



Southern

West Virginia Community and Technical College

ACADEMIC CATALOG

2019 - 2020



2019-2020 Catalog

Southern West Virginia Community and Technical College
1-866-SWVCTC1
www.southernwv.edu

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Institutional Accreditation

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

Higher Learning Commission

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.hlcommission.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.nacls.org>

Nursing

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone: 404.975.5000
Fax: 404.975.5020
<http://www.acenursing.org>

West Virginia Board of Examiners for Registered Professional Nurses

90 MacCorkle Avenue, SW, Suite 203
South Charleston, WV 25303
Phone: 304.744.0900 or 1.877.743.NURS(6877)
Fax: 304.744.0600
<http://www.wvrnboard.wv.gov>
E-mail: rnboard@wv.gov

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
Phone: 214.703.8445
Fax: 214.703.8992
<http://www.coaemsp.org>

Paramedic Science and Surgical Technology

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N
Suite 158
Clearwater, FL 33763
Phone: 727.210.2350
Fax: 727.210.2354
E-mail: mail@caahep.org
<http://www.CAAHEP.org>

Disclaimer

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Affirmative Action

Southern West Virginia Community and Technical College is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provisions of its education and employment programs and services.

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, ethnicity, sex, color, gender, religion, age, sexual or gender orientation, disability, marital status, veterans status, 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, ethnicity, sex, color, gender, religion, age, sexual or gender orientation, disability, marital status, veterans status, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to:

Affirmative Action Officer

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Director of Human Resources
Southern West Virginia Community and Technical College
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Mount Gay, WV 25637
304.896.7408

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Director of Enrollment Management and Student Engagement
Southern West Virginia Community and Technical College
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304.896.7432

Section 504 Coordinator

Ms. Dianna Toler
Director of Disability and Adult Services
Southern West Virginia Community and Technical College
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Mount Gay, WV 25637
304.896.7315

A Welcome from the President



Welcome to Southern West Virginia Community and Technical College, and thank you for selecting us as your institution of higher learning. By attending a community college, you join millions of others who have made the decision to take advantage of quality educational opportunities that are both accessible and affordable.

At a time when everyone is concerned about paying for college, Southern's tuition and fees are among the lowest of West Virginia colleges and universities. Our affordable tuition, combined with comprehensive financial aid opportunities, make it possible for you to get the training and education that you need to take you directly into the workforce or to transfer to another college of your choice to complete your baccalaureate degree.

The faculty and staff at Southern are focused on student success. Classes and support services are designed to help students meet their academic, professional, and personal objectives. Our focus on students means that Southern West Virginia Community and Technical College is an ideal place for all types of people. Whether you are graduating from one of our area's high schools, making the choice to return to college for better job prospects, or deciding to finish something you started long ago, Southern has the tools and resources to support you in reaching your educational goals. Whatever your circumstances, Southern has a long history of introducing students just like you to a college education and seeing lives changed.

We are pleased to share our 2019-2020 academic catalog with you. Consider it your pathway to the future because inside you will discover that we offer a variety of associate degree and certificate programs through a variety of delivery modes to fit into your life. 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. I encourage you to take advantage of the resources that are available for you and to enjoy the benefits of attending an institution that gives students the preparation they need to succeed.

Southern West Virginia Community and Technical College is dedicated to providing accessible, affordable, quality education and training that promote success for those we serve. That is our mission and we intend to achieve it with you in mind. I wish you the very best as you pursue your educational and employment goals and thank you for choosing Southern. We look forward to working with you to create your pathway to success.

A handwritten signature in blue ink, reading "Robert E. Gunter". The signature is fluid and cursive, with a large loop at the end.

Robert E. Gunter, Ed.D.
President

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Academic Calendar

Academic Calendar and Final Exam Schedule

The Academic Calendars below are for the standard 16-week terms. 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 2019

April 16	Summer and Fall priority registration for Veterans and students currently served by the Office of Disability Services
April 17	Summer and Fall registration for all currently enrolled students begins
May 9	Online registration for the Fall 2019 term is disabled. Students may register on campus or by contacting a Student Services Specialist at 304.896.7100.
July 15	Financial aid completion deadline for the Fall 2019 term (full-term 16-week classes)
After July 15	Financial aid processing will continue, but students who submit required documentation after this date are not guaranteed their financial aid will be processed in time to avoid being dropped for nonpayment. Students who submit required documentation after this date may be able to register for alternate term (12-week / 2nd 8-week classes).
August 5 - 8	No registration
August 12	Academic Affairs Convocation
August 13 - 14	Final registration for full-term 16-week classes
August 14	Last day to register for full-term 16-week classes
After August 14	Students may register only for alternate term (12-week / 2nd 8-week) classes through the last business day prior to the start of the class. Late registration fees do not apply to alternate term classes.
August 19	Full-term 16-week classes begin
August 19	Alternate term 1st 8-week classes begin
August 19 - 20	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for 1st 8-week term classes)
August 19 - 22	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for full-term 16-week classes)
September 2	College closed - Labor Day Holiday
September 3	Classes resume
September 12	Last day to register for alternate term 12-week classes
September 16	Alternate term 12-week classes begin
September 16 - 17	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for 12-week term classes)
September 23	Last day to withdraw with a grade of "W" from 1st 8-week term classes (5 weeks complete)
October 7 - 10	Mid-term exam week for full-term 16-week classes
October 10	Last day to register for alternate term 2nd 8-week term classes
October 14	Alternate term 2nd 8-week term classes begin
October 14 - 15	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for 2nd 8-week term classes)
October 14	Mid-term grade reports due for full-term 16-week classes
November 4	Last day to withdraw with a grade of "W" from full-term classes (11 weeks complete)
November 5	Spring priority registration for Veterans and students currently served by the Office of Disability Services
November 6	Spring registration for all currently enrolled students begins
November 11	Last day to withdraw with a grade of "W" from 12-week term classes (8 weeks complete)
November 18	Last day to withdraw with a grade of "W" for 2nd 8-week term classes (5 weeks complete)
Nov. 24 - Dec. 1	Thanksgiving Break - no classes
Nov. 27 - Dec. 1	College closed - Thanksgiving Holiday
December 2	Classes resume

Academic Calendar and Final Exam Schedule

December 2	Financial aid priority completion deadline for the Spring 2020 term
After December 2	Financial aid processing will continue, but students who submit required documentation after this date are not guaranteed their financial aid will be processed in time to avoid being dropped for nonpayment. Students who submit required documentation after this date may be able to register for alternate term (12-week / 2nd 8-week classes).
December 9 - 12	Final exam week
December 16	Final grades due to the Records Office by noon

Southern will be closed for holiday break beginning Friday, December 20, 2019, through Sunday, January 5, 2020.

Southern will re-open for business Monday, January 6, 2020, at 8:00 a.m.

Spring 2020

December 2, 2019	Financial aid priority completion deadline for the Spring 2020 term
January 5	Online registration for the Spring 2020 term is disabled. Students may register on campus or by contacting a Student Services Specialist at 304.896.7100.
January 13 - 15	Final registration for full-term 16-week classes
January 15	Last day to register for full-term 16-week classes
After January 15	Students may register ONLY for alternate term (12-week / 2nd 8-week) classes through the last business day prior to the start of the class. Late registration fees do not apply to alternate term classes.
January 20	College closed - Martin Luther King, Jr. Holiday
January 21	Full-term 16-week classes begin
January 21	Alternate term 1st 8-week term classes begin
January 21 - 22	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for 1st 8-week term classes)
January 21 - 23	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for full-term 16-week classes)
February 13	Last day to register for alternate term 12-week classes
February 17	Alternate term 12-week classes begin
February 17 - 18	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for 12-week term classes)
February 24	Last day to withdraw with a grade of "W" from 1st 8-week term classes (5 weeks complete)
March 9 - 12	Mid-term exam week for full-term 16-week classes
March 15 - 22	Spring Break - no classes
March 16	Mid-term grade reports due
March 19	Last day to register for alternate term 2nd 8-week term classes
March 23	Classes resume
March 23	Alternate term 2nd 8-week term classes begin
March 23 - 24	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for 2nd 8-week term classes)
April 13	Last day to withdraw with a grade of "W" from full-term classes (11 weeks complete)
April 14	Summer and Fall priority registration for Veterans and students currently served by the Office of Disability Services
April 15	Summer and Fall registration for all currently enrolled students begins
April 20	Last day to withdraw with a grade of "W" from 12-week term classes (8 weeks complete)

Academic Calendar and Final Exam Schedule

April 27	Last day to withdraw with a grade of "W" from 2nd 8-week term classes (5 weeks complete)
April 27 - 30	Assessment Showcase week. Classes will meet as regularly scheduled.
May 4	Financial aid priority completion deadline for the Summer 2020 term
After May 4	Financial aid processing will continue, but students who submit required documentation after this date are not guaranteed their financial aid will be processed in time to avoid being dropped for nonpayment. Students who submit required documentation after this date may be able to register for alternate term (5 -week classes).
May 11 - 14	Final exams week
May 14	Online registration for the Fall 2020 term is disabled. Students may register on campus or by contacting a Student Services Specialist at 304.896.7100.
May 16	Commencement - 10:00 a.m.
May 18	Final grade due to the Records Office by noon

Summer 2020

May 26	Full-term classes begin
After May 26	Students may register for alternate term classes through the last business day prior to the start of the class. Late registration fees do not apply to alternate term classes.
May 26 - 27	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for the term)
June 29	Mid-term grade reports due
July 2	College closed - Independence Day Holiday
July 9	Last day to withdraw with a grade of "W" from full-term classes (7 weeks complete)
July 31	Final grades due to the Records Office by noon

First 5-week Part-of-Term

May 26	Classes begin
May 26 - 27	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for the term)
June 15	Mid-term grade reports due
June 18	Last day to withdraw with a grade of "W" (4 weeks complete)
June 26	Final grades due to the Records Office by noon

Second 5-week Part-of-Term

June 29	Classes begin
June 29 - 30	Schedule adjustment for currently enrolled students ONLY (no new registrations / schedules for the term)
July 2	College closed - Independence Day Holiday
July 13	Mid-term grade reports due
July 23	Last day to withdraw with a grade of "W" (4 weeks complete)
July 31	Final grades due to the Records Office by noon

Final Exam Schedule

Monday/Wednesday Class Time	Monday Exam Time	Wednesday Exam Time	Tuesday/Thursday Class Time	Tuesday Exam Time	Thursday Exam Time
8:00 - 9:45 8:30 - 9:45 9:15 - 11:55	8:00 - 9:50	N/A	8:00 - 9:45 8:30 - 9:45 9:15 - 11:55	8:00 - 9:50	N/A
10:00 - 11:45 10:15 - 11:30	N/A	10:00 - 11:50	10:00 - 11:45 10:15 - 11:30	N/A	10:00 - 11:50
12:00 - 1:45 12:15 - 2:55 12:30 - 1:45	12:00 - 1:50	N/A	12:00 - 1:45 12:15 - 2:55 12:30 - 1:45	12:00 - 1:50	N/A
2:00 - 3:45 2:15 - 3:30	N/A	2:00 - 3:50	2:00 - 3:45 2:15 - 3:30	N/A	2:00 - 3:50
4:00 - 5:45 4:30 - 5:45	4:00 - 5:50	N/A	4:00 - 5:45 4:30 - 5:45	4:00 - 5:50	N/A

All evening class exams will be given at the regular evening class time.

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. In 2016, the College acquired and continues to renovate the adjacent National Guard Armory building and property. These facilities 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 educational 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 Community and Technical College System of West Virginia. This system oversees the community and technical colleges throughout the state and provides for each member institution to have a local Board of Governors. The West Virginia Council for Community and Technical College Education 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's success and support by the local communities has been extraordinary.

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 life and work in the twenty-first century. The general education philosophy and goals describe Southern's commitment to providing each graduate with 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 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 general education to help students develop the qualities and skills associated with college-educated adults. Southern's general education promotes the development of independent, critical, and conceptual thinking skills and those skills necessary for effective communication. Southern's general education 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 is the ability to identify and interpret relevant information in order to formulate an opinion or conclusion.

Communication is utilizing verbal and written language to discuss and comprehend information, incorporating a variety of technologies, such as texts, data, and images.

Quantitative literacy and fluency is the demonstration and communication of computational methods and mathematical reasoning in a variety of formats (using words, tables, graphs, mathematical equations, etc. as appropriate).

Intercultural competency is the ability to communicate and behave in appropriate ways with those who are culturally diverse.

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

128 College Drive
Saulsville, WV 28576-6040
304.294.8346 (V)
304.294.6426 (F)
304.294.8520 (TTY)

Additional Locations

Lincoln County High School

81 Lincoln Panther Way
Hamlin, WV 25523
304.307.0710 (V)
304.824.2339 (F)

Running Right Leadership Academy

300 Running Right Way
Julian, WV 25529

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 appropriate high school assessment, such as General Educational Development (GED®) or Test Assessing Secondary Completion (TASC) 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 Dean.
- 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 2.5 grade point average unless he or she is participating in a special project such as the College Transition Initiative.
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.

Admission Procedures

Conditional Admission

Persons eighteen years of age or older who do not have a high school diploma or appropriate high school assessment, such as General Educational Development (GED®) or Test Assessing Secondary Completion (TASC), may be admitted and enrolled in classes on a conditional basis. Their progress and credit hours earned shall be regularly evaluated.

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 generally not eligible to receive any federal or state financial assistance. However, students admitted on an ability to benefit basis may be eligible to participate in Title IV federal financial aid programs.

Home School Students

For purposes of admission to Southern, as well as compliance in certain financial aid programs, home school students must provide a detailed home school transcript along with the diploma. Home school students may also provide proper documentation of high school assessment, such as the General Educational Development (GED®) or Test Assessing Secondary Completion (TASC), in place of the home school transcript.

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.

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

Admission Procedures

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 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.

Southern West Virginia Community and Technical College uses the co-requisite model for students who do not meet admission requirements for entry-level math or English courses. Co-requisite courses are credit-bearing courses that provide aligned academic support for the entry-level, credit-bearing course and are required as a component of the entry-level course. Course content is the same as the traditional credit-bearing course but additional required attendance/instruction and/or participation in academic support structures is required for successful completion.

A transfer student who has successfully completed remediation at the sending institution all be deemed to have met the placement standard at the receiving institution.

Placement in Mathematics

Students at Southern may enroll in a college-level, credit-bearing math course without required academic support programs provided the following cut scores have been met:

Assessment Test	Quantitative Reasoning	Elementary Statistics	College Algebra
SAT Math (taken March 2016 and later)	510	520	530
ACT Math	19	20	21
Next-Generation ACCUPLACER - Quantitative Reasoning, Algebra, and Statistics (QAS)	250	255	260
ACCUPLACER - Elementary Algebra	n/a	n/a	76
ACCUPLACER - college-level math	n/a	n/a	40
ACCUPLACER - arithmetic test	85	n/a	n/a

Placement in English Composition

Students at Southern may enroll in a college-level, credit-bearing English course without required academic support programs provided the following cut scores have been met in English composition and reading:

Assessment Test	English Composition	Reading
SAT Evidence-Based Reading and Writing (taken March 2016 and later)	480	n/a
SAT Essay	13 (combined score)	n/a
SAT Reading	n/a	23
ACT English	18	n/a
ACT Reading	n/a	17
Next-Generation ACCUPLACER - Writing	250	n/a
Next-Generation ACCUPLACER - Reading	n/a	252

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

Allied Health and Nursing

Associate in Applied Science Application Requirements

Applications will be accepted for the following Allied Health and Nursing programs for the 2019 / 2020 academic year:

Program	Campus
Medical Laboratory Technology	Logan Campus
Medical Assisting	Boone/Lincoln and Williamson Campuses
Nursing	Logan Campus
Paramedic Science	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. If applying to the Paramedic Science program, applicants must have a current EMT-B certification.
8. **Have a 2.0 GPA from high school or college for Allied Health Programs.**

Admission Procedures

9. **Meet the minimum acceptable score of 60 or higher on the ATI TEAS 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. Registration procedures to take the ATI TEAS Exam may be found in the current application.
 - c. 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. SAT and ACT scores, if applicable. ACCUPLACER scores will not be used as a replacement for ACT scores. However, ACCUPLACER scores can be used to document college-level math and English readiness.
 - 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 2019, and the application deadline is February 2020 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 Dean, School of Career and Technical Studies.

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 School of Career and Technical Studies 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 School of Career and Technical Studies.
 - 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.

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 by the deadline 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 Dean, School of Career and Technical Studies.

Admission Procedures

2. Contact the appropriate Allied Health or Nursing Coordinator or the Dean, School of Career and Technical Studies 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.

Financial Aid Information

Financial Aid Information

Financial aid consists of grants, scholarships, employment opportunities, and loans to help students finance a post-secondary education. Financial aid awards may include a combination of the various types of aid available. To learn more about the various types of financial aid offered at Southern, visit the website at <http://www.southernwv.edu/> or by contacting Southern's financial aid office at 304.896.7060 or by e-mailing financialaid@southernwv.edu.

There is a limit to the number of credit hours for which students may receive financial aid. 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 from a class(es) before 60% of the academic term is completed may owe a repayment to federal programs. Students should see the financial aid staff before dropping/withdrawing from classes to review the refund to federal programs policy and to determine implications to their aid.

Grants

Federal Pell Grant

The Federal Pell Grant program is a federal grant for undergraduate students pursuing their first college degree. Students must demonstrate financial need based on the information provided on the FAFSA. The online FAFSA application is available at <https://fafsa.ed.gov/>. The amount a student is eligible for will depend on family income, costs of attendance, 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 (FSEOG)

Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to students pursuing their first degree. The FSEOG program does not have a minimum enrollment requirement. Students must demonstrate exceptional financial need based on the information provided on the FAFSA, and be eligible for the Federal Pell Grant. Funding is limited, priority is given to those students who apply early.

Higher Education Assistance for Part-time Students (HEAPS)

Higher Education Aid for Part-time Students (HEAPS) is a need-based grant designed to assist West Virginia students enrolled on a part-time basis (3-11 credit hours). Applications for funding must be completed each academic term, and the student must complete the FAFSA to be eligible for HEAPS funding.

Please review the West Virginia Higher Education Grant website at www.cfww.com for an in-depth review of this opportunity and current scholarship criteria.

West Virginia Higher Education Grant (WVHEG)

The West Virginia Higher Education Grant is a need-based grant for West Virginia residents who are full time students (enrolled 12 or more credit hours). WVHEG is designed to ensure West Virginia students are given an opportunity to pursue a post-secondary education.

The first step in the application process is submitting the Free Application for Federal Student Aid (FAFSA). Applications processed before April 15 each year are given priority consideration. WVHEG recipients must complete 24 credit hours in two academic terms and maintain a 2.0 or higher grade point average to be considered for future awards.

Please review the West Virginia Higher Education Grant website at www.cfww.com for an in-depth review of this opportunity and current scholarship criteria.

West Virginia Invests

West Virginia Invests is a "last-dollar-in" financial aid program designed to cover the cost of basic tuition and fees for certificate or associate degree programs in specific high-demand fields, as determined by the West Virginia Department of Commerce, at a participating West Virginia public two- or four-year institution. With seventy-five percent of jobs in the current economy requiring postsecondary education or training, West Virginia Invests is designed to help more West Virginians earn the credentials they need to land a rewarding career in West Virginia.

West Virginia Invests was created by the Legislature during the 2019 regular session and will begin helping hardworking West Virginians pay for college in the 2019-20 academic year.

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 aid 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, is a merit-based financial aid program for West Virginia residents that offers high school graduates annual awards to help cover the cost of tuition at public or independent institutions in West Virginia. All applicants must submit a completed FAFSA and PROMISE application by the March 1 deadline to be eligible.

Please review the PROMISE Scholarship website at www.cfww.com for an in-depth review of this opportunity and current scholarship criteria.

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 Scholarships

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 3.0 GPA and filing a renewal application by the established deadline (generally April 15).

Federal Work Study

The Federal Work Study Program (FWSP) is self-help aid earned on a wage per-hour basis through assigned part-time employment at on-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 every two weeks according to hours worked. To be eligible for work study, a student must complete the Free Application for Federal Student Aid (FAFSA), demonstrate financial need, and be in good academic standing.

Loans

Federal Direct Student Loan Program

Southern students can apply for Federal Student loans through the Federal Direct Student Loan program. A student loan is borrowed money that must be repaid, along with interest that may accrue. Students applying for a Federal Direct Loans must complete a FAFSA, a Master Promissory Note, entrance counseling, and be enrolled at Southern for at least six credit hours.

Financial Aid Information

Repayment begins six months after the student graduates, withdraws from college, or does not enroll at least half-time; students may be allowed up to ten years to repay. More information about student loans can be found at www.studentloans.gov.

Standards of Progress for Federal Financial Assistance Recipients (Policy SCP-4274)

Students who receive financial aid are required to meet satisfactory academic progress (SAP) toward a degree or certificate. This applies to all eligible students who receive assistance through federal, state, and institutional programs. Students who do not meet the satisfactory academic progress for federal financial aid may be unable to receive Title IV aid, but may still be able to attend Southern.

To be eligible for federal, state, and institutional aid, students must meet both quantitative (time-based), and qualitative (grade-based) standards. Students receiving financial aid must complete 67% of total cumulative credit hours attempted and maintain a minimum cumulative grade point average of 2.0.

Students who receive financial aid must complete their degree within a certain amount of time. Students must complete the requirements for an eligible program of study within a time frame not to exceed 150% of the published program length. For example, if an academic program is 60 credit hours, the maximum credit hours they are eligible for is 90 ($60 \times 150\% = 90$). At the end of each semester, students' progress toward their degree will be reviewed. All course work attempted will be considered in the calculation for meeting program completion requirements, including hours transferred from other institutions.

Students who are unable to complete a degree or a certificate in the allotted length of time may request an appeal for additional hours. Students must present a written SAP appeal along with an educational plan to the Financial Aid Office.

A committee composed of the Director of Student Financial Aid, the Registrar, and Financial Aid Counselor will review all appeals.

Policy SCP-4274 can be found on Southern's website at www.southernwv.edu/administration/policies.

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 the federal student financial aid program, please contact the Dean of Student Services. For complaints regarding the institution's advertising and promotion of its programs, please contact the Chief Academic Officer.

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.

Comprehensive Assessment Fee – \$100.00 flat fee. The Assessment Fee is a one-time fee for the implementation of an ePortfolio system. The ePortfolio system will be used across campuses to provide students ways to engage in a richer learning experience. The ePortfolio will deepen your engagement in learning, allow you to capture critical learning moments, track your learning progress over time, and create a compelling picture of achievement which can be shared with others. This fee is non-refundable after the academic term has begun.

Math (ALEKS) Textbook Fee – \$100.00 flat fee is assessed to all students who register for MT 121 and/or MT 130. This fee will allow students to access the online textbook used in the course. There is no other textbook for MT 121 or MT 130. This fee is non-refundable after the academic term has begun.

WV ROCKS Fee – A \$160.00 per credit hour fee assessed for these online classes only. WV ROCKS classes are targeted to students in the Board of Governors degree program.

Course Fee – Assessed per credit hour for specific courses that require additional costs such as labs or supplies. 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.

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 removed from all registered classes for the academic term.

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. If a student defaults on their installment plan, they will be assessed a penalty fee for missing the second payment due date. Any student who defaults on an installment plan (even though they may pay the debt at a later date) will not be able to use the installment plan option of payment for future academic terms.
4. 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 2019: Deadline is July 15, 2019

Spring 2020: Deadline is December 2, 2019

5. 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.

Tuition, Fees, and Refunds

Refund Procedures

(Disclaimer: Refund procedures are subject to change with the implementation of BankMobile in the Summer 2019 term).

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 staff 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. Refunds are normally processed within 30 days of the official withdrawal date. Each student is sent an automated e-mail to their Southern student e-mail account prior to the date that their refund will be available. No refunds will be disbursed to students who have holds on their accounts. Amounts paid by credit card will be refunded back to the original credit card. Debit cards must be presented for amounts to be refunded back to the card. If not presented, a refund will be issued. Refunded fees will be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.

*The Technology Fee, the Health/Wellness Fee, the Comprehensive Assessment Fee, and the Math ALEKS Fee are all non-refundable after the academic term has begun.

*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 College will process refunds as stated in accordance with 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 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 their mySouthern account 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 Southern student e-mail 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 approximately 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 e-mail account, he or she must contact the Manager, Business and Auxiliary Services for their respective campuses using their student e-mail account. Voucher numbers will be sent only to Southern student e-mail accounts.

Boone, Lincoln, and Logan students: Patricia.Miller@southernwv.edu

Williamson, and Wyoming students: Chris.Gray@southernwv.edu

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.

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 grade point average (GPA) may take more than 18 hours with the permission of the appropriate Dean 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. The final grade of "AU" will be recorded on the student's transcript.

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 per Credit Hour
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Below Average	1.0
F	Failure	0.0
W	Withdrawal	Not calculated in GPA
I	Incomplete	Not calculated in GPA
CR	Credit (used for various non-traditional credit only)	Not calculated in GPA
NC	No Credit	Not calculated in GPA
AU	Audit	Not calculated in GPA

The grade point average (GPA) 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 appropriate Dean 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 Dean and the Chief Academic Officer and then forwarded to the Registrar.

Credit/No Credit Grade

Some courses may be graded on a pass/fail basis. In these instances, a student may receive a grade of credit (CR) to indicate that the student has met the course requirements. On the other hand, a student may receive a grade of no credit (NC) to indicate that the student has not met the course requirements.

D and F Repeat Provisions (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 e-mail 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 academic term 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 e-mail 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 e-mail 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 in 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, obtaining proper signatures, 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 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.

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.

Academic Policy and Procedures

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.

Credit for Prior Learning

General Guidelines

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 prior learning.

Southern West Virginia Community and Technical College has established the following specific procedures for granting college credit from prior learning:

- to qualify for graduation, 15 hours of the required credit (exclusive of credit from prior learning 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
- students may be awarded prior learning credit, up to 30 credits for associate degrees, and up to 15 credits for certificate degrees
- prior learning 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 prior learning 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 Dean 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 school 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 Dean. 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 Dean, 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 Dean 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 Dean will request a competent individual from another institution or another expert to make the evaluation.

After a faculty member's recommendation for credit is made, it is reviewed by the Dean, 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 Dean 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 Dean. A fee of \$10 per credit hour must be remitted to the college prior to awarding the credit.

Academic Policy and Procedures

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 Dean 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 prior learning 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://careertech.k12.wv.us/edge/edgeCollege.html>.

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 "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.

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. Grades disregarded for grade point average computation will remain on the student's transcript.

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.

Academic Policy and Procedures

Dean's List

Students carrying a minimum of twelve credit hours during the Fall and Spring 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 Dean for specific course information.

Requests for Transcripts

Through a partnership with National Student Clearinghouse, Southern students may order official and unofficial academic transcripts through the eTranscript link located on Southern's website, within mySouthern, or on <http://www.getmytranscript.com>.

Students may also submit a written request, which includes the student's signature, to their campus Records Office. There is a \$5.00 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 the student's mySouthern account free of charge. 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

Student Services, Programs, and Activities

Adult Services

The Adult Services is designed to provide supportive assistance to individuals 25 years of age and older. Trained staff is available on each campus to help the adult student learn every aspect of student success in college. Services are designed to ease the transition into the classroom for those seeking to begin or complete a degree, acquire marketable skills, or retrain for a new career. The office offers information, workshops, community resources, and special resources for single parents and/or displaced workers. When visiting the campus for the first time, the adult student will meet with a Student Services Specialist to discuss how to begin the college process.

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 304.307.0715 (Boone/Lincoln Campus), 304.896.7375 (Logan Campus), 304.236.7609 (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 304.307.0715 (Boone/Lincoln Campus), 304.896.7375 (Logan Campus), 304.236.7609 (Williamson Campus), or 304.294.2012 (Wyoming/McDowell Campus).

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 completion of the 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).

Early Alert Program

Through the Early Alert program, students at risk are identified early each term by faculty. The program provides customized services and connects students to additional support services.

Our goal is to retain and empower the high-risk students to become successful learners. The Student Success Center Coordinator and/or Student Services Specialist will contact student(s) to discuss issues that may require attention and resources to support them.

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

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.

National Society of Leadership and Success (NSLS)

The NSLS is the nation's largest leadership honor society. Students are selected by their college for membership based on either academic standing or leadership potential. Candidacy is a nationally recognized achievement of honorable distinction. With 656 chapters, the NSLS currently has 1,023,820 members nationwide.

In addition to honorable distinction, the NSLS provides a step-by-step program for members to build their leadership skills through participation at their campus or online. Upon completion of the program, members receive their leadership certificate and take their place among the top student leaders at their campus and across the country. Members are able to list their affiliation on all statements of personal accomplishment, including their resume.

Membership is for life and provides access to benefits including scholarships and awards, exclusive on-campus events, employer recruitment through an online job bank, and discounts on computers, textbooks, grad school prep courses, insurance, and much more.

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 3.5 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 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.

Services for the Community

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 Harless Library in Logan is open to the community from 7:00 a.m. to 8:00 p.m. Monday through Thursday. The Williamson Campus Library is open from 7:00 a.m. to 7:00 p.m. Monday through Thursday. The library is free to the public.

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.

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.

Student Services, Programs, and Activities

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.

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. Identification cards must be worn in a visible location while on Campus.

Student Success Center

The Student Success Center at Southern provides students with the academic support and services needed to be successful in community and technical college education.

The Student Success Center provides students with a one-stop-shop approach. The Center offers a variety of academic support services to empower students to succeed in their educational career.

Tutoring Services

Tutoring services are available to all currently enrolled students through the Learning Studio.

The Learning Studio offers group and individual tutoring. Students are encouraged to drop by the Studio to receive opportunities to find additional resources to successfully direct and manage individual learning.

The Studio provides Academic Support Specialist, peer tutors, and faculty volunteer tutors, in a variety of academic subjects to assist students in reaching their career goals.

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.

Military Credit

Academic credit may be awarded based on the American Council on Education recommendations for educational experiences in the Armed Forces. Veterans must submit transcripts from CCAF or JST to the Registrar's Office 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 service member'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 school's 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

Southern offers priority registration to students using veterans' educational benefits, veterans, and military members one day prior to the designated date for registration. The Student Services Specialists listed serve as points of contact on each campus for veterans and dependents.

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 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, Director of Admissions, Records, and Registrar, 304.896.7443, teri.wells@southernwv.edu

Shelly Parker, Program Assistant I, 304.896.7438, shelly.parker@southernwv.edu

Campus Student Services Specialists as listed below:

Brian Carter

Logan Campus

304.896.7375 or 304.307.0715

brian.carter@southernwv.edu

Roger Williamson

Williamson Campus

304.236.7003

roger.williamson@southernwv.edu

Brian Carter

Boone/Lincoln Campus

304.307.0715 or 304.896.7375

brian.carter@southernwv.edu

Britanie Morgan

Wyoming/McDowell Campus

304.294.2012

britanie.morgan@southernwv.edu

Instructional Programs

Instructional Programs

School of Arts and Sciences

Associate in Arts

Associate in Science

Associate in Applied Science in:

Board of Governors

Criminal Justice

Corrections Option

Law Enforcement Option

Early Childhood Development

School of Career and Technical Studies

Associate in Applied Science in:

Business Accounting

Business Administration

Electrical Engineering Technology

Health Care Professional

Information Technology

Mechatronics

Medical Assisting

Medical Laboratory Technology

Nursing

Occupational Development

Paramedic Science

Powersports Technology

Radiologic Technology

Respiratory Care Technology

Surgical Technology

Technical Studies

Welding Technology

Certificate Programs

School of Arts and Sciences

Criminal Justice
Early Childhood Development
General Studies
Paraprofessional Education

School of Career and Technical Studies

Allied Health Business and Leadership
Behavioral Health
Central Sterile Supply Technician
Electrical Engineering Technology
Electromechanical Instrumentation Technology
Health Care Technology
 Medical Laboratory Assistant
Industrial Technology
 Machinist Option
 Mechatronics Option
 Welding Option
Information Technology
Medical Assisting
Medical Coding Specialist
Technical 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

School of Arts and Sciences

Early Childhood Provisional Assistant Teacher

Early Childhood Provisional Teacher

School of Career and Technical Studies

Bookkeeping

Central Sterile Technician

Computer Repair Technician

Emergency Medical Technician

Entrepreneurism

Graphic Design Technician

Industrial Safety Technician

Industrial Welding

Legal Office

Medical Coding

Medical Office

Medical Transcription

Mine Permit Technician

Payroll

Phlebotomy

Pipe Welding

Polaris Bronze

Polaris Silver

Records Clerk

Tax Preparation

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. A student may earn this degree in conjunction with another degree offered by the institution. Day and evening classes are available. The degree can be completed by full-time students in four or five academic terms. Many classes are available in a variety of formats, including traditional, online, and hybrid formats.

Students are encouraged to consult with an academic advisor at Southern in developing their educational plans. Students are encouraged to choose courses fulfilling the requirements for the Associate in Arts which meet their future baccalaureate degree requirements. Toward this goal, Southern encourages each student to consult the catalog of the institution to which the student plans to transfer.

Goal	Dept/No.	Credit Hours
Communication, Critical Thinking, Intercultural Competence	OR 110	1
	~EN 101	3
	~EN 102	3
	~EN 200, ~EN 201, ~EN 202, ~EN 204, ~EN 230 or EN ~231	3
	~SP 103	3
Quantitative Literacy and Fluency, Critical Thinking	Any MT course over 100-level	3
Communication, Critical Thinking	Any combination of: ^BS 101, ~BS 102, ^BS 124, ^BS 125 ~CH 203, ~CH 204, ^CH 213, ^CH 214, ~PH 200, ~PH 210, ~PH 212, ~SC 109, ~SC 110	8
Intercultural Competence, Critical Thinking	~AR 112, ~MU 175, ~TH 112 or TH 239	3
Communication, Critical Thinking, Intercultural Competence	Any four courses from: ~EC 241, ~EC 242, HS 115, HS 120, HS 203, ~HS 230, ~HS 231, PL 201, ~PS 201, ~PS 202, ~PY 201, ~PY 218, Any RL, ~SO 200, ~SO 201, or ~SO 202	12
Electives	Any courses that focus on an area of interest. For transfer students, contact potential transfer university for courses that meet program needs.	21

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

Dean: 304.896.7364

Administrative Secretary: 304.896.7306

Instructional Programs

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 Arts degree. A full-time student can complete the degree in four or five academic terms. A student may earn this degree in conjunction with another degree offered by the institution. Day and evening classes are available. Many classes are available in a variety of formats, including traditional, online, and hybrid formats.

Students are encouraged to consult with an academic advisor at Southern in developing their educational plans. Students are encouraged to choose courses fulfilling the requirements for the Associate in Arts which meet their future baccalaureate degree requirements. Toward this goal, Southern encourages each student to consult the catalog of the institution to which the student plans to transfer.

Goal	Dept/No.	Credit Hours
Communication, Critical Thinking, Intercultural Competence	OR 110	1
	CS 102 (E), CS 103 (E), IT 190, IT 192 or BU 120	1-3
	~EN 101	3
	~EN 102 or BU 205	3
	~SP 103	3
Quantitative Literacy and Fluency, Critical Thinking	^MT 125 and ^MT 130 or ~MT 137 or higher	3-6
Communication, Critical Thinking	Any combination of: ^BS 101, ~BS 102, ^BS 124, ^BS 125, ~CH 203, ~CH 204, ^CH 213, ^CH 214, ~PH 200, ~PH 210, ~PH 212, ~SC 109, ~SC 110	8
Intercultural Competence, Critical Thinking	~AR 112, ~MU 175, ~TH 112 or TH 239	3
Communication, Critical Thinking, Intercultural Competence	Any three courses from: ~EC 241, ~EC 242, HS 115, HS 120, HS 203, ~HS 230, ~HS 231, PL 201, ~PS 201, ~PS 202, ~PY 201, ~PY 218, Any RL, ~SO 200, ~SO 201 or ~SO 202	9
Electives	Any courses that focus on an area of interest. For transfer students, contact potential transfer university for courses that meet program needs.	21-26

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7364

Administrative Secretary: 304.896.7306

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 online. Some courses may be offered at Campus locations. Check schedule for offerings.

First Semester	Title	Credit Hours
AC 111	Principles of Accounting I	3
BU 100 (E)	Introduction to Business	3
BU 115 or MT 123	Business Mathematical Applications or Intermediate Algebra	3
BU 120	Business Software Applications	3
EN 101 or EN 101A	~English Composition I	3
		15
Second Semester	Title	Credit Hours
AC 112	Principles of Accounting II	3
BU 205	Communications in Business	3
BU 207	Business Law	3
PY 201 or SO 200 or SO 215	~General Psychology or ~Introduction to Sociology or ~Human Relations	3
SP 103	~Speech Fundamentals	3
		15
Third Semester	Title	Credit Hours
AC 211	Intermediate Accounting I	3
AC 248	Income Tax Accounting	3
AC 250	Computerized Accounting	3
BU 230	Business Statistics	3
EC 241	~Principles of Economics I	3
		15
Fourth Semester	Title	Credit Hours
AC 212	Intermediate Accounting II	3
AC 249	Managerial Accounting	3
AC 265	Payroll Accounting	3
EC 242	~Principles of Economics II	3
	¹ Restricted Elective	3
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

¹Restricted Elective: Any Accounting (AC), Business (BU), Economics (EC), Finance (FN), Management (MG), Marketing (MK), or Office Administration (OA) course not already specified in the program may be used to fulfill the restricted elective requirement.

Dean: 304.896.7365

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 online. Some courses may be offered at Campus locations. Check schedule for offerings.

First Semester	Title	Credit Hours
AC 111	Principles of Accounting I	3
BU 100 (E)	Introduction to Business	3
BU 115 or MT 121 or higher	Business Mathematical Applications or ~ College Mathematics for General Education or higher	3
BU 120	Business Software Applications	3
EN 101 or EN 101A	~English Composition I	3
		15
Second Semester	Title	Credit Hours
AC 112	Principles of Accounting II	3
BU 205	Communications in Business	3
BU 207	Business Law	3
SP 103	~Speech Fundamentals	3
	¹ Restricted Specialized Elective	3
		15
Third Semester	Title	Credit Hours
BU 230 or MT 225	Business Statistics or ~Elementary Statistics	3
EC 241	~Principles of Economics I	3
	² General Education Elective	3
	¹ Restricted Specialized Elective	6
		15
Fourth Semester	Title	Credit Hours
AC 265	Payroll Accounting	3
EC 242	~Principles of Economics II	3
	¹ Restricted Specialized Elective	9
		15

¹Restricted Specialized Elective: Choose from AH 220, AH 285, Accounting (AC), Business (BU), Computer Information Systems (CS), Economics (EC), Entrepreneurism (EP), Finance (FN), Management (MG), Marketing (MK), or Office Administration (OA) courses not already required by the program and other related courses as approved by the Dean.

²General Education Elective: Choose from any EN, HS, MT, PS, PY, or SO course not already required by the program.

~ Designates courses on the statewide Core Coursework Transfer Agreement.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

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 or 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 the skills of those in positions such as 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 online. Some courses may be offered at Campus locations. Check schedule for offerings.

First Semester	Title	Credit Hours
BU 115 or MT 121 or MT 121A	Business Mathematical Applications or ~College Mathematics for General Education or ~College Mathematics for General Education, Enhanced	3
CJ 101	Criminal Justice Systems	3
CS 102 (E)	Computer Literacy	3
EN 101 or EN 101A	~English Composition I	3
SO 200	~Introduction to Sociology	3
		15
Second Semester	Title	Credit Hours
AH 122 (E)	First Aid	2
AH 124	CPR	1
BU 205	Communications in Business	3
CJ 201	Criminal Procedure	3
PS 201	~American Government and Politics	3
SP 103	~Speech Fundamentals	3
		15
Third Semester	Title	Credit Hours
**CJ 102 or *CJ 103	Introduction to Corrections or Introduction to Law Enforcement	3
CJ 202	Criminal Law	3
CJ 203	Criminal Evidence	3
* ** CJ 223	Criminology	3
PS 202	~State and Local Government	3
		15

Instructional Programs

Fourth Semester	Title	Credit Hours
**CJ 216 or *CJ 2017	Corrections Management or Juvenile Delinquency	3
*CJ 213 or **CJ 221	Criminal Investigation or Community Corrections	3
CJ 226	Abnormal Psychology	3
* **CJ 250	Ethics in Criminal Justice	3
EN 115	Technical Writing I	3
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

*Law Enforcement Option - CJ 103, CJ 213, CJ 217, CJ 223, and CJ 250.

**Corrections Option - CJ 102, CJ 216, CJ 221, CJ 223, and CJ 150.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7364

Administrative Secretary: 304.896.7306

Early Childhood Development

Associate in Applied Science

60 Credit Hours

Purpose

The Early Childhood Development Program is designed for those who work with children from infancy through early childhood. The degree gives students classroom and practical understanding of the intellectual, physical, social, and emotional principles critical to working with children from infancy through early childhood. Students should consult the catalog of the institution to which they will transfer to determine the appropriate science courses to select.

The full Early Childhood Development Program is available online with the exception of the required mathematics and biology courses and observation hours.

First Semester	Title	Credit Hours
EN 101 or EN 101A	~English Composition I	3
ED 122 (E)	Curriculum and Instruction in Early Childhood Education	3
ED 124 (E)	Foundations of Language and Literacy in Early Childhood Development	3
ED 214 (E)	Child Development	3
ED 224 (E)	The Exceptional Child	3
		15
Second Semester	Title	Credit Hours
ED 130	Assessment	3
ED 213 (E)	Children and Families	3
ED 215	Classroom Management	3
ED 223	Computer Instructional Techniques in the Classroom	3
MT 121 or MT 121A	~College Mathematics for General Education or ~College Mathematics for General Education, Enhanced	3
		15
Third Semester	Title	Credit Hours
ED 112 (E)	Principles and Theories	3
ED 115	Early Childhood Health, Safety, Nutrition	3
ED 210	Infants and Toddlers	3
ED 218	Human Development	3
SP 103	~Speech Fundamentals	3
		15
Fourth Semester	Title	Credit Hours
AH 124	CPR	1
BS 101 or BS 102	^General Biology I or ~General Biology II	4
ED 221	Administration of Early Childhood Education	3
ED 230 (E)	Early Childhood Practicum	4
HS 230 or HS 231	~American History to 1865 or ~American History since 1865	3
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7364

Administrative Secretary: 304.896.7306

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.

First Semester	Title	Credit Hours
CS 102 (E)	Computer Literacy	3
EG 103	Electrical Calculations	3
EG 105 (E)	Industrial Safety	1
EG 107 (E)	Introduction to Circuits	4
EN 101 or EN 101A	~English Composition I	3
MT 124	Technical Math	3
OR 105 (E)	Orientation to Technical Programs	1
		18
Second Semester	Title	Credit Hours
EG 123 (E)	Electrical Schematics	3
PH 200	~Conceptual Physics	4
	¹ Restricted Specialized Elective	8
		15
Third Semester	Title	Credit Hours
MX 110	Introduction to Mechatronics	2
MX 190	Industrial Robotics	3
SP 103	~Speech Fundamentals	3
	¹ Restricted Specialized Elective	4
	² General Education Elective	3
		15
Fourth Semester	Title	Credit Hours
EG 296	Program Logic Control	4
EG 298	Capstone	1
	Restricted Specialized Elective	7
		12

¹Restricted Specialized Elective: Choose from any Engineering (EG), Drafting (DR), or Mechatronics (MX) courses not already required by the program and other related courses as approved by the Dean.

²General Education Elective: Choose from any Economics (EC), English (EN), History (HS), Mathematics (MT), Political Science (PS), Psychology (PY), or Sociology (SO) course not already required by the program.

~ Designates courses on the statewide Core Coursework Transfer Agreement.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E).

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Health Care Professional

Associate in Applied Science

60 Credit Hours

Purpose

Individuals desiring to be selected for an AAS degree in Allied Health or Nursing are initially placed in the AAS Health Care Professional Degree to pursue health care pathways for certification and/or skill sets until the individual is accepted into an AAS Allied Health or Nursing program. No application or admission process is required for the AAS Health Care Professional Degree.

The Health Care Professional Degree prepares individuals to work in a multitude of healthcare backgrounds with qualifications and credentials. Individuals seeking an occupation in allied health may be employed in medical centers, hospitals, outpatient clinics, home health agencies, and physician offices. Upon degree completion, the Health Care Professional graduate will acquire a strong foundation of professional health care skills combined with distinct health care pathways of value.

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.

The Health Care Professional Program includes 15 credit hours of general education courses and 45 credit hours of skill sets, certificate(s), and restricted electives.

General Education		Credit Hours
BS 115 and BS 116 or BS 118 or BS 124	Essentials of Human Systems for Healthcare Professionals and Essentials of Human Systems for Healthcare Professionals Laboratory or Essentials of Human Systems for Allied Health or ^Human Anatomy and Physiology I	4
BU 115 or MT 121 or MT 121A or MT 128	Business Mathematical Applications or ~College Mathematics for General Education or ~College Mathematics for General Education, Enhanced or Algebra for Allied Health	3
CS 103 (E)	Introduction to Applications	1
EN 101 or EN 101A	~English Composition I	3
OR 110	Introduction to College	1
PY 201 or PY 218 or SO 200	~General Psychology or ~Life-Span Developmental Psychology or ~Introduction to Sociology	3

*Restricted Electives: Maximum 35 credit hours

Restricted electives are used in combination with the General Education credits, Skill Set(s), and Certificate(s) to equal 60 credit hours. The restricted electives include the following courses.

Instructional Programs

AH 100 (E), AH 103, AH 108 (E), AH 112, AH 113, AH 119, AH 122 (E), AH 124, AH 130, AH 132, AH 135, AH 150, AH 154, AH 160, AH 165, AH 167, AH 200 (E), AH 203, AH 210, AH 220, AH 215, AH 253, AH 254, AH 280, AH 285, BU 100 (E), BU 115, BU 230, BU 280, EC 241, HI 110, HI 115, HI 120, HI 125, HI 212, MG 260, MG 269, SW 203

*If the AH course is contained within the health care skill set or certificate pathway, the course may not be used as a restricted elective.

Skill Set(s) or Certificate(s) Pathways: Up to 30 credit hours

The Health Care Professional AAS Degree student must choose individual skill set(s) or certificate pathway(s) relevant to their desired health care professional field

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

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.

First Semester	Title	Credit Hours
BU 115	Business Mathematical Applications	3
or	or	
MT 121	~College Mathematics for General Education	
or	or	
MT 121A or higher	~College Mathematics for General Education, Enhanced	
EN 101 or EN 101A	~English Composition I	3
IT 104	Using Internet Technology for Research and Productivity	3
IT 180	PC Maintenance	3
IT 182	A+ Lab	2
OR 105 (E)	Orientation to Technical Programs	1
		15
Second Semester	Title	Credit Hours
	IT Restricted Elective	3
IT 102	Cyber Law, Ethics and Culture	3
IT 114	Operating Systems and Network Fundamentals	3
IT 181 (E)	Advance PC Maintenance	3
SP 103	~Speech Fundamentals	3
		15
Third Semester	Title	Credit Hours
	IT Restricted Electives	6
IT 183 (E)	Network +	4
	¹ Laboratory Science Elective	4
		14
Fourth Semester	Title	Credit Hours
BU 205	Communications in Business	3
or	or	
EN 115	Technical Writing	
or	or	
EP 101	Introduction to Entrepreneurship	
	IT Restricted Electives	6
IT 190	Introduction to Programming in Visual C++	3
or	or	
IT 192	Introduction to Programming in Visual Basic	
IT 274	Capstone	1
PY 201	~General Psychology	3
or	or	
SO 200	~Introduction to Sociology	
or	or	
SO 215	~Human Relations	
		16

Instructional Programs

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

IT Restricted Electives (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 Dean, School of Career and Technical Studies.

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

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 Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the general education/program support courses only.

First Semester	Title	Credit Hours
EN 101 or EN 101A	~English Composition I	3
EG 103	Electrical Calculations	3
EG 105 (E)	Industrial Safety	1
EG 107 (E)	Introduction to Circuits	4
OR 105 (E)	Orientation to Technical Programs	1
SP 103	~Speech Fundamentals	3
		15
Second Semester	Title	Credit Hours
MT 124 or MT 124A	Technical Math or Technical Math, Enhanced	3
MX 110 (E)	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
		15
Third Semester	Title	Credit Hours
PH 200 or higher	~Conceptual Physics	4
	¹ Social Science Elective	3
	² Specialization Courses	8
		15
Fourth Semester	Title	Credit Hours
CS 102 (E)	Computer Literacy	3
MX 298	Mechatronics System Design - Capstone	2
	² Specialization Courses	10
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

¹Choose from any Psychology or Sociology course

²Specialization 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 Dean, School of Career and Technical Studies.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Instructional Programs

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 and Williamson campuses. The Logan and Wyoming/McDowell campuses offer the general education/program support courses only.

First Semester	Title	Credit Hours
AH 124 (E)	CPR	1
BS 115 and BS 116 or BS 118	Essentials of Human Systems for Healthcare Professionals and Essentials of Human Systems for Healthcare Professionals Laboratory or Essentials of Human Systems for Allied Health	4
MA 100	Introduction to Medical Assisting	3
MA 101	Medical Assisting I	3
MA 105	Medical Office Billing and Coding I	3
MA 106	Medical Office Billing and Coding II	3
		17
Second Semester	Title	Credit Hours
AH 132	Advanced Medical Terminology	3
MA 201	Medical Assisting II	5
MA 210	Medical Assisting III	7
MA 225	Medical Assisting Capstone	3
		18
Third Semester	Title	Credit Hours
BU 115	Business Mathematical Applications	3
EN 101 or EN 101A	~English Composition I	3
PY 218	~Life-Span Developmental Psychology	3
SP 103	~Speech Fundamentals	3
		12
Fourth Semester	Title	Credit Hours
AH 200 (E)	Health Care Ethics and Law	1
AH 203	Communication Skills for the Health Care Professional	1
AH 210	Nutrition	3
AH 215	Basic Pharmacology	3
AH 225	Electronic Health Care Record Systems	2
CS 103 (E)	Introduction to Applications	1
HI 212	Healthcare Reimbursement	2
		13

~ Designates courses on the statewide Core Coursework Transfer Agreement.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Clinicals are Monday, Wednesday, Thursday, and Friday scheduled both day and evening hours, therefore, no additional courses may be taken on those days unless the course is an online course.

Dean: 304.896.7365

Program Coordinator: 304.307.0701

Administrative Secretary: 304.896.7385

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, students should review the Medical Laboratory Technology Program's technical/academic standards.

First Semester	Title	Credit Hours
BS 124	^Human Anatomy and Physiology I	4
¹ CH 203	~Fundamentals of Chemistry	4
ML 100	Introduction to Clinical Laboratory Operations	2
ML 101	Clinical Hematology	5
² ML 104	Laboratory Applications	2
		17
Second Semester	Title	Credit Hours
BS 125	^Human Anatomy and Physiology II	4
² EN 101 or EN 101A	~English Composition I	3
ML 102	Clinical Chemistry	5
ML 103	Immunohematology and Serology	5
		17
Summer Semester	Title	Credit Hours
ML 200	Phlebotomy Practicum	1
		1
Third Semester	Title	Credit Hours
¹ AH 203	Communication Skills for the Health Care Professional	1
ML 201	Urinalysis and Body Fluids	2
ML 202	Clinical Microbiology	5
PY 218 or SO 200	~Life-Span Developmental Psychology or ~Introduction to Sociology	3
		11
Fourth Semester	Title	Credit Hours
ML 205	MLT Seminar	2
ML 210	MLT Clinical Practicum	12
		14

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

¹Students planning to continue their studies toward a BS in Medical Laboratory Science are advised to take ^CH 213, ^CH 214, and ~SP 103 in place of or in addition to these courses or consult the institution to which they plan to transfer.

²Students planning to continue their studies toward a BS in Medical Laboratory Science are advised to take ~MT 130 and ~EN 102 or ~EN 201 in addition to these courses or consult the institution to which they plan to transfer.

Dean: 304.896.7365

Program Coordinator: 304.896.7369

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 met. The Associate Degree Nursing Program prepares students for professional nursing practice while providing a knowledge base for career mobility and further academic study. The program is committed to providing accessible, high-quality nursing education to meet diverse and changing healthcare needs of individuals of all ages in a variety of healthcare settings. The curriculum emerges from the seven core values identified by the National League of Nursing: caring, diversity, ethics, integrity, patient-centeredness, excellence, and holism.

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.

First Semester	Title	Credit Hours
BS 124	^Human Anatomy and Physiology I	4
NU 133	Health Assessment and Diagnostics	3
NU 134	Introduction to Nursing Concepts	8
PY 218	~Life-Span Developmental Psychology	3
		18
Second Semester	Title	Credit Hours
BS 125	^Human Anatomy and Physiology II	4
EN 101 or EN 101A	~English Composition I	3
NU 132	Drug and Dosage Calculations	2
NU 144	Nursing Concepts of Health and Illness I	9
		18
Third Semester	Title	Credit Hours
	¹ General Education Elective	3
NU 234	Nursing Concepts of Health and Illness II	9
		12
Fourth Semester	Title	Credit Hours
NU 244	Synthesis of Nursing Concepts	9
NU 245	Professional Nursing and Health Systems Concepts	3
		12

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

¹Any 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 not designated as "NU" **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 (3) years of admission. Failure to complete the program within three (3) years will result in dismissal. Requests for re-admission will be subject to new student admission requirements for that academic year and will require all nursing courses be repeated regardless of the previous grade.

Dean: 304.896.7365

Program Coordinator: 304.896.7322

Administrative Secretary: 304.896.7346

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.

First Semester	Title	Credit Hours
BS 115 and BS 116 or BS 118	Essentials of Human Systems for Healthcare Professionals and Essentials of Human Systems for Healthcare Professionals Laboratory or Essentials of Human Systems for Allied Health	4
EM 101	Airway Management	3
EM 102	Introduction to EMS	3
EM 114	Pre-hospital Pharmacology	3
EM 118	Patient Assessment	3
EM 121	Pathophysiology for the EMS Provider	1
		17
Second Semester	Title	Credit Hours
AH 108 (E)	Medical Terminology	2
EM 116	Cardiopulmonary	5
EM 117	Medical Emergencies	4
EM 119	Trauma/Shock/Management	3
EM 120	Coordinated Clinical Internship I	3
		17
Third Semester	Title	Credit Hours
EM 217	Special Considerations	4
EM 218	Rescue Operations	4
EM 220	Coordinated Clinical Internship II	3
		11
Fourth Semester	Title	Credit Hours
AH 200 (E)	Health Care Ethics and Law	1
AH 203	Communication Skills for the Health Care Professional	1
BU 115	Business Mathematical Applications	3
CS 103 (E)	Introduction to Applications	1
EM 215	EMS Seminar	3
EM 216	Assessment Based Management	1
EM 219	Coordinated Field Internship	2
EN 101 or EN 101A	~English Composition I	3
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

Instructional Programs

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Program Coordinator: 304.896.7316

Administrative Secretary: 304.896.7385

Powersports Technology

Associate in Applied Science

60 Credit Hours

Purpose

The Powersports Technology Program will teach students to service, repair, and maintain a variety of powersports equipment. This equipment will include vehicles such as motorcycles, ATVs, UTVs, and personal watercraft. The program graduate will be prepared to be an entry-level technician. Program graduates may most often work as service technicians, but may also find employment as service writers, parts department personnel, and sales staff.

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

First Semester	Title	Credit Hours
BU 115	Business Mathematical Applications	3
or	or	
MT 105 or MT 105A	Practical Math for Industrial Occupations	
OR 105 (E)	Orientation to Technical Programs	1
PR 110 (E)	Motorcycle Electrical Systems	3
PR 120	Motorcycle Engines Two and Four Stroke	3
PR 125	Motorcycle Engines Two and Four Stroke Lab	2
PR 140	Safety, Transmission, and Drive Systems	4
		16
Second Semester	Title	Credit Hours
CS 102 (E)	Computer Literacy	3
EN 101 or EN 101A	~English Composition I	3
PR 245	Advanced Electrical Diagnostics and Troubleshooting	10
		16
Third Semester	Title	Credit Hours
PR 150	Fuel and Ignition Systems	3
PR 160	Suspension and Brake Systems	4
PR 170 (E)	Wheels and Tires	2
PR 210	ATV and UTV Powersports Vehicles	4
SP 103	~Speech Fundamentals	3
		16
Fourth Semester	Title	Credit Hours
PR 250	Engine Overhaul and Repair	3
PR 260	Powersports Shop Management	2
PR 270	Powersports Practicum	4
	¹ Social Science Elective	3
		12

~ Designates courses on the statewide Core Coursework Transfer Agreement.

¹Choose from any Psychology or Sociology course.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

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 medical imaging professionals with high quality, student-friendly and accessible educational opportunities and services. The program strives to instill professionalism 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.

First Semester	Title	Credit Hours
BS 124	^Human Anatomy and Physiology I	4
MT 128 or higher	Algebra for Allied Health	3
RA 100	Introduction to Radiologic Technology	3
RA 101	Imaging Procedures I and Image Analysis	3
*RA 110	Clinical Practice I	1
		14
Second Semester	Title	Credit Hours
BS 125	^Human Anatomy and Physiology II	4
EN 101 or EN 101A	~English Composition I	3
RA 103	Imaging Procedures II and Image Analysis	3
RA 106	Radiologic Science I	3
*RA 125	Clinical Practice II	2
		15
Summer Semester	Title	Credit Hours
RA 150	Clinical Practice III	4
		4
Third Semester	Title	Credit Hours
CT 260	Introduction to Computed Tomography	3
**RA 200	Clinical Practice IV	3
RA 202	Pathology	2
RA 203	Imaging Procedures III and Modalities	3
RA 208	Radiologic Science II	3
		14
Fourth Semester	Title	Credit Hours
AH 200 (E)	Health Care Ethics and Law	1
CS 103	Introduction to Applications	1
RA 201	Radiation Biology and Advanced Radiation Protection	2
RA 209	Radiologic Science III	3
RA 225	Seminar in Radiologic Technology	3
**RA 250	Clinical Practice V	3
		13

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

*Clinicals are on Tuesday and Thursday both day and evening hours, therefore, no additional courses may be taken on those days unless the course is an online course.

**Clinicals are on Monday, Wednesday, and Friday both day and evening hours, therefore, no additional courses may be taken on those days unless online.

Dean: 304.896.7365

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.

First Semester	Title	Credit Hours
BS 124	^Human Anatomy and Physiology I	4
RC 101	Assessment of the Cardiopulmonary Patient	3
RC 102	Respiratory Skills I	4
RC 110	Cardiopulmonary Pharmacology	3
RC 120	Clinical Rotation I	2
		16
Second Semester	Title	Credit Hours
BS 125	^Human Anatomy and Physiology II	4
EN 101 or EN 101A	~English Composition I	3
RC 103	Respiratory Sciences	3
RC 104	Respiratory Skills II	4
RC 106	Cardiopulmonary Pathology	2
RC 121	Clinical Rotation II	2
		18
Third Semester	Title	Credit Hours
RC 122	Clinical Rotation III	1
		1
Fourth Semester	Title	Credit Hours
PY 218	~Life-Span Developmental Psychology	3
RC 210	Mechanical Ventilation I	4
RC 220	Clinical Rotation IV	2
RC 230	Neonatal and Pediatric Therapy	3
		12
Fifth Semester	Title	Credit Hours
AH 200 (E)	Health Care Ethics and Law	1
RC 201	Cardiopulmonary Diagnostics I	3
RC 211	Mechanical Ventilation II	4
RC 221	Clinical Rotation V	2
RC 232	Respiratory Care Profession	3
		13

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Program Coordinator: 304.236.7632

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.

First Semester	Title	Credit Hours
AH 108 (E)	Medical Terminology	2
BS 124	^Human Anatomy and Physiology I	4
MT 121 or higher	~College Mathematics for General Education	3
SG 100	Introductory Surgical Technology	3
SG 101	Surgical Technology Skills	4
		16
Second Semester	Title	Credit Hours
BS 125	^Human Anatomy and Physiology II	4
EN 101 or EN 101A	~English Composition I	3
SG 120	Surgical Technology I	7
		14
Third Semester	Title	Credit Hours
AH 200 (E)	Health Care Ethics and Law	1
PY 218	~Life-Span Developmental Psychology	3
SG 210	Anesthetics, Drugs, and Solutions	2
SG 220	Surgical Technology II	7
		13
Fourth Semester	Title	Credit Hours
BS 127	Microbiology for Healthcare Professionals	3
SG 230	Surgical Technology III	11
SG 235	Skills Seminar Review	3
		17

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Program Coordinator: 304.896.7312

Administrative Secretary: 304.896.7385

Instructional Programs

Welding Technology

Associate in Applied Science

60 Credit Hours

Purpose

The 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.

First Semester	Title	Credit Hours
EN 101 or EN 101A	~English Composition I	3
OR 105 (E)	Orientation to Technical Programs	1
WL 100	Oxyacetylene Welding (OAW)	4
WL 102 (E)	Fundamentals of Welding	4
WL 103 (E)	Blueprint Reading and Metallurgy	3
		15
Second Semester	Title	Credit Hours
MT 105 or MT 105A	Practical Math for Industrial Occupations	3
SP 103	~Speech Fundamentals	3
WL 104 (E)	Shielded Metal Arc Welding (SMAW)	3
WL 202	Gas Tungsten Arc Welding (GTAW)	3
WL 210	Commercial and Industrial Welding Practices	3
		15
Third Semester	Title	Credit Hours
CS 102 (E)	Computer Literacy	3
	¹ Management Elective	3
	² Social Science Elective	3
WL 201	Gas Metal Arc Welding (GMAW)	3
WL 203	Flux-Core Arc Welding (FCAW)	3
		15
Fourth Semester	Title	Credit Hours
WL 298	Welding Capstone	3
	³ Specialization Courses	12
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

¹Choose from MG 262, MG 264, MG 266, or MG 272.

²Choose from any Psychology or Sociology course.

³Specialization 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 Dean, School of Career and Technical Studies.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Non-Traditional Programs

Associate in Applied Science

60 Credit Hours

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

Board of Governors

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.

Instructional Programs

Board of Governors

Associate in Applied Science
Adult Degree Completion Program
60 Credit Hours

Purpose

The Board of Governors A.A.S. 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.

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

Dean: 304.896.7364

Program Coordinator: 304.307.0711

Administrative Secretary: 304.896.7306

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.

General Education Core: 15 credit hours

CS 102 (E)	Computer Literacy	3 credit hours
EN 101 or EN 101A	~English Composition I	3 credit hours
Any MT or BU 115	Any math course or Business Mathematical Applications	3 credit hours
SP 103	~Speech Fundamentals	3 credit hours
	¹ General Elective	3 credit hours

Occupational Specialization Core: 45 credit hours

² TS 274	Applied Technology Capstone	1 credit hour
	Restricted Electives	44 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. Students may include entrepreneurial/management courses as a component of the occupational specialization. Some specializations are offered on campus but not all specializations may be available at all locations or at all times. Students must contact the Dean to design a customized curriculum for their occupation.

The vocational specializations are offered in cooperation with the local career and technical centers. Students completing any vocational occupational program at one of the career or technical centers may request articulated or EDGE credits for courses.

¹Any EC, EN, HS, MT, PS, PY, or SO course

²Students must complete a capstone course in their occupational specialization or TS 274.

~ Designates courses on the statewide Core Coursework Transfer Agreement.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Instructional Programs

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.

School of Arts and Sciences

Criminal Justice

Early Childhood Development

General Studies

Paraprofessional Education

School of Career and Technical Studies

Allied Health Business and Leadership

Behavioral Health

Central Sterile Supply Technician

Electrical Engineering Technology

Electromechanical Instrumentation Technology

Health Care Technology

Medical Laboratory Assistant

Industrial Technology

Machinist Option

Mechatronics Option

Welding Option

Information Technology

Medical Assisting

Medical Coding Specialist

Technical 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.

Allied Health Business and Leadership

Certificate

30 Credit Hours

Purpose

The Allied Health Business and Leadership Certificate program prepares individuals to develop, plan, and manage healthcare services within healthcare systems. The program includes instruction and leadership in planning, strategy, business and financial management, public relations, human resources management, law and regulations with application.

The full Allied Health Business and Leadership Certificate Program is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

First Semester	Title	Credit Hours
AH 220	Trends in Health Care	3
BU 115	Business Mathematical Applications	3
BU 207	Business Law	3
EN 101 or EN 101A	~English Composition I	3
MG 260	Principles of Management	3
		15
Second Semester	Title	Credit Hours
AH 285	Health Care Leadership and Management	3
BU 230	Business Statistics	3
BU 280	The Business Professional	3
EC 241	~Principles of Economics I	3
MG 269	Effective Leadership	3
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Instructional Programs

Behavioral Health

Certificate

30 Credit Hours

Purpose

The Behavioral Health Certificate Program prepares individuals for the introductory professional practice of social work, in collaboration with other health care professionals, in hospitals and other health care facilities and organizations.

This program includes instruction in social work, psychiatric casework, clinical interviewing techniques, therapeutic intervention strategies and evaluation, patient and family counseling, social rehabilitation, patient care planning, and support services.

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

First Semester	Title	Credit Hours
AH 154	Community and Behavioral Health	3
EN 101 or EN 101A	~English Composition I	3
MT 121 or MT 121A	~College Mathematics for General Education ~College Mathematics for General Education, Enhanced	3
PY 201	~General Psychology	3
SO 200	~Introduction to Sociology	3
		15
Second Semester	Title	Credit Hours
AH 253	Chemical Dependency	3
AH 254	Community and Behavioral Health	3
AH 285	Health Care Leadership and Management	3
PY 218	~Life-Span Developmental Psychology	3
SW 203	Introduction to Social Work	3
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

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. Students will gain experience in 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.

First Semester	Title	Credit Hours
AH 130	Introduction to Sterile Processing	2
AH 135	Surgical Instrumentation	3
AH 165	Sterile Processing Practicum I	4
BS 124	^Human Anatomy and Physiology I	4
CS 103 (E)	Introduction to Applications	1
EN 101 or EN 101A	~English Composition I	3
		17
Second Semester	Title	Credit Hours
AH 160	Sterile Processing II	2
AH 167	Sterile Processing Practicum II	4
AH 200 (E)	Health Care Ethics and Law	1
BS 127	Microbiology for Healthcare Professionals	3
MT 121	~College Mathematics for General Education	3
		13

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Program Coordinator: 304.896.7312

Administrative Secretary: 304.896.7385

Instructional Programs

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 online. Some courses may be offered at Campus locations. Check schedule for offerings.

First Semester	Title	Credit Hours
AH 122 (E)	First Aid	2
AH 124	CPR	1
BU 115 or MT 121 or MT 121A	Business Mathematical Applications or ~College Mathematics for General Education or ~College Mathematics for General Education, Enhanced	3
EN 101 or EN 101A	~English Composition I	3
SO 200	~Introduction to Sociology	3
		12
Second Semester	Title	Credit Hours
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
		18

~ Designates courses on the statewide Core Coursework Transfer Agreement.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7364

Administrative Secretary: 304.896.7306

Early Childhood Development

Certificate

30 Credit Hours

Purpose

The Early Childhood Development Certificate Program consists of 30 hours, half of the curriculum required for the Early Childhood Development Associate in Applied Science. This certificate allows students to serve in a support role in a classroom as aides in early childhood programs, preschools, and Head Start programs.

The full Early Childhood Development Certificate Program is available online with the exception of the required mathematics course and observation hours.

First Semester	Title	Credit Hours
ED 122 (E)	Curriculum and Instruction in Early Childhood Development	3
ED 124 (E)	Foundations of Language and Literacy in Early Childhood Development	3
ED 214 (E)	Child Development	3
ED 224 (E)	The Exceptional Child	3
EN 101/EN 101A	~English Composition I	3
		15
Second Semester	Title	Credit Hours
ED 130	Assessment	3
ED 213 (E)	Children and Families	3
ED 215	Classroom Management	3
ED 223	Computer Instructional Techniques in the Classroom	3
MT 121 or MT 121A	~College Mathematics for General Education ~College Mathematics for General Education, Enhanced	3
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7364

Administrative Secretary: 304.896.7306

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.

First Semester	Title	Credit Hours
EG 103	Electrical Calculations	3
EG 105 (E)	Industrial Safety	1
EG 107 (E)	Introduction to Circuits	4
EN 101 or EN 101A	~English Composition I	3
MT 124	Technical Math	3
OR 105 (E)	Orientation to Technical Programs	1
		15
Second Semester	Title	Credit Hours
EG 123 (E)	Electrical Schematics	3
EG 171	Circuit Analysis I	4
EG 172	Circuit Analysis II	4
PH 200	~Conceptual Physics	4
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Electromechanical Instrumentation Technology

Certificate

30 Credit Hours

Purpose

The Electromechanical Instrumentation Technology Certificate 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, instrumentation and programmable controllers - components that are used in a wide variety of industrial automation systems, machines, and equipment.

This program is designed for those who are interested in the oil and gas industry, plant maintenance, machine set-up and installation, and troubleshooting of modern computer controlled machines. Electromechanical instrumentation jobs are found in the manufacturing, energy, medical, electronics, agriculture, biotechnology, and automotive industries.

The full Electromechanical Instrumentation 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.

First Semester	Title	Credit Hours
CS 102 (E)	Computer Literacy	3
EG 103	Electrical Calculations	3
EG 105 (E)	Industrial Safety	1
EG 107 (E)	Introduction to Circuits	4
MT 124	Technical Math	3
MX 250	Basic Instrumentation and Control	2
		16
Second Semester	Title	Credit Hours
EG 123 (E)	Electrical Schematics	3
EN 101 or EN 101A	~English Composition I	3
MX 120	Mechanical Power I	2
MX 180	PLC Fundamentals	1
MX 184	PLC Interfacing and HIMIS	1
MX 186	PLC Applications	1
MX 254	Advanced Instrumentation and Control	3
		14

~ Designates courses on the statewide Core Coursework Transfer Agreement.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Instructional Programs

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.

Goal	Dept/No.	Credit Hours
Communication, Critical Thinking, and Professionalism	~EN 101 or ~EN 101A	3
	~EN 102 or BU 205	3
	~SP 103	3
Mathematical Literacy and Fluency, Critical Thinking, and Professionalism	~MT 121 or ~MT 121A or ^MT 130 or ^MT 130A	3
Respect for Diversity, Critical Thinking, and Professionalism	~AR 112 or ~MU 175, or ~TH 112	3
	Any three of the following: HS 115, HS 120, ~HS 230, ~HS 231, ~PY 201, ~PY 218, RL 115, ~SO 200	9
Electives	Any college-level course(s) not already used to meet a program requirement. Choose additional courses based upon your planned baccalaureate major in consultation with your academic advisor and the catalog/transfer agreement for your intended transfer institution. Courses may be listed under multiple goals but may only be used once to satisfy graduation requirements.	6

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

Dean: 304.896.7364

Administrative Secretary: 304.896.7306

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, registered professional nurses, radiologic technologists, surgical 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 Certificate 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

First Semester	Title	Credit Hours
AH 100 (E)	Patient Care Technology	3
AH 103	Principles of Phlebotomy	3
AH 108 (E)	Medical Terminology	2
BS 124	^Human Anatomy and Physiology I	4
EN 101 or EN 101A	~English Composition I	3
		15
Second Semester	Title	Credit Hours
AH 112	Basic Medical Laboratory Procedures	3
AH 113	Phlebotomy Clinical Practicum	2
BS 125	^Human Anatomy and Physiology II	4
¹ MT 121	~College Mathematics for General Education	3
PY 218	~Life-Span Developmental Psychology	3
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

¹ Students planning to continue their studies toward an AAS in Medical Laboratory Technology are advised to take MT 128 in place of MT 121 or consult the institution to which you plan to transfer.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Program Coordinator: 304.896.7369

Administrative Secretary: 304.896.7385

Instructional Programs

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.

Mechatronics Option

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

First Semester	Title	Credit Hours
EG 103	Electrical Calculations	3
EG 105 (E)	Industrial Safety	1
EG 107 (E)	Introduction to Circuits	4
MT 124 or MT 124A	Technical Math or Technical Math, Enhanced	3
MX 110	Introduction to Mechatronics	2
OR 105 (E)	Orientation to Technical Programs	1
		14
Second Semester	Title	Credit Hours
EN 101 or EN 101A	~English Composition I	3
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
SP 103	~Speech Fundamentals	3
		16

~ Designates courses on the statewide Core Coursework Transfer Agreement.

Machinist Option

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

First Semester	Title	Credit Hours
EG 105 (E)	Industrial Safety	1
MC 121	Introduction to Machining	4
MC 200	Blueprint Reading	3
MC 205	Precision Measurement	3
MT 124	Technical Math	3
		14
Second Semester	Title	Credit Hours
CS 102 (E)	Computer Literacy	3
EN 101 or EN 101A	~English Composition I	3
MC 215	Metalworking Theory & Application	10
		16

~ Designates courses on the statewide Core Coursework Transfer Agreement.

Welding Option

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

First Semester	Title	Credit Hours
CS 102 (E)	Computer Literacy	3
MT 105 or MT 105A	Practical Math for Industrial Occupations	3
OR 105 (E)	Orientation to Technical Programs	1
WL 100	Oxyacetylene Welding (OAW)	4
WL 102 (E)	Fundamentals of Welding	4
		15
Second Semester	Title	Credit Hours
EN 101 or EN 101A	~English Composition I	3
WL 103 (E)	Blueprint Reading and Metallurgy	3
WL 104 (E)	Shielded Metal Arc Welding (SMAW)	3
WL 210	Commercial and Industrial Welding Practices	3
	¹ Welding Elective	3
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

¹Choose from: WL 201, WL 202, or WL 203.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Instructional Programs

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.

First Semester	Title	Credit Hours
BU 115 or MT 121 or MT 121A or higher	Business Mathematical Applications or ~College Mathematics for General Education or ~College Mathematics for General Education, Enhanced	3
EN 101 or EN 101A	~English Composition I	3
IT 104	Using Internet Technology for Research and Productivity	3
IT 180 (E)	PC Maintenance	3
IT 182	A+ Lab	2
OR 105 (E)	Orientation to Technical Programs	1
		15
Second Semester	Title	Credit Hours
	¹ IT Restricted Elective	3
IT 102	Cyber Law, Ethics and Culture	3
IT 112	Systems Architecture	3
IT 181	Advanced PC Maintenance	3
SP 103	~Speech Fundamentals	3
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

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

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Medical Assisting

Certificate

30 Credit Hours

Purpose

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

First Semester	Title	Credit Hours
EN 101 or EN 101A	~English Composition I	3
MA 100	Introduction to Medical Assisting	3
MA 101	Medical Assisting I	3
MA 105	Medical Office Billing and Coding I	3
MA 106	Medical Office Billing and Coding II	3
		15
Second Semester	Title	Credit Hours
BU 115	Business Mathematical Applications	3
MA 201	Medical Assisting II	5
MA 210	Medical Assisting III	7
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

Dean: 304.896.7365

Coordinator: 304.307.0701

Administrative Secretary: 304.896.7385

Instructional Programs

Medical Coding Specialist

Certificate

30 Credit Hours

Purpose

The Medical Coding Specialist Certificate Program is designed to provide each student with the comprehensive knowledge and competencies required to become a successful medical coder in a hospital setting, physician office setting, or ambulatory setting. Graduates of the program meet the AHIMA (American Health Information Management Association) requirements to set for the CCS (Certified Coding Specialist) Exam.

The full Medical Coding Specialist Certificate Program is available online with the exception of MT 121 or higher. Some courses may be offered at Campus locations. Check schedule for offerings.

First Semester	Title	Credit Hours
AH 132	Advanced Medical Terminology	3
BS 115	Essentials of Human Systems for Healthcare Professionals	3
BU 115 or MT 121 or higher	Business Mathematical Applications or ~College Mathematics for General Education or higher	3
HI 110	Outpatient Coding I	3
HI 120	Inpatient Coding I	3
		15
Second Semester	Title	Credit Hours
AH 119	Pharmacology for Healthcare Professionals	1
BS 126	Pathophysiology	2
CS 103 (E)	Introduction to Applications	1
EN 101 or EN 101A	~English Composition I	3
HI 115	Outpatient Coding II	3
HI 125	Inpatient Coding II	3
HI 212	Healthcare Reimbursement	2
		15

~ Designates courses on the statewide Core Coursework Transfer Agreement.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

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.

The full Paraprofessional Education Certificate Program is available online with the exception of the required mathematics course and observation hours.

First Semester	Title	Credit Hours
ED 122 (E)	Curriculum and Instruction in Early Childhood Development	3
ED 124 (E)	Foundations of Language and Literacy in Early Childhood Development	3
ED 130	Assessment	3
ED 218	Human Development	3
EN 101 or EN 101A	~English Composition I	3
SP 103	~Speech Fundamentals	3
		18
Second Semester	Title	Credit Hours
ED 213 (E)	Children and Families	3
ED 215 (E)	Classroom Management	3
ED 223	Computer Instructional Techniques in the Classroom	3
ED 224	The Exceptional Child	3
HS 230 or HS 231	~American History to 1864 or ~American History since 1865	3
MT 121 or higher	~College Mathematics for General Education	3
		18

~ Designates courses on the statewide Core Coursework Transfer Agreement.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7364

Administrative Secretary: 304.896.7306

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. It is designed to provide students with the general education knowledge and occupational competencies necessary for employment in a variety of trade skills occupations.

General Education Core: 9 credit hours

CS 102 (E)	Computer Literacy	3 credit hours
EN 101 or EN 101A	~English Composition I	3 credit hours
Any MT or BU 115	Any math course or Business Mathematical Applications	3 credit hours

Occupational Specialization Core: 21 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. Students may include entrepreneurial/management courses as a component of the occupational specialization. Some specializations are offered on campus but not all specializations may be available at all locations or at all times. Students must contact the Dean to design a customized curriculum for their occupations.

The 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.

~ Designates courses on the statewide Core Coursework Transfer Agreement.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Skill Sets

4 - 19 Credit Hours

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

School of Arts and Sciences

Early Childhood Provisional Assistant Teacher

Early Childhood Provisional Teacher

School of Career and Technical Studies

Bookkeeping

Central Sterile Technician

Computer Repair Technician

Emergency Medical Technician

Entrepreneurism

Graphic Design Technician

Industrial Safety Technician

Industrial Welding

Legal Office

Medical Coding

Medical Office

Medical Transcription

Mine Permit Technician

Payroll

Phlebotomy

Pipe Welding

Polaris Bronze

Polaris Silver

Records Clerk

Tax Preparation

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 full Bookkeeping Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
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

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Central Sterile Technician

Skill Set

15 Credit Hours

Purpose

The Central Sterile Technician Skill Set prepares the student to ensure that all instruments used by medical personnel in the healthcare facility are clean and sterile. This entails performing manual cleaning prior to sterilization, placing cleaned instruments in sterilizers, and the ability to run and monitor the sterilizers. Central Sterile Technicians are integral members of the healthcare team who are responsible for decontaminating, inspecting, assembling, disassembling, packaging and sterilizing surgical instruments and devices in a healthcare facility that is essential to patient safety. To earn certifications, candidates are required to successfully demonstrate skills through completion of 400 hours of hands-on work experience as well as successful completion of an examination developed to measure the understanding of general central services and infection prevention topics.

The full Central Sterile Technician Skill Set is available on the Logan Campus. Some courses may be offered online. Check schedule for offerings.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
AH 130	Introduction to Central 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

Dean: 304.896.7365

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.

The full Information Technology Skill Set is available on the Logan Campus. Some courses may be offered online. Check schedule for offerings.

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

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Early Childhood Provisional Assistant Teacher

Skill Set

9 Credit Hours

Purpose

The Early Childhood Provisional Assistant Teacher 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.

The full Early Childhood Provisional Assistant Teacher Skill Set is available online with the exception of the required observation hours.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
ED 124 (E)	Foundations of Language and Literacy in Early Childhood Development	3
ED 214	Child Development (15 hours Observation)	3
ED 224	The Exceptional Child (15 hours Observation)	3

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7364

Administrative Secretary: 304.896.7306

Instructional Programs

Early Childhood Provisional Teacher

Skill Set

18 Credit Hours

Purpose

The Early Childhood Provisional Teacher 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.

The full Early Childhood Provisional Teacher Skill Set is available online with the exception of the required observation hours.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
ED 122 (E)	Curriculum and Instruction in Early Childhood Development	3
ED 124 (E)	Foundations of Language and Literacy in Early Childhood Development	3
ED 130	Assessment	3
ED 213 (E)	Children and Families	3
ED 214	Child Development	3
ED 224	The Exceptional Child (15 hours Observation)	3

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7364

Administrative Secretary: 304.896.7306

Emergency Medical Technician

Skill Set

10 Credit Hours

Purpose

The Emergency Medical Technician Skill Set prepares individuals under the remote supervision of physicians, to recognize, access, and manage medical emergencies in prehospital settings. Includes instruction in basic EMT procedures; emergency surgical procedures; medical triage; rescue operations; and crisis scene management.

The full Emergency Medical Technician Skill Set is available on the Logan and Williamson campuses. Some courses may be offered online. Check schedule for offerings.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
AH 108 (E)	Medical Terminology	2
EM 103	Emergency Medical Technician-Basic	8

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

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.

The full Entrepreneurism Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
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

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

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.

The full Graphic Design Technician Skill Set is available on the Logan Campus. Some courses may be offered online. Check schedule for offerings.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
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

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Instructional Programs

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.

The full Industrial Safety Technician Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

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

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Industrial Welding

Skill Set

6 Credit Hours

Purpose

The Industrial Welding Skill Set is a 6 credit hour skill set designed to provide maintenance personnel with the basic skills required to perform routine welding duties in an industrial setting.

The full Industrial Welding Skill Set is available on the Williamson Campus.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
WL 104 (E)	Shielded Metal Arc Welding (SMAW)	3
WL 201	Gas Metal Arc Welding (GMAW)	3

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

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 full Legal Office Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

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

¹OA 103 or previous keyboarding experience is required.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Medical Coding

Skill Set

15 Credit Hours

Purpose

The Medical Coding Skill Set prepares students to take the Certified Coding Associate (CCA) Exam through the American Health Information Management Association (AHIMA).

The required courses help the student demonstrate coding skills in a variety of healthcare settings, including inpatient and outpatient hospital settings and physician offices..

The full Medical Coding Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
AH 132	Advanced Medical Terminology	3
HI 110	Outpatient Coding I	3
HI 115	Outpatient Coding II	3
HI 120	Inpatient Coding I	3
HI 125	Inpatient Coding II	3

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Instructional Programs

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 full Medical Office Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

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

¹OA 103 or previous keyboarding experience is required.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

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 full Medical Transcription Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

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

¹OA 103 or previous keyboarding experience is required.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

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.

The full Mine Permit Technician Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

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

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

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 full Payroll Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
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

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Instructional Programs

Phlebotomy

Skill Set

11 Credit Hours

Purpose

The Phlebotomy Skill Set is designed to train students to perform phlebotomy and a variety of other waived tests in the medical laboratory under the direction of a medical laboratory technician, or other professional. The main focus of the program is to prepare students to draw blood and collect other body fluids suitable for laboratory testing and to prepare them to perform successfully on the phlebotomy certification exam. Students prepare for the exam during the lecture and laboratory sections of the first two courses, then complete their evidence of 30 venipunctures and 10 capillary sticks during the third course practicum.

The full Phlebotomy Skill Set is available on the Logan Campus.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
AH 100 (E)	Patient Care Technology	3
AH 103	Principles of Phlebotomy	3
AH 112	Basic Medical Laboratory Procedures	3
AH 113	Phlebotomy Clinical Practicum	2

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Pipe Welding

Skill Set

6 Credit Hours

Purpose

The Pipe Welding Skill Set consists of 6 credit hours of training that provides the student with the education and skills to become an entry-level pipe welder in today's modern manufacturing industry. Upon completion of this series of courses, a student will have the knowledge and skills necessary to make high quality welds using steel pipe and stainless steel pipe.

The full Pipe Welding Skill Set is available on the Williamson Campus.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
WL 104 (E)	Shielded Metal Arc Welding (SMAW)	3
WL 202	Gas Tungsten Arc Welding (GTAW)	3

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Polaris Bronze

Skill Set

4 Credit Hours

Purpose

The Polaris Bronze skill set introduces students to safe working practices and develops a safety-first mindset that includes producing safety work plans and procedures.

The Polaris Bronze Skill Set is available on the Boone/Lincoln Campus.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
PR 140	Safety, Transmission, and Drive Systems	4

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Polaris Silver

Skill Set

10 Credit Hours

Purpose

The Polaris Silver skill set requires students to perform innovative-level mechanical and electrical diagnostics as well as troubleshooting complex problems.

The Polaris Silver Skill Set is available on the Boone/Lincoln Campus.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
PR 245	Advanced Electrical Diagnostics and Troubleshooting	10

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

Instructional Programs

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 full Records Clerk Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

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

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

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 full Tax Preparation Skill Set is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
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

Dean: 304.896.7365

Administrative Secretary: 304.896.7385

2+2 Transfer and Course-by-Course Articulation Agreements Associate in Arts, Associate in Science, and Associate in 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 Deans of Schools for more information: School of Arts and Sciences, 304.896.7364; School of Career and Technical Studies, 304.896.7365.

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 2019 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.

~ Designates courses on the statewide Core Coursework Transfer Agreement.

^ Denotes course equivalency.

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 and either BU 120 or 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.

AC 275 Special Topics in Accounting

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

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.

Academic Course Descriptions

Agriculture

AG 101 Introduction to Agriculture

4 Credit Hours

This course focuses on the basic scientific principles and processes related to the production of plants and animals for the food and fiber systems. Topics of instruction include basic understanding of the livestock/poultry industry and its various components, career opportunities, soil science, crop science/agronomy, weed science, basic agricultural mechanics and related industry careers, environmental stewardship, entrepreneurship, and leadership/personal development. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

AG 103 Natural Resources

4 Credit Hours

This course covers topics on soil and water conservation, basic wildlife management, environmental law and regulations, basic forestry, and land management. Students utilize problem solving techniques and participate in hands-on activities to develop an understanding of course concepts.

AG 201 Agriculture Technology and Innovations

4 Credit Hours

An introduction to agricultural power and machinery (engines, power transmissions including hydraulics, tillage machinery, calibrations, and harvesting equipment, agricultural electrification and applications (circuits, motors, controls, and materials handling and processing), agricultural structures (plans, loads, construction materials and layout and design).

An introduction to Unmanned Aerial Systems (UAV) used in precision agriculture. This course will focus on hands-on learning of hardware and software on the college farm, discussion on related topics and ideas, and federal licensing requirements.

AG 203 Horticulture

3 Credit Hours

This course provides instruction on the broad field of horticulture with emphasis on the scientific and technical knowledge for a career in horticulture. Topics in this course include plant growth and development, plant nutrition, media selection, basic plant identification, pest management, chemical disposal, customer relations, career opportunities, leadership development and entrepreneurial skills. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

AG 205 Agronomy

4 Credit Hours

Agronomy is the science and technology of producing and using plants for food, fuel, fiber, and land reclamation. Agronomy has come to encompass work in the areas of plant genetics, plant physiology, meteorology, and soil science. It is the application of a combination of sciences like biology, chemistry, economics, ecology, earth science, and genetics. This course is a survey of the application of those sciences.

AG 275 Special Topics in Agriculture

1 - 3 Credit Hours

This course presents classes in Agriculture 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 Agriculture.

Allied Health

AH 100 Patient Care Technology

3 Credit Hours

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

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

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 119 Pharmacology for the Healthcare Professional

1 Credit Hour

This course is designed to introduce the student to the general principles of drug interactions, adverse reactions, major drug classes and their role in treating disease.

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

Academic Course Descriptions

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 130 Introduction to Sterile Processing

2 Credit Hours

Co-requisites: AH 135 and AH 165.

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 132 Advanced Medical Terminology

3 Credit Hours

This course provides students with an advanced level of medical terminology. The course uses a systems-based approach that provides students with the skills and knowledge necessary to derive meaning from common medical terms. Students will deconstruct medical word construction and language, as well as the derivation, roots, prefixes, and suffixes. Various structures and organization of bodily systems will also be examined.

AH 135 Surgical Instrumentation

3 Credit Hours

Co-requisite: AH 130 and AH 165.

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.

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 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 167.

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

Co-requisite: AH 130 and AH 135.

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

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

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

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 225 Electronic Health Care Record Systems

2 Credit Hours

Prerequisite: AH 132.

This course is designed to introduce the student to electronic health records and data entry. The course will explore correct documentation practices, execute data management in electronic healthcare records, address billing, collections, and HIPAA practices.

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

1-3 Credit Hours

Prerequisite: Permission of the Dean.

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.

Academic Course Descriptions

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 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

Prerequisite: Permission of the Instructor.

This courses presents classes 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 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 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 the Instructor.

This courses presents classes 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.

Biology**BS 101 ^General Biology I**

4 Credit Hours

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 covered. The form and the function of DNA will be related to mechanisms of inheritance and cellular physiology.

BS 102 ~General Biology II

4 Credit Hours

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

The highlights of Darwin's theory of natural selection and other aspects of evolutionary theory will be explored. This course will introduce and explore the basic principles of ecology. An overview and comparison of vertebrate organ systems will be presented. Aspects of plant physiology will be explored. The course will also survey the taxonomy and phylogeny of the plant, animal, and other kingdoms.

BS 115 Essentials of Human Systems for Healthcare Professionals

3 Credit Hours

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. This course is not intended for science majors.

BS 116 Essentials of Human Systems for Healthcare Professionals Laboratory

1 Credit Hour

Prerequisite/Co-requisite: BS 115.

This laboratory course is designed to present basic anatomy and physiology of all systems of the human body. The laboratory course deals with the complexities of basic human structure and function. This course is not intended for science majors. Students who have successfully completed BS 115 in a past semester may enroll in this course.

BS 118 Essentials of Human Systems for Allied Health (formerly AH 145)

4 Credit Hours

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.

Academic Course Descriptions

BS 124 ^Human Anatomy and Physiology I

4 Credit Hours

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 and includes genetics and human growth and development. The structure and function of the endocrine, circulatory, lymphatic, digestive, respiratory, urinary, and reproductive systems are included. 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 to bring about a better understanding of the structure and function of the human body as relevant to health care.

BS 126 Pathophysiology

2 Credit Hours

Prerequisite: BS 124 and BS 125 or BS 115 or BS 118.

This course covers the study of the pathology and health management of diseases and injuries across the life span. Topics include etiology, symptoms, treatment, and the physical and psychological reactions to diseases and injuries.

BS 127 Microbiology for Healthcare Professionals

3 Credit Hours

Prerequisite: BS 118 or BS 124 or BS 115 and BS 116.

This course provides those who plan to work in a healthcare profession with basic knowledge and principles of microbiology and epidemiology. A portal-of-entry approach is used to promote an understanding of 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: MT 121 or MT 121A and EN 101 or minimum acceptable test scores for placement in college-level English and math (quantitative reasoning).

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 the Instructor.

This course presents classes in Biology 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 Biology.

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 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

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

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: BU 115 or MT 121 or MT 121A or higher or minimum acceptable test scores for placement in college-level math (quantitative reasoning).

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: Permission of the Instructor.

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.

Academic Course Descriptions

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 Chemistry

4 Credit Hours

Prerequisite: MT 121 or MT 121A or MT 123A or MT 124A, or MT 28A or minimum acceptable test scores for placement in college-level math (quantitative reasoning).

Intended primarily for those who plan to work in a healthcare profession, this course introduces students to the composition, structure, properties, and change of matter. The course applies quantitative and qualitative reasoning to explore the properties of individual atoms; chemical bonding; characteristics of chemical compounds including their interactions through chemical reactions; gas laws; chemistry of solutions; and chemistry of acids and bases.

CH 213 ^Principles of Chemistry I

4 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 minimum ACT math score of 23 or minimum SAT math score of 560.

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

Intended as a general chemistry course for STEM majors, the course covers the properties of matter and their measurement, atomic theory, reaction stoichiometry and thermochemistry. Electron configurations, chemical bonding, and molecular geometry are covered.

CH 214 ^Principles of Chemistry II

4 Credit Hours

Prerequisite: CH 213 and MT 130 or MT 130A or minimum ACT math score of 26 or minimum SAT math score of 610.

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

Intended as a general chemistry course for STEM majors, the course is a continuation of CH 213 and covers intermolecular forces, solution properties, kinetics, and acid-base reactions. Additionally, the course covers gas laws, chemical equilibrium, electrochemistry, and provides an introduction to structural organic chemistry and basic functional groups.

CH 223 Organic Chemistry I

3 Credit Hours

Prerequisite: CH 214.

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

This course presents the chemistry of aliphatic compounds with emphasis on the mechanisms and stereochemistry of their reactions. Modern nomenclature and descriptions of stereoscopic methods in organic chemistry are discussed throughout the course. The laboratory accompanying this course presents an introduction to the fundamental laboratory techniques used in organic chemistry.

CH 224 Organic Chemistry I Lab

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 paring organic compounds, while introducing qualitative organic synthesis.

CH 275 Special Topics in Chemistry

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes 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.

CA 275 Special Topics in Communication Arts

1 - 3 Credit Hours

This course presents classes in Communication Arts 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 Communication Arts.

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.

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

Academic Course Descriptions

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 with 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 as specified by the American Registry of Radiologic Technologists (ARRT). The ARRT Computed Tomography Clinical Experience Requirements describe the specific eligibility requirements that must be documented as part of the application for certification and registration process. The purpose of the clinical experience requirements is to verify that candidates have completed a subset of the clinical procedures within a discipline.

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: 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 with 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 as specified by the American Registry of Radiologic Technologists (ARRT). The ARRT Computed Tomography Clinical Experience Requirements describe the specific eligibility requirements that must be documented as part of the application for certification and registration process. The purpose of the clinical experience requirements is to verify that candidates have completed a subset of the clinical procedures within a discipline.

CT 275 Special Topics in Computed Tomography

1 - 3 Credit Hours

This course presents classes in Computed Tomography 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 Computed Tomography.

Computer Information Systems

CS 102 Computer Literacy

3 Credit Hours

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 e-mail, internet, and the impact of computing and the internet on society.

CS 103 Introduction to Applications

1 Credit Hour

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

This course is a comprehensive course in Word Processing. Students will be prepared for the MOUS objectives MS Work. 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

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

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.

Academic Course Descriptions

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

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.

CS 275 Special Topics in Computer Information Systems

1 - 4 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes in Computer Information Systems which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individualized instruction, and/or research in an area related to Computer Information Systems.

Criminal Justice

CJ 101 Criminal Justice Systems

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.

CJ 202 Criminal Law

3 Credit Hours

An examination of the elements 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

Prerequisite: 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 of 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

Prerequisite: 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.

Academic Course Descriptions

CJ 250 Ethics in Criminal Justice

1 - 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 the Instructor.

This course presents classes 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 and Design Technology

DR 204 Computer Aided Design and Drafting I

4 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 the Instructor.

This courses presents classes in Drafting and Design Technology which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Drafting and Design Technology.

Economics

EC 241 ~Principles of Economics I

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 the Instructor.

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

Students taking education courses that require observation hours cannot conduct these observations in facilities within the State of Kentucky. Please see an Education advisor for further information in regards to observation hours and the Education program.

ED 112 Principles and Theories (formerly ED 212)

3 Credit Hours

Student will become familiar with various types of early childhood programs and the career opportunities they provide. The history and philosophy of early childhood is introduced as well as current trends and quality program criteria. Concepts for providing developmentally appropriate practices are introduced. Fifteen hours of observation are required.

All teacher education students participate in clinical experiences which permit them to observe and interact with children or youth in activities which are examples of the teaching/learning process. These experiences are provided in cooperation with the local public schools, daycare centers, and Headstart programs. Students who enroll for these experiences must meet the standards of professionalism and conduct that apply to employees in the schools or center to which they are assigned.

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 health and safety requirements and responsibilities for individuals working in early childhood programs. Health, nutrition, and safety policies, procedures, and practices are studied.

Academic Course Descriptions

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.

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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

3 Credit Hours

This course will examine how to prepare and implement developmentally appropriate curriculum for young children. Students will have hands-on experience in the early childhood environment with infants, toddlers, and preschool children. Thirty hours of observation are required.

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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 and literacy development in young children. In addition, the emphasis is placed on integrating all dimensions of literacy across all early childhood environments. Applying theory to practical applications in teaching are explored. Five hours of observation are required.

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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 130 Assessment

3 Credit Hours

This course examines the skills and methods used to observe and assess young children in various early childhood environments. An emphasis will be placed on authentic assessment practices, the appropriate use of assessment and observation strategies to document the development, play, and learning of young children. A minimum of 25 hours of observation is required.

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schools, daycare centers, and Headstart programs. Students who enroll for these experiences must meet the standards of professionalism and conduct that apply to employees in the schools or center to which they are assigned.

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 210 Infants and Toddlers Seminar

3 Credit Hours

This course will examine the application of the theories of child development and research. Course emphasis will be placed on prenatal development and the physical, social, emotional, cognitive, and language development of the child from conception to age three. Observation in infant/toddler environment required. Twenty-five hours of observation required.

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ED 213 Children and Families

3 Credit Hours

This course examines the relationships between the young child and other members of the family unit and the relationship between the family and the early childhood program. The focus is on the child during infancy, toddler, and preschool years. Studies include the diversity of family lifestyles and cultures.

ED 214 Child Development

3 Credit Hours

This course will explore the milestones that children typically achieve by the time they reach the age of eight. This course will give a working definition of child development and let educators investigate appropriate practices that impact the caring and teaching of young children. The principles of child development that are emphasized include language acquisition, creative expression, physical, cognitive and social/emotional development. Educators will learn the influences of the learning environment and the importance of intentional planning. This course will focus on gaining knowledge in teaching practices that support building positive relationships with children. This course follows the guidelines of West Virginia Core Competencies for Early Child Care and Education Professionals and the National Association of Young Children. Twenty-five hours of observation are required.

All teacher education students participate in clinical experiences which permit them to observe and interact with children or youth in activities which are examples of the teaching/learning process. These experiences are provided in cooperation with the local public schools, daycare centers, and Headstart programs. Students who enroll for these experiences must meet the standards of professionalism and conduct that apply to employees in the schools or center to which they are assigned.

ED 215 Classroom Management

3 Credit Hours

Students study theories of early childhood education with emphasis on classroom management, teaching methods, assessment, and behavior guidance. Students demonstrate their knowledge and understanding of theories and best practices by preparing appropriate instructional units and lesson plans.

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.

Academic Course Descriptions

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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

This course emphasizes the director's responsibility for administration and leadership roles to child development and education programs. It covers the business and interpersonal skills needed to successfully implement an effective program for young children and their families. Students will learn practical information on all aspects of directing a program, including funding and budgeting, selecting, training, and supervising staff, housing the licensing an early childhood center, and carrying out program evaluation and quality improvement strategies will also be discussed.

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

This course will discuss the practical strategies for working with young children with disabilities, including infants, toddlers, and preschoolers. An emphasis will be placed on curriculum design and instruction of the inclusive classroom with a family centered approach. Fifteen hours of observation are required.

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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

4 Credit Hours

Note: This course requires permission of the Dean, School of Arts and Sciences.

This course involved the application of coursework, theories, and practice. Places the student in a practicum-based experience where program planning, preparation, and instruction is applied. One-hundred and twenty hours of observation are required.

All teacher education students participate in clinical experiences which permit them to observe and interact with children or youth in activities which are examples of the teaching/learning process. These experiences are provided in cooperation with the local public schools, daycare centers, and Headstart programs. Students who enroll for these experiences must meet the standards of professionalism and conduct that apply to employees in the schools or center to which they are assigned.

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 Instructor.

This courses presents classes 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.

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.

Academic Course Descriptions

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 intervention 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.

EM 275 Special Topics in Emergency Medical Services

1 - 3 Credit Hours

This course presents classes in Emergency Medical Services 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 Emergency Medical Services.

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.

Academic Course Descriptions

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/Co-requisite: EG 103 and MT 124 or MT 124A or minimum ACT math score of 23 or minimum SAT math score of 560.

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 Dean.

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 225 Commercial Wiring

4 Credit Hours

Prerequisite: MT 124 or MT 124A.

This course covers the application and use of electrical tools, materials, and test equipment associated with commercial wiring. It includes the NEC requirements, work safety, the reading of blueprints, planning, layout, the installation of conduit and equipment, the wiring of devices such as control panels, motors, breaker systems, and current devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations in the commercial field.

EG 230 Residential Wiring

4 Credit Hours

Prerequisite: MT 124 or MT 124A.

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

This course provides instruction in the knowledge and skills necessary to perform wiring functions in a residential setting. The National Electrical Code will be used to specify requirements to install wiring devices such as control panels, breaker systems, and current devices. Upon completion of the course, students should be able to determine the proper equipment associated with electrical installations in the residential field and to install it.

Academic Course Descriptions

EG 275 Special Topics in Engineering

1 - 10 Credit Hours

Prerequisite: Permission of the Instructor.

This courses presents classes 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.

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

Prerequisite: MT 124 and EG 107 and either MX 110 or EG 214.

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.

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 296.

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

Students at Southern may enroll in a college-level, credit-bearing English course without required academic support programs provided the following cut scores have been met in English composition and reading:

Assessment Test	English Composition	Reading
SAT Evidence-Based Reading and Writing (taken March 2016 and later)	480	n/a
SAT Essay	13 (combined score)	n/a
SAT Reading	n/a	23
ACT English	18	n/a
ACT Reading	n/a	17
Next-Generation ACCUPLACER - Writing	250	n/a
Next-Generation ACCUPLACER - Reading	n/a	252

EN 101 ~English Composition I

3 Credit Hours

Prerequisite: 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 or EN 101A.

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.

Academic Course Descriptions

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 230 ~Western World Literature

3 Credit Hours

Prerequisite: EN 102.

This course provides a survey of Western world literature from antiquity to present. The readings for the course will focus on non-British and non-American literature.

EN 231 ~Non-Western World Literature

3 Credit Hours

Prerequisite: EN 102.

This course will provide a survey of non-Western world literature from antiquity to present. The focus of the readings will include texts from Asia, Africa, the Middle East, and Anglophone literature, with some attention paid to post-colonial literature and theory.

EN 275 Special Topics in English

0 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes 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.

EP 275 Special Topics in Entrepreneurship

1 - 3 Credit Hours

This course presents classes in Entrepreneurship 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 Entrepreneurship.

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.

EL 275 Special Topics in Experiential Learning

1 - 3 Credit Hours

This course presents classes in Experiential Learning 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 Experiential Learning.

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

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.

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.

FN 275 Special Topics in Finance

1 - 3 Credit Hours

Academic Course Descriptions

Prerequisite: Permission of the Instructor

This courses presents classes in Finance which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individualized instruction, and/or research in an area related to Finance.

Fine Arts

FA 112 Humanities through the Arts

3 Credit Hours

This course explores human values, attitudes, and ideas by examining the history and nature of creative expression representing a variety of art forms including architecture, painting, sculpture, dance, film/video, photography, drama, music, and literature. Art forms will be viewed through a variety of different time periods, cultural movements, and creators. Terms, processes, and tools utilized by artists will be addressed.

FA 275 Special Topics in Fine Arts

1 - 3 Credit Hours

This course presents classes in Fine Arts 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 Fine Arts.

Geography

GE 275 Special Topics in Geography

3 Credit Hours

Prerequisite: Permission of the Dean.

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.

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.

GT 275 Special Topics in Green Technologies

1 - 3 Credit Hours

This course presents classes in Green Technologies 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 Green Technologies.

Health Information Management

HI 110 Outpatient Coding I

3 Credit Hours

In this course the student will learn to apply ICD-10-CM diagnostic codes, CPT (Current Procedural Terminology) outpatient procedure codes, and HCPCS (Healthcare Procedure Coding System) codes for all outpatient type settings (ancillary, evaluation and management, radiology, pathology, and anesthesiology). AHA Coding Clinics will be referenced.

HI 115 Outpatient Coding II

3 Credit Hours

Prerequisite: HI 110.

Co-requisite: HI 125 and HI 212.

This course is a continuation of HI 110, Outpatient Coding I. The student will continue to learn to apply ICD-10-CM diagnostic codes, CPT (Current Procedural Terminology) outpatient procedure codes and HCPCS (Healthcare Procedure Coding System) codes for all outpatient type settings (ancillary, evaluation and management, radiology, pathology, and anesthesiology). AHA Coding Clinics will be referenced.

HI 120 Inpatient Coding I

3 Credit Hours

In this course the student will learn to apply ICD-10-CM diagnostic codes and ICD-10-PCS procedure codes to the inpatient healthcare setting according to the Official Guidelines for Coding and Reporting. MS-DRG assignment, healthcare reimbursement, and documentation requirements will be reviewed.

HI 125 Inpatient Coding II

3 Credit Hours

Prerequisite: HI 120.

Co-requisite: HI 115 and HI 212.

This course is a continuation of HI 120, Inpatient Coding I, and will continue to cover health care reimbursement systems and payers (Medicare, Managed Care Plans). The student will learn basic knowledge of the billing processes, revenue cycle management and prospective payment systems.

HI 130 Directed Practicum I

3 Credit Hours

Prerequisite: HI 110 and HI 120.

Co-requisite: HI 115 and HI 125.

This course provides the student with the opportunity to work with virtual software to apply classroom knowledge and skills learned throughout their outpatient and inpatient coding courses.

HI 205 Introduction to the Electronic Health Records

2 Credit Hours

Prerequisite: Admission to the Health Information Management or Medical Assisting Program.

This course provides the student with the basics of the electronic health record including healthcare computer systems, data retrieval and storage, and privacy and security. The course focuses on how computer systems and issues affect the Health Information Management (HIM) profession.

HI 208 Health Record Documentation

3 Credit Hours

Prerequisite: EN 101 or EN 101A and admission to the Health Information Management Program.

This course addresses healthcare delivery, specialty healthcare settings documentation, outlines basic healthcare documentation principles, addresses the transition to electronic records, functions of the health record, primary and secondary data sources, health record documentation best practices, accreditation and certification standards, applicable governmental regulations, and the continuum of care.

HI 210 Health Information Management Technology I

3 Credit Hours

Prerequisite: Admission to the Health Information Management Program.

This course emphasizes management of health information departments, record completion, record retention, and release of information.

HI 212 Healthcare Reimbursement

2 Credit Hours

Prerequisite: HI 110 and HI 120.

Co-requisites: HI 115 and HI 125.

This course addresses healthcare reimbursement methodologies in health care settings; healthcare insurance plans and reimbursement systems; applying payment methodologies and systems; the billing process as it relates to health information management; charge

Academic Course Descriptions

master, revenue cycle management; coding compliance; utilization review and management; and data quality.

HI 215 Health Information Management Technology II

3 Credit Hours

Prerequisite: HI 210.

This course emphasizes management of health information departments, record completion, record retention, and release of information.

HI 218 Leadership for the Health Information Management Professional

3 Credit Hours

Prerequisite: HI 205, HI 208, and HI 210.

This course develops and supports the health information management student's leadership and management skills related to Health Information Management (HIM) in the healthcare industry.

HI 225 Registered Health Information Technician (RHIT) Prep Course

1 Credit Hour

Prerequisite: HI 210.

Co-requisite: HI 215.

This is a study course to prepare the student for the Registered Health Information Technician exam through AHIMA.

HI 230 Directed Practicum II

3 Credit Hours

Prerequisite: HI 130.

Co-requisite: HI 210.

This course provides the student with the opportunity to work with virtual software to apply classroom knowledge and skills learned throughout their Health Information Management courses.

HI 240 Directed Practicum III

3 Credit Hours

Prerequisite: AH 119, HI 110, HI 115, HI 120, HI 125, HI 130, HI 205, HI 210, and HI 230.

This course will provide the student with a professional experience in Health Information Management (HIM). Students will complete clinical rotations at inpatient, outpatient, and private practice facilities.

HI 245 Healthcare Statistics and Analysis

3 Credit Hours

Prerequisite: MT 121 or MT 121A.

This course will teach the student the basic statistical computations needed specifically for the healthcare industry. Students will learn how and why statistics are calculated and used in healthcare settings including, but not limited to: inpatient service days, length of stay and occupancy, and mortality rates. This course will also cover data presentation, inferential statistics, and basic research principles.

HI 275 Special Topics in Health Information Management

1 - 3 Credit Hours

This course presents classes in Health Information 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 individual instruction, and/or research in an area related to Health Information Management.

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.

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 275 Special Topics in History

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes 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.

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."

HU 205 Leadership: Building Communities from the Ground Up

3 Credit Hours

Academic Course Descriptions

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 Instructor.

This course presents classes 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

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 e-mail 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

This course covers the hardware and software topics necessary to give a complete look at an overall system. Topics include hardware, software, data representation, processor architecture, data storage techniques, system integration, data and network communications, networks and distributed systems, application development, application support and control, and operating systems.

IT 114 Operating System and Networking Fundamentals

1-3 Credit Hours

This course is designed to build an understanding of: operating system configurations, installing and upgrading client systems, managing applications, managing files and folders, managing devices, operating system maintenance, network infrastructures, network hardware, and protocols and services.

IT 134 UAV Basic Flight Preparation, Systems, and Safety Training

3 Credit Hours

This course acts as a ground school for small unmanned aerial vehicles and provides the information needed to fly commercially under FAA Part 107 rules and to pass the exam. Criteria covered in this course focuses around the FAA Part 107 but also dives deeper into small unmanned aerial system use itself. Safety, pre-flight preparation, post-flight preparation, tools, emergency procedures and simulation are essential topics within the course. Each of these topics include first-hand investigation via extensive equipment use, research, and inquiry.

IT 135 Pilot in Command Flight Time

3 Credit Hours

Prerequisite: IT 134 or permission of the instructor.

This course is designed to prepare the pilot in command (PIC) to perform various missions with sUAS efficiently and safely, while

exhibiting an understanding of the small unmanned aerial system components and displaying a strong use of crew resource management as the pilot in command. The course will help students build actual flight time in various flight modes.

IT 136 UAV Systems and Safety

3 Credit Hours

This course explores the key technology used in Unmanned Aircraft Systems to give the learner a deeper understanding of how the unmanned aircraft are able to navigate and perform amazing tasks. This course focuses on the three major physical components of a UAS to include the unmanned aircraft, the payload, the control station, as well as the data link that relays information in between each of these components. Additionally, this course focuses on the four pillars of a safety management system to include: safety policy, safety risk management, safety assurance, and safety promotion.

IT 137 System Components, Sensors, and Mission Planning

3 Credit Hours

This course lays the foundation for understanding the makeup of a small unmanned aerial system and how the different components interact. Additionally, it teaches students how to use the tools and sensors available so that they will be able to collect the utmost best data required for a variety of fields. Mission planning is a key component to successful completion of this course. Students will be able to plot a variety of different flight paths with trigger modes through different ground control software and flight controllers.

IT 138 Mission Flight Training

3 Credit Hours

Prerequisite: IT 137 or permission of the instructor

This course is a live flight course where most of the time will be focused on mission planning and data collection. The course will review sensor mounting and use cases for different sensors while actively using them to collect actionable data with a small unmanned aerial system. Sensors used, and mission types will touch on industries such as GIS and surveying, telecom, petrochemical, power generation and distribution, and agriculture.

IT 145 Adobe Photoshop

3 Credit Hours

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

Prerequisite: IT 104.

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: IT 104.

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 Design I

3 Credit Hours

Academic Course Descriptions

This course will provide students with an in-depth knowledge of creating web sites optimized for modern computers, tablets, and mobile phones using HTML. Topics include basic HTML elements and attributes, including hyperlinks, images, and tables; techniques to effectively lay out web pages using structural elements; cascading style sheets (CSS) to format and control placement of elements.

IT 156 Web Design II

3 Credit Hours

Prerequisite: IT 155.

This course teaches the student to use the JavaScript programming language with HTML pages. Emphasis is placed on creating HTML pages that include JavaScript programs. The student will learn the basic syntax of the JavaScript language, how to create JavaScript programs inside HTML documents, and how to use JavaScript programs to create responsive web pages.

IT 161 Cross-Platform Mobile Apps

3 Credit Hours

Co-requisite: IT 156.

An introduction to writing cross-platform mobile web applications. Using a tool chain based on HTML5, CSS3, JavaScript, and a variety of supporting frameworks. Writing apps that are effectively designed both for desktop and mobile browsers, and which can be converted into native apps for Android, iOS, and Windows devices.

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+

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 186 Linux+

3 Credit Hours

Prerequisite: IT 114 or IT 180 or IT 181 or IT 183.

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 190 Introduction to Programming in Visual C++

3 Credit Hours

Prerequisite: MT 123 or MT 123A or MT 124 or MT 124A or MT 125 or MT 130 or MT 130A or minimum ACT math score of 23 or minimum SAT math score of 560.

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: MT 123 or MT 123A or MT 124 or MT 124A or MT 125 or MT 130 or MT 130A or minimum ACT math score of 23 or minimum SAT math score of 560.

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.

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 Server 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). A+ and/or Networks+ background is recommended.

IT 215 Network Administration II

3 Credit Hours

Prerequisite: IT 181.

This course will focus on administering Microsoft Windows Server. Focus objectives will also include configuring, optimizing, troubleshooting and monitoring reliability, services, protocols, hardware, security, performance and software. A+ and/or Networks+ background is recommended.

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: Permission of the Instructor.

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.

Machining

MC 121 Introduction to Machining

4 Credit Hours

Prerequisite: Permission of Instructor.

A hands-on laboratory experience to acquaint students with machinery and the industrial environment. In this course the application of skills and knowledge of machine tool processes are stressed.

MC 200 Blueprint Reading

3 Credit Hours

Students will develop the ability to read standard and Geometric Dimensioning and Tolerancing (GD&T) orthographic blueprints as required in a machine shop.

MC 205 Precision Measurement

3 Credit Hours

Students learn to identify, select, and use measuring instruments in machining. In addition, they will be introduced to the metric system of measurement.

MC 215 Metalworking Theory & Application

10 Credit Hours

Prerequisite: EG 105, MC 121, MC 200, MC 205, and MT 124.

Students will become skilled in the use of machines and processes utilized in metalworking. They will develop a basic knowledge of CNC machining and programming, and the calculation of speeds and feeds.

MC 233 NIMS Credentialing

4 Credit Hours

This course familiarizes students with the National Institute for Metalworking Skills (NIMS) and prepares them to earn national credentials recognized by NIMS.

MC 241 Introduction to CNC Machining

4 Credit Hours

This course provides an overview of the history of CNC machining with operation and setup. The course covers G-code programming and coordinate systems used in CNC machines. Students work with up-to-date CNC equipment after learning these basics of machine programming and operation.

MC 244 CNC Setup and Operation

4 Credit Hours

Students receive comprehensive instruction on CNC lathe and mill operations including machine setup and tooling selection. The course includes instruction on work coordinates, tool length offsets, coordinate settings, program entering and edition, tool wear compensation, setting zero, and part setup. Milling operations cover X, Y, Z axis and the lathe operations X and Z axis.

MC 246 Computer Aided Manufacturing

4 Credit Hours

This course is designed to provide the student with real application of computer aided design through the manufacturing process with the specific skills required to convert 3D computer aided drafting processes and projects into concrete objects.

MC 248 NIMS Credentialing/CNC Project

4 Credit Hours

This course serves as the capstone course to obtain NIMS certification using CNC Level I criteria and credentials by producing parts within tolerances from CAD/CAM drawings.

MC 275 Special Topics in Machining

1 - 3 Credit Hours

This course presents classes in Machining 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 Machining.

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 Instructor.

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 Instructor.

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

Students at Southern may enroll in a college-level, credit-bearing math course without required academic support programs provided the following cut scores have been met:

Assessment Test	Quantitative Reasoning	Elementary Statistics	College Algebra
SAT Math (taken March 2016 and later)	510	520	530
ACT Math	19	20	21
Next-Generation ACCUPLACER - Quantitative Reasoning, Algebra, and Statistics (QAS)	250	255	260
ACCUPLACER - Elementary Algebra	n/a	n/a	76
ACCUPLACER - college-level math	n/a	n/a	40
ACCUPLACER - arithmetic test	85	n/a	n/a

MT 105 Practical Math for Industrial Occupations

3 Credit Hours

Prerequisite: Minimum acceptable test scores for placement in college-level math (quantitative reasoning).

This course integrates practical problem solving, uses project-based scenarios, and employs manipulatives. It is designed for students planning a career in an industrial field and focuses extensively on applications in those fields. Students will develop problem-solving skills through the study of basic algebra, number systems, dimensional analysis, geometry, and triangle trigonometry. This course is not designed for use in transfer programs.

MT 105A Practical Math for Industrial Occupations

3 Credit Hours

This course integrates practical problem solving, uses project-based scenarios, and employs manipulatives. It is designed for students planning a career in an industrial field and focuses extensively on applications in those fields. Students will develop problem-solving skills through the study of basic algebra, number systems, dimensional analysis, geometry, and triangle trigonometry. This course is not designed for use in transfer

Academic Course Descriptions

programs. This course includes an additional 3 hours per week of supplementary instruction covering basic math, rules of exponents and radicals, solving one variable equations, geometry and special triangles. This course is not designed for use in transfer programs.

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 Mathematics for General Education

3 Credit Hours

Prerequisite: Minimum acceptable test scores for placement in college-level math (quantitative reasoning).

A study of several topics in mathematics including probability and statistics, measurement systems, formula manipulation and equation solving, geometry, and consumer math with a focus on applications throughout the course.

MT 123 Intermediate Algebra

3 Credit Hours

Prerequisite: MT 121 or MT 121A or minimum acceptable test scores for placement in college-level math (quantitative reasoning).

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 124 Technical Math

3 Credit Hours

Prerequisite: MT 121 or MT 121A or minimum acceptable test scores for placement in college-level math (quantitative reasoning).

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 minimum ACT math score of 23 or minimum SAT math score of 560.

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 128 Algebra for Allied Health

3 Credit Hours

Prerequisite: MT 121 or MT 121A or MT 124A or minimum acceptable test scores for placement in college-level math (quantitative reasoning).

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 130A ^College Algebra, Enhanced

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 minimum acceptable test

scores for placement in college algebra.

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; solving systems of linear and nonlinear equations and inequalities; using concepts related to matrices to solve linear systems; analyzing and graphing conic sections. MT 130A is for students whose placement test scores do not allow direct entrance into MT 130 and for students seeking additional structured just-in-time supporting instruction for course topics.

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 minimum acceptable test scores for placement in college algebra.

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; solving systems of linear and nonlinear equations and inequalities; using concepts related to matrices to solve linear systems; analyzing and graphing 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 minimum ACT math score of 23 or minimum SAT math score of 560.

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 minimum ACT math score of 23 or minimum SAT math score of 560.

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 minimum ACT math score of 26 or minimum SAT math score of 610.

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 minimum acceptable test score for placement in elementary statistics.

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 minimum ACT math score of 26 or minimum SAT math score of 610.

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.

Academic Course Descriptions

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

Prerequisite: MT 230.

A study of multiple integrals and vector calculus including vectors and vector functions with applications throughout. This course is recommended for math and/or science majors.

MT 275 Special Topics in Mathematics

0 - 3 Credit Hours

Prerequisite: Permission of the Dean.

This course presents classes 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 minimum acceptable test scores for placement in college algebra.

This course conforms 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: ME 101.

This course conforms 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 basic probability and statistics, two and three dimensional Euclidean geometry, and measurement systems through the collection, organization, analysis, and interpretation of data.

ME 275 Special Topics in Mathematics Education

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes 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 140 Manufacturing Processes I

3 Credit Hours

This course provides the student with an introduction to industrial manufacturing from the viewpoint of mechanical technology. Successful completion of the course will provide the student with the benefits, limitations, and applications of different machine tools and engineering materials for product manufacturing.

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

Prerequisite: 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.

MX 220 Mechanical Power II

2 Credit Hours

Prerequisite: MX 120.

Mechanical Power II is a continuation of Mechanical Power I. A further investigation of industrial mechanical concepts, principles, and equipment. The course covers advanced topics including PLC's, laser alignment, and vibration analysis.

Academic Course Descriptions

MX 230 Fluid Power II

2 Credit Hours

Prerequisite: MX 130.

Fluid Power II is a continuation of Fluid Power I and introduces advanced concepts and applications of fluid power technology including hydraulics and pneumatics. The course will introduce the application of PLC's to energy input, energy output, energy control, and systems auxiliary components; as well as the design and function of components.

MX 250 Basic Instrumentation and Control

2 Credit Hours

This course provides basic process fundamentals: introduction to process and energy technology, fundamentals related to all process industries, as well as common industrial components and equipment. Study of common process technology systems such as electrical power generation, electrical and natural gas distribution and typical manufacturing processes are considered.

MX 254 Advanced Instrumentation and Control

3 Credit Hours

Prerequisite: MX 250.

This course provides basic knowledge of the instrumentation Process and Control. Analysis of potentiometric operation and calibration as well as procedures and methods of installation, troubleshooting techniques of automatic control systems.

MX 256 Control Loop Tuning and Wireless Communication

3 Credit Hours

Prerequisite: MX 250

This course provides advanced process control and closed loop calibration techniques.

MX 275 Special Topics in Mechatronics

1 - 10 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes in Mechatronics 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 Mechatronics.

MX 298 Mechatronics System Design - Capstone

2 Credit Hours

Prerequisite: Permission of the Dean.

This design project is a capstone for the Mechatronics Program. Projects are assigned based on interest, equipment and software availability, and the specific background of the student. Projects require planning, proposal presentation, scheduling, engineering, implementation, and written and oral presentations of project results. Students are encouraged to "design and build" and utilize concepts learned from courses throughout the program.

Medical Assisting

MA 100 Introduction to Medical Assisting

3 Credit Hours

Co-requisite: MA 101, MA 105, and MA 106.

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

3 Credit Hours

Co-requisites: MA 100, MA 105, and MA 106.

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

Co-requisite: MA 100, MA 101, and MA 106.

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, record keeping, and filing.

MA 106 Medical Office Billing and Coding II

3 Credit Hours

Co-requisites: MA 100, MA 101, 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

5 Credit Hours

Prerequisite: MA 101 and MA 106.

Co-requisite: MA 210.

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

7 Credit Hours

Co-requisite: 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.

MA 275 Special Topics in Medical Assisting

1 - 3 Credit Hours

This course presents classes in Medical Assisting 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 Assisting.

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 100 Introduction to Clinical Laboratory Operations

2 Credit Hours

Prerequisite: Admission to the Medical Laboratory Technology program.

Co-requisite: ML 101 and ML 104.

This course will introduce new Medical Laboratory Technology students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics covered will include: communication, professional ethics and regulatory agencies; basic laboratory safety, equipment, and techniques; phlebotomy/specimen processing; quality control concepts; process improvement, documentation, and computer usage; and point of care testing.

ML 101 Clinical Hematology

5 Credit Hours

Prerequisite: Admission to the Medical Laboratory Technology 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 Immunochemistry 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 104 Laboratory Applications

2 Credit Hours

Prerequisite: Admission to the Medical Laboratory Technology program.

Co-requisite: ML 100 and ML 101.

This course emphasizes applications pertaining to the clinical laboratory in hematology, chemistry, and quality control as well as common scientific measurements, dilutions, solutions, graphing, and standard curves. The course will begin with an overview of scientific measurements, significant figures, conversions among units before delving into specific topics related to the clinical laboratory such as standard curves, and quality control using Westgard rules. Clinical calculations will also be discussed for hematologic cell counts, acid-base disorders, and renal function testing.

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.

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 Instructor.

This courses presents classes 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.

Academic Course Descriptions

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.

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

Academic Course Descriptions

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 Instructor.

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

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.

MU 275 Special Topics in Music

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

Present courses in Music 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 Music.

Nursing

NU 132 Drug and Dosage Calculations

2 Credit Hour

Prerequisite: BS 124, NU 133, NU 134, PY 218, and Admission to the Nursing Program.

Co-requisite: NU 144.

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.

This course will further expand the nursing student's ability to read, interpret, and solve increasingly complex dosage calculation problems. Critical thinking skills are applied to age and acuity specific variations in select populations.

NU 133 Health Assessment and Diagnostics

3 Credit Hours

Prerequisite: Admission to the Nursing Program.

Co-requisite: 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. This course will address normal and abnormal assessment, lab values and diagnostic finding. Modifications of assessment for select populations will be addressed.

NU 134 Introduction to Nursing Concepts

8 Credit Hours

Pre-requisite: Admission to the Nursing Program.

Co-requisite: NU 133.

This foundational course is designed to introduce concepts to the beginning nursing student that will focus on maintaining health and promoting wellness throughout the lifespan. Concepts and core values basic to the foundation of nursing practice are presented. Classroom, laboratory, and clinical experiences provide opportunity for understanding of the nursing process, clinical judgment, and decision-making.

NU 144 Nursing Concepts of Health and Illness I

9 Credit Hours

Prerequisite: NU 134.

Co-requisite: NU 132.

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

Prerequisite: 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

Prerequisite: NU 234.

Co-requisite: 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

Prerequisite: NU 234.

Co-requisite: 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 Dean.

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 Instructor.

This course presents classes 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.

Academic Course Descriptions

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.

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 21st 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 21st 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.

Academic Course Descriptions

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

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes in Office Administration 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.

Orientation

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 275 Special Topics in Orientation

1 - 3 Credit Hours

This course presents classes in Orientation 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 Orientation.

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 Instructor.

This course presents classes 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 Education

PE 275 Special Topics in Physical Education

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes in Physical 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 Education.

Physical Science

SC 109 ~General Physical Science I

4 Credit Hours

Prerequisite: MT 121 or MT 121A or MT 123A or MT 124A or MT 128A or minimum acceptable test scores for placement in college-level math (quantitative reasoning).

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 intended for science majors.

SC 110 ~General Physical Science II

4 Credit Hours

Prerequisite: MT 121 or MT 121A or MT 123A or MT 124A or MT 128A or minimum acceptable test scores for placement in college-level math (quantitative reasoning).

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 intended for science majors.

SC 275 Special Topics in Physical Science

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes 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.

Academic Course Descriptions

Physics

PH 200 ~Conceptual Physics

4 Credit Hours

Prerequisite: MT 121 or MT 121A or MT 123A or MT 124A or 128A or minimum acceptable test scores for placement in college-level math (quantitative reasoning).

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 intended for science majors.

PH 210 ~College Physics I

4 Credit Hours

Prerequisite: MT 125 and MT 130 or minimum ACT math score of 26 or minimum SAT math score of 610.

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

Prerequisite: 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 275 Special Topics in Physics

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes 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 275 Special Topics in Political Science

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes 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.

Powersports Technology

PR 101 Powersports Shop Safety

1 Credit Hour

This course introduces students to safe working practices in the powersports shop. A major emphasis will be placed on developing safety as an attitude. The student will be required to develop safe work plans, recognize potential safety hazards and how to eliminate them,

and follow proper safety procedures at all times.

PR 110 Motorcycle Electrical Systems

3 Credit Hours

This course introduces students to the basics of electricity used on motorcycles and ATV's. Students will develop an understanding of electrical components related to these machines. Students learn to use test equipment and read and perform basic diagnosis using an electrical schematic.

PR 120 Motorcycle Engines Two and Four Stroke

3 Credit Hours

This course presents the basic operation of 2 and 4 stroke engines. An emphasis is placed on identification and functionality of engine components and how they are interrelated as well as various 2 and 4 stroke engine construction designs. Students learn proper service manual usage, how to research parts and to utilize other resources for finding manufacturer's specifications.

PR 125 Motorcycle Engines Two and Four Stroke Lab

2 Credit Hours

This course prepares students to disassemble, inspect, and reassemble 2 and 4 stroke engines. Students learn proper parts storage, inspection, and diagnosis during disassembly as well as making precision measurements. Lab experience also includes more in-depth, hands on experience of the timing, torque procedures and sealing methods used during reassembly. Lubrication system removal and installation and inspection procedures are introduced as well.

PR 130 Transmissions and Drive Systems I

2 Credit Hours

Prerequisite: PR 101 and PR 125

This course focuses on the fundamentals of most transmission and drive systems contained in a common engine case. Students learn the theory of manual and automatic drive systems and transmissions in motorcycles and ATVs. Students learn maintenance, repair, replacement and adjustment of clutches, primary and final drive components and systems. Automatic and manual transmissions are disassembled, inspected, and reassembled.

PR 140 Safety, Transmission, and Drive Systems

4 Credit Hours

This entry-level course introduces students to safe working practices and developing a safety-first mindset that includes producing safety work plans and procedures. The second portion contains fundamental competencies in transmission and drive systems which include maintenance, disassembly, inspection, and reassembly. The final portion includes online Polaris Bronze certification through the manufacturer.

PR 150 Fuel and Ignition Systems

3 Credit Hours

This course provides students with an overview of the entire fuel and ignition system essential in the operation of a motorcycle/ATV engine. Students identify components common to most engine carburetors and ignition systems. Common ignition component and fuel system failures are emphasized to introduce students to basic diagnostic procedures.

PR 160 Suspension and Brake Systems

4 Credit Hours

This course covers the maintenance and repair of motorcycle and ATV suspension and brake systems. Students learn to align, adjust, and repair suspension systems and repair or replace brake pads and drums.

PR 170 Wheels and Tires

2 Credit Hours

This course introduces students to the wide variety of wheels and tires used on motorcycles and ATVs. Students identify flaws in wheels and tires. Tire repair and replacement are performed by the student. Safe operation of mounting and balancing equipment is emphasized.

Academic Course Descriptions

PR 210 ATV and UTV Powersports Vehicles

4 Credit Hours

This course allows students to become proficient in maintaining and repairing All-Terrain Vehicles (ATV) and Utility Terrain Vehicles (UTV). Students will align, adjust and repair suspension, engine configurations, chassis design, drive and steering systems. Industry applications and safety are also introduced.

PR 220 Motorcycle and ATV Tune-Up and Maintenance

3 Credit Hours

Prerequisite: PR 101, PR 110, and PR 120.

Students combine electrical and mechanical skills to meet the required maintenance schedules determined by manufacturers. Students perform tune-ups and service procedures related to maintaining the entire motorcycle or ATV's engine, electrical system, and fuel system. Chassis, wheels, and brake system maintenance will also be performed.

PR 230 Transmissions and Drive Systems II

2 Credit Hours

Prerequisite: PR 130.

A continuation of Transmission and Drive Systems I, this course further develops skills in inspecting, diagnosing, and repairing drive systems and transmissions. Labs help the student become familiar with differences between different makes of vehicles.

PR 240 Advanced Diagnostics and Troubleshooting

3 Credit Hours

Prerequisite: PR 101, PR 110, and PR 120.

Students will continue improving their diagnostic and repair skills on motorcycles and ATVs. Students perform problem-solving diagnostics that affect overall machine performance and handling. Procedures for verifying customer complaints will be demonstrated and practiced. Computer diagnostics and use of specialty test equipment is introduced. Dynamometer analysis will also be introduced.

PR 245 Advanced Electrical Diagnostics and Troubleshooting

10 Credit Hours

Prerequisite: PR 140.

This advanced-level course requires students to perform innovative-level mechanical and electrical diagnostics as well as troubleshooting complex problems. Computer Diagnostics and specialty test equipment are used. The final portion includes online Polaris Silver certification through the manufacturer.

PR 250 Engine Overhaul and Repair

3 Credit Hours

This course focuses on the overhaul and repair of the mechanical system of the engine. Lab activities include the diagnosis and repair or replacement of worn components. Students are introduced to specialty tools used for engine overhauling. Testing equipment and procedures are utilized to identify engine faults or potential failures related to carburetors, valves, compression, and cylinders.

PR 260 Powersports Shop Management

2 Credit Hours

This course introduces students to the essential elements of managing a motorcycle/ATV business including inventory, ordering, scheduling, customer service, safety and basic accounting practises specifically related to the powersports industry. Hiring, managing, and time tracking of employee performance is also introduced.

PR 270 Powersports Practicum

4 Credit Hours

Students gain on-the-job experience and practical application knowledge of the competencies learned throughout the powersports repair program. The student, Southern faculty, and the work supervisor in a business work together to ensure a meaningful class experience for the student.

PR 275 Special Topics in Powersports

1 - 10 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes in Powersports 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 Powersports Technology.

Psychology

PY 201 ~General Psychology

3 Credit Hours

Introduces the principles and methods of the scientific study of human behavior.

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 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 275 Special Topics in Psychology

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes 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.

Radiology

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

Prerequisite: Admission to the program.

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.

RA 106 Radiologic Science I

3 Credit Hours

Prerequisite: RA 100.

Fundamentals of radiation, conditions for exposure, production, characteristics, interactions, safety, components and functions of x-ray tubes and accessories, plus an introduction to digital imaging systems and receptors. Application of mathematical concepts and laboratory experiences are included.

RA 110 Clinical Practice I

1 Credit Hour

Prerequisite: Admission to the program.

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: Admission to the program.

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: Admission to the program.

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: Admission to the program.

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

Prerequisite: Admission to the program.

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

Prerequisite: Admission to the program.

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 208 Radiologic Science II

3 Credit Hours

Prerequisite: RA 106.

Different imaging equipment and their operation, relationship of factors that control and affect image quality. Image analysis concepts, process and problem solving and math applications in the laboratory setting.

RA 209 Radiologic Science III

3 Credit Hours

Prerequisite: RA 208.

Includes electromagnetism, electromagnetic spectrum, circuitry and components, atomic structure as well as advanced principles and components of digital imaging acquisition and display, quality control testing, improvement and management. Apply knowledge with laboratory experiences.

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: Admission to the program.

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.

Academic Course Descriptions

RA 275 Special Topics in Radiologic Technology

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes in Radiologic Technology which the College expects to offer only once or occasionally in response to specific community needs. This course may consist of seminars, individual instruction and/or research in an area related to Radiologic Technology.

Religion

RL 110 Understanding the Old Testament

3 Credit Hours

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 Genesis 1-11, creation, and the Pentateuch.

RL 111 Understanding the New Testament

3 Credit Hours

An elementary study of the New Testament. The course covers its formation, date of writing, authorship, historical context, and general content of each book. The 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 275 Special Topics in Religion

3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes 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.

Respiratory Care Technology

RC 101 Assessment of the Cardiopulmonary Patient

3 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

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

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

2 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

2 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

This course will provide advanced theory of diagnostic studies relating to respiratory care.

RC 210 Mechanical Ventilation I

4 Credit Hours

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.

Academic Course Descriptions

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 the 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

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

2 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 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.

RC 230 Neonatal and Pediatric Therapy

3 Credit Hours

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

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.

RC 275 Special Topics in Respiratory Care Technology

1- 3 Credit Hours

This course presents classes in Respiratory Care 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 Respiratory Care Technology.

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

Prerequisite: Permission of the Instructor.

This course presents classes 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.

Social Work

SW 203 Introduction to Social Work

3 Credit Hours

This course is an introduction to the field of social work. The course will provide the student with knowledge of social work as a profession and practice. Emphasis will be placed upon social justice with a multicultural/multiracial/multinational perspective. Students will study vulnerable population groups, and there will be an emphasis on the issues facing social workers in the contemporary social welfare system.

SW 275 Special Topics in Social Work

1 - 3 Credit Hours

This course presents classes in Social Work 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 Social Work.

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.

Academic Course Descriptions

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

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 Dean.

This course is designed to bring a variety of students from various disciplines throughout the College together in order to provide health care and humanitarian aid to individuals throughout the world. The course will be a fourteen day, intensive visit to another country or culture. Students are expected to utilize knowledge and skills learned in previous courses or life experiences. Requirements to complete the course include written papers, journals, and presentations. This course MAY NOT be offered every year.

SO 275 Special Topics in Sociology

1 - 3 Credit Hours

This course presents classes in Sociology which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Sociology.

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 275 Special Topics in Speech

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes 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

4 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 120 Surgical Technology I

7 Credit Hours

Prerequisite: SG 100 and SG 101 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 235 Skills Seminar Review

3 Credit Hours

Co-requisite: SG 230.

This course prepares the students for eligibility to national certification in surgical technology. This capstone course also includes self-assessment and employment preparation.

Academic Course Descriptions

SG 275 Special Topics in Surgical Technology

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes in Surgical 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 Surgical Technology.

Surveying

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.

SU 120 Surveying Measurements I

4 Credit Hours

Co-requisite: SU 105 or permission of the Dean.

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 Dean.

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 Dean.

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

Prerequisite: 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

Prerequisite: 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 Instructor.

This course presents classes 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

Academic Course Descriptions

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.

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.

TS 275 Special Topics in Technical Studies

1 - 14 Credit Hours

Prerequisite: Permission of the Instructor.

Presents courses in Technical Studies 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 Technical Studies.

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 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 275 Special Topics in Theater

1 - 3 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes 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.

Welding

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.

Academic Course Descriptions

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

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

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

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 102.

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 262 Advanced Shielded Metal Arc Welding

3 Credit Hours

Prerequisite: WL 104.

Advanced topics are based on accepted welding codes. Training is provided with various electrodes in SWAM processes with open V-groove joints in all positions. The student will describe effects of preheating and post weld heating; explain precautions used when welding various metals and alloys; distinguish between qualification and certification procedures; and discuss problems of welding discontinuities. The student will perform open groove welds with mild steel and low alloy electrodes in all positions. The student will demonstrate safe work practices.

WL 264 Advanced Gas Metal Arc Welding

3 Credit Hours

Prerequisite: WL 201.

Advanced topics in GMAW welding, including welding in various positions and directions on plate and pipe with .035, .045 and inner shield wire with various shielding gases. Training is provided with dual shield and submerged arc welding (SAW). The student will exhibit expertise in various welding positions on pipe; describe safety rules and equipment used; and describe the effects of welding parameters in GMAW. The student will weld various joint designs and diagnose welding problems and perform visual inspection.

WL 266 Advanced Gas Tungsten Arc Welding

3 Credit Hours

Prerequisite: WL 202.

Advanced topics in GTAW welding, including welding in various positions and directions. The student will exhibit expertise in various welding positions on pipe; describe safety rules and equipment used; and describe the effects of welding parameters in GTAW. The student will weld various joint designs and diagnose welding problems and perform visual inspection.

WL 272 Advanced Flux-Core Arc Welding

3 Credit Hours

Prerequisite: WL 203.

Instruction and practice of equipment inspection, maintenance, repair and set-up for flux-cored arc welding - S (self-shielded). Instruction and practice in the production of fillet and groove welds in all positions on carbon steel using self-shielded flux-cored electrode. Practice and production of assemblies and coupons to be examined and tested according to Section 8 AWS SENSE QC10.

WL 275 Special Topics in Welding

1 - 5 Credit Hours

Prerequisite: Permission of the Instructor.

This course presents classes 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.

WL 298 Welding Capstone

3 Credit Hours

Prerequisite: Permission of the Dean.

This course requires students to design and construct projects using several approved welding processes to demonstrate the ability to analyze welding problems and to make decisions that use the most economical and practical welding processes. This course concentrates on the advanced study of materials and methods, including joint work, adhering to specifications, fabrication of equipment, and completion of special projects.

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 Chair 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 semester 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 semester.

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 semester 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.

SCP-3736 can be found on Southern's website at <http://www.southernwv.edu/administration/policies>

Regarding the College Catalog as Academic Standards and Expectations of Students (Policy SCP-4151)

Responsibilities

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", he/she is expected:

- To seek instruction for self-assessment and preparedness in the following skills reading and writing, math and science, study and testing.
- To know and meet each instructor's subject criteria by following directives, reading materials, and completing required assignments.
- 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).
- To strive for continuous academic progress by improving the quality of work and monitoring grade averages.
- To continue monitoring program requirements by checking one's status and checking one's program requirements for possible changes.
- To formulate as quickly as possible, personal and/or professional goals by comparing personal qualifications with the requirements for a desired job, monitoring transfer requirements and own status, and reviewing goals for personal satisfaction.

Student Handbook

- To be aware of all College policies pertaining to student rights and responsibilities by understanding College related materials (catalog, notices, and/or general information), and seeking clarification from personnel employed by the College.
- 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.

SCP-4151 can be found on Southern's website at <http://www.southernwv.edu/administration/policies>

Student Grades and Grade Point Average Requirements for Graduation (Policy SCP-4398)

Policy

This policy establishes and communicates the 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.

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.

Background or Exclusions

Further information pertaining to grades, degrees, and graduation is provided in the college catalog. To the extent that information in the catalog may conflict with this policy, this policy supersedes that information.

General Provisions

The grades earned by a student are determined by the instructor of the class and can be changed only upon the latter's recommendation with final approval by the Chief Academic Officer, except as follows:

- Incompletes require the approval of the appropriate Dean and the Chief Academic Officer. See description of "I" (incompletes) below.
- The Chief Academic Officer may, only upon recommendation of the Grievance Committee or the Exceptions Committee, change a grade determined to have been awarded in an unfair manner.

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 page 34). 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.

The following grades are used by the College:

- A-Superior - 4.0 Quality Points per Credit Hour
- B-Above Average - 3.0 Quality Points per Credit Hour
- C-Average - 2.0 Quality Points per Credit Hour
- D-Below Average - 1.0 Quality Points per Credit Hour
- F-Unsatisfactory Work (failure) - 0.0 No Quality Points
- W- Withdrawn by the established withdrawal date. After the last day to withdraw, a student will not be permitted to drop the course and will receive the final grade they earned. No quality points earned.
- If a "W" is recorded on the grade sheet, a date must also be recorded. Notice should be provided to Student Records if a student is being administratively withdrawn.
- I-Incomplete

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 appropriate Department

Chair 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 trimester 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 Department Chair 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.

- CR - Credit is earned for a course through CLEP, credit-by experience, or other non-traditional means.
- NC - No credit earned.
- AU - Audit.
- In calculating a student's grade point average, all assigned letter grades (A - F) will be used. W, I, CR, NC, and AU are not included.

Those students who successfully complete the requirements for an associate or certificate degree with a cumulative GPA of 2.0 or better are eligible to graduate. Some programs require students earn a minimum grade of "C" in certain courses taken in order to graduate. The GPA to be computed for graduation purposes (not necessarily each term) shall be based upon all work for which the student has registered with the following exceptions:

- Courses from which the student has withdrawn
- Courses in remedial/development (Transitional Studies) education
- Courses taken on a credit/no credit basis where credit is earned
- Courses taken on an audit basis
- Courses which have been repeated under the "D/F Repeat Provision" of this policy; and
- Courses which are covered under the "Academic Forgiveness Provision" of this policy.

Policy SCP-4398 can be found on Southern's website at <http://www.southernwv.edu/administration/policies>

Academic Integrity (Policy SCP-4710)

Policy

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.

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.

Repeated acts of academic dishonesty will be handled by the Chief Academic Officer and will not be tolerated by the institution.

This policy applies to all students at Southern.

Definitions

Academic Integrity - Academic integrity at Southern is a standard of ethics students are expected to maintain.

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.

Student Handbook

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.

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:

- Copying from another student's test or homework paper.
- Allowing another student to copy from a test or homework assignment.
- 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.
- Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.
- Having another individual write or plan a paper, including those bought from research paper services.
- Submitting the same paper or project in more than one class.
- Obtaining any part of an examination or assignment before it has been given to the class.
- Use of any electronic device in class without the expressed permission of the instructor.

Fraud - Fabrication, Forgery, and Obstruction

- 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.
- Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.
- Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to education resources.
- Fraud includes, but is not limited to, the following actions:
 - Providing any signature other than one's own on any College document.
 - Forging or altering the record of any grade in an educational record.
 - Knowingly presenting false information or intentionally misrepresenting one's record.
 - Knowingly providing false statements in any College proceedings.

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:

- Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
- Selling or giving away all or part of a test and/or test answers.
- Asking or bribing any other person to obtain a test or any information about a test.
- 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.
- 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.
- Continuing to work on an examination or project after the specified time has elapsed.
- 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.

Responsibilities and Procedures

- 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.
- Within fourteen days (14) after an act of academic dishonesty is discovered, the instructor shall notify the appropriate Division Head 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.

- 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.
- 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.
- The Office of the Vice President for Academic Affairs 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.
- 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.
- 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 term unless that term falls within fourteen calendar days of the instructor's notification of the student that academic dishonesty procedures have been initiated.
- Penalties assigned for academic dishonesty may not be used as the basis for a subsequent grade appeal.

SCP-4710 can be found on Southern's website at <http://www.southernwv.edu/administration/policies>

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 technology resources is a privilege Southern West Virginia Community and Technical College grants to all college faculty, staff, and students. Access may also be granted to individuals outside the College for purposes consistent with the mission of the College, and users are responsible for complying with this policy.

SCP-7125 can be found on Southern's website at <http://www.southernwv.edu/administration/policies>

Security of Information Technology (Policy SCP-7720)

By logging into their College-provided account, users are acknowledging that they have read the policy document and agree to follow its provisions.

SCP-7720 can be found on Southern's website at <http://www.southernwv.edu/administration/policies>

Tobacco and Smoke-free Campus Policy (Policy SCP-1750)

Effective July 1, 2017, all locations of Southern West Virginia Community and Technical College are designated as non-tobacco usage (i.e.-smoking tobaccos, chewing tobaccos, snuff, and E-cigarettes also known as electronic cigarettes and vaporizer cigarettes) facilities.

SCP-1750 can be found on Southern's website at <http://www.southernwv.edu/administration/policies>

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.

SCP-1010 can be found on Southern's website at <http://www.southernwv.edu/administration/policies>

Discrimination, Harassment, Sexual Harassment, Sexual and Domestic Misconduct, Stalking, and Retaliation Policy (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 discrimination, harassment, sexual harassment, sexual and domestic misconduct, consensual relationships, stalking, and retaliation. The College provides a policy to take action to prevent and eliminate such behavior.

Students who wish to report prohibited conduct and make a complaint are to follow directions outlined in SCP-2843. The Director of Enrollment Management and Student Engagement/Title IX Coordinator is designated to advise students as to the procedure and policies in filing a sexual harassment claim.

SCP-2843 can be found on Southern's website at <http://www.southernwv.edu/administration/policies>

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. Approval from the Director of Campus Operations must be obtained prior to an event being scheduled. 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.

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.

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.

Sales limitations:

Sales may not be conducted in competition with the products and services normally provided by the College.

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.

Solicitation by students:

Solicitation and/or sales by students or student organizations on College property are prohibited without the express written consent of the Vice President for Student Services.

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.

Posting Material:

Posting of all material referenced in this policy must be approved and posted by the Director of Campus Operations.

SCP-1735 can be found on Southern's website at <http://www.southernwv.edu/administration/policies>

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 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 Student Services personnel 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:

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:

- To have access to campus resources and facilities
- To espouse causes
- To inquire, discuss, listen to and evaluate
- To listen to any person through the invitation of organizations recognized by the College
- To not violate the rights of others in matters of expression and assembly
- 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

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.

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:

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

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.

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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

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.

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.

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.

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.

Because of time lapse during an appeal process, sanction enforcement in the affected semester may be impossible. In that event, the following actions may occur:

- Whenever possible and if appropriate, the sanction shall be applied to the semester in progress at the time of the completion of the appeal.
- If the sanction cannot be implemented during that semester, then it shall be applied during the next regular semester.
- 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 semester designated in the original sanction.
- In any event, the student may not graduate during the process of appeal.

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.

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:

- 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;
- Disrupting or obstructing College activities by any means, including intentionally causing inconvenience, annoyance or alarm among members of the College community;
- 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;
- Participating in or inciting a riot or an unauthorized or disorderly assembly;
- 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;
- Using alcoholic beverages, including the purchasing, consuming possessing or selling of such items;
- Gambling or holding a raffle or lottery, except in cases with specific prior approval of the President;
- Possessing, using, selling, or distributing any types of drugs for illegal purposes;
- 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;
- 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;
- Littering, defacing, destroying or damaging property or removing or using such property without authorization;
- Misusing the College's Computer Network and the College Computer System, including but not limited to the following:
 - 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;
 - Using this equipment, data or programs in performance of any act listed as prohibited by this code of conduct;
 - Attempting to breach security in any manner; or
 - Using a computer account for other than the purpose for which it was assigned;
- Engaging in an act of hazing;
- Willfully encouraging others to commit any of the acts prohibited by this code of conduct;
- Interfering with the rights of any other member of the College community;
- Violating any local, state or federal laws; or
- Violating any rules or regulations not contained in this code of conduct but announced as administrative edict by the President.

Responsibilities and Procedures

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:

- Written notice of a disciplinary action including a statement of charges and grounds that, if proven, justify suspension or expulsion;
- A hearing using defined procedures before the College's Judicial Board, an impartial body;
- 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;
- Names of the witnesses against the accused student;
- 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;
- Advance inspection by the accused student of the College's affidavits and/or exhibits against the student;
- Opportunity to present to the Judicial Board a defense against the charges;
- Opportunity to produce either oral testimony or written affidavits of witnesses in support of the student;
- The right to be accompanied by an advisor at the hearing;
- Opportunity to question any witnesses against the accused student at the hearing;

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- A decision on discipline based solely on the evidence in the record judged under the preponderance of the evidence standard;
- A report on the results and findings of the hearing;
- A complete and accurate record of the hearing;
- A complete and accurate record of the hearing prepared by a qualified stenographer or court reporter at the student's expense, and;
- Opportunity to appeal the decision to the Board of Governors if expulsion is imposed.

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.

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 Student Services staff 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:

- Hear evidence in disciplinary cases;
- Make findings of fact from the evidence presented;
- Make recommendations to the President based upon such findings as to the disposition of the disciplinary action, including any sanctions to be imposed; and
- Refer matters not involving potential suspension or expulsion back to the Chief Academic Officer or the Chief Student Services Officer.

In disciplinary matters not involving possible suspension or expulsion, the following processes will be used:

- 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 therefrom.
- The decision of the Officer may be appealed through a Student Grievance Committee in accordance with normal student grievance procedures.

In disciplinary matters involving possible suspension or expulsion, the following processes will be used:

- 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.

The notice to the accused student shall include at least the following:

- A statement of the policy, rule or regulation which the student is alleged to have violated;
- 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;
- 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;
- 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.

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.

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.

- 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.
- All material evidence may be presented subject to the right of cross examination of the witnesses.
- There shall be a complete and accurate record of the hearing by a qualified stenographer or court reporter at the student's expense, if desired.
- 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.
- 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.
- 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.
- 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.
- 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.
- Except in cases that involve expulsion, the decision of the President shall be final.
- 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.

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.

- 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.
- 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.
- 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 or gender orientation, disability, national origin, ethnicity, marital status, or veterans status):

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.

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 SGAA 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:

- The chairperson shall vote only in case of a tie.

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

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	WZAC	1450 (AM) 92.5 (FM) Danville/Madison	http://www.southernwv.edu
WOWK	V100	99.9 (FM) Charleston	http://facebook.com/southernwv.edu
WCHS	WQBE	950 (AM) 97.5 (FM) Charleston	http://twitter.com/swvctc
WVVA	KWS	96.1 (FM) Charleston	
	WVOW	1230 (AM) 101.9 (FM) Logan	
	WXCC	96.5 (FM) Williamson	
	WKQR	92.7 (FM) Mullens	
	WJLS	560 (AM) 99.5 (FM) Beckley	
	WHAJ	104 (FM) Bluefield	
	WWYO	970 (AM) Pineville	
	WELC	1450 (AM) 100.9 (FM) Welch	
	WCIR	103.7 (FM) Beckley	
	WPKE	1240 (AM) 103.1 (FM) Pikeville, KY	
	WKLW	94.7 (FM) Paintsville, KY	
	WSIP	98.9 (FM) Paintsville, KY	
	WDHR	93.1 (FM) 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/workforce-development/content/continuing-education> 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.

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

The Entrepreneurship and Business Coaching Center

The Entrepreneurship and Business Coaching Center is funded through the Appalachian Region Commission POWER initiative and made possible through a partnership between Southern West Virginia Community and Technical College and Hatfield-McCoy Trails, an ATV trail system in southern West Virginia. The Center's focus is to help build a strong and vital tourism-based economy in southern West Virginia. The Center's program administrator can help new and/or established entrepreneurs start and/or grow their small business with workshops, training, business coaching, and other resources. For more information call 304.896.7314 or 304.687.7908.

Personnel

Personnel

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Howard E. Seufer, Jr., Esq., Chair
Mr. Eddie J. Canterbury, Vice Chair and Secretary
Mr. J. Chris Adkins
Mr. William Alderman, Faculty Representative
Dr. Lisa Haddox-Heston
Ms. Janice Olive
Ms. Dianna Toler, Classified Staff Representative
Mr. Samuel A. Stewart
Ms. Cherri M. Stroud, Student Representative
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Brittany Bartram

Director of Campus Operations Boone/Lincoln Campus

A.A., 2011, Associate in Arts, Southern West Virginia Community and Technical College; B.A., 2015, Multidisciplinary Studies, West Virginia University.

Joe Linville

Director of Campus Operations Logan Campus

Studies at Southern West Virginia Community and Technical College.

Perry Jobe

Director of Campus Operations Williamson Campus

Certification in Paramedic Science, 2000, Marshall University.

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.

Personnel

Full Time Faculty

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Instructor

Boone/Lincoln Campus

B.S., 2000, Syracuse University; J.D., 2003, University of Maryland, Baltimore School of Law.

William Alderman

Professor

Logan Campus

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 in Leadership. State industry certifications in Mine Foreman, Blasting, and Slurry Impoundment Inspection.

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Professor/Lead Faculty

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A.A.S., 1999, Southern West Virginia Community and Technical College; B.S., 2001, West Virginia State College; M.A., 2003, West Virginia University. Additional graduate studies Marshall University and West Virginia University.

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Assistant Professor

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B.A., 1979, Eastern Kentucky University; M.S., 1981, Eastern Kentucky University; Ph.D., 2005, Trinity Theological Seminary.

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B.A., 2010, Morehead State University; M.A., 2011, Morehead University.

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B.S., 1997, University of California; M.S., 2004, Air Force Institute of Technology, Ph.D., 2013, University of Albany.

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A.D.N., 1986, Marshall University; B.S.N., 1988, Marshall University; M.S.N. Bellarmine College. Additional graduate studies at Bellarmine College and West Virginia University. Post Masters PNP-BC.

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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.

Personnel

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Instructor

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B.A., 1997, West Virginia University; D.C., 2004, Palmer College of Chiropractic West.

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B.S.E.E., 1974, West Virginia Institute of Technology; Registered Professional Engineer, 1981.

Vicky L. Evans

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A.A., 1986, Southern West Virginia Community and Technical College; B.A., 2003, Morehead State University; M.A., 2007, Morehead State University.

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Nathan Freeman

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B.F.A., 1997, West Virginia University; B.A., 1997, West Virginia University; M.F.A., 2017, California College of Arts.

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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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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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Tehseen Irfan

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B.A., 1978, Kinnaird College for Women; M.A., 1981, Lahore College for Women. Additional graduate studies at Mountain State University.

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B.B.A., 2013, Marshall University; M.S., 2015, Marshall University Graduate College.

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Personnel

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Logan High School. Motorcycle and ATV Repair Technician Seminar Certifications.

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Registered Health Information Technician, 1997; Regents B.A., 2016, Marshall University.

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Guy Lowes

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B.S., 1988, Southeast Missouri State University; M.N.S., 1994, Southeast Missouri State University. Additional studies at Marshall University and at Virginia Polytechnic Institute.

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Debra Mullins, Ed.D.

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A.S.N., 1974, Marshall University; B.S.N., 1987, West Virginia University; M.S.N., 1990, West Virginia University; Ed.D., 2007, Marshall University; ANCC Advanced Practice Certifications as Family and Gerontological Nurse Practitioner.

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B.S., 1984, West Virginia Institute of Technology; M.A., 1991, West Virginia University. Additional graduate studies at West Virginia University, Marshall University, South Carolina State University, Franklin University, and University of San Diego.

Sarma A. Pidaparthi, Ph.D.

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Instructional Specialist

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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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