SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

## SECTION 6. GENERAL PROVISIONS

6.1 None.

## SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Within fourteen days after an act of academic dishonesty is discovered, the instructor shall notify the student in writing and include a statement of the penalty imposed.
- 7.2 Within fourteen days (14) after an act of academic dishonesty is discovered, the instructor shall notify the [Division Head] and the appropriate [Chief Academic Officer] in writing. The instructor shall include copies of any physical evidence and a written report stating the facts of the case and the action taken.
- 7.3 Any student considering himself unfairly treated may use the grievance procedure as stated in the Student Handbook. The grievance procedure must be initiated within fourteen calendar days of the instructor's notification.
- 7.4 For subsequent or multiple offenses by 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 Chief Academic Officer following a judicial hearing. The subsequent offense is not limited to the course in which the initial offense was reported.
- 7.5 The Office of the Chief Academic Officer shall maintain a permanent record of academic dishonesty offenses. A notification shall be available within Banner for evidence in any future judicial hearings regarding academic dishonesty. A hearing board will only receive current evidence on student misconduct, unless prior evidence of misconduct is pertinent to the hearing.
- 7.6 A student who has been given a grade of "F" by an instructor under the College 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.
- 7.7 The deadlines set out in the student grievance procedure for grade appeals do not apply to grievances regarding action taken regarding academic dishonesty. The grievance therefore may not be filed in the subsequent [academic term] unless that [academic term] falls within fourteen calendar days of the instructor's notification of the student that academic dishonesty procedures have been initiated.
- 7.8 Penalties assigned for academic dishonesty may not be used as the basis for a subsequent grade appeal.

### **E-Mail Established as an Official Form of Communication (Policy SCP-7000)**

Southern will utilize college-issued e-mail accounts to convey college-related, critical, and/or time sensitive information to faculty, staff, and students. In some instances, e-mail communication may be the only means by which particular information is conveyed.

Students may configure their campus e-mail account to forward College e-mail to a preferred e-mail address. All messages contained within the College's e-mail system are the property of the institution.

Policy SCP-7000 can be found on Southern's website at <http://www.southernwv.edu/administration/policies>

### **Information Technology Acceptable Usage (Policy SCP-7125)**

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 are 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 are 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 catalog.

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, or the College's website.

## **Tobacco Usage (Policy SCP-1750)**

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.

## **Use of Alcoholic Beverages on Campus (Policy SCP-1010)**

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

The use or possession of alcoholic beverages is prohibited in the buildings 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 prescribed 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.

## **Sexual Harassment (Policy SCP-2843)**

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 a policy to take action to prevent and eliminate such behavior.

Students who wish to make a sexual harassment claim are to follow directions outlined in the Sexual Harassment Policy (SCP-2843). This policy allows the student to speak with a Student Services Specialist or campus administrators about their complaint. The Director of Enrollment Management and Student Engagement is designated to advise students as to the procedure and policies in filing a sexual harassment claim.

## Solicitation (Policy SCP-1735)

Solicitation of employees and students and/or distribution of literature for solicitation purposes is prohibited unless approved and conducted in accordance with the content, requirements, and restrictions of this policy. To receive approval, the On Campus Solicitation Request Form (SCP-1735.A) will be submitted at least two weeks prior to the event. Proper approval must be obtained prior to the event being scheduled. The College reserves the right to withhold approval for any solicitation activities on property under its jurisdiction, and to regulate the time, place, manner, and duration of approved solicitation. The College makes no warranty regarding the truth of any representation made in any written materials posted or distributed or other information provided as part of any solicitation activity engaged in pursuant to this policy.

### 1. Sales and solicitation by non-college organizations:

There shall be no sales and/or solicitation conducted on College property except by vendors with whom the College has contracted for the sale, lease, rental, or offer of said goods and services. Specifically prohibited by this policy is the solicitation of students of the College by financial institutions, organizations, businesses, companies, establishments, or individuals for credit cards and/or credit services.

### 2. Sales and solicitation by official College organizations including student organizations:

Solicitation for the sale, lease, rental, or offer of goods, services, and/or products on College property shall only be conducted by student organizations, faculty, or staff officially recognized and authorized by the College or by legally authorized representatives of companies with whom the College has signed an official contract for the sale, lease, rental, or offer of said goods and services.

### 3. Sales limitations:

Sales may not be conducted in competition with the products and services normally provided by the College.

### 4. Solicitation by employees:

Solicitation by employees for purposes other than direct College-related business during regularly scheduled work hours is prohibited. Solicitation during non-work hours (lunch or other break times) by employees is subject to other applicable sections of this policy.

### 5. Solicitation by students:

Solicitation and/or sales by students or student organizations on College property are prohibited without the express written consent of the Director of Enrollment Management and Student Engagement.

### 6. Use of College mail, e-mail, or other electronic media:

Use of the College mail, e-mail, or other electronic media systems for solicitation or sales is limited to official College business only. No other use of College mail or e-mail services and/or equipment is permitted.

## 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, call 304.896.7315. 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). Also, the Central Records TTY number is 304.792.7205.

## Drug-free Schools and Communities Act

### Purpose

Southern complies with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Work Place Act of 1988 through policy SCP-2156.

## Scope and Applicability

Southern recognizes its employees and students as being adults and expects them to obey the law and to take personal responsibility for their conduct. SCP-2156 applies to the college community, including faculty, staff, administrators, students, and visitors to the campuses, including contractors, subcontractors, volunteers, and service providers.

## Standards of Conduct

In recognition of the serious effects of alcohol and drug abuse on the safety and performance of students and employees, SCP-2156 provides standards of conduct and clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. SCP-2156 certifies that as an employer who contracts and receives funding from federal agencies, Southern West Virginia Community and Technical College will meet requirements of the law for providing a “drug-free workplace.”

## 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

Federal Trafficking Penalties include substantial fines and imprisonment up to life. For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at <http://www.justice.gov/dea/>.

West Virginia law provides penalties dependent upon the classification of the controlled substance, the particular activity involved, and whether multiple convictions are involved. West Virginia Code §60A-4-401 contains penalties for prohibited acts involving scheduled substances. For the most recent and complete West Virginia penalties for prohibited acts involving controlled substances, visit the website of the West Virginia Legislature at <http://www.legis.state.wv.us/>.

College sanctions will be imposed consistent with procedures used in disciplinary actions for students and employees. 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

## Student Handbook

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 Counselor at each of the College's campuses. Services are also available from the following agencies:

#### Logan-Mingo Area Mental Health, Inc.

304.792.7130 Logan County

304.235.2954 Mingo County

#### 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 SCP-4770)

### 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:

#### 1. 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:

1.1. To have access to campus resources and facilities

1.2. To espouse causes

1.3. To inquire, discuss, listen to and evaluate

1.4. To listen to any person through the invitation of organizations recognized by the College

1.5. To not violate the rights of others in matters of expression and assembly

1.6. 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

2. 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.

3. 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:

3.1. Privileged one-to-one communication with faculty, administrators, and other institutional representatives

3.2. Respect for student property, including freedom from unreasonable and unauthorized searches

3.3. Confidentiality of academic and disciplinary records as outlined by the Family Education Rights and Privacy Act (FERPA)

3.4. Assurance that legitimate evaluations will be made from student records.

4. 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.

5. 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

1. 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.

2. 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 consistent with this policy.

3. 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.

4. 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.

5. Because of time lapse during an appeal process, sanction enforcement in the affected [academic term] may be impossible. In that event, the following actions may occur:

5.1. Whenever possible and if appropriate, the sanction shall be applied to the [academic term] in progress at the time

of the completion of the appeal.

- 5.2. If the sanction cannot be implemented during that [academic term], then it shall be applied during the next regular [academic term].
- 5.3. If the student has completed the course of study during the process of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the records of that student during the [academic term] designated in the original sanction.
- 5.4. In any event, the student may not graduate during the process of appeal.
6. 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.
7. 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 pursuit of its educational objectives. The following misconduct on the College campuses, facilities or property or at College activities is subject to suspension or dismissal:

1. 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
2. Disrupting or obstructing College activities by any means, including intentionally causing inconvenience, annoyance or alarm among members of the College community
3. 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
4. Participating in or inciting a riot or an unauthorized or disorderly assembly
5. 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
6. Using alcoholic beverages, including the purchasing, consuming possessing or selling of such items
7. Gambling or holding a raffle or lottery, except in cases with specific prior approval of the President
8. Possessing, using, selling. Or distributing any types of drugs for illegal purposes
9. 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

10. 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
11. Littering, defacing, destroying or damaging property or removing or using such property without authorization
12. Misusing the College's Computer Network and the College Computer System, including but not limited to the following:
  - 12.1. 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
  - 12.2. Using this equipment, data or programs in performance of any act listed as prohibited by this code of conduct
  - 12.3. Attempting to breach security in any manner; or
  - 12.4. Using a computer account for other than the purpose for which it was assigned;
13. Engaging in an act of hazing;
14. Willfully encouraging others to commit any of the acts prohibited by this code of conduct;
15. Interfering with the rights of any other member of the College community;
16. Violating any local, state or federal laws; or
17. Violating any rules or regulations not contained in this code of conduct but announced as administrative edict by the President.

### **Responsibilities and Procedures**

1. 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:
  - 1.1. Written notice of a disciplinary action including a statement of charges and grounds that, if proven, justify suspension or expulsion;
  - 1.2. A hearing using defined procedures before the College's Judicial Board, an impartial body;
  - 1.3. 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;
  - 1.4. Names of the witnesses against the accused student.
  - 1.5. 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;
  - 1.6. Advance inspection by the accused student of the College's affidavits and/or exhibits against the student;
  - 1.7. Opportunity to present to the Judicial Board a defense against the charges;
  - 1.8. Opportunity to produce either oral testimony or written affidavits of witnesses in support of the student;
  - 1.9. The right to be accompanied by an advisor at the hearing.
  - 1.10. Opportunity to question any witnesses against the accused student at the hearing;
  - 1.11. A decision on discipline based solely on the evidence in the record judged under the preponderance of the

evidence standard;

- 1.12. A report on the results and findings of the hearing;
  - 1.13. A complete and accurate record of the hearing;
  - 1.14. A complete and accurate record of the hearing prepared by a qualified stenographer or court reporter at the student's expense, if desired;
  - 1.15. Opportunity to appeal the decision to the Board of Governors if expulsion is imposed.
2. Alleged disciplinary violations, depending on the nature of the violation, shall be referred to the College's Chief Academic Officer or the 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.
  3. 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 SGA Advisor 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:
    - 3.1. Hear evidence in disciplinary cases
    - 3.2. Make findings of fact from the evidence presented
    - 3.3. Make recommendations to the President based upon such findings as to the disposition of the disciplinary action, including any sanctions to be imposed
    - 3.4. Refer matters not involving potential suspension or expulsion back to the Chief Academic Officer or the Chief Student Services Officer.
  4. In disciplinary matters not involving possible suspension or expulsion, the following processes will be used:
    - 4.1. In addition to the requirements of Part 2, the Chief Academic Officer or the 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 there from.
    - 4.2. The decision of the Officer may be appealed through a Student Grievance Committee in accordance with normal student grievance procedures.
  5. In disciplinary matters involving possible suspension or expulsion, the following processes will be used:
    - 5.1. 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 the 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.

- 5.1.1. A statement of the policy, rule or regulation which the student is alleged to have violated;
  - 5.1.2. 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;
  - 5.1.3. 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
  - 5.1.4. 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.
- 5.2. 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.
- 5.3. 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.
- 5.3.1. 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.
  - 5.3.2. All material evidence may be presented subject to the right of cross examination of the witnesses.
  - 5.3.3. There shall be a complete and accurate record of the hearing.
  - 5.3.4. There may be a complete and accurate record of the hearing by a qualified stenographer or court reporter at the student's expense, if desired.
- 5.4. 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. 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.
- 5.5. 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.
- 5.6. 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.

- 5.7. 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.
- 5.8. 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.
- 5.9. Except in cases that involve expulsion, the decision of the President shall be final.
- 5.10. 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.
6. 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.
  - 6.1. 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.
  - 6.2. 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.
  - 6.3. 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.

## Student Grievance Procedure

### Purpose

The purpose of the Student Grievance Procedure shall be to provide equitable and orderly processes to resolve any differences or disputes 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.

Students who wish to file a complaint regarding discrimination on the basis of race, color, sex, religion, age, sexual orientation, disability, or national origin are to contact a Student Services Specialist or a campus administrator about their complaint. The Director of Enrollment Management and Student Engagement is designated to advise students as to the procedure and policies in filing a discrimination claim and initiate a prompt investigation for equitable resolution of the complaint.

**Procedure (for complaints other than discrimination on the basis of race, color, sex, religion, age, sexual orientation, disability or nation origin):**

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 [academic term] not including summer sessions.
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 (in conjunction with the Student Government Association) and 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 or Chief Academic Officer a suitable remedy. The Student Grievance Committee shall meet under the following guidelines:
  - 2.1. The chairperson shall vote only in case of a tie.
  - 2.2. 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 he or she is 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 Chief Academic Officer of this fact within a minimum of five (5) working days in advance of the Student Grievance Committee meeting.
  - 2.3. 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.
  - 2.4. All parties to the grievance must remain present for the entire meeting.
  - 2.5. The meeting shall be closed to all others.
  - 2.6. 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.
  - 2.7. The Chief Academic Officer or the Vice President receiving the committee recommendation shall, within seven (7) working days after the meeting, prepare a statement of his/her decision on the matter with copies to the student, the faculty or staff member against whom the grievance was filed, and the President.
3. If the student, faculty, or staff member is not satisfied with the decision of the Chief Academic Officer or 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 Chief Academic Officer or 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.

## Inclement Weather and Emergency Situation Information

It is the intent of Southern to close campuses and locations or cancel classes only in extreme emergency situations. Closure may be for the entire institution, one or more campus locations, or a single facility. Students, employees, and the public are encouraged to call Southern's weather line, listen or watch news media, or check Southern's website for closings or 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.

Students can also receive weather notifications on Facebook and Twitter by following us at <http://facebook.com/southernwv.edu> and <http://twitter.com/swvctc>.

**The toll free weather line number is:** 866.798.2821, ext. 7669

Cancellations 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 the affected areas:

TV	Radio		Web
WSAZ	WTNJ	105.9FM Beckley	<a href="http://www.southernwv.edu">http://www.southernwv.edu</a>
WOWK	WJLS	99.5FM Beckley	<a href="http://facebook.com/southernwv.edu">http://facebook.com/southernwv.edu</a>
WCHS	WCIR	103.7FM Beckley	<a href="http://twitter.com/swvctc">http://twitter.com/swvctc</a>
WVAH	WHAJ	104.5FM Bluefield	
WOAY	WQBE	97.5FM Charleston	
WVVA	WVSR	102.7FM Charleston	
	WCHS	580AM Charleston	
	WKWS	96.7FM Mullens	
	WVPN	88.5FM Charleston	
	WVTS	950AM Charleston	
	WVOW	101.9FM Logan	
	WPMW	92.7FM Mullens	
	WSIP	98.9FM Paintsville, KY	
	WELC	102.9FM Welch	
	WBTH	1400AM Williamson	
	WXCC	96.5FM Williamson	
	WZAC	92.5FM Madison	
	WVAF	99.9FM Charleston	
	KICKS	96.1FM Charleston	
	WVKM	106.7FM Matewan	
	WPKE	103.1FM Pikeville, KY	

# **Workforce Development, Continuing Education, and Employer Services**

## Academy for Mine Training and Energy Technologies

The Academy for Mine Training and Energy Technologies provides training for individuals who are interested in a career in the mining and/or energy industries. The classes are geared for enhancing students' knowledge of advanced modern processes and technologies to assist them with modern job opportunities in a variety of technical fields. Through the use of state-of-the-art training simulators and hands-on equipment labs, students will obtain industry certifications, many of which can be articulated to academic credit hours which could also lead to an associate degree.

For more information call 304.896.7413 or visit the Academy website at <http://minetrainingacademy.com/>.

## Customized and Contract Training

Southern's Workforce Development Department is committed to providing business and industry training opportunities to help train today's worker. Through partnerships with business and industry Southern can provide job-specific or customized training to employers in our service district. Training can be delivered at flexible times and locations. For more information call 304.896.7404 or 304.896.7440.

## Continuing Education

Southern's Workforce Development and Continuing Education Department provides up-to-date, real world skills through quality short-term courses and training programs that will equip an individual with new skills needed to succeed in today's business world. Courses and programs include, but are not limited to, soft skills training, general occupational skill training, leadership development, computer and technical skills and a host of others. Some courses award Continuing Education Units (CEUs). One CEU equals ten contact hours of participation in an organized continuing education/training experience delivered under responsible sponsorship, capable direction, and qualified instruction. Students are welcome from all corners of the region and within our communities regardless of age and educational experience (some courses/programs require high school diploma, GED®, or alternative approved examination). For more information on upcoming courses, please visit our website at <http://www.southernwv.edu/ce> or call 304.896.7404 or 304.896.7440.

## Community Development

Southern's Workforce and Community Development Unit provides support for rural development through civic engagement, comprehensive planning, and assisting communities and organizations as they develop a shared vision for action. Workforce and Community Development Unit personnel are also available to assist both businesses and nonprofit organizations with long-term strategic planning, grant writing, board development, team-building, and evaluation systems. For more information call 304.896.7440.

## Appalachian Leadership Academy—The Cotiga Fellows

The Appalachian Leadership Academy identifies Southern students with outstanding character and prepares them with the leadership and diversity skills needed to serve as engaged, conscientious citizens as they enter the business, political, and academic worlds. The Academy is a partnership among Southern, the Cotiga Development Company, and the Appalachian Leadership and Education Foundation.

Students accepted in the Academy are identified as Cotiga Fellows. Cotiga Fellows receive full tuition for four academic terms, 12-hours of college credit, and a book allowance. Cotiga Fellows also have the opportunity to travel, lead positive change in the greater community, and build a network of peers among local, regional, and state leaders.

The Appalachia Leadership Academy - Cotiga Chapter is an on-site program, located on the Williamson Campus, with students attending leadership classes weekly. Cotiga Fellows have the opportunity to identify and develop their own personal leadership styles through classroom activities, hands-on learning, discussions and forums, team-building exercises, and community service-learning projects. Southern selects up to 10 students annually to participate in the two-year program. For more information call 304.896.7371.

### **Small Business Development Center (SBDC)**

Business owners and entrepreneurs can turn to the West Virginia SBDC for assistance with business plan preparation, problem solving, loan packaging, training, marketing, customer assessment, and business start-up. The centers serve Boone, Lincoln, Logan, McDowell, Mingo, and Wyoming counties. For more information call 1.888.982.7232.

### **Continuing Education Online Non-Academic Courses**

Southern offers a wide range of highly interactive courses that you can take entirely over the internet. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you.

All noncredit courses offered through Southern CE Online begin on the third Wednesday of each month. Courses are available 24 hours a day, 7 days a week, wherever students have access to the internet. Each course is six weeks in length, with two lessons released each week for the duration of the course. Courses are offered in the following categories: accounting and financing, business, college readiness, computer applications, design and composition, health care and medical, language and arts, law and legal, personal development, teaching and education, technology, and writing and publishing.

To view a listing of available courses, please visit our website at <http://www.ed2go.com/swvctc> or call 304.896.7434



# Personnel

## **Board of Governors**

Thomas A. Heywood, Chair

Wilma Zigmond, Vice Chair

Glenn T. Yost, Secretary

Linda Q. Akers

Shelley T. Huffman

Jada C. Hunter

George Kostas

Terry Sammons

Debbie C. Dingess, Classified Staff Representative

Mary Nemeth-Pyles, Faculty Representative

Brandon K. Elkins, Student Representative

## **Administration**

### **Joanne Jaeger Tomblin**

President

B.A., 1975, Journalism, Marshall University; M.A., 1978, Journalism, Marshall University. Additional graduate studies at West Virginia University and Marshall University College of Graduate Studies.

### **Samuel M. Litteral**

Vice President for Finance and Administration

A.S., 1986, Business Accounting, Southern West Virginia Community College; B.A., 1991, Accounting, Marshall University; Certification, 1993, Certified Public Accountant, State of West Virginia; MBA, 1996, Marshall 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.

### **Debra Teachman, Ph.D.**

Vice President for Academic Affairs and Student Services

A.A., 1978, Library Technology, Lewis and Clark Community College; B.A., 1981, English, Northern Illinois University; M.A., 1984, English, Northern Illinois University; Ph.D., 1990, English, University of California.

### **Ronald E. Lemon**

Vice President for Development

B.A., 1977, Counseling and Rehabilitation, Marshall University; M.A., 1996, Communication Studies, West Virginia University.

### **Gary Holeman**

Chief Information Officer

A.S., 1978, Aviation Technology, LeTourneau; B.S., 1980, Electrical Engineering Technology, LeTourneau; M.B.A., 1989, Clemson University.

### **Emma Baisden**

Executive Assistant to the President and Board of Governors

A.A.S., 1994, Executive Secretarial Science, Southern West Virginia Community College.

**Bill Cook**

Director of Campus Operations  
Boone/Lincoln Campus  
Studies at Southern West Virginia Community and Technical College.

**David Lord**

Director of Campus Operations  
Wyoming/McDowell Campus  
B.A., 1983, Geography, State University of New York at Buffalo; M.Ed., 1997, University of Pittsburgh.

**Rita Roberson**

Director of Campus Operations  
Williamson Campus  
B.S., 1994, Education, Marshall University; M.A., 1997, Counseling, Marshall University.

**Randy Skeens**

Director of Campus Operations  
Logan Campus  
B.A., 1992, Concentration in Business Administration, Bluefield State College. Additional graduate studies at Marshall University.

**Pamela Alderman, Ed.D.**

Director of Institutional Effectiveness  
A.S.N., 1977, Nursing, Southern West Virginia Community College; A.A., 1977, General Studies, Southern West Virginia Community College; B.S.N., 1987, Nursing, West Virginia University; M.S.N., 1990, Nursing Administration, West Virginia University; Ed.D., 2012, Higher Education Leadership, Marshall University.

**Carl Baisden**

Director of Mine Training and Energy Technology  
Board of Regents, 1984, Mechanical Engineering, Saulsbury University.

**Marcus Gibbs**

Director of Media  
B.S., 2001, Mass Communications, West Virginia State University. Additional graduate studies at Lee University.

**August Kafer**

Director of Financial Assistance  
B.A., 1979, Business Administration, Glenville State College.

**Darrell Taylor**

Director of Enrollment Management and Student Engagement  
B.A., 1993, Psychology, Concord College; M.A., 1993, Counseling, West Virginia Graduate College. Additional studies at West Virginia University and Marshall University.

## Personnel

### Full Time Faculty

#### **Melissa Adkins**

Instructor

Logan Campus

A.A.S., 2009, Southern West Virginia Community and Technical College; Licensed Cosmetologist, 2009; Licensed Cosmetology Instructor, 2009.

#### **William Alderman**

Associate Professor

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Certificate and A.A.S., 1984, Southern West Virginia Community College; B.A., 1992, Bluefield State College; M.A., 1999, Regent University Graduate School of Business. Additional graduate studies at Southern Illinois University and Marshall University College of Graduate Studies. State industry certifications in Mine Foreman, Blasting, and Slurry Impoundment Inspection.

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Logan Campus

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Instructor

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Appalachian Beauty School, 1988; Charleston School of Beauty Culture, 1988; Licensed Cosmetology Instructor, 2012.

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A.A., 1989, Oakland Community College; B.S., 1991, Eastern Michigan University; M.A., 1996, Eastern Michigan University.

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A.A.S., 1992, Lexington Community College; B.A., 2008, Marshall University.

**Shirley Dardi**

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## **Personnel**

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Assistant Professor/Coordinator Paramedic Science

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### **Lynn Earnest**

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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.

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LPN, 1981, Ralph R. Willis Vocational School; A.D.N., 1989, Southern West Virginia Community College; B.S.N., 1999, Marshall University; Surgical Registered Nurse First Assistant Certificate, 2001, Columbus State Community College; M.S.N., 2009, Marshall University.

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Certified Police Officer, 1999, West Virginia State Policy Academy; A.A.S., 1999, University of Charleston; West Virginia State Trooper, 2003, West Virginia State Policy Academy; A.A.S., 2004, Marshall University; R.B.A., 2008, Marshall University.

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Certificate, 1998, Carver Career Center; A.S., 2001, California College for Health Sciences; Regents B.A., 2005, Marshall University; M.B.A., 2008, West Virginia University.

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Radiologic Technology Certificate, 1981, Akron General Medical Center; B.S., 1986, Bluefield State College; M.S., 1994, University of Charleston. Additional graduate studies at ATSU and Marshall University.

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A.S., 1993, Southern West Virginia Community College; B.A., 1993, Marshall University; M.S., 2002, Marshall University; graduate certificate, 2007, Marshall University. Additional graduate studies at Marshall University and Northcentral University.

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## **Personnel**

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## **Personnel**

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### **Carla Ramey**

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### **Aaron St. Clair**

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### **Russell Saunders**

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**Thaddeus J. Stupi**

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**Instructor**

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Work Under Certificate, National Occupational Institute of Welding; WV Division of Technical and Adult Education; FCAW 6G, FCAW 2, 3, 4 G, SMAW 6G, SMAW 2, 3, 4 G, GTAW 6G, GTAW 2, 3, 4 G, GMAW 6G, GMAW 2, 3, 4 G.

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B.A., 1999, Marshall University; M.S., Marshall University, 2004.

**Steve White**

Instructor

Logan Campus

A.A., 1994, Southern West Virginia Community College; B.S., Missouri Southern; M.S., 2006, University of Arkansas.

## Personnel

### West Virginia Council for Community and Technical College Education

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Dr. Kathy D'Antoni

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John M. Panza, L.P.C.

John E. Walker

Christina Cameron

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### 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 twenty-one members, seven of whom serve on the Executive Committee. 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 304.896.7425.

George Kostas, President

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