



Southern
West Virginia Community and Technical
College

2011-2012 Catalog

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

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

Institutional Accreditation

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

Higher Learning Commission of the North Central Association of Schools and Colleges

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

Programmatic Accreditation

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

Dental Hygiene

Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue, Suite 1900
Chicago, IL 60611-2678
Phone: 312.440.4653
<http://www.ada.org>

Medical Laboratory Technology

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

Nursing

National League for Nursing Accrediting Commission (NLNAC)
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
Phone: 404.975.5000
<http://www.nlnac.org>

West Virginia Board of Examiners for Registered Professional Nurses

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

Radiologic Technology

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

Respiratory Care Technology

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

Surgical Technology

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

Disclaimer

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Affirmative Action

It is the policy of Southern West Virginia Community and Technical College to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, sexual orientation, disability, or national origin.

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

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

Affirmative Action Officer

Ms. Patricia Clay
Director of Human Resources
Southern West Virginia Community and Technical College
P.O. Box 2900
Mount Gay, West Virginia 25637
304.896.7408

Title IX Coordinator

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

A Welcome from the President

Community and technical colleges are coming to the front-and-center in the eyes of students, policymakers, and business leaders across the nation. It is an exciting time for those of us involved in community and technical college work, as we continue to serve and educate citizens from all walks of life. While the financial crisis in the nation continues to grow, we provide an avenue for our citizens to receive a quality education at affordable prices. In fact, we are one of the most affordable colleges in the State of West Virginia.

Whether you are planning to attend college for the first time, returning after many years, or need customized training for your specific business or industry, you need not look farther than your own back door. Southern continues to expand its reach with the goal of making you successful! Our graduates are working throughout the world and are proud of the education they received at Southern. We invite you to visit or call us about what opportunities might be available to you right now.



Southern was founded as an open-door, comprehensive community and technical college in 1971 and today is part of the West Virginia Community and Technical College System. It is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. We are dedicated to serving both traditional and non-traditional students. One of the greatest things about community and technical colleges is that we realize each student is unique with different needs and goals. At Southern you are treated as an individual, not an ID number. We offer a variety of course delivery methods to meet your schedule, not ours! We pride ourselves on qualified and dedicated faculty and staff, with our faculty being some of the best educators in the field.

In recent years, Southern has expanded and added new facilities to better meet the needs of the area. In addition to our four campus locations in Boone, Logan, Mingo, and Wyoming counties, the College added a wing to the Lincoln County Comprehensive High School, opened the Academy for Mine Training and Energy Technologies in Logan County, joined eight other public colleges at the Erma Byrd Public Higher Education Center in Raleigh County, and constructed and opened a 55,000 square foot Allied Health and Technology Center that houses the most up-to-date, state-of-the-art labs and equipment. These vast improvements have enhanced the educational opportunities for students in the district right here at home.

Our greatest achievement has been our very first “Major Gifts Campaign,” in cooperation with the Southern West Virginia Community College Foundation. The **“Vision 2020 Major Gifts Campaign”** has a purpose of achieving a multitude of long-range plans for the future of the institution. Thanks to our employees and many friends in our communities, we have already surpassed our five-year goal of \$7,000,000 by the year 2010. Investments from the campaign have been used to initiate new programs, provide financial assistance to students, and support our facilities. The campaign is on-going with a 20-million dollar goal by 2020. The campaign will ensure not only the future success of the College, but the region we serve.

We want you to plan to be a part of this wonderful institution. We can help you reach your goals, whatever they may be. Join us and become a part of our great Southern family!

Sincerely,

A handwritten signature in cursive script that reads "Joanne Jaeger Tomblin".

Joanne Jaeger Tomblin
President

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Academic Calendar

Fall 2011

April 1	Registration for Fall 2011 begins. Continuous registration during regular business hours. Online registration available 24 hours/day. Currently enrolled students must see/contact their academic advisor.
August 9	Last date for pre-registered students to pay. All students who register after this date must pay or they will be dropped from class.
August 15 – 18	Final week to register for full-term Fall 2011 courses (8:00 a.m. – 6:30 p.m.). Drops for non-payment will occur at the close of each business day.
August 19	Weekend and Saturday classes begin.
August 22	Regular full-term classes begin.
August 22 – 27	Schedule adjustment.
September 2 – 5	College closed – Labor Day Holiday.
September 6	Classes resume.
October 10	Mid-term grade reports due.
October 13	Graduation application deadline for Spring 2012 graduation.
October 31	Registration for Spring 2012 begins. Continuous registration during regular business hours. Online registration available 24 hours/day. Currently enrolled students must see/contact their academic advisor.
November 3	Last day to withdraw with a grade of “W”.
November 21 – 26	Thanksgiving Break – no classes.
November 24 – 26	College closed – Thanksgiving Holiday.
November 28	Classes resume.
December 5 – 10	Last week of classes. Faculty may use Friday, December 9, for additional testing time.
December 13	Grades due to the Records Office by Noon.
December 20 – January 3, 2012	College closed – Holiday.

Spring 2012

January 3	Last date for pre-registered students to pay. All students who register after this date must pay or they will be dropped from class.
January 9 – 12	Final week to register for full-term Spring 2012 courses (8:00 a.m. – 6:30 p.m.). Drops for non-payment will occur at the close of each business day.
January 13	Weekend and Saturday classes begin.
January 16	College closed – MLK Holiday
January 17	Regular full-term classes begin.
January 17 – 21	Schedule adjustment.
March 5	Mid-term grade reports due.
March 6	Assessment Day – all locations.
March 15	Graduation application deadline for Fall 2012 graduation.
March 19 – 24	Spring Break – no classes.
March 26	Classes resume.
April 1	Registration for Summer and Fall 2012 begins. Continuous registration during regular business hours. Online registration available 24 hours/day. Currently enrolled students must see/contact their academic advisor.
April 5	Last day to withdraw with a grade of “W”.
April 30 – May 4	Last week of classes. Faculty may use Friday, May 4, for additional testing time.
May 5	Commencement.
May 8	Grades due to the Records Office by Noon.

Summer 2012

May 8	Last date for pre-registered students to pay. All students who register after this date must pay or they will be dropped from class.
May 14 – 17	Final week to register for full-term Summer 2012 courses (8:00 a.m. – 6:30 p.m.). Drops for non-payment will occur at the close of each business day.
May 18	Weekend and Saturday classes begin.
May 21	Regular full-term classes begin.
May 21 – 26	Schedule adjustment.
May 28	College closed – Memorial Day Holiday.
May 29	Classes resume.
June 18	Mid-term grade reports due.
July 2 – 7	Summer break – no classes.
July 9	Classes resume.
July 12	Last day to withdraw with a grade of “W”.
July 30 – August 4	Last week of classes. Faculty may use Friday, August 3, for additional testing time.
August 7	Grades due to the Records Office by Noon.

About Southern

Southern's History

Southern West Virginia Community College was established as an independently accredited, comprehensive community college on July 1, 1971 through the consolidation of two existing branches of Marshall University. These branches, located in Mingo and Logan Counties, had been in operation under Marshall's direction since 1963 and provided the first two years of liberal arts and teacher education along with career programs in secretarial science and radiologic technology. In 1971 these two locations became the first two campuses of Southern as an independently accredited institution of higher education. It was also in 1971 that Southern's first building as an independent institution 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 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 and pay instate tuition and fees. In 1995, with a renewed emphasis on workforce development and technical training, the state legislature changed the College's name to Southern West Virginia Community and Technical College. In addition to the name change, 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. A new location was selected near Twin Falls State Park, and a building was constructed for the Wyoming Campus in 1989. In 1996, the Boone Campus relocated from a renovated facility to a new building adjacent to the Boone County Career and Technical Center. The following year, work began on the "Earl Ray Tomblin Workforce Development and Administrative Complex" in Logan. This facility was completed and occupied 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 facility which is physically connected to the Lincoln County Comprehensive High School was opened. Most recently, in January 2008, the College welcomed students into a new 55,000 square foot, state-of-the-art Allied Health and Technology Center on the Logan Campus. Planning is currently underway to add a technology facility to the campus in Williamson and to secure the soon to be vacated National Guard Armory building. Each of these facilities currently serves as a model for the delivery of comprehensive community college education and provides state-of-the-art facilities needed to train the current and future workforce of the district it serves.

Higher education governance in West Virginia has undergone many changes over the years. In 1989 two governing boards were established to replace the Board of Regents. Southern was assigned to the Board of Directors of the State College System which had responsibility for governing the four-year colleges and two freestanding community colleges in the state. During the 2000 legislative session, a bill was passed dissolving the two-board system and creating the Higher Education Policy Commission for policy development and other statewide issues. This system was altered again in 2001 by adding a Council for Community and Technical College Education, and, today, Southern has its own local Board of Governors and is a member of the West Virginia Community and Technical College System.

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 achieving a number of long-range goals for the future success of the institution. To date, this campaign continues and has enjoyed great success in raising community support.

In 2007, Southern joined seven other colleges and universities as a partner in the Erma Byrd Higher Education Center in Raleigh County. And, in December of 2007, the first five students were inducted into the College's first Appalachian Leadership Academy. Southern is partnering with Cotiga Development Company, Incorporated to provide scholarships and mentoring opportunities for future leaders.

Throughout the years, Southern has continued to provide the highest quality programs and services to its students and is committed to meeting the educational and training needs of the residents of its service district.

Mission Statement

It is the mission of Southern West Virginia Community and Technical College to provide accessible, affordable, quality education and training while promoting lifelong learning for those we serve.

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

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.

We will accomplish our mission by:

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

Southern will be the hub around which all education and training/retraining efforts will turn. The College will act as the catalyst for economic development and change in the region. Southern will establish proactive partnerships which include education, business, industry, labor, government, and community and cultural organizations, as well as other leaders to achieve regional goals.

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

General Education Philosophy and Goals

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

Purpose

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

Philosophy

Southern West Virginia Community and Technical College is committed to providing a general education program to help students develop the qualities and skills associated with college-educated adults. Southern's general education program promotes the development of independent critical and conceptual thinking skills and those skills necessary for the effective communication of one's thoughts. Southern's general education program provides students with an integrated view of knowledge and prepares them for their role as productive and responsible members of society.

Goals

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

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

Critical Thinking Skills

Students will demonstrate their ability to think critically by analyzing and synthesizing material.

Oral and Written Communications

Students will demonstrate their oral and written communication skills by reading, writing, and speaking effectively.

Mathematical Skills/Competencies

Students will demonstrate their abilities to think mathematically by using problem-solving skills which include: estimation, computation, analysis, assimilation, application, and transference, as well as, implementation of appropriate technology.

Information and Communication Technology

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

Scientific Inquiry and Research Skills

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

A Cultural, Artistic, and Global Perspective

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

Campus Locations

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

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

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

Wyoming/McDowell Campus

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

Additional Location

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

Off-Campus Courses

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

Admission Procedures

Southern West Virginia Community and Technical College is an open-door admissions institution.

General Admission

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

Classification of Students

Re-Entry Students

A student who interrupts his/her studies by failing to register and attend classes during a fall or spring trimester is required to re-submit transcripts if he/she has earned additional credits at another institution.

Non-degree Seeking Students

Students who wish to take credit courses for personal enrichment, job improvement, or some reason other than seeking a degree or certificate are permitted to enroll as special students. These students must submit a completed application form and official academic transcripts from any college attended.

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

Transfer Students

Students may transfer to Southern from other accredited 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. An evaluation will be made of each transcript, and the student will be notified by the Registrar of those courses transferable. Students who transfer must complete fifteen of the last twenty-three hours of the associate degree program at Southern. For those completing a certificate program, a minimum of one-third of the total hours required in the certificate program must be completed at Southern. A student who fails to acknowledge attendance at any college or university in which he/she has been registered may be subject to immediate dismissal.

Transient Students

Students who are officially enrolled at other post-secondary institutions may enroll for courses at Southern West Virginia Community and Technical College provided they submit forms completed by their home college stating the courses to be taken and that the students are in good standing. To be admitted to Southern, they should meet the same requirements as transfer students with the exception of filing a transcript. The completed transient student form must be

submitted to the Records Office. If the student is receiving financial aid he/she must have a consortium agreement signed by both the home institution and Southern West Community and Technical College's financial assistance office.

Early Entry High School Students

High school students in advanced standing may enroll in courses at Southern provided they meet course prerequisites and the following requirements:

1. Completion of Southern's Early Entry Application with consent form signed by the high school principal or counselor and parent.
2. The student must have a 3.0 (B) grade point average.
3. High school students may enroll for no more than 7 credit hours per trimester.

Early entry students must meet course prerequisites before registering. Exceptions to the minimum requirements requires the authorization by the appropriate Academic Dean or his/ her designee for any high school students with less than 3.0 (B) grade point average or seeking to enroll for more than seven credit hours per trimester.

Conditional Admission

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

Conditional admission may be granted in instances where institutional officials have determined that the student has the potential to successfully complete college-level work. Such students must complete all needed transitional courses and pass the GED before being admitted as a regular degree-seeking student. A maximum of twelve credit hours may be taken as a conditionally admitted student. Conditionally admitted students are not eligible to receive any federal or state financial assistance.

International Students

Under Immigration and Naturalization Services 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.

Military

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

Persons assigned to full-time active military service in West Virginia and residing in 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.

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.

Immunization Policy

Students of the state system of higher education under the jurisdiction of the West Virginia Council for Community and Technical College Education who were born on or after January 1, 1957, are required to provide proof of immunity to measles, mumps, and rubella. Acceptable proof of compliance will be a document completed and signed by a licensed physician or health care professional. The document must include the month, day, and year the immunization was given.

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

Compliance with Military Selective Service Act

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

Admission Requirements for Nursing or Allied Health Associate Degree Programs

Students applying for admission to Nursing and Allied Health Programs with specific entrance requirements are required to comply with the general admission requirements as well as those of the specific program they wish to enter. Applications for the following year will be available for the fall trimester by September of that year. Please view the application cover sheet for deadline date and time.

Selection to Southern's Nursing and Allied Health Programs is competitive. Students who meet the admission criteria are selected according to a point system. The score sheet is included with the program application. Clinical agencies may deny access to students who have a criminal background.

Once admitted to the Nursing or an Allied Health Program, a student may NOT be considered for admission to another program in the following year except at the discretion of the Department Chair of Allied Health and Nursing.

Students who have been disciplined or dismissed from a Nursing or Allied Health Program (Southern or another college) may be denied admission to Southern's Nursing or Allied Health Programs.

The following programs and campus locations admit students every year (subject to change):

Paramedic Science - Logan Campus
 Medical Laboratory Technology - Logan Campus
 Nursing - Logan Campus
 Radiologic Technology - Logan Campus
 Salon Management/Cosmetology - Logan Campus
 Surgical Technology - Logan Campus

The following programs and campus locations admit students every other year (subject to change):

Dental Hygiene - (even year) Logan Campus
 Respiratory Care - (even year) Williamson Campus

Dental Hygiene, Medical Laboratory Technology, Nursing, Radiologic Technology, Respiratory Care Technology, and Surgical Technology Admission Requirements

1. Meet general admission requirements to Southern West Virginia Community and Technical College.
2. Submit application to the Department of Allied Health and Nursing by the application deadline.
3. MUST successfully pass the Pre-RN/Pre-Allied Health Entrance Examination. Students may take the exam one time per year. Cost of the exam is the responsibility of the student. Dental Hygiene, Nursing, Radiologic Technology, and Respiratory Care Technology require a minimum score of 100 to even be considered. Other associate degree programs do not require a minimum score but do prefer scores 95 and above. Achieving the minimum Pre-RN/Pre-Allied Health Entrance Examination score required for a program does not guarantee admission.
4. Students must meet the technical standards and essential skills required for any Allied Health or Nursing Program and/or clinical setting. Reasonable accommodations which do not fundamentally alter the nature/scope of the program and do not compromise client safety and care will be made on an individual basis to qualified students with disabilities. For a list of technical standards and skills, please contact the Coordinator of the specific Allied Health or the Nursing Program.
5. MUST be eligible to enter college-level English and math courses by the application deadline. Per college policy students may not enroll in a mathematics or English course which is designed to be applied toward a certificate or associate degree unless they meet the minimum scores on the Enhanced ACT or ACCUPLACER.
6. Submit the following to the office of student records by the application deadline:
 - a. completed application to college
 - b. high school or GED transcripts
 - c. official transcripts from ALL colleges or universities attended, other than Southern
 - d. copy of ACT and/or ACCUPLACER scores.
7. ALL above criteria must be COMPLETED BY THE APPLICATION DEADLINE, except for Pre-RN/Pre-Allied Health Entrance Examination, which will be given on the date indicated in the program application.
8. After the application deadline, the Department of Allied Health and Nursing may extend the deadline for programs if deemed appropriate by faculty, coordinators, and the Department Chair.

9. LPN applicants must follow the previous criteria and application deadline for admission to the nursing program. LPN's may be eligible for credit for NU 100, NU 104, and NU 107.

Each year more students apply to the Nursing and Allied Health Programs than can be accepted. An objective process of selection has been developed.

Selection of qualified applications is based on a point system for identified criteria. "Qualified" is defined as those applicants who meet or exceed the admission criteria (1-10 above) for Nursing or Allied Health Programs.

A score sheet is included with the program application. Points are given for an ACT score of 21 or better, grade of A or B in English 101 and/or Anatomy and Physiology, current certifications or degrees, and the points achieved on the Pre-Entrance Exam if the minimum score is achieved. Applicants are not required to have an ACT score or to have taken program courses or to have a current certification or degree. It is simply a method of achieving points in the selection process if application criteria are met.

LPN Eligibility for Credit

Upon enrollment in the nursing program, LPN's may be eligible for credit for NU 100 Essentials of Nursing provided the following criteria are met:

- Current, valid, unencumbered LPN license
- Provide a copy of LPN transcript
- Payment of articulation fee

LPN's may attempt to achieve credit for NU 104 Nursing of the Childbearing Family and NU 107 Psychosocial Transitions by challenge exam one time only.

Cost of the challenge exam and the college challenge fees are the responsibility of the student. The fees are non-refundable regardless if the student is successful on the exam or not. Contact the Nursing Coordinator for more information (304.896.7332).

Drug Screen/Background Check and Felony/Misdemeanor

All students selected for admission to the Allied Health or Nursing Programs must pass a background check and drug screen examination. The college department chooses the date, company, and methodology for the background check and drug screen. Upon review of the results of the background check and drug screen, a student may be denied admission, dismissed from a program, and/or other action taken as deemed appropriate. The applicant may request a copy of the background check and drug screen policy from the company selected to perform the testing.

Licensure and/or Certification organizations may be informed of the results and any action taken. Costs of the background check and drug screen are the responsibility of the student.

If a program is completed, individuals convicted of a felony or misdemeanor may or may not be allowed to take the appropriate licensing or certification examination for Dental Hygiene, Paramedic Science, Medical Laboratory Technology, Nursing, Radiologic Technology, Respiratory Care Technology, Salon Management/Cosmetology, and Surgical Technology.

If selected for admission, the individual must immediately notify the appropriate licensure board of the offense. If a student has pending charges at the time of application, the student may be denied admission to the program after review by the department chair and/or Dean. Any individual who is currently serving a sentence in jail, home confinement, or other type of punishment, is not eligible for admission to the Allied Health or Nursing Programs.

An individual who is currently in treatment for drug dependency or abuse may not be considered for admission to the Allied Health or Nursing Programs.

Nursing students must abide by Section 19-1-12, Subsection 12.4, of the West Virginia Code and Legislative Rules for Registered Professional Nurses which states: “Students shall adhere to the standards for professional conduct as stated in 19CSR10, Standards for Professional Nursing Practice, and are subject to disciplinary action by the board as stated in 19CSR9, Disciplinary Action.”

The West Virginia Code of Legislative Rules for Registered Professional Nurses may be viewed online at The West Virginia Board of Examiners by following the link for Law/Scope.

Students in Allied Health or Nursing Programs at other colleges and universities may transfer. Transfer students must meet all Allied Health or Nursing admission requirements, including taking the Pre-Allied Health/RN Entrance Exam. Transfer is based upon courses the applicant has taken, present GPA, and size of class already admitted. Final determination is the responsibility of the Department Chair and Allied Health or Nursing faculty. However, in no event will a student transfer credit for nursing courses beyond the first year of the program. Students who have achieved a “D” or “F” or equivalent percentage grade compared to Southern’s course grading in a nursing course may not be considered for transfer. For example, a Southern nursing course may designate 80% as a “C” grade and the transfer course may designate a “C” as 75%. The “C” grade would then fall below Southern’s requirement and may not be considered for transfer.

College Catalog and Student Handbook

Once admitted to an Allied Health or the Nursing Program, it is the responsibility of the student to read and adhere to all policies and procedures in the Southern West Virginia Community and Technical College Catalog Handbook and the appropriate program Student Handbook.

Accepted students will be given a handbook of policies and procedures to guide them through the program. The handbook is subject to change with notification to students. Further, if a student does not progress for a trimester and is permitted to re-enter the program, the student will be given a handbook appropriate to class and year that the student is entering. It is the responsibility of the student to read and adhere to any change in policy or procedures that may occur due to re-entry. Allied Health and Nursing programs each have program specific handbooks.

Physical Exam

If a student is selected, admission to any of the Nursing or Allied Health Programs is contingent upon a completed physical exam stating the student is physically and mentally able to function as an allied health professional in a clinical setting.

If a student is currently undergoing treatment for a disease/disorder, a release from the prescribing physician stating the student is physically and/or mentally able to function as a nursing or allied health professional in a clinical setting is also required.

Licensure

Graduates of Southern’s Allied Health or Nursing Program may apply to take the appropriate national certification/licensure exam provided all eligibility requirements of the licensing/certification agencies are met.

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

Travel and Schedules

Clinical experiences are held at a variety of health care agencies. Day, evening, night and/ or weekend clinicals may be required of the student. Travel is required in each program. Travel may include all parts of West Virginia and neighboring

states. Students are totally responsible for transportation to and from the College and health care agencies utilized for classroom, clinical and other learning experiences.

An application to the nursing and/or allied health program is online at <http://www.southernwv.edu> by clicking “quick links” and “application.” The application will be available online.

Students interested in the Salon Management/Cosmetology and Paramedic Science must meet the general admission requirements for Southern and complete a program specific application.

For further information or an application, call or write:

Southern West Virginia Community and Technical College

P. O. Box 2900

Mount Gay, WV 25637

Logan Campus: 304.896.7346 or 304.89.7326

Registration, Assessment and Advising

If a student incurs an obligation to the institution no further registration is permitted and an official transcript or other records will not be released until this obligation is met. Registration dates and procedures are included in the academic calendar each trimester. Students should consult this calendar for current registration information and procedures.

Entrance Assessment

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

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

English

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

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

Reading

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

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

Mathematics

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

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

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

Assessment Expectations for Students

All students enrolling in certificate and associate degree programs are expected to participate in institutional programs, courses 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.

College Orientation

All new students who have completed less than thirty credit hours will enroll in and complete OR 110, Introduction to College.

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
- prior to any change in major
- during advisement, pre-registration and registration periods
- following any report of unsatisfactory progress
- when graduation is imminent
- when experiencing academic difficulties

Financial Assistance Information

Financial assistance consists of scholarships, grants, loans, and employment opportunities to help students finance a post secondary education. Students may apply for these various types of financial assistance by contacting Southern's financial assistance office, or online. Some financial assistance is based on available funds.

There is a limit to the number of credit hours for which students may receive financial assistance. Students are allowed up to 150% of the required hours for graduation in their particular program of study.

An appeals process is also available for students who feel extenuating circumstances exist. Students withdrawing/dropping classes before 60% of the trimester is completed may owe a repayment to federal programs. Please see the financial assistance staff before dropping/ withdrawing classes to review the refund to federal programs policy.

Federal Direct Student Loan Program

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

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (SEOG)

Federal Supplemental Educational Opportunity Grants (SEOG) are awarded only to those students who have extreme financial need. Since funds are limited, priority is given to those students who apply early.

Federal Work Study

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

Higher Education Assistance for Part-time Students (HEAPS)

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

Private Scholarships

Private citizens and groups have established scholarships to help students who possess specific skills to meet their educational needs. A student may obtain information concerning available scholarships from the College financial assistance office. Available scholarship listing may be obtained by contacting the Foundation liaison at 304.896.7425.

PROMISE Scholarship

The West Virginia PROMISE (Providing Real Opportunities for Maximizing In-state Student Excellence) Scholarship Program, approved by the West Virginia legislature in 1999, offers each West Virginia high school graduate who

completes high school with a 3.0 grade-point average as well as a composite ACT score of at least 21, or a combined SAT score of 1000 (with a minimum ACT sub-score of 20 in all subject areas or a minimum SAT verbal score of 490 and a minimum SAT math score of 480), a full-tuition scholarship to a state college or university or an equivalent dollar scholarship to an in-state, private institution.

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

Southern Scholarship

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

West Virginia Higher Education Grant (WVHEG)

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

Standards of Progress for Federal Financial Aid Recipients

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

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

- **Students failing to meet the standards of progress for federal financial aid recipients will be placed in a financial aid warning status.**
- **Students placed in financial aid warning must** complete all classes for which they enroll with an overall grade point average of 2.0. Students failing to meet standards during a warning period may submit an appeal with the Office of Financial Assistant.
- **Students approved for an appeal of the standards will be placed on financial aid probation for one semester.** During this probationary period, students may not drop/fail classes for which they enroll beginning the first day of class.
- **At the end of the probationary semester, the student must be meeting academic standards, otherwise the student is no longer eligible for Title IV assistance.**
- Students applying/receiving federal assistance may receive assistance up to 150% of the required number of hours in their program. Southern reserves the right to review the standards of progress based on federal regulations.

Tuition, Fees, and Refunds

Tuition, Fees, and Refunds

Students who pre-register for a future trimester will be responsible for payment of tuition and fees by the due date for that trimester. Students who fail to pay by the due date will be dropped for non-payment. The payment due dates for each trimester will be posted on the college website. Failure to receive advance notification does not exempt the student from payment by the due date. Students registering after the payment due date for the trimester must pay at the time of registration. Registration is not complete until payment is made. All outstanding balances for prior terms must be paid in full before a student may register for a future trimester. 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.

The current schedule of tuition and fees per credit hour may be found on Southern's website. However, tuition and fees are subject to change at any time.

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 using the online payment system on the college's website.
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 the campus Business Office and make the first payment of 60% of the total tuition and fees for the trimester by the payment due date (or at time of registration). The remaining 40% will be due six weeks from the first day of classes for the trimester. The payment due date for the 40% will be posted on Southern's website.
3. Financial Assistance – Those receiving financial assistance must see a Financial Assistance Counselor prior to registering for classes. Students receiving financial assistance should receive an award notification prior to the payment due date. Students who have applied late, and have not received an award notification, must contact the Financial Assistance Office for possible deferment of tuition. If tuition is deferred by the Financial Assistance Office, the student must sign the deferment form and present it to the Cashier in the campus Business Office by the trimester payment due date (or at time of registration) in order to be held in class until their financial aid is completed.
4. Third Party Authorization – If tuition is to be paid by an agency, employer, or other third party, the student must present a letter of authorization guaranteeing payment from that agency, employer, or organization to the Cashier in the campus Business Office by the payment due date for the trimester. The letter of authorization must be on the company's letterhead and contain specified limits (if restricted) and the address to bill. If the third-party payor fails to pay any charges billed, the student will be responsible for payment of the charges.

Refund Eligibility

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

The West Virginia Council for Community and Technical Education has identified those eligible to receive refunds of tuition and fees as those students who withdraw from all courses for which they had registered, leaving the student with zero hours attempted for that trimester or term. Students who withdraw from course(s) but who have at least a one

credit-hour class remaining shall be ineligible to receive a refund.

The policy herein stated shall not apply to courses canceled by the institution or to withdrawals processed prior to the first day of regularly scheduled classes for any trimester or term.

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

Refund Schedule

All tuition and fees assessed due to registration for a future trimester are 100% refundable if the student withdraws prior to the first day of classes for that trimester. The Health/Wellness Fee and the Technology Fee are non-refundable if the student withdraws after classes have begun for the trimester.

The current refund schedule for the academic year is posted on Southern's website.

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

Fall and Spring Trimester:

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

Summer Trimester and Non-Traditional Periods:

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

Should the percentage calculation identify a particular day, the entire day should be included in the higher refund period.

All refunds are to be calculated from the first day of classes of a given trimester or term. Every student who registers incurs a financial obligation to the College. Refund checks are normally mailed within fifteen days of the official withdrawal date. Refunded fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.

A withdrawal fee may be charged by the institution not to exceed five percent (5%) of the total student fees charged for the term or one hundred dollars (\$100.00), whichever is less. Exceptions to this policy resulting from extenuating circumstances must be approved by the Dean of Student Development and Special Services or his/her designee before a refund may be processed. The decision of the Dean of Student Development and Special Services may be appealed through the appropriate appeal process.

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

Bookstore Refund Policy

Southern has a bookstore on each campus. Students may also purchase textbooks for the classes offered at our Lincoln Site in the Business Office at that location.

Textbook purchases will be fully refunded within five (5) business days from the date of purchase. Within this time frame, new textbooks are fully refundable when returned in the same condition as when purchased. Textbooks will not be accepted for refund if they are soiled, written in or marked in any way, have the shrink wrap removed, or the

computer disk opened. Any book purchased during the last week of classes or during exam week is not fully refundable, but may be sold back at the end of the term during the buy-back period. In order to be eligible for a refund, customers must retain their original receipt. No refund will be given without the receipt.

Customers may return any non-textbook or embroidered or engraved item at the bookstores at any time with original receipt as long as the item is in the same condition as when purchased.

Academic Policy and Procedures

Procedures

Academic Year

The academic year at Southern West Virginia Community and Technical College is divided into three terms called trimesters. The fall trimester begins in mid-August and runs through early December. The spring trimester begins in January and runs through early May. The summer trimester begins in May and runs through early August. The fall and spring trimesters are fifteen weeks long; the summer trimester is ten weeks long.

Fastrack courses are offered in two to three week sessions and are scheduled during each trimester.

Credit Hours

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

Courses offered during a term are assigned a credit value related to the number of class hours involved in the course, typically from one to four credits. Some courses require time for laboratory work in addition to the time required for lecture work. The general pattern for laboratory classes is that for every credit hour given for laboratory experience a two hour time frame for each week of instruction is required.

Student Class Attendance

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

Full-Time Enrollment

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

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 trimester in order to complete within a two-year period.

For other college purposes, students are classified as follows:

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

Auditing Courses

Individuals interested in enrolling for a course and not receiving a grade may audit the class. In auditing a course, the student pays the regular tuition and fees for the course, receives instruction, and participates in classroom activities, but does not receive a grade.

During the fall and spring trimesters, a class may be changed from audit to credit and vice versa within the first two weeks of the official start date of the class. This change must be made in the Student Records Office. If during the third or fourth week the student elects to change from audit to credit or vice versa, the instructor's written permission must be secured.

Grading

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

The grade point average is computed on all work for which you have registered with the exception of courses with grades of "W", "CR" and courses repeated (see "D and F" rule).

The grade point average is the ratio of the number of quality points gained to the number of credit hours attempted.

To compute the overall grade point average, add all quality points and divide this by the number of hours attempted. Courses in which grades of "W" have been given are ignored but a grade of "F" is included in hours attempted with "0" quality points.

Incomplete Grade

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

D and F Repeat Rule

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 trimester 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 fall and spring trimester. Academic status is not computed for summer sessions, nor does it affect a student's enrollment for a summer session.

Part-time

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

Full-time

A. Good Standing

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

B. Academic Warning

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

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

C. Academic Probation

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

D. Academic Suspension

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

E. Readmitted During Suspension Trimester

Under some conditions a student on suspension from Southern West Virginia Community and Technical College may be allowed to register for courses during his suspension trimester. The decision to allow a student to register is at the discretion of the appropriate Academic Dean. All students who are on suspension must be advised by a full-time instructor. A student on suspension is restricted in his/her selection of courses. Under this program, the student may enroll in a maximum of thirteen credit hours per trimester.

After the student has successfully completed one trimester of study, he/she may request reinstatement to academic

probation. This will be approved if the student has earned a 2.0 trimester grade point average. If a student does not make a 2.0 trimester grade point average, he/ she is placed on academic suspension again. He/she must fulfill the suspension period of one year and may then request readmission to the College.

Adding/Dropping Courses

The College publishes dates when classes may be added/dropped. The Change of Schedule form used to add/drop may be obtained from the Records Office on the Logan or Williamson campuses or from the Student Services personnel on the Boone or Wyoming campuses, or at the Lincoln Site. Classes dropped during the add/drop period will not appear on the final grade reports. Student may add/drop classes on-line until the first class day of the full term. Once the full term begins for fall, spring, or summer, adding/dropping on-line is not available. Additionally, students may not add/drop a class after the first class day of the full term. Courses 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 may be required to obtain the proper signature in order to finalize the add/drop process. Failure to do so may adversely affect grades and/or financial assistance eligibility.

Withdrawal from Class/College

After the add/drop period, if a student finds it necessary to withdraw from class or from the College, he/she must complete the withdrawal process. Withdrawing from classes prior to the deadline date for withdrawal is accomplished by securing a Change of Schedule form and obtaining the proper signature(s). If withdrawing from the College, the student should also meet with the campus student services specialist. The process is complete after the form is processed by an advisor, a copy of the form received by the Records Office, and finally the form taken to the Business Office by the student or authorized representative.

A student can withdraw from a class on or before the completion of 73% of the trimester, which is roughly eleven weeks. The specific last day to withdraw in a trimester 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.

Administrative Withdrawal

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

The College will withdraw students who have enrolled but who have failed to pay their tuition and fees or made arrangements for payment by the advertised date for early registration or at the time of registration. There will be no record of the student being in these classes.

The College retains the right to withdraw a student from a course for emergencies or for the purpose of discipline under established rules of procedure. Faculty and Administration will determine the appropriate grade in each instance.

Non-Traditional Academic Credit

General Guidelines

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

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

- to qualify for graduation, 15 of the final 23 hours of the required credit (exclusive of credit from non-traditional

sources) must be earned in courses taken at Southern West Virginia Community and Technical College

- any course in which a grade of “Credit” has been assigned is not used in computation of the student’s grade point average
- a maximum of 24 credit hours may be awarded from all non-traditional sources
- non-traditional credit cannot be awarded for any course which a student has previously completed at any college
- a student may not completely place out of major courses either by national examinations, credit examinations, experiential learning, or any combination of these sources
- students who plan to use credit from non-traditional sources to meet the degree requirements of other institutions should check the requirements of the receiving institution, as this type of credit is usually re-evaluated by the receiving institution

Advanced Placement Examination

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

The College requires a minimum score of three (3) for granting of credit through the Advanced Placement Program. No credit is granted for scores below 3. Courses for which credit is granted shall be listed on the official transcript with (AP) following the official course title. Grades for these courses shall be listed as “CR” and shall not be calculated when determining grade point average.

The list of advanced placement courses can be found at <http://wvhepcnew.wvnet.edu/>.

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 Specialist.

Challenging a Course/Credit by Examination

Students interested in challenging a course must contact the department chair by the end of the third week of the trimester 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 trimester 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 appropriate Academic Dean when qualified faculty are available for examination administration.

Full-time faculty within the department 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 Department 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.

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 Department Chair. Final authority for awarding such credit rests with the appropriate Academic Dean. 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 the appropriate Academic Dean. Fees for evaluation of the portfolio must be paid prior to the assessment process.

The Academic Dean will forward the portfolio submission to the appropriate Department Chair, 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 Department Chair 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 Academic 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 Department Chair, who then makes a recommendation to the appropriate Academic Dean for approval or denial of the credit recommended by the faculty member. Form SIP 3227.A is returned to the Academic 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 Department Chair. A fee of \$10 per credit hour must be remitted to the college prior to awarding the credit.

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

Correspondence Course Credit

Southern West Virginia Community and Technical College will accept correspondence courses from accredited institutions of higher education. Consult your academic advisor or Department Chair to make certain these courses coincide with your educational objectives.

A maximum of six (6) hours of correspondence credit may be applied toward a certificate or degree. These hours count as part of the total hours of non-traditional credit applicable toward a degree or certificate.

Military Service

Southern West Virginia Community and Technical College has been designated as an institutional member of Service Members Opportunity Colleges (SOC), a group of over 1900 colleges and universities providing postsecondary education to members of the military throughout the world. As a SOC member, Southern recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible residency requirements, and crediting learning from approved military training and experiences.

Southern may grant a maximum of four hours of physical education credit for military service. A copy of the student's DD-214 must be submitted in order to receive credit. Additionally, credit may also be awarded based on the American Council for Education recommendations for certain military schools, as well as credit for various tests, i.e. DANTES and CLEP. Contact the Records Office for more information and procedures.

Articulated, EDGE, or Dual Credit Opportunities

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

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

Degrees, Graduation, and Transcripts

Degrees

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

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

A certificate degree program allows for successful entry into employment in a specific career usually as the foundation of the Associate in Applied Science. A minimum of thirty credit hours constitute 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 trimester 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 trimester. Those who successfully complete the degree requirements with a 2.0 or better grade point average are eligible to graduate. Some programs require that students earn a minimum grade of a “C” in certain courses taken in order to graduate with a degree/certificate in that program area. In order to successfully complete degree requirements, fifteen of the final twenty-three 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 Board of Governors Associate in Applied Science Adult Degree Completion Program Administrative Guidelines, students transferring into this program must complete twelve hours at a regionally accredited higher education institution, including a total of three hours credit at Southern West Virginia Community and Technical College.

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

Graduation with Honors

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

Academic Forgiveness Policy for Graduation

The academic forgiveness policy allows academic forgiveness of “D” and “F” grades for purposes of calculating the grade point average required for graduation only. This policy is designed to assist students who previously left college with low grades and may be implemented, provided certain conditions are satisfied, where the “D and F” repeat rule is not applicable.

The student wishing forgiveness must not have been enrolled on a full-time basis or on a part-time basis for more than twelve hours at any higher education institution for a period of four consecutive calendar years prior to the request for academic forgiveness. Only “D” and “F” grades received prior to the four-year non-enrollment period may be disregarded for GPA calculation.

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

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

To implement this policy, the student must submit a written request to the appropriate Academic Dean. The request must identify the non-enrollment period and the specific courses and grades the student wishes to be exempted from GPA calculation. The Academic Dean accept, modify or reject the student’s request.

In instances where students request and gain academic forgiveness from one college or university and then transfer to another institution, the receiving institution is not bound by the prior institution’s decision to disregard grades for grade point average calculation. 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 Board of Governors Associate in Applied Science Adult Degree Completion Program Administrative Guidelines, students transferring into this program must complete twelve hours at a regional accredited higher education institution, including

a total of three hours credit at Southern West Virginia Community and Technical College.

Dean's List

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

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. It is the policy of the board that the transfer of credits among institutions will be completed consistent with appropriate and legitimate academic program integrity.

At least 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 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 Department Chair for specific course information.

Requests for Transcripts

Complete transcripts will be released provided a written request is submitted to the Records Office. Transcript requests will not be honored if the student has an obligation with the institution. There is a fee for official transcript. However, unofficial student transcripts can be printed from Southern's website.

Student Services, Programs, and Activities

Advisory Council of Students

The West Virginia Council for Community and Technical College Education has 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 Planning and Placement Services

Current students and alumni are encouraged to take advantage of the services and resources offered on campus. The Student Service Specialist on each campus is 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 trimester and are open to current students and graduates.

During the spring trimester, 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' bulletin board.

For additional information concerning career services, contact the Student Services Specialist at the College location of your choice. For more information, stop by the Student Services Office at any College location or call 304.307.0709 (Boone/Lincoln Campus), 304.896.7375 (Logan Campus), 304.236.7658 (Williamson Campus), or 304.294.2004 (Wyoming/McDowell Campus).

Community Services

In an attempt to serve the entire College community, many College services are available to the general public as well as to students and employees. During the fall and spring trimesters the College library is open to the community from 7:00 a.m. to 8:00 p.m. Monday through Thursday, 7:00 a.m. to 4:30 p.m. on Friday. The Williamson Campus Library is also open from 9:00 a.m. to 1:00 p.m. on Saturday. The library is free to the public.

Special events, such as seminars and conferences, are scheduled throughout the year; meeting rooms may be rented at nominal rates by community groups; and College dramas are performed in the Savas-Kostas Performing Arts Center, utilizing the talent of College students, employees, and community residents.

Counseling Services

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

Services available include personal, career, and educational counseling, orientation to academic programs, aptitude assessment, career planning, current information on career and educational opportunities, and special interest seminars and workshops. Counseling services are free to all students. To see a counselor or for more information, stop by the Student Services Office at any College location or call 304.307.0709 (Boone/Lincoln Campus), 304.896.7375 (Logan Campus), 304.236.7658 (Williamson Campus), or 304.294.2004 (Wyoming/McDowell Campus).

Disability Services

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

are affected to assure equal access to individuals with disabilities.

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

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

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

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

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

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

Food Service

The Snack Bars, located near the Student Union on the Logan, Williamson, and Wyoming Campuses, provide a variety of short order food, breakfasts, lunches, fruits, and desserts. Other services such as catering, receptions, and student activities are available upon request.

Honor Societies

Chi Alpha Epsilon

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

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.

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 trimester.

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

Phi Theta Kappa

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

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. Full-time students with a grade point average of 3.00 or above are eligible to become members. Phi Theta Kappa provides a forum for intellectual climate and an opportunity for the development of leadership. It, therefore, plans meetings and conferences towards this end. Membership in Phi Theta Kappa means membership in an exciting academic fellowship.

Library Services

Full-service libraries are currently operated on the Logan and Williamson Campuses. In Logan, the library is located near the Student Union and in Williamson on the first floor. The campuses in Madison and Saulsville 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 trimester.

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

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

Each library's collection includes approximately 25,000 books, access to research and general databases, microfilm reels and microfiche. Also, interlibrary loan services are provided to the community and the student body. The collections on the campuses not only include diverse literary and resource titles, but they also incorporate special collections and sections; among these are children's books, titles depicting Appalachian culture, a West Virginia collection, a section devoted to genealogy, and documents detailing local historical events.

Student Activities

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

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

The Student Activities Program is open to Southern students. In order to qualify for student status, a person must currently be registered for one or more academic course(s) at Southern West Virginia Community and Technical College. Students registered in academic courses 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 groups should first obtain an application for formation from a Student Services Specialist 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 Dean of Enrollment Management and Student Development. The Dean of Enrollment Management and Student Development will review the application and associated materials and make a recommendation to the President regarding approval or non-approval for recognition of the petitioning club/organization. The President will have final approval and will notify the club/organization of his/her decision in writing. Official applications for club formation may be obtained from the Student Services Specialist.

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

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

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

The Student Nurses Association

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

Student Government

Southern encourages an active Student Government Association (SGA) on all campuses. Officers include President, Vice President, Secretary, and Treasurer. Election of officers and representatives is discussed in the Student Government Constitution. Some of the activities of the SGA include dances, films, 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.

Student Support Services

The Student Support Services (Title IV) unit provides personalized assistance to increase the retention and graduation rates of an enrolled group of students meeting specific eligibility requirements. These services include assistance in career guidance, personal counseling, transfer counseling with campus visits, workshops, tutoring, help in completing the financial assistance application process, and social, educational and/ or cultural activities and events. All first generation, low income or disabled students are encouraged to contact the Student Support Services staff for additional information concerning these services and eligibility requirements. The Director's office is located at Williamson Campus, Room 108. The phone number is 304.236.7646.

Transitional Studies/College Preparatory Courses

The College provides transitional studies courses in Reading/Study Skills (EN 090), Beginning Composition (EN 099), Basic Mathematics (MT 090), Introductory Algebra I (MT 095), Introductory Algebra II (MT 096). Our transitional studies program is designed to allow the individual student to take ownership and responsibility for his/her progress and completion, while at the same time putting the resources of the College behind the student's efforts.

Students normally must complete all transitional studies courses within the first two trimesters of enrollment and may not take any required transitional studies course more than two times. Successful completion of transitional studies courses is vital to successful performance, and is, in fact, a prerequisite for many college-level courses. Transitional studies courses in the less than 100 level series are not counted toward meeting graduation requirements and are not used in the calculation of the graduation grade point average.

Tutoring Services

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

Unattended Items

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

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

Veteran's Assistance

Through the Records Offices, veterans seeking educational benefits are furnished with appropriate forms and given instructions regarding the procedures required to enroll. Upon enrollment, the forms are then certified by the appropriate College Veterans Representative 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 insure 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 trimester. Students are considered to be making satisfactory progress and be in good standing as long as each trimester's grade point average is 2.0 or above.

Instructional Programs

Division of University Transfer Programs

Associate in Arts

Associate in Science

Associate in Applied Science

Department of Humanities

Early Childhood Development

Department of Social Science

Addiction Counseling

Criminal Justice

 Corrections Option

 Law Enforcement Option

Forensic Psychology and Investigation

Division of Career and Technical Programs

Associate in Applied Science

Department of Allied Health and Nursing

Dental Hygiene

Health Care Professional

Homeland Security and Emergency Services

Medical Laboratory Technology

Nursing

Paramedic Science

Radiologic Technology

Respiratory Care Technology

Salon Management/Cosmetology

Surgical Technology

Department of Business

Business Accounting

Business Administration

Mine Management

Office Administration

Department of Technology

Electrical Engineering Technology

Information Technology

Survey Technology

Non-Traditional Programs

Board of Governors Adult Degree Completion

Occupational Development

 Firefighter Emphasis

 Child Development Specialist Emphasis

Technical Studies

Certificate Programs

Department of Allied Health and Nursing

Central Sterile Supply Technician
Fire Service
Health Care Technology
Electrocardiography Option
Medical Laboratory Assistant Option
Paramedic Science

Department of Business

Office Administration

Department of Social Science

Addiction Counseling
Criminal Justice
Forensic Psychology and Investigation

Department of Technology

Electrical Engineering Technology
Information Technology
Survey Technology
Technical Studies

Skill Sets

Bookkeeping
CADD Technician
Computer Repair Technician
Early Childhood
Graphic Design Technician
Legal Office
Medical Office
Medical Transcription
Mine Permit Technician
Payroll
Records Clerk
Tax Preparation
Transit Technician

Division of University Transfer Programs

Associate in Arts

Minimum 60 Credit Hours

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

A student may attend full-time (12 hours or more per trimester) or part-time (less than 12 hours per trimester) to complete the Associate in Arts degree. Classes are offered day and evening. After meeting all the prerequisites, a full time student can complete the degree in four or five trimesters and a part time student can complete in six or seven trimesters. The program is delivered in various formats. Students may take traditional, online or blended courses. The Associate in Arts degree is offered in the Fast Track format on the Williamson Campus and can be completed in 14 to 16 months. In the Fast Track format, the student attends class for four hours per day, Monday through Friday for two weeks. At the end of one Fast Track class another begins in the same format.

Associate in Science

Minimum 63 Credit Hours

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

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

Associate in Applied Science

The Associate in Applied Science Programs are non-transfer programs for career oriented students who desire to enter the job market after completion of the program. However, it is also possible to transfer to a baccalaureate degree granting institution and apply many of the hours earned n the associate degree program toward the bachelor's degree.

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

Associate in Arts

Minimum 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 trimester) or part-time (less than 12 hours per trimester) to complete the Associate in Arts degree. Classes are offered day and evening. After meeting all the prerequisites, a full time student can complete the degree in four or five trimesters and a part time student can complete in six or seven trimesters. The program is delivered in various formats. Students may take traditional, online or blended courses. The Associate in Arts degree is offered in the Fast Track format on the Williamson Campus and can be completed in 14 to 16 months. In the Fast Track format, the student attends class for four hours per day, Monday through Friday for two weeks. At the end of one Fast Track class another begins in the same format.

Dept/No.	Title	Credit Hours
Communications/Humanities		
EN 101	English Composition I	3
EN 102	English Composition II	3
SP 103	Speech Fundamentals	3
OR	OR	
SP 202	Introduction to Public Speaking	
Literature Elective	Choose 6 hours from: EN 200, EN 201, EN 202, or EN 204	6
OR 110	Introduction to College	1
Any Art, Music, or Theater		3
Social Science		
PY 201	General Psychology	3
SO 200	Introduction to Sociology	3
American History Elective	Choose 3 hours from: HS 230 or HS 231	3
Social Science Elective	Choose 6 hours from: EC, HS, PL, PS, PY, RL, or SO	6
Natural Science and Math		
Laboratory Science Elective	Choose 8 hours from: BS, CH, GL, IS, PH, or SC	8
Math Elective	Choose 3 hours from: MT 121, MT 123, MT 125, OR MT 130	3
Physical Education/Health		
PE 223	Lifestyle Intervention	3
Computer Literacy		
CS 102	Computer Literacy	3
*Degree Specific Electives (required)		9

*See your academic advisor for a list of electives specific to your area of interest.

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

Associate in Science

Minimum 63 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 trimester) or part-time (less than 12 hours per trimester) to complete the Associate in Science degree. Classes are offered day and evening. After meeting all the prerequisites, a fulltime student can complete the degree in four or five trimesters and a part time student can complete in six or seven trimesters. The program is delivered in various formats. Students may take traditional, online or blended courses.

Dept/No.	Title	Credit Hours
Communications/Humanities		
EN 101	English Composition I	3
EN 102	English Composition II	3
Speech Elective	SP 103 Speech Fundamentals	3
	OR	
	SP 202 Introduction to Public Speaking	
Literature Elective	Choose 3 hours from: EN 200, EN 201, EN 202, or EN 204	3
OR 110	Introduction to College	1
	Choose 3 hours from: AR 112, MU 175, or TH 112	3
Social Science		
PY 201	General Psychology	3
American History Elective	Choose 3 hours from: HS 230 or HS 231	3
Social Science Elective	Choose 6 hours from any: EC, HS, PL, PS, PY, RL, or SO	6
Natural Science		
Laboratory Science Elective	Choose 12 hours from: BS 101, BS 102, BS 216, BS 199, CH 213, CH 214, CH 223, CH 224, CH 225, CH 226, IS (any), GL 110, PH 210, PH 212, PH 220, or PH 222	12
Math		
Math Elective	Choose 6 hours from: MT 125, MT 130, MT 229, MT 230, MT 231, MT 235, or MT 245	6
Physical Education/Health		
PE 223	Lifestyle Intervention	2
Computer Literacy		
CS 102	Computer Literacy	3
	*Degree Specific Electives (required)	12

*See your academic advisor for a list of electives specific to your area of interest.

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

Addiction Counseling

Associate in Applied Science
Minimum 69 Credit Hours

Purpose

This program is designed and tailored to meet the needs of the working professionals and non-traditional students who have an interest in working in the field of addiction counseling. This degree would afford the student the opportunity to work in residential treatment center and mental health service center serving addiction clients.

This is a limited enrollment program. A criminal background check will be required before a student will be allowed to register for the field courses.

Dept/No.	Title	Credit Hours
Support Courses		
BS 115	Human Biology	4
CS 102	Computer Literacy	3
EN 101	English Composition I	3
EN 102	English Composition II	3
MT 123	Intermediate Algebra	3
OR 110	Introduction to College	1
PY 218	Life-Span Developmental Psychology	3
SO 200	Introduction to Sociology	3
SO 208	Marriage and Family Relations	3
SP 103	Speech Fundamentals	3
Major Courses		
PY 204	Psychology Addiction	3
PY 207	Psychology of Adolescence	3
PY 209	Psychology of the Brain	3
PY 210	Pharmacology of Addiction	3
PY 217	Counseling Skills	3
PY 230	Group Counseling I	3
PY 231	Group Counseling II	3
PY 232	Introduction to Addictionology	3
PY 233	Assessment and Interviewing	3
PY 234	Case Management, Legal and Ethical Standards	3
PY 235	Addiction Counseling Field Practicum I	5
PY 236	Addiction Counseling Field Practicum II	5

Department Chair: 304.896.7386

Administrative Secretary: 304.896.7430

A trimester-by-trimester program course sequence is available at <http://www.southernwv.edu/programs/addiction-counseling>

Criminal Justice

Corrections Option
Associate in Applied Science
Minimum 69 Credit Hours

Purpose

The Criminal Justice Program is a non-transfer program designed to prepare individuals for entry-level employment, and permit persons already employed in the field to upgrade their skills for advancement. Classroom activities are planned to provide instruction related to the skills needed in the criminal justice field. Knowledge and skills gained through this program typically prepare for, or upgrade persons in Patrolman, Deputy Sheriff, Watchman/Guard, Corrections Officer, or Parole/ Probation Officer. All students in this program must complete a common general education core, a career support core, and an area of specialization. Southern has 2+2 transfer agreements in place with Franklin University and West Virginia State University.

The full Criminal Justice Program is available on the Logan, Williamson, and Wyoming/McDowell campuses. The Boone/Lincoln Campus offers the program support courses and many, but not all, major courses.

Dept/No.	Title	Credit Hours
Support Courses		
AH 124	CPR	1
AH 122	First Aid	2
CS 102	Computer Literacy	3
EN 101	English Composition I	3
EN 102	English Composition II	3
MT 123	MT 123 Intermediate Algebra	3
MU 175	Music Appreciation	3
OR	OR	
AR 112	Art Appreciation	
OR 110	Introduction to College	1
PE 186	Physical Fitness	1
PE 187	Conditioning	1
PS 201	American Government and Politics	3
PS 202	State and Local Government	3
PY 201	General Psychology	3
PY 212	Children and Family	3
OR	OR	
SO 208	Marriage and Family Relations	
PY 226/CJ 226	Abnormal Psychology	3
SO 200	Introduction to Sociology	3
SP 103	Speech Fundamentals	3
Major Courses		
CJ 101	Criminal Justice Systems	3
CJ 102	Introduction to Corrections	3
CJ 201	Criminal Procedure	3
CJ 202	Criminal Law	3
CJ 216	Correctional Management	3
CJ 217	Juvenile Justice and Delinquency	3
CJ 218	Substance Abuse and the Criminal Justice System	3
CJ 221	Community Corrections	3
CJ 223	Criminology	3

Department Chair: 304.896.7386

Administrative Secretary: 304.896.7430

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

Criminal Justice

Law Enforcement Option
Associate in Applied Science
Minimum 64 Credit Hours

Dept/No.	Title	Credit Hours
Support Courses		
AH 124	CPR	1
AH 122	First Aid	2
CS 102	Computer Literacy	3
EN 101	English Composition I	3
EN 102	English Composition II	3
MT 121	College Math for General Education	3
OR 110	Introduction to College	1
PS 201	American Government and Politics	3
PS 202	State and Local Governments	3
PY 201	General Psychology	3
SP 103	Speech Fundamentals	3
SO 200	Introduction to Sociology	3
SO 208	Marriage and Family Relations	3
Major Courses		
CJ 101	Criminal Justice Systems	3
CJ 103	Introduction to Law Enforcement	3
CJ 201	Criminal Procedure	3
CJ 202	Criminal Law	3
CJ 213	Criminal Investigations	3
CJ 271	Juvenile Justice and Delinquency	3
CJ 218	Substance Abuse and the Criminal Justice System	3
OR	OR	
PY 204	Psychology of Addiction	
CJ 223	Criminology	3
CJ 226/PY 226	Abnormal Psychology	3
CJ 250	Ethics in Criminal Justice	3

Department Chair: 304.896.7386

Administrative Secretary: 304.896.7430

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

Early Childhood Development

Associate in Applied Science

Minimum 66 Credit Hours

Purpose

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

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

Dept/No.	Title	Credit Hours
Support Courses		
AH 124	CPR	1
CS 102	Computer Literacy	3
EN 101	English Composition I	3
EN 102	English Composition II	3
	History Elective	3
	Laboratory Science Electives	8
MT 121	College Math for General Education	3
OR 110	Introduction to College	1
PE 187	Physical Fitness	1
PY 201	General Psychology	3
SP 103	Speech Fundamentals	3
Major Courses		
ED 115	Early Childhood Health, Safety, & Nutrition	3
ED 203	Children's Literature	3
ED 212	Principles and Theories	3
ED 213	Children and Families	3
ED 214	Child Development	3
ED 216	Guiding the Behavior of Children	3
ED 218	Human Development and Learning	3
ED 221	Administration of Early Childhood Education	3
ED 224	The Exceptional Child	3
ED 230	Early Childhood Internship	3
ED 235	Praxis I	1
MU 103	Preschool Music, Movement, & Art	3

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

Department Chair: 304.236.7640

Administrative Secretary: 304.236.7610

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

Forensic Psychology and Investigation

Associate in Applied Science

Minimum 72 Credit Hours

Purpose

The Forensic Psychology and Investigation Program examines the production and application of psychological knowledge to the civil/criminal justice system. Topics covered in the program include, but are not limited to: risk assessment, domestic violence, insanity, suicide, psychological autopsies, and sexual harassment.

The full Forensic Psychology Program is available on the Logan, Williamson, and Wyoming/McDowell campuses. The Boone/Lincoln Campus offers the program support courses and many, but not all, major courses. Many courses in the program are available online or on the weekend.

Dept/No.	Title	Credit Hours
Support Courses		
BS 101	General Biology	4
BS 115	Human Biology	4
CH 203	Fund. General, Organic & Biological Chemistry I	4
CS 104	Using Internet Technology for Research	3
EN 101	English Composition I	3
EN 102	English Composition II	3
	Fine Arts Elective	3
IT 102	Cyber Law, Ethnicity and Culture	3
	Literature Elective	3
PY 201	General Psychology	3
PY 203	Forensic Psychology	3
PY 204	Psychology of Addiction	3
PY 226	Abnormal Psychology	3
MT 130	College Algebra	3
MT 225	Elementary Statistics	3
OR 110	Introduction to College	1
PE 223	Lifestyle Intervention	2
SO 200	Introduction to Sociology	3
SP 103	Speech Fundamentals	3
Major Courses		
CJ 201	Criminal Procedure	3
CJ 202	Criminal Law	3
CJ 203	Criminal Evidence	3
CJ 223	Criminology	3

Department Chair: 304.869.7386

Administrative Secretary: 304.896.7430

A trimester-by-trimester program course sequence is available at <http://www.southernwv.edu/programs/forensic-psychology>

Division of Career and Technical Programs

Associate in Applied Science

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

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

Business Accounting

Associate in Applied Science
Minimum 67 Credit Hours

Purpose

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

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

Dept/No.	Title	Credit Hours
Support Courses		
AC 111	Principles of Accounting I	3
BU 100	Introduction to Business	3
BU 115	Business Mathematical Applications	3
OR	OR	
MT 123	Intermediate Algebra	
BU 120	Business Software Applications	3
BU 205	Communications in Business	3
EC 241	Principles of Economics I	3
EC 242	Principles of Economics II	3
EN 101	English Composition I	3
OR 110	Introduction to College	1
PY 201	General Psychology	3
OR	OR	
SO 200	Introduction to Sociology	
OR	OR	
SO 215	Human Relations	
SP 103	Speech Fundamentals	3
Major Courses		
AC 112	Principles of Accounting II	3
AC 211	Intermediate Accounting I	3
AC 212	Intermediate Accounting II	3
AC 248	Income Tax Accounting	3
AC 249	Managerial Accounting	3
AC 250	Computerized Accounting	3
AC 265	Payroll Accounting	3
BU 207	Business Law	3
BU 230	Business Statistics	3
	*Restricted Elective	9

*Choose any AC, BU, EC, FN, MG, MK, or OA course.

Department Chair: 304.236.7619

Administrative Secretary: 304.236.7609

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

Business Administration

Associate in Applied Science
Minimum 64 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. Additionally, this program - through its internship that provides hands-on experiences - could aid a student in recognizing a specific business field to be pursued in future studies. While this program is not design to transfer into a four-year program, there are some 2 + 2 articulation agreements in existence with several colleges/universities.

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

Dept/No.	Title	Credit Hours
Support Courses		
AC 111	Principles of Accounting I	3
BU 100	Introduction to Business	3
BU 115	Business Mathematical Applications	3
OR	OR	
MT 123	Intermediate Algebra	
BU 120	Business Software Applications	3
BU 205	Communications in Business	3
EC 241	Principles of Economics I	3
EC 242	Principles of Economics II	3
EN 101	English Composition I	3
OR 110	Introduction to College	1
PY 201	General Psychology	3
OR	OR	
SO 200	Introduction to Sociology	
OR	OR	
SO 215	Human Relations	
SP 103	Speech Fundamentals	3
Major Courses		
AC 112	Principles of Accounting II	3
AC 265	Payroll Accounting	3
BU 207	Business Law	3
BU 230	Business Statistics	3
FN 231	Principles of Finance	3
MG 260	Principles of Management	3
MG 261	Human Resource Management	3
MK 270	Principles of Marketing	3
	*Restricted Electives	9

*Any course that is not used as a requirement from AC, BU, CS, EC, FN, MG, MK, or OA may be used to fulfill the Business Administration Program restricted elective.

Transfer Note: If a student wishes to continue into a four-year degree program, 2 + 2 agreements are in place with several institutions. Please discuss options with your Advisor/Counselor.

Department Chair: 304.236.7619

Administrative Secretary: 304.236.7609

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

Dental Hygiene

Associate in Applied Science
Minimum 73 Credit Hours

Purpose

The Dental Hygiene Program at Southern prepares the student to examine, assess, and treat dental patients using a variety of diagnostic and treatment modalities. Dental hygienists are invaluable members of the dental team in providing comprehensive dental care for their patients. Employment opportunities include private practice, education, and county, state, and federal agencies. Dental hygiene is a highly compensated and rewarding career. Flexible working hours are common, and with the implementation of expanded duties, the demand for dental hygienists is high and continues to grow country-wide.

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

Dept/No.	Title	Credit Hours
Support Courses		
AH 145	Essentials of Human Systems of AH	4
BS 127	Microbiology for Allied Health	3
BU 205	Communications in Business	3
CH 203	Fund. of General, Organic, & Bio. Chem.	4
EN 101	English Composition	4
OR 110	Introduction to College	1
PY 201	General Psychology	3
SO 200	Introduction to Sociology	3
Major Courses		
DH 100	Head and Neck Anatomy	2
DH 101	Dental Anatomy, Histology, & Embryology	3
DH 102	Intro. to Dental Hygiene (Lecture and Lab)	4
DH 103	Dental Radiology (Lecture and Lab)	2
DH 104	General and Oral Pathology	2
DH 105	Pharmacology for Dental Hygiene	2
DH 106	Clinic I (Lecture and Lab)	4
DH 107	Essentials of Nutrition for Dental Hygiene	2
DH 207	Dental Materials (Lecture and Lab)	2
DH 211	Ethics and Jurisprudence	1
DH 212	Clinic II (Lecture and Lab)	6
DH 213	Anesthesiology Lecture and Lab	2
DH 216	Clinic III (Lecture and Lab)	7
DH 218	Special Patient Care	1
DH 219	Dental Hygiene Seminar	3
DH 220	Periodontology	2
DH 221	Community Health	3

Students must be admitted into the Dental Hygiene Program to enroll in major courses.

Department Chair: 304.896.7355

Program Coordinator: 304.896.7333

Administrative Secretary: 304.896.7326

A trimester-by-trimester program course sequence is available at <http://www.southernwv.edu/programs/dental-hygiene>

Electrical Engineering Technology

Associate in Applied Science

Minimum 62 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 program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
CS 102	Computer Literacy	3
EN 101	English Composition I	3
MT 124	Technical Math	3
MT 125	Trigonometry	3
OR	OR	
MT 130	College Algebra	
OR 105	Orientation to Technical Programs	1
PH 200 OR higher	Introduction to Physics	4
	Social Science Elective	3
SP 103	Speech Fundamentals	3
Major Courses		
DR 203	Electrical Schematics	3
EG 103	Electrical Calculations	3
EG 105	Industrial Safety	1
EG 107	Introduction to Circuits	4
EG 171	Circuit Analysis I	4
EG 172	Circuit Analysis II	4
EG 210	Troubleshooting Lab	1
EG 297	National Electric Code	1
EG 298	Capstone	2

Specialization Courses (minimum of 16 credit hours):

Student must complete a series of restricted electives. Courses offered to fulfill the electives will be structured around current business and industry demands. Courses are limited to EG courses not already required by the program and other related courses as approved by the Department Chair for Technology and Engineering.

Department Chair: 304.896.7337

Division Dean: 304.896.7302

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

Health Care Professional

Associate in Applied Science
Minimum 63 Credit Hours

Purpose

This program prepares individuals to work in a variety of healthcare settings. Individuals may choose from either the Allied Health or Management Track. Those seeking the Allied Health track may work in hospitals, clinics, home health agencies, and physician's offices. Individuals seeking the management track may work as Healthcare Professionals in the areas of hospital administration, office manager, and other support positions. Completion of this program does not guarantee selection into an Allied Health Associate Degree Program.

The full Health Care Professional Program is available at all campus locations.

Dept/No.	Title	Credit Hours
Support Courses		
BS 124	Human Anatomy & Physiology I	4
BS 125	Human Anatomy & Physiology II	4
CS 102	Computer Literacy	3
EN 101	English Composition I	3
EN 102	English Composition II	3
Math Elective	Choose 3 hours from: MT 121, MT 123, MT 128, or MT 130	3
OR 110	Introduction to College	1
PY 201	Introduction to Psychology	3
PY 218	Life Span Developmental Psychology	3
SO 200	Introduction to Sociology	3
SP 103	Speech Fundamentals	3
Major Courses		
AH 100	Patient Care Technology	3
AH 108	Medical Terminology	2
AH 200	Healthcare Ethics and the Law	1
AH 220	Trends in Healthcare	3
	*Restricted Electives	21

*Choose twenty-one hours of restricted electives from one of the following tracks:

Allied Health Track: AH 102, AH 103, AH 104, AH 105, AH 112, AH 114, AH 115, AH 122, AH 130, AH 135, AH 145, AH 160, AH 165, AH 210, AH 222, AH 250, AH 275, EM 100, or EM 103.

Management Track: AC 111, AC 250, BU 101, BU 205, BU 230, EC 241, EC 242, MG 260, MG 261, MG 262, MG 263, MG 268, MG 272, and MG 273.

Department Chair: 304.896.7355

Administrative Secretary: 304.896.7326

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

Homeland Security and Emergency Services

Associate in Applied Science

Minimum 60 Credit Hours

Purpose

Homeland security is possibly one of the most important and talked about issues of our culture today. Jobs in Homeland Security are in high demand in various areas such as: management, investigation, private/public security, and law enforcement. As one of the largest government agencies, they are looking for strong individuals with a variety of skills to carry out specific tasks. Previous experience in security, public service, military, technology, or administration is helpful but not required.

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

Dept/No.	Title	Credit Hours
Support Courses		
CS 102	Computer Literacy	3
EN 101	English Composition I	3
IT 102	Cyber Law, Ethics, and Culture	3
MT 121 OR higher	College Math for General Education	3
OR 110	Introduction to College	1
PY 201	General Psychology	3
SO 200	Introduction to Sociology	3
	Lab Science Elective	4
Major Courses		
AH 222	Processes of Dying and Grief	3
CJ 101	Criminal Justice Systems	3
CJ 223	Criminology	3
EM 100	First Responder	3
EM 102	Introduction to EMS	3
EM 230	Emergency Management Leadership Skills	4
HM 101	Introduction to Homeland Security	3
HM 102	A History of Terrorism	3
PS 201	American Government and Politics	3
PS 205	National Security Decision Making	3
PY 203	Forensic Psychology	3
PY 226	Abnormal Psychology	3

Department Chair: 304.896.7355

Program Coordinator: 304.896.7316

Administrative Secretary: 304.896.7326

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

Information Technology

Associate in Applied Science
Minimum 61 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 program support courses only.

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

Specialization Courses (15 hours)

Courses offered to fulfill electives will be structured around current business and industry demands. Students will be provided courses to meet one or more vendor certifications. Students will work with advisor to structure other electives based on focus of career path. Restricted to IT courses.

*Students transferring or completing a 2+2 must take EN 115.

Department Chair: 304.896.7337

Administrative Secretary: 304.896.7380

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

Medical Laboratory Technology

Associate in Applied Science
Minimum 69 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. For a better understanding of the physical and mental requirements related to the job performance duties of this profession, students should review the MLT Program's technical/academic standards.

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

Dept/No.	Title	Credit Hours
Support Courses		
BS 124	Human Anatomy & Physiology I	4
BS 125	Human Anatomy & Physiology II	4
BS 216	Microbiology	4
BU 205	Communications in Business	3
OR	OR	
SP 103	Speech Fundamentals	
*CH 203	Fund. of General, Organic, & Bio. Chem.	4
Computer Science Elective	Choose 3 hours from any CS course or any combination of CS courses totaling 3 hours	3
EN 101	English Composition	3
OR 110	Introduction to College	1
*MT 128 OR higher	Algebra for Allied Health	3
Restricted Elective	Choose 3 hours from: PY or SO	3
Major Courses		
ML 101	Clinical Hematology	5
ML 102	Clinical Chemistry	5
ML 103	Immunohematology and Serology	5
ML 200	Phlebotomy Practicum	1
ML 201	Urinalysis & Body Fluids	2
ML 202	Clinical Microbiology	5
ML 205	MLT Seminar	2
ML 210	MLT Clinical Practicum	12

*Students planning to continue their studies toward a BS degree in MLT are advised to take CH 213, CH 214, and MT 130 in place of these courses

Department Chair: 304.896.7355

Program Coordinator: 304.896.7323

Administrative Secretary: 304.896.7326

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

Mine Management

Associate in Applied Science
Minimum 61 Credit Hours

Purpose

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

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

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

Dept/No.	Title	Credit Hours
Support Courses		
BU 205	Business Communications	3
CS 102	Computer Literacy	3
EC 270	World Economics and the Energy Sector	3
EN 101	English Composition I	3
FN 210	Finance for the Non-Financial Manager	3
MT 124	Technical Math	3
OR 110	Introduction to College	1
Major Courses		
MG 261	Human Resources Management	3
MG 264	Supervision	3
MG 266	Project Management	3
MG 268	Labor Relations	3
MG 272	Industrial Leadership	3
MG 273	Organizational Behavior	3
MG 274	Project Evaluation	3
MN 109	Mine Law, Safety, and Health	3
MN 112	A Comparative History of Mining	3
MN 115	Introduction to Mining	3
MN 200	Cultural Aspects of Mining	3
MN 212	Geology of Mining	3
MN 215	Environmental Aspects of Mining	3
MN 220	Mine Management and Planning	3

Department Chair: 304.236.7619

Program Coordinator: 304.896.7381

Administrative Secretary: 304.236.7609 or 304.896.7326

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

Nursing

Associate in Applied Science
Minimum 62 Credit Hours

Purpose

The Nursing Program is designed to prepare graduates to practice as a registered nurse once licensure requirements are satisfied. The Associate Degree Nurse is expected to be able to provide safe and effective care to meet healthcare needs of individuals of any age in a variety of healthcare settings. The nurse practices within the combination of the three roles: provider of care, manager of care, and member within the discipline of nursing. The faculty in the Department of Nursing believes that nursing is a unique profession concerned with assessing, promoting, maintaining, and restoring the health of individuals and families. The discipline of nursing incorporates the concepts of person-health-environment.

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

Dept/No.	Title	Credit Hours
Support Courses		
AH 115	Drug Dosage Calculation	2
AH 120	Health Assessment/Communication	2
AH 210	Nutrition	3
AH 241	Pharmacology for Allied Health	3
BS 124	Human Anatomy and Physiology I	4
BS 125	Human Anatomy and Physiology II	4
BS 127	Microbiology for Allied Health	3
EN 101	English Composition I	3
OR 110	Introduction to College	1
PY 218	Life-Span Developmental Psychology	3
Major Courses		
NU 100	Essentials of Nursing	6
**NU 104	Nursing of Childbearing Family	5
**NU 107	Psychosocial Transitions	5
NU 206	Nursing Care I	9
NU 210	Role Transition to Professional Nursing	3
NU 212	Nursing Care II	9

All courses must be completed with a "C" or better in order to progress. Courses designated as other than "NU" and "AH 120" 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 four years of admission. Failure to successfully complete the program within four years will result in dismissal. Any request for re-admission would be subject to new student admission requirements for that academic year and would require all nursing courses be repeated regardless of the previous grade.

*NU 100 articulated credit is given to LPN's who meet the following criteria:

1. enrolled in the Nursing Program
2. current, valid, unencumbered LPN license
3. provide a copy of LPN transcript

**LPN students may challenge these courses – cost of the challenge exam(s) is the responsibility of the student. LPN's may challenge the course one time only. Discuss challenge exams with the Nursing Program Coordinator.

Department Chair: 304.896.7355

Program Coordinator: 304.896.7332

Administrative Secretary: 304.896.7326

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

Office Administration

Associate in Applied Science
Minimum 62 Credit Hours

Purpose

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

The full Office Administration Program is available on the web and may be offered on the Logan and Williamson campuses. The Boone/Lincoln and Wyoming/McDowell campuses offer the program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
AC 111	Principles of Accounting I	3
BU 100	Introduction to Business	3
BU 115	Business Mathematical Applications	3
BU 120	Business Software Applications	3
BU 205	Communications in Business	3
EC 241	Principles of Economics I	3
OR	OR	
EC 242	Principles of Economics II	
EN 101	English Composition I	3
OR 110	Introduction to College	1
PY 201	General Psychology	3
OR	OR	
SO 200	Introduction to Sociology	
OR	OR	
SO 215	Human Relations	
SP 103	Speech Fundamentals	3
Major Courses		
AC 250	Computerized Accounting	3
OA 104	Document Processing II	3
OA 131	Records Management	3
OA 135	Document Processing Simulation	3
OA 220	Administrative Management	3
OA 225	Professional Image for Majors	1
	*Business Restricted Elective	3
Administrative Emphasis		
OA 130	Administrative Machine Transcription	3
OA 140	Office Administrative Procedures	3
	*Business Restricted Electives	9
Medical Emphasis		
AH 108	Medical Terminology	2
BS 115	Human Biology	4
OA 129	Medical Terminology and Transcription	3
OA 145	Medical Office Procedures	3
OA 230	Medical Billing and Coding	3

Legal Emphasis

BU 207	Business Law	3
OA 133	Legal Terminology and Transcription	3
OA 143	Legal Office Procedures	3
OA 235	Legal Research	3
	*Business Restricted Electives	3

*Choose from AC, BU, EC, FN, MG, MK, or OA courses.

Department Chair: 304.236.7619

Administrative Assistant: 304.236.7609

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

Paramedic Science

Associate in Applied Science
Minimum 63 Credit Hours

Purpose

The purpose of Southern's Paramedic Science Program is to prepare students to be competent entry-level paramedics. The nationwide demand for paramedics continues to rise while the numbers have declined. Changes brought about with 1998 Department of Transportation (DOT) National Standard Curriculum for paramedics have paved the way for paramedics to move into the sphere of health care professionals. 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, be 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 full Paramedic Science Program is available on the Logan and Wyoming/McDowell campuses. The Boone/Lincoln and Williamson campuses offer the program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
AH 145	Essentials of Humans Systems for Allied Health	4
AH 222	Process of Grief and Dying	3
CS 102	Computer Literacy	2
EN 101	English Composition I	3
MT 128	Algebra for Allied Health	3
OR 110	Introduction to College	1
SO 200	Introduction to Sociology	3
SP 103	Speech Fundamentals	3
Major Courses		
EM 101	Airway Management	2
EM 102	Introduction to EMS	3
EM 114	Pre-hospital Pharmacology	3
EM 116	Cardiopulmonary	5
EM 117	Medical Emergencies	4
EM 118	Patient Assessment	2
EM 119	Trauma/Shock/Management	3
EM 120	Coordinated Clinical Internship I	3
EM 215	EMS Seminar	3
EM 216	Assessment Based management	1
EM 217	Special Considerations	4
EM 218	Rescue Operations	4
EM 219	Coordinated Field Internship	2
EM 220	Coordinated Clinical Internship II	2

Department Chair: 304.896.7355

Program Coordinator: 304.896.7316

Administrative Secretary: 304.896.7326

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

Radiologic Technology

Associate in Applied Science

Minimum 69 Credit Hours

Purpose

The Radiologic Technology Program strives to meet the needs of the community by educating technologists in this vital health care field. Students planning to transfer to programs at other institutions are advised to see the Radiologic Technology Coordinator to obtain course requirements and sequence. The program must be completed in three years. The American Registry of Radiologic Technologists (ARRT) will implement continued qualification requirements for those individuals awarded ARRT certifications January 1, 2011 and thereafter time-limited to 10 years. Contact <http://www.arrt.org> for further information or the Coordinator at 304.896.7335. The mission of the Radiologic Technology Program is to meet community and employer needs for radiographers with high quality, student-friendly and accessible educational opportunities and services. The program strives to instill professional development and transferable behaviors into the work place.

Goals:

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

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

Dept/No.	Title	Credit Hours
Support Courses		
AH 100	Patient Care Technology	3
AH 108	Medical Terminology	2
AH 200	Health Care Ethics and Law	1
BS 124	Human Anatomy & Physiology I	4
BS 125	Human Anatomy & Physiology II	4
Computer Science Elective	Choose 3 hours from any CS course	3
EN 101	English Composition I	3
EN 102	English Composition II	3
MT 128 OR higher	Algebra for Allied Health	3
PH 200	Introductory Physics	4
OR 110	Introduction to College	1
Major Courses		
RA 101	Positioning I	3
RA 103	Radiographic Positioning II & Film Evaluation	3
RA 104	Principles of Radiographic Exposure	2
RA 110	Clinical I	2
RA 125	Clinical II	2
RA 150	Clinical III	4
RA 200	Clinical IV	3
RA 201	Radiation Biology & Advanced Radiation Protection	2
RA 202	Pathology	2
RA 203	Special Procedures Positioning Film Evaluation II	2
RA 204	Imaging	2
RA 206	Pharmacology in Radiology	1
RA 207	Digital Imaging Technology	2
RA 210	Radiologic Quality Management	2
RA 225	Seminar in Radiologic Technology	3
RA 250	Clinical V	3

Department Chair: 304.896.7355

Program Coordinator: 304.896.7335

Administrative Secretary: 304.896.7326

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

Respiratory Care Technology

Associate in Applied Science

Minimum 70 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 Campus. The Boone/Lincoln, Logan, and Wyoming/McDowell campuses offer the program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
AH 200	Health Care Ethics and Law	1
BS 124	Human Anatomy and Physiology I	4
BS 125	Human Anatomy and Physiology II	4
BS 127	Microbiology for Allied Health	3
BU 205	Business Communications	3
Computer Science Elective	Choose 3 hours from any CS course or any combination of CS courses that total 3 hours	3
EN 101	English Composition I	3
OR 110	Introduction to College	1
PY 218	Life Span Developmental Psychology	3
Major Courses		
RC 101	Assessment of the Cardiopulmonary Patient	4
RC 102	Respiratory Skills I	4
RC 103	Respiratory Sciences	2
RC 104	Respiratory Skills II	4
RC 106	Cardiopulmonary Pathology	2
RC 110	Cardiopulmonary Pharmacology	3
RC 120	Clinical Rotation I	1
RC 121	Clinical Rotation II	1
RC 122	Clinical Rotation III	1
RC 201	Cardiopulmonary Diagnostics I	3
RC 202	Cardiopulmonary Diagnostics II	3
RC 210	Mechanical Ventilation I	4
RC 211	Mechanical Ventilation II	4
RC 220	Clinical Rotation IV	2
RC 221	Clinical Rotation V	1
RC 230	Neonatal and Pediatric Therapy	3
RC 232	Respiratory Care Profession	3

Department Chair: 304.896.7355

Program Coordinator: 304.236.7620

Administrative Secretary: 304.896.7326

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

Salon Management/Cosmetology

Associate in Applied Science

Minimum 74 Credit Hours

Purpose

The Salon Management/Cosmetology program provides the student with the knowledge and skills necessary for an entry-level career in the cosmetology field. This program exceeds the 2,000 clock hours required by the West Virginia Board of Examiners for Barbers and Cosmetologists (Board). Upon completion the student will be eligible to sit for the examination administered by the Board provided all eligibility requirements are met.

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

Dept/No.	Title	Credit Hours
Support Courses		
AH 122	First Aid	2
AH 124	CPR	1
BS 115	Human Biology	4
BU 115	Business Mathematical Applications	3
CS 102	Computer Literacy	3
EN 101	English Composition I	3
MG 262	Small Business Management	3
OR 110	Introduction to College	1
PY 201	Introduction to Psychology	3
SP 103	Speech Fundamentals	3
Major Courses		
CM 100	Introduction to Cosmetology	3
CM 105	Introduction to Salon Management	5
CM 106	Concepts of Cosmetology	3
CM 110	Salon Management I	5
CM 115	Salon Management II	5
CM 200	Principles of Cosmetology	3
CM 202	Cosmetology Law and Ethics	3
CM 205	Salon Management III	6
CM 206	Advanced Cosmetology	3
CM 208	Cosmetology Seminar	2
CM 210	Salon Management IV	10

2040 Clock Hours—Clinical Ratio 3:1 (3 clock hours = 1 credit hour) *Meets requirements for Master Teacher

Department Chair: 304.896.7355

Program Coordinator: 304.896.7372

Administrative Secretary: 304.896.7326

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

Surgical Technology

Associate in Applied Science
Minimum 65 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 anesthesiologist. Duties and responsibilities include preparing the sterile field, equipment and supplies, instrumentation during surgical procedures, as well as being able to operate complex machinery such as sterilizers, electrosurgical units, and diagnostic equipment used in surgery. The surgical technician will assist medical and nursing personnel in operating rooms, emergency rooms, and obstetrical and obstetrical facilities.

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

Dept/No.	Title	Credit Hours
Support Courses		
AH 108	Medical Terminology	2
AH 200	Health Care Ethics and Law	1
BS 124	Human Anatomy and Physiology I	4
BS 125	Human Anatomy and Physiology II	4
BS 127	Microbiology for Allied Health	3
EN 101	English Composition I	3
EN 102	English Composition II	3
MT 121 OR higher	College Math for General Education	3
OR 110	Introduction to College	1
PY 201	General Psychology	3
PY 218	Life-Span Developmental Psychology	3
Major Courses		
SG 100	Introductory Surgical Technology	3
SG 101	Surgical Technology Skills	3
SG 105	Surgical Technology Biomedical	2
SG 120	Surgical Technology I	7
SG 210	Anesthetics, Drugs, and Solutions	2
SG 220	Surgical Technology II	7
SG 230	Surgical Technology III	11

Department Chair: 304.896.7355

Program Coordinator: 304.896.7312

Administrative Secretary: 304.896.7326

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

Survey Technology

Associate in Applied Science
Minimum 67 Credit Hours

Purpose

This program is designed to meet the needs of the surveying profession in Southern West Virginia and the surrounding areas. It will provide a thorough knowledge of surveying and mapping techniques necessary for certification and employment as a Survey Technician. This program is approved by the West Virginia Board of Professional Surveyors. Upon completion of the program, students may apply to sit for the Fundamentals of Land Surveying licensure exam.

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

Dept/No.	Title	Credit Hours
Support Courses		
BS 199	Dendrology	3
CS 102	Computer Literacy	3
EN 101	English Composition I	3
EN 102	English Composition II	3
OR	OR	
EN 115	Technical Writing	
GL 110	Geology	4
OR	OR	
PH 210	College Physics	
MT 124	Technical Math	3
MT 125	Trigonometry	3
MT 130	College Algebra	3
OR 105	Orientation to Technical Programs	1
Major Courses		
SU 105	Introduction to Surveying and Graphics	4
SU 120	Surveying Measurements I	4
SU 155	Surveying Graphics	4
SU 195	Land Law	3
SU 196	Land Boundaries	3
SU 220	Surveying Measurements II	4
SU 212	Retracement	3
SU 230	Engineering and Construction Surveys	4
SU 272	Internship	1
SU 273	Survey Project	3
SU 274	Capstone	2
SU	Restricted Electives	6

Department Chair: 304.896.7337

Administrative Secretary: 304.896.7380

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

Non-Traditional Programs

Associate in Applied Science
Minimum 60-66 Credit Hours

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

Board of Governors Adult Degree Completion

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

Occupational Development

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

Technical Studies

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

Board of Governors Adult Degree Completion

Associate in Applied Science

Minimum 60 Credit Hours

Purpose

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

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

Students who choose to earn credit for college-level learning acquired through professional work experience or other life experiences must complete the portfolio development course and submit a portfolio. The portfolio provides the opportunity for equating documented, college-level, experiential learning to college credit. College courses successfully completed at regionally accredited institutions may be transferred into the program and applied toward the credit hour requirements. A minimum of 3 credit hours are required in residency at Southern in order to be eligible for the Board of Governors A.A.S.

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

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

General Education Core: 21 hours

Communication	6 credit hours
Computer Literacy	3 credit hours
Science	6 credit hours
Social Science/Humanities	6 credit hours
Total General Education Core Hours	21 credit hours
General Electives	39 credit hours
Total Credit Hours	60 credit hours

Program Coordinator: 304.236.7637

Administrative Secretary: 304.236.7647

Occupational Development

Child Development Specialist Emphasis

Associate in Applied Science

Minimum 69 Credit Hours

Purpose

The Apprenticeship for Child Development Specialist (ACDS) is an approved apprenticeship training program now available for persons who work as aides in the HeadStart program. Under the guidelines of the Associate in Applied Science in Occupational Development, a participant in a registered apprenticeship program (RAP) may combine the classroom training and on-the-job experience gained through the RAP with a well-define general education curriculum of the College to earn an associate degree. The Associate in Applied Science in Occupational Development, Child Development Specialist Emphasis, consists of three Components.

Component I - General Education Core: 34 Hours Communications/Humanities - 15 credit hours

EN 101 English Composition I	3 credit hours
EN 102 English Composition II	3 credit hours
SP 103 Speech Fundamentals	3 credit hours
Literature Elective (EN 200 or EN 201)	3 credit hours
Humanities Elective (Art, Music, Theater, or Foreign Language)	3 credit hours

Social Sciences - 3 credit hours

SO 200 Introduction to Sociology OR SO 215 Human Relations	3 credit hours
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Quantitative Skills/Laboratory Science - 11 credit hours

MT 121 College Math for General Education or higher	3 credit hours
Any two lab science courses	8 credit hours

Computer Literacy - 3 credit hours

CS 102 Computer Literacy	3 credit hours
Physical Education (choose any activity course)	2 credit hours

Total Credit Hours Component

34 credit hours

Component II - Classroom Training: 15 hours

ED 115 Early Childhood Health, Safety, & Nutrition	3 credit hours
ED 120 Approaches to Discipline	3 credit hours
ED 215 School Readiness	3 credit hours
PY 212 Children and Families	3 credit hours
ED 230 Early Childhood Internship	3 credit hours

Total Credit Hours Component II

15 credit hours

Upon successful completion of 15 of the required 34 college credit hours described in Component I and the payment of the \$10 per credit hour administrative fee, the student will receive 12 credit hours of credit for the classroom training component of the ACDS program. This credit will be listed on the college transcript as ACDS Classroom Training - 12 credit hours with a grade of CR. The credit will be awarded to those students who successfully complete the classroom training and the 4000 hours of on-the-job training required in the ACDS program as evidenced by the nationally recognized certificate issued from the U.S. Department of Labor.

Component III - On-the-Job Experience: 20 hours

Upon successful completion of all 34 college credit hours required in Component I of the program, the classroom training and the 4000 hours of on-the-job experience required by the ACDS program, the student will be awarded 20 hours of credit (at 200:1 ratio) provided through the ACDS on-the-job experience component. This credit will be listed on the College transcript as ACDS On-the-Job Experience, 20 credit hours with a grade of CR after payment of the \$10 per credit hour administrative fee. The credit will only be awarded to those who have successfully completed all college credit hours, the classroom training component, the on-the-job

experience component of the program, present the nationally recognized certificate issued by the U.S. Department of Labor and meet all graduation requirements for the Associate in Applied Science in Occupational Development Program, Child Development Specialist Emphasis.

Total Credit Hours Component III

20 credit hours

Program Coordinator: 304.896.7436

Administrative Secretary: 304.896.7418

Occupational Development

Fire Fighter Emphasis

Associate in Applied Science
Minimum 65 Credit Hours

Purpose

The Apprenticeship for Associate in Occupational Development with a Fire Fighter Emphasis is consistent with standards established by the US Bureau of Apprenticeship and Training (BAT). Under the guidelines of the Associate in Applied Science in Occupational Development, a participant in a registered apprenticeship program (RAP) may combine the classroom training and on-the-job experience gained through the RAP with a well defined general education curriculum of the College to earn an associate degree.

Component I - General Education Core: 22 hours

Communications/Humanities - 6 credit hours

BU 205 Communications in Business	3 credit hours
EN 101 English Composition I	3 credit hours

Interpersonal Relations Skills - 3 credit hours

SO 200 Introduction to Sociology OR SO 215 Human Relations	3 credit hours
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Quantitative Skills/Laboratory Science - 7 credit hours

Math (MT 121 College Math for General Education or higher)	3 credit hours
Any lab science course	4 credit hours

Social Sciences - 3 credit hours

Any 3 credit hour 100-level courses from the following areas:

History, Psychology*, Political Science, or Sociology*	3 credit hours
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General Education Elective - 3 credit hours

With the assistance of academic advisor, select 100-level course	3 credit hours
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Total Credit Hours Component I

22 credit hours

*Cannot use same course to meet Interpersonal Skills, Social Science & General Education requirement.

Component II - Classroom Instruction in Fire Fighter: 30 credit hours

While actual hours of training may vary, all students will receive a minimum of 450 hours of classroom occupational training for a minimum of 30 credit hours (150 per year (minimum) x 3 years converted on a ratio of 15:1 contact hours yield 30 hrs.)

Total Credit Hours Component II

30 credit hours

Component III-On-the-Job Training in Fire Fighter: 13 credit hours

The program requires a minimum of three years of full-time apprenticeship employment. This equates to 6,000 hours of on-the-job training. By agreement, a maximum of 2,600 contact hours may be converted to credit hours on a ratio of 200:1.

Total Credit Hours Component III

13 credit hours

Program Coordinator: 304.896.7436

Administrative Secretary: 304.896.7418

Technical Studies

Associate in Applied Science

Minimum 66 Credit Hours

Purpose

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

Component I - General Education Core: 22 credit hours

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

Total credit Hours Component I **22 credit hours**

Component II -Technical Core: Minimum of 14 credit hours

TS 274 Applied Technology Capstone	2 credit hours
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Choose 12 hours from:

BU 207 Business Law	3 credit hours
MG 260 Principles of Management	3 credit hours
MG 261 Human Resource Management	3 credit hours
MG 262 Small Business Management	3 credit hours
MG 264 Supervision	3 credit hours
MG 272 Industrial Leadership	3 credit hours
MN 109 Mine Law, Safety, and Health	3 credit hours
MN 115 Introduction to Mine Management	3 credit hours
MN 136 Mine Management and Labor Relations	3 credit hours
MN 150 Mine Foreman Certification	6 credit hours
TS 274 Applied Technology Capstone	2 credit hours

Total Credit Hours Component II (minimum) **14 credit hours**

Component III Specialization: Minimum of 28 credit hours

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

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

Certificate Programs

30-51 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.

Department of Allied Health and Nursing

Central Sterile Supply Technician

Paramedic Science

Fire Service

Health Care Technology

 Electrocardiography Option

 Medical Laboratory Assistant Option

Department of Business

Office Administration

Department of Social Science

Addiction Counseling

Criminal Justice

Forensic Psychology and Investigation

Department of Technology

Electrical Engineering Technology

Information Technology

Survey Technology

Technical Studies

Addiction Counseling

Certificate

Minimum 38 Credit Hours

Purpose

This program is designed for those who want to work in treatment centers, day report centers, drug court, and mental health service centers that serve addicts as individuals who would conduct group counseling sessions.

This is a limited enrollment program. A criminal background check will be required before a student will be allowed to register for the practicum course.

Dept/No.	Title	Credit Hours
Support Courses		
BS 115	Human Biology	4
EN 101	English Composition I	3
OR 110	Introduction to College	1
PY 204	Psychology Addiction	3
PY 207	Psychology of Adolescence	3
SO 208	Marriage and Family Relations	3
SP 103	Speech Fundamentals	3
Major Courses		
PY 217	Counseling Skills	3
PY 230	Group Counseling I	3
PY 231	Group Counseling II	3
PY 233	Assessment and Interviewing	3
PY 234	Case Management, Legal and Ethical Standards	3
PY 237	Addiction Counseling Practicum	3

Department Chair: 304.896.7386

Administrative Secretary: 304.896.7430

A trimester-by-trimester program course sequence is available at <http://www.southernwv.edu/programs/certificate/addiction-counseling>

Central Sterile Supply Technician

Certificate

Minimum 37 Credit Hours

Purpose

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

Any one 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 program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
AH 108	Medical Terminology	2
AH 200	Health Care Ethics and Law	1
BS 124	Human Anatomy and Physiology I	4
BS 125	Human Anatomy and Physiology II	4
BS 127	Microbiology	4
CS 103	Introduction to Applications	1
EN 101	English Composition I	3
EN 102	English Composition II	3
OR 110	Introduction to College	1
Major Courses		
AH 130	Introduction to Sterile Processing	2
AH 135	Surgical Instrumentation	2
AH 160	Sterile Processing II	2
AH 165	Sterile Processing Practicum	4
AH 167	Sterile Processing Practicum II	4

Department Chair: 304.896.7355

Program Coordinator: 304.896.7312

Administrative Secretary: 304.896.7326

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

Criminal Justice

Certificate

Minimum 31 Credit Hours

Purpose

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

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

Dept/No.	Title	Credit Hours
Support Courses		
EN 101	English Composition I	3
OR 110	Introduction to College	1
SO 200	Introduction to Sociology	3
Major Courses		
CJ 101	Criminal Justice System	3
CJ 103	Introduction to Law Enforcement	3
CJ 201	Criminal Procedure	3
CJ 202	Criminal Law	3
CJ 223	Criminology	3
	Criminal Justice Electives	9

Department Chair: 304.896.7386

Administrative Secretary: 304.896.7430

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

Electrical Engineering Technology

Certificate

Minimum 30 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 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 program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
CS 102	Computer Literacy	3
EN 101	English Composition I	3
MT 124	Technical Math	3
OR 105	Orientation to Technical Programs	1
Major Courses		
DR 203	Electrical Schematics	3
EG 103	Electrical Calculations	3
EG 105	Industrial Safety	1
EG 107	Introduction to Circuits	4
EG 171	Circuit Analysis I	4
EG 172	Circuit Analysis II	4
EG 210	Troubleshooting Lab	1

Department Chair: 304.896.7337

Administrative Secretary: 304.896.7380

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

Fire Service

Certificate

Minimum 31 Credit Hours

Purpose

This certificate is offered to trained fire fighters for the purpose of providing college credit for fire classes they have previously acquired. With an additional eleven hours of support courses that will enhance the current first service background with college credit to elevate the individual for advancement/promotion in the fire or related fields.

Students wishing to acquire the Fire Service Certificate offered by Southern must have a high school diploma or its equivalent and meet the college's admission and placement requirements. The student must also present a valid and current certificate for the completion of all courses they present for consideration for credit.

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

Dept/No.	Title	Credit Hours
Support Courses		
AH 122	First Aid	2
AH 124	CPR	1
AH 222	Processes of Dying and Grief	3
OR 110	Introduction to College	1
Major Courses		
EM 230	Emergency Management Leadership Skills	4
FS 110	Restricted Fire Service Curriculum	20

Department Chair: 304.896.7355

Program Coordinator: 304.896.7316

Administrative Secretary: 304.896.7326

A trimester-by-trimester program course sequence is available at <http://www.southernwv.edu/programs/certificate/fire-service>

Forensic Psychology and Investigation

Certificate

Minimum 36 Credit Hours

Purpose

The Forensic Psychology and Investigation Program examines the production and application of psychological knowledge to the civil/criminal justice system. Topics covered in the program include, but are not limited to: risk assessment, domestic violence, insanity, suicide, psychological autopsies, and sexual harassment.

The full Forensic Psychology Certificate Program is available on the Logan, Williamson, and Wyoming/McDowell campuses. The Boone/Lincoln Campus offers program support courses and many, but not all, major courses. Many courses in the program are available online or on the weekend.

Dept/No.	Title	Credit Hours
Support Courses		
BS 115	Human Biology	4
CH 203	Fund. General, Organic & Biological Chemistry I	4
EN 101	English Composition I	3
EN 102	English Composition II	3
MT 130	College Algebra	3
OR 110	Introduction to College	1
PY 203	Forensic Psychology	3
PY 204	Psychology of Addiction	3
OR	OR	
PY 218	Lifespan Developmental Psychology	
PY 226	Abnormal Psychology	3
Major Courses		
CJ 201	Criminal Procedure	3
CJ 213	Criminal Investigations	3
CJ 223	Criminology	3

Department Chair: 304.869.7386

Administrative Secretary: 304.896.7430

A trimester-by-trimester program course sequence is available at <http://www.southernwv.edu/programs/certificate/forensic-psychology-investigation>

Health Care Technology

Electrocardiography Option

Certificate

Minimum 36 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. The graduate will receive a certificate specific to the option in the program they choose to complete: electrocardiography or medical laboratory assistant (phlebotomy).

Certification exams may be available for all options and students are expected to take appropriate national certification exams, if available. To be eligible to take the NHA exam for national certification, the student must successfully complete both AH 104 and AH 105. The Health Care Technology Program graduate is not intended to be a medical laboratory technician or other professional, but will serve to assist health care professionals in appropriate ways to carry out their responsibilities.

The full Health Care Technology, Electrocardiography Option, Certificate Program is available on the Logan Campus, Williamson, and Wyoming/McDowell campuses. The Boone/Lincoln Campus offers the program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
AH 100	Patient Care Technology	3
AH 102	Introduction to Electrocardiography	3
AH 108	Medical Terminology	2
AH 104	Advanced Electrocardiography	2
AH 105	Electrocardiography Clinical Practicum	2
OR 110	Introduction to College	1
Major Courses		
BS 124	Human Anatomy and Physiology I	4
BS 125	Human Anatomy and Physiology II	4
EN 101	English Composition I	3
EN 102	English Composition II	3
MT 121	College Math for General Education	3
PY 201	General Psychology	3
PY 218	Life-Span Developmental Psychology	3

Department Chair: 304.896.7355

Administrative Secretary: 304.896.7326

A trimester-by-trimester program course sequence is available at <http://www.southernwv.edu/programs/certificate/electrocardiography>

Health Care Technology

Medical Laboratory Assistant Option

Certificate

Minimum 36 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. The graduate will receive a certificate specific to the option in the program they choose to complete: electrocardiography or medical laboratory assistant (phlebotomy).

Certification exams may be available for all options and students are expected to take appropriate national certification exams, if available. The Health Care Technology Program graduate is not intended to be a medical laboratory technician or other professional, but will serve to assist health care professionals in appropriate ways to carry out their responsibilities.

The full Health Care Technology, Medical Laboratory Assistant Option, Certificate Program is available on the Logan Campus. The Boone/Lincoln, Williamson, and Wyoming/McDowell campuses offer the program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
BS 124	Human Anatomy & Physiology I	4
BS 125	Human Anatomy & Physiology II	4
EN 101	English Composition I	3
EN 102	English Composition II	3
MT 121	College Math for General Education	3
OR 110	Introduction to College	1
PY 201	General Psychology	3
PY 218	Life-Span Developmental Psychology	3
Major Courses		
AH 100	Patient Care Technology	3
AH 103	Principles of Phlebotomy	3
AH 108	Medical Terminology	2
AH 112	Basic Medical Laboratory Procedures	2
AH 113	Phlebotomy Clinical Practicum	2

Department Chair: 304.896.7355

Administrative Secretary: 304.896.7326

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

Information Technology

Certificate

Minimum 31 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 program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
EN 101	English Composition I	3
MT 124	Technical Math	3
OR 105	Orientation to Technical Programs	1
SP 103	Speech Fundamentals	3
Major Courses		
CS 104	Internet Technology for Research & Prod.	3
IT 102	Cyber Law, Ethics, and Culture	3
IT 112	Systems Architecture	3
IT 180	PC Maintenance	3
IT 181	Advanced PC Maintenance	3
IT 182	A+ Lab	2
IT 183	Network +	4

Department Chair: 304.896.7337

Administrative Secretary: 304.896.7380

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

Office Administration

Certificate

Minimum 35 Credit Hours

Purpose

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

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

Dept/No.	Title	Credit Hours
Support Courses		
AC 111	Principles of Accounting I	3
AC 250	Computerized Accounting	3
BU 100	Introduction to Business	3
BU 115	Business Mathematical Applications	3
BU 120	Business Software Applications	3
EN 101	English Composition I	3
OR 110	Introduction to College	1
SP 103	Speech Fundamentals	3
Major Courses		
OA 103 or previous keyboarding experience is required	Basic Document Processing I	3
OA 104	*Document Processing II	3
OA 131	Records Management	3
OA 135	Document Processing Simulation	3
OA 240	Professional Image	1

*Previous keyboarding experience is required or OA 103.

Department Chair: 304.236.7619

Administrative Secretary: 304.236.7609

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

Paramedic Science

Certificate

Minimum 49 Credit Hours

Purpose

The purpose of Southern's Paramedic Science Program is to prepare students to be competent entry-level paramedics. The nationwide demand for paramedics continues to rise while the numbers have declined. Changes brought about with 1998 Department of Transportation (DOT) National Standard Curriculum for paramedics have paved the way for paramedics to move into the sphere of health care professionals. 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, be 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 full Paramedic Science Program is available on the Logan and Wyoming/McDowell campuses. The Boone/Lincoln and Williamson campuses offer the program support courses only.

Dept/No.	Title	Credit Hours
Support Courses		
AH 108	Medical Terminology	3
AH 145	Essentials of Humans Systems for Allied Health	4
OR 110	Introduction to College	1
Major Courses		
EM 101	Airway Management	2
EM 102	Introduction to EMS	3
EM 114	Pre-hospital Pharmacology	3
EM 116	Cardiopulmonary	5
EM 117	Medical Emergencies	4
EM 118	Patient Assessment	2
EM 119	Trauma/Shock/Management	3
EM 120	Coordinated Clinical Internship I	3
EM 215	EMS Seminar	3
EM 216	Assessment Based management	1
EM 217	Special Considerations	4
EM 218	Rescue Operations	4
EM 219	Coordinated Field Internship	2
EM 220	Coordinated Clinical Internship II	2

Department Chair: 304.896.7355

Program Coordinator: 304.896.7316

Administrative Secretary: 304.896.7326

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

Survey Technology

Certificate

Minimum 30 Credit Hours

Purpose

This certificate program is designed to meet the needs of the surveying profession in Southern West Virginia and the surrounding areas. It will provide a thorough knowledge of surveying and mapping techniques necessary for certification and employment.

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

Dept/No.	Title	Credit Hours
Support Courses		
BS 199	Dendrology	3
CS 102	Computer Literacy	3
EN 101	English Composition I	3
MT 124	Technical Math	3
MT 125	Trigonometry	3
OR 105	Orientation to Technical Programs	1
Major Courses		
SU 105	Introduction to Surveying and Graphics	4
SU 120	Surveying Measurements I	4
SU 155	Surveying Graphics	3
SU 196	Land Law	3

Department Chair: 304.896.7337

Administrative Secretary: 304.896.7380

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

Technical Studies

Certificate

Minimum 31 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 and technical competencies necessary for employment in a variety of trade skills occupations.

Program Requirements All students in the degree must complete a series of courses in three components.

Component I – General Education: Minimum 10 credit hours

CS 102 Computer Literacy	3 credit hours
EN 101 English Composition I	3 credit hours
OR 110 Orientation to Technical Programs	1 credit hour
SP 103 Speech Fundamentals	3 credit hours

Component II – Technical: Minimum 6 credit hours

BU 207 Business Law	3 credit hours
MG 260 Principles of Management	3 credit hours
MG 261 Human Resources Management	3 credit hours
MG 262 Small Business Management	3 credit hours
MG 264 Supervision	3 credit hours
MG 272 Industrial Leadership	3 credit hours
MN 209 Mine Law, Safety, and Health	3 credit hours
MN 115 Introduction to Mine Management	3 credit hours
MN 136 Mine Management and Labor Relations	3 credit hours
MN 150 Mine Foreman Certification I	6 credit hours

Component III – Specialization: Minimum 14 credit hours

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

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

Skill Sets

8 – 19 Credit Hours

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

Department of Business

Bookkeeping

Legal Office

Medical Office

Medical Transcription

Payroll

Records Clerk

Tax Preparation

Department of Humanities

Early Childhood

Department of Technology

CADD Technician

Computer Repair Technician

Graphic Design

Mine Permit Technician

Transit Technician

Bookkeeping

Skill Set

Minimum 12 Credit Hours

Purpose

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

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
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

Department Chair: 304.236.7619

Administrative Secretary: 304.236.7609

CADD Technician

Skill Set

Minimum 19 Credit Hours

Purpose

The CADD Technician Skill Set prepares the student as an entry-level CADD operator. Students will be skilled in AutoCADD and SurvCADD software.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
DR 204	Computer Aided Design and Drafting I	5
MN 212	Geology of Mining	3
MT 124	Technical Math	3
SU 105	Introduction to Surveying Software	4
SU 155	Surveying Graphics	4

Department Chair: 304.896.7337

Administrative Secretary: 304.896.7380

Computer Repair Technician

Skill Set

Minimum 16 Credit Hours

Purpose

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

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

Department Chair: 304.896.7337

Administrative Secretary: 304.896.7380

Early Childhood

Skill Set

Minimum 18 Credit Hours

Purpose

The Early Childhood Skill Set is designed to provide students minimum entry-level skills to work with children from infancy through early childhood. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

All courses are web-based.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
ED 115	Early Childhood Health, Safety, Nutrition	3
ED 212	Principles and Theories (15 hours Observation)	3
ED 214	Child Development (15 hours Observation)	3
ED 216	Guiding the Behavior of Children (15 hours Observation)	3
ED 224	The Exceptional Child (15 hours Observation)	3
ED 230	Early Childhood Internship (35 hours Observation)	3

Department Chair: 304.236.7640

Administrative Secretary: 304.236.7610

Graphic Design Technician

Skill Set

Minimum 16 Credit Hours

Purpose

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

Dept/No.	Title	Credit Hours
Skill Set Requirements		
CS 104	Using Internet Technology for Research and Productivity	4
IT 145	Adobe Photoshop	3
IT 146	Adobe Flash	3
IT 147	Digital Editing	3
IT 155	Web Page Design I	3

Department Chair: 304.896.7337

Administrative Secretary: 304.896.7380

Legal Office

Skill Set

Minimum 15 Credit Hours

Purpose

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

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
BU 207	Business Law	3
OA 103	Basic Document Processing I	3
OA 104	Document Processing II	3
OA 140	Office Administration Procedures	3
OA 150	Transcription Skills	3

Department Chair: 304.236.7619

Administrative Secretary: 304.236.7609

Medical Office

Skill Set

Minimum 14 Credit Hours

Purpose

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

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
AH 108	Medical Terminology	2
OA 103	Basic Document Processing I	3
OA 104	Document Processing II	3
OA 140	Office Administration Procedures	3
OA 150	Transcription Skills	3

Department Chair: 304.236.7619

Administrative Secretary: 304.236.7609

Medical Transcription

Skill Set

Minimum 14 Credit Hours

Purpose

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

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
AH 108	Medical Transcription	2
OA 103	Basic Document Processing I	3
OA 104	Document Processing II	3
OA 150	Transcription Skills	3
OA 155	Advanced Medical Transcription	3

Department Chair: 304.236.7619

Administrative Secretary: 304.236.7609

Mine Permit Technician

Skill Set

Minimum 14 Credit Hours

Purpose

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

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

Department Chair: 304.896.7337

Administrative Secretary: 304.896.7380

Payroll

Skill Set

Minimum 15 Credit Hours

Purpose

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

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
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

Department Chair: 304.236.7619

Administrative Secretary: 304.236.7609

Records Clerk

Skill Set

Minimum 8 Credit Hours

Purpose

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

The skill set is available at all locations.

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

Department Chair: 304.236.7619

Administrative Secretary: 304.236.7609

Tax Preparation

Skill Set

Minimum 15 Credit Hours

Purpose

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

The skill set is available at all locations.

Dept/No.	Title	Credit Hours
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

Department Chair: 304.236.7619

Administrative Secretary: 304.236.7609

Transit Technician

Skill Set

Minimum 19 Credit Hours

Purpose

The Transit Technician Skill Set prepares the student for immediate employment in the mining and mining support industries as a transit operator and surveying assistant. Students will have background in surveying basics and operation of a variety of surveying equipment.

Dept/No.	Title	Credit Hours
Skill Set Requirements		
MN 101	Basic Mining I	5
MN 109	Mine Law, Safety, and Health	3
MT 124	Technical Math	3
SU 105	Introduction to Surveying and Graphics	4
SU 110	Surveying Equipment	4

Department Chair: 304.896.7337

Administrative Secretary: 304.896.7380

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

In order to provide a smooth transition from an Associate Degree to the Baccalaureate level, the College has entered into numerous course-by-course articulations and 2+2transfer 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://southernwv.edu/academics/agreements>.

In addition, you can contact the Department Chair for more information: Department of Allied Health and Nursing, 304.896.7355; Department of Business, 304.236.7609; Department of Humanities,304.236.7610; Department of Mathematics, 304.896.7364; Department of Natural Sciences, 304.236.7650; Department of Social Science, 304.896.7430; and Department of Technology and Engineering, 304.896.7380.

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 2011 trimester. A schedule of the courses to be offered during any particular trimester, along with the times and day they will meet, will be distributed in advance of each trimester 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 trimester.

Courses numbered 275 are reserved for special topics to be offered in a particular area, e.g., AC 275, EN 275, etc. A 275 course may be repeated for additional credit providing the topic is not repeated.

Accounting

AC 111 Principles of Accounting I

3 Credit Hours

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

AC 112 Principles of Accounting II

3 Credit Hours

Prerequisite: AC 111.

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

AC 211 Intermediate Accounting I

3 Credit Hours

Prerequisite: AC 112.

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

AC 212 Intermediate Accounting II

3 Credit Hours

Prerequisite: AC 211.

Continued application of accounting theory, standards, and procedures to 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.

AC 248 Income Tax Accounting

3 Credit Hours

Prerequisite: AC 111 or permission of the instructor.

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

AC 249 Managerial Accounting

3 Credit Hours

Prerequisite: AC 111.

This course is a study of how accounting data can be interpreted and used by management in planning and controlling business

activities of the firm. The uses of accounting data by investors, quantitative methods, and organizational behavior are also considered. Detailed emphasis is placed on budgeting, break even analysis, capital investment decisions, job order and process cost systems, and inventory valuation.

AC 250 Computerized Accounting

3 Credit Hours

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

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

AC 255 Governmental Accounting

3 Credit Hours

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

AC 260 Accounting Capstone/Internship

4 Credit Hours

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

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

AC 265 Payroll Accounting

3 Credit Hours

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

AC 275 Special Topics in Accounting I

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

Allied Health

AH 100 Patient Care Technology

3 Credit Hours

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

The student will be introduced to concepts related to patient care in a variety of settings. The focus will be on health promotion, maintenance, and restoration of the client. Basic physical assessment, communication, and technical skills will be discussed in relation to the basic human and developmental needs.

AH 102 Introduction to Electrocardiography

3 Credit Hours

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

Co-requisite: AH 100.

The course of study focuses on normal cardiovascular anatomy and physiology as well as the fundamentals of electrocardiography, normal pacemaker activation, sequences, electrical pathways, pattern assessment, measurement intervals, and changes seen in pathological states. Students will also be introduced to procedures such as performing 12 lead EKG, Holter Monitoring, and Cardiac Ultrasound.

AH 103 Principles of Phlebotomy

3 Credit Hours

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

Co-requisite: AH 100.

This course is intended to prepare the student with the theoretical knowledge required in an entry level position as a phlebotomist. Phlebotomy procedures and techniques will be reviewed in addition to the equipment and principles related to each. Students will perform various phlebotomy techniques in the student lab in preparation for their phlebotomy practicum. The student will further be introduced to various related information such as interpersonal communications skills and medical legal issues.

AH 104 Advanced Electrocardiography

3 Credit Hours

Prerequisite: AH 102 with a grade of "C" or better.

Co-requisite: AH 105.

The course of study presents an overview of acquired and congenital cardiac pathology of the heart with a focus on interpretation of EKG tracings of clients receiving continuous cardiac monitoring. Full interpretation of 12 lead EKG will be discussed.

AH 105 Electrocardiography Clinical Practicum

2 Credit Hours

Prerequisite: AH 102 with a grade of "C" or better.

Co-requisite: AH 104.

Students may be assigned to a variety of clinical agencies to practice and utilize skills and knowledge. Rotations will include cardiac telemetry monitoring stations and cardiac testing labs emphasizing Holter monitoring, 12 lead EKG, and cardiac ultrasound. Students will be required to identify abnormal telemetry patterns.

AH 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 112 Basic Medical Laboratory Procedures

2 Credit Hours

Prerequisite: AH 103.

Co-requisite: AH 113.

This course is intended to prepare students with the theoretical and practical knowledge required to perform basic laboratory tests in a physician's office, clinic, or hospital setting. Tests such as a urinalysis by dipstick, glucose by home-use glucose monitoring device, fecal occult blood, and urine pregnancy test by visual color methods, as well as others will be reviewed.

AH 113 Phlebotomy Clinical Practicum

2 Credit Hours

Prerequisite: AH 103.

Co-requisite: AH 112.

Student will work alongside area phlebotomists to enhance the skills and techniques learned in the "Principles of Phlebotomy" course. Student will gain a better understanding of the daily routine, technical procedures, and use of equipment related to phlebotomy. Under supervision, students perform daily tasks in venipuncture, capillary sticks, and other phlebotomy procedures.

AH 115 Drug Dosage Calculation

2 Credit Hours

Prerequisite: MT 096 or minimum acceptable test scores for placement in college-level math.

This course is designed to assist the Allied Health student with drug calculation. Calculation incorporates household, apothecary, and metric measurements and various routes of administration including IV therapy and titration.

AH 120 Health Assessment/Communications

2 Credit Hours

Prerequisite: Admission to the nursing program or special permission of the Department Chair.

Co-requisite: NU 100.

Health Assessment/Communications focuses on the bio-psychosocial assessment across the life-span as compared to normal parameters. This course also incorporates the identification and utilization of various communication techniques.

AH 121 Nursing Transitions

2 Credit Hours

Prerequisite: Restricted to LPN's admitted to the nursing program or by special permission of the Department Chair.

The Nursing Transitions course is a course that is designed to bridge the transition of the student with a background in an allied health field (example: LPN) to the nursing program. Emphasis will be placed on developing the bio-psychosocial assessment and communication skills, nursing process/concept mapping, and medication dosage calculation. (May be offered as web-based course).

AH 122 First Aid

2 Credit Hours

Trains by practical demonstration, discussion and lecture for first aid, safety and survival in the home, the school, and on the playground, and deals with phases of injury related accidents and their treatment.

AH 124 CPR

1 Credit Hour

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

AH 130 Introduction to Sterile Processing

2 Credit Hours

Co-Requisite: 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 135 Surgical Instrumentation

2 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 145 Essentials of Human Systems for Allied Health

4 Credit Hours

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

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.

AH 160 Sterile Processing II

2 Credit Hours

Prerequisite: AH 130 and AH 135.

Co-requisite: AH 165 and AH 170.

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

AH 165 Sterile Processing Practicum I

4 Credit Hours

Prerequisite: Enrolled in the Central Sterile Supply Technician Program.

Co-requisite: AH 130 and 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 210 Nutrition

3 Credit Hours

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

This course examines the principles of human nutrition and their application in planning and evaluating dietary needs for individuals and families. Emphasis is placed on basic nutrients and processes by which the living organism utilizes them for function, growth, and renewal.

AH 220 Trends in Health Care

3 Credit Hours

Prerequisite: Admission to one of the Allied Health Programs or permission of the Dean of Career and Technical Programs.

This course will explore current issues and trends in a variety of health care settings. Students will explore legal, ethical, and professional topics and their impact on the care of patients. This course is not intended for one specific discipline, but will encompass a variety of health care professions, their roles, responsibilities, and issues in caring for all clients.

AH 222/PY 222 Processes of Dying and Grief

3 Credit Hours

This course is provided to those individuals who are interested in the nursing or medical field. The course will survey the human-psycho-social development of death and dying as it relates to the life-span. It will include an in-depth look at the various ages along the life-span and the needs of the dying patient, the needs of the patient's family, as well as the needs of the Health Professional. It will provide insight to the different cultural views, practices, and understandings of the processes of death and dying.

AH 240/NU 240 Pathophysiology

3 Credit Hours

Prerequisite: BS 124 and BS 125.

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

AH 241 Pharmacology for Allied Health

3 Credit Hours

Prerequisite: Enrollment restricted to Allied Health or nursing students in their second year of the Program or permission of Department Chair.

Pharmacology for Allied Health students or professionals is a course designed to help the student or health professional develop an understanding of basic pharmacological concepts, drug action, and clinical application. As drug therapy is an integral part of health care, allied health students/professionals have a vital role in drug therapy, and observation of drug effects.

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

1-3 Credit Hours

Prerequisite: Permission of the Dean of Career and Technical Programs.

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

AH 275 Special Topics in Allied Health

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

Art

AR 103 Two Dimensional Design

3 Credit Hours

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

AR 104 Three Dimensional Design

3 Credit Hours

Prerequisite: AR 218 and AR 103 or permission of instructor.

A studio art course concerned with the basic principles, tools, and materials involved in three dimensional design.

AR 112 Art Appreciation

3 Credit Hours

Demonstrates the significance of art in everyday life through study of the works of various artists.

AR 113 Drawing and Painting for Elementary Education Majors

3 Credit Hours

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

AR 123 Photography

1 Credit Hour

This course is a general introduction to 35mm photography. It is presumed that the student has no previous experience in photography and covers the basic skills necessary to take effective photographs in black and white or color (prints or slides). This course concentrates on operating the camera, basic lighting techniques, selecting film, selecting and using lenses and filters, flash techniques, how to determine exposure, and good photographic composition. Because photography depends on the photographer's perception and style, this course encourages students to seek out subjects which interest them and try to communicate their thoughts and/or feelings to others via 35mm film.

AR 150 Ceramics I

2-3 Credit Hours

Introduces the methods of forming hand-building pottery, applying surface decorations, mixing glazes and clay bodies, stacking and firing the kiln, and exploring design possibilities.

AR 151 Ceramics II

3 Credit Hours

Prerequisite: AR 150 or permission of instructor.

Presents the techniques of throwing basic pottery forms on the wheel, the cylinder, open forms, wasted forms, etc., and emphasizes the development of skills in throwing and trimming pottery, mixing glazes and clay bodies, decorating and firing pottery.

AR 200 Painting with Oils and Acrylics I

3 Credit Hours

Prerequisite: AR 217 or permission of instructor.

Presents instruction and practice in the preparation of painting surfaces, exploration of compositional problems and painting techniques, and the framing of the painting. Includes the opportunity for exhibitions and critiques.

AR 201 Painting with Oils and Acrylics II

3 Credit Hours

Prerequisite: AR 200.

Continuation of the basic painting concepts in AR 200 with emphasis on personal development and individualized style through advanced composition problems.

AR 204 Watercolors

3 Credit Hours

Prerequisite: AR 217 or permission of instructor.

A studio course introducing basic tools, materials, and techniques used in watercolor painting.

AR 217 Drawing I

3 Credit Hours

Introductory course in the imaginative use of tools and materials common to graphic expression--charcoal, conte crayon, pencil, pen and ink, and brush--with emphasis on the development of fundamental knowledge and skills in creative drawing.

AR 218 Drawing II

3 Credit Hours

Prerequisite: AR 217 or permission of instructor.

Continuation of the basic concepts offered in AR 217 with added emphasis on the complexities of architectonic forms and perspective, the structure of natural forms, and further study of the nature and use of drawing materials and tools.

AR 275 Special Topics in Art

1-3 Credit Hours

Prerequisite: Permission of Department Chair.

Presents courses in Art which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in the area related to Art.

Biological Science**BS 101 General Biology I**

4 Credit Hours

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

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

This course will introduce concepts of cell structure, function, and reproduction. Common biochemical phenomena, particularly the metabolic processes of photosynthesis and cellular respiration, will be surveyed by the course. A description of the form and the function of DNA will be related to mechanisms of inheritance. The highlights of Darwin's theory of natural selection and other aspects of evolutionary theory will be explored.

BS 102 General Biology II

4 Credit Hours

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

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

This course will introduce and explore the basic principles of ecology. An overview and comparison of vertebrate organ systems will be presented. The course will also survey the taxonomy and organization of the plant and animal kingdoms.

BS 115 Human Biology

4 Credit Hours

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

An introductory course in anatomy and physiology that covers all systems of the human body. This course deals with the complexities of human structure and function in a simple way, without losing the essence and meaning of the material. This course is intended for non-science majors and is not for students in science or allied health fields.

BS 124 Human Anatomy and Physiology I

4 Credit Hours

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

A Laboratory Course: 3 hours lecture, 2 hours laboratory work each week. An anatomy-physiology course that examines the general plan of body cells, tissues, and five major systems. Includes the function of integumentary, skeletal, muscular, nervous systems and somatic and special senses. A laboratory course designed to unify basic concepts of inorganic and organic chemistry to bring about a better understanding of the structure and function of the human body as relevant to health care.

BS 125 Human Anatomy and Physiology II

4 Credit Hours

Prerequisite: BS 124.

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

A continuation of BS 124, Human Anatomy and Physiology I, that examines seven major systems including human growth and development, and genetics. Includes the structure and function of the endocrine, circulatory, lymphatic, digestive, respiratory, urinary, and reproductive systems. The course is designed to emphasize the complementary nature of structure and function, homeostasis and homeostatic mechanisms, the interaction of humans and their environment, metabolic processes, responses to stress, and pathological disorders, so that students will have a better understanding of the human body relevant to health.

BS 127 Microbiology for Allied Health

3 Credit Hours

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

This course provides people desiring to work in the healthcare professions with basic knowledge and principles of microbiology and epidemiology. The course will take a portal-of-entry approach to understanding epidemiology. Diseases are categorized by portal-of-entry used to invade the human body and are subcategorized by the type of infectious agent.

BS 199 Dendrology

4 Credit Hours

Prerequisite: EN 090, EN 099, MT 095, and MT 096 or MT 123 or minimum acceptable test scores for placement in college-level English and math.

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

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

BS 216 Microbiology

4 Credit Hours

Prerequisite: BS 101 or BS 124 and CH 203 or CH 213.

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

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

BS 275 Special Topics in Biological Science

1-3 Credit Hours

Prerequisite: Permission of Department Chair.

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

Business**BU 100 Introduction to Business**

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

Prerequisite: EN 090, MT 090 or minimum acceptable test scores for placement in college-level English and math. This course emphasizes how math is used in the world of business. General arithmetic procedures will be reviewed and applied to specific business applications. Problem-solving techniques will also be presented.

BU 120 Business Software Applications

3 Credit Hours

Prerequisite: Keyboarding proficiency.

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

BU 205 Communications in Business

3 Credit Hours

Prerequisite: EN 101.

This course emphasizes the principles to be applied in composing effective business correspondence, writing business reports, making oral presentations, and conducting meetings.

BU 207 Business Law

3 Credit Hours

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

This course is an introduction to common law and Uniform Commercial Code. Topics covered include contracts, sales, bailments, common carriers, personal and real property, insurance, agencies, employment, negotiable and other credit instruments, partnerships, corporations, and bankruptcy. Duplicate credit for BU 209 is not permitted.

BU 230/MT 225 Business Statistics

3 Credit Hours

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

The course is designed to present statistical techniques and apply them to decisions, analysis, and forecasts. Stressed are the methods of collection, description, and summarization of the data as well as analysis and induction from the data.

BU 275 Special Topics in Business

1-3 Credit Hours

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

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

BU 291 Business Administration Internship

3 Credit Hours

Students will be assigned to a business entity according to their vocational objectives in order to gain practical hands-on experience. They will be under the direction of an academic and work-site manager/supervisor who will coordinate their activities.

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

4 Credit Hours

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

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

This course is intended primarily for those students pursuing careers in the professional health care fields. Calculations involving physical quantities will be presented followed by atomic structure, chemical bonding, and chemical reactions. The course will then cover gas laws, solution chemistry, and acidity. A brief introduction to structural organic chemistry will also be presented.

CH 204 Fundamentals of General, Organic, and Biological Chemistry II

4 Credit Hours

Prerequisite: CH 203.

A Laboratory Course: 3 hours lecture and 2 hours lab work each week. Beginning with a review of organic nomenclature, this course focuses on classes of organic compounds and their reactions. Several biochemical topics will be introduced, including the chemistry of the major classes of biological molecules. The course will cover the structure and reactions of bodily fluids, as well as energy-acquiring and energy-releasing pathways.

CH 213 Principles of Chemistry I

4 Credit Hours

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

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

Intended as a general chemistry course for college students, this course covers the properties of matter and their measurement, atomic theory, reaction stoichiometry and thermochemistry. Electron configurations, chemical bonding, and molecular geometry will also be introduced.

CH 214 Principles of Chemistry II

4 Credit Hours

Prerequisite: CH 213.

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

A continuation of CH 213, this course deals with intermolecular forces, solution properties, kinetics, and acid-base reactions. The course will also cover gas laws, chemical equilibrium, thermodynamics, and electrochemistry.

CH 223 Organic Chemistry I

3 Credit Hours

Prerequisite: CH 214.

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

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 Department Chair.

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

Communication Arts**CA 150 Introduction to Interpersonal Communication**

3 Credit Hours

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

Computer Information Systems**CS 102 Computer Literacy**

3 Credit Hours

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

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

CS 103 Introduction to Applications

1 Credit Hour

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

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

CS 104 Using Internet Technology for Research and Productivity

3 Credit Hours

This is a course in using the internet and other resources for research, communication, safety and personal productivity. This course assumes students have some basic computer skills. Various email client setup and usage, along with various web browsers, will be covered with a focus on research and communication. The course will also cover topics in personal protection utilizing firewalls, anti-virus software, spyware/Malware, and copyright laws. Other topics on personal productivity include, but are not limited to, chat clients, digital photography, CD burning, scanning, blogging, MP3 players, and buying a PC.

CS 116 Word Processing Concepts

2 Credit Hours

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

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

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

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

CS 120 Data Base Management Systems Concepts

2 Credit Hours

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

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

CS 123 E-mail/Internet

1 Credit Hour

This course is an introduction to e-mail and the Internet. An overview of various Internet resources for research and communication are covered. This course consists of lectures and hands-on experience.

CS 125 Electronic Presentations

2 Credit Hours

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

This course is an introduction to the creation and delivery of electronic presentations using an electronic graphical presentation software package. Not recommended for students with no computer experience who are also enrolled in EN 090.

CS 174 Globaloria I

3 Credit Hours

This class is an introduction to gaming following the Globaloria project curriculum. Students will explore game design concepts for social issues using flash text, drawing, and animation techniques using wikis.

CS 176 Globaloria II

3 Credit Hours

Prerequisite: CS 174.

This class is a continuation of CS 174. Students will continue the game concept started in CS 174 and develop the concept into a complete playable game.

CS 275 Special Topics in Computer Information Systems

1-3 Credit Hours

Prerequisite: IT 112 or permission of Department Chair.

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

Computed Tomography**CT 260 Introduction to Computed Tomography**

2 Credit Hours

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

This course provides the student with an overview of the educational program in computed tomography. A student handbook and clinical orientation session will be provided. Regulations, clinical forms, rules of the program, and clinical facilities will be discussed. This course will also help the student become familiar with the history of ethics, ethical theories, and how personal values shape professional ethical choices. Personal and professional ethics will be developed and the role they play in professional conduct and the decision-making process. Types of ethical problems common to medical imaging and other health professions will be introduced, defined, and discussed with orderly methods for finding solutions to be applied. Legal issues surrounding patient rights, responsibilities, and confidentiality will also be studied.

CT 261 Patient Care and Management in Computed Tomography

3 Credit Hours

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

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

CT 262 Procedure Protocol in Computer Tomography

3 Credit Hours

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

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

CT 263 Sectional Anatomy I

3 Credit Hours

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

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

CT 265 Clinical I

4 Credit Hours

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

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

CT 266 Computed Tomography Advanced Procedures

3 Credit Hours

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

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

CT 267 Computed Tomography Pathology

3 Credit Hours

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

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

CT 268 Computed Tomography Physics

3 Credit Hours

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

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

CT 269 Sectional Anatomy II

3 Credit Hours

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

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

CT 270 Clinical II

4 Credit Hours

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

This course is taught in the clinical setting and requires application, with moderate to close supervision. This is the second of two clinical practicums, each one corresponding to a didactic procedure protocol course and having specific focus areas. The clinical practicum is designed so that the student will observe, assist, and perform basic patient care and a wide variety of technological

procedures. CT protocols and procedures of the thorax, abdomen, pelvis, and musculoskeletal system are the areas of focus in this clinical education course. A required number of competency evaluations are required to demonstrate competency in these procedures.

Criminal Justice

CJ 101 Criminal Justice Systems

3 Credit Hours

Note: EN 101 is highly recommended but not required.

Examines in detail the criminal justice system of the United States including the role of police, the judiciary, and correctional systems. Also involves an analysis of the agencies involved in the processes of administration of criminal justice. 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

Note: EN 101 is highly recommended but not required.

The Constitutional aspects of arrest, search, and seizure are considered together with interrogation and confession, self-incrimination and right to counsel. Students will learn rules of evidence as these apply to law enforcement officers in the performance of their investigatory duties and testimony in court.

CJ 103 Introduction to Law Enforcement

3 Credit Hours

Note: EN 101 is highly recommended but not required.

Surveys law enforcement today: the role, history, development, and constitutional aspects of law enforcement and public safety. Emphasis is placed upon police functions and the techniques, purposes, objectives, and theories of police science.

CJ 201 Criminal Procedure

3 Credit Hours

Note: EN 101 is highly recommended but not required.

The Constitutional aspects of arrest, search and seizure are considered together with interrogation and confession, self-incrimination and right to counsel. Students will learn rules of evidence as these apply to law enforcement officers in the performance of their investigatory duties and testimony in court.

CJ 202 Criminal Law

3 Credit Hours

Note: EN 101 is highly recommended but not required.

An examination of the element of statutory felonies and misdemeanors, both state and federal, emphasizing West Virginia criminal status and procedures.

CJ 203 Criminal Evidence

3 Credit Hours

Note: EN 101 is highly recommended but not required.

This course is designed as an introductory course in criminal evidence. This course will help the student understand the requirements needed to admit evidence in a criminal court proceeding.

CJ 213 Criminal Investigation

3 Credit Hours

Note: EN 101 is highly recommended but not required.

Explores the fundamental principles and concepts of investigation. Method of investigation, search of the crime scene, collection and preservation of evidence. Interviews and interrogations, sources of information, techniques of surveillance, stakeouts and raids.

CJ 216 Correctional Management

3 Credit Hours

Prerequisites: CJ 103 and CJ 202.

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

CJ 218 Substance Abuse and the Criminal Justice System

3 Credit Hours

Prerequisites: CJ 101 and EN 102.

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

CJ 217 Juvenile Justice and Delinquency

3 Credit Hours

Note: EN 101 is highly recommended but not required.

Explores the historical context of delinquency; the changing legal environment, including major court decisions that have transformed the juvenile justice system, including descriptions and discussions of juvenile delinquency prevention and control programs.

CJ 221 Community Corrections

3 Credit Hours

Note: EN 101 is highly recommended but not required.

Examination of community treatment in the correctional process; contemporary usage of pre-sentence investigation, selection, supervision and release of probationers and parolees. Study of the process as related to both adults and juveniles.

CJ 223 Criminology

3 Credit Hours

Prerequisite: SO 200. EN 101 is highly recommended but not required.

Investigates the theories of crime, including a review of the various types, causes, consequences, and controls of human behavior.

CJ 226/PY 226 Abnormal Psychology

3 Credit Hours

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

This course will deal with the abnormal behavioral patterns found in individuals. This course will deal with the psychological and legal issues found in dealing with an individual who has abnormal behavior and/or an addictive behavior.

CJ 230 Pistol and Personal Protection

3 Credit Hours

Note: EN 101 is highly recommended but not required.

This course is open to all people, but is of special interest to those considering a career in law enforcement, corrections, security, or private investigation. This course will teach the basic attitudes, knowledge, and skills necessary to own, store, and use a firearm safely. The primary focus is handgun safety and the legal provisions, moral aspects, physical, and legal issues inherent in the philosophy of the use of deadly force will be addressed.

CJ 240 Correctional Procedure I

3 Credit Hours

Note: EN 101 is highly recommended but not required.

This course covers the procedures used to control and care for the correctional client at various security levels within a correctional institution. Topics include interior and exterior security, inmate and cell searches, contraband, cell extraction, and supervision of inmates.

CJ 241 Correctional Procedure II

3 Credit Hours

Prerequisite: CJ 240.

A continuation of CJ 240. Topics include inmate discipline, handling of aggressive inmates, hostage situations, health issues, inmate tricks, suicidal inmates, and transportation of inmates.

CJ 250 Ethics in Criminal Justice

3 Credit Hours

Note: EN 101 is highly recommended but not required.

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

CJ 275 Special Topics in Criminal Justice

3 Credit Hours

Prerequisite: Permission of Department Chair. EN 101 is highly recommended but not required.

Presents courses in Criminal Justice which the College expects to offer only once or occasionally in response to specific needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Criminal Justice.

CJ 280 Traffic Law and Enforcement

3 Credit Hours

Note: EN 101 is highly recommended but not required.

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

CJ 290 Internship in Criminal Justice

3-12 Credit Hours

Note: EN 101 is highly recommended but not required.

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

Dental Hygiene**DH 100 Head and Neck Anatomy**

2 Credit Hours

Prerequisite: Admission into the Dental Hygiene Program.

Head and neck anatomy is a course emphasizing the structures of the head and neck for the dental hygiene student. The course includes the study of the osteology, musculature, neurology, vasculature, and lymphatics of the head and neck and the temporomandibular joint.

DH 101 Dental Anatomy and Embryology

3 Credit Hours

Prerequisite: Admission into the Dental Hygiene Program.

Dental anatomy and embryology is a course emphasizing the hard and soft structures in the oral cavity in all stages of development. Topics include the microscopic anatomy of the oral and perioral structures in all stages of development, developmental disturbances and the resulting anomalies, tooth morphology, occlusion, eruption sequence, nomenclature, salivary glands, and nerve and blood supply.

DH 102 Introduction to Dental Hygiene

4 Credit Hours

Prerequisite: Admission into the Dental Hygiene Program.

This course reviews the elements necessary to perform dental hygiene care in the clinical setting. Topics include infection control techniques, oral exam and dentition, charting techniques, medical/dental histories, medical emergencies, documentation/record keeping techniques, basic instrumentation, HIPAA and OSHA requirements. Students will learn instrumentation on dentiforms and mannequins and as competencies increase, on each other.

DH 103 Dental Radiology

2 Credit Hours

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

This lecture/lab course includes principles of radiation biology, radiation safety, techniques of exposing radiographs, machine operation, film composition, solutions, legal requirements, darkroom procedures, mounting radiographs, and interpretation of radiographs.

DH 104 General and Oral Pathology

2 Credit Hours

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

General and oral pathology teaches the dental hygiene student to identify oral and perioral conditions that may be encountered when treating dental patients. Topics include disturbances of development and growth, diseases of microbial origins, injuries and repair processes, metabolic disturbances and diseases of specific systems.

DH 105 Pharmacology for Dental Hygiene

2 Credit Hours

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

Pharmacology emphasizes the study of therapeutic drugs used in dentistry and drugs that are likely to be prescribed to dental hygiene patients by the physicians. Topics will include drug classifications, indications, contraindications, side effects, methods of administration and toxicology.

DH 106 Clinic I (Lecture and Lab)

4 Credit Hours

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

Clinical Course: Nine clinic hours and one hour lecture each week.

Clinic I integrates the knowledge and skills the students have learned in previous courses. Clinic I lecture emphasized scientific principles of dental hygiene practice while students will increase competency by treating patients two days per week.

DH 107 Essentials of Nutrition for Dental Hygiene

2 Credit Hours

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

This course will emphasize the role nutrition plays in sustaining the overall health of the human organism. The student will learn to evaluate clients' diets and provide nutritional counseling.

DH 207 Dental Materials

2 Credit Hours

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

This lecture/lab course emphasizes the properties, uses and manipulation of dental materials used in contemporary dental practice. Laboratory exercises will include demonstration, practice and competency evaluation in manipulation of impression products, gypsum products and restorative materials. Students will fabricate study models and vacuum formed trays.

DH 211 Ethics and Jurisprudence

1 Credit Hour

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

Ethics and Jurisprudence introduces the dental hygiene student to the ethics and legal principles involved in the practice of dental hygiene and dentistry. Students will also learn the laws and rules regarding the practice of dental hygiene in the state of West Virginia as set forth by the West Virginia Board of Dental Examiners.

DH 212 Clinic II Lecture and Clinic

6 Credit Hours

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

Clinical Course: Fifteen hours clinic each week and one hour lecture.

Clinic II emphasizes strengthening clinical skills with particular regard for total patient care. Particular emphasis is placed on patients demonstrating moderate to severe periodontal disease. The lecture component focuses on the scientific principles of dental hygiene practice.

DH 213 Anesthesiology (Lecture and Lab)

2 Credit Hours

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

One hour lecture and two hours lab each week.

Anesthesiology introduces the dental hygiene student to the different types of anesthesia. Topics include the pharmacology of the different types of anesthesia, indications, contraindications, review of anatomic landmarks, and pain management. The laboratory portion of the course teaches laboratory competency the techniques for administering local anesthetic and nitrous oxide sedation.

DH 216 Clinic III

7 Credit Hours

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

Clinic III is the final clinical practicum prior to graduation. Patient treatment continues with an increasingly challenging group of patients incorporating rotations through area nursing homes, public health clinics, facilities of area hospitals, and selected private practices. Students are expected to function with increasing independence and speed. Case presentations are presented, assessed, and evaluated.

DH 218 Special Patient Care

1 Credit Hour

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

This course emphasizes the special treatment considerations to be employed while treating different patient types. Topics will include special considerations to be given while treating the child patient, the adolescent patient, the adult patient, and the geriatric patient. The treatment of medically compromised patients and developmentally disabled patients will be addressed as well.

DH 219 Dental Hygiene Seminar

3 Credit Hours

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

This course will focus on the appropriate treatment of special needs patients. Topics will include recognition of the necessity for alterations in treatment and appointment scheduling, appropriate communication with the client and/or parent/guardian, and appropriate treatment of condition-specific dental problems.

DH 220 Periodontology

2 Credit Hours

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

Periodontology introduces the dental hygiene student to current theory on the etiology of periodontal disease. Subcategories of periodontal disease will be studied with emphasis on etiological factors, host response, therapeutic measures for the hygienist and preventive measures. This course will continue on and cover the clinical applications of accepted periodontal therapies including surgical and non-surgical intervention. Topics include periodontal dressings, flap surgeries, sutures, soft tissue management, chemical plaque control, systemic medications, and periodontal maintenance.

DH 221 Community Health

3 Credit Hours

Prerequisite: Successful completion of all program-specific courses required to-date in the curriculum.

This course teaches the dental hygiene student to assess, plan, implement and evaluate community dental health projects. Topics include statistics, demographics, scientific literature review, epidemiology, needs, demands and utilization concepts.

Drafting**DR 203 Electrical Schematics**

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.

DR 204 Computer Aided Design and Drafting I

5 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 CADD concepts. Students will learn the basics of CAD geometry creation and manipulation using a variety of computer command inputs. Geometry created will include points, lines, circles, arcs, and basic polygons. Geometry is edited and manipulated using commands such as zoom, pan, trim, extend, copy, rotate, and by the use of "grips". This course also covers an introduction to 3D concepts and Solid Modeling.

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 Department Chair.

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

Economics**EC 241 Principles of Economics I**

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 Department Chair.

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

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

3 Credit Hours

Co-requisite: ED 280.

This introductory course in education will introduce students to teaching as a career, the role and responsibility of a teacher, contemporary issues in education, historical and philosophical foundations of education. The course will also consist of discussions regarding teacher organizations, teaching skills (or pedagogy) and curriculum. The organization and administration of schools will be discussed. At least twenty-five hours of public school observation are required.

ED 115 Early Childhood Health, Safety, and Nutrition

3 Credit Hours

This course provides an introduction to the health needs and concerns of the pre-school age child. This course covers the health issues and safety concerns as well as the proper nutrition for a growing and developing child. These three areas will be applied both to personality development, to the socially promoting of the child's self-esteem and well-being, and the physical developments that take place.

ED 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 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 212 Principles and Theories

3 Credit Hours

Co-requisite: ED 280.

Theories and concepts of human development, learning, and motivation are presented and applied to interpreting and explaining human behavior as it relates to interaction in relation to teaching. Principles as it relates to purposes and functions of the preschool program. Organization, programs, equipment, needs of the preschool child, and teaching techniques. Fifteen hours of observation are required.

ED 213 Children and Families

3 Credit Hours

The nature and structure of the family are studied, along with an examination of major family issues. Provides an understanding of functions and dysfunctions within the family as it relates to the child in the family. Emphasizes the development of effective skills through an interpersonal/interactional approach to family intervention.

ED 214 Child Development

3 Credit Hours

Co-requisite: ED 280.

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

ED 215 School Readiness

3 Credit Hours

Explores positive ways to build self-esteem and help to foster within the child a sense of self-control. Presents practical ideas for encouraging pro-social behavior in the child and emphasizes basic skills and techniques in classroom management.

ED 216 Guiding the Behavior of Children

3 Credit Hours

Co-requisite: ED 280.

This class explores positive ways to build self-esteem in children. It also provides an exploration of guides to action designed to direct the routine activities of preschool children which lead to a positive self-concept and meaningful behavior. Fifteen hours of observation are required.

ED 218 Human Development and Learning

3 Credit Hours

Co-requisite: ED 280.

This course traces the social, emotional, physical and intellectual development of the child from birth through adolescence. Special emphasis will be placed on cognitive development and its implications for teaching. Thirty-five hours of public school observation are required.

ED 219 Adolescent Literature

3 Credit Hours

Prerequisite: EN 102.

This course emphasizes the reading and evaluation of literature written for and by young adults (middle, junior, and senior high school students). By analyzing reading resources, the reading interests, and developmental needs of adolescents and by classroom observations of reading/literature instruction, the student will develop the ability to help students to select literature for independent reading and guide them in analyzing group reading choices. Strategies to stimulate reading for information and for pleasure will include the reading of a wide variety of adolescent literature reflecting cultural, ethnic, social and sex role differences in a multicultural society.

ED 221 Administration of Early Childhood Education

3 Credit Hours

Instruction and observation in various phases of early childhood education administration including: incorporation, licensing, finance, personnel, curriculum, physical plant, health and social services, parent involvement, and resources. Field trips are appropriate.

ED 223 Computer Instructional Techniques in the Classroom

3 Credit Hours

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

ED 224 The Exceptional Child

3 Credit Hours

Co-requisite: ED 280.

Introduces and sensitizes the student to the exceptions that occur in the development of children. It offers material on the disturbed (emotional, social, and behavioral); the handicapped (physical, mental, and sensorial); those with specific learning difficulties; and the gifted. In addition, it presents referral sources for diagnosing, treating, and educating these exceptionalities. Fifteen hours of observation are required.

ED 225 Methods & 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 Internship

3 Credit Hours

Co-requisite: ED 280.

Note: This course requires permission of the Department Chair.

Actual participation in preschool teaching under supervision to develop practical skills. Preparation of learning units based on specific needs of children enrolled; observation and critical analysis of performances and developmental processes occurring in the school day. This course requires permission of instructor. Thirty-five hours of observation are required.

ED 235 Praxis I

1 Credit Hour

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

ED 275 Special Topics in Education

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

ED 280 Observation Hours in Education

0 Credit Hours

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

Engineering**EG 101 Engineering I**

3 Credit Hours

This course is an orientation to engineering disciplines, academic success strategies, engineering design process and team projects, use of computers in problem-solving, technical report writing, presentation techniques, and internet applications.

EG 102 Engineering II

3 Credit Hours

Prerequisite: EG 101.

This course provides for the use of computers as a tool for analysis, design, and simulation of engineering applications through software packages such as MATLAB and high-level programming languages such as C.

EG 103 Electrical Calculations

3 Credit Hours

Prerequisite: MT 090 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

Co-Requisite: EG 103 and MT 096 or higher.

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 171 Circuit Analysis I

4 Credit Hours

Prerequisite: EG 107 and EG 103 or MT 123 or permission of the Department Chair.

To provide the students with an in-depth study of D.C. and A.C. advance circuit and network analysis, troubleshooting techniques, malfunction analysis, magnetic electromagnetic and electrostatic devices, D.C. motors, generators, and control circuits.

EG 172 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; reactances; impedance; admittance and susceptance; methods of analyzing series; parallel and series/parallel A.C. circuits. Also covered are major circuit theorems; use of test equipment; malfunction analysis; troubleshooting techniques; real, apparent, and reactive power in both single and three phase systems in A.C. motors, A.C. generators and transformers.

EG 181 Analog Electronics I

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 210 Troubleshooting Lab

1 Credit Hour

Co-requisite: EG 107.

This course is designed to provide the student with lab experiments, with electronic test equipment to learn advance troubleshooting techniques in D.C. circuits, A.C. circuits, analog and digital circuits.

EG 212 Strength of Materials

3 Credit Hours

Prerequisite: EG 211.

A study of stress and deformation in engineering material, riveted and welded joints; thin-walled pressure vessels; torsion; centroids and moments of inertia of areas; shear movement in beams; stress in beams; design of beams; statically indeterminate beams; combined stress; columns.

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 A.C. motors; (2) transformers, including sizing, testing, and connections; (3) short circuit calculations; (4) lighting design and practices; (5) breaker and fuse sizing applications; (6) conductor insulation; (7) review of National Electronic Code; (8) industrial motor control; (9) single phase & 3-phase A.C. power.

EG 275 Special Topics in Engineering

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

EG 282 Analog Electronics II

4 Credit Hours

Prerequisite: EG 172 and EG 181.

Advanced circuit and malfunction analysis. Transistor A.C. models; small-signal analysis; multistage characteristics and response; power amplifiers; construction, characteristics, and applications of linear integrated circuits (including operational amplifiers); and the computer analysis of amplifiers are covered.

EG 290 Digital Electronics

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; A.M. and F.M. transmission and reception and related circuits; introduction to transmission lines, antennas, and microwave circuits are covered.

EG 294 Micro Processor Design and Application

4 Credit Hours

Prerequisite: EG 290.

The course includes microcomputer basics, computer arithmetic, introduction to programming, 6800 microprocessor, interfacing, programming experiments, digital to analog converters, sensors and transducers, control devices and stepper motors, phase-locked loops and microprocessor applications.

EG 296 Program Logic Control (PLC)

4 Credit Hours

Prerequisites: EG 214 or EG 290 and MT 124 or higher.

This course provides the student with the fundamentals of process control, transducers, signal processing, feedback, loops, actuators, analog and digital controllers and the basic fundamentals of robotics, along with a review of the prerequisite courses. EG 290 is recommended but not required.

EG 297 National Electric Codes

1 Credit Hour

This course covers the National Electric Code. Articles of coverage include: definitions, general requirements, branch circuits, feeder, and service calculations, over current protection, grounding, conductors for general wiring, flexible cords, motors, motor controllers, motor circuits, hazardous locations, electric welders, interpretation of the tables, transformers, over 600 volts general and other articles necessary for the Journeyman's licensure exam.

EG 298 Capstone

2 Credit Hours

Prerequisite: EG 172 and student must be a candidate for graduation.

Co-requisite: EG 297.

This course is designed to pull all aspects of the program together. Students will complete a portfolio of all work throughout the program as outlined in the assessment plan for formal evaluation. They will complete a customized project and be required to pass a comprehensive exit exam.

EG 299 Internship Work Experience

2 Credit Hours

Prerequisite: Student must be a candidate for graduation.

Practical experience applying theory in an actual work environment.

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

2 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

7 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 104 Emergency Medical Services I

11 Credit Hours

Prerequisite: EMT-B and AHA CPR Certification.

This course is an intense introduction to advanced emergency skills for the certified EMT-B. Upon successful completion, the student will demonstrate proficiency in the following skill areas: patient assessment, advanced airway, basic ECG interpretation/treatment, and various routes of drug administration. The trimester is broken down into seven divisions consisting of preparatory, airway, patient assessment, trauma, medical, and special considerations. An overview of the human body systems will be conducted. Topics include areas of instruction in pharmacology, pulmonary, neurology, gastroenterology, urology, cardiovascular, renal, behavior, environmental, substance abuse, allergic reactions, diabetic emergencies, infectious and communicable diseases. Special considerations include gynecology, geriatrics, neonatal resuscitation, pediatrics, and obstetrics.

EM 108 Clinical/Lab I

1 Credit Hour

Co-requisite: EM 104.

Practical lab sessions include, but not limited to: basic/advanced airways, various routes of medication administration, ECG interpretation/treatment, patient assessment, and basic skills. The students must complete 25 hours in the clinical setting and 25 hours in the field to progress to the next trimester.

EM 114 Pre-hospital Pharmacology

3 Credit Hours

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

EM 115 Clinical/Practicum

3 Credit Hours

Prerequisite: EM 104 and EM 108.

This course contains 300 hours of clinical and field internship. Areas of concentration include, but are not limited to, the emergency department, intensive care, surgery, psychiatric, pediatrics, obstetrics, respiratory, and medical command.

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

2 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 201 Emergency Medical Services II

11 Credit Hours

Prerequisite: EM 104 and EM 108.

This course provides the student with a greater in-depth knowledge of anatomy/physiology and the pathophysiology relevant to patient care in the pre-hospital setting. Enhancement of the skills and knowledge learned in Emergency Medical Services I in the areas of patient assessment, trauma, pulmonary, cardiology, neurology, endocrinology, allergies, and anaphylaxis.

EM 203 Clinical/Lab II

1 Credit Hour

Co-requisite: EM 201.

This lab course places greater emphasis on trauma skills and patient assessment in the pre-hospital setting for disease processes in the areas of pulmonary, cardiology, neurology, endocrinology, allergies, and anaphylaxis. The student must complete 50 clinical hours to progress to the next trimester.

EM 212 Emergency Medical Services III

11 Credit Hours

Prerequisite: EM 201 and EM 203.

This course provides the student with a greater in-depth knowledge of anatomy/physiology and the pathophysiology relevant to patient care in the pre-hospital setting. Enhancement of the skills and knowledge learned in Emergency Medical Services I and II in the areas of gastroenterology, urology, nephrology, toxicology, hematology, environmental, infectious diseases, psychiatric, and behavioral emergencies. Other topics include life-span, acute interventions, assessment-based management, operations, intervention for the chronic-care patient, abuse, assault, and special considerations.

EM 214 Clinical/Lab III

1 Credit Hour

Co-requisite: EM 212.

This lab course places greater emphasis on patient assessment in the pre-hospital setting for disease processes in the areas of gastroenterology, urology, nephrology, toxicology, environmental, infectious diseases, psychiatric, and behavioral emergencies. Special considerations will be addressed such as: obstetrics, pediatrics, and geriatrics. Students must complete 50 hours of field rotations.

EM 215 Emergency Services Seminar

3 Credit Hours

Co-requisite: EM 212 and EM 214.

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 contract 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

2 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, BTLs 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, BTLs/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.

English

(English placement test or ACT required for all English courses. Placement mandatory.) (Note: EN 090 and EN 099 are now listed under the heading of Transitional Studies in this catalog.)

EN 101 English Composition I

3 Credit Hours

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

This course is an introduction to basic composition and research. The emphasis is on writing clear, effective essays. In addition, students will write a research paper.

EN 102 English Composition II

3 Credit Hours

Prerequisite: EN 101, Challenge Examination, or CLEP.

A continuation of EN 101. The student is exposed to additional forms of the composition and is expected to demonstrate a higher level of proficiency in writing. Major emphases are the research paper and literary forms.

EN 115 Technical Writing I

3 Credit Hours

This course is an intermediate composition and communication course which includes analytical and critical reading, elementary logic,

persuasion, and a discipline-related research paper and presentation.

EN 121 Creative Writing

3 Credit Hours

Prerequisite: EN 102 or permission of instructor.

Offers students and members of the community an opportunity to practice writing poetry, fiction, and/or drama.

EN 200 English Literature Before 1800

3 Credit Hours

Prerequisite: EN 102.

Survey of English literature to the Romantic period.

EN 201 American Literature Before 1865

3 Credit Hours

Prerequisite: EN 102.

This course surveys the major writers and major periods of literary development in the United States from 1620 to 1865.

EN 202 English Literature Since 1800

3 Credit Hours

Prerequisite: EN 102.

Survey of English literature from the Romantic period.

EN 204 American Literature Since 1865

3 Credit Hours

Prerequisite: EN 102.

This course is a survey of the major writers and major periods of literary development in the United States from 1865.

EN 210 Appalachian Literature

3 Credit Hours

Prerequisite: EN 101.

A survey of selected fiction, poetry, and nonfiction prose about Appalachia and its people from Colonial times to the present, with emphasis on recent fiction which may involve students in projects of collecting folklore and folk history.

EN 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.

EN 275 Special Topics in English

1-3 Credit Hours

Prerequisite: EN 101.

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

Experiential Learning

EL 201 Portfolio Development

3 Credit Hours

Prerequisite: EN 101.

This course is designed to guide Board of Governors Adult Degree Completion students through the portfolio development process. Students will write a complete portfolio including credit petitions for at least two college-level courses.

Finance

FN 210 Finance for the Nonfinancial Manager

3 Credit Hours

This course is designed to provide students who aspire to be managers and executives, in non-financial positions, with a practical understanding of finance. Students will be empowered to effectively communicate with accounting and finance people and to better understand the financial aspects of business decisions. An understanding of budgeting and corporate financial planning, working capital management, growth, capital, and profitability considerations, discounted cash-flow and capital costs, principles of valuation and value

creation, measures of performance including ROE, RONA, and EVA, cost consideration, financial ratio analysis, and key performance measures will be the focus of the course.

FN 231 Principles of Finance

3 Credit Hours

Prerequisite: AC 112 and EN 090 or minimum acceptable test scores for placement in college-level reading.

This course is an introduction to financial management. The topics discussed will include cash flow analysis, financial statement analysis, time value of money, budgeting and variance analysis, financial markets, long-term financing, capital budgeting, and short term financial management.

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 225 Real Estate I

3 Credit Hours

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

This course introduces the student to the terminology, concepts, and practices in the area of real estate law, real estate finance, real estate appraisal, and West Virginia license law.

FN 226 Real Estate II

3 Credit Hours

This course is a continuation of Real Estate I with emphasis in real estate law, real estate finance, real estate appraisal, West Virginia license law, and environmental issues in the real estate transaction.

FN 275 Special Topics in Finance

1-3 Credit Hours

Prerequisite: Permission of the Department Chair and EN 090 or minimum acceptable test scores for placement in college-level reading.

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

Fire Service

FS 110 Restricted Fire Service Curriculum

20 Credit Hours

This course articulates specific fire service courses required by the National Fire Protection Association (NFPA) into college credit. Topics may vary based on certificates presented for consideration. See the program coordinator for further details.

French

FR 101 Elementary French I

3 Credit Hours

Introduces grammar, production, conversation, reading, and composition.

FR 102 Elementary French II

3 Credit Hours

Prerequisite: FR 101.

Completion of elementary grammar, composition, and reading. Continues practice in conversation.

Geography

GE 275 Special Topics in Geography

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

Presents courses in Geography which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Geography. The course may be repeated for additional credit.

Geology

GL 110 Geology

4 Credit Hours

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

Prerequisite: MT 096 or minimum acceptable test scores for placement in college-level math.

This course covers the basic concepts and vocabulary of physical, economic, historic, and environmental geology. The effects and causes of plate tectonics, glaciation, and other physical and chemical mechanisms will be examined. Students will learn to identify common rocks and minerals. Special topics to be examined shall include: reading and drawing topographic maps, paleontology and organic evolution, the formation of coal and related sciences, and environmental impacts and solutions.

Green Technologies

GT 100 Introduction to Green Technology

3 Credit Hours

This course is an overview of sustainability topics, covering basic green scientific principles, green job opportunities, and technical skills requirements for green careers.

History

HS 104 Western Civilization I

3 Credit Hours

This course analyzes the history of the western world from prehistory to 1660 A.D. Emphasis is placed on the development of civilizations and their influence in the areas of political and economic organizations, religious ideas and cultural contributions.

HS 105 Western Civilization II

3 Credit Hours

This course analyzes the history of the western world from 1660 A.D. to present. Emphasis is placed on the impact of political, economic, philosophical, technological, and cultural change.

HS 203 West Virginia History

3 Credit Hours

Surveys the history, geography, and government of the State of West Virginia.

HS 208 The Kennedys and the 1960's

3 Credit Hours

This course analyzes the impact of the Kennedy family during the 1960s era.

HS 209 The Kennedys and Leadership

3 Credit Hours

This course focuses on the Kennedy Family and their leadership in a historical perspective from Ireland to America.

HS 210 The Kennedy Connection

3 Credit Hours

This course takes a specific look at the Kennedy connection with the states of Kentucky and West Virginia. In addition, the course lets the student study the Kennedy family from a global perspective.

HS 211 The Kennedy Legacy

3 Credit Hours

This course allows the student to examine and evaluate the Kennedy legacy.

HS 230 American History 1492-1877

3 Credit Hours

Did Columbus discover America, or did he simply "blunder" into the North American continent? Was the American Revolution really a revolution, or did it more closely resemble a British Civil War? History 230 takes the student on an exhilarating journey through early America from 1492 to 1877, stopping along the way to examine how and why our country became a world leader in less than a century after its inception. Students will ponder situations such as whether Manifest Destiny was designed to serve the common American, or it was conveniently used to enhance the ambitions of politicians; whether or not Lincoln's Emancipation Proclamation intended to free the slaves or simply provoke the Confederacy into rethinking their reasons for fighting the Civil War. This course provides a splendid learning experience for all students.

HS 231 American History Since 1877

3 Credit Hours

History 231 undertakes the continuing saga of adventures in American History. Students will have the opportunity to evaluate the acts and deeds of some of our greatest modern heroes and will discuss, for instance, whether or not Reconstruction ended in 1877, or if it is still incomplete; if Teddy Roosevelt should have applied the Big Stick in digging the Big Ditch, or just how much of a deal was the New Deal? This course takes students through the exciting events of the world wars and the Cold War and lets them decide (after thorough study) who should have won the various presidential elections of this period. By the trimester's end, students will have a much better perception of why our society is the way it is today.

HS 240 War in Film

3 Credit Hours

Note: History 231 is recommended, but not required.

This course will focus on studying American 20th Century Warfare from a film perspective with major emphasis placed on World War II and Vietnam.

HS 275 Special Topics in History

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

HS 295 War in the 20th Century

3 Credit Hours

This course covers the major wars of the twentieth century: World War I, World War II, Korea, and Vietnam. Minor wars will be discussed at the appropriate periods during the course.

Homeland Security**HM 101 Introduction to Homeland Security**

3 Credit Hours

The events of September 11, 2001 made the term "Homeland Security" a household word. The threat of terrorism has brought immediate awareness of the need to secure our homeland. This course will give you a broad view of the challenges involved in emergency preparedness across multi-jurisdictional agencies and introduce you to the aspects of threats, our risk, and weaknesses, nationally and abroad.

HM 102 History of Terrorism

3 Credit Hours

This course will be an examination of terrorism as a political event with domestic and worldwide implications. Terrorism has become an international problem but do we really understand the definition, cause, or the cost. We will take a look at the history of terrorism, student the terminology, concepts and the symbolism of terrorism.

Humanities**HU 105 Leadership: Yourself, Your Organization, and Your Communities**

3 Credit Hours

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 Leadership: Yourself, Your Organization, and Your Communities II

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 on Diversity Leadership Management

3 Credit Hours

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

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 Department Chair.

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

Information Technology**IT 102 Cyber Law, Ethics, and Culture**

3 Credit Hours

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

This course provides background in legal aspects surrounding computer use, including the USAPA, WV Code covering Digital Crime, computer fraud, identity theft, Digital Millennium Copyright Act (DMCA), search and seizure, case studies, and ethical practices. This course is lecture based with a significant emphasis on research and case analysis.

IT 112 System Architecture

3 Credit Hours

Prerequisite: EN 090.

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

IT 114 Survey of Operating Systems

3 Credit Hours

Prerequisite: EN 090.

This course provides an exhaustive survey of operating systems. Includes coverage of Windows, Windows NT, UNIX, MAC operating systems, and NetWare.

IT 145 Adobe Photoshop

3 Credit Hours

Prerequisite: CS 102 or CS 104 or permission of the instructor.

Students should be able to use a computer and have a firm understanding of file management concepts in windows. This course is designed to give the aspiring graphic artist a basic understanding of the workings of Adobe Photoshop. Students will learn in a hands-on setting various techniques in creating professional graphics. Course goals include: basic and advanced selection techniques, extraction, merging images, using healing tools to touch-up photographs, filters, plug-ins, transformation, warping, red eye reduction, slicing images, layers, blending techniques, brushes, photograph repair, and the basic uses of every tool in Photoshop.

IT 146 Adobe Flash

3 Credit Hours

Prerequisites: CS 102 or CS 104 or permission of the instructor.

This course will provide students with basic knowledge of Adobe Flash. Students will use Adobe Flash to create basic flash animations and movies. They will learn how to navigate the flash interface, create new flash files, set stage properties, import images, create and work with text, format drawing objects and create motion tweened animations.

IT 147 Digital Editing

3 Credit Hours

Prerequisite: CS 102 or CS 104 or permission of the instructor.

Students should be able to use a computer and have a firm understanding of file management concepts in windows. This course will provide students with basic knowledge of digital video/media editing. Students will learn in a hands-on environment various editing techniques for editing raw video into a finished work. The course will provide an understanding for the following: video camera basics, lighting techniques, editing software that can be used on home computers, green screen effects, storyboarding, creative commons licensing, use of background music to affect mood and using stock video footage.

IT 155 Web Page Design I

3 Credit Hours

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

This course will provide the beginning web master with basic concepts and techniques using HTML. Students will learn in hands-on environment basic concepts in web design and maintenance. Students will learn the elements that go into a successful web site by examination of successes and failures of past marketing designs and what the future holds for design concepts. Course goals include: the creation and editing of a basic web page, creating tables, creating image maps, using frames, using style sheets, and creating popup windows, using efficient functional navigation and website organization.

IT 156 Web Page Design II

3 Credit Hours

Prerequisite: IT 155.

This course is designed for the intermediate to advanced web master. Students will learn in a hands-on environment more advanced techniques in the world of web design. This class puts more emphasis on thorough and efficient web design. Course goals include: using XHTML, utilizing cascading style sheets, adding interactivity using scripts, enhancing a web page visitor's experience using multimedia (sound, imagery, Java-based applets), and using Extensible Markup Language (XML) to deliver data content to a web page.

IT 159 Server Side Scripting and Fundamentals

3 Credit Hours

Prerequisite: IT 155.

This course builds on student's HTML skills to enhance Web pages via scripting code such as DHTML, Java Script, PHP, and VB Script. It also includes linking web pages to databases, and server wide coding such as CGI and Perl. Emphasis is placed on using scripting languages in conjunction with active web pages that access and update databases.

IT 160 Webserver Management

3 Credit Hours

Prerequisite: IT 155.

This course will provide students with an in-depth knowledge of web server administration. How to define your site: mission, vision, purpose and goals. The material will cover domain name selection and registration, initial system selection and configuration, administering the web server, automating account management, security issues, and troubleshooting. Hands-on experience through labs and projects will reinforce the reading, course work, and exams.

IT 180 PC Maintenance

3 Credit Hours

Co-requisite: CS 104 and IT 182 or permission of the instructor.

This course is designed to prepare students to perform routine maintenance and repairs on the PC. Emphasis will be on installation, maintenance, troubleshooting, upgrading, and repairing of PC's. Includes coverage of networking and client/server issues. Prepares students for the A+ Certification. This course is not recommended for students with no computer experience.

IT 181 Advanced PC Maintenance

3 Credit Hours

Prerequisite: IT 180.

This course continues PC Hardware Maintenance I. Emphasis is on operating system installation and trouble shooting skills. Students will complete lab exercises to build a system from individual parts.

IT 182 A+ Lab

2 Credit Hours

Co-requisite: IT180.

This course provides students with hands-on labs to complement the A+ curriculum. Students will disassemble and reassemble computer equipment with an emphasis on troubleshooting.

IT 183 Network +

4 Credit Hours

Prerequisite: IT 180.

This course provides background in the fundamentals of networking through vendor-independent networking skills and concepts that affect all aspects of networking. Topics covered include: basic networking concepts, protocols, network devices, TCP/IP architecture, Internet addressing, routing, servers, remote connectivity, user management, network security, encryption and firewalls, as well as troubleshooting and diagnostic tools. This course is not recommended for students with no computer experience.

IT 184 Security I

3 Credit Hours

Prerequisite: IT 183 or IT 210.

This course provides background in the fundamentals of networking security through vendor-independent security skill concepts that

affect all aspects of networking. Topics include: basic networking concepts, protocols, networking devices, TCP/IP architecture, network security, encryption and firewall, IDS systems, social engineering, as well as implementation and diagnostic tools. This course may be used to help prepare for the Comp TIA Security + Certification.

IT 185 Security II

3 Credit Hours

Prerequisite: IT 184.

This course provides background in advanced networking security concepts. Topics include: security trends, security management practices, security models, access control, telecommunications, physical security, disaster recovery, application and system development, ethics, and operations management. This course covers the ten domains as specified as in the CISSP certification and may be used to help prepare for that exam.

IT 186 Linux+

3 Credit Hours

Prerequisite: IT 112 or higher or permission of the Department Chair.

This course will introduce the student to various flavors of the Linux Operating System. Course focus will include installation, configuration, user administration, file permissions, storage devices, and network protocols. This course may also be used to prepare for the Comp TIA Linux + certification.

IT 188 Introduction to Programming Logic

3 Credit Hours

This course introduces the basic concepts of programming logic. Students will examine the basic constructs of selection, sequence, and repetition, abstract data structures of records, arrays, and linked lists, and file access methods.

IT 190 Introduction to Programming in Visual C++

3 Credit Hours

Prerequisite: IT 112 or higher and MT 096 or higher, or permission of the Department Chair.

This course is an introduction to programming using Visual C++ software. The course begins with a language neutral coverage of programming theory and various program structures. The course continues with programming of theory concepts using Visual C++. Programming concepts covered include sequence, selection, repetition, files, arrays, and linked lists. Students will use concepts to create programs manipulating simple and complex data structures.

IT 192 Introduction to Programming in Visual Basic

3 Credit Hours

Prerequisite: IT 112 or higher and MT 096 or higher, or permission of the Department Chair.

This course will introduce students to the concepts of programming using Visual Basic. Modular programs using the three basic constructs and files will be written and debugged.

IT 194 Introduction to Programming Java

3 Credit Hours

Prerequisite: IT 112 or permission of the Department Chair.

This course is an introduction to programming in Java covering the use of prewritten Java classes and methods and the development of new classes and methods. The class emphasizes program structure and documentation along with algorithm development.

IT 210 Network Administration I

3 Credit Hours

Prerequisite: IT 181.

This course will provide students with a formal review of Microsoft Windows 2000 Professional including installation and administration, domain structures, workgroups, disk configuration, Microsoft Management Console, Active Directory, network protocols, security, policies, and troubleshooting practices. This course will also help to prepare for the MCSE exam (70-210). This course is not recommended for students with no computer experience. A+ and/or Networks+ background is recommended.

IT 215 Network Administration II

3 Credit Hours

Prerequisite: IT 181.

This course will focus on installation, administration, and implementation of Windows 2000 Server. Focus objectives will also include configuring, optimizing, troubleshooting and monitoring reliability, services, protocols, hardware, security, performance and software. This class may also be used to prepare the student to pass the Microsoft Windows 2000 Server test (70-215). This course is not recommended for students with no computer experience. A+ and/or Networks+ background is recommended.

IT 218 Managing a Networked Environment

3 Credit Hours

Prerequisite: IT 210 and IT 215.

The main goal of this course is to provide students with a comprehensive overview of the network management features and functions of Microsoft Windows 2000 Server. This includes the configuration, management, and networking functionality of Windows 2000. The course is comprised of a combination of theory, review questions, case studies, hands-on exercises, and additional homework assignments. By the end of the course, students should have the ability to configure and support network environments running Windows 2000 Server, as well as the requisite knowledge to pass the associated Windows 2000 certification exam.

IT 223 Computer Forensics

3 Credit Hours

Prerequisite: IT 112 or higher or permission of the Department Chair.

This course provides background in computer forensic investigations. Topics include: understanding computer forensics, recovering files, understanding file structures, email investigations, forensic toolsets, digital evidence controls, and investigation reports. This course may also help to prepare the student for the International Association of Computer Investigative Specialists (IACIS) certification.

IT 260 Introduction to Oracle: SQL and PL/SQL

3 Credit Hours

Prerequisite: IT 112 or higher or permission of the Department Chair.

This course introduces the SQL and PL/SQL functions. Students will create and maintain database objects, store, retrieve, and manipulate data. They will also create PL/SQL blocks of application code for shared forms, reports, and data management applications. This course prepares the student for certification toward OCP - Applications Developer.

IT 274 Capstone Project

2 Credit Hours

Prerequisite: Permission of the instructor.

This course is designed to pull all aspects of the program together. Students will be responsible for creating and designing a full system based on their program path. Students must present findings and pass a comprehensive program exam. Students will also complete a service learning work-based project.

IT 275 Special Topics in Information Technology

1-3 Credit Hours

Prerequisite: IT 112 or permission of the Department Chair.

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

Integrated Science**IS 200 Wetlands**

4 Credit Hours

Prerequisite: MT 121, EN 090, EN 099 or minimum acceptable test scores for placement in college-level English. (Approved for Marshall University Integrated Science credit).

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

This course will survey the physical, chemical, and biological factors involved in definition, formation, and the dynamics of a wetland. Different types of wetlands and their role in the global economy and ecology will be discussed. Special attention will be paid to the flora and fauna of wetlands. Federal and state statutes and regulations will also be explored.

IS 210 Biotechnology

4 Credit Hours

Prerequisite: MT 121, EN 090, EN 099 or minimum acceptable test scores for placement in college-level English. (Marshall University accepted for Integrated Science credit).

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

Students will learn and discuss various biological techniques, such as DNA analysis, PCR, and molecular cloning. Various modern biological techniques will be performed in a laboratory setting. The impacts of these biotechnologies on the research, medical, economic, and legal realms will be explored. Emphasis will be made upon the ethical and legal issues surrounding certain techniques.

Journalism**JR 101 Survey of Journalism**

3 Credit Hours

An examination of important facets of mass communications, including newspaper, magazine, broadcast journalism, advertising and public relations. The course is designed to provide a critical overview of mass media.

JR 201 News Reporting I

3 Credit Hours

Prerequisite: OA 103 or OA 104.

Techniques of news writing designed to develop the basic skills necessary for a beginning reporter through class laboratory experience.

JR 202 News Reporting II

3 Credit Hours

Prerequisite: JR 201.

Practice in gathering and writing news from sources on and off campus. Emphasis is placed on beat assignment reporting, interviewing techniques, and some specialized reporting. A laboratory class in which the student will work lab hours on a Southern newspaper.

JR 220 Introduction to Public Relations

3 Credit Hours

This course will give a student a basic introduction into various aspects of public relations as it relates to its use by business, education, industry, government, and social organizations.

JR 221 Public Relations Practices

3 Credit Hours

Prerequisites: JR 220.

This course will give a student an advanced knowledge and use of public relations skills, as it relates to its use by business, education, industry, government, and social organizations.

JR 241 Graphics of Communication

3 Credit Hours

Creative and practical aspects of typography, layout, and design of printed communication.

JR 245 Fundamentals of Advertising

3 Credit Hours

Organization of mass media advertising departments and their relationships to advertising agencies and media representatives.

JR 255 Advertising Practices

3 Credit Hours

Prerequisite: JR 245.

The student will develop an understanding of advertising through practical experience and training in various areas of advertising.

JR 275 Special Topics in Journalism

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

JR 285 Introduction to Photojournalism

3 Credit Hours

Lecture and laboratory, introduction to camera use, darkroom procedure, photo layout, and practices in reporting news pictorially.

Management

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 Resource Management

3 Credit Hours

This course provides the introductions to the strategic planning and implementation of human resource 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 Small Business Management

3 Credit Hours

This course provides the necessary information to organize, operate, and control a small business enterprise. 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. Students will learn how to prepare a business plan in order to bring business ideas into fruition as a successful entrepreneur.

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. Topics include work breakdown structure, earned value, PERT/CPM/Gantt Charts, scheduling charts, scope control, cost control, change control, and resource planning.

MG 268 Labor Relations

3 Credit Hours

This course surveys both historical and legal frameworks of the labor movement in the United States and West Virginia and presents an analysis of traditional labor laws, NLRB law, state laws, and the impact of court decisions related to management. A 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 will be presented. Students will have an in-depth understanding of collective bargaining, strikes, labor negotiations, administration and enforcement of labor contracts, grievance process and arbitration related to managing an industry. The student will explore both 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 work place, will be discussed. Effects of laws on individuals, employees, the industry, the community, and nation will be addressed.

MG 272 Industrial Leadership

3 Credit Hours

This course focuses on leadership, human resource 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 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 Department Chair.

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

Marketing

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

Prerequisite: MK 270.

This course analyzes the principles of retailing from the marketing perspective. The topics discussed will include the different types of retail businesses (including the Internet), decision making (including store planning and location), personnel management, purchasing, merchandising, promotion, customer service, and more.

MK 273 Salesmanship

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 Department Chair.

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

MK 277 Hospitality Marketing

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

(Note: MT 090, MT 095, and MT 096 are now listed under the heading of Transitional Studies in this catalog.)

MT 111 Graphing Calculator Usage

1 Credit Hour

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

Learn how to use your TI graphing calculator as an essential tool for graphing and analyzing functions, solving equations, evaluating and graphing trigonometric functions, simplifying expressions, and more. A TI-83/84/89 calculator is a must for this course.

MT 121 College Math for General Education

3 Credit Hours

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

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 090, MT 095, and MT 096 or minimum acceptable test scores for placement in college-level math.

A study of linear and absolute value equations and inequalities in one and two variables; polynomial operations and graphing; linear, quadratic, exponential, and logarithmic functions with application and graphing; and formula manipulation. This course is designed to prepare students for college algebra or career opportunities.

MT 124 Technical Math

3 Credit Hours

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

This course is designed for students planning a career in a technical field and focuses extensively on applications in those fields. Students will develop problem solving skills through the study functions and graphs, trigonometric functions, linear equations in one variable, right triangle trigonometry, matrix algebra, and systems of linear equations.

MT 125 Trigonometry

3 Credit Hours

Prerequisite: MT 123 or MT 124 or MT 128 or MT 130 or a score of 23 or above on the math component of the ACT.

A study of trigonometric functions and their applications including an exploration of right triangle trigonometry, circular functions, graphs of trigonometric functions, trigonometric identities, vectors, and polar coordinates.

MT 128 Algebra for Allied Health

3 Credit Hours

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

Students will study applications of algebra related to allied health. Topics covered will include: the metric system with focus on unit conversions by proportionalities and dimensional analysis; representations of linear functions verbally, graphically, numerically, and algebraically; exponential growth and decay; logarithmic functions; analysis of proportionality of quantities and formula manipulation.

MT 130 College Algebra

3 Credit Hours

Prerequisite: MT 123 or MT124 or MT 128 or a score of 23 or above on the math component of the ACT or minimum acceptable test score on in-house placement test.

This course is designed to prepare students for calculus and other higher-level math courses. Topics covered will include: theory and applications of linear, quadratic, polynomial, rational, exponential, and logarithmic functions; equations and inequalities systems of linear and nonlinear equations; matrices and determinants; and conic sections.

MT 137 Precalculus

5 Credit Hours

Prerequisite: MT 123 or MT 124 or a score of 23 or above on the math component of the ACT.

A study of algebraic and trigonometric functions and their applications including: an exploration of polynomial, exponential, logarithmic, and circular functions and their graphs; right triangle trigonometry; trigonometric identities; vectors; polar equations; systems of linear and nonlinear equations; an introduction to sequences and series; matrix algebra; the binomial theorem and mathematical induction.

MT 205 Calculus Applications

3 Credit Hours

Prerequisite: MT 123 or MT 124 or MT 128 or a score of 23 or above on the math component of the ACT.

A study of calculus applications including exploration of polynomial, exponential, and logarithmic functions as well as their limits, derivatives, and integrals.

MT 220 Technical Calculus

4 Credit Hours

Prerequisite: MT 125 and MT 130 or MT 137 or a score of 26 or above on the math component of the ACT.

A study of applications of calculus as it pertains to technical fields, including derivatives and integrals of algebraic and transcendental functions, graphical applications, integration methods, differential equations, and infinite series.

MT 225/BU 230 Elementary Statistics

3 Credit Hours

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

The course is designed to present statistical techniques and apply them to decisions, analysis, and forecasts. Stressed are the methods of collection, description, and summarization of the data as well as analysis and induction from the data.

MT 229 Calculus I

5 Credit Hours

Prerequisite: MT 125 and MT 130, or MT 137 or a score of 26 or above on the math component of the ACT.

A study of the properties and applications of limits, techniques and applications of differentiation and the fundamental theorem of calculus as limits, derivatives, and integrals relate to polynomial, exponential, logarithmic, and trigonometric functions.

MT 230 Calculus II

4 Credit Hours

Prerequisite: MT 229.

A study of integration methods, modeling with differential equations, infinite sequences and series, and partial derivatives with applications throughout. This course is recommended for math and/or science majors.

MT 231 Calculus III

4 Credit Hours

Prerequisites: MT 230.

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

MT 235 Differential Equations

4 Credit Hours

Prerequisite: MT 231.

This course includes an in depth treatment of first and second order ordinary differential equations with a focus on applications throughout the course. Applications covered will include Laplace transforms, partial differential equations, Fourier series, harmonic motion, mechanical and electrical applications, and boundary value problems.

MT 245 Linear Algebra

3 Credit Hours

Prerequisite: MT 230.

A study of matrices, the algebra of matrices, determinants, vector spaces, linear transformations, inner products, eigen values, and eigen vectors with applications throughout the course. This course is appropriate for engineering, math, and/or science majors.

MT 275 Special Topics in Mathematics

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

Mathematics Education**ME 101 Mathematics for Elementary Teachers I**

3 Credit Hours

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

This course is the first of two independent courses designed for prospective elementary school teachers. Course material and presentation will conform to NCTM Standards, focusing on mathematics in the context of modeling and problem solving. Students will study mathematical concepts and theories fundamental to the topics of set theory, functions and graphs, numeration, number theory, and the real number system. This course requires the student to successfully complete a competency exam in arithmetic.

ME 102 Mathematics for Elementary Teachers II

3 Credit Hours

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

This course includes the study of basic probability and statistics and two and three dimensional Euclidean geometry.

ME 275 Special Topics in Mathematics Education

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

Medical Laboratory Technology

Note: Medical Laboratory Technology courses may be taken by laboratory personnel who desire a review or have a professional interest in a particular course with the permission of the MLT Program Coordinator.

ML 101 Clinical Hematology

5 Credit Hours

Prerequisite: Admission to the medical laboratory technology career program.

A Laboratory Course: 4 hours in the classroom and 2 hours in the lab each week.

Beginning with an overview of medical and allied health organizations, careers, and philosophy, this course teaches students to perform

complete blood counts, phlebotomy, hematology and coagulation procedures, and to interpret results of these tests as they relate to anemia, leukemia, or hemostatic disorders in the human body.

ML 102 Clinical Chemistry

5 Credit Hours

Prerequisite: ML 101.

Co-requisite: ML 103.

A Laboratory Course: 4 hours lecture and 2 hours in the lab each week.

This course emphasizes testing of body fluids, beginning with a discussion of the equipment and techniques of quantitative analysis as applied in the medical laboratory. Water, minerals, electrolytes, acid-base balance and gases in body fluids will be studied, as well as non-protein nitrogen, proteins, globulins, immunoglobulin, and enzymes in abnormal and normal states. Carbohydrates, fats, lipids, hormones of the endocrine system toxicology, and basic molecular techniques are also included.

ML 103 Immunohematology and Serology

5 Credit Hours

Prerequisite: ML 101.

Co-requisite: ML 102.

A Laboratory Course: 4 hours lecture and 2 hours in the lab each week.

This course begins with an overview of immunology and genetics, and teaches the student the technical and theoretical skills necessary for performing blood banking operations, including information related to blood group antigens and antibodies. An introduction to the field of serology is included.

ML 200 Phlebotomy Practicum

1 Credit Hour

Prerequisite: ML 102 and ML 103.

A Laboratory Course: 40 hours in the hospital lab each week for a 2 week period during the summer session.

MLT students work alongside laboratory phlebotomists in hospital laboratories, learning the daily routine, technical procedures and use of equipment related to phlebotomy. Under supervision, students perform daily tasks in venipuncture, capillary sticks and other phlebotomy procedures.

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. 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 Department Chair.

Presents courses in Medical Laboratory Technology which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to medical laboratory technology.

Mine Management

MN 101 Basic Mining I

5 Credit Hours

This course is an introduction to the mining industry and provides the student with the 80hour training required for underground mine work.

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 A Comparative History of Mining

3 Credit Hours

This course offers a broad overview of the important historical events that has shaped the mining industry. A comparative analysis of the history and evolution of various types of mining throughout the world will be presented. Course content will be tailored to specific types of mining, as well as the geographic location of the mining industry.

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 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 Department Chair.

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

Music

MU 103 Preschool Music, Movement, and Art

3 Credit Hours

This class will provide experiences in developing the content, methods, and materials for directing children in art, music, and movement activities.

MU 175 Music Appreciation

3 Credit Hours (Approved for Marshall University International Studies credit).

Introduces selected masterpieces of music and considers them in relation to cultural and historical development.

MU 203 Music Skills for Classroom Teachers

3 Credit Hours

Prerequisite: MU 175.

Develops the fundamental music skills used in reading and teaching music at the elementary school level.

Nursing**NU 100 Essentials of Nursing**

6 Credit Hours

Prerequisite: Admission to the Nursing Program.

Co-requisite: AH 120.

Essentials of Nursing is a theory/practicum course that explores concepts and process essential to professional nursing practice. This course provides the foundation for other nursing courses in that it develops technical skills and introduces the student to the critical thinking process.

NU 104 Nursing of Childbearing Family

5 Credit Hours

Prerequisite: NU 100 and all previous required support courses with a grade of "C" or better.

Family Centered Maternity Nursing is a theory/practicum course concerned with nursing care of the family experiencing childbirth and reproductive health. The student is expected to integrate and use knowledge and skills acquired in all previous required courses. (If the theory portion of the course is offered as a web course, registration is restricted to LPN-RN students or special permission of Nursing Department Chair).

NU 107 Psychosocial Transitions

5 Credit Hours

Prerequisite: NU 100 and all previous support courses with a grade of "C" or better.

Psychosocial Transitions is a theory/practicum course. This course includes but is not limited to: organic and functional mental disorders, including treatment with related therapeutic nursing modalities. This course also explores psychosocial transitions across the lifespan that require special considerations and understanding, such as victims of violence and homelessness. The student is expected to integrate and use the knowledge and skills acquired in all previous required courses. (If the theory portion of the course is offered as a web course, registration is restricted to LPN-RN students or special permission of the Department Chair).

NU 206 Nursing Care I

9 Credit Hours

Prerequisite: NU 104, NU 107 and all previous support courses with a grade of "C" or better.

Nursing Care I is a theory/practicum course that provides a systems approach to common reoccurring health problems of individuals across the lifespan. This course further develops technical skills and the critical thinking process. The student is expected to integrate and use the knowledge and skills acquired in all previous required courses.

NU 210 Role Transition to Professional Nursing

3 Credit Hours

Prerequisite: NU 206 and all previous required support courses with a grade of "C" or better.

Co-requisite: NU 212 and AH 241.

Role Transition to Professional Nursing is a capstone courses designed to facilitate the transition from the role of the student to the role of a Registered Professional Nurse. The student must demonstrate knowledge and professional growth in nursing. The student will examine personal strengths and weaknesses and develop a plan of improvement in preparation for an end of course exam. The student is also expected to select a role model/mentor to facilitate the role transition through observation.

NU 212 Nursing Care II

9 Credit Hours

Prerequisite: NU 206 and all previous required support courses with a grade of "C" or better.

Co-requisite: NU 210 and AH 241.

Nursing Care II is a theory/practicum course that is a continuation of NU 206 which provides a systems approach to recurring health problems of individuals across the lifespan. This course further develops technical skills and the critical thinking process. The student is expected to integrate and use the knowledge and skills acquired in all previous required courses.

NU 240/AH 240 Pathophysiology

3 Credit Hours

Prerequisite: BS 124 and BS 125.

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

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

1-3 Credit Hours

Prerequisite: Permission of the Dean of Career and Technical Programs.

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

NU 275 Special Topics in Nursing

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

Office Administration**OA 101 Office Accounting I**

3 Credit Hours

This course introduces the procedures used for double-entry bookkeeping, primary statements, and payroll records for a single proprietorship.

OA 103 Basic Document Processing I

3 Credit Hours

Emphasis is placed on learning the keyboard and developing proper keyboarding techniques. The student is introduced to various business forms and adaptation of keyboarding skills to personal use.

OA 104 Document Processing II

3 Credit Hours

Prerequisite: OA 103 or previous academic keyboarding experience.

During this course, students will continue developing basic typing skills and building keyboarding speed and accuracy. Students will have a hand-on approach to practical applications of Microsoft Word. Students will apply functions to business correspondence, tables, reports, and administrative and employment documents. Graphics and design enhancement functions are also included, giving students the skills that they need to produce professional and appealing documents and business communications. Upon successful completion of the course, students should be typing a minimum speed of 40 w.p.m. with 95% accuracy. This course may be offered in a variety of different modes of delivery.

OA 129 Medical Terminology and Transcription

3 Credit Hours

Prerequisite: OA 103 or ability to type and experience with MS Word.

This course provides hands-on training in formatting medical reports. An office simulation using the computer and transcribing machines is used to teach preparation of medical reports such as case history, physical examinations, radiology reports, operative records, pathology reports, requests for consultations, discharge summaries, and autopsy reports. In addition, medical terminology, spelling, grammar, and punctuation specifically designed for the medical secretary will be emphasized.

OA 130 Administrative Machine Transcription

3 Credit Hours

Prerequisite: OA 103 or ability to type and experience with MS Word.

This course is designed to provide students with skills needed to transcribe a variety of documents and helps them strengthen their grammar and punctuation skills. This course uses realistic documents from various fields of employment. Students increase their business vocabulary by learning the spelling and definition of words used in these fields.

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. 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, 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. 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.

OA 230 Medical Billing and Coding

3 Credit Hours

This course presents the basics of procedure coding with the CPT and HCPCS coding systems. Emphasis is on providing students with the basic coding concepts, practical applications, Medicare rules, billing tips, and coding issues by specialty.

OA 235 Legal Research

3 Credit Hours

This course emphasizes the basic legal research sources and methods. Presents techniques of legal analysis, with emphasis on specific cases or issues, research, and an introduction to legal writing.

OA 240 Professional Image

1 Credit Hour

Topics to be discussed: professional image, telephone etiquette, business and dining etiquette, ethics, and other topics need by the student in order to possess the appropriate professional image. Students will apply skills and techniques previously acquired.

OA 275 Special Topics in Office Administration Skills

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

Orientation Courses**OR 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. This one-credit hour course is required for all incoming students with fewer than thirty credit hours from a regionally accredited educational institution. Note: Board of Governors Adult Degree Completion students may not be required to take this course; please see the Dean of Enrollment Management and Student Development for further information.

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 Department Chair.

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

Physical and Health Education

PE 117 Slimnastics

1 Credit Hour

Slimnastics is an activity course intended to help the student produce better flexibility, muscle endurance, and muscle strength. The course is designed as a circuit program of various exercise stations to provide a wide range of specific exercises for a total body workout. Physiological material is presented and reinforces the concept of changing lifestyle to decrease disease incidence.

PE 186 Weight Training

1 Credit Hour

Weight Training is an activity course that allows the student the opportunity to improve muscular strength and change body composition by using resistance exercise machines at a local facility. The workouts will be on an independent basis but general seminars are mandatory for gaining the physiological material that accompanies course requirements.

PE 187 Physical Fitness

1 Credit Hour

Physical fitness is a course intended to provide the student an opportunity to improve cardio-respiratory fitness. The student must be physically able to participate in aerobic activities, such as walking. Physiological material is incorporated into the class structure to provide the student a better understanding of the need for lifestyle improvements to decrease disease incidence.

PE 188 Conditioning

1 Credit Hour

Conditioning is recommended to improve cardio-respiratory fitness. The activity required is performed on an independent basis at a local facility. Physiological material, intended to help the student gain the knowledge necessary to make lifestyle changes to improve the quality of life, is presented in several seminars.

PE 223 Lifestyle Intervention

2 Credit Hours

Lifestyle intervention is an activity course combined with some classroom discussion. The course is designed to allow the student an opportunity to design and participate in a personal fitness program to improve flexibility, muscle endurance, muscle strength, and cardio-respiratory endurance. Participation in this personal program will allow the student an opportunity to improve body composition and their personal level of overall fitness.

PE 275 Special Topics in Physical and Health Education

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

Physical Science

SC 109 General Physical Science I

4 Credit Hours

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

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

An introductory and conceptual study of basic physics and astronomy designed to increase one's awareness of the physical universe. The **physics** component focuses on mechanics, thermodynamics, waves, electricity, and magnetism. The **astronomy** component concerns the solar system and Milky Way galaxy, as well as the formation of the universe. This course is not designed for science majors. Note: This course is not a prerequisite for SC 110.

SC 110 General Physical Science II

4 Credit Hours

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

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

An introductory and conceptual study of basic chemistry and geology designed to increase one's awareness of the physical universe. The **chemistry** component focuses on atomic structure, the periodic table, chemical reactions, and inorganic and organic compounds. The **geology** component concerns rocks and minerals, geologic time, plate tectonics and the structure of the earth, with a special emphasis on local strata. This course is not designed for science majors. Note: This course is not a prerequisite for SC 109.

SC 275 Special Topics in Physical Science

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

Physics**PH 200 Introductory Physics**

4 Credit Hours

Prerequisite: EN 090, EN 099, MT 090, and MT 096 or minimum acceptable test scores for placement in college-level English and math. One year of high school algebra.

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

An introductory and conceptual study of basic physics designed to increase one's awareness of the physical universe. Topics to be discussed include mechanics, wave properties, thermodynamics, and electricity and magnetism. The course is not designed for science majors.

PH 210 College Physics I

4 Credit Hours

Prerequisite: MT 125 and MT 130 or a score of 26 or higher on the math component of the ACT.

This course covers basic topics associated with classical mechanics, including kinematics and dynamics, the laws of conservation of momentum and energy, and thermodynamics.

PH 212 College Physics II

4 Credit Hours

Prerequisites: PH 210.

Continuation of College Physics I. Electricity and magnetism, basic electronics, properties of light, lenses and mirrors, optical phenomena, introduction to modern physics are emphasized.

PH 220 Physics for Scientists and Engineers I

4 Credit Hours

Co-requisite: MT 229.

Designed to meet the needs of students planning on a career in science, math, or engineering. This course covers topics associated with classical mechanics and thermodynamics. The focus will be on kinematics and dynamics; the laws of conservation of energy and momentum; and the laws of thermodynamics. The course requires the use of calculus concepts including limits, derivatives, and integrals.

PH 222 Physics for Scientists and Engineers II

4 Credit Hours

Prerequisite: PH 220.

Co-requisite: MT 230.

Designed to meet the needs of students planning careers in science, math, or engineering, this course is a continuation of Physics for Scientists and Engineers I. Topics covered will include: wave mechanics; electricity and magnetism; DC and AC circuits; properties of light; lenses and mirrors; optical phenomena; and an introduction to modern physics. The course emphasizes the application of calculus concepts, including limits, derivatives, and integration techniques, as problem solving tools.

PH 275 Special Topics in Physics

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

Political Science**PS 201 American Government and Politics**

3 Credit Hours

Examines the United States federal government system, with emphasis on the constitution, governmental structure, and the political process.

PS 202 State and Local Government

3 Credit Hours

Examines the institutions, processes and significance of state and local government.

PS 205 National Security Decision Making (NSDM)

3 Credit Hours

Prerequisites: PS 201 or HS 231. EN 101 is highly recommended but not required.

This course is an introduction into National Security Decision Making (NSDM) and the international relations context in which those decisions play out. The course presents the major factors, issues, and players found in the literature, emphasizing the role of explanatory theories and the level of analysis as techniques to understand national security decisions. The goal is to assist students to analyze better national security decisions through the use of the levels of analysis approach, critical, and logical thinking, and the application of selected international relations theories and explanatory frameworks.

PS 275 Special Topics in Political Science

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

Psychology**PY 201 General Psychology**

3 Credit Hours

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

PY 203 Forensic Psychology

3 Credit Hours

This course examines the production and application of psychological knowledge to the Civil/criminal justice system. Topics include: risk assessment, domestic violence, insanity, suicide, psychological, autopsies, sexual harassment, just to name a few.

PY 204 Psychology of Addiction

3 Credit Hours

This course will deal with all types/aspects of addiction, including Physical, Emotional, Cognitive components.

PY 207 Psychology of Adolescence

3 Credit Hours

A study of adolescence and its unfolding issues. The different stages of development both physical and emotional, personality and moral development. The social issues and peer group issues will be examined.

PY 209 Psychology of the Brain

3 Credit Hours

This students will become aware of the various functions of the brain. The student will study the role that the brain plays in addiction. This class will examine the different lobes of the brain and examine their function as it relates to how someone can change a habit into an addiction.

PY 210 Pharmacology of Addiction

3 Credit Hours

The course is designed to help the student gain an understanding of the basic pharmacological concepts, drug actions, and clinical applications. This will allow the student to have knowledge about the various drugs that they will be introduced to in the work environment.

PY 217 Counseling Skills

3 Credit Hours

The students will become aware of the various techniques and methods of counseling. The student will study a variety of counseling techniques and practice them in the classroom setting.

PY 218 Life-Span Developmental Psychology

3 Credit Hours

Prerequisite: PY 201. EN 101 is highly recommended but not required.

Designed for students entering the health professions to explain how human beings and their needs change over the complete life cycle. The course is especially planned to follow Erik Erikson's concept of eight life crisis. (Will not substitute for ED 218 at Southern).

PY 220 Death and Dying

3 Credit Hours

This course uses a multidisciplinary approach to enhance the awareness of the concept of death in both the cultural and personal experience. Existential issues are explored. Practical considerations in dealing with death, dying and grief include care of the dying person, rituals and cultural expectations, personal choices and practices, and identifying medical and legal issues.

PY 222/AH 222 Processes of Dying and Grief

3 Credit Hours

This course is provided to those individuals who are interested in the Nursing or Medical field. The course will survey the human-psycho-social development of death and dying as it relates to the lifespan. It will include an in-depth look at the various ages along the lifespan and the needs of the dying patient, the needs of the patient's family, as well as the needs of the Health Professional. It will provide insight into and examine the different cultural views, practices, and understandings of the processes of death and dying.

PY 224 Human Sexuality

3 Credit Hours

Prerequisite: PY 201.

This course uses an interdisciplinary approach to provide information, explore past and contemporary issues and enhance the student's understanding of the subject matter. Topics include development of attitudes and values, gender roles, methods of birth control, physical and psychological disorders, variations and deviancies, ethical and legal issues.

PY 226/CJ 226 Abnormal Psychology

3 Credit Hours

This course will deal with the abnormal behavioral patterns found in individuals. This course will deal with the psychological and legal issues found in dealing with an individual who has abnormal behavior and/or an addictive behavior.

PY 230 Group Counseling I

3 Credit Hours

The students in Group Counseling I will learn and experience the various group counseling techniques. The student will be shown the different types of group counseling and the various theories behind group counseling.

PY 231 Group Counseling II

3 Credit Hours

The student in Group Counseling II will do group counseling both in the classroom and in other settings.

PY 232 Introduction to Addictionology

3 Credit Hours

The students will examine the various theories of addiction. The students will then do research in the area of one of the theories. This course is to explain the area of addiction and its affect on one's life and his or her family life.

PY 233 Psychology of Assessment and Interviewing

3 Credit Hours

The student will be introduced to the various techniques and methods of assessment. The students will also be exposed to the different types of interviewing. The students will have an opportunity to practice on these skills during class time.

PY 234 Case Management

3 Credit Hours

The students will be experiencing the legal and ethical standards of case management. The students will have several cases to manage over the course of this trimester. The students will be assigned to a program and will have a pseudo case to manage.

PY 235 Addiction Counseling Field Practicum I

5 Credit Hours

The student will be placed in a professional setting where he or she can put to use their counseling techniques that he or she has learned in the classroom. The student will be observed during the counseling sessions. Feed-back will be delivered to the student by the supervisor. This is a hands-on experience for the student.

PY 236 Addiction Counseling Field Practicum II

5 Credit Hours

The student will be placed in a professional setting where he or she can put to use their counseling techniques that he or she has learned in the classroom. The student will be observed during the counseling sessions. Feed-back will be delivered to the student by the supervisor. This is a hands-on experience for the student.

PY 237 Addiction Counseling Practicum

3 Credit Hours

This experience is designed to allow the student to apply what he or she has learned in the classroom. The students will be exposed to a wide variety of patients. The student will be supervised by the program they are working for as well as the instructor.

PY 275 Special Topics in Psychology

1-3 Credit Hours

Prerequisite: Permission of the Department Chair and EN 090 and EN 099 or minimum acceptable test scores for placement in college-level English. EN 101 is highly recommended but not required.

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

Radio and Television**RT 230 Introduction to Telecommunications**

3 Credit Hours

Prerequisite: SP 103.

A survey course which provides an overview of the field of telecommunications.

RT 232 Audio Techniques

3 Credit Hours

Prerequisite: RT 230.

A course designed to give students hands-on experience in various types of audio production, including music shows, news, dramas, and documentaries. Much of the course will be spent on laboratory projects in the audio studio.

RT 235 Visual Techniques

3 Credit Hours

A course designed to give students hands-on experience in various types of television production. Much of the course will be spent in the television studio.

RT 240 Introduction to Broadcasting

3 Credit Hours

Prerequisite: JR 201.

Covers basic conditions of the broadcasting industry from regulation to advertising. Introduction to newsroom organization and operation, history, and ethics of broadcast journalism.

Radiologic Technology**RA 101 Positioning I**

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 Radiographic Positioning II and Film Evaluation

3 Credit Hours

Prerequisites: RA 101.

Co-requisite: RA 104 and RA 125.

A detailed instruction necessary for the radiography of the skull and spinal column will be presented. The student will begin to explore fluoroscopic and contrasted procedures. Film evaluation includes critique of radiographs for contrast, density, detail, and positioning. There will be a lab component associated with this class. Both the didactic and lab components must be successfully completed to advance to the next course.

RA 104 Principles of Radiographic Exposure

2 Credit Hours

Prerequisite: RA 101.

This course discusses the construction and operation of radiographic tubes, the property and production of x-rays, and factors affecting quality of a radiograph. The class information includes production of radiation and reaction with matter.

RA 110 Clinical I

1 Credit Hour

Co-requisite: RA 101.

Clinical experience at an assigned affiliate hospital meeting two days a week, both day and evening hours. A certain number of competency requirements must be satisfied in order to be successful in this course. See the radiology student handbook for a list of required skills. Emphasis is on communication and application of basic equipment operation, and chest and abdomen positioning.

RA 125 Clinical II

2 Credit Hours

Prerequisite: RA 110.

Clinical experience at assigned affiliate hospitals, two days a week, both day and evening hours. A certain number of competency requirements must be satisfied to be successful in this course. See the radiology student handbook for a list of required skills. Emphasis is on positioning of extremities and spines.

RA 150 Clinical III

4 Credit Hours

Prerequisite: RA 125.

This course is a clinical practicum and provides the student with an in-depth experience of the overall functioning of several radiology departments. The course is scheduled for 40 hours per week, both day and evening hours. A certain number of competency requirements must be satisfied to be successful in this course. See the radiology student handbook for a list of required skills. Emphasis is on fluoroscopic, head, surgical, and trauma radiography.

RA 200 Clinical IV

3 Credit Hours

Prerequisite: RA 150.

Clinical experience at an assigned affiliate hospital meeting three days a week, both day and evening hours. A certain number of competency requirements must be satisfied to be successful in this course. See the radiology student handbook for a list of required skills. Emphasis is on surgical radiography.

RA 201 Radiation Biology and Advanced Radiation Protection

2 Credit Hours

Prerequisites: RA 104.

Focus on understanding the effects of ionizing radiation in the biologic systems with the public's right to minimal radiation exposure. Discussions on genetic syndromes and somatic radiation oncology will be stressed.

RA 202 Pathology

2 Credit Hours

Prerequisite: AH 108 and RA 103.

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 Special Procedures Positioning and Film Evaluation II

2 Credit Hours

Prerequisites: RA 103.

Co-requisite: RA 200, RA 201, and RA 202.

Advanced positioning of the patient including discussions of special procedures, contrast media, and radiographic equipment. Venipuncture is included in this course.

RA 204 Imaging

2 Credit Hours

Prerequisites: RA 104.

Factors affecting quality of a radiograph and how controlled with film, screens, grids, processing, and image intensification. Students will mathematically calculate and formulate x-ray techniques used in radiology.

RA 206 Pharmacology in Radiology

1 Credit Hour

Prerequisites: AH 100 and RA 203.

This course will discuss classifications, uses, adverse effects, contraindications and administration of drugs and Radiologic contrast media. Medico legal issues, charting, and documentation will be included. Web delivery.

RA 207 Digital Imaging Technology

2 Credit Hours

Prerequisite: RA 103.

This course is designed to provide an understanding and application of computed and digital imaging systems. Components, principles, applications and operations will be discussed.

RA 210 Radiologic Quality Management

2 Credit Hours

Prerequisites: RA 201 and 204.

A comprehensive study of equipment used in establishing a quality assurance program in diagnostic radiology departments. Patient

quality assurance tools will also be covered. Laboratory session with assigned quality checks will be scheduled for the student. At the conclusion of this course, the student should be able to develop an overall quality assurance program for radiology.

RA 225 Seminar in Radiologic Technology

3 Credit Hours

Prerequisites: RA 201, RA 202, and RA 204.

Co-requisite: RA 210 and RA 250.

An individual and directed review of material covered preparatory to writing the registry examination. The course will include basic equipment maintenance and department management, as well as self assessment and resume preparation.

RA 250 Clinical V

3 Credit Hours

Prerequisite: RA 200.

Clinical experience at assigned affiliate hospitals, three days a week, both day and evening hours. Clinical competencies for this program must be completed prior to graduation. All final competency exams must be completed as well prior to graduation. For the list of competencies and the final category requirements, see the radiology student handbook. If all competency areas are not successfully completed, this clinical assignment may be extended into the summer session and the graduation of the individual may be delayed. Emphasis on CT, Cath-Lab, and minor special procedures.

RA 275 Special Topics in Radiologic Technology

1-3 Credit Hours

Prerequisite: Permission of the Department Chair or Coordinator.

Courses in Radiologic Technology which are offered as the need arises for clinical experiences, didactic opportunities, or specific community needs. This course is designed for the individual student's needs and may include seminars, individual instruction and/or research in an area related to Radiologic Technology.

Respiratory Care Technology

RC 101 Assessment of the Cardiopulmonary Patient

4 Credit Hours

Prerequisite: Admission to the Respiratory Care Technology Program.

This course is designed to introduce the student to the basic terminology, principles, and techniques used by respiratory therapists. The student will learn basic knowledge of assessment and treatment of the cardiopulmonary impaired patient. The course will also include the basic concepts of cardiopulmonary anatomy and physiology.

RC 102 Respiratory Skills I

4 Credit Hours

Prerequisite: Admission to the Respiratory Care Technology Program.

Skills required to be a Respiratory Care Professional are detailed in this course. Modalities and therapeutic procedures are covered in detail to prepare the student for entry in to the clinical setting. The lab portion of this class will require the student to demonstrate adequate knowledge of the procedures covered before entering the healthcare setting.

RC 103 Respiratory Sciences

2 Credit Hours

Prerequisite: Admission to the Respiratory Care Technology Program.

This course will integrate the basic concepts of Math, Physics, and Chemistry used by Respiratory Care professionals in their daily practice.

RC 104 Respiratory Skills II

4 Credit Hours

Prerequisite: RC 102 and all previous required courses with a grade of "C" or better.

This course will detail the advanced skills required to practice as in advanced Respiratory Care Professional. Modalities and therapeutic procedures are covered in this course to prepare the student to build on the knowledge obtained in RC 102. The lab portion of this course will require the student to demonstrate adequate knowledge of advance therapeutic procedures before returning to the clinical setting.

RC 106 Cardiopulmonary Pathology

2 Credit Hours

Prerequisite: RC 101 and all previous required courses with a grade of "C" or better.

This course details the different disease types involved in the practice of Respiratory Therapy. The course will detail the etiology, diagnoses, and treatment of such disease states. The student will prepare to make informed decisions on patient care based on the current status of the disease state.

RC 110 Cardiopulmonary Pharmacology

3 Credit Hours

The course will cover the pharmacological agents used Respiratory Therapy including the pharmacokinetic, and pharmacodynamic phases of therapy. The student will learn the detailed application and use of medication in-the Respiratory Care setting. Current and detailed calculations of medications used are stressed in detail in this course to ensure adequate and proper dosage of all medications to all types of acute and chronically ill patients.

RC 120 Clinical Rotation I

1 Credit Hour

Prerequisite: Admission to the Respiratory Care Technology Program.

This healthcare setting course will allow the student, working alongside a licensed healthcare professional, to observe daily routines of the Respiratory Care Professional and work to become proficient with current assigned therapeutic procedures covered in the laboratory setting. The student will be required to maintain physician contact and skills check offs of all therapeutic procedures covered in RC 110.

RC 121 Clinical Rotation II

1 Credit Hour

This healthcare setting course will allow the student, working alongside a licensed healthcare professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check offs of all therapeutic procedures covered in RC 110 and RC 121.

RC 122 Clinical Rotation III

1 Credit Hour

This healthcare setting course will allow the student, working alongside a licensed health care professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check offs of all therapeutic procedures covered in RC 110 and RC 121. This section will introduce the student to the alternate types of Respiratory Therapy including Homecare, Sleep Clinics, and Outpatient testing labs.

RC 201 Cardiopulmonary Diagnostics I

3 Credit Hours

Prerequisite: RC 106 and all previous required courses in the Program with a grade of "C" or better.

This course will detail the in-depth study of hemodynamics and laboratory results related to the Respiratory Care Profession.

RC 202 Cardiopulmonary Diagnostics II

3 Credit Hours

Prerequisite: RC 201 and all previous required courses with a grade of "C" or better.

This course builds on the knowledge learned in RC 201 and introduces an in-depth study of Electrocardiography, Pulmonary Function and Stress testing, and Radiographic procedures involved in the Respiratory Care profession.

RC 210 Mechanical Ventilation I

4 Credit Hours

Prerequisite: RC 104 and all previous required courses with a grade of "C" or better.

This course is designed to introduce the student to the theory and practice of mechanical ventilation to the acute or chronic pulmonary impaired patient. The theory of operation, classifying the need for mechanical ventilation and managing the care of the pulmonary impaired patient are introduced in this course. The laboratory portion of this class will allow the student to practice and demonstrate proficiency before performing these procedures in the healthcare setting.

RC 211 Mechanical Ventilation II

4 Credit Hours

Prerequisite: RC 210 and all previous required courses with a grade of "C" or better.

This course will allow the student to build on the theory of mechanical ventilation taught in RC 210. The student will learn advanced theory of practice and care of the mechanically ventilated patient. Ventilation protocols will be covered in this course to allow the student to practice critical thinking skills involved in the practice of a Respiratory Therapist. The lab portion of this class will enable to student to become proficient with all types of ventilation skills while treating all ages and types of impaired patients before performing these procedures in the healthcare setting.

RC 220 Clinical Rotation IV

2 Credit Hours

Prerequisite: RC 122 and all previous required courses with a grade of "C" or better.

This healthcare setting course will allow the student, working alongside a licensed healthcare professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check offs of all therapeutic procedures covered in RC 110, RC 121, and RC 122. During this rotation the student will be encouraged to work and participate in a critical care environment and become proficient with the skills learned in the laboratory setting of mechanical

ventilation.

RC 221 Clinical Rotation V

1 Credit Hour

Prerequisite: RC 220 and all previous required courses with a grade of "C" or better.

This healthcare setting course will allow the student, working alongside a licensed health care professional, to become proficient with the skills covered to this point in the Respiratory Care Program. The student will be required to maintain physician contact and skills check offs of all therapeutic procedure covered in RC 110, RC 121, RC 122, and RC 220. The student will finalize all clinical responsibilities involved with the Respiratory Care Technology program, and prepare for entry into the professional healthcare environment.

RC 230 Neonatal and Pediatric Therapy

3 Credit Hours

Prerequisite: RC 210 and all previous required courses with a grade of "C" or better.

This course takes an in-depth study of the treatment on the neonatal and pediatric patient. Development of the cardiopulmonary state of the fetus to changes at birth is detailed. Ventilation techniques of this special population are also addressed, as well as, testing critical thinking skills for emergency intervention on the neonatal and pediatric patient. Disease states common to these patients are also addressed in this course.

RC 232 Respiratory Care Profession

3 Credit Hours

Prerequisite: RC 104 and all previous required courses with a grade of "C" or better.

This course will detail the different types of healthcare settings and record keeping the therapist may become involved with, such as, homecare, skilled nursing facilities, rehabilitation units, physician offices, and hospice facilities. Professional organizations and licensure regulation are addressed in this course as well.

Religion

RL 110 Understanding the Old Testament

3 Credit Hours

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

An elementary study of the Old Testament. Covers the date of writing, authorship, historical context, and the content of each book. Special emphasis will be placed on the fundamental chapters of Genesis (1 - 11), creation, science and the Pentateuch.

RL 111 Understanding the New Testament

3 Credit Hours

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

A basic study of the New Testament. Covers its formation, date of writing, authorship, historical background and the general content of each New Testament book. This course includes the life and teachings of Jesus, and the relationship of the New Testament to the Old Testament and to modern society.

RL 207 History of Christianity

3 Credit Hours

This course is an introduction to the history of Christianity as seen through the view of the emerging church against the background of events in human history. As such, this course attempts to place Christianity in its setting and to point out the particular events that have influenced the Christian movement and which events Christianity has influenced. This course will begin with the death of Christ and end with Pope John XXIII.

RL 275 Special Topics in Religion

1-3 Credit Hours

Prerequisite: Permission of the Department Chair. Presents courses in Religion which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to religion.

Salon Management/Cosmetology

CM 100 Introduction to Cosmetology

3 Credit Hours

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

Co-requisites: CM 102 and CM 105.

This theory-based course will develop the students' professionalism and communication skills, and will incorporate infection control, sanitation and decontamination procedures and salon safety practices, as well as provide design elements and principles of hairstyling.

CM 105 Introduction to Salon Management

5 Credit Hours

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

Co-requisite: CM 100.

Introduces the student to basic fundamental practices of cosmetology including hair, skin, and nail care, hair styling and shaping, manicures, pedicure, facials, chemical thermal services. It is designed to cultivate the proper development of manipulative skills and sanitary practicing procedures. Course utilizes mannequins and classmates.

CM 106 Concepts to Cosmetology

3 Credit Hours

Prerequisites: CM 100 and CM 105.

Co-requisites: CM 110.

Theory based study of facials and make up applications, hair removal, basic skin and nail structure and growth patterns. Properties of hair and scalp, manicuring and pedicure techniques.

CM 110 Salon Management I

5 Credit Hours

Prerequisites: CM 100 and CM 105.

Co-requisite: CM 106.

Processes and procedures for desk, and dispensary, and procedures for client services. Provides the student opportunity to demonstrate the implementation of cosmetology processes and procedures on clients under the direct supervision of a Master Instructor.

CM 115 Salon Management II

5 Credit Hours

Prerequisites: CM 100, CM 105, CM 106, and CM 110.

Theory based hair shaping procedures, business skills and on-the-job procedures needed to develop a successful cosmetologist. Continued practice of all clinical lab application techniques under the direct supervision of a Master Instructor.

CM 200 Principles of Cosmetology

3 Credit Hours

Prerequisites: CM 100, CM 105, CM 106, CM 110, and CM 115.

Co-requisites: CM 202 and CM 205.

In-depth theory study in chemical texture services and all segments of hair color. The structure of the hand, arm, and nail disease and disorders are included. Provides knowledge of the art and science of nail technology and artificial enhancements.

CM 202 Cosmetology Law and Ethics

3 Credit Hours

Prerequisites: CM 100, CM 105, CM 110, and CM 115.

Co-requisites: CM 200 and CM 205.

Provides theory based study of West Virginia of Barbers and Cosmetologists' rules and regulations.

CM 205 Salon Management III

6 Credit Hours

Prerequisite: CM 100, CM 105, CM 110, and CM 115.

Co-requisites: CM 200 and CM 202.

Focuses on development speed and efficiency processes and procedures of client services in a clinical environment under the direct supervision of a Master Instructor.

CM 206 Advanced Cosmetology

3 Credit Hours

Prerequisites: CM 100, CM 105, CM 110, CM 115, CM 200, CM 202, and CM 205.

Co-requisites: CM 208 and CM 210.

Advanced theory/lab cosmetology chemistry and the structure of anatomy. Basics of electricity are discussed. An in-depth study of the anatomical structures affected by cosmetological services including skin diseases and disorders.

CM 208 Cosmetology Seminar

2 Credit Hours

Prerequisites: CM 100, CM 105, CM 110, CM 115, CM 200, CM 202, and CM 205.

Co-requisites: CM 206 and CM 210.

Theory based salon business skills to prepare the student for entry level salon employment.

CM 210 Salon Management IV

10 Credit Hours

Prerequisites: CM 110, CM 105, CM 110, CM 115, CM 200, CM 202, and CM 205.

Co-requisites: CM 206 and CM 208.

Extensive review and preparing for 2,000 final clock hour exam which incorporates a total review of the cosmetology curriculum. A comprehensive written and practical exam is given in preparation of the cosmetology curriculum. Students supplement their own judgment of client services, procedures and solutions to be used on the clinic with supervision of a Master Instructor.

Sociology**SO 200 Introduction to Sociology**

3 Credit Hours

(Approved for Marshall University Multi-Cultural Studies credit).

This course is an introduction to the scientific study of society in which emphasis is placed on examining groups and the impact of groups on individual behavior and attitudes.

SO 201 Social Problems I

3 Credit Hours

This course deals with an analysis of major American social problems utilizing the theories, concepts and results of research of sociology. Will also emphasize the problems of minority groups.

SO 202 Social Problems II

3 Credit Hours

This course deals with an analysis of the major political, economic and social problems of American society. There will also be emphasis on the fact of global interdependence and the concept of the world as a "global village".

SO 208 Marriage and Family Relations

3 Credit Hours

This course encourages students to explore their attitudes concerning dating, marriage and family relations and to examine the results of sociological analysis of these topics.

SO 210 Appalachian Studies

3 Credit Hours

Prerequisite: SO 200.

Examines the history and cultural heritage of the people of the Appalachian region.

SO 215 Human Relations

3 Credit Hours

Develops the ability to get along with people in everyday business and social contacts.

SO 220 Race, Gender, and Human Identity

3 Credit Hours

This course studies selected minorities, including race, ethnic, age, sex, and religious groups in America. It investigates the place of these minorities and their identities in current social institutions and the historical basis for current practice of racism, sexism, and ageism by social institutions. It provides an insight into the development of human identity and the elements that compose our identity.

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

1-3 Credit Hours

Prerequisite: Permission of the Dean of Career and Technical Programs.

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

Spanish**SN 101 Elementary Spanish I**

3 Credit Hours

Introduces grammar, pronunciation, conversations, reading and composition.

SN 102 Elementary Spanish II

3 Credit Hours

Prerequisite: SN 101 or one year high school Spanish.

Completion of elementary grammar, composition and reading. Continues practice in conversation.

Speech**SP 103 Speech Fundamentals**

3 Credit Hours

Approaches day-to-day oral communication from a practical point of view, with emphasis on a proficiency in the oral language presentations.

SP 202 Introduction To Public Speaking

3 Credit Hours

Presents the basics of analyzing audiences, maintaining interest, reasoning, supporting an argument, and using psychological appeal. Provides practice in the application of these elements in various styles and forms of public address.

SP 207 Business and Professional Speaking

3 Credit Hours

Provides instruction and practice in oral communication for business and professional situations such as informal conversation, interviews, small group discussions, conference speeches, and multi-media presentations. Includes study of parliamentary rules of order.

SP 240 Voice and Diction

3 Credit Hours

Prerequisite: SP 103.

Theory and practice of speech production and improvement.

SP 245 Listening

3 Credit Hours

The study and practice of skills in both retentive and empathic listening.

SP 250 Communications Internship

4-5 Credit Hours

On-the-job training and instruction in a communication organization. Students assignments consistent with vocational objectives. Normally taken during the last trimester.

SP 275 Special Topics in Speech

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

Surgical Technology**SG 100 Introductory Surgical Technology**

3 Credit Hours

Co-requisite: SG 101.

This course is designed to introduce students to the surgical environment, the history of surgery, and the legal, ethical, moral, and psychological responsibility of the surgical technologist. The three roles of the surgical technologist will be explored. Operating room safety, equipment and introductory skills will be discussed.

SG 101 Surgical Technology Skills

3 Credit Hours

Prerequisite: Admission to the Surgical Technology Program.

Co-requisite: SG 100.

This course will introduce surgical technology skills in the laboratory setting focusing on the role of the surgical scrub technologist. The student will have an opportunity to practice skills and demonstrate proficiency prior to clinical experience in subsequent surgical technology courses.

SG 105 Surgical Technology Biomedical

2 Credit Hours

Prerequisite: Admission to the Surgical Technology Program or permission of the instructor.

This course will introduce students to the technological sciences for the operating room, including basic computer knowledge, electricity, physics, and robotics.

SG 120 Surgical Technology I

7 Credit Hours

Prerequisite: SG 100, SG 101, and SG 105, with a grade of "C" or better.

This course is a theory/practicum course that will focus on the three roles of the surgical technologist. Emphasis is placed on asepsis, safety, and the importance of teamwork with demonstration of the skills of the three roles. Common surgical and diagnostic procedures are introduced.

SG 210 Anesthetics, Drugs, and Solutions

2 Credit Hours

Co-requisite: SG 220 with a grade of "C" or better.

This course is designed to introduce students to various types of anesthetic agents used in surgical and related procedures. The use, effects, and adverse reactions of drugs will be discussed. Calculation of drugs and solutions using the metric system, and the pouring and measuring of solutions will be taught so the students can effectively assist the surgeon, anesthesiologist, nurse anesthetist, or circulating nurse in the operating room.

SG 220 Surgical Technology II

7 Credit Hours

Prerequisite: SG 120 with a grade of "C" or better.

Co-requisite: SG 210.

This course is a theory/practicum course that builds on the knowledge and skills acquired in SG 120 Surgical Technology I. Advanced surgical and diagnostic techniques are taught. The student is expected to progress in the role of scrub technician and second assistant in more surgical procedures. The role of circulator is practiced.

SG 230 Surgical Technology III

11 Credit Hours

Prerequisite: SG 220 with a grade of "C" or better.

This course is theory/practicum that will focus on complex surgical and/or diagnostic procedures. The student is expected to progress in all three roles of the surgical technician with little or no assistance.

SG 275 Special Topics in Allied Health

1-3 Credit Hours

Prerequisite: Permission of the Dean of Career and Technical Programs.

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

Survey Technology**SU 105 Introduction to Surveying Software**

4 Credit Hours

Note: This course assumes basic computer knowledge.

Students must be able to do file management concepts. 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. 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 Department Chair.

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

4 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 SurvCAD.

SU 195 Land Boundaries

3 Credit Hours

Prerequisite: SU 120 or permission of the Department Chair.

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 Law

3 Credit Hours

Prerequisite: SU 120 or permission of the Department Chair.

A study of methods of boundary line establishment by unwritten methods, registration of surveyors, professionalism, ethics, liability or 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.

SU 212 Retracement

3 Credit Hours

Prerequisites: SU 120, SU 195, and SU 196.

An applied study of measurement and computational techniques and boundary law to the entrancement of property boundary lines.

SU 220 Surveying Measurements II

3 Credit Hours

Prerequisite: SU 120.

A continuation of SU 120. An advanced study, and incorporation of, applied mathematics used in surveying, techniques.

SU 230 Engineering and Construction Surveys

4 Credit Hours

Prerequisites: SU 120 and SU 155.

Route and construction surveying, instrument adjustment and calibration, use of optical and electronic measuring instruments, large-scale site surveying and mapping, mine surveying, and miscellaneous field surveys. Includes an applied study of survey measurements and computational techniques to the horizontal and vertical alignment of highways, earthwork calculations and construction layout.

SU 273 Surveying Project

3 Credit Hours

Prerequisite: SU 220 and SU 212, Candidate for Graduation.

This course provides students with an opportunity to complete a real world project. These projects will utilize principles learned in previous courses, with emphasis on training as group leader and in team participation to analyze and solve surveying field problems arising in surveying practice, planning and execution of projects, data collection and analysis of identification of natural and manmade features.

SU 274 Capstone

3 Credit Hours

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

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

Technical Studies

TS 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 Hours

This course provides students training in a vocational program utilizing the career-vocational school training programs. It is directly mapped to the first core course in each of the technical programs as required by the Department of Education.

TS 152 Vocational Core II

4 Credit Hours

This course provides students training in a vocational program utilizing the career-vocational school training programs. It is directly mapped to the second core course in each of the technical programs as required by the Department of Education.

TS 153 Vocational Core III

4 Credit Hours

This course provides students training in a vocational program utilizing the career/vocational school training programs. It is directly mapped to the third course in each of the technical programs as required by the Department of Education.

TS 154 Vocational Core IV

4 Credit Hours

This course provides students training in a vocational program utilizing the career-vocational school training programs. It is directly mapped to the fourth core course in each of the technical programs as required by the Department of Education.

TS 155 Vocational Elective I

3 Credit Hours

This course provides students training in a vocational program utilizing the career-vocational school training programs. It is directly mapped to the first elective course in each of the technical programs as required by the Department of Education.

TS 156 Vocational Elective II

3 Credit Hours

This course provides students training in a vocational program utilizing the career-vocational school training programs. It is directly mapped to the second elective course in each of the technical programs as required by the Department of Education.

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 294 Applied Technology Capstone

2 Credit Hours

Prerequisite: Student must be a candidate for graduation.

This course is designed to pull all aspects of the program together. Students will complete a portfolio of work as outlined in the assessment plan for formal evaluation and complete an exam prep component to prepare for industry-based certification exams.

Theater

TH 112 Theater Appreciation

3 Credit Hours

Development of an appreciation and an understanding of theater as a fine art. This course is for non-theater majors.

TH 150 Introduction to Technical Theater

3 Credit Hours

A study of the technical elements in theatrical production such as construction, lighting, and sound. This course requires the student to have lab hours.

TH 209 Introduction to the Theater

3 Credit Hours

Surveys the fundamentals of theater arts including plays, theater history, design, makeup, and basic construction practices. Requires practical experience with a College theatrical production.

TH 210 Introduction to Acting

3 Credit Hours

Develops skill through study of theories of acting and practice of various acting techniques.

TH 239 Development and Appreciation of Film

3 Credit Hours

The historical development of motion pictures as an art form from its past to its present development. Analysis of the technical, social, economic, and cultural factors which have influenced the medium.

TH 255 Stage Makeup

3 Credit Hours

Prerequisite: TH 150.

Study and practice of makeup and techniques for the stage.

TH 260 Scene Design

3 Credit Hours

Prerequisite: TH 150.

The study of design theories with the creation and development of scene design projects and rendering techniques.

TH 265 Lighting Design

3 Credit Hours

Prerequisite: TH 150.

The mechanical and artistic approach to stage lighting; study of electrical theory and instrument utilization.

TH 275 Special Topics in Theater

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

Transitional Studies

EN 090 Reading Comprehension

2 Credit Hours

Required for students with ACT reading score less than 17 or ACCUPLACER reading comprehension score less than 79. Reading Comprehension introduces students to the following reading comprehension and critical thinking skills: vocabulary building, main ideas, supporting details, organizational patterns, fact and opinion, inferences, purpose and tone, and argument.

EN 099 Beginning Composition

4 Credit Hours

Required for students with ACT English score less than 18 or ACCUPLACER sentence skills score less than 88. Beginning Composition allows students to develop entry-level college composition skills, including the writing of complete sentences, well-developed paragraphs, and well-organized essays. It emphasizes basic grammar, mechanics, and usage.

MT 090 Basic Mathematics

3 Credit Hours

Required for students with ACT math score less than 16 or ACCUPLACER arithmetic score less than 85. This course allows students to improve basic mathematical skills. Topics include addition, subtraction, multiplication and department of whole numbers, fractions, decimals, and percentages.

MT 095 Introductory Algebra I

3 Credit Hours

Prerequisite: MT 090 if required.

Required for students with an ACT math score less than 19 or an ACCUPLACER elementary algebra score of less than 84. MT 095 is the first course of a two-course sequence along with MT 096. A review of basic concepts of algebra, this course is designed to prepare students for college mathematics applications. Topics include real number operations; reading, writing, and evaluating algebraic expressions; solving and graphing linear equations and inequalities. Other topics include adding, subtracting, multiplying, and dividing

polynomial expressions and using the power rules of integer exponents.

MT 096 Introductory Algebra II

3 Credit Hours

Prerequisite: MT 095.

Required for students with an ACT math score of less than 19 or an ACCUPLACER elementary algebra score of less than 84. MT 096 is the second course of a two-course sequence along with MT 095.

A review of basic concepts of algebra, this course is designed to prepare students for college mathematics applications. Topics include factoring, solving quadratic equations and systems of linear equations, and simplifying radicals and rational expressions.

Welding Technology

WL 104 Arc Welding

3 Credit Hours

Examines the operation of the AC transformer and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. Involves practice of different types of joints in the flat position with safety procedures emphasized.

WL 275 Special Topics in Welding

1-3 Credit Hours

Prerequisite: Permission of the Department Chair.

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

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: <http://www.southernwv.edu>.

Catalog Adherence Policy

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

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

This policy does not imply that the College will necessarily continue to offer all courses needed to complete all programs for which students have enrolled. If a substitution course is needed, a suitable course must be recommended by the advisor and have the approval of the appropriate Department Chair and Academic Dean 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 trimester involving credit hours attempted could jeopardize his/her progress toward meeting these requirements.

General Provisions

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

Credit Hours Attempted	Cumulative GPA
0-11	Not Considered
12-30	1.5
31-60	1.75
61 OR MORE	2.00

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

A student receiving financial 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 trimester term when he/she has attempted no more than 60 trimester hours, and if he/she repeats this course one time only, the first grade shall be disregarded for the purpose of determining the student's GPA, and the grade earned the second time this course is taken shall be used in determining his/her GPA.

Responsibilities and Procedures

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

Academic Standards and Expectations of Students (Policy SCP-4151)

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

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

1. To be willing to seek instruction for self assessment and preparedness in the following skills:
 - 1.1. Reading and Writing
 - 1.2. Math and Science
 - 1.3. Study and Testing
2. To know and meet each instructor's subject criteria by:

- 2.1. Following directives
- 2.2. Reading materials; and
- 2.3. Completing all required assignments.
3. To behave in a mature and responsible way - not in a distractive or disruptive fashion - while present in all academic settings (classes, labs, clinic, and/or related activities).
4. To strive for continuous academic progress by:
 - 4.1. Improving the quality of work; and
 - 4.2. Monitoring grade averages.
5. To continue monitoring program requirements by:
 - 5.1. Checking one's status; and
 - 5.2. Checking one's program requirements for possible changes.
6. To be aware of, and formulate as quickly as possible, personal and/ or professional goals by:
 - 6.1. Comparing personal qualifications with the requirements for a desired job;
 - 6.2. Monitoring transfer requirements and own status; and
 - 6.3. Reviewing goals for personal satisfaction.
7. To be aware of all College policies pertaining to student rights and responsibilities by:
 - 7.1. Understanding all College related materials (catalog, schedules, notices, and/or general information); and
 - 7.2. Clarification from personnel employed by the College.
8. To seek help from College personnel for assistance when faced with a problem.

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

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

Purpose

The purpose of this policy is to establish and communicate grading system used by Southern West Virginia Community and Technical College, as well as the grade point average required for graduation with an associate or certificate degree.

Policy

All faculty will assign and submit grades in accordance with this policy. All students must meet the minimum grade point average requirements in order to earn a certificate and/or an associate degree.

Responsibilities and Procedures

1. The grades earned by a student are determined by the instructor of the class and can be changed only upon the latter's recommendation, except as follows:
 - 1.1. Incompletes require the Department Chair and appropriate Academic Dean's approval. See description of "I"

(incompletes) below.

- 1.2. The appropriate Academic Dean may, only upon recommendation of the Grievance Committee, change a grade determined to have been awarded in an unfair manner.
- 1.3. Instructors must conform to established policies and deadlines for grade awards and changes.
2. For graduation, the applicant shall have a grade point average of 2.0 (average C) on all work attempted at Southern West Virginia Community and Technical College that produces an A-F grade, with the exception of repeated courses. (See "D" and "F" rule). Some programs require of students a minimum of "C" in each class taken before they will be allowed to graduate with a degree/certificate in that program area.
3. The following systems of grades are used by Southern West Virginia Community and Technical College:
 - 3.1. A-Superior - 4.0
 - 3.2. B-Above Average - 3.0
 - 3.3. C-Average - 2.0
 - 3.4. D-Below Average - 1.0
 - 3.5. F-Unsatisfactory Work (failure) - 0.0
 - 3.6. W- Withdrawn prior to the withdrawal date.
 - 3.7. If a "W" is recorded on the grade sheet, a date must also be recorded. Notice should be provided to Student Records if a student is being administratively withdrawn.
 - 3.8. I-Incomplete
 An incomplete is given when a student is absent from several sessions and/or the final exam of the course because of illness or other reasons considered beyond the student's control. Approval by the Department Chair must be secured by the instructor before this mark is given. When the missed work is completed satisfactorily, the final grade is approved by the Department Chair and the appropriate Academic Dean and subsequently forwarded to the Registrar. A student has one full trimester to complete the requirements of the course or the "I" grade becomes an "F" grade
 - 3.9. CR - Credit is earned for a course through CLEP, credit-by experience, or other non-traditional means.
 - 3.10. NC - No credit earned.
 - 3.11. NC* - No credit due to non-attendance.
 - 3.12. Y/AU - Audit.
 - 3.13. In calculating a student's grade point average, all assigned letter grades (A - F) will be used. CR, PR, and Y are not included.

Academic Dishonesty (Procedure SIP-4710)

Purpose

Academic dishonesty is any practice which gives one student a dishonorable advantage over another student in the same or similar course of study. It includes, but is not limited to, plagiarism, cheating, and fraud. Plagiarism is the submission as one's own, without proper citation or acknowledgment, any ideas, information, or expressions which have

been copied wholly or in part from the work of others. Cheating includes, but is not limited to, the following actions:

1. Obtaining help from, or knowingly giving help to, another student during an examination.
2. Use of notes or other resources during an examination or any other assignment without the expressed consent of the instructor.
3. Knowingly providing one's work for another student to submit as his own.
4. Obtaining any part of an examination or assignment before it has been given to the class.
5. Use of any electronic device in class without the expressed permission of the instructor. Fraud includes, but is not limited to, the following actions:
 - 5.1. Providing any signature other than one's own on any College document.
 - 5.2. Forging or altering the record of any grade in an educational record.
 - 5.3. Knowingly presenting false information or intentionally misrepresenting one's records. Knowingly providing false statements in any College proceedings.

Responsibilities and Procedures

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

1. 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.
2. Within fourteen days after an act of academic dishonesty is discovered, the instructor shall notify the Department Chair and the appropriate Academic Dean 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.
3. Any student considering himself unfairly treated may use the grievance procedure as stated in the Student Handbook. The grievance procedure must be initiated within fourteen calendar days of the instructor's notification.
4. For subsequent or multiple offenses by the student, in addition to being given a grade of "F" in the course in which the academic dishonesty occurred, the student may be expelled from the College by the President on recommendation of the appropriate Academic Dean following a judicial hearing. The subsequent offense is not limited to the course in which the initial offense was reported.
5. A student who has been given a grade of "F" by an instructor under the College's policy on academic dishonesty is not permitted to withdraw from the course with a grade of "W" after academic dishonesty procedures have been initiated by the instructor without approval by the instructor.
6. 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.
7. Penalties assigned for academic dishonesty may not be used as the basis for a subsequent grade appeal.

Plagiarism shall constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are subject to penalties when

plagiarism has been confirmed.

Upon discovering an act of cheating or plagiarism, 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 exclusion from further participation and a grade of "F" in the course.

Blatant acts of plagiarism, such as copying papers from the Internet, shall increase the probability that the instructor will assign a grade of "F" in the course.

Information Technology Acceptable Usage Policy (SCP-7125)

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

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

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

Computing resources may not be used for illegal purposes.

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

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

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

Tobacco Usage (Policy SCP-1750)

All locations of Southern West Virginia Community and Technical College are designated as non-tobacco usage (i.e.-smoking tobaccos, chewing tobaccos, and snuff) facilities. Tobacco usage is permitted only in designated areas outside college buildings.

Use of Alcoholic Beverages on Campus (Policy SCP-1010)

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

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

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

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

Sexual Harassment Policy (SCP-2843)

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

Students must use the student sexual harassment grievance procedure for filing a sexual harassment claim. The Dean of Enrollment Management and Student Services is designated to advise students as to the procedure and policies in filing a sexual harassment claim.

Solicitation Policy (SCP-1735)

Solicitation of employees and students and/or distribution of literature for solicitation purposes is prohibited unless approved and conducted in accordance with the content, requirements, and restrictions of this policy. To receive approval, the On Campus Solicitation Request Form (SCP-1735.A) will be submitted at least two weeks prior to the event. Proper approval must be obtained prior to the event being scheduled. The College reserves the right to withhold approval for any solicitation activities on property under its jurisdiction, and to regulate the time, place, manner, and duration of approved solicitation. The College makes no warranty regarding the truth of any representation made in any written materials posted or distributed or other information provided as part of any solicitation activity engaged in pursuant to this policy.

1. Sales and solicitation by non-college organizations:

There shall be no sales and/or solicitation conducted on College property except by vendors with whom the College has contracted for the sale, lease, rental, or offer of said goods and services. Specifically prohibited by this policy is the solicitation of students of the College by financial institutions, organizations, businesses, companies, establishments, or individuals for credit cards and/or credit services.

2. Sales and solicitation by official College organizations including student organizations:

Solicitation for the sale, lease, rental, or offer of goods, services, and/or products on College property shall only be conducted by student organizations, faculty, or staff officially recognized and authorized by the College or by legally authorized representatives of companies with whom the College has signed an official contract for the sale, lease, rental, or offer of said goods and services.

3. Sales limitations:

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

4. Solicitation by employees:

Solicitation by employees for purposes other than direct College-related business during regularly scheduled work hours is prohibited. Solicitation during non-work hours (lunch or other break times) by employees is subject to other applicable sections of this policy.

5. Solicitation by students:

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

6. Use of College mail and e-mail:

Use of the College mail and e-mail systems for solicitation or sales is limited to official College business only. No other use of College mail or e-mail services and/or equipment is permitted.

Individuals with Disabilities

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided for those students whose documented disability may affect their pursuit of a college education. If services are desired, call 304.896.7315. Individuals in need of the TTY telecommunications device may call: 304.369.2960 (Boone/Lincoln), 304.792.7054 (Logan), 304.235.6056 (Williamson), or 304.294.8520 (Wyoming/McDowell). Also, the Central Records TTY number is 304.792.7205.

Drug-free Schools and Communities Act**Purpose**

Southern complies with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Work Place Act of 1988 through policy SCP-2156.

Scope and Applicability

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

Standards of Conduct

The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol on Southern West Virginia Community and Technical College property or as a part of any College sponsored function is prohibited. Reporting to work, class, or any College sponsored function under the influence of alcohol or illicit drugs is prohibited.

Disciplinary Sanctions

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

Federal Trafficking Penalties include substantial fines and imprisonment up to life

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

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

Health Risks

Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability, and death in the U.S. and are estimated to afflict 25.5 million Americans. While alcoholism may develop in anyone, it tends to first appear between the ages of 20 and 40 and is more prevalent in persons with a family history of alcoholism. This number increases dramatically when one considers the harm done to the families of substance abusers as well as those injured or killed by intoxicated drivers or in drug related work accidents.

Alcohol abuse is often characterized by one of three different patterns: (1) regular and daily use, (2) drinking large amounts of alcohol at specific or irregular intervals, or (3) periods of sobriety interspersed by periods of heavy drinking.

The disorder is progressive, and can be fatal. If you recognize any tendencies toward alcohol abuse, please seek help as outlined below. Health risks of other drugs include:

- Narcotics (including opium, morphine, codeine, heroin, and others) -physical addiction, loss of awareness, respiratory restriction, and possible death.
- Depressants (including barbiturates, Quaaludes, and others) - slurred speech, disorientation, shallow respiration, coma likely with overdose
- Stimulants (including cocaine, amphetamines, and others) - increased heart rate and blood pressure, possible leading to death, increased excitation, loss of appetite
- Hallucinogens (including LSD, “mushrooms”, PCP, mescaline, and others) - illusions and hallucinations, poor perceptions of time and distance, psychotic and unpredictable behavior, often leading to injury and arrest. Symptoms may reappear some time after use
- Cannabis (marijuana, hashish, THC, and others) - unrealistic euphoria, diminished inhibitions, disoriented behavior, diminished motivation, increased pulse

Counseling and Assistance

Assistance and information concerning substance abuse and its treatment may be obtained from the counselors’ offices at each of the College’s campuses. Services are also available from the following agencies:

Logan-Mingo Area Mental Health, Inc.

304.792.7130 Logan Co.
304.235.2954 Mingo Co.

Family Service of Kanawha County

922 Quarrier Street
Charleston, WV 25301
304.340.3676

Disclaimer

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

Student Rights and Responsibilities (Policy SCP-4770)

Policy

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

Among student rights and responsibilities are the following:

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

following:

- 1.1. To have access to campus resources and facilities
 - 1.2. To espouse causes
 - 1.3. To inquire, discuss, listen to and evaluate
 - 1.4. To listen to any person through the invitation of organizations recognized by the College
 - 1.5. To not violate the rights of others in matters of expression and assembly
 - 1.6. To abide by the policies, rules and regulations of the Board of Governors and federal, state and local laws pertaining to freedom of expression and assembly
2. Freedom of association
Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the College.
3. Right to privacy
Students are entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the College community, including but not limited to the following:
- 3.1. Privileged one-to-one communication with faculty, administrators, counselors and other institutional representatives
 - 3.2. Respect for student property, including freedom from unreasonable and unauthorized searches
 - 3.3. Confidentiality of academic and disciplinary records as outlined by the Family Education Rights and Privacy Act (FERPA)
 - 3.4. Assurance that legitimate evaluations will be made from student records.
4. Responsibilities of citizenship
Students are expected, as are all citizens, to obey local, state and federal statutes. As members of the College community, students also are expected to obey the College's code of conduct.
5. Right to due process
Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to the proceedings. In all disciplinary proceedings, students shall be considered innocent until proven guilty of any charge.

Background or Exclusions

1. Any authority, responsibility or duty granted to or imposed upon the President by this policy may be delegated by the President, subject to the control of the Board of Governors, to a member or members of the faculty, staff or student body of the College. All persons concerned in a matter involving the delegation of authority, responsibility or duty by the President shall be required to deal with the person or persons to whom the authority, responsibility or duty was delegated, except on appeal to the President as specified by the President.
2. The President, with the advice of faculty, staff and students and subject to the control of the Board of Governors, shall develop, promulgate and use disciplinary regulations and channels not consistent with this policy.

3. The President possesses the discretion to impose sanctions following disciplinary proceedings. Depending on the violation, such proceedings may result in expulsion, suspension, probation or some other appropriate sanction of lesser severity.
4. Normally, a student facing suspension or expulsion from the College will be entitled to a hearing and, in certain cases, appeal prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence at the College would constitute a potential for serious harm to self or to the safety of other members of the College community or when the student repeatedly causes serious disruptions of College activities. Such temporary suspension shall be followed by prompt disciplinary proceedings consistent with this policy.
5. Because of time lapse during an appeal process, sanction enforcement in the affected trimester may be impossible. In that event, the following actions may occur:
 - 5.1. Whenever possible and if appropriate, the sanction shall be applied to the trimester in progress at the time of the completion of the appeal.
 - 5.2. If the sanction cannot be implemented during that trimester, then it shall be applied during the next regular trimester.
 - 5.3. If the student has completed the course of study during the process of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the records of that student during the trimester designated in the original sanction.
 - 5.4. In any event, the student may not graduate during the process of appeal.
6. Students who commit off-campus violations of local, state or federal laws may be subject to discipline under this policy if it is established that there is a connection between the off campus conduct and the safe and orderly operation of the College.
7. A sanction of suspension or expulsion for disciplinary (not academic) reasons imposed by any public college or university in West Virginia shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at the College. A student who was expelled from another public college or university in West Virginia for disciplinary reasons may not be considered for admission to the College for one year from the date when the expulsion was imposed.

General Provisions

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

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

1. Engaging in any form of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the College, and forgery, alteration or use of College documents or instruments of identification with intent to defraud
2. Disrupting or obstructing College activities by any means, including intentionally causing inconvenience, annoyance or alarm among members of the College community
3. Engaging in physical and/or psychological abuse or threatening such abuse of any person, including but not limited

to fighting and engaging in assault or battery

4. Participating in or inciting a riot or an unauthorized or disorderly assembly
5. Seizing, holding, commandeering or damaging any property or facilities of the College, or threatening to do so, or refusing to depart from any property or facilities of the College upon direction of College officials or the President
6. Using alcoholic beverages, including the purchasing, consuming possessing or selling of such items
7. Gambling or holding a raffle or lottery, except in cases with specific prior approval of the President
8. Possessing, using, selling. Or distributing any types of drugs for illegal purposes
9. Possessing any dangerous chemical or explosive elements or component parts thereof not used for lawful College studies, including but not limited to rifles, shotguns, pistols, revolvers, other firearms and weapons, without authorization from the President
10. Physically detaining or restraining any other person, removing such person from any place where that person is authorized to remain or otherwise obstructing the free movement of persons or vehicles
11. Littering, defacing, destroying or damaging property or removing or using such property without authorization
12. Misusing the College's Computer Network and the College Computer System, including but not limited to the following:
 - 12.1. Disrupting or interfering with the normal use of the computers, computer-related equipment, data or programs of individuals, the Network or the College Computer System
 - 12.2. Using this equipment, data or programs in performance of any act listed as prohibited by this code of conduct
 - 12.3. Attempting to breach security in any manner; or
 - 12.4. Using a computer account for other than the purpose for which it was assigned;
13. Engaging in an act of hazing;
14. Willfully encouraging others to commit any of the acts prohibited by this code of conduct;
15. Interfering with the rights of any other member of the College community;
16. Violating any local, state or federal laws; or
17. Violating any rules or regulations not contained in this code of conduct but announced as administrative edict by the President.

Responsibilities and Procedures

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

accused student can adequately prepare to counter the charges before the hearing;

- 1.4. Names of the witnesses against the accused student.
 - 1.5. A statement of the facts and evidence to be given in support of the charges, made with sufficient clarity to reasonably disclose the time and place of the alleged occurrence and the actions or behavior complained of;
 - 1.6. Advance inspection by the accused student of the College's affidavits and/or exhibits against the student;
 - 1.7. Opportunity to present to the Judicial Board a defense against the charges;
 - 1.8. Opportunity to produce either oral testimony or written affidavits of witnesses in support of the student;
 - 1.9. The right to be accompanied by an advisor at the hearing.
 - 1.10. Opportunity to question any witnesses against the accused student at the hearing;
 - 1.11. A decision on discipline based solely on the evidence in the record judged under the preponderance of the evidence standard;
 - 1.12. A report on the results and findings of the hearing;
 - 1.13. A complete and accurate record of the hearing;
 - 1.14. A complete and accurate record of the hearing prepared by a qualified stenographer or court reporter at the student's expense, if desired;
 - 1.15. Opportunity to appeal the decision to the Board of Governors if expulsion is imposed.
2. Alleged disciplinary violations, depending on the nature of the violation, shall be referred to the College's appropriate Academic Dean or the Chief Student Services Officer. The Officer or designee shall collect evidence, contact any witnesses, notify the accused student of all charges against the student, arrange for an impartial hearing and notify the accused student and witnesses of the date, time and place of the hearing. The Officer shall hold the hearing and impose sanctions or, if the alleged violation involves possible suspension or expulsion, refer the matter to the College's Judicial Board.
 3. The Judicial Board shall consist of three faculty members and two students. Judicial Board members will be selected on a case-by-case basis and must be able to adjudicate the matter with impartiality. The faculty members will be selected by the appropriate Academic Dean. The student members will be selected by the Chief Student Services Officer, in consultation with the counselor and student government representatives at the campus where the proceeding will take place. Whenever possible, proceedings shall be held on the campus most closely related to the alleged violation or the accused student. The members of the Judicial Board shall select their own chairperson. As needed, the appropriate Academic Dean shall name alternate faculty members and the Chief Student Services Officer shall name alternate student members to the Judicial Board. The Judicial Board shall have jurisdiction and authority to:
 - 3.1. Hear evidence in disciplinary cases
 - 3.2. Make findings of fact from the evidence presented
 - 3.3. Make recommendations to the President based upon such findings as to the disposition of the disciplinary action, including any sanctions to be imposed
 - 3.4. Refer matters not involving potential suspension or expulsion back to the appropriate Academic Dean or the

Chief Student Services Officer.

4. In disciplinary matters not involving possible suspension or expulsion, the following processes will be used:
 - 4.1. In addition to the requirements of Part 2, the appropriate Academic Dean or the Chief Student Services Officer handling the matter shall ensure that the accused student receives such procedural safeguards as due process requires in accordance with the seriousness of the alleged violation and of the possible sanctions or consequences arising there from.
 - 4.2. The decision of the Officer may be appealed through a Student Grievance Committee in accordance with normal student grievance procedures.
5. In disciplinary matters involving possible suspension or expulsion, the following processes will be used:
 - 5.1. The accused student shall be notified in writing within two weeks of an alleged violation, or of the date when the College first learns of an alleged violation, of the violation for which the student is subject to discipline. The appropriate Academic Dean or the Chief Student Services or designee will serve this notice upon the accused student by handing a copy to the student in person or by mailing via certified mail, a copy to the mailing address last noted in the student's official College records. The College will make every effort in the serving of the notice. However, it is expressly provided that the service of such notice shall not be defective if the accused student shall have hidden, refused mail or failed to notify the College of the student's current mailing address. In such cases, the hearing may proceed without hindrance or delay.
 - 5.1.1. A statement of the policy, rule or regulation which the student is alleged to have violated;
 - 5.1.2. A statement of the facts and evidence to be presented in support of the charges, which statement must be made with sufficient clarity to reasonably disclose the time and place of the alleged occurrence and the actions or behavior complained of;
 - 5.1.3. A statement that a hearing on the charges will be held before the Judicial Board, and a statement of the date, time and place of the hearing
 - 5.1.4. Information on the student's right to have an advisor present at the hearing at the student's own expense, provided that the student notifies the College at least five days prior to the hearing that an advisor will be present at the proceedings. The student's failure to provide such notification within five days of the hearing may result in a continuance of the proceedings.
 - 5.2. The hearing shall be held at the date, time and place specified in the notice, unless postponed by the Judicial Board for good cause shown either by the accused student or by the College.
 - 5.3. All charges should possess sufficient validity to allow the Judicial Board to meet and in good conscience and with impartiality consider related evidence. The hearing shall be conducted in such a manner as to do justice and shall be subject to the following minimum requirements.
 - 5.3.1. The accused student shall have the right to be accompanied at the hearing by an advisor. Unless specifically permitted by name by the hearing body, such advisor may not be a person other than the student's parent or guardian, another student at the College, a member of the College's faculty or staff, or an attorney representing the accused student. During the hearing, an advisor may consult with the accused student but may not speak on behalf of the accused student or otherwise participate directly in the proceedings, unless given specific permission to do so by the Judicial Board.
 - 5.3.2. All material evidence may be presented subject to the right of cross examination of the witnesses.

- 5.3.3. There shall be a complete and accurate record of the hearing.
- 5.3.4. There may be a complete and accurate record of the hearing by a qualified stenographer or court reporter at the student's expense, if desired.
- 5.3.5. The accused student shall be entitled to be present throughout the presentation of the evidence, testimony of the witnesses and arguments of the parties, to be informed before the hearing of the substance of expected testimony of witnesses against the student and to have the witnesses present at the hearing at appropriate times, and to present witnesses and evidence on the student's own behalf as may be relevant and material to the case.
- 5.4. The College may be represented by an advisor. Counsel retained by the College may participate only in an advisory capacity and may not speak on behalf of the College or otherwise participate directly in the proceedings, unless given specific permission to do so by the Judicial Board.
- 5.5. The accused student and the Judicial Board members shall be present for the entire proceeding. However, witnesses may be called and excused throughout the hearing. The hearing shall be closed to all others.
- 5.6. After the hearing, the Judicial Board shall make findings of fact and a recommendation to the President for the disposition of the case and any sanctions to be imposed. The Judicial Board's recommendation shall be based upon proof of the alleged violation by a preponderance of the evidence.
- 5.7. No recommendation by the Judicial Board to the President for the imposition of sanctions against a student may be based solely on the failure of the student to answer charges or appear at the hearing. In such cases, the evidence in support of the charges shall be presented, and the Judicial Board's recommendation shall be based upon proof of the alleged violation by a preponderance of the evidence.
- 5.8. The accused student shall also be notified of the Judicial Board's recommendation and advised of the right to request an appeal to the President within two weeks of the receipt of the recommendation. The President shall within ten working days review the facts of the case and take such action as may be appropriate under all the circumstances.
- 5.9. Except in cases that involve expulsion, the decision of the President shall be final.
- 5.10. If a student wishes to appeal an expulsion, the student must within three working days indicate to the President in writing an intent to appeal the expulsion to the Board of Governors.
6. The Board of Governors may, from time to time, require the President to report on disciplinary actions or proceedings over a period of time or on a specific case or cases. These reports shall be in such form as the Board of Governors may require. In disciplinary cases where expulsion was imposed, the Board of Governors may grant the expelled student's request for appeal.
 - 6.1. If the Board of Governors determines that the appeal will not be heard, the decision of the President is affirmed, and the expulsion shall be effective upon the President's receipt of the Board of Governors' statement of denial of the appeal.
 - 6.2. If the appeal is granted, the expulsion shall be stayed until the Board of Governors makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the student-appellant shall be notified by certified mail, and the expulsion shall be effective immediately upon concurrent notification to the President.
 - 6.3. In considering student appeals, the Board of Governors will review all relevant information and records of applicable disciplinary proceedings to ensure that due process has been afforded. The Board of Governors

may take such action as it deems reasonable and proper in view of all the circumstances and in answer to its responsibilities under the law.

Student Grievance Procedure

Purpose

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

Procedure

1. The student with a grievance must first discuss the grievance with the staff or faculty member involved. Every reasonable effort should be made by both parties to resolve the matter at this level. The initial conference must occur within ten (10) class days of the event, or, if a grade appeal, within ten (10) class days after the start of subsequent school term not including summer sessions.
2. If the student continues to be dissatisfied with the results of step one, he/she may, within five (5) class days after the conference with the instructor or staff member, file a written appeal with the immediate supervisor of the individual instructor or staff member involved. The supervisor may attempt a resolution satisfactory to the parties involved, but if no agreement is reached, he/she will set a date for a meeting of all parties with a Student Grievance Committee. The Student Grievance Committee is an Ad Hoc Committee consisting of five (5) members—two students appointed by the SGA Advisor/counselor (in conjunction with the Student Government Association) and two faculty members and a Chairperson appointed by the appropriate Academic Dean or his/her designee. Both student and faculty members of the committee shall have the authority to determine whether an academic or other process was fair, prejudicial and/or capricious, and to recommend to the appropriate Vice President a suitable remedy. The Student Grievance Committee shall meet under the following guidelines:
 - 2.1. The chairperson shall vote only in case of a tie.
 - 2.2. The student shall have the right to be accompanied by a representative of his/her choice from the institution. Such representative may consult with, but may not speak on behalf of, the student or otherwise participate directly in the proceedings, unless he or she is given specific permission to do so by the Chairperson of the Student Grievance Committee. If the representative is to be an attorney, the student must notify the appropriate Academic Dean of this fact within a minimum of five (5) working days in advance of the Student Grievance Committee meeting.
 - 2.3. Both the student grievant and the faculty or staff member against whom the grievance has been filed may present witnesses or relevant materials during the proceeding.
 - 2.4. All parties to the grievance must remain present for the entire meeting.
 - 2.5. The meeting shall be closed to all others.
 - 2.6. The committee shall form its recommendations within five (5) working days of its final session. All recommendations for grievances related to grades, faculty, or academic policy shall be forwarded to the appropriate Academic Dean. In other matters, the committee may refer its recommendations to the Vice President for the area the Committee deems appropriate.
 - 2.7. The Vice President receiving the committee recommendation shall, within seven (7) working days after the meeting, prepare a statement of his/her decision on the matter with copies to the student, the faculty or staff

member against whom the grievance was filed, and the President.

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

Inclement Weather and Emergency Situation Information

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

The toll free weather line numbers is: 866.798.2821, ext. 7669

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

Logan County	WVOW 1230 (AM)
Mingo County	WVKM 106.7 (FM) WBTH 1400 (AM) WXCC 96.5 (FM)
Wayne County	WFGH 90.7 (FM)
Wyoming/McDowell Counties	WPMW 92.7 (FM) WJLS 560 (AM) 99.5 (FM) WHIS 1440 (AM) WHAJ 104 (FM) WWYO 970 (AM) WELC 1150 (AM) 102.9 (FM)

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 technology industries. The classes are geared for enhancing student's knowledge of advanced modern processes and technologies to assist them with job placement 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 are transferable to academic credit hours.

The academy operates at all Southern locations, as well as the new academy facility centrally located in downtown Logan. This one of a kind academy facility will enhance the student's career opportunities through specialized technology programs. For more information call 304.896.7413 or 304.896.7403 or visit Southern's website.

Customized and Contract Training

Southern's Workforce Development Department is committed to providing lifelong education and training opportunities to help train today's worker to compete in a global economy. Demand for skilled, efficient workers is essential to the success of any business or industry. Southern partners with business and industry, regional, state, and local agencies to locate, apply, and potentially provide funding to support pre-employment and post-employment training. In addition, Southern provides job specific or customized training to employers in our service district. For more information call 304.896.7404.

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! 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 or GED). For more information on upcoming courses, please visit our website at: <http://southernwv.edu/ce> or call 304-896-7404.

Community Development

The mission of Southern's Office of Community Development is to create an environment that supports rural development through comprehensive planning, a shared vision, and civic engagement. The Office of Community Development develops and coordinates community capacity building and leadership development initiatives, including diversity management, relational leadership, facilitative leadership, effective meeting strategies, conflict negotiation, consensus building, team building, grassroots organizing, learning styles, collaboration and problem solving, communication, entrepreneurship development, evaluation and strategic planning, applying the logic model to program development, and board development.

Southern's Office of Community Development is also available to assist both business and nonprofit organizations with long-term strategic planning, grant writing, board development, team building, and evaluation systems. For more information about any of the above mentioned opportunities, e-mail paulines@southern.wvnet.edu.

Appalachian Leadership Academy—The Cotiga Fellows

The mission of the Appalachian Leadership Academy is to identify Southern students with outstanding character and prepare them with the leadership and diversity skills needed to serve as engaged, conscientious citizens as they enter the business, political, and academic world. The Academy is a partnership between Southern, the Cotiga Development Company, and the Appalachian Leadership and Education Foundation.

Students accepted into the Academy are identified as Cotiga Fellows. Cotiga Fellows receive full tuition for four

trimesters, 12-hours of college credit, and a book allowance. Cotiga Fellows also have the opportunity to travel, lead positive change, have an impact in the greater community, and build network of peers among local, regional, and state leaders.

The Cotiga Chapter is an on-site program, located at the Williamson Campus, with students attending classes and seminars once a week. Cotiga Fellows have the opportunity to identify and develop their own personal leadership styles through classroom lectures, fun hands-on exercises and group activities, discussions and forums, team building exercises, and community service projects. Southern selects up to 12 students annually to participate in the two-year program.

Regional Contracting Assistance Center (RCAC)

The Regional Contracting Assistance Center (RCAC), a state affiliated agency, is funded by the Department of Defense (DoD), the state of West Virginia, and Southern West Virginia Community and Technical College. RCAC's mission is to improve economic well-being by assisting West Virginia companies with government marketing. RCAC's local staff accomplishes this mission by providing procurement technical assistance to West Virginia businesses that are located within southern West Virginia. RCAC will assist those businesses in seeking to do business with the federal, state, and local governments. You may contact your RCAC specialist at 304.896.7440 or visit our website at <http://southernwv.edu/wd/rcac>.

Small Business Development Center (SBDC)

Business owners and entrepreneurs can turn to Southern's SBDC for assistance with business plan preparation, problem solving, loan packaging, training, marketing, customer assessment, and business start-up. The centers serve Boone, Logan, McDowell, Mingo, and Wyoming counties. You may contact your SBDC specialist at 304.862.3144 x. 240.

Women's Leadership Institute

The Woman's Leadership Institute is a partnership between leaders representing business, social services, K-12, higher education, and the community who are working together to provide a forum where all women, regardless of age, color, ethnicity, and/or socio-economic status are empowered to use their unique abilities and talents to serve as leaders for the betterment of society.

The Women's Leadership Institute stresses the importance of women having opportunities to gain skills that will enhance their personal development, increase their participation in the community, and further their professional development. The Women's Leadership Institute's mission is to provide opportunities for women to develop the skills, knowledge, and confidence to be successful leaders for their families, communities, and professions. The Institute includes an annual conference and year-round professional development events. For additional information about the Women's Leadership Institute, contact Pauline Sturgill at 304.896.7371.

Online Non-Academic Courses

Instruction Center

General Information

These continuing education/non-academic credit course, do not provide credit toward any associate and/or certificate degree. These courses provide only continuing education credit.

All noncredit courses offered through Southern's Online Instruction Center (OLIC) are instructor lead and begin on the second Wednesday of each month. Courses are available 24 hours a day, 7 days a week, wherever students have access to the World Wide Web. Each course is six weeks in length, with two lessons released each week for the duration

of the course.

Students are not required to be present when lessons are released, and may take up to ten days to complete each lesson from its release date. A one time, ten day extension is available at the student's request to the course instructor in the event of emergency.

Online, noncredit course are also available for students wishing to work at their own pace and in the convenience of their homes. Offerings include, but are not limited to, test prep for GRE, ACT, LSAT, GMAT, GED; personal and career development, business and communication, computer applications and computer literacy, webpage design, troubleshooting and networking, digital photography, grant writing, sales and marketing business planning and entrepreneurial, and many, many, more! To view a listing of available courses, please visit our website at <http://www.southernwv.edu/ce/online-instruction-center> or call 304.896.7434.

Basic Requirements for All Courses

Internet Access, e-mail address, printer, and the Microsoft Internet Explorer or Netscape Navigator web browser are required.

Mandatory Online Registration

Students must register online. Part of the enrollment process requires students to enter their own passwords in order to access the class(es). Unlike some other computer oriented courses offered by Southern, the College does not assign or keep records of passwords for OLIC courses. To register online, students need to follow the steps listed:

- Access Southern's non-academic courses at <http://www.southernwv.edu/ce/online-instruction-center>
- Scroll down and click on OnLine Courses
- Click once on the specific course to obtain detailed descriptions, course syllabus, fees, requirements, and instructor biography
- Scroll to the bottom of the page and click once on Enroll Now
- Carefully read and follow the instructions in completing the information requested, then click once on the Submit button
- Carefully read and follow instructions contained in the Confirmation of Registration Notice which is forwarded automatically to the e-mail address provided by the student

For more information or help in class registration, contact the Administrative Associate at 304.896.7434.

The student may complete the registration for these online, non-academic credit courses by contacting the Workforce Development Administrative Assistant or any of Southern's cashiers offices.

Mandatory Orientation

Students must complete a mandatory online orientation before the class start date. Instructions regarding this orientation are contained in the confirmation of enrollment students receive via e-mail. Students will not be permitted access to the classroom until they have completed the online Orientation.

Payment of Fees

Course fees vary depending on the particular course. To obtain the most current fee information, students should check the specific course listing.

The student may pay for the courses by choosing one of the following options: payment by check, money order, cash or credit card, in person; payment by credit card, in person or by phone; or by request from the student for a registration form through U.S. Mail; then the student needs to return the completed registration form with payment in the form of check, money order, or credit card information to one of Southern's cashier's office or the program's Administrative

Assistant by calling 304.896.7434 or e-mailing at sandrap@southern.wvnet.edu. Payment must reach Southern's business office at least seven working days before the start date of the class. For more information please contact 304.896.7434.

Textbooks and Materials

Some courses require textbooks and/or other materials at additional cost. The most current information regarding such requirements may be found by accessing the online detailed course descriptions.

Students should make arrangements to obtain any textbooks and/or materials that maybe required from sources suggested by the instructor in time for class. Due to space limitations, at this time the Southern Bookstore does NOT carry in stock the textbooks for OLIC courses.

Personnel

Board of Governors

Terry R. Sammons, Chair
 Thomas A. Heywood, Vice Chair
 Wilma Zigmond, Secretary
 Linda Q. Akers
 Kevin N. Fowler
 Shelley T. Huffman
 Jada C. Hunter
 George Kostas
 Glenn T. Yost
 Debbie C. Dingess, Classified Staff Representative
 George Morrison, Faculty Representative
 Kimberly Irick, Student Representative

Administration

Joanne Jaeger Tomblin

President

B.A., 1975, Journalism, Marshall University; M.A., 1978, Journalism, Marshall University. Additional graduate studies at West Virginia University, Marshall University College of Graduate Studies.

Allyn Sue Barker

Vice President for Economic, Workforce, and Community Development and Interim Vice President for Student Development and Enrollment Management

B.S., 1973, Home Economics, West Virginia University; M.S., 1995, Adult and Technical Education, Marshall University. Additional graduate studies at Marshall University, Virginia Commonwealth University, and West Virginia University.

Ronald E. Lemon

Vice President for Development

B.A., 1977, Counseling and Rehabilitation, Marshall University; M.A., 1996, Communication Studies, West Virginia University.

Cynthia L. Crigger

Vice President for Communications

A.A., 1986, Southern West Virginia Community College; B.A., 1988, Mass Communications, Morehead State University. Additional graduate studies at Marshall University, M.S. Mass Communications(Strategic Public Relations)

Samuel M. Litteral

Chief Financial Officer

A.S., 1986, Business Accounting, Southern West Virginia Community College; B.A., 1991, Accounting, Marshall University; Certification, 1993, Certified Public Accountant, State of West Virginia; MBA, 1996, Marshall University.

George Beshears

Chief Information Officer

Bachelor of Religious Education, 1984, Hannibal LaGrange College; Bachelor of Theology, 1985, Hannibal LaGrange College; M.A., 1989, Webster University; M.A., 1993, Liberty University.

Emma Baisden

Administrative Assistant to the President

A.A.S., 1994, Executive Secretarial Science, Southern West Virginia Community and Technical College.

Pamela L. Alderman

Dean of Career and Technical Programs

A.S.N., 1977, Nursing, Southern West Virginia Community College; A.A. General Studies, 1977, Southern West Virginia Community College; B.S.N., 1987, Nursing, West Virginia University; M.S.N., 1990, Nursing Administration, West Virginia University. Additional graduate studies at West Virginia University. Marshall University College of Graduate Studies: Higher Education Leadership Doctoral Candidate.

Dr. Cindy McCoy

Dean of University Transfer Programs

A.S., Recreation, Montreat-Anderson College; B.A., 1979, Theater Design/Speech Communication, certified in secondary education, Morehead State University; M.A., 1980, Communication, Morehead State University; Ed.D., 1996, Higher Education Leadership, West Virginia University.

Darrell Taylor

Dean of Enrollment Management and Student Development

B.A., 1989, Concord College; M.A., 1993, West Virginia Graduate College. Additional studies at West Virginia University and Marshall University.

Bill Cook

Director of Campus Operations

Boone/Lincoln Campus

Studies at Southern West Virginia Community and Technical College.

David Lord

Director of Campus Operations

Wyoming/McDowell Campus

BA, 1983, Geography, State University of New York at Buffalo; M.Ed., Higher Education Administration, University of Pittsburgh., 1987. A.B., 1977, Psychology, West Virginia University; M.A., 1978, Rehabilitation, West Virginia University.

Rita Roberson

Director of Campus Operations

Williamson Campus

B.S., 1994, Education, Marshall University; M.A., 1997, Counseling, Marshall University.

Randy Skeens

Director of Campus Operations

Logan Campus

B.A., 1992, Concentration in Business Administration, Bluefield State College. Additional graduate studies at Marshall University.

Full Time Faculty**William Alderman**

Associate Professor/Coordinator Mine Management

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

William Alderman II

Assistant Professor

Williamson Campus

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.

Susan Baldwin

Instructor

Boone/Lincoln Campus

B.S., 1985, West Virginia University; M.A., 2009, Marshall University.

Dena Kay Barker

Instructor

Logan Campus

A.A.S., 1999, Southern West Virginia Community and Technical College; B.S.N., 2000, Marshall University. Additional graduate studies at Marshall University.

Regina Bias

Professor

Logan Campus

A.D.N., 1986, Marshall University; B.S.N., 1988, Marshall University; M.S.N. Bellarmie College. Additional graduate studies at Bellarmie College.

Stephen Birurakis

Instructor

Boone/Lincoln Campus

West Virginia Licensed Professional Land Surveyor; Certified Trainer for Magellan GPS Systems and Topcon Robotics. Additional studies at West Virginia State College and West Virginia Institute of Technology.

Candice Bishop

Instructor

Wyoming/McDowell Campus

A.A.S., 1996, Southern West Virginia Community and Technical College; B.A., 1988, Marshall University.

Andrea Brown

Assistant Professor

Logan Campus

A.A.S., 1998, West Liberty State College; B.S., 2005, Mountain State University.

Wanda Faye Carter

Instructional Specialist

Logan Campus

Charleston School of Beauty Culture, 1988-1990; Student Instructors License, 1995; Master Instructors License, 1997; Master Educator for Milady, 2008.

Dr. Anne S. Cline

Professor

Williamson Campus

B.S., 1993, The University of Chicago; M.A., 1994, Columbia University; M. Phil., 1997, Columbia University; Ph.D., 1998, Columbia University.

Shawn Cline-Riggins

Professor

Logan Campus

A.S.N., 1984, Marshall University; B.S.N., 1987, Marshall University; M.S.N., C-FNP, 1998, Marshall University.

Martin L. Codispoti

Instructor

Logan Campus

B.S.N., 2009, West Virginia University. Additional graduate studies at Mountain State University.

Judith Curry

Assistant Professor/Coordinator Surgical Technology

Logan Campus

L.P.N., 1975, Logan County School of Practical Nursing; A.S.N., 1985, Southern West Virginia Community and Technical College; B.S.N., 1990, West Virginia University.

Kathy R. Dalton

Professor

Logan Campus

A.S.N., 1979, Southern West Virginia Community College; B.S.N., 1990, West Virginia University; M.S.N., 2000, The College of West Virginia. Post-graduate studies at West Virginia University; C-FNP, 2004, West Virginia University.

Lawrence D'Angelo

Instructor

Boone/Lincoln Campus

A.A., 1989, Oakland Community College; B.S., 1991, Eastern Michigan University; M.A., 1996, Eastern Michigan University.

Stephanie L. Daniel

Instructor

Williamson Campus

A.A.S., 1992, Lexington Community College; B.A., 2008, Marshall University.

Katherine A. Deskins

Assistant Professor/Coordinator Paramedic Science

Logan Campus

B.S., 1998, West Virginia University Institute of Technology. Additional graduate studies at Marshall University.

Lynn Earnest

Professor

Logan Campus

B.A., 1968, Queens College; M.F.A., 1970, George Washington University. Additional graduate studies at the University of Chicago, Marshall University and University of Massachusetts at Amherst.

Miranda Jayne Edwards

Instructor
Logan Campus
B.A., 2006, Ohio University; M.A., 2009, Marshall University.

Sheliah M. Elkins

Assistant Professor
Logan Campus
LPN, 1981, Ralph R. Willis Vocational School; A.D.N., Southern West Virginia Community and Technical College; B.S.N., 1999, Marshall University; Surgical Registered Nurse First Assistant Certificate, 2001, Columbus State Community College; M.S.N., 2009, Marshall University.

Vernon Elkins

Professor/Coordinator Medical Laboratory Technology
Logan Campus
A.S., 1976, Southern West Virginia Community College; B.S., 1978, Marshall University; M.A., 1997, Marshall University.

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