



Southern West Virginia Community and Technical College continues to grow by offering new programs to prepare students for the jobs of the future. Southern is an institution where people from all walks of life can receive a quality education, whether you are planning to attend college for the first time, returning after many years, or need customized training for your business or industry.

We pride ourselves on offering a quality education at an affordable price.

Your success is our goal!

Southern is dedicated to serving both traditional and non-traditional students in the district it serves. It is a place where you are a person and not an ID number, a place where you can work and get a degree too. We realize each student is unique with different needs and goals, so we provide a gateway for students to enhance their skills, explore new career options or seek a degree or certificate. We also provide classes through innovative delivery systems and agreements with four-year colleges and universities to assist students in completing advanced degrees. We pride ourselves on dedicated faculty and staff, with our faculty being some of the best educators in their field.

We hope you will plan to be a part of this wonderful institution, where we can help you reach your goals, whatever they may be!

Table of Contents

President's Welcome	2
History of College	4
Academic Calendar	7
Institutional Accreditation	8
Vision Statement	10
Mission Statement	11
General Education Philosophy and Goals	12
Unattended Items	13
Institutional Policies	14
Admissions Procedures	20
Registration, Assessment and Advising	31
Tuition, Fees, and Refunds	34
Financial Assistance Information	36
Special Services	39
Student Programs and Activities	44
Workforce Development, Continuing Education and Employer Services	48
Appalachian Leadership Academy	49
Academic Policy and Procedures	52
Student Handbook	71
Instructional Programs	100
NEW —Evening and Weekend College-Forensic Psychology and Investigation	144
NEW —Flexible Schedule Options	146
Academic Credit Course Descriptions	152
Non Academic Course Descriptions	327
Eastern West Virginia Community and Technical College	332
Personnel	334

**Check it
Out!**

Section I—General Information

Our 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 in-state 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. 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.

ACADEMIC CALENDAR**Fall 2009**

April 1—August 13	April 1 Registration Begins-Continuous Registration During Regular Bus. Hours/Online Registration Available
August 3	Last Date for Pre-registered Students to pay.
August 6	Drops for Non Payment occur daily at 5:30 PM
August 10-13	Final Week to Register for Fall 2009—8:00 AM—6:30 PM
August 15	Saturday Classes Begin
August 17—20	Schedule Adjustment Only (August 17 –Begin Classes)
September 5	No Saturday Classes-College Closed
September 7	Labor Day Holiday—College Closed
October 8	Mid Semester Reports Due (1st eight weeks)
November 2	Last Day to Withdraw with a Grade of “W”
November 3	First Day of Pre-registration for Spring 2010
November 23—28	Thanksgiving Holiday—No Classes. Saturday Classes meet November 21.
November 30	Classes Resume
December 10	Last Class Day (2nd eight weeks end—7-10 Final Exams)
December 15	Final Grades Due in Records Office by 12:00 PM
December 21—January 1	Anticipated Christmas/New Year Holiday
November 3	Registration for Spring 2010
November 3—January 14	<u>Spring 2010</u> Continuous Registration During Regular Business Hours/ Online Registration Available
January 5	Last Date for Pre-registered Students to pay.
January 7	Drops for Nonpayment will occur daily at 5:30 PM
January 11-14	Final Week to Register for Spring 2010. 8:00AM—6:30 PM
January 16	Saturday Classes Begin
January 18	Martin Luther King Jr. Holiday-College Closed
January 19	Regular Term Classes Begin
January 19—21	Schedule Adjustment Only
March 2	Assessment Day-No Classes, Day or Evening
March 11	Mid-semester Reports Due (1st eight weeks)
March 15—20	Spring Break—No Classes including Saturday Class
March 22	Classes Resume
April 1	Spring Registration for Summer 2010 & Fall 2010
April 8	Last Day to Withdraw with “W” (11 wks completed)
May 10—13	Final Exam Week /Last Day Class May 13 (2nd eight wks)
May 15	Commencement—10:00 AM
May 18	Final Grades Due in Records Office by Noon

**Institutional
Accreditation****INSTITUTIONAL ACCREDITATION**

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

- Higher Learning Commission of the North Central Association of Schools and Colleges
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
Phone: 312.263.0456 or 800.621.7440
FAX: 312.263.7462

Internet: <http://www.ncahigherlearningcommission.org>

PROGRAMMATIC ACCREDITATION

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

- Commission on Accreditation of Allied Health Programs
35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208
Phone: 312.553.9355 FAX: 312.553.9616
Internet: <http://www.CAAHEP.org>
E-mail: caahep@mcs.net
- Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue
Chicago, IL 60611-2678
Phone: 312.440.4653 FAX: 312.440.2915
www.ada.org

- West Virginia Board of Examiners for Registered Professional Nurses
101 Dee Drive
Charleston, WV 25311-1620
Phone: 304.558.3596
- The associate degree nursing program is accredited by:
National League for Nursing Accrediting Commission (NLNAC)
61 Broadway, 33rd Floor
New York, NY 10006
Phone: 212.363.5555 FAX: 773.714.8886
www.nacls.org
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850
Chicago, IL 60605-5300
Phone: 312.704.5300 FAX: 312.704.5304
www.jrcert.org
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
8410 W. Bryn Mawr Avenue, Suite 670
Chicago, IL 60631
Phone: 773.714.8880
FAX: 773.714.8886
- College Reading and Learning Association (CRLA)
CRLA International Tutor Certification Program
U.T. El Paso, Tutoring and Learning Center
300 Library
El Paso, TX 79968

Phone: 915.747.5366

FAX: 915.747.5486

- Committee on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76021-4244
Phone: 817.354.8519 FAX: 817.354.8579
www.coarc.com

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.

Mission Statement

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

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

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

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

**General Education
Philosophy and Goals****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 Skills
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.

Unattended Items

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.

Unattended backpacks, books, coats, or other items may not be used to reserve rooms, workstations, or other areas. 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.

When items are removed, a notice will be left in the place of the unattended article to advise the owner that it was removed, and will indicate where it can be retrieved.

Institutional Policies

INSTITUTIONAL POLICIES

Sexual Harassment

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

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

Drug-Free Work Place and Drug Free-Schools and Communities

In accordance with the provisions of the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Southern West Virginia Community and Technical College has implemented a policy on Drugs In The Work Place and a Drug Prevention Program. Southern recognizes the importance of a safe, efficient and healthy environment. Any employee or student violating this policy shall be subject to disciplinary action.

Affirmative Action

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

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

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

Affirmative Action Officer

Southern West Virginia Community and Technical College

P.O. Box 2900

Mount Gay, West Virginia 25637

304.896.7408

Title IX Coordinator

Southern West Virginia Community and Technical College

Armory Drive

Williamson, WV 25661

304.236-7621

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 304.792.7098, ext. 225. Individuals in need of the TTY telecommunications device may call: 304.369.2960 (Boone/Lincoln), 304.792.7054 (Logan), 304.235.6056 (Williamson), or 304.294.8520 (Wyoming/McDowell). Also, Student Records TTY number is 304.792.7205.

Family Educational Rights and Privacy Act

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

Southern West Virginia Community and Technical College has established policies and guidelines to ensure that the education records of its students are treated responsibly in accordance with the Act and U. S. Department of Education regulations. These policies and guidelines may be obtained from the Records Office. Each student has the right to inspect personal educational records. 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 20 days after receipt of the appeal, the Registrar will issue a decision regarding the appeal. If the decision is to refuse to amend the student's educational records, the student may file a written request for a hearing. The student will be provided a full and fair opportunity to present evidence. A final written decision will be rendered based upon the evidence submitted at the hearing.

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 in the Student Records Office at each campus or from the Registrar.

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)

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

Boone/Lincoln Counties: WZAC 1450 (AM)
92.5 (FM)
WVAF 99.9 (FM)
WQBE 950 (AM)
97.5 (FM)
KICKS 96.1 (FM)
WVPN 88.5 (FM)

Public Radio

Logan County: WVOW 1230 (AM)
101.9 (FM)

Mingo County: WVKM 106.7 (FM)
WBTH 1400 (AM)
WXCC 96.5 (FM)

Wayne County: WFGH 90.7 (FM)

Wyoming/McDowell Counties:

WPMW 92.7 (FM)
WJLS 560 (AM)
99.5 (FM)
WHIS 1440 (AM)
WHAJ 104 (FM)
WWYO 970(AM)
WELC 1150 (AM)
102.9 (FM)

WCIR 103.7 (FM)

Pike County, KY

WKLW 94.7 (FM)

WSIP 98.9 (FM)

WDHR 93.1 (FM)

WPKE 103.1 (FM)

1240 (AM)

Television Stations:

WCHS-TV (CH.8-ABC)

WOWK-TV (CH.13-CBS)

WSAZ-TV (CH.3-NBC)

WVVA-TV (CH.6-NBC)

Catalog Adherence Policy

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

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

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

**Admissions
Procedures****ADMISSIONS PROCEDURES**

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

General Admission

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

Classification of Students**Re-Entry Students**

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

Non-degree Seeking Students

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

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

Transfer Students

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

Transient Students

Students who are officially enrolled at other post-secondary institutions may enroll for courses at Southern West Virginia Community and Technical College provided they submit forms completed by their home college stating the courses to be taken and that the students are in good standing. To be admitted to Southern, they should meet the same requirements as transfer students with the exception of filing a transcript. The completed transient student form must be submitted to the Records Office. If the student is receiving financial aid he/she must have a consortium agreement signed by both the home institution and Southern West Community and Technical College's financial assistance office.

Early Entry High School Students

Advanced high school students 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. 3.0 grade point average.)*
3. High school students may enroll for no more than 7 credit hours per semester.
4. Early entry students must meet course prerequisites before registering.

*Authorization is required by Southern's Vice-President of Academic Affairs 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 7 credit hours per semester.

Dual Credit

Dual Credit applicants must meet all requirements as stated above for Early Entry high school students.

Conditional Admission

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

Conditional admission may be granted in instances where institutional officials have determined that the student has the potential to successfully complete college-level work. Such student must complete all needed transitional courses and pass the GED before being admitted as a regular degree-seeking student. A maximum of 12 semester hours may be taken as a conditionally admitted student. Conditionally admitted students are not eligible to receive any federal or state financial assistance.

International Students

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

Residency Determination

Students enrolling in a West Virginia public institution of higher education shall be classified as resident or non-resident for admission, tuition, and fee purposes by the 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 College and Technical College as resident students by providing appropriate documentation of established domicile within one of the designated counties.

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

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

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

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

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

In the event that the fact of emancipation is established, the emancipated minor assumes all of the responsibilities of an adult to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved principally for the purpose of establishing residence for attendance at an institution of higher education.

A student eighteen years of age or over may be classified as a resident if (1) the parents were domiciled in the State at the time the student reached majority and such student has not acquired a domicile in

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

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

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

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

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

The decision of the Registrar may be appealed to the Institutional Committee on Residency Appeals. The decision of the Institutional Committee on Residency Appeals may also be appealed to the President. The decision of the President is final.

Immunization Policy

Students of the state system of higher education under the jurisdiction of the 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. The Selective Service System also provides information through a web site at

Admissions Requirements for Nursing /Allied Health

Associate Degree Programs

Students applying for admission to Allied Health programs with specific entrance requirements are required to comply with the general admission requirements as well as those of the specific program they wish to enter. Applications for the following year will be available the first day of general registration for the fall semester. All applications must be received by 4:30 p.m. on January 31.

Selection to the nursing and allied health programs is competitive. Students who meet the admission criteria are selected according to a point system. The score sheet is attached to the program application.

Once admitted to the nursing or allied health program, a student may **NOT** be considered for admission to another program in the following year at the discretion of the department chair.

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 program.

These programs and campus locations admit every year: (subject to change)

- Medical Laboratory Technology - Logan Campus
- Nursing - Logan Campus
- Radiologic Technology —Logan Campus
- Surgical Technology

These programs and campus locations admit every other year: (subject to change)

- Dental Hygiene - (even year) Logan Campus
- Nursing –Boone Campus (even year) LPN/RN curriculum only.
- Nursing Kanawha Valley (Institute); (odd year)
- Nursing Moorefield (even year)
- Respiratory Care (odd year) Williamson Campus
- Salon Management/Cosmetology-Boone Campus (odd year)

Allied Health and Nursing Distance Learning Information

The nursing program on the Boone, Kanawha Valley, or Moorefield campus utilizes the interactive television classroom for most but not all of the classroom activities for nursing courses. Each site has nursing faculty who facilitate the delivery of courses.

The nursing faculty on site conduct the laboratory instruction at the distant learning site campus and supervise clinical experiences in clinical agencies in the surrounding area.

Contact the distant learning campus site or the chair of the nursing department for more information.

**Dental Hygiene, Medical Laboratory Technology,
Nursing, Radiologic Technology, Respiratory Care Technology, Sa-
lon Management/Cosmetology,
and Surgical Technology
Pre-Admission Requirements**

1. Meet general admission requirements to Southern West Virginia Community and Technical College.
2. Submit application to the Allied Health/Nursing Department by the application deadline.
3. **MUST** successfully pass the Pre-RN/Pre-Allied Health Entrance Examination. Students may take the exam one time per year. Cost of the exam is the responsibility of the student. Students must indicate the date and time to take the exam on the application. Dental Hygiene, Nursing, Radiologic Technology, and Respiratory Care Technology require a minimum score of 100. 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. See selection process below.
4. Students **must** meet the technical standards and essential skills required for any Allied Health program and/or clinical setting.
Reasonable accommodations 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 Department Chair of Allied Health or Department Chair of Nursing.
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 the minimum score prescribed is carried on at least one of the following tests:

English

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

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

Reading

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

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

Mathematics

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

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

6. Submit the following to the office of student records before the application deadline:

- a. completed application to college
- b. high school or GED transcripts
- c. official transcripts from ALL colleges or universities attended, other than Southern
- d. copy of ACT and/or ASSET/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 Allied Health Department may extend the deadline for programs if deemed appropriate by faculty, coordinators, and the Departments of Nursing or Allied Health.

9. A drug screen and background check is required by a company selected by the Departments of Allied Health and Nursing. Cost is the responsibility of the student. (See Drug Screen/Background Check below)

10.LPN-RN:

1. LPN-RN applicants must follow the previous criteria and application deadline for admission to the nursing program.
2. LPN's may be eligible for credit for NU 100, NU 104, and NU 107.
3. Payment of articulation fee.

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 is met:

1. Current, valid, unencumbered LPN license
2. Provide a copy of LPN transcript

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. A course may not be challenged if a previous grade in the course was other than "W or AU".

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 department for more information (304-896-7317).

Drug Screen/Background Check and Felony/Misdemeanor

All students in allied health or nursing degree 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. Applicant may request a copy of the background check and drug screen policy from the appropriate department chair.

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

If a program is completed, individuals convicted of a felony, misdemeanor may or may not be allowed to take the appropriate licensing or certification examination for Dental Hygiene, Emergency Medical Services, Medical Laboratory Technology, Nursing, Radiologic Technology, Respiratory Care, 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, jail, home confinement, or other type of punishment, is not eligible for admission to an Allied Health/Nursing Program.

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

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

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

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.

College Catalog and Student Handbook

Once admitted to an Allied Health/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 semester 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.

Physical Exam

If a student is selected, admission to any of the Nursing or Allied Health Degree Programs is contingent upon a completed physical exam stating the student is physically and mentally able to function as an allied health professional in a clinical setting. A list of technical standards and essential skills for each Allied Health Program is available by contacting the Department of Allied Health on the Logan Campus at 304.896.7326 or the Department of Nursing at 304.896.7346.

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/Nursing programs may apply to take the appropriate national certification/licensure exam provided all eligibility requirements of the licensing/certification agencies are met.

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

Travel and Schedules

Clinical experiences are held at a variety of health care agencies. Day, evening, night 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 www.southern.wv.edu by clicking "quick links" and "application."

For further information or an application, call or write:

Department of Allied Health or Department of Department of Nursing
Contact Information:

Southern West Virginia Community
and Technical College

P. O. Box 2900

Mt. Gay, WV 25637

Boone and Logan Campus Telephone Contact: 304-896-7346

Kanawha Valley Campus Telephone Contact: 304-766-2665

Moorefield Campus Telephone Contact: 304-538-6385

**Registration
Assessment & 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 schedule of classes available each semester. Students should consult this schedule for current registration information and procedures.

Entrance Assessment

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

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

English

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

Reading

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

Mathematics

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

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

Assessment Expectations for Students

All students enrolling in certificate and associate degree programs are expected to participate in institutional, program, course and/or services assessment activities. This participation will most often be in the form of tests to determine the degree of student academic achievement within the basic skills, the general education core curriculum, or the academic major. As part of the academic calendar, “testing days” will be established during which students will be required to participate in these assessment activities. Participation is an expectation of students as a condition of their continuation in the academic program of study and as a prerequisite to graduation. Assessment activities include entrance assessment for course placement, mid-point assessment to determine academic progress, exit assessment prior to program completion and graduation. Other forms of assessment strategies (i.e.- simulations, licensure exams, etc.) may also be used. Failure to participate in scheduled assessment activities may result in limitations on continued enrollment, forwarding of official transcripts, and/or program completion and graduation.

College Orientation

All new students who have completed less than 34 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:

1. Prior to any change in class schedule such as dropping a class.
2. Prior to any change in major.
3. During advisement, pre-registration and registration periods.
4. Following any report of unsatisfactory progress.
5. When graduation is imminent.
6. When experiencing academic difficulties.

**Tuition, Fees, and
Refunds****TUITION, FEES, AND REFUNDS****Tuition Policy**

All tuition and fees are due at the time of registration. Students who participate in pre-registration periods will be notified of due dates for payment of tuition. Those receiving financial assistance must see the Financial Assistance Counselor prior to registering for classes. Students receiving financial assistance should receive an award notification prior to 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 to be paid by an agency, employer, or other third party, the student must present a letter of authorization guaranteeing payment from that agency, employer or organization to the cashier.

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

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

Refund Eligibility

To be eligible for a refund, a student must completely withdraw from the institution by completing an official withdrawal form, having it signed and dated by the instructor for each class and presenting it to the Student Records Office. Official withdrawal for a student shall become effective on the date that written notification of intent to withdraw is received by the Student Records Office. 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 semester or term. Students who withdraw from course(s), but who have at least one credit hour class remaining, shall be ineligible to receive a refund.

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

Refund Schedule

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

Fall and Spring Semester

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

Summer Term and Non-Traditional Periods

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

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

All refunds are to be calculated from the first day of classes of a given semester or term. Every student who registers incurs a financial obligation to the College. Refund checks are normally mailed within fifteen days of the official withdrawal date. 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 Vice President for Student Services or his/her designee before a refund may be processed.

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

**Financial Assistance
Information****FINANCIAL ASSISTANCE INFORMATION**

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

There is a limit to the number of credit hours 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 semester is completed could result in the student owing a repayment to federal programs. Please see the financial assistance staff before dropping/withdrawing classes, and to review the refund to federal programs policy.

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.

Academic Competitive Grant

The Academic Competitive Grant is designed to assist high school graduates who meet the criteria for this fund. Students must be determined eligible to receive Federal Pell Grant and completed one of the rigorous secondary programs of study adopted by the state of West Virginia. These programs include: West Virginia Promise recipient, West Virginia EDGE program, West Virginia Dual Credit Program, West Virginia State Scholars Initiative, Department of Defense Education Activity (DoDEA), or High Schools that work Award of Educational

Achievement. Students must be enrolled on a full-time basis with an over all GPA of 3.00. Students must complete at least 24 credit hours within one award 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.

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. First time students must also complete the common application on the following website: Students must also complete at least 24 credit hours in two semester to be considered for future awards.

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 semester and the student must complete the FAFSA to be eligible for HEAPS funding.

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).

PROMISE Scholarship

The West Virginia PROMISE (**P**roviding **R**eal **O**pportunities for **M**aximizing **I**n-state **S**tudent **E**xcellence) 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 parent's financial resources, not on the institution's resources, nor on any other factors.

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.

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.

Federal Family Education Loan Program (FFELP)

The Federal Family Education Loan Program (FFELP) is a set of guaranteed federal student loan programs that includes the Federal Stafford Loan (subsidized and unsubsidized) and the Federal PLUS (parent loan) programs. The source of funds for the Federal Family Education Loan Program is private capital from banks, savings and loan associations, credit unions and other lending institutions.

The FFELP is administered by guaranty agencies which, with the backing of the federal government, insure lenders against loss should a borrower default on the loan. If a student is interested in borrowing a Federal Stafford Loan (subsidized or unsubsidized) or a Federal PLUS Loan, the student must meet with a Financial Assistance Counselor at Southern to attend a Loan Entrance Interview and sign your loan promissory note. Please contact your financial assistance office for more details about this process.

Textbook Refund Policy

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 buy back period.

Special Services, Programs, & Facilities

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 semester and are open to current students and graduates.

Choices, an online resource, is available to currently enrolled students and can be a valuable tool in the development of an individualized career plan. Choices provides access to a variety of career assessments including interest inventories, aptitude testing and transferrable work skills. It also enables the student to search out scholarship opportunities, explore/compare various occupations as well as research colleges and universities.

During the Spring semester, 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 at [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), 304.236.1658 (Williamson Campus), or 304.294.2004

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 semesters the College library is open to the community from 8:00 a.m. to 8:00 p.m. Monday through Thursday, 8:00 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 offer 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), 304.236.1658 (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 effected 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:

1. Schedule an initial interview, with the Office of Disability Services.
2. Provide written documentation of disability from an appropriate professional licensed to diagnose such disability; and
3. Request services on a semester-by-semester 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) or by e-mail at .

Food Services

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.

Library Services

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

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

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

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

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

Off-Campus Courses

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

Southern West Virginia Community College Foundation

The Southern West Virginia Community College Foundation, Inc., a tax-exempt organization, was organized in 1971 by civic and business leaders to accept, invest, and disperse funds for college students when

the need occurs and for special meritorious projects with monies being used for loans, grants, scholarships, and programs or special projects. The Foundation's membership is comprised of thirty members, nine of whom serve as a Board of Directors. The board consists of members from each of the College's geographical areas, and one member is assigned the responsibility for fund-raising in his/her county of residence. The Foundation's institutional liaison may be reached at 304.896.7425.

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/Pre College Courses

The College provides transitional 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), Bridge to Algebra (MT 097), and Introductory Algebra (MT 099). Our transitional studies program is designed to the individual student to take ownership and responsibility for his/her progress and completion, while at the same time putting the resources of the College behind the student's efforts. The courses are traditional lecture courses with a computer lab component. Open lab times and locations will be provided so that students can do additional work with computer-assisted tutorials for skills reinforcement.

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

Tutoring Services

Tutoring is available to assist students in many subject areas and volunteers are being sought to provide an even broader base. Students who need tutoring and students wishing to volunteer as tutors should contact the campus student services office.

Veteran's Assistance

Through the Records Offices, veterans seeking educational benefits are furnished with appropriate forms and given instructions regarding the procedures required to enroll. 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 semester. Students are considered to be making satisfactory progress and be in good standing as long as each semester's grade point average is 2.00 or above.

Student Programs & Activities

STUDENT PROGRAMS AND ACTIVITIES

Student Activities

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

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

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

Student Government

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

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.

Student Clubs/Organizations

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

Obtain an application for formation from a college counselor, complete it with the following information: Name of organization, purpose of organization, types and classes of members, election and qualifications of officers and College advisor or sponsor. A petition should be attached, signed by those students desiring recognition as an organization, as well as a copy of the constitution and/or bylaws established for the organization.

The petition is to be submitted to the Student Government Office. Following initial review, the petition will be referred to the SGA Advisor by the SGA with a recommendation for approval or non-approval. The SGA Advisor will review the application, petition and recommendation of the SGA. The SGA Advisor will make a recommendation for approval or non-approval of the application and forward all materials to the Vice President for Student Services. The Vice President for Student Services will review the application and associated materials and make a recommendation to the President regarding approval or non-approval for recognition of the petitioning club/organization. The President will have final approval and will notify the club/organization of his/her decision in writing. Official applications for club formation may be obtained from the Counselor.

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

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.

Honor Societies

Chi Alpha Epsilon is a national honor society recognizing outstanding scholarship. Its purposes are to promote continued high academic standards, to foster increased communication among its members, and to honor academic excellence. Qualifying students must have

completed one Transitional Studies course and maintained a cumulative 3.0 GPA as a full-time student for two consecutive semesters.

Lambda 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 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 semester.

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

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

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

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

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. If you lose your ID, there is a \$5.00 charge for a replacement.

Workforce Development

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 of which most 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 our website at: or email .

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 coordinates leadership and community capacity-building programs.

Southern's Community Development Office is also available to assist organizations with long-term strategic planning, grant writing, board development, team building, and evaluation systems. For more information about any of the above mentioned programs, e-mail PaulineS@southern.wvnet.edu.

Appalachian Leadership Academy—The Cotiga Fellows

Southern West Virginia Community and Technical College is proud to be joining several other colleges and universities across West Virginia in hosting the Appalachian Leadership Honors Program. General Robert H. Folglesong created and founded the Appalachian Leadership and Education Foundation believing that “One of the most fundamental services a nation can provide to its citizens is an investment in the development of its next generation of leaders.” the mission of Southern’s Appalachian Leadership Academy is “To prepare the next generation of business, political, and academic leaders as they enter America’s workforce by enhancing their leadership skills and instilling a foundation of impeccable character in those emerging leaders.” The Appalachian Leadership Academy core values include the highest commitment to ethics, integrity, courage, impeccable character, and motivation of others to achieve the extraordinary. Southern’s Appalachian Leadership Academy, first class of students, called Cotiga Fellows receive full tuition, for up to four semesters, and a book allowance. For more information contact:

Pauline Sturgill, Director at (304) 895-7371

or e-mail at paulines@southern.wvnet.edu

Those selected for the Appalachian Leadership Academy's 2009 class are as follows:



Anita Copley is an active member of her hometown community, Crum, West Virginia. Anita reports that one of the most difficult decisions in her life was to return to school. Anita hopes that her involvement in the Appalachian Leadership Academy will give her more confidence and help her to develop leadership skills she can use every day at home and work. Anita loves helping people and plans to one day work as a nurse.



Whitney Dempsey, a resident of Delbarton, West Virginia, was an honor student at Burch High School and a member of the Beta Club and the National Honor Society. Whitney loves children and her dream is to become an elementary school teacher. Whitney believes that her participation in Southern’s Appalachian Leadership Academy will give her more confidence and will allow her to make new friends and meet important leaders.



Michelle Ford, a resident of Belfry, Kentucky, is a Licensed Practical Nurse, youth pastor and an active member of her community. Michelle's goal is to one day serve others as a Registered Nurse. Michelle considers her acceptance into the Appalachian Leadership Academy a great honor and believes that her involvement as a Cotiga Fellow will guide her through life's journey in the medical field and will allow her to meet new and interesting people.



Kimberly Irick, a resident of Pinsonfork, Kentucky, was a cheerleader at Burch High School and served as a member of several clubs, including Students Against Drunk Driving, FCA, Spirit Team, Homecoming Committee, and the French Club. Kimberly wants to serve as a role model for younger children. Kimberly plans to use her involvement with the Appalachian Leadership Academy to develop skills and techniques needed to stay strong and confident in herself and keep on track to become successful in the medical field.



Shelley Rose, a resident of Kermit, West Virginia, is a graduate of Tug Valley High School. She served for two summers mentoring young children as an AmeriCorps member with Energy Express. Shelly had been accepted into the Respiratory Therapy program and believes that Southern's Appalachian Leadership Academy will allow her to develop better leadership skills, become more involved in the college community, and take greater responsibility for activities that promote growth in our communities.



Joyce Varney, a resident of Hardy, Kentucky, is an active member in her church and community. She enjoys bringing peoples ideas together and completing projects. Joyce is pursuing a career in Respiratory Therapy and considers acceptance into Southern's Appalachian Leadership Academy a great privilege. Joyce plans to use her experiences in the Academy to develop and polish her leadership skills, not only for herself, but for those she will come into contact with in her community and profession.

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.

Continuing Education

Southern's Workforce Development and Continuing Education provides up-to-date, real-world skills that prepare individuals for today's job market. Our expert staff, quality short-term courses, and training programs equip an individual with new skills needed to succeed in today's business world. Southern's Workforce Development and Continuing Education Department continually assesses and evaluates these courses and programs to keep them relevant to business and industry demands. 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>.

Regional Contracting Assistance Center (RCAC)

The Regional Contracting Assistance Center (RCAC), a state affiliated agency, is funded by the Department of Defense (DoD) and Southern West Virginia Community and Technical College. RCAC's mission is to generate employment and improve the general economy of its geographic area. RCAC's staff accomplishes this mission by providing procurement technical assistance to those West Virginia businesses that are located within southern West Virginia. RCAC will assist those businesses in seeking to do business with the Department of Defense (DoD), and State and local governments. You may contact your RCAC specialist by telephone at 304.896.7446 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 counseling, problem solving, loan packaging, training, marketing, customer assessment, and business start-up. The centers serve Boone, Logan, McDowell, Mingo, and Wyoming counties. For more information, call 304.862.3144, ext. 240 or e-mail , or visit our website at: <http://southernwv.edu/academics/catalog/workforce/small-business-development-center>.

Section II—Academic Policy and Procedures

Academic Year

ACADEMIC YEAR

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

Credit Hours

CREDIT HOURS

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

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

Full-Time Enrollment**FULL-TIME ENROLLMENT**

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

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

For other college purposes, students are classified as follows:

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

Auditing Courses**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 fee for the course, receives instruction and participates in classroom activities but does not receive a grade. During the fall and spring semesters, a class may be changed from audit to credit and vice versa within the first two weeks of the official 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 on the proper forms available in the Student Records Office.

Grading

GRADING

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

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	0 (used for various non-traditional credit only)

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

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

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

Incomplete Grade

An incomplete 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 semester or the "I" grade will automatically be changed to a grade of "F". The instructor must file the specific forms for a final grade change with the Records Office. The student does not re-register.

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 semester in which a total of 60 hours is attempted. The grade earned the second time the course is taken will be used to determine the grade point average, if the course is repeated prior to the receipt of a degree of certificate from Southern. The first grade recorded will be identified on the permanent record as a repeated course. The original grade will not be deleted from the student's official transcript.

Academic Standing

ACADEMIC STANDING POLICY

General

A student's academic status is computed at the end of each fall and spring semester. Academic status is not computed for summer sessions, nor does it affect a student's enrollment for a summer session.

Part-time

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

Full-time

A. Good Standing

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

B. Academic Warning

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

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

C. Academic Probation

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

D. Academic Suspension

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

E. Readmitted During Suspension Semester

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

**Adding/Dropping
Courses****ADDING/DROPPING COURSES**

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

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

**Withdrawal from
Class/College****WITHDRAWAL FROM CLASS/COLLEGE**

If after the add/drop period a student finds it necessary to withdraw from class or from the College, he/she must complete the withdrawal process.

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

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

Administrative Withdrawal

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 Credit

General Guidelines

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

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

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

Advanced Placement Examination

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

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

Course	AP Test	Credit	Score Required	SWVCT
(Studio)	Drawing	3	AR 217	3
	Portfolio			
	2 Design Portfolio	3	AR 103	3
	Design Portfolio	3	AR 104	3
Art History		3	AR 112	3
Biology		3	BS 101 & 102	8
Chemistry		3	CH 213 & 214	8
Classics	Latin Virgil	3	Humanities Elec.	3
	Latin: Catullus/Horace	3	Humanities Elec.	3
Computer Science	Computer Science A	3	CS 108	3
	Computer Science B	3	CS Elective	6
	(6 Unit Maximum for one tests)			
Economics	Microeconomics	3	EC 242	3
	Macroeconomics	3	EC 241	3
English	English Comp & Lit	3	English Elective	3
	English Lang & Comp	3	EN 101	3
	(9 Unit maximum for both tests)			
Environmental Science	Biology	3	Biology 130	3
Foreign Language	French Language	3	FR 101 & 102	6
	French Literature	3	FR 275	6
	German Language	3	GR 101 & 102	6
	Spanish Language	3	SN 101 & 102	6
	Spanish Literature	3	SN 275	6
Geography	Human Geography	3	GE 275 Elective	3
Government and Politics	American	3	PS 201	3
	Comparative	3	PS 275	3

History	American	3	HS 230 & 231	6
	European	3	HS 275	6
	World History	3	HS 104 & 105	6
Mathematics	Calculus AB	3	MT 137	5
Calculus BC		3	MT 229	5
	Statistics	3	MT 225 or BU 230	3
Music	Theory	3	MU 275	3
Physics	Physics B	3	PH 210	4
	Physics C Mechanics	3	PH 275	4
	Physics C Elec. & Mag.	3	PH 275	4
Psychology	Introductory Psychology	3	PY 201	3

College Level Examination Program (CLEP)

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

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 counselor.

Challenging a Course/Credit By Examination

A student interested in challenging a course must contact the department chair by the end of the third week of the semester in which the student plans to take the challenge exam. The exam must be taken prior to the final date to withdraw from a course in the semester in which a student wishes to receive credit for the course. Normally, challenge exams will not be given during the summer. However, exceptions may be granted by the Chief Academic Officer 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.

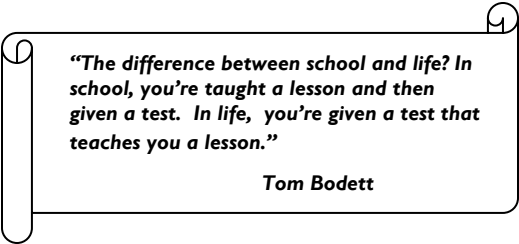
A non-refundable fee is assessed for this service prior to taking the examination.

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 Chief Academic Officer. A fee of \$10 per credit hour is assessed for this service and must be remitted to the College prior to the assessment of the applicant's credential.



"The difference between school and life? In school, you're taught a lesson and then given a test. In life, you're given a test that teaches you a lesson."

Tom Bodett

Students 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 SCP 3227 A “Credit Petition for Experiential Learning” for each course petitioned upon submission of the portfolio to the Director of Adult Experiential Learning. Fees for evaluation of the portfolio must be paid prior to the assessment process.

The Director of Adult Experiential Learning 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 Director of Adult Experiential Learning 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 Chief Academic Officer (CAO) for approval or denial of the credit recommended by the faculty member. Form SCP 3227A is returned to the Director of Adult Experiential Learning until the entire portfolio is evaluated, at which time all credit awards are submitted to the CAO.

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 1800 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.

EDGE

EDGE is an acronym for "Earn a Degree Graduate Early". This unique program is a part of the offerings of community and technical colleges of West Virginia. Through the program high school students can earn college credit for specified high school courses. This credit is applicable at community and technical colleges within the state of West Virginia. For a list of courses access the following web page:

Students who take advantage of this program can save significantly on college tuition by completing course before college entrance.

Tech Prep Articulation of Credit

Under certain conditions, adult students may be awarded college credit for courses taken at specified vocational/technical centers and high schools. These courses must have been completed within the last three academic years immediately prior to the date of initial enrollment as a Southern student. Students will be granted credit once their performance records have been reviewed and a Tech-Prep Course Competency Transfer Report Form has been approved and signed by the vocational/technical center or high school and the appropriate Department Chair at the College. Specific courses and the number of credit hours which may be articulated are determined through agreements with specific vocational/technical centers and high schools. A grade of "CR" will be recorded on the student's transcript for any articulated course. A course with the grade of "CR" will meet program of study requirements at Southern. A student planning to transfer to another institution should contact that institution. Southern's granting of such credit does not guarantee transferability of this credit to any other institution of higher education.

**Degrees, Graduation
and Transcripts****DEGREES, GRADUATION AND TRANSCRIPTS****Degrees**

Southern West Virginia Community and Technical College grants degrees or certificates of completion in several program areas. Some of these programs are career oriented and prepare graduates for entry into job opportunities requiring a certificate or associate degree. Other programs are designed for the student who expects to transfer to a bachelor's degree program at a four year institution. Associate Degree programs are structured to include career courses, courses in related fields and general education courses. Students are expected to work closely with the academic advisor in selecting courses that meet the degree or certificate program requirements. A suggested sequence of courses for each program of study is provided in this catalog to help guide the student in meeting graduation requirements. Not all courses for every program are scheduled every semester, therefore, it is important to follow the sequence suggested as closely as possible to avoid unnecessary delays in meeting program completion requirements.

The Associate in Arts or Associate in Science Degrees are awarded to those students completing the University Transfer Program. For those who meet degree requirements in Board of Governors Adult Degree Completion, Business Accounting, Business Administration, Cosmetology, Criminal Justice, Dental Hygiene, Early Childhood Development, Electrical Engineering Technology, Information Technology, Medical Laboratory Technology, Mine Management, Nursing, Office Administration Technology, Occupational Development, Radiologic Technology, Respiratory Care, Surveying, Surgical Technology, Technical Studies, and Technical Studies in Information Systems the Associate in Applied Science Degree is awarded.

Certificates are available in Criminal Justice, Electrical Engineering Technology, Information Technology, Health Care Technology, Office Administration, and Technical Studies in Applied Technology for those meeting the requirements of the individual program.

Earning Multiple Degrees

Students who have received an associate degree or a certificate consisting of 30 or more semester hours and who wish to receive an additional degree or certificate may count all appropriate previously earned course credits toward the desired additional associate degree or certificate. All course requirements for the additional degree/certificate must be met. All time limitations on course relevancy must be observed.

Transferring Credit

The transfer of credits to other institutions within the state systems is established by the 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 64 and no more than 72 hours of credit completed at community colleges or branch colleges in the West Virginia state systems of higher education shall be transferable to any baccalaureate degree-granting institution in the state systems.

Students completing two-year associate degrees at public institutions governed by the 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.

Graduation

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

Graduating students **must** complete an application 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.

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

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 12 hours at a regionally accredited higher education institution, including a total of 3 hours credit at Southern West Virginia Community and Technical College.

Academic Forgiveness Policy for Graduation

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

The student wishing forgiveness must not have been enrolled on a full-time basis or on a part-time basis for more than 12 hours at any higher education institution for a period of four consecutive calendar years

to the request for academic forgiveness. Only "D" and "F" grades received prior to the four-year non-enrollment period may be disregarded for GPA calculation.

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

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

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

In instances where students request and gain academic forgiveness from one college or university and then transfer to another institution, the receiving institution is not bound by the prior institution's decision to disregard grades for grade point average calculation.

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 12 hours at a regional accredited higher education institution, including a total of 3 hours credit at Southern West Virginia Community and Technical College.

Dean's List

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

Requests for Transcripts

Complete transcripts will be released provided a written request is submitted to the Records Office. The first five transcript requests will be granted free of charge. Subsequent requests will be granted on payment of a \$10.00 fee for each transcript. Transcript requests will not be honored if the student has an obligation with the institution. Unofficial student transcripts can be printed from Southern's Web for Students



Section III—Student Handbook

Academic Rights & Responsibilities

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Student Standards Of Academic Progress

Purpose

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

Policy

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

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 Vice President for Student Services shall place the student on academic probation for the next semester and shall so notify the student by letter. A copy will be forwarded to the Student Records Office to be placed in the student's permanent file.

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

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

Responsibilities and Procedures

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

SCP3736 (9/01/00)

Academic Expectations Of Students

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

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

- a. To be willing to seek instruction for self assessment and preparedness in the following skills:
 1. Reading and Writing
 2. Math and Science
 3. Study and Testing
- b. To know and meet each instructor's subject criteria by:
 1. Listening and following directives;
 2. Reading all materials; and
 3. Meeting all required assignments.
- c. To behave in a mature and responsible way, not in a distractive or disruptive fashion, while present in all academic settings (classes, labs, clinic, and/or related activities).
- d. To strive for continuous academic progress by:
 1. Improving the quality of own work; and
 2. Monitoring own grade averages.
- e. To continue monitoring program requirements by College.
 1. Checking one's own status and
 2. Checking one's own program requirements for possible changes.

- f. All students enrolling in certificate and associate degree programs are expected to participate in institutional, program, course and/or services assessment activities. This participation will most often be in the form of tests to determine the degree of student academic achievement within the basic skills, the general education core curriculum, or the academic major. As part of the academic calendar, “testing days” will be established during which students will be required to participate in these assessment activities. Participation is an expectation of students as a condition of their continuation in the academic program of study and as a prerequisite to graduation. Assessment activities include, but are not limited to, entrance assessment for course placement, mid-point assessment to determine academic progress, and exit assessment prior to program completion and graduation.
- g. To be aware of, and formulate as quickly as possible, personal and/or professional goals by:
 - 1. Checking own qualifications for desired job;
 - 2. Checking requirements for desired job;
 - 3. Monitoring transfer requirements and own status; and
 - 4. Reviewing goals for personal satisfaction.
- h. To be aware of all College policies pertaining to student rights and responsibilities by:
 - 1. Reading all College related materials (catalog, schedules, notices, and/or general information); and
 - 2. Questioning personnel employed by the College.
- i. To seek help from College personnel for assistance when faced

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

Standards Of Progress For Federal Financial Aid Recipients

Purpose

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

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

Policy

A. Cumulative Grade Point Average

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

B. Probationary Status

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

C. Suspension Status

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

D. Provisional Status

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

E. Program Completion

1. Full-time students will be given 150% of the hours required for graduation in their particular programs. At the end of each semester, each student's progress toward his/her degree is calculated. All course work taken at Southern is used in the calculation. At least 65% of all classes attempted must be completed.
2. Students who are not in compliance with this policy will be placed on PROBATIONARY STATUS for the following semester (summer excluded). At the end of this PROBATIONARY period, the student's progress toward a degree will be recalculated.
3. If the student has completed all of the hours for which he/she has registered and meets the academic portion of the Standards of Progress, he/she will remain in PROBATIONARY STATUS for another semester.
4. If the student does not meet the Standards of Progress at the end of the PROBATIONARY period, or if he/she has not completed all of the hours for which he/she has registered and does not meet the academic portion of the Standards of Progress he/she will no longer be eligible to receive federal aid.

5. While in SUSPENSION STATUS the student will be unable to receive financial assistance. SUSPENSION STATUS will extend until the student meets the progression requirements and the academic requirements or until the student completes all of the hours for which he/she registers in one semester and meets the academic portion of the Standards of Progress.
6. The automatic suspension policy will continue until the student meets the Standards of Academic Progress.

F. Time Limitations

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

G. Calculation of Progress

All students must complete at least 65% of classes attempted.

SCP4274 (9/01/00)

Student Grades And Related Concerns

Purpose

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

Policy

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

Responsibilities And Procedures

- I. The grades earned by a student are determined by the instructor of the class and can be changed only upon the latter's recommendation, except as follows:
 - a. Incompletes require the Department Chair and Chief Academic Officer's approval. See description of "I" (incompletes) below.
 - b. The Chief Academic Officer may, only upon recommendation of the Grievance Committee, change a grade determined to have been awarded in an unfair manner.
 - c. Instructors must conform to established policies and deadlines for grade awards and changes.
2. For graduation, the applicant shall have a grade point average of 2.0 (average C) on all work attempted at Southern West Virginia Community and Technical College that produces an A-F grade, with the exception of repeated courses. (See "D" and "F" rule). Some programs require of students a minimum of "C" in each class taken before they will be allowed to graduate with a degree/certificate in that program area.

3. The following systems of grades are used by Southern West Virginia Community and Technical College:

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

W - Withdrawn prior to Friday of the 11th week of the semester.

If a "W" is recorded on the grade sheet, a date must also be recorded. Notice should be provided to Student Records if a student is being administratively withdrawn.

I—Incomplete

An incomplete is given when a student is absent from several sessions and/or the final exam of the course because of illness or other reasons considered beyond the student's control. Approval by the 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 Chief Academic Officer and subsequently forwarded to the Registrar. A student has one full semester to complete the requirements of the course or the "I" grade becomes an "F" grade.

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

NC - No credit earned.

NC* - No credit due to non-attendance.

Y/AU - Audit.

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

Academic Dishonesty

Purpose

Academic dishonesty is any practice which gives one student a dishonest 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:

1. Providing any signature other than one's own on any College document.
2. Forging or altering the record of any grade in an educational record.
3. Knowingly presenting false information or intentionally misrepresenting one's records.
4. 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 Vice President for Academic Affairs 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 Vice President for Academic Affairs 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, not credit for the assignment, or an 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.

Computer Usage Policy

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

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

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

Computing resources may not be used for illegal purposes.

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

SCP 7125 (9/01/00)

Tobacco Usage Policy

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

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

SCP 1750 (9/01/00)

Policy Governing Use Of Alcoholic Beverages On Campus

Southern West Virginia Community and Technical College recognizes its students and employees as 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 building and on the grounds of Southern West Virginia Community and Technical College. The consumption or use of alcoholic beverages during off-campus activities or events held under the auspices of the College is prohibited when 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.

Drug-free Schools And Communities Act

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

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

Standards of Conduct: The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol on Southern West Virginia Community and Technical College property or as a part of any College sponsored function is prohibited. Reporting to work, class, or any College sponsored function under the influence of alcohol or illicit drugs is prohibited.

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

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

West Virginia Law provides penalties dependent upon the classifica-

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

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

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

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

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

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

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:

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

1. To have access to campus resources and facilities;
2. To espouse causes;
3. To inquire, discuss, listen to and evaluate;
4. To listen to any person through the invitation of organizations recognized by the College;
5. To respect the rights of others in matters of expression and assembly; and
6. To abide by the policies, rules and regulations of the Board of Governors and federal, state and local laws pertaining to freedom of expression and assembly.

B. 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 consistent with the educational mission of the College.

C. 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:

1. Privileged one-to-one communication with faculty, administrators, counselors and other institutional representatives;

2. Respect for student property, including freedom from unreasonable and unauthorized searches;

3. Confidentiality of academic and disciplinary records as outlined by the Family Education Rights and Privacy Act (FERPA);

4. Assurance that legitimate evaluations will be made from student records.

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

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

Background or Exclusions

A. Any authority, responsibility or duty granted to or imposed upon the President by this policy may be delegated by the President, subject to the control of the Board of Governors, to a member or members of the faculty, staff or student body of the College. All persons concerned in a matter involving the delegation of authority, responsibility or duty by the President shall be required to deal with the person or persons to whom the authority, responsibility or duty was delegated, except on appeal to the President as specified by the President.

B. The President, with the advice of faculty, staff and students and subject to the control of the Board of Governors, shall develop, promulgate and use disciplinary regulations and channels not consistent with this policy.

C. The President possesses the discretion to impose sanctions following disciplinary proceedings. Depending on the violation, such proceedings may result in expulsion, suspension, probation or some other appropriate sanction of lesser severity.

- D. Normally, a student facing suspension or expulsion from the College will be entitled to a hearing and, in certain cases, appeal prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence at the College would constitute a potential for serious harm to self or to the safety of other members of the College community or when the student repeatedly causes serious disruptions of College activities. Such temporary suspension shall be followed by prompt disciplinary proceedings consistent with this policy.
- E. Because of time lapse during an appeal process, sanction enforcement in the affected semester may be impossible. In that event, the following actions may occur:
 - 1. Whenever possible and if appropriate, the sanction shall be applied to the semester in progress at the time of the completion of the appeal.
 - 2. If the sanction cannot be implemented during that semester, then it shall be applied during the next regular semester.
 - 3. If the student has completed the course of study during the process of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the records of that student during the semester designated in the original sanction.
 - 4. In any event, the student may not graduate during the process of appeal.
- F. Students who commit off-campus violations of local, state or federal laws may be subject to discipline under this policy if it is established that there is a connection between the off-campus conduct and the safe and orderly operation of the College.
- G. A sanction of suspension or expulsion for disciplinary (not academic) reasons imposed by any public college or university in West Virginia shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at the College. A student who was expelled from another public college or university in West Virginia for disciplinary reasons may not be considered for admission to the College for one year from the date when the expulsion was imposed.

General Provisions

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

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

- A. Engaging in any form of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the College, and forgery, alteration or use of College documents or instruments of identification with intent to defraud;
- B. Disrupting or obstructing College activities by any means, including intentionally causing inconvenience, annoyance or alarm among members of the College community;
- C. Engaging in physical and/or psychological abuse or threatening such abuse of any person, including but not limited to fighting and engaging in assault or battery;
- D. Participating in or inciting a riot or an unauthorized or disorderly assembly;
- E. Seizing, holding, commandeering or damaging any property or facilities of the College, or threatening to do so, or refusing to depart from any property or facilities of the College upon direction of College officials or the President;
- F. Using alcoholic beverages, including the purchasing, consuming possessing or selling of such items;
- G. Gambling or holding a raffle or lottery, except in cases with specific prior approval of the President;

- I. Possessing any dangerous chemical or explosive elements or component parts thereof not used for lawful College studies, including but not limited to rifles, shotguns, pistols, revolvers, other firearms and weapons, without authorization from the President;
- J. Physically detaining or restraining any other person, removing such person from any place where that person is authorized to remain or otherwise obstructing the free movement of persons or vehicles;
- K. Littering, defacing, destroying or damaging property or removing or using such property without authorization;
- L. Misusing the College's Computer Network and the College Computer System, including but not limited to the following:
 - 1. Disrupting or interfering with the normal use of the computers, computer-related equipment, data or programs of individuals, the Network or the College Computer System;
 - 2. Using this equipment, data or programs in performance of any act listed as prohibited by this code of conduct;
 - 3. Attempting to breach security in any manner; or
 - 4. Using a computer account for other than the purpose for which it was assigned;
- M. Engaging in an act of hazing;
- N. Willfully encouraging others to commit any of the acts prohibited by this code of conduct;
- O. Interfering with the rights of any other member of the College community;
- P. Violating any local, state or federal laws; or

Responsibilities And Procedures

- A. Students subject to suspension or expulsion for disciplinary violations are assured safeguards to their rights through the elements of due process given below. Each of these students will receive:
1. Written notice of a disciplinary action including a statement of charges and grounds that, if proven, justify suspension or expulsion;
 2. A hearing using defined procedures before the College's Judicial Board, an impartial body;
 3. Notice of the date, time and place of the hearing, which will be given two weeks prior to the hearing so that the accused student can adequately prepare to counter the charges before the hearing;
 4. Names of the witnesses against the accused student.
 5. A statement of the facts and evidence to be given in support of the charges, made with sufficient clarity to reasonably disclose the time and place of the alleged occurrence and the actions or behavior complained of;
 6. Advance inspection by the accused student of the College's affidavits and/or exhibits against the student;
 7. Opportunity to present to the Judicial Board a defense against the charges;
 8. Opportunity to produce either oral testimony or written affidavits of witnesses in support of the student;
 9. The right to be accompanied by an advisor at the hearing;
 10. Opportunity to question any witnesses against the accused student at the hearing;

11. A decision on discipline based solely on the evidence in the record judged under the preponderance of the evidence standard;
 12. A report on the results and findings of the hearing;
 13. A complete and accurate written record of the hearing prepared by a qualified stenographer or court reporter, if desired; and
 14. Opportunity to appeal the decision to the Board of Governors if expulsion is imposed.
- B. Alleged disciplinary violations, depending on the nature of the violation, shall be referred to the College's Chief Academic Officer or Chief Student Services Officer. The Officer or designee shall collect evidence, contact any witnesses, notify the accused student of all charges against the student, arrange for an impartial hearing and notify the accused student and witnesses of the date, time and place of the hearing. The Officer shall hold the hearing and impose sanctions or, if the alleged violation involves possible suspension or expulsion, refer the matter to the College's Judicial Board.
- C. The Judicial Board shall consist of three faculty members and two students. Judicial Board members will be selected on a case-by-case basis and must be able to adjudicate the matter with impartiality. The faculty members will be selected by the Chief Academic Officer. The student members will be selected by the Chief Student Services Officer, in consultation with the counselor and student government representatives at the campus where the proceeding will take place. Whenever possible, proceedings shall be held on the campus most closely related to the alleged violation or the accused student. The members of the Judicial Board shall select their own chairperson. As needed, the Chief Academic Officer shall name alternate faculty members and the Chief Student Services Officer shall name alternate student members to the Judicial Board.

The Judicial Board shall have jurisdiction and authority to:

1. Hear evidence in disciplinary cases;
2. Make findings of fact from the evidence presented;

3. Make recommendations to the President based upon such findings as to the disposition of the disciplinary action, including any sanctions to be imposed; and
 4. Refer matters not involving potential suspension or expulsion back to the Chief Academic Officer or Chief Student Services Officer.
- D. In disciplinary matters not involving possible suspension or expulsion, the following processes will be used:
1. In addition to the requirements of Part 7.B, the Chief Academic Officer or Chief Student Services Officer handling the matter shall ensure that the accused student receives such procedural safeguards as due process requires in accordance with the seriousness of the alleged violation and of the possible sanctions or consequences arising there from.
 2. The decision of the Officer may be appealed through a Student Grievance Committee in accordance with normal student grievance procedures.
- E. In disciplinary matters involving possible suspension or expulsion, the following processes will be used:
1. The accused student shall be notified in writing within two weeks of an alleged violation, or of the date when the College first learns of an alleged violation, of the violation for which the student is subject to discipline. The Chief Academic Officer or Chief Student Services 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.

- a. A statement of the policy, rule or regulation which the student is alleged to have violated;
 - b. A statement of the facts and evidence to be presented in support of the charges, which statement must be made with sufficient clarity to reasonably disclose the time and place of the alleged occurrence and the actions or behavior complained of;
 - c. A statement that a hearing on the charges will be held before the Judicial Board, and a statement of the date, time and place of the hearing; and
 - d. Information on the student's right to have an advisor present at the hearing at the student's own expense, provided that the student notifies the College at least five days prior to the hearing that an advisor will be present at the proceedings. The student's failure to provide such notification within five days of the hearing may result in a continuance of the proceedings.
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.
 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.
 - a. The accused student shall have the right to be accompanied at the hearing by an advisor. Unless specifically permitted by name by the hearing body, such advisor may not be a person other than the student's parent or guardian, another student at the College, a member of the College's faculty or staff, or an attorney representing the accused student. During the hearing, an advisor may consult with the accused student but may not speak on behalf of the accused student or otherwise participate directly in the proceedings, unless given specific permission to do so by the Judicial Board.

- b. All material evidence may be presented subject to the right of cross examination of the witnesses.
 - c. There shall be a complete and accurate record of the hearing prepared by a qualified stenographer or court reporter.
 - d. The accused student shall be entitled to be present throughout the presentation of the evidence, testimony of the witnesses and arguments of the parties, to be informed before the hearing of the substance of expected testimony of witnesses against the student and to have the witnesses present at the hearing at appropriate times, and to present witnesses and evidence on the student's own behalf as may be relevant and material to the case.
- 1. 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.
 - 2. 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.
 - 3. 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.
 - 4. 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. 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..

6. Except in cases that involve expulsion, the decision of the President shall be final.

7. If a student wishes to appeal an expulsion, the student must within three working days indicate to the President in writing an intent to appeal the expulsion to the Board of Governors.

F. The Board of Governors may, from time to time, require the President to report on disciplinary actions or proceedings over a period of time or on a specific case or cases. These reports shall be in such form as the Board of Governors may require.

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

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.

2. If the appeal is granted, the expulsion shall be stayed until the Board of Governors makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the student-appellant shall be notified by certified mail, and the expulsion shall be effective immediately upon concurrent notification to the President.

3. In considering student appeals, the Board of Governors will review all relevant information and records of applicable disciplinary proceedings to ensure that due process has been afforded. The Board of Governors may take such action as it deems reasonable and proper in view of all the circumstances and in answer to its responsibilities under the law.

SCP4770 (4/16/02)

STUDENT GRIEVANCE PROCEDURE

Purpose

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

Procedure

Step 1

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

Step 2

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

The Student Grievance Committee shall meet under the following guidelines:

- a. The chairperson shall vote only in case of a tie.
- b. The student shall have the right to be accompanied by a representative of his/her choice from the institution. Such representative may consult with, but may not speak on behalf of, the student or otherwise participate directly in the proceedings, unless 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 Office of the Chief Academic Officer of this fact within a minimum of five (5) working days in advance of the Student Grievance Committee meeting.

- c. Both the student grievant and the faculty or staff member against whom the grievance has been filed may present witnesses or relevant materials during the proceeding.
- d. All parties to the grievance must remain present for the entire meeting.
- e. The meeting shall be closed to all others.

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

The Vice President receiving the committee recommendation shall, within seven (7) working days after the meeting, prepare a statement of 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.

Step 3

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

Section IV—Instructional Programs

DIVISION OF UNIVERSITY TRANSFER PROGRAMS:

ASSOCIATE IN ARTS

ASSOCIATE IN APPLIED

SCIENCE

ASSOCIATE IN APPLIED SCIENCE

CERTIFICATE

Department of Allied Health:

Dental Hygiene
Health Care Professional
Medical Laboratory Technology
Radiologic Technology
Respiratory Care Technology

Department of Business:

Accounting
Business Administration
Mine Management
Office Administration

Department of Criminal Justice:

- Corrections Option
- Law Enforcement Option

Department of Humanities:

- Early Childhood

Department of Nursing:

Nursing

Department of Allied Health:

Medical Lab Assistant
Sterile Processing Technician

Department of Business:

Office Administration

Department of Criminal Justice:

Criminal Justice

Department of Nursing:

Electrocardiology

Department of Technology:

Electrical Engineering Technology
Information Technology
Survey Technology
Technical Studies
• Applied Technology

Associate in Applied Science

Certificate

Department of Technology

Electrical Engineering Technology

Information Technology

Survey Technician

Technical Studies in Applied Technology

Non-traditional Programs:

Occupational Development













Firefighter

















Child Development Specialist

















Board of Governors

























Program Implementation





The following program implementation chart represents the College's institutional plan for offering the programs available at Southern West Virginia Community and Technical College for students entering in 2009-2010. The chart is organized by campus. Course availability is dependent upon minimum enrollment requirements.

Program	Boone Campus	Logan Campus	Williamson Campus	Wyoming Campus
Division of University Transfer				
Associate in Arts	Full Program	Full Program	Full Program	Full Program
Associate in Science	Full Program	Full Program	Full Program	Full Program
Division of Career & Technical				
Associate in Applied Science				
Department of Allied Health				
Dental Hygiene	General Education core only.	Full program. Clinical rotations.	General education core only.	General education core only.
Health Care Professional	Full Program	Full Program	Full Program	Full Program
Medial Laboratory Technology	General education core only.	Full program. Clinical rotations.	General education core and clinical rotations.	General education core only.
Radiologic Technology	General education core and clinical rotations.	Full program. Clinical rotations.	General education core and clinical rotations.	General education core only.
Respiratory Care Technology	General education core only.	General education core only.	Full program/ Clinical rotations	General education core only.
Salon Management/ Cosmetology	Full Program	General education core only.	General education core only.	General education core only.

Program	Boone Campus	Logan Campus	Williamson Campus	Wyoming Campus
Surgical Technology	General educa- tion core only.	Full program. Clinical rotations.	General educa- tion core and clinical rotations.	General educa- tion core only.
Department of Business				
Associate in Applied Science				
Accounting	Full program.	Full program.	Full program.	Full program.
Business Administration	Full program.	Full program	Full program	Full program
Mine Management	General educa- tion core only.	Full program.	General educa- tion core only.	General educa- tion core only.
Office Administration	Full program	Full program	Full program	Full program. (exception or machine tran- scription)
Department of Criminal Justice				
Corrections option	General educa- tion core and most CJ courses	Full program.	Full program.	Full program.
Law Enforce- ment option	General educa- tion core and most CJ courses	Full program.	Full program.	Full program.
Department of Humanities				
Early Childhood Education	Full program. Web based.	Full program. Web based.	Full program. Web based.	Full program. Web based.
Department of Nursing				
Nursing	General educa- tion core only.	Full program. Clinical rota-	General educa- tion core and	General educa- tion core only.

Program	Boone Campus	Logan Campus	Williamson Campus	Wyoming Campus
Department of Technology				
Associate in Applied Science				
Electrical Engineering Technology	General educa- tion core only.	General educa- tion core only.	General edu- cation core only.	General educa- tion core only.
Information Technology	General educa- tion core only.	Full program	General edu- cation core only.	General educa- tion core only.
Surveying Technology	General educa- tion core only.	Full program.	General edu- cation core only.	General educa- tion core only.
Technical Studies in Applied Tech- nology	General educa- tion core.	General educa- tion core.	General edu- cation core.	General educa- tion core.
Non- Traditional Programs				
Associate in Applied Science				
Board of Gov- ernors Adult Degree Com- pletion	Full program.	Full program.	Full program.	Full program.
Occupational Development				
Child Develop- ment Specialist	See page 132	See page 132	See page 132	See page 132

Program	Boone Campus	Logan Campus	Williamson Campus	Wyoming Campus
Fire Fighter Emphasis	See page 134	See page 134	See page 134	See page 134
Technical Studies				
Certificate Programs				
Department of Allied Health				
Medical Lab Assistant	General educa- tion core only.	Full program		
Sterile Process- ing Technician	General educa- tion core only.	Full program.	General educa- tion core only.	Full program
Department of Business				
Office Administration	Full program.	Full program.	Full program.	Full program.
Department of Criminal Justice				
Criminal Justice	Full program.	Full program.	Full program.	Full program.
Department of Nursing				
Electrocardiol- ogy		Full program.	Full program.	

Program	Boone Campus	Logan Campus	Williamson Campus	Wyoming Campus
Department of Technology				
Electrical Engineering Technology	General educa- tion core only.	General educa- tion core only.	General educa- tion core only.	General educa- tion core only.
Information Technology	General educa- tion core only.	Full program	General educa- tion core only.	General educa- tion core only.
Surveying Technology	Full Program.	General educa- tion core only.	General educa- tion core only.	General educa- tion core only.
Technical Studies in Applied Tech- nology	See note on page 135.	See note on page 135.	See note on page 135.	See note on page 135.

Associate In Arts Degree for the Non-tradition Student

A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Associate of Arts degree. Classes are offered day and evening. After meeting all the prerequisites, a fulltime student can complete the degree in four or five semesters and a part time student can complete in six or seven semesters. The program is delivered in various formats. Students may take traditional, online or blended courses. The Associate of 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. The degree is also offered on the Logan Campus in the Track 12 format. In this format students attend one day a week for 12 hours. Track 12 students can finish the degree in five semesters or 20 months.

Associate In Science Degree for the Non-tradition Student

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

Division of University Transfer**Associate in Arts****Minimum 60 Semester Hours**

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

Discipline Areas	Courses	Credit Hours	Total Hours
Communications/ Humanities	EN 101	3	
	EN 102	3	
	SP 103 or 202	3	
	*Literature Elective	6	
	*(Choose any 6 hours from American or English Literature, EN 200, 201, 202, or 204)		
	OR 110	1	
	Art, Music or Theatre	3	19
Social Sciences	PY 201	3	
	SO 200	3	
	American History Elective	3	
	Choose either HS 230 or HS 231.		
	Social Science Electives. (EC, HS, PL, Ps, PY, RL, and SO)	6	15
Natural Science and Math	Laboratory Science (choose 8 semester hours BS, CH, GL, IS, PH, or SC courses)	8	
	Math (Choose MT 121, 123, 125, or 130)	3	
			11
Physical Education/ Health	PE 223	2	
Computer Literacy	CS 102	3	5
Total Core Hours			50
Degree Specific	Electives (required)		10
Total Hours			60

Division of University Transfer

Associate in Science

Minimum 60 Semester Hours

Discipline Areas	Courses	Credit Hours	Total Hours
Communications/ Humanities	EN 101	3	
	EN 102	3	
	SP 103 or 202	3	
	*Literature Elective	3	
	*(Choose EN 200, 201, 202, or 204)	1	
	OR 110		
	Art, Music or Theatre (Choose AR 112, TH 112, or MU 175.	3	16
Social Sciences	PY 201	3	
	American History Elective	3	
	Choose either HS 230 or HS 231.		
	Social Science Elec- tives. (EC, HS, PL, Ps, PY, RL, and SO)	6	9
Science	Laboratory Science (choose 12 semester hours BS 101, BS 102, BS 216, 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	12
Math	Math (Choose MT 125, 130, 229, MT 230, MT 231, MT 235, or , or 245)	6	6
Physical Education/ Health	PE 223	2	
Computer Literacy	CS 102	3	5
Total Core Hours			48
Degree Specific	Electives (required)		12
Total Hours			60

**Division of Career and
Technical Programs**
**Division of Career and Technical
Associate in Applied Science**

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

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

Associate in Applied Science
Accounting
Business Administration
Criminal Justice

- Corrections Option
- Law Enforcement Option

Dental Hygiene
**Early Childhood Development
Program**
Electrical Engineering Technology
Health Care Professional
Information Technology
Medical Laboratory Technology
Mine Management
Nursing
Office Administration
Radiologic Technology
Respiratory Care Technology
Salon Management/Cosmetology
Survey Technician
Surgical Technology

Accounting**Associate in Applied Science****Minimum 70 Semester Hours**

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

Support Courses

Dept.	Course No.	Title	Credit Hours
BU	100	Introduction to Business	3
BU	115	Business Calculations or MT 123	3
BU	205	Communications in Business	3
BU	207	Business Law	3
BU	230	Business Statistics	3
		*Business Related Elective	3
		**Any BS, CH, PH, or SC class	4
CS	116	Word Processing Concepts	2
CS	118	Spread Sheet Concepts	2
EN	101	English Composition I	3
EC	241	Principles of Economics I	3
EC	242	Principles of Economics II	3
OR	110	Introduction to College	1
SO	200	Introduction to Sociology or SO 215	3
SP	103	Speech Fundamentals	3

Major Courses

AC	111	Principles of Accounting I	3
AC	112	Principles of Accounting II	3
AC	113	Practicum for Accounting	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	260	Internship in Accounting	4

***Note: Choose from AC 255 Governmental Accounting, or AC 265 Payroll Accounting**

Department Chair: Dr. Gail Hall 304.236.7619

Administrative Secretary: Rhonda Collins 304.236.7609

Business Administration**Associate in Science****Minimum 68 Semester Hours**

Purpose: This Business Administration degree is designed to provide understanding of the technical aspects of the Business Administration area. This degree is career-oriented and allows direct entry into the business community.

Support Courses

Dept.	Course No.	Title	Credit Hours
BU	205	Communications in Business	3
CS	116	Word Processing Concepts	2
CS	118	Spread Sheet Concepts	2
EC	241	Principles of Economics I	3
EC	242	Principles of Economics II	3
EN	101	English Composition I	3
EN	102	English Composition II	3
MG	261	Human Resource Management	3
OR	110	Introduction to College	1
PY	201	General Psychology OR	3
SO	200	Introduction to Sociology	
SP	103	Speech Fundamentals	3

Major Courses

AC	111	Principles of Accounting I	3
AC	112	Principles of Accounting II	3
BU	100	Introduction to Business	3
BU	115	Business Calculations OR	3
MT	123	Intermediate Algebra	
BU	207	Business Law	3
BU	230	Business Statistics	3
BU	291	Business Administration Internship	3
FN	231	Principles of Finance	3
MG	260	Principles of Management	3
MK	270	Principles of Marketing	3
		*Restricted Electives	9

***Note:** 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 Program restricted elective for each business program.

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: Dr. Gail Hall 304.236.7619

Administrative Secretary: Rhonda Collins 304.236.7609

Criminal Justice-Correction Option**Associate in Science****Minimum 67 Semester Hours**

Purpose: The Division of Career and Technical Programs offers a Criminal Justice Program designed to prepare individuals for entry-level employment, and permit persons already employed in the field to upgrade their skills for advancement. Classroom activities are planned to provide instruction related to the skills needed in the criminal justice field. Knowledge and skills gained through this program typically prepare for, or upgrade persons in 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. These are non-transfer programs designed for the career oriented student who desires to enter the job market after completion of the program or to enhance skills in his/her current employment. Southern has 2+2 transfer agreements with Franklin University and West Virginia State College. See your

Support Courses

Dept.	Course No.	Title	Credit Hours
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		Math Elective	3
OR	110	Introduction to College	1
PS	201	American Government and Politics	3
PY	201	General Psychology	3
SO	200	Introduction to Sociology	3
SP	103	Speech Fundamentals	3
		*Restrictive Electives (see bottom page 113)	6

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	217	Juvenile Justice and Delinquency	3
CJ	221	Community Corrections	3
CJ	223	Criminology	3
CJ	240	Correctional Procedure I	3
CJ	241	Correctional Procedure II	3
CJ	250	Ethics in Criminal Justice	3
CJ	290	Internship in Criminal Justice	3

Criminal Justice-Law Enforcement Option**Associate in Science****Minimum 67 Semester Hours****Support Courses**

Dept.	Course No.	Title	Credit Hours
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		Math Elective	3
OR	110	Introduction to College	1
PS	201	American Government and Politics	3
PY	201	General Psychology	3
SP	103	Speech Fundamentals	3
		*Restrictive Electives	6
SO	200	Introduction to Sociology	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	203	Criminal Evidence	3
CJ	213	Criminal Investigations	3
CJ	223	Criminology	3
CJ	230	Pistol and Personal Protection	3
CJ	250	Ethics in Criminal Justice	3
CJ	280	Traffic Law and Enforcement	3
CJ	290	Internship in Criminal Justice	3

***Restricted Elective for the Corrections Option and Law Enforcement Option:** Art, Biological Science, Chemistry, Communication in Business (BU 205), Criminal Justice, Music, Physical Science Political Science, psychology, Beginning Keyboarding (OA 103), Intermediate Keyboarding (OA 104), Spanish, or Sociology.

Department Chair: Donnie Summers 304.896.7372

Administrative Secretary: Retha Marcum 304.896.7430

Dental Hygiene**Associate in Applied Science****Minimum 72 Semester 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.

Support Courses

Dept.	Course No.	Title	Credit Hours
AH	145	Essentials of Human Systems for 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	3
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	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

***NOTE: Students must be admitted into the Dental Hygiene Program to enroll in Major Courses.**

Depart. Chair: Lisa Haddox-Heston or Administrative Secretary, Mitzie Paynter 304.896.7333

Early Childhood Development**Associate in Applied Science****Minimum 61 Semester Hours**

Purpose: The Early Childhood Education 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. This non-transfer program is designed for career-oriented students who desire to enter the job market as child care providers. Students should consult the catalog of the institution to which s/he will transfer to determine the appropriate science courses to select.

Support Courses

Dept.	Course No.	Title	Credit Hours
		Lab Science Elective	4
CS	102	Computer Literacy	3
EN	101	English Composition I	3
EN	102	English Composition II	3
HS		History Elective	3
		Lab Science Elective	4
OR	110	Introduction to College	1
PE	187	Physical Fitness	1
AH	124	CPR	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 & Theories of Early Childhood Programs/Education	3
ED	214	Child Development	3
ED	218	Human Development and Learning	3
ED	221	Administration of Early Childhood Education	3
ED	230	Early Childhood Internship	3
MT	121	College Math for General Education	3
MU	103	Preschool Music, Movement, & Art	3
PY	212	Children and Families	3
PY	215	Guiding the Behavior of Children	3
PY	219	The Exceptional Child	3

Department Chair: George Morrison 304.236.7640

Administrative Secretary: Jennifer Dove 304.236.7610

Electrical Engineering**Associate in Applied Science****Minimum 66 Semester Hours**

Purpose: The Electrical Engineering Technology Program has the mission to provide an academic and technical education with sequential/practical instruction for the development of the student as a mature, responsible engineering technician. 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.

Support Courses

Dept.	Course No.	Title	Credit Hours
BU	205	Communications in Business OR	
EN	115	Technical Writing I	3
CS	102	Computer Literacy	3
EN	101	English Composition I	3
MT	124	Technical Math	3
MT	125	Trigonometry OR	
MT	130	College Algebra	3
OR	105	Orientation to Technical Program	1
PH	200	Introduction to Physics OR higher	4
		Electives (SO 200, SO215, PY 201, or DR 204)	3

Major Courses

DR	203	Electrical Schematics	3
EG	103	Electrical Calculations	2
EG	105	Industrial Safety	2
EG	106	National Codes	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	298	Capstone (on the job training)	2

Specialization Courses

Students must complete one or more of the following specializations along with a set of structured electives.

Technician Specialization

EG 181	Analog Electronics I	4 hrs
EG 220	Machines & Power Systems	4hrs
EG 290	Digital Electronics	4 hrs
	*Restricted Elective	8 hrs

*Choose any EG or DR course not in Program.

Mining Specialization

Mining Electricity I	3 hrs
Mining Electricity II	3 hrs
Basic Mining I	5 hrs
*Restricted Elective	9 hrs

*Choose from any EG, SU, or

Department Chair: Carol Howerton 304.896.7337 **DR course not in program.**

Administrative Secretary: Beverly White 304.896.7380

Health Care Professional**Associate in Applied Science—Minimum 69-70 Semester 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 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.

Support Courses

Dept.	Course No.	Title	Credit Hours
AH	124	CPR	1
CS	102	Computer Literacy	3
EN	101	English Composition I	3
EN	102	English Composition II	3
MT	121,128,or 130	College Math for General Education, Algebra for Allied Health, or College Algebra	3
OR	110	Orientation to College	1
PE	223	Lifestyle Intervention	2
PY	201	Introduction to Psychology	3
PY	218	Life Span Development 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
BS	124	Human Anatomy & Physiology I	4
BS	125	Human Anatomy & Physiology II	4
BS	127 or 216	Microbiology for Allied Health or Microbiology	3-4
		*Restricted Electives	21

* 21 Hours Restricted Electives from of the following tracks:

Allied Health Track: AH 102, AH 103, AH 115, AH 115, AH 122, AH 130, AH 145, 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, and MG 263. (See complete course descriptions in the back of this catalog.)

Department Chair: Alyce Patterson-Diaz 304.896.7356

Administrative Secretary: Mitzie Paynter 304.896.7326

Information Technology**Associate in Applied Science****Minimum 61 Semester Hours**

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

Support Courses

Dept.	Course No.	Title	Credit Hours
BU	205	Communications in Business OR	
EN	115	Technical Writing I	3
EN	101	English Composition I	3
MT	124	Technical Math	3
		Elective Science	4
		Elective (SO 200, SO 215, or PY 201)	3
OR	105	Orientation to Technical Programs	1
SP	103	Fundamentals of Speech	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 (On-the-Job-Training)	2
		*Programming Elective Choose from:	3
IT	188	Introduction to Programming Logic	3
IT	190	Introduction to Programming Visual C++	3
IT	192	Introduction to Programming in VB	3
IT	194	Introduction to Programming in Java	3

Specialization Courses (15 hours) 15

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: Carol Howerton 304.896.7337

Administrative Secretary: Beverly White 304.896.7380

Medical Laboratory Technician**Associate in Applied Science****Minimum 69 Semester 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), also known as Clinical Laboratory Technicians (CLT). 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.

Support Courses

Dept.	Course No.	Title	Credit Hours
BS	124	Human Anatomy & Physiology I	4
BS	125	Human Anatomy & Physiology II	4
BS	216	Microbiology	4
CH	203	Fund. Of General, Organic, & Bio. Chem.*	4
CS		Computer Science**	3
EN	101	English Composition	3
EN	102	English Composition II	3
OR	110	Introduction to College	1
MT		MT 128 (Algebra for. Allied Health) or higher*	3
		Restricted Elective***	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 CH213, CH214, and MT130 in place of these courses.

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

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

Department Chair: Alyce Patterson-Diaz 304.896.7356

Administrative Secretary: Mitzie Paynter 304.896.7326

**Note: New Non-traditional
Weekend Program Offering**



Mine Management Associate Degree Program

This program is designed to educate individuals who will be employed as mid-level managers in the coal 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. Mining of coal encompasses a wide range of activities involving technology, people, equipment, financial resources, community, and state and local governments.

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. **Admission Criteria:** Eligible to enter college level English and math; current EMT-M certification, 40/80 mine certification class.

Support Courses

BU 205	Business Communications
CS 102	Computer Literacy
EC 270	World Economics and the World Sector
EN 101	English Composition I
FN 210	Finance for the Non-Financial Manager
GL 110	Geology
HS 110	History of Mining
MT 124	Technical Math
OR 110	College Orientation
PY 201	General Psychology

Major Courses

MG 260	Principles of Management
MG 261	Human Resources Management
MG 264	Supervision
MG 266	Project Management
MG 268	Labor Relations
MG 272	Industrial Leadership
MG 273	Organizational Behavior
MG 274	Project Evaluation
MN 109	Mine Law and Safety
MN 115	Introduction to Mining
MN 215	Environmental Aspects of Mining
MN 220	Advanced Mine Management and Planning
SU 100	Introduction to Surveying

Department Chair

Dr. Gail Hall Telephone 304-236-7619

Administrative Secretary

Rhonda Collins Telephone 304-236-7609

Nursing**Associate in Applied Science****Minimum 65 Semester Hours**

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

Support Courses

Dept.	Course No.	Title	Credit Hours
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
EN	102	English Composition II	3
PY	218	Life-Span Development Psychology	3

Major Courses

NU	100	Essentials of Nursing*	6
NU	104	Nursing of Childbearing Family	5
NU	10i7	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 by the semester indicated in order to progress to the next semester. Program sequence available upon request. Competency exams may also be required in course/levels in order to progress in the curriculum. The Nursing Program must be completed within four years of admission. Failure to successfully complete the program within four years will result in dismissal. Any request for re-admission would be subject to new student admission requirements for that academic year and would require all nursing courses be repeated regardless of the previous grade. **Depart-**

Department Chair: Barbara Donahue 304.896.7317

Administrative Secretary: Tammy Mays 304.896.7346

LPN-RN Curriculum**Associate in Applied Science****Minimum 65 Semester Hours**

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

Support Courses

Dept.	Course No.	Title	Credit Hours
AH	121	Nursing Transitions	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
EN	102	English Composition II	3
PY	218	Life-Span Development Psychology	3

Major Courses

*NU	100	Essentials of Nursing (credit)	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 by the semester indicated in order to progress to the next semester. Program sequence available upon request. Competency exams may also be required in course/levels in order to progress in the curriculum. The Nursing Program must be completed within four years of admission. Failure to successfully complete the program within four years will result in dismissal. Any request for re-admission would be subject to new student admission requirements for that academic year and would require all nursing courses be repeated regardless of the previous grade.

*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

**Students may challenge course - cost of the exam is responsibility of the student.

Department Chair: Barbara Donahue 304.896.7317 / **Admin. Secretary:** Tammy Mays 304.896.7346

Office Administration**Associate in Applied Science****Minimum 67-70 Semester Hours**

Purpose: The Office Administration Program will prepare the student for immediate employment as a highly-skilled office manager, administrative assistant, executive secretary, or office assistant. Whether it is in the challenging environment of the business world, legal profession, or medical environment, the Office Administration student develop skills that will meet the need of today's work requirements. Contact Dr. Gail Hall, Department Chair at 304.236.7619 or Rhonda Collins, Administrative Secretary at 304.236.7609.

Support Courses

Dept.	Course No.	Title	Credit Hours
AC	111	Principles of Accounting I	3
AC	250	Computerized Accounting	3
BU	115	Business Calculations	3
BU	205	Communications in Business	3
BU	291	Internship	3
CS	116	Word Processing Concepts	2
CS	118	Spread Sheet Concepts	2
CS	120	Data Base Management Systems Concepts	2
CS	125	Electronic Presentations	2
EC	241 or 242	Principles of Economics I or II	3
EN	101	English Composition I	3
MK	274	Services Marketing	3
		Restricted Elective (any AC,BU,FN,MG,MK, or OA)	3
OR	110	Orientation to College	1
SP	103	Speech Fundamentals	3
SO	200	Introduction to Sociology	3

Major Courses

OA	104	Document Processing II	3
OA	131	Records Management	3
OA	135	Document Processing Simulation	3
OA	140	Office Administration Procedures	3
OA	150	Transcription Skills	3
OA		Emphasis Area*	6—9
OA	220	Administrative Management	3
OA	225	Office Administration Capstone	1

***Medical Emphasis**

AH 108 Medical Terminology	2	BU Human Biology	4
OA 230 Medical Billing & Coding	3		

Legal Emphasis

BU 207 Business Law	3
OA 235 Legal Research	3

Radiologic Technology**Associate in Applied Science****Minimum 67 Semester Hours**

Purpose: The Radiologic Technology Program strives to meet the needs of the community by educating technologists to ease the shortage in this vital health care field. Students planning to transfer to programs at other institutions advised to see the Radiologic Technology Coordinator to obtain course requirements. 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 ARRT.org for further information, or Eva Hallis, Coor., at 304.896.7336, or Admin. Secretary, Mitzie Paynter, at 304.896.7326.

Support Courses

Dept.	Course No.	Title	Credit Hours
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
CS		Computer Science* (choose any level CS course)	3
EN	101	English Composition I	3
EN	102	English Composition II	3
MT	128	Algebra for Allied Health	3
PH	200	Introductory Physics	4
OR	110	Orientation to College	1

Major Courses

RA	101	Intro. to Radiographic Technology & Rad. Positioning	3
RA	103	Radiographic Positioning II & Film Evaluation	3
RA	104	Principles of Radiographic Exposure	2
RA	110	Clinical I	1
RA	125	Clinical II	2
RA	150	Clinical III	3
RA	200	Clinical IV	3
RA	201	Radiation Biology & Advanced Radiation Protection	2
RA	202	Pathology	2
RA	203	Special Procedures Positioning Film Evaluation II	2
RA	204	Imaging	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

Respiratory Care Technology**Associate in Applied Science****Minimum 70 Semester 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.

Support Courses

Dept.	Course No.	Title	Credit Hours
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
CS		Computer Science-any CS 101 or greater or total of	3
EN	101	English Composition I	3
OR	110	Orientation to College	1
PY	218	Life Span 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 Allyce Patterson-Diaz 304.896.7356

Administrative Secretary Mitzie Paynter 304.896.7326

Salon Management/Cosmetology**Associate in Applied Science****Minimum 73 Semester 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.

Support Courses

Dept.	Course No.	Title	Credit Hours
AH	122	First Aid	2
AH	124	CPR	1
AH	145	Essentials of Human Systems for Allied Health	4
BU	115	Business Math	3
EN	101	English Composition I	3
MG	262	Small Business Management *	3
OR	110	Orientation to College	1
PY	201	Introduction to Psychology*	3
SP	103	Fundamentals of Speech	3

Major Courses

CM	100	Introduction to Cosmetology	3
CM	102	Applied Chemistry of Cosmetology	4
CM	105	Introduction to Salon Management	5
CM	106	Concepts of Cosmetology	3
CM	110	Salon Management I	5
CM	115	Salon Management II	3
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 Ration 3:1 (3 clock hours = 1 credit hour)

*Meets requirements for Master Teacher

Department Chair: Alyce Patterson-Diaz 304.896.7356

Administrative Secretary: Mitzie Paynter 304.896.7326

Survey Technology**Associate in Applied Science****Minimum 65 Semester 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.

Support Courses

Dept.	Course No.	Title	Credit Hours
BS	199	Dendrology	3
CS	118	Spreadsheet Concepts	2
EN	101	English Composition I	3
EN	115	OR EN 102 English Composition II	3
GL	110	Geology	4
		OR	
PH	210	College Physics I	3
MT	124	Technical Math	3
MT	125	Trigonometry	3
MT	130	College Algebra	3
OR	105	Orientation to Technical Program	1

Major Courses

SU	105	Introduction to Surveying Graphics	3
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
		Restricted SU Electives	6
SU	272	Internship	1
SU	273	Survey Project	3
SU	274	Capstone	2

Department Chair: Carol Howerton 304.896.7337

Administrative Secretary: Beverly White 304.896.7380

Surgical Technology**Associate in Applied Science****65 Semester Hours**

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

Support Courses

Dept.	Course No.	Title	Credit Hours
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	MT 121 (College Math for General Education) or higher	3
OR	110	Orientation to College	1
PY	201	General Psychology	3
PY	218	Life-Span Development 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: Alyce Patterson-Diaz 304.896.7355

Administrative Secretary: Mitzie Paynter 304.896.7380

Non-Traditional Programs**Board of Governors Adult Degree Completion,
Occupational Development, and Technical Studies
Associate in Applied Science
Minimum 60-66 Semester Hours**

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

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.

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.

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 Semester Hours**

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

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

General Education Core: (21 hours)

Communication	6 semester hours
Computer Literacy	3 semester hours
Science	6 semester hours
Social Science/Humanities	<u>6 semester hours</u>
Total General Education Core Hours	21 semester hours

General Electives: (39 hours)

	<u>39 semester hours</u>
Total Semester Hours	60 semester hours

Occupational Development**Child Development Specialist Emphasis****Associate in Applied Science****Minimum 69 Semester 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 Head Start 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-defined 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 semester hours**

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

Social Sciences—3 semester hours (select one)

SO 200	Introduction to Sociology OR	
SO 215	Human Relations	3 semester hours

Quantitative Skills/Laboratory Science—11 hours

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

Computer Literacy—3 semester hours

CS 102	Computer Literacy	3 semester hours
--------	-------------------	------------------

Physical Education—2 semester hours

	Choose any activity courses totaling 2 credit hours	<u>2 semester hours</u>
	Total Credit Hours Component I	34 semester hours

Component II—Classroom Training: (15 hours)

ED 115	Early Childhood Health, Safety, & Nutrition	3 semester hours
ED 120	Approaches to Discipline	3 semester hours
ED 215	School Readiness	3 semester hours
PY 212	Children and Families	3 semester hours
ED 230	Early Childhood Internship	<u>3 semester hours</u>
Total Credit Hours Component II		15 semester hours

Upon successful completion of 15 of the required 34 college hours described in Component I and the payment of the \$10 per credit hour administrative fee, the student will receive 12 semester 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 four semester of 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 four semesters of classroom training and the 40000 hours of on-the-job experience required by the ACDS program, the student will be awarded 20 semester 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 semester 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 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	<u>20 semester hours</u>
----------------------------------	--------------------------

Total Hours	69 semester hours
-------------	-------------------

Occupational Development**Fire Fighter Emphasis****Associate in Applied Science****Minimum 65 Semester 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 semester hours**

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

Interpersonal Relations Skills* - 3 semester hours (select one)

SO 200	Introduction to Sociology OR	3 semester hours
SO 215	Human Relations	3 semester hours

Quantitative Skills/Laboratory Science—7 semester hours

Math -MT 121 or higher for General Education	3 semester hours
Any Lab Science course	4 semester hours

Social Sciences—3 semester hours

Any 3 semester hour 100 level courses from the following areas:

History, psychology*, political science, or sociology* 3 semester hours

General Education Elective—3 semester hours

With the assistance of academic advisor, select any 3 semester hour 100-level

(course (i.e.—CS 102 , EN 102 , MG 260, PY 201 , and Art, Music, Theater, or

Foreign Language). **22 semester hours**

Component II—Classroom Instruction in Fire Fighter: 30 semester 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 semester hours (150

Per year (minimum) x 3 years converted on a ratio of 15:1 contact hours yield 30 hrs.

Component III-On-the-Job Training in Fire Fighter 13 semester 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 semester hours on a ratio of 200:1.

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

Technical Studies in Applied Technology**Associate in Applied Science****Minimum 64 Semester Hours**

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

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

CS 102	Computer Literacy	3 semester hours
EN 101	English Composition I	3 semester hours
EN 115	Technical Writing	3 semester hours
	Any Lab Science*	4 semester hours
MT 121	College Math for General Education or higher	3 semester hours
SP 103	Speech Fundamentals	3 semester hours
	Social Science Elective (PY 201 or SO 200)	<u>3 semester hours</u>
		22 semester hours

Component II - Technical Core (minimum of 12 hours)

OR 110	Introduction to College	1 semester hour
--------	-------------------------	-----------------

Choose one core option:

EMS-Paramedic

EM 103	EMT-Boone	5 semester hours
AH 115	Drug Dosage and calculations	3 semester hours
AH 145	Essentials of Human Systems	4 semester hours

LPN

AH 115	Drug Dosage and Calculations	3 semester hours
AH 210	Nutrition	3 semester hours
PY 218	Life-Span Psychology	3 semester hours

Mining Technology

MN 109	Mine Law and Safety	3 semester hours
MN 136	Mine Management & Labor Relations	3 semester hours
MN 150	Mine Foreman Certification	6 semester hours

All other areas of specialization

BU 207	Business Law	
MG 260	Principles of Management	3 semester hours
MG 261	Human Resource Mgmt.	3 semester hours
MG 262	Small Business Mgmt.	3 semester hours

Component III Specialization—Continued on next page

Technical Studies in Applied Technology**Associate in Applied Science****Minimum 64 Semester Hours****Component III Specialization: (Minimum of 30 hours)**

Students must complete one occupational specialization that includes a formal capstone, internship and/or on-the-job training. Areas of specialization may be offered in cooperation with various third party providers or local career and technical centers. Some specializations are offered on campus. Not all specializations may be available at all locations or at all times.

Students completing the areas of LPN or EMS-Paramedic must complete the specialization in that area. Students must contact the appropriate Department Chair or Program Coordinator for details and a complete list of course requirements.

Mining Technology and all other areas may use the Tech Prep Vocational Specializations or On Campus Offerings options as listed on page 105 and 106 under the certificate programs. Students will add additional courses and/or electives to fulfill the minimum hour requirements. 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. Adult students may enroll in the vocational/career programs through Southern. **Students should consult with their local center for course availability. Students must submit a Tech-Prep Course Competency Transfer Form.** Students must contact the Department Chair for Technology and Engineering for details and a complete list of course requirements.

* LPN's are recommended to take BS 124 and BS 125 to fulfill the lab science requirements

**EMS - Paramedic student must have current EMT-B certification and current American Heart Association Certification CPR card



Division of Career and Technical Program**Certificate****30-35 Semester Hours**

Southern offers certificate programs in Criminal Justice, Electrical Engineering Technology, Health Care Technology, Information Technology, Office Administration, Survey Technology, and Technical Studies in Applied Technology. For full-time students these certificate programs may be completed in one academic year. These programs are designed for career-oriented individuals who desire to enter the job market in entry-level positions. Several of the certificate programs also serve as a transition to Associate of Applied Science degree programs.

Department of Allied Health:

Medical Lab Assistant

Sterile Processing Technician

Department of Business:

Office Administration

Department of Criminal Justice

Criminal Justice

Department of Nursing:

Electrocardiology

Department of Technology:

Electrical Engineering Technology

Information Technology

Survey Technology

Non-Traditional Program:

Technical Studies

- Applied Technology

Criminal Justice**Certificate 31- Semester Hours**

Purpose: This Program provides basic knowledge and training in the skills required for employment in the Criminal Justice field.

Support Courses

Dept.	Course No.	Title	Credit Hours
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
CJ		Criminal Justice Electives	9

Electrical Engineering Technology**Certificate 34- Semester Hours**

Purpose: This program is an non –transfer program designed for the career oriented student who desires to enter the job market.

Component I—General Education Core (14 hours)

OR	105	Orientation to Technical Programs	1
EN	101	English Composition I	3
MT	124	Technical Math	3
CS	102	Computer Literacy	3
PH	200	Introductory Physics or higher	4

Component II—Technical Core (20 hours)

DR	203	Electrical Schematics	3
EG	103	Electrical Calculations	2
EG	105	Industrial Safety	2
EG	107	Introduction to Circuits	4
EG	171	Circuit Analysis I	4
EG	172	Circuit Analysis II	4
EG	210	Troubleshooting Lab	1

Electrocardiography Option-Health Care Technology**Certificate - 35 Semester Hours**

Dept.	Course No.	Title	Credit Hours
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
BS	124	Human Anatomy and Physiology I	4
EN	101	English Composition I	3
PY	201	General Psychology	3
BS	125	Human Anatomy and Physiology II	4
EN	102	English Composition II	3
MT	121	College Math for General Education	3
PY	218	Life-Span Development Psychology	3

Purpose: This program is an non –transfer program designed for the career oriented student who desires to enter the job market with a certification skill set.

Component I—General Education Core (9 hours)**Information Technology****Certificate - 31 Semester Hours**

EN	101	English Composition I	3
SP	103	Speech Fundamentals	3
MT	124	Technical Math	3
OR	105	Orientation to Technical Programs	

Component II—Technical Core: (22 hours)

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

Medical Lab Assistant**Certificate 36- Semester Hours**

Purpose: These are non-transfer programs designed for the career oriented student who desires to enter the job market after completion, or to enhance skills in current employment.

Support Courses

Dept.	Course No.	Title	Credit Hours
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 Development 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

Office Administration**Certificate 37- Semester Hours****Support Courses**

AC	111	Principles of Accounting I	3
AC	250	Computerized Accounting	3
BU	115	Business Calculations	3
CS	116	Word Processing Concepts	2
CS	118	Spreadsheet Concepts	2
CS	120	Database Management System Concepts	2
CS	125	Electronic Presentations	2
EN	101	English Composition I	3
MK	274	Services Marketing	3
OR	110	Introduction to College	1
SP	103	Speech Fundamentals	3

Major Courses

*Previous keyboarding experience is required or OA 103.

OA	104	*Document Processing II	3
OA	131	Records Management	3
OA	135	Document Processing Simulation	3
OA	240	Office Administration Practicum	1

Health Care Technology—Sterile Processing Technician**Certificate 36- Semester Hours****Support Courses**

Dept.	Course No.	Title	Credit Hours
BS	124	Human Anatomy and Physiology I	4
BS	125	Human Anatomy and Physiology II	4
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

Major Courses

Dept.	Course No.	Title	Credit Hours
AH	108	Medical Terminology	2
AH	130	Introduction to Sterile Processing	3
AH	135	Surgical Instrumentation	2
AH	160	Sterile Processing II	2
AH	165	Sterile Processing Practicum	2
AH	170	Sterile Processing Microbiology	3

Survey Technology**Certificate 30- Semester 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.

Component I - General Education Curriculum (Support Courses)

BS	199	Dendrology	3
EN	101	English Composition I	3
MT	124	Technical Math	3
MT	125	Trigonometry	3
OR	105	Orientation to Technical Programs	1

Component II—Technical Core (Major Courses)

SU	105	Introduction to Surveying and Graphics	4
SU	120	Surveying Measurements I	4
SU	155	Surveying Graphics	3
SU	195	Land Boundaries	3
SU	196	Land Law	3

Non-Traditional Program**Technical Studies in Applied Technology****Certificate Minimum 31 Semester Hours**

Purpose: The Technical Studies in Applied Technology 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 two components: Component I, General Education and Component II, Specialization.

Component I - General Education Core: (Minimum of 11 hours)

EN 101	English Composition I	3 semester hours
SP 103	Speech Fundamentals	3 semester hours
CS 116	Word Processing Concepts	2 semester hours
CS 118	Spread Sheet Concepts	2 semester hours
OR 105	Orientation to Technical Programs	1 semester hour

Component II—Technical Core: (Choose a minimum of 6 hours)

MG 260	Principles of Management	3 semester hours
MG 262	Small Business Management	3 semester hours
MG 261	Human Resources Management	3 semester hours
MN 136	Mine Management and Labor Relations	3 semester hours
MN 150	Mine Foreman Certification I	6 semester hours

Component III—Specialization: (minimum of 14 hours)***Occupational Specializations:**

Students must complete one of the following occupational specializations.

Tech Prep Vocational Specialization

The Tech Prep Vocational Specialization options 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 the above courses. Adult students may enroll in the vocational/career programs through Southern. Not all programs are available at all locations or at all times. **Students should consult with their local center for course availability. Students must submit a Tech-Prep Course Competency Transfer Form.** Students may articulate 28 hours credit. The certificate requires 14 hours and the Associate in Applied Science requires 28 hours credit.

Tech Prep Vocational Area Specializations (14 hours)

TS 150	Vocational Block I	1-15 semester hours
TS 151	Vocational Core I	4 semester hours
TS 152	Vocational Core II	4 semester hours

TS 153	Vocational Core III	4 semester hours
TS 154	Vocational Core IV	3 semester hours
TS 155	Vocational Elective I	3 semester hours
TS 156	Vocational Elective II	3 semester hours
TS 157	Vocational Elective III	3 semester hours

On campus Offerings

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

***Mining Technology Specialization (choose 14 hours from any of the following)**

DR 105	Blueprint Reading	3 semester hours
DR 203	Electrical Schematics	3 semester hours
DR 204	Computer Aided Design and Drafting I	3 semester hours
DR 206	CADD II	3 semester hours
EG 107	Introduction to Circuits	4 semester hours
EG 171	Circuit Analysis I	4 semester hours
EG 172	Circuit Analysis II	4 semester hours
EG 296	Program Logic Control	4 semester hours
EG 290	Digital Electronics	4 semester hours
WL 104	Arc Welding	4 semester hours
SU 100	Elementary Plane Surveying	3 semester hours

Any MN Course

*EG 171 and EG 172 may be substituted for PP 105 and PP 106.

*Other area of specialization may be available based on national certifications and on-the-job training programs. Please contact the department of Technology and Engineering for more information.

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

In order to provide a smooth transition from an Associate Degree to the Baccalaureate level, the College has entered into numerous course-by-course articulation and 2+2 transfer agreements with outside 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 program Chair for more information: Department of Allied Health, 304.896.7326; Department of Business, 304.236.7609; Department of Criminal Justice, 304.896.7372; Department of Humanities, 304.236.7610; Department of Math, 304.896.7364; Department of Natural Sciences, 304.236.7650; Department of Nursing, 304.896.7346; Department of Social Science Programs, 304.896.7430; and Department of Technology and Engineering Programs, 304.896.7380.

**Evening and
Weekend College****About Evening and Weekend College****Your Possibilities Are Endless. . . .**

- Are you a single parent who wants to go back to school?
- Do you think you are too busy to go back to College?
- Do you work a full-time job and think it would be impossible to work toward a degree?
- Have you been putting off your educational dreams?
- Do you find it impossible to try to combine family, career, and daily responsibilities with school?
- What do you do on the weekends?

You can earn "weekend" degrees/diplomas in the following program areas:

- Forensic Psychology and Investigation—See Example on Page 145
- Early Childhood—AAS and Certificate Program
- Mine Management— AAS

**NEW Weekend
Program**

Forensic Psychology and Investigation
Associate in Applied Science Degree
69 Semester Hours and
Certificate Program 36 Semester Hours

Southern West Virginia Community and Technical College has responded to today's busy lifestyles with its Weekend College. Weekday schedules do not always allow time for college classes. For more information contact Dr. Charles Wood at 304-896.7385. You can earn "weekend" degrees/diplomas in the following program areas:

- **Forensic Psychology and Investigation—AAS and Certificate Program**
- **Early Childhood—AAS and Certificate Program**
- **Mine Management— AAS**

Forensic Psychology and Investigation AAS SUPPORT COURSES are:

BS 101 General Biology	4 Credit Hours
BS 115 Human Biology	4 Credit Hours
CH 203 Fund. General, Organic & Biological Chemistry I	4 Credit Hours
CS 104 Using Internet Technology For Research	3 Credit Hours
EN 101 English Composition I	3 Credit Hours
EN 102 English Composition II	3 Credit Hours
Fine Arts Elective	3 Credit Hours
IT 102 Cyber Law, Ethics and Culture	3 Credit Hours
Literature Elective	3 Credit Hours
PY 201 General Psychology	3 Credit Hours
PY 203 Forensic Psychology	3 Credit Hours
PY 204 Psychology of Addiction	3 Credit Hours
PY 226 Abnormal Psychology	3 Credit Hours
MT 130 College Algebra	3 Credit Hours
MT 225 Elementary Statistics	3 Credit Hours
OR 110 Introduction to College	1 Credit Hour
PE 223 Lifestyle Intervention	2 Credit Hours
SO 200 Introduction to Sociology	3 Credit Hours
SP 103 Speech Fundamentals	3 Credit Hours

MAJOR COURSES—Forensic Psychology and Investigation are:

CJ 201 Criminal Procedure	3 Credit Hours
CJ 202 Criminal Law	3 Credit Hours
CJ 203 Criminal Evidence	3 Credit Hours
CJ 223 Criminology	3 Credit Hours

Check it out!

Flexible Schedule Options for Today's Non-traditional Student

Think you don't have time to take classes? We know you're busy, so Southern West Virginia Community and Technical College has created flexible options that allow you to fit classes into your schedule and work around home or job commitments.

Flexible Schedule Options include:

Fast Track Classes

These classes will allow you to earn credit in a shorter amount of time than traditional classes.

Evening Degree

Don't quit your day job—you can earn credit in the evening at Southern West Virginia Community and Technical College.

Online Classes and Telecourses

Learn from home via the internet or televised programming.

Weekend Classes

Earn college credit on Fridays and Saturdays.

Many adult students choose to pursue an associate's degree or certificate at a two-year college, like Southern West Virginia Community and Technical College, for re-entry into higher education. There are good reasons for this:

- **They're convenient.** Most offer their courses in several locations in the area. Community College's are offering courses online at a faster rate than four-year colleges to serve busy working students in an even wider range.
- **They're accessible.** Students whose high school performance was less than stellar, for whatever reason, can get another chance at a community college.

Check it out!

- **They're inexpensive.** The tuition rates at community colleges, especially for in-state students, are significantly lower than tuition at local four-year colleges.
- **They're flexible.** To be competitive and to serve working adults, community colleges are developing multiple options, from weekend courses to accelerated degree programs.
- **They're focused on practical skills training.** Community colleges have close ties to the community, especially to local employers who are anxious to hire graduates, so students can fast-start their careers.
- **They're geared to the non-traditional student.** The average age of students enrolled at most community colleges is about 30. Community colleges go out of their way to make adult students more comfortable through a wide range of support services, including counseling, tutoring, etc. Southern offers application and information services over the Internet for busy adults.
- **They're friendly.** Smaller classes mean students get more personal attention and are able to develop more camaraderie with their classmates. And teachers, advisers and administrators are very supportive.
- **They make it easier to get back to school—one step at a time.** Community colleges work closely with local four-year colleges to ensure that students who want to go on to earn a bachelor's degree will be able to transfer all of their credits. And those students who do go on to four-year colleges after getting started at a community college are more likely to complete their bachelor's degree.



**Flexible Schedule Options
for Today's Non-traditional Student**

Check it out!

Associate in Applied Science - Flexible Schedule Options

- **Business Accounting**—A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Associate in Applied Science degree in Business Accounting. Classes are offered day and evening. After meeting all the prerequisites, a fulltime student can complete the degree in four or five semesters and a part time student can complete in six or seven semesters. The program is delivered in various formats. Students may take traditional, online or blended courses.
- **Business Administration**- A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Associate in Applied Science degree in Business Administration. Classes are offered day and evening. After meeting all the prerequisites, a fulltime student can complete the degree in four or five semesters and a part time student can complete in six or seven semesters. The program is delivered in various formats. Students may take traditional, online or blended courses.
- **Criminal Justice**- (Law Enforcement/Corrections) The Associate in Applied Science in Criminal Justice is offered to both fulltime and part time students. Classes are scheduled in the late afternoon and evening and a fulltime student can complete the degree in four to five semesters. A part time student can complete in six to seven semesters if the student enrolls in at least nine credits per semester.
- **Dental Hygiene**- The Associate in Applied Science in Dental Hygiene is offered as a four semester program, provided that all prerequisites are met. Students attend fulltime only and classes and clinicals are offered during the day.
- **Early Childhood Development Program**- A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Associate in Applied Science degree in Early Childhood. The majority of the courses in the program are online. After meeting all the prerequisites, a fulltime student can complete the degree in four or five semesters and a part time student can complete in six or seven semesters.

- **Electrical Engineering Technology-** A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Associate in Applied Science degree in Electrical Engineering Technology. Classes are offered day and/or evening. After meeting all the prerequisites, a fulltime student can complete the degree in four or five semesters and a part time student can complete in six or seven semesters.
- **Forensic Psychology-** A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Associate in Applied Science degree in Forensic Psychology. Classes are offered on the weekend and the majority of the courses in the program are in a traditional, face to face format. After meeting all the prerequisites, a fulltime student can complete the degree in four or five semesters and a part time student can complete in six or seven semesters.
- **Health Care Professional-** A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Associate in Applied Science degree in Health Care Professional. Classes are offered day and evening. After meeting all the prerequisites, a fulltime student can complete the degree in four or five semesters and a part time student can complete in six or seven semesters. The program is delivered in various formats. Students may take traditional, online or blended courses.
- **Information Technology-** A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Associate in Applied Science degree in Information Technology. Classes are offered day and evening. After meeting all the prerequisites, a fulltime student can complete the degree in four or five semesters and a part time student can complete in six or seven semesters. The program is delivered in various formats. Students may take traditional, online or blended courses.
- **Medical Laboratory Technology-** After meeting all prerequisites for acceptance into the Associate in Applied Science in Medical Laboratory Technology, the MLT program is offered as a four semester program with a short clinical practicum to take place during the summer between the second and third semesters. Students attend full-time unless courses required during a semester have already been successfully completed. MLT classes are offered during the day only. Clinicals are scheduled during the day but evenings or an occasional weekend can not be ruled out.
- **Mine Management—**A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Associate in Applied Science degree in Mine Management. Classes are offered on the weekend and the majority of the courses in the program are online. After meeting all the prerequisites, a fulltime student can complete the degree in four or five semesters and a part time student can complete in six or seven semesters.

Check it out!**Flexible Schedule Options
for Today's Non-traditional Student**

- **Office Administration-** A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Associate in Applied Science degree in Office Administration. Classes are offered day and evening and the majority of the courses in the program are online. After meeting all the prerequisites, a fulltime student can complete the degree in four or five semesters and a part time student can complete in six or seven semesters
- **Radiological Technology-** The Associate in Applied Science in Radiologic Technology is offered as a five semester program, provided that all prerequisites are met. Students attend fulltime only and classes are offered during the day. Clinicals may be scheduled during the day, evening or night. Travel to different clinical locations is expected.
- **Respiratory Care Technology-** The Associate in Applied Science in Respiratory Care Technology is offered as a five semester program, provided that all prerequisites are met. Students attend fulltime only and classes are offered during the day. Clinicals may be scheduled during the day, evening or night. Some clinicals are offered on the weekend.
- **Salon Management/Cosmetology-** The Associate in Applied Science in Salon Management is offered as a four semester program, provided that all prerequisites are met. Students attend fulltime only and classes and clinicals are offered during the day.
- **Survey Technician-** A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Associate in Applied Science degree in Survey Technology. Classes are offered during the day. After meeting all the prerequisites, a fulltime student can complete the degree in four or five semesters and a part time student can complete in six or seven semesters.
- **Surgical Technology-** The Associate in Applied Science in Surgical Technology is offered as a four semester program, provided that all prerequisites are met. Students attend fulltime only and classes and clinicals are offered during the day.

Check it out!**Certificate Programs - Flexible Schedule Options**

- **Central Sterile Supply-** The Certificate in Central Sterile Supply is offered as a two semester program, provided that all prerequisites are met. Students attend fulltime only and classes are offered during the day. Clinicals may be scheduled during the day, evening or night. Some clinicals are offered on the weekend.
- **Criminal Justice (Law Enforcement and Corrections)-** A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Certificate in Criminal Justice. Classes are offered in the late afternoon and evening and the majority of the courses in the program are traditional. After meeting all the prerequisites, a fulltime student can complete the degree in two semesters and a part time student can complete in three or four semesters.
- **Electrocardiography-** The Certificate in Electrocardiography is offered as a two semester program, provided that all prerequisites are met. Students attend fulltime only and classes are offered during the day. Clinicals may be scheduled during the day, evening or night. Some clinicals are offered on the weekend.
- **Information Technology-** A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Certificate in Information Technology. Classes are offered day and evening. After meeting all the prerequisites, a fulltime student can complete the degree in two semesters and a part time student can complete in three to four semesters. The program is delivered in various formats. Students may take traditional, online or blended courses.
- **Medical Lab Assistant-** The Certificate in Medical Laboratory Assisting is offered as a two semester program, provided that all prerequisites are met. Students attend fulltime only and classes are offered during the day. Clinicals may be scheduled during the day, evening or night. Some clinicals are offered on the weekend.
- **Office Administration-** A student may attend fulltime (12 hours or more per semester) or part time (less than 12 hours per semester) to complete the Certificate in Office Administration. Classes are offered day and evening and the majority of the courses in the program are online. After meeting all the prerequisites, a fulltime student can complete the degree in two semesters and a part time student can complete in three or four semesters.

Section V—Academic Course Descriptions

COURSE DESCRIPTIONS

It should be noted that due to the nature of Southern, no listing of course descriptions, such as the one found here, can remain complete for many weeks after being compiled. Southern attempts to offer courses in nearly any subject a reasonable number of people want to study, provided a qualified instructor can be found. This list of courses is up-to-date as of the start of the fall semester 2009. A schedule of the courses to be offered during any particular semester, along with the times and day they will meet, will be distributed in advance of each semester. This course listing is provided for information purposes only and is not to be considered binding. Southern reserves the right to make changes in course content, course offerings and/or other areas concerning curriculum.

Some courses have specifically designated prerequisite and/or co-requisite courses. If a course has a prerequisite, that means the work in that course requires the knowledge or skill gained in another course, and therefore students are not allowed to enroll in the advanced course until they have completed a prerequisite course or courses. If a course has a co-requisite, that means successful work in that course requires the skill and knowledge to be attained at the same time in another course, and therefore students are not allowed to enroll in certain courses unless they also enroll in co-requisites during the same semester.

Courses numbered 275 are reserved for special topics to be offered in a particular area, e.g., AC 275, EN 275, etc. A 275 course may be repeated for additional credit providing

the topic is not repeated.

Each course description listed below includes information detailing the semester(s) in which the course is most likely to be taught. Not all courses are offered every semester or every year. Semester designations are as follows: **F (Fall)**, **S (Spring)**, **SU (Summer)**, or **O (occasionally in response to specific needs)**.

ACCOUNTING

AC 111 Principles of Accounting I (F/S)

3 Semester Hours

This 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 (F/S)

3 Semester Hours

Prerequisite: AC 111.

This course is an introduction to principles and procedures in accounting for a corporation and manufacturing-type businesses. Topics include preparation of the statement of cash flows, financial statement analysis, introduction to managerial accounting and methods used to report and analyze fi-

nancial performance to decision makers internal to the firms, cost accounting, budgeting, standard cost systems, breakeven analysis, an ratio analysis.

AC 113 Practicum for Accounting Principles (F/S)

3 Semester Hours

Prerequisite: AC 111.

A practical “hands-on_ accounting course designed to apply the student’s knowledge of fundamental accounting principles in a computerized environment. Emphasis will be placed on the application of a computerized general ledger package to the accounting cycle, including processing journal entries, general ledger, accounts receivable, accounts payable, and financial statement analysis. Students will maintain accounting records on the computer using three educational accounting software packages.

AC 211 Intermediate Accounting I (F)

3 Semester 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 I (S)

3 Semester 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, postretirement benefits, leases, changes and error analysis, and full disclosure in financial reporting.

AC 248 Individual Income Tax Accounting(F)

3 Semester 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 (F/S)

3 Semester Hours

Prerequisite: AC 111.

This course is a study of how accounting data can be interpreted and used by management in planning and controlling business activities of the firm. The uses of accounting data by investors, quantitative methods, and organizational behavior are also considered. Detailed emphasis is placed on budgeting, breakeven analysis, capital investment decisions, job order and process cost systems, and inventory valuation.

AC 250 Computerized Accounting (formerly CS250) (S)

3 Semester Hours

Prerequisite: AC 111 or SE 101 and any CS class.

This course presents hands-on training using Peachtree Complete Accounting. Topics covered include: Vendor transac-

tions, customer transactions, inventory, internal control, payroll, account reconciliation, job cost, financial statements, and the closing process. Students will complete projects involving various businesses.

AC 260 Accounting Capstone/Internship

3 Semester Hours

Prerequisite: All courses pertinent to the Business Accounting Degree Program. Student must also be an Associate in Applied Science 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 255 Governmental Accounting

3 Semester Hours

Applications of fund accounting principles are applied to governmental and non-profit entries. Students learn skills necessary to understand the organization, accounting func-

tion, 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 265 Payroll Accounting

3 Semester 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 (O)

1-3 Semester Hours

Prerequisite: Permission of 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 (F)

3 Semester Hours

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

AH 102 Introduction to Electrocardiography (F)**3 Semester Hours**

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

AH 103 Principles of Phlebotomy (F)**3 Semester Hours**

Co-requisite: AH 100.

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

AH 104 Advanced Electrocardiography (S)**3 Semester Hours**

Prerequisite: Successful completion of AH 102 with a grade of “C” or better.

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

AH 105 Electrocardiography Clinical Practicum (S)

2 Semester Hours

Prerequisite: AH 102 with a grade of “C” or better. Students will be required to pass drug screening and criminal background checks. The college has the right to decline admittance should the student fail one or both of the tests. The cost is the responsibility of the student.

Co-requisite: AH 104.

AH 108 Medical Terminology (F/S)

2 Semester Hours

Medical Terminology is a sixteen (16) week course designed to provide the student with basic knowledge of medical language. The approach to understanding medical language will be one of systems approach. Prefixes, suffixes, words roots, combining forms, special ending, plural forms, abbreviation, and symbols will be utilized. Emphasis is placed on spelling, definition, usage, and pronunciation.

AH 112 Basic Medical Laboratory Procedures (S)

2 Semester Hours

Prerequisite: AH 103

Co-requisite: AH 113.

This course is intended to prepare students with the theoretic-

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

AH 113 Phlebotomy Clinical Practicum (S)

2 Semester Hours

Prerequisite: AH 103.

Co-requisite: AH 112.

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

AH 115 Drug Dosage Calculation (F)

2 Semester Hour

Prerequisite: MT 099 **OR** minimum acceptable test scores for placement in college-level math.

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

AH 120 Health Assessment/Communications (O)

2 Semester Hours

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

Co-requisite: NU 100 Essentials of Nursing.

Health Assessment/Communications is a 16-week course that focuses on the bio-psychosocial assessment across the life-span as compared to normal parameters. This course also incorporates the identification and utilization of various communication techniques.

AH 121 Nursing Transitions (S)

2 Semester Hours

Prerequisite: Restricted to LPN's admitted to the nursing program or by special permission of the Nursing Coordinator or Dean of Allied Health.

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 (F/S)

2 Semester Hours

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

AH 124 CPR (F/S)

1 Semester 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 in-

cludes 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 consist of actual hands-on practice with adult and child size mannequins, 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 125 Allied Health Procedures (F)

3 Semester Hours

Prerequisite: Admission to the program.

The student will be introduced to various components in the health care arena and how these components work together for the good of the patient.

AH 145 Essentials of Human Systems for Allied Health (S)

4 Semester Hours

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 200 Health Care Ethics and Law (F,S)

1 Semester 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 (F/S)

3 Semester Hours

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

AH 220 Trends in Health Care (O)

3 Semester Hours

Prerequisite: Admission to one of the Allied Health Programs or permission of the Administrative Vice President/Dean of Allied Health Programs.

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

AH 222/PY 222 Processes of Dying and Grief (S)

3 Semester Hours

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

sight into and examine the different cultural views, practices, and understandings of the processes of death and dying.

AH 230 Prehospital Care Administration (O)

3 Semester Hours

Prerequisite: Admission to one of the Allied Health Programs.

This course is designed to introduce the student to the management of Emergency Medical Services. Topics covered include leadership characteristics, motivating the EMS worker, and ethics in the workplace. The course introduces the student to the business of EMS such as how to work with employee organizations, accommodating cultural differences, managing growth and marketing. Students will acquire knowledge of billing, quality assurance, and laws affecting the daily management of EMS.

AH 241 Pharmacology for Allied Health (S)

3 Semester Hours

Prerequisite: Enrollment restricted to Allied Health or Nursing students in their second year of the Program or permission of Department Chair. Pharmacology for Allied Health students or professionals is a sixteen (16) week course designed to help the student or health professional develop an understanding of basic pharmacological concepts, drug action, and clinical application. As drug therapy is an integral part of health care, allied health students/professionals have a vital role in drug therapy, and observation of drug effects.

AH 250/NU 250/SO 250 Multi-cultural and International Studies (S/SU)

3 Semester Hours

Prerequisite: Permission of the 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 (O)

1-3 Semester Hours

Prerequisite: Permission of the Administrative Department Chair of Allied Health or Nursing Programs.

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

AR 103 Two Dimensional Design (F)

Semester Hours

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

AR 104 Three Dimensional Design (F)

3 Semester Hours

Prerequisite: AR 218 and AR 103 or permission of instructor. A studio art course concerned with the basic principles, tools, and materials involved in three dimensional design.

AR 112 Art Appreciation (F/S)

3 Semester Hours

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

AR 113 Drawing and Painting for Elementary Education Majors (F/S)**3 Semester Hours**

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

AR 123 Photography (O)**1 Semester Hour**

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

AR 150 Ceramics I (F)**2-3 Semester Hours**

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

AR 151 Ceramics II (F)**3 Semester Hours**

Prerequisite: AR 150 or permission of instructor.

Presents the techniques of throwing basic pottery forms on the wheel, the cylinder, open forms, wasted forms, etc., and

emphasizes the development of skills in throwing and trimming pottery, mixing glazes and clay bodies, decorating and firing pottery.

AR 200 Painting with Oils and Acrylics I (F/S)

3 Semester Hours

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

AR 201 Painting with Oils and Acrylics II (S)

3 Semester Hours

Prerequisite: AR 200

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

AR 204 Watercolors (O)

3 Semester Hours

Prerequisite: AR 217 or permission of instructor.

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

AR 217 Drawing I (F/S)

3 Semester Hours

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

AR 218 Drawing II (S)**3 Semester Hours**

Prerequisite: AR 217 or permission of instructor.

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

AR 275 Special Topics in Art (O)**1-3 Semester Hours**

Prerequisite: Permission of 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 II (F)****4 Semester Hours**

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

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

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

BS 102 General Biology II (S)**4 Semester Hours**

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

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

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

BS 115 Human Biology (F)**4 Semester Hours**

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

An introductory course in anatomy and physiology that covers all systems of the human body. This course deals with the complexities of human

structure and function in a simple way, without losing the essence and meaning of the material. This course is intended for non-science majors and is not for students in science or allied health fields.

BS 124 Human Anatomy and Physiology I (F)**4 Semester Hours**

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

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

An anatomy-physiology course that examines the general plan of body cells, tissues, and five major systems. Includes the function of integumentary, skeletal, muscular, nervous systems, somatic and special senses. A laboratory course de

signed to unify basic concepts of inorganic and organic chemistry to bring about a better understanding of the structure and function of the human body as relevant to health care.

BS 125 Human Anatomy and Physiology II (S)

4 Semester Hours

Prerequisite: BS 124.

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

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

BS 127 Microbiology for Allied Health (O)

3 Semester Hours

Prerequisite: BS 124 and formal admission to the Allied Health programs, or admission to the Sterile Processing Technician Certificate Program. Please refer to appropriate program curriculum.

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

BS 199 Dendrology (O)

4 Semester Hours

Prerequisite: EN 090, EN 099, or minimum acceptable test scores for placement in English, MT 095/MT096 and/or MT 123.

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 (F/S)**4 Semester Hours**

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

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

This class is a general microbiology class which concentrates on the physiology, genetics, 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 (O)**1-3 Semester 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 (F/S)****3 Semester Hours**

This course surveys the field of business, emphasizing the functions and structure of private business enterprise, and the roles of management, accounting, finance, and marketing in the enterprise. Duplicate credit for BU 101 is not permitted.

BU 101 Introduction to Health Care Institutions (F)**3 Semester Hours**

Prerequisite: EN 090 **OR** minimum acceptable test scores for placement in college-level reading. This course is a review of the principles of management in health care institutions. The student will study administrative roles, functions, practices, structures, requirements, and professional issues (including the role of government) and terminology in the health care setting. Duplicate credit for BU 100 is not permitted.

BU 102 Introduction to Hospitality (O)**3 Semester Hours**

This course provides an introduction into the management and operation of hospitality's three principal segments: food and beverage; lodging; and travel and tourism. It also pre-

sents an insightful review of the significant issues facing managers today, as well as into the future.

BU 115 Business Calculations (F/S)

3 Semester Hours

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

This course emphasizes how math is used in the world of business. General arithmetic procedures will be reviewed and applied to specific business applications. Problem-solving techniques will also be presented.

BU 205 Communications in Business (F/S)

3 Semester Hours

Prerequisite: EN 101.

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

BU 207 Business Law (F/S)

3 Semester Hours

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

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

BU 209 Medical Administrative Law and Ethics (F)

3 Semester Hours

Prerequisite: EN 090 **OR** minimum acceptable test scores for

placement in college-level reading.

This course offers an introduction to the concepts of administrative law ethics applicable to health care settings. Particular emphasis is placed on the liability of public and private health care service organizations and personnel. In-depth topics include torts, duties, and administrative agency regulations. Duplicate credit for BU 207 is not permitted.

BU 211 Hospitality Law (F)

3 Semester Hours

This course provides an understanding of the basic foundations and principles of the laws affecting the hospitality industry. The course provides guidelines and techniques to manage preventatively and applies practical legal awareness of management's actions. Hospitality law cannot be used as a substitute for BU 207.

BU 230/MT 225 Business Statistics (F/S)

3 Semester Hours

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

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

BU 250 Internship (s)

3-5 Semester Hours

The purpose of an internship is to provide an opportunity for students to integrate their classroom learning to a real work environment. The linkage effectively prepares and develops

students for hands-on work in their field of study. Students have the opportunity to earn 3-5 hours of college credits for participating in a paid or unpaid work activity. Formal class meetings will be held during the semester. Students will be assigned to a faculty advisor and will meet individually with their advisor throughout the semester. This is a capstone course and will be taken in the last semester of the program.

BU 275 Special Topics in Business (O)

1-3 Semester Hours

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

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

BU 291 Business Administration (F/S)

3 Semester Hours

Prerequisite: Student must be a candidate for graduation in the AAS Business Administration - General Business Option program.

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

CHEMISTRY

CH 203 Fundamentals of General, Organic, and Biological Chemistry I (F/S)

4 Semester Hours

Prerequisite: EN 090, EN 099, MT 090, and MT 096/MT099 **OR** minimum acceptable test scores for placement in college-level English and math.

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

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

CH 204 Fundamentals of General, Organic, and Biological Chemistry II (S)

4 Semester Hours

Prerequisite: CH 203.

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

Beginning with a review of organic nomenclature, this course focuses on classes of organic compounds and their reactions. Several biochemical topics will be introduced, including the chemistry of the major classes of biological molecules. The course will cover the structure and reactions of bodily fluids, as well as energy-acquiring and energy-releasing pathways.

CH 213 Principles of Chemistry I (F)

4 Semester Hours

Prerequisite: EN 090, EN 099, 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 in the classroom 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 (S)

4 Semester Hours

Prerequisite: CH 213.

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

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

CH 223 Organic Chemistry I (O)

3 Semester Hours

Prerequisite: CH 214.

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

CH 224 Organic Chemistry I Lab (O)

2 Semester Hours

Co-requisite: CH 223.

This course is an accompanying lab course for students enrolled in CH 223. This course presents an introduction to the

fundamental laboratory techniques used in organic chemistry.

CH 225 Organic Chemistry II (O)

3 Semester Hours

Prerequisite: CH 223.

A continuation of Organic Chemistry I. This course presents the chemistry of aromatic compounds and the major classes of biological chemical compounds, along with modern methods of chemical synthesis.

CH 226 Organic Chemistry II Lab (O)

2 Semester Hours

Co-requisite: CH 225.

This is an accompanying lab for students enrolled in CH 225. This course continues to emphasize the basic methods and techniques used in purifying organic compounds, while introducing qualitative organic syntheses.

CH 275

Special Topics in Chemistry (O)

1-3 Semester 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.

COMPUTER INFORMATION SYSTEMS

CS 102 Computer Literacy (F/S)

3 Semester 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 104 Using Internet Technology for Research and Productivity (F/S)

3 Semester 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 108 Introduction to Windows (F/S)**3 Semester Hours**

This course is an introduction to maintaining and using computers. Students will learn how to maintain a microcomputer through the use of windows. Students will also be introduced to the Internet, e-mail, and software applications. This course is not recommended for students with no computer experience who are also enrolled in EN 090.

CS 116 Word Processing Concepts (F/S)**2 Semester Hours**

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 (F/S)**2 Semester 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 (F/S)**2 Semester 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 (O)**1 Semester Hour**

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

CS 125 Electronic Presentations (S)**2 Semester Hours**

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

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

CS 275 Special Topics in Computer Information Systems (O)**1-3 Semester 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 (F)

2 Semester Hours

Prerequisite: Admission to the program and ARRT or ARRT eligible.

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 (F)

3 Semester Hours

Prerequisite: Admission to the program and ARRT or ARRT

eligible. 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 (F)

3 Semester Hours

Prerequisite: Admission to the program and ARRT or ARRT eligible.

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 (F)

3 Semester Hours

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

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 ana-

tomical 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 (F)

4 Semester Hours

Prerequisite: Admission to the program and ARRT or ARRT eligible.

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 (S)

2 Semester Hours

Prerequisite: CT 262.

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.

CT 267 Computed Tomography Pathology (S)**3 Semester Hours**

Prerequisite: CT 261.

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 (S)**3 Semester Hours**

Prerequisite: CT 260.

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 (S)**3 Semester Hours**

Prerequisite: CT 263.

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 con-

ducted 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 (S)

4 Semester Hours

Prerequisite: CT 265.

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 (F)

3 Semester Hours

EN 101 is highly recommended but not required.

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

3 Semester Hours

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

CJ 103 Introduction to Law Enforcement (F)

3 Semester Hours

EN 101 is highly recommended but not required.

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

CJ 201 Criminal Procedure (F)

3 Semester Hours

EN 101 is highly recommended but not required.

The Constitutional aspects of arrest, search and seizure are considered together with interrogation and confession, self-incrimination and right to counsel. Students will learn rules

of evidence as these apply to law enforcement officers in the performance of their investigatory duties and testimony in court.

CJ 202 Criminal Law (S)

3 Semester Hours

EN 101 is highly recommended but not required.

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

CJ 203 Criminal Evidence (F)

3 Semester Hours

EN 101 is highly recommended but not required.

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

CJ 213 Criminal Investigation (S)

3 Semester Hours

EN 101 is highly recommended but not required.

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

CJ 217 Juvenile Justice and Delinquency (S)

3 Semester Hours

EN 101 is highly recommended but not required. Explores the

historical context of delinquency; the changing legal environment, including major court decisions that have trans-

formed the juvenile justice system, including descriptions and discussions of juvenile delinquency prevention and control programs.

CJ 221 Community Corrections (F)

3 Semester Hours

EN 101 is highly recommended but not required.

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

CJ 223 Criminology (F)

3 Semester Hours

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

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

behavior.

CJ 226/PY 226 Abnormal Psychology (F)

3 Semester Hours

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

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

CJ 230 Pistol and Personal Protection (S)

3 Semester Hours

EN 101 is highly recommended but not required.

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

CJ 240 Correctional Procedure I (F)

3 Semester Hours

EN 101 is highly recommended but not required.

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

CJ 241 Correctional Procedure II (S)

3 Semester Hours

Prerequisite: CJ 240.

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

CJ 250 Ethics in Criminal Justice (S)

3 Semester Hours

EN 101 is highly recommended but not required.

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

CJ 275 Special Topics in Criminal Justice (O)

3 Semester 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 (S)

3 Semester Hours

EN 101 is highly recommended but not required.

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

CJ 290 Internship in Criminal Justice (F/S)

3-12 Semester Hours

EN 101 is highly recommended but not required.

This course provides students an opportunity to work in a

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

DENTAL HYGIENE

DH 100 Head and Neck Anatomy (F)**2 Semester Hours**

Prerequisite: Admission into the Dental Hygiene program.

Co-requisite: DH 101 and DH 102.

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 (F)**3 Semester Hours**

Prerequisite: Admission into the Dental Hygiene program.

Co-requisite: DH 100 and DH 102.

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 (F)**4 Semester Hours**

Prerequisite: Admission into the Dental Hygiene program.

Co-requisite: DH 100 and DH 101.

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 (S)

2 Semester Hours

Prerequisite: DH 100, DH 101, and DH 102.

Co-requisite: DH 104 and DH 106.

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 (S)

2 Semester Hours

Prerequisite: DH 100 and DH 101.

Co-requisite: DH 103, DH 105, and DH 106.

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 (S)

2 Semester Hour

Prerequisite: BS 124 and DH 102.

Co-requisite: DH 106 and BS 125.

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. Topic will include drug classifications, indications, contraindications, side effects, methods of administration and toxicology.

DH 106 Clinic I , Lecture and Lab(S)

4 Semester Hours

Prerequisite: DH 100, DH 101, and DH 102.

Co-requisite: DH 103, DH 104, and DH 105.

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 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 Semester Hours

Prerequisite: DH 102.

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 (F)

2 Semester Hours

Prerequisite: DH 101 and DH 106.

Co-requisite: DH 212.

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 (S)

1 Semester Hour

Prerequisite: DH 102 and DH 106.

Co-requisite: DH 212.

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 (F)

6 Semester Hours

Prerequisite: DH 102 and DH 106.

Co-requisite: DH 208.

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) (F)

2 Semester Hours

Prerequisite: DH 100, DH 105, and DH 212.

Co-requisite: DH 216

One hour lecture and two hours lab each week.

Anesthesiology introduces the dental hygiene student to the different types of anesthesia. Topics include the pharmacol-

ogy of the different types of anesthesia, indications, contraindications, review of anatomic landmarks, and pain management. The laboratory portion of the course teaches to laboratory competency the techniques for administering local anesthetic and nitrous oxide sedation.

DH 216 Clinic III (S)

7 Semester Hours

Prerequisite: All DH specific courses to-date.

Co-requisite: DH 214 and DH 215.

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 Semester Hour

Prerequisite: All Dental-Hygiene specific courses to date.

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 Semester Hours

Prerequisite: All DH specific courses to-date.

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 Semester Hours

Prerequisite: All DH specific courses to-date.

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 (S)

3 Semester Hours

Prerequisite: DH 220

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 101 Introduction to Mechanical Drawing (F)

3 Semester Hours

Introduction of basic mechanical drafting practices including the use of drafting instruments, mechanical drawing conventions and procedures, e.g., orthographic, axonometric,

oblique, perspective, sectional drawing forms.

DR 102 Mechanical Drawing II (O)

3 Semester Hours

Prerequisite: DR 101.

Basic descriptive geometry, solution of space problems by advanced projections and shape descriptions, primary and secondary auxiliary views, surface developments and intersections.

DR 103 Architectural Graphics (O)

3 Semester Hours

Prerequisite: DR 101 or DR 204.

The graphical expression of standard construction methods and details through study and application of symbols and conventions. Experiences in functional planning and design work through working drawings, cost evaluations and specification writing.

DR 104 Technical Presentation Drawing (O)

3 Semester Hours

Prerequisite: DR 101 or DR 204.

Basic drafting course related to presenting drawings in isometric views, obliques, exploded view, to show all parts in relation to other parts as in assemblies of industrial illustrations, service manuals and technical illustration drawings.

DR 105 Blueprint Reading (O)

3 Semester Hours

A course in reading blueprints pertaining to working drawings, floor plans, elevations, symbols and notations, scaling and dimensioning practices, detailed drawing, flow-charts and schematics used in industrial and technical operations.

DR 201 Mechanical Drawing III (O)**3 Semester Hours**

Prerequisite: DR 102.

Application of standard dimensioning techniques and size descriptions in relation to mechanical drawing. Drawing conventions applied to the representation of machine components and assemblies.

DR 202 Structural Drafting (O)**3 Semester Hours**

Prerequisite: DR 101 or DR 204.

Design and checking of suitable steel sections to be used as beams, girders, lintels, columns, and struts; design of simple frames, wood and concrete beams, columns and floors; different types of fasteners, and other materials of connection.

DR 203 Electrical Schematics (S)**3 Semester 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 (F)**3 Semester Hours**

Use of computers to convert data into descriptive pictures using the straight line form of computer graphic representation of data. (1) Conceptualization, problem description, (2) translation of description into data, (3) input of data, (4) output of data, (5) refinement and analysis of output, and (6) reproduction.

DR 205 Piping Design and Drafting (O)

3 Semester Hours

Prerequisite: DR 101 or DR 204.

A study of different piping systems including pipe sizing, pipe layout, schematic, details, material take-off, standard symbols, different types of pipe fittings, valves, and materials of construction.

DR 206 Computer Aided Design and Drafting II (O)**3 Semester Hours**

Prerequisite: DR 204.

Using advanced features of CADD programs in the field of design and drafting. This is a continuation of CADD I course. Work involves using special subroutines exclusive to many of the sub-branches of engineering.

DR 250 Drafting and Design Technology Internship (O)**3 Semester Hours**

Prerequisite: DR 204.

Practical experience applying basic drafting techniques and principles in a work related environment.

DR 275 Special Topics in Drafting and Design Technology (O)**1-3 Semester Hours**

Prerequisite: Permission of 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 (F/S)**3 Semester Hours**

This course presents and analyzes macroeconomic principles as to their applicability to problems of public policy. Macroeconomics is concerned with aggregates or the economy as a whole. Two major divisions of the course are: the study of income and employment theory and the study of monetary theory. This course can stand alone as an introduction to economics or can be taken in conjunction with Principles of Economics II, microeconomics.

EC 242 Principles of Economics II (F/S)**3 Semester Hours**

This course presents and analyzes microeconomic principles as to their applicability to problems of public policy. Microeconomics is the study of the economic activities of individual consumers and producers or groups of consumers and producers known as markets, and emphasis shall be placed on the roles played by consumers and producers in the economic society. This course can stand alone as an introduction to economics or may be taken in conjunction with Principles of Economics I, macroeconomics.

EC 270 World Economics and the Energy Sector (S)**3 Semester 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, interfuel competition, international relations, technical change, and external factors in the coal, oil, natural gas, and nuclear power industry.

EC 275 Special Topics in Economics (O)**1-3 Semester 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 (F/S)****3 Semester Hours**

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

ED 115 Early Childhood Health, Safety, and Nutrition (F)**3 Semester Hours**

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

ED 120 Approaches to Discipline (0)**3 Semester Hours**

A study of the various methods of guiding behavior toward the development of self-discipline. It will consider the various problems which must be resolved from birth through the early years within the context of specific situations.

ED 203 Children's Literature (F)**3 Semester Hours**

Prerequisite: EN 101.

A survey of the development of poetry and prose of children's literature, with emphasis on methods of presentation to enable children to become good readers. May not be used as an as a literature requirement in General Studies.

ED 212 Principles & Theories of Early Childhood Programs (F)**3 Semester Hours**

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

ED 214 Child Development**3 Semester Hours**

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

ED 215 School Readiness (O)

3 Semester Hours

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

ED 218 Human Development and Learning (F)**3 Semester Hours**

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

ED 219/EN 219 Adolescent Literature (O)**3 Semester Hours**

Prerequisite: EN 102.

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

ED 221 Administration of Early Childhood Education (S)**3 Semester Hours**

Instruction and observation in various phases of early childhood education administration including: incorporation, licensing, finance, personnel, curriculum, physical plant,

health and social services, parent involvement, and resources. Field trips are appropriate.

ED 225 Methods & Materials for Early Childhood Programs (O)

3 Semester Hours

This course is designed to aid the teacher in material selection and in various methods of using books and materials with children. This course will study the various methods of teaching and applying the materials that were selected.

ED 230 Early Childhood Internship (O)

3 Semester Hours

This course requires permission of 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.

ED 275 Special Topics in Education (O)

1-3 Semester Hours

Prerequisite: Permission of 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.

ENGINEERING

EG 101 Engineering I (O)

3 Semester 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 (O)

3 Semester Hours

Prerequisite: EG 101.

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

EG 103 Electrical Calculations (F)

2 Semester 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 (S)

2 Semester 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 (F)

4 Semester 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 Kirchhoff's voltage law.

EG 110 Manufacturing Materials and Processes (O)

3 Semester Hours

Processing methods used in manufacturing, relationship of metals to non-metals, mechanical properties of materials.

EG 111 Basic Mechanics (F)

3 Semester Hours

Prerequisite: MT 099 **OR** minimum acceptable test scores for placement in college-level math.

Forces; friction, resultants, equilibrium of force system.

EG 114 Basic Electronics (O)

3 Semester Hours

Co-requisite: EG 107.

Development of rectifiers and amplifier circuits; graphical and equivalent circuit analysis of amplifiers using transistor, vacuum tubes, mosfet transistors.

EG 171 Circuit Analysis I (F)

4 Semester Hours

Prerequisite: EG 107 and (EG 103 or MT 123) or permission of 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 (S)**4 Semester Hours**

Prerequisite: EG 171.

This course provides a study of the steady-state sinusoidal response of electrical circuits using the phaser method of network analysis. This course will consider advanced sinusoidal waveforms; phase relationships; reactances; impedance; admittance and susceptance; methods of analyzing series; parallel and series/parallel A.C. circuits. Also covered are major circuit theorems; use of test equipment; malfunction analysis; troubleshooting techniques; real, apparent, and reactive power in both single and three phase systems in A.C. motors, A.C. generators and transformers.

EG 181 Analog Electronics I (S)**4 Semester Hours**

Prerequisite: EG 171.

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 (F)**3 Semester Hours**

This course is an introduction to hydraulic systems. Students will examine fundamental hydraulic functions along with reservoirs, lines, fittings, couplers, seals, fluids, filters, valves, pumps, cylinders, and motors. Other topics include hydraulic circuits, diagrams, symbols, diagnosis, and testing along with general maintenance, safety, and use of accessories.

EG 210 Troubleshooting Lab (F)**1 Semester Hours**

Co-rerequisite: EG 172.

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

EG 211 Statics (O)**3 Semester Hours**

Prerequisite: MT 229.

A study of coplanar, concurrent force systems; non-coplanar, nonconcurrent force systems; truss analysis by the method of joints and the method of sections; static and kinetic friction.

EG 212 Strength of Materials (O)**3 Semester Hours**

Prerequisite: EG 211.

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

EG 214 Electrical Control Systems (O)**1 Semester Hours**

Prerequisite: EG 107 or higher.

Introduction to the principles of operation of motors, generators, transformers and motor controls.

EG 216 Mining Electricity I (O)**3 Semester Hours**

This course is designed to prepare students for mineworker electrical certification. The course includes an introduction to National Electric Code, Mine Safety and Health Administration (MSHA) and state agency requirements for electrical systems employed in the mining industry. Basic electrical principles are examined and related to mining environments.

EG 297 National Electric Codes (F)**1 Semester 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 217 Mining Electricity II (O)**3 Semester Hours**

This is the second course to prepare students for mineworker electrical certification. It further analyzes specific techniques required by the mining laws to protect workers and equipment involved in mining power applications. Principles of three-phase operation of motors, transformers, motor control, and power systems in mining applications are investigated.

EG 220 Machines and Power Systems (S)**4 Semester Hours**

Prerequisite: EG 172.

Co-requisite: MT 125.

An introduction to industrial and commercial power distribution and utilization practices. The course covers: (1) types of single phase and polyphase A.C. motors; (2) transformers, including sizing, testing, and connections; (3) short circuit calculations; (4) lighting design and practices; (5) breaker and fuse sizing applications; (6) conductor insulation; (7) review of National Electronic Code; (8) industrial motor control; (9) single phase & 3-phase A.C. power.

EG 275 Special Topics in Engineering (O)**1-3 Semester Hours**

Prerequisite: Permission of Department Chair.

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

EG 282 Analog Electronics II (O)**4 Semester Hours**

Prerequisite: EG 172 and EG 181.

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

EG 290 Digital Electronics (F)**4 Semester Hours**

Prerequisite: EG 181.

This course includes an introduction to digital techniques, semiconductor devices for digital circuits, digital logic circuits, digital integrated circuits, Boolean Algebra, flip-flops and registers, sequential logic circuits, combinational logic circuits, semiconductor memories, data conversion, and digital troubleshooting.

EG 292 Communication Circuits/Devices (S)**4 Semester Hours**

Prerequisite: EG 181.

Co-requisite: MT 125 or higher.

Coupling networks, response analysis, noise; A.M. and F.M. transmission and reception and related circuits; introduction to transmission lines, antennas, and microwave circuits are covered.

EG 294 Micro Processor Design and Application (S)**4 Semester Hours**

Prerequisite: EG 290.

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

EG 295 Opto Electronics (O)

4 Semester Hours

Prerequisite: EG 181.

Include optical principles, sources, displays, light-reactive devices, fiberoptics, experiments, optical energy, fiber optic light sources, fiber optic receivers, and fiber optic systems.

EG 296 Program Logic Control (PLC) (O)

4 Semester Hours

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

EG 298 Capstone (S)

2 Semester Hours

Prerequisite: Student must be a candidate for graduation.

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

EG 299 Internship Work Experience (S)

2 Semester Hours

Prerequisite: Student must be a candidate for graduation.

Practical experience applying theory in an actual work environment.

EMERGENCY MEDICAL SERVICES

EM 100 First Responder (O)

3 Semester 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 (SU)

2 Semester 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 (SU)

3 Semester 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 (SF)

7 Semester Hours

This course is designed to instruct the student to the level of Emergency Medical Technician-Basic. This includes skills necessary for the individual to provide basic life support with fire, ambulance, or other specialized service. Students will learn the proper procedure of performing a detailed patient assessment by obtaining pertinent medical history and performing a hands-on physical assessment. The student will learn immobilization techniques to stabilize an unstable spine as well as other fractures determined by the mechanism of injury. The use of AED (Automated External Defibrillator) and Cardiopulmonary Resuscitation is also included. This course is in compliance with Ch. 16, Article 4C of the West Virginia code (EMS Act) and West Virginia Division of Health Legislative Rules, Title 64, Series 48, Emergency Medical Services. This course follows the 120-hour DOT approved curriculum.

EM 104 Emergency Medical Services I

11 Semester 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 semester 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 (S)**1 Semester 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 semester.

EM 114 Pre-hospital Pharmacology (SU)**3 Semester 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 (SU)**3 Semester 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 (F)**5 Semester 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 (F)

4 Semester 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 (F)

2 Semester 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 (F)

3 Semester 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 (F)

3 Semester 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 (F)

11 Semester 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 (F)

1 Semester 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 semester.

EM 212 Emergency Medical Services III (S)

11 Semester 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 consid-

erations.

EM 214 Clinical/Lab III (S)

1 Semester 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 (S)

3 Semester 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 (S)

1 Semester 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 an entry-level paramedic in this course to be eligible to sit for the National Registry examination for EMT-Paramedic.

EM 217 Special Considerations (S)**4 Semester Hours**

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

EM 218 Rescue Operations (S)**4 Semester 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 (S)**2 Semester 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 (S)**2 Semester 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 med 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.

ENGLISH

(English placement test or ACT required for all English courses. Placement mandatory.)

(Note: EN 090 and EN 099 are now listed under the heading of Transitional Studies in this catalog.)

EN 101 English Composition I (F/S/SU)

3 Semester Hours

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

An introduction to basic composition. The major thrust is directed toward achieving competency in writing a composition.

EN 102 English Composition II (F/S/SU)

3 Semester Hours

Prerequisite: EN 101, Challenge Examination, or CLEP.

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

EN 115 Technical Writing I (O)

3 Semester 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 (F/S/SU)

3 Semester Hours

Prerequisite: EN 102 or permission of instructor.

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

EN 200 English Literature Before 1800 (F/S)**3 Semester Hours**

Prerequisite: EN 102.

Survey of English literature to the Romantic period.

EN 201 American Literature Before 1865 (F/S)**3 Semester Hours**

Prerequisite: EN 102.

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

EN 202 English Literature Since 1800 (F/S)**3 Semester Hours**

Prerequisite: EN 102.

Survey of English literature from the Romantic period.

EN 204 American Literature Since 1865 (F/S)**3 Semester Hours**

Prerequisite: EN 102.

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

EN 210 Appalachian Literature (S)**3 Semester Hours**

Prerequisite: EN 101.

A survey of selected fiction, poetry, and nonfiction prose

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

EN 219/ED 219 Adolescent Literature (O)

3 Semester Hours

Prerequisite: EN 102.

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

EN 275 Special Topics in English (O)

1-3 Semester Hours

Prerequisite: EN 101.

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

EXPERIENTIAL LEARNING

EL 201 Portfolio Development (O)

3 Semester 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 102 Principles of Banking (O)

3 Semester Hours

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

This course is the foundation for most other AIB courses and looks at nearly every aspect of banking, providing a comprehensive introduction to the diversified services offered by the banking industry today. This course includes new material on bank accounting, pricing, and profitability, and expands the discussion on the personnel and security functions of the bank.

FN 104 Introduction to Commercial & Consumer Lending (O)

3 Semester Hours

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

This course explains the role of the commercial lending function within the banking industry as well as discussing its importance in the total economy. This role of consumer credit in the overall banking operation is also examined.

FN 130 Food Service Risk Management (S)

3 Semester Hours

This course covers food safety knowledge and prepares the student for the ServSafe Food Protection Manager Certification Exam. The course provides functional guidance on food

quality, storage periods, crisis management, and resource lists.

FN 200 Purchasing (F)

3 Semester Hours

This course covers distribution systems, supplier channels, price and payment, ordering procedures, storage and security, specification for food and nonfood items, and today's technology.

FN 205 Banking Law and Banking (O)

3 Semester Hours

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

This course provides an overview of the legal aspects of banking. It is designed to equip the student with a non-technical, clear understanding of all aspects of the legal system that directly affect banks.

FN 206 Negotiable Instruments (O)

3 Semester Hours

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

This course provides students with an introduction to the nature of a negotiable instrument and how it is collected through the payments mechanism.

FN 207 Savings and Time Deposit Banking (O)

3 Semester Hours

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

This course is designed to acquaint the student with many of

the major developments contributing to the "new world" of banking. The impact of banking deregulation, growth of money market funds, and stiff competition from non-bank entities is discussed. Emphasis is on deposit instruments rather than on deposit operations.

FN 210 Finance for the Non-Financial Manager (F)

3 Semester Hours

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

FN 225 Principles of Real Estate I (O)

3 Semester Hours

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

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

FN 226 Principles of Real Estate II (O)

3 Semester Hours

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

FN 231 Principles of Finance (S)**3 Semester Hours**

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

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

FN 232 Personal Finance (O)**3 Semester Hours**

The main concern of this course is to educate and assist the student in the management of their personal finances. Topics include: Personal budgeting and tax planning, consumer credit, insuring your resources, fundamentals of personal investing, retirement and estate planning.

FN 233 Cost Control/Revenue (S)**3 Semester Hours**

This course covers effective methods and principles for accurately pricing goods and services, controlling costs, and maximizing profits for all types of foodservice and beverage operations.

FN 275 Special Topics in Finance (O)**1-3 Semester Hours**

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

This course presents classes in Finance which the College expects to offer only once or occasionally in response to specific community needs. The course may consist of semi-

nars, specialized or individualized instruction, and/or research in an area related to Finance.

GEOGRAPHY

GE 275 Special Topics in Geography (O)

1-3 Semester Hours

Prerequisite: Permission of 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 (O)

4 Semester Hours

Prerequisite: MT 096/ MT 099 **OR** minimum acceptable test scores for placement in college-level math.

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

HISTORY

HS 104 Western Civilization I (F/S)

3 Semester Hours

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

HS 105 Western Civilization II (F/S)

3 Semester Hours

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

HS 110 History of Mining (S)

3 Semester Hours

A historical perspective of coal mining in the United States and throughout the world will be presented. Major emphasis will be placed on mining coal in eastern Kentucky and southern West Virginia. Additional content will focus on the history of labor disputes, mine wars, and major strikes throughout our region. Students will understand the influence of John L. Lewis and the impact of the United Mine Workers of America at the conclusion of this course.

HS 203 West Virginia History (O)

3 Semester Hours

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

HS 208 The Kennedys and the 1960's (O)

3 Semester Hours

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

HS 209 The Kennedys and Leadership (O)**3 Semester Hours**

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

HS 210 The Kennedy Connection (O)**3 Semester 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 (O)**3 Semester Hours**

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

HS 230 American History 1492-1877 (F/S)**3 Semester Hours**

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

HS 231 American History Since 1877 (F/S)**3 Semester Hours**

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

HS 240 War in Film**3 Semester Hours**

Prerequisite: 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 (O)**1-3 Semester Hours**

Prerequisite: Permission of 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 (O)

3 Semester Hours

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

HUMANITIES**HU 105****Leadership: Yourself, Your Organization, and your Communities****3 Semester 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 Semester 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 Semester 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 under

stand 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 275 Special Topics in Humanities (O)

1-3 Semester Hours

Prerequisite: Permission of 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 100 Critical Thinking (F)

2 Semester Hours

This course presents a general picture of the critical thinking process. It provides some of the critical thinking tools that will enable the student to look at a question, think through a problem by identifying and examining the elements involved with the problem, by recognizing that one must understand the discipline of the subject being evaluated, and by using the standards that will support the critical thinking process.

IT 102 Cyber Law, Ethics, and Culture (F)

3 Semester Hours

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

This course provides background in legal aspects surround

ing 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 105 Customer Service for IT (F)

2 Semester Hours

This course provides students a “how to” approach to deliver excellent customer support. It includes a focus on “soft” skills and self-management skills that enable students to find and keep good jobs and avoid frustration and burnout. Addi-

tional skills examined include: developing listening and communication skills, telephone skills, technical writing for support professionals, handling difficult customers, solving and preventing problems, and team work.

IT 112 System Architecture (S)

3 Semester Hours

Prerequisite: 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 (S)

3 Semester 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 131 Networking Fundamentals (O)

4 Semester Hours

Prerequisite: Permission of the instructor.

This course is the first in a series of four designed to prepare the student to pass the CCNA. Content includes: the OSI model, network topologies, IP addressing, and subnet masks, and basic network design. Students taking this course should have background in basic computer terminology and Microsoft Office skills. In addition, it is helpful to have A+ certification, introductory programming skills, and introductory electronics knowledge.

IT 141 Router Theory and Router Technology (O)

4 Semester Hours

Prerequisite: IT 131.

This course is the second in a series of four designed to prepare the student to pass the CCNA. Content includes: router elements, flow control, router configuration in the user and privilege modes, routing protocols, routed network configuration and design, assess lists for TCP/IP networks.

IT 145 Adobe Photoshop

3 Semester Hours

Students should be able to use a computer and have a firm understanding of file management concepts in windows.

This course is designed to give the aspiring graphic artist a basic understanding of the workings of Adobe Photoshop. Students will learn in a hands-on setting various techniques in creating professional graphics. Course goals include: basic and advanced selection techniques, extraction, merging images, using healing tools to touch-up photographs, filters, plugins, transformation, warping, red eye reduction, slicing images, layers, blending techniques, brushes, photograph repair, and the basic uses of every tool in Photoshop.

IT 147 Digital Editing

3 Semester Hours

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 back ground music to affect mood and using stock video footage.

IT 155 Web Page Design I (O)

3 Semester 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 a 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 pop-up windows, using efficient functional navigation and web site organization.

IT 156 Web Page Design II (O)

3 Semester 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 157 Web Graphics Design (F)

4 Semester Hours

This course is designed to give the aspiring web master a graphic artist approach to web imagery. Students will learn in a hands-on setting various techniques in creating professional web graphics. Course goals include: optimizing graphics for the web, acquiring images, creating and using background images, creating and using icons, creating and using buttons, creating thumbnail galleries, creating .gif animation for the web, designing rollover effects, and creating splash screens.

IT 158 Advanced HTML (O)**3 Semester 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 tables and frames, utilizing cascading style sheets, adding interactivity using java script, enhancing a web page visitor's experience using multimedia (sound, imagery, Java-based applets), and using Extensible Markup Language (XML) to deliver data content to a web page.

IT 159 Server Side Scripting and Fundamentals**3 Semester Hours (O)**

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 (O)**3 Semester Hours**

Prerequisite: CS 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 trouble

shooting. Hands-on experience through labs and projects will reinforce the reading, course work, and exams.

IT 180 PC Maintenance (F/S)

3 Semester Hours

This course is designed to prepare students to perform routine maintenance and repairs on the PC. Emphasis will be on installation, maintenance, troubleshooting, upgrading, and repairing of PC's. Includes coverage of networking and client/server issues. Prepares student for the A+ Certification. This course is not recommended for students with no computer experience.

IT 181 Advanced PC Maintenance (S)

3 Semester Hours

Prerequisite: IT 180.

This course continues PC Hardware Maintenance I. Emphasis is on operating system installation and trouble shooting skills. Students will complete lab exercises to build a system from individual parts.

IT 182 A+ Lab (F)

2 Semester 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 + (F)

4 Semester Hours

Prerequisite: IT 112 or higher or permission of Department Chair.

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 (F)

3 Semester Hours

Prerequisite: IT 183 or IT 210.

This course provides background in the fundamentals of net

working 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 (S)

3 Semester 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+ (F)**3 Semester Hours**

Prerequisite: IT 112 or higher or permission of 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 187 Server + (O)**3 Semester Hours**

Prerequisite: IT 112 or higher or permission of Department Chair.

This course will focus on platform independent server topics including installation, configuration, upgrading, maintenance, environment, troubleshooting, and disaster recovery. Course focus will include advanced hardware technologies including RAID, SCSI, Multiple CPU's, Memory, and server design. This course may also be used to prepare for the CompTIA Server + certification.

IT 188 Introduction to Programming Logic (S)**3 Semester Hours**

This course introduces the basic concepts of programming logic. Students will examine the basic constructs of selection, sequence, and repetition, abstract data structures of records, arrays, and linked lists, and file access methods.

IT 190 Introduction to Programming in Visual C++ (S)**3 Semester Hours**

Prerequisite: IT 112 or higher and MT 096 or higher, or per-

mission of 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

(F,S)

3 Semester Hours

Prerequisite: IT 112 or higher, and MT 096 or higher, or

permission of 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 193 Advanced Visual Basic (O)

3 Semester Hours

Prerequisite: IT 192.

This course is a continuation of IT 192. Advanced concepts will be covered.

IT 194 Introduction to Programming Java (F,S)

3 Semester Hours

Prerequisite: IT 112 or permission of Department Chair. This course is an introduction to programming in Java covering the use of pre-written Java classes and methods and the development of new classes and methods. The class empha-

sizes program structure and documentation along with algorithm development.

IT 208 Administering SQL Server (O)

3 Semester Hours

This course will provide students with a formal review of SQL Server 2000 administration including: installation, configuration, database overview, SQL security, upgrading, monitoring, and troubleshooting. This course will also help to prepare for the MCSE exam 70-229.

IT 209 Designing and Implementing Databases with SQL Server

3 Semester Hours

This course will provide students with a formal review of SQL Server 2000 design including: installation, configuration, database overview, SQL security, upgrading, monitoring, and troubleshooting. This course will also help to prepare for the MCSE exam 70-229.

IT 210 Network Administration I (O)

3 Semester Hours

Prerequisite: IT 112 or higher or permission of Department Chair.

This course will provide students with a formal review of Microsoft Windows 2000 Professional including installation and administration, domain structures, workgroups, disk configuration, Microsoft Management Console, Active Directory, network protocols, security, policies, and troubleshooting practices. This course will also help to prepare for the MCSE exam (70-210). This course is not recommended for students with no computer experience. A+ and/or Networks+ background is recommended.

IT 215 Network Administration II (O)

3 Semester Hours

Prerequisite: IT 112 or higher or permission of Department Chair.

This course will focus on installation, administration, and implementation of Windows 2000 Server. Focus objectives will also include configuring, optimizing, troubleshooting and monitoring reliability, services, protocols, hardware, security, performance and software. This class may also be used to prepare the student to pass the Microsoft Windows 2000 Server test (70-215). This course not recommended for

students with no computer experience. A+ and/or Networks+ background is recommended.

IT 216 MS Network Administration III (F,S)**3 Semester Hours**

Prerequisite: IT 215.

This course will provide students with a formal review of Windows 2000 Network Infrastructure certification including protocols, physical design, company implementation, industry standards, and routing and client integration. This course will also help to prepare for the MCSE exam 70-216.

IT 217 MS Network Administration IV (F,S)**3 Semester Hours**

Prerequisite: IT 215.

This course will provide students with a formal review of Active Directory Infrastructure including installation, configuration, troubleshooting, and administration of Active Directory, DNS, DHCP, Security, GPO's, SQL server, and security. This course will also help to prepare for the MCSE exam 70-217.

IT 218 Managing a Networked Environment (O)**3 Semester 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 220 Firewalls and IDS (O)

3 Semester Hours

Prerequisite: IT 112 or higher or permission of Department Chair.

This course provides background in the fundamentals of firewall concepts that affect local and enterprise networking. Topics include: basic firewall concepts, installation, anomalies, filtering, rules, and advanced configuration research. This course covers both software and network appliance firewalls and IDS systems. Vendor specific platforms include SNORT, Cisco Pix, Secure Computing Sidewinder G2, Checkpoint, and several local machine firewalls.

IT 221 Advanced Operating Systems (O)

3 Semester Hours

Prerequisite: IT 112 or higher or permission of Department Chair.

This course provides background in advanced operating systems concepts. Topics include: Windows/Linux environments, OS installation, configuration, fundamental configuration concerns, backup, recovery, planning considerations

and platform interoperability.

IT 222 Advanced Networking Concepts (O)

3 Semester Hours

Prerequisite: IT 183.

This course provides background in advanced networking concepts. Topics include: DHCP, DNS, LAN/WAN design, networking protocols, advanced administration, networking in a Windows 2000 environment, and networking in a Linux environment.

IT 223 Computer Forensics (O)

3 Semester Hours

Prerequisite: IT 112 or higher or permission of 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 231 Advanced Router Technologies (O)

4 Semester Hours

Prerequisite: IT 141.

This course is the third in a series of four designed to prepare the student to pass the CCNA. Content includes: IPX addressing and encapsulation; access lists and SAP filtering; LAN segmentation using bridges, routers, switches; FastEthernet guidelines and distance restrictions; Spanning Tree protocol; and virtual LANs. Students start the development of a two-semester threaded-case study to develop a large-area integrated network design from the LAN/host/server design to the WAN that connects the LAN.

IT 233 Designing Web Sites with FrontPage**3 Semester Hours (O)**

Prerequisite: CS 155.

This course will provide the beginning web master with an exposure to Microsoft FrontPage 2000. Students will learn how to use MS FrontPage, use proper web design techniques, and to design and maintain a web site. Students will learn in a hands-on environment. Goals for the course include: creating a web page using templates, managing web pages and image design, creating interactive web forms, displaying database results in a web page, using frames, creating tables, and managing webs on a FrontPage server.

IT 241 Project Based Learning (O)**4 Semester Hours**

Prerequisite: IT 231.

This course is the fourth in a series of four designed to prepare the student to pass the CCNA. Content includes: WAN services, including LAPB, Frame Relay, ISDN/LAPD, HDLC, PPP, and DDR; and concludes the completion of a threaded case study.

IT 245 I-Net+ (O)**3 Semester Hours**

This course is designed to prepare the user for CompTIA's 2002 i-Net+ certification exam. Students will survey the various different technologies that form and make the internet work. It will prepare the student to understand current technologies and make intelligent business decisions concerning the internet.

IT 246 Site Designer (O)**3 Semester Hours**

Prerequisite: IT 245.

Students learn how to create and manage web sites with tools such as Macromedia Dreamweaver 4.0 and Flash 5.0, Front Page 2000, Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third-generation web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and web construction, along with information architecture concepts, web project management, scenario development and performance evaluations.

IT 247 E-Commerce Designer (O)

3 Semester Hours

Prerequisite: IT 246.

Students learn how to conduct business online and the technological issues associated with constructing an electronic-

commerce web site. Students will implement a genuine transaction-enabled business-to-consumer web site, examine strategies and products available for building electronic-commerce sites, examine how such sites are managed, and explore how they can complement an existing business infrastructure. Students get hands-on experience implementing the technology to engage cardholders, merchants, payment gateways and other parties in electronic transactions.

IT 250 Database Management System Concepts (O)

3 Semester Hours

Prerequisite: IT 112 or higher or permission of Department Chair. This course covers database design and administration. Includes topics of relational database models, file normalization, object oriented systems, distributed systems, client/server systems, data warehousing, and implications of the Internet and intranets for database management. Also in-

cludes an introduction to SQL.

IT 259 Data Modeling (O)

2 Semester Hours

Prerequisite: IT 112 or higher or permission of the instructor.

This course introduces a systematic approach to database development using entity relationship models, normalization and relational database design. Students will use these approaches to identify and define business information requirements, create E-R models, and transform the requirements into an initial database design.

IT 260 Introduction to Oracle: SQL and PL/SQL (O)

3 Semester Hours

Prerequisite: IT 112 or higher or permission of 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 261 Oracle Forms I (O)

3 Semester Hours

Prerequisite: IT 260 or permission of the instructor.

This course introduces the processes involved in designing, building, and testing interactive applications for GUI environments. Forms design will also include data modification through use of event-related triggers. This course prepares the student for certification toward OCP - Applications De-

veloper.

IT 262 Oracle Reports I (O)

3 Semester Hours

Prerequisite: IT 260 or permission of the instructor.

This course introduces the concepts necessary to build a variety of standard and custom reports in a client-server environment. Students will work in a GUI environment and will learn how to retrieve, display and format data in many styles. Students will also use Intelligent Remote Reports Server. This course prepares the student for certification toward OCP - Applications Developer.

IT 263 Developing Program Units (O)

3 Semester Hours

Prerequisite: IT 260 or permission of the instructor.

This course introduces the process of writing PL/SQL procedures, functions, and packages. Students will work in both Procedure Builder and SQL*Plus environments. They will

create and manage PL/SQL program units and database triggers. This course prepares the student for certification toward OCP - Applications Developer.

IT 269 Project Management (F,S)

3 Semester Hours

This course covers the topics necessary to achieve quality project management. Topics include project integration, scope, time, cost, quality and HR management along with risk and procurement.

IT 272 Internship (S)

1-4 Semester Hours

Prerequisite: Permission of the instructor.

This course is designed to give students intermediate contact with business and industry through a hands-on training internship. Course content will be centered on the student's career path and individualized according to industry placement.

IT 274 Capstone Project (S)

2 Semester Hours

Prerequisite: Permission of the instructor.

This course is designed to pull all aspects of the program together. Students will be responsible for creating and designing a full system based on their program path. Students must present findings and pass a comprehensive program exam. Students will also complete a service learning work-based project.

IT 275 Special Topics in Information Technology (O)

1-3 Semester Hours

Prerequisite: IT 112 or permission of 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 (F)

4 Semester Hours

Prerequisite: MT 121, EN 090, EN 099 **OR** minimum acceptable test scores for placement in college-level English.

(Approved for Marshall University Integrated Science credit).

This course will survey the physical, chemical, and biological

cal factors involved in definition, formation, and the dynamics of a wetland. Different types of wetlands and their role in the global economy and ecology will be discussed. Special attention will be paid to the flora and fauna of wetlands. Federal and state statutes and regulations will also be explored.

IS 210 Biotechnology (S)

4 Semester Hours

Prerequisite: MT 121, EN 090, EN 099 **OR** minimum acceptable test scores for placement in college-level English.

(Marshall University accepted for Integrated Science credit).

Students will learn and discuss various biological techniques, such as DNA analysis, PCR, and molecular cloning. Various modern biological techniques will be performed in a laboratory setting. The impacts of these bio-technologies on the research, medical, economic, and legal realms will be explored. Emphasis will be made upon the ethical and legal

issues surrounding certain techniques.

JOURNALISM

JR 101 Survey of Journalism (O)

3 Semester Hours

An examination of important facets of mass communications, including newspaper, magazine, broadcast journalism, advertising and public relations. The course is designed to provide a critical overview of mass media.

JR 201 News Reporting I (O)

3 Semester Hours

Prerequisite: OA
103 or 104.

Techniques of news writing designed to develop the basic skills necessary for a beginning reporter through in-class laboratory experience.

JR 202 News Reporting II (O)

3 Semester Hours

Prerequisite: JR 201.

Practice in gathering and writing news from sources on and off campus. Emphasis is placed on beat assignment reporting, interviewing techniques, and some specialized reporting. A laboratory class in which the student will work lab hours on a Southern newspaper.

JR 275 Special Topics in Journalism (O)

1-3 Semester Hours

Prerequisite: Permission of 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.

MANAGEMENT

MG 150 Organizational Behavior and Communications (S)

3 Semester 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 motiva-

tion 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 160 Operations Management (F)

2 Semester Hours

This course begins with an introduction of the food and beverage industry and then develops the theme of shaping the food and beverage menu to best perform its function of controlling and directing a food service operation. The menu is the central theme which ties in with all management practices.

MG 200 Introduction to Restaurant Management (F)

3 Semester Hours

This course covers every aspect of conceiving, opening, and running all types of restaurants—from fast-food to upscale

dining. The student will be better prepared to deal with start-up issues and the knowledge and skills necessary to ensure ongoing success.

MG 260 Principles of Management (F/S)

3 Semester Hours

This course is structured around contributions of the classical, behavioral, and management science schools of management using planning, organizing, motivating, deciding, coordinating, directing, and controlling functions as bases for discussion. Business ethics will also be included.

MG 261 Human Resource Management (F/S)

3 Semester Hours

This course provides the guidelines used in the management of the human factor of production in the business enterprise.

MG 262 Small Business Management (S)**3 Semester Hours**

This course focuses on the operation of the small business enterprise and concentrates on the difference between large businesses and the small business organization.

MG 263 Health Care Supervision (S)**3 Semester Hours**

Prerequisite: MG 261.

This course offers an introduction to the nature of supervision in health care. The concepts discussed, regarding the supervisor as “self”, include delegation and empowerment, authority and responsibility, time and self management. The concepts discussed, regarding the supervisor and the employee, include leadership, motivation, performance feedback, recognition, counseling, disciplining, and conflict resolution.

MG 264 Supervision (S)**3 Semester Hours**

This course provides skill-based information covering supervisory principles, theories, human-relation techniques and decision-making skills that are required to manage a workforce to profitable results.

MG 266 Project Management (S)**3 Semester Hours**

This course centers on a specialized field of management that is useful for planning and managing complex work efforts. The project management process is a systematic approach that is comprised of four phases: concept, planning,

implementation, and closedown. Topics include work breakdown structure, earned value, PERT/CPM/Gantt Charts, scheduling charts, scope control, cost control, change control, and resource planning.

MG 268 Labor Relations (F)

3 Semester 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 (S)

3 Semester 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 (S)

3 Semester 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 (S)

3 Semester 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 students 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 (O)**1-3 Semester Hours**

Prerequisite: Permission of 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 (S)****3 Semester Hours**

This course examines the development of the institution, channels of distribution, functions, federal regulations and economics of marketing.

MK 271 Advertising and Sales Promotion (S)**3 Semester Hours**

This course presents the decision process and the variables necessary to fully implement a program for delivering information about the product offerings of the firm as well as methods of encouraging the sale of the firm's products through the channels of distribution and to the final customers.

MK 272 Retailing (F)**3 Semester Hours**

Prerequisite: MK 270.

This courses analyzes the principles of retailing from the marketing perspective. The topics discussed will include the different types of retail businesses (including the Internet),

decision making (including store planning and location), personnel management, purchasing, merchandising, promotion, customer service, and more.

MK 273 Salesmanship (S)

3 Semester Hours

Prerequisite: MK 270.

This course particularly involves the personal communications in the buyer-seller dyad. The course approach will closely examine the stages of the selling process: prospecting, approach, presentation, answer questions/objections, close, and follow-up.

MK 274 Services Marketing (S)

3 Semester Hours

This course places special emphasis on understanding the customer from the services and non-profit perspectives. The topics discussed will include the nature of services, with respect to pricing, distributing, promoting, and service quality.

MK 275 Special Topics in Marketing (O)

3 Semester Hours

Prerequisite: Permission of 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 (S)

3 Semester Hours

Prerequisite: MK 274.

This course covers the theories and knowledge in marketing with a total emphasis on applications in hospitality management.

MATHEMATICS

(Note: MT 090, MT 095, and MT 096 are now listed under the heading of Transitional Studies in this catalog.)

MT 111 Graphing Calculator Usage (O)

1 Semester Hour

Prerequisite/Co-requisite: MT 096/MT 099, EN 090 **OR** minimum acceptable test scores for placement in college-level English and math.

Learn how to use your TI graphing calculator as an essential tool for graphing and analyzing functions, solving equations, using trigonometry, simplifying expressions, and more. A TI-83/84/89 calculator is a must for this course.

MT 121 College Math for General Education (F/S)

3 Semester Hours

Prerequisite: EN 090, MT 090, and MT 096/ MT 099 **OR** minimum acceptable test scores for placement in college-level reading and math. A study of several topics in mathematics including probability and statistics, measurement systems, formula manipulation and equation solving, geometry,

and consumer math with a focus on applications throughout the course.

MT 123 Intermediate Algebra (F/S)

3 Semester Hours

Prerequisite: EN 090, MT 090, and MT 096/ MT 099 **OR** minimum acceptable test scores for placement in college-

level reading and math courses.

A study of linear and absolute value equations and inequalities in one and two variables; polynomial operations and graphing; linear, quadratic, exponential, and logarithmic functions with application and graphing; and formula manipulation. This course is designed to prepare students for college algebra or career opportunities.

MT 124 Technical Math (F)

3 Semester Hours

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

This course is designed for students planning a career in a technical field and focuses extensively on applications in those fields. Students will develop problem-solving skills through the study functions and graphs, trigonometric functions, linear equations in one variable, right triangle trigonometry, matrix algebra, and systems of linear equations.

MT 125 Trigonometry (F/S)

3 semester Hours

Prerequisite: MT 123 OR MT 124 OR MT 128 OR

MT 130 OR 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 (SU)

3 Semester Hours

Prerequisite: MT 096/ MT 099 **OR** minimum acceptable test scores for placement in college-level reading and math courses. 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 (F/S)

3 Semester 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 (F)

5 Semester Hours

Prerequisite: MT 123 or a score of 23 or above on the math component of the ACT.

A study of algebraic and trigonometric functions and their applications including: an exploration 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 (F)**3 Semester Hours**

Prerequisite: MT 123 or a score of 23 or above on the math component of the ACT.

A study of calculus applications including exploration of polynomial, exponential, and logarithmic functions as well as their limits, derivatives, and integrals.

MT 220 Technical Calculus (S)**4 Semester Hours**

Prerequisite: MT 125 and MT 130, or MT 137.

A study of applications of calculus as it pertains to technical fields, including derivatives and integrals of algebraic and transcendental functions, graphical applications, integration methods, differential equations, and infinite series.

MT 225/BU 230 Elementary Statistics (F/S)**3 Semester Hours**

Prerequisite: EN 090, MT 090, and MT 096/ MT 099 **OR** minimum acceptable test scores for placement in college-level English and math. The course is designed to present statistical techniques and apply them to decisions, analysis, and forecasts. Stressed are the methods of collection, description, and summarization of the data as well as analysis and induction from the data.

MT 229 Calculus I (O)**5 Semester Hours**

Prerequisite: MT 125 and MT 130, or MT 137 or a score of

26 or above on the math component of the ACT.

A study of polynomial, exponential, logarithmic, and trigonometric functions. Included is an exploration of limits and

derivatives, differentiation, and integration with applications throughout. This course is recommended for math and/or science majors.

MT 230 Calculus II (O)

4 Semester Hours

Prerequisite: MT 229.

A study of integration methods, modeling with differential equations, infinite sequences and series, and partial derivatives with applications throughout. This course is recommended for math and/or science majors.

MT 231 Calculus III (O)

4 Semester Hours

Prerequisites: MT 230.

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

MT 235 Differential Equations (O)

4 Semester Hours

Prerequisite: MT 231.

This course includes an in-depth treatment of first and second order ordinary differential equations with a focus on ap-

plications 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 (O)

3 Semester Hours

Prerequisite: MT 230.

A study of matrices, the algebra of matrices, determinants, vector spaces, linear transformations, inner products, eigenvalues, and eigenvectors with applications throughout the course. This course is appropriate for engineering, math, and/or science majors.

MT 275 Special Topics in Mathematics (O)

1-3 Semester Hours

Prerequisite: Permission of 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 (F)

3 Semester Hours

Prerequisite: Math 096/ MT 099 **OR** minimum acceptable test scores for placement in college-level math and one year of high school algebra.

Includes study of sets, relations and functions, numeration systems, number systems and number theory, arithmetic and algebraic operations, and solutions of equations and inequalities with applications.

ME 102 Mathematics for Elementary Teachers II (S)

3 Semester Hours

Prerequisite: MT 096/ MT 099 **OR** minimum acceptable test scores for placement in college-level math. Recommend high school geometry.

This course includes the study of basic probability and statistics and two and three dimensional Euclidean geometry.

ME 275 Special Topics in Mathematics Education (O)

1-3 Semester Hours

Prerequisite: Permission of 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 (F)

5 Semester Hours

Prerequisite: Admission to the medical laboratory technology career program.

A Laboratory Course: 4 hours in the classroom and 2 hours in the lab each week.

Beginning with an overview of medical and allied health organizations, careers, and philosophy, this course teaches students to perform complete blood counts, phlebotomy, hematology and coagulation procedures, and to interpret results of these tests as they relate to anemia, leukemia, or hemostatic disorders in the human body.

ML 102 Clinical Chemistry (S)**5 Semester Hours**

Prerequisite: ML 101.

Co-requisite: ML 103.

A Laboratory Course: 4 hours lecture and 2 hours in the lab each week.

This course emphasizes testing of body fluids, beginning

with a discussion of the techniques of quantitative analysis as applied in the medical laboratory. Water, minerals, electrolytes, acid-base balance and gases in body fluids will be studied, as well as non-protein nitrogen, total protein, globulins, immunoglobulin, and enzymes in abnormal and normal states. Carbohydrates, fats, lipids, hormones of the endocrine system and toxicology are also included. Methods of analysis, laboratory instrumentation, laboratory mathematics and various organ systems will be discussed.

ML 103 Immunohematology and Serology (S)**5 Semester Hours**

Prerequisite: ML 101.

Co-requisite: ML 102.

A Laboratory Course: 4 hours lecture and 2 hours in the lab each week.

This course begins with an overview of immunology and genetics, and teaches the student the technical and theoretical skills necessary for performing blood banking operations, including information related to blood group antigens and antibodies. An introduction to the field of serology is included.

ML 200 Phlebotomy Practicum (SU)

1 Semester Hour

Prerequisite: ML 102 and ML 103.

A Laboratory Course: 40 hours in the hospital lab each week for a 2 week period during the summer session.

MLT students work along side laboratory phlebotomists in hospital laboratories, learning the daily routine, technical procedures and use of equipment related to phlebotomy. Under supervision, students perform daily tasks in venipuncture, capillary sticks and other phlebotomy procedures.

ML 201 Urinalysis and Body Fluids (F)**2 Semester Hours**

Prerequisite: ML 200.

Co-requisite: ML 202.

A Laboratory Course: 1 hour lecture each week.

This course concentrates on the theoretical and procedural aspects concerning the analysis of nonblood body fluids,

such as urine, gastric fluid, cerebrospinal fluid, feces and various other body fluids. Laboratory findings related to these fluids are correlated to disease states as well.

ML 202 Clinical Microbiology (F)**5 Semester Hours**

Prerequisite: ML 200.

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 microbi-

ology. The student learns to obtain specimens for bacterial, fungal, and viral cultures, to isolate in pure culture, to identify various pathogenic and commensal organisms, and to identify human parasites of the blood, tissue, and intestinal tract. Various pathogenic organisms are correlated to disease states as well.

ML 205 MLT Seminar (S)

2 Semester Hours

Prerequisite: ML 201 and ML 202.

Co-requisite: ML 210.

A Laboratory Course: 2 hours lecture each week.

This capstone course is an individual and directed review of MLT program courses in preparation to taking MLT/CLT

certification examinations. This course may have guest speakers and include discussions on current, special, and work-related topics. Additionally, there will be a review of the process related to procuring a job in the field of Medical Laboratory Technology as well as role transition from student to professional.

ML 210 MLT Clinical Practicum (S)

12 Semester Hours

Prerequisite: ML 201 and 202.

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 proce

dures and proper use of various types of laboratory equip

ment. Under supervision, students perform daily tasks in chemistry, hematology, coagulation, urinalysis, blood bank, serology and microbiology departments of the laboratory. Students will be in clinical rotations for a 16-week period consisting of four 8-hour days each week.

ML 275 Special Topics in Medical Laboratory Technology (O)

1-3 Semester Hours

Prerequisite: Permission of 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.

MINING TECHNOLOGY

MN 101 Basic Mining I (O)

5 Semester Hours

This course is an introduction to the mining industry and provides the student with the 80 hour training required for underground mine work.

MN 109 Mine Law and Safety (O)

3 Semester 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. Possible involvement with inspectors to see how these penalties and assessments are determined. Safety films.

MN 115 Introduction to Mine Management (F)**3 Semester 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 (O)**3 Semester 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 (O)**3 Semester 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 (O)**6 Semester 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 201 Preparation of Coal (O)

3 Semester Hours

Deals with preparations and steps in analysis of coal.

MN 210 Hydraulic Systems (O)

3 Semester 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 215 Environmental Aspects of Mining (F)

3 Semester 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 con

-junction with the permitting process, principles of sustain

able development, states of the art techniques in environ

mental management of mine sites, and issues associated with the community as they relate to mining.

MN 220 Advanced Mine Management and Planning (S)

3 Semester 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 (O)

1-6 Semester Hours

Prerequisite: Permission of 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 (F)**3 Semester Hours**

This class will provide experiences in developing the content, methods, and materials for directing children in art, music, and movement activities.

MU 175 Music Appreciation (F)**3 Semester Hours**

(Approved for Marshall University International Studies credit).

Introduces selected masterpieces of music and considers them in relation to cultural and historical development.

MU 203 Music Skills for Classroom Teachers (S)**3 Semester Hours**

Prerequisite: MU 175.

Develops the fundamental music skills used in reading and teaching music at the elementary school level.

NURSING**NU 100 Essentials of Nursing (F)****6 Semester Hours**

Prerequisite: Admission to the Nursing Program.

Co-requisite: AH 120 Health Assessment and Communication

Essentials of Nursing is a theory/practicum course that explores concepts and processes essential to professional nursing practice. This course provides the foundation for other-nursing courses in that it develops technical skills and intro-

duces the student to the critical thinking process.

NU 104 Nursing of Childbearing Family (S)

5 Semester Hours

Prerequisite: NU 100 and all previous required support courses with a grade of “C” or better. Family Centered Maternity Nursing is a theory/practicum course concerned with nursing care of the family experiencing childbirth and reproductive health. The student is expected to integrate and use knowledge and skills acquired in all previous required courses. (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 (S)

5 Semester 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, for the theory portion of the course, registration is restricted to LPN-RN students or special permission of the Nursing Department Chair)

NU 206 Nursing Care I (F)

9 Semester Hours

Prerequisite: NU 104, NU 107 and all previous support

courses with a grade of “C” or better.

Nursing Care I is a 16-week theory/practicum course that provides a systems approach to common reoccurring health

problems of individuals across the lifespan. This course further develops technical skills and the critical thinking process. The student is expected to integrate and use the knowledge and skills acquired in all previous required courses.

NU 210 Role Transition to Professional Nursing (S)

3 Semester Hours

Prerequisite: NU 206 and all previous required support courses with a grade of “C” or better.

Co-requisite: NU 212 and AH 241.

Role Transition to Professional Nursing is a 16-week capstone courses designed to facilitate the transition from the role of the student to the role of a Registered Professional Nurse. The student must demonstrate knowledge and professional growth in nursing. The student will examine personal strengths and weaknesses and develop a plan of improvement in preparation for an end of course exam. The student is also expected to select a role model/mentor to facilitate the role transition through observation.

NU 212 Nursing Care II (S)

9 Semester Hours

Prerequisite: NU 206 and all previous required support courses with a grade of “C” or better.

Co-requisite: NU 210 and AH 241

Nursing Care II is a 16-week theory/practicum course that is a continuation of NU 206 which provides a systems approach to recurring health problems of individuals across the lifespan. This course further develops technical skills and the critical thinking process. The student is expected to in-

tegrate and use the knowledge and skills acquired in all previous required courses.

NU 250/SO 250/AH 250 Multi-cultural and International Studies (S/SU)

3 Semester Hours

Prerequisite: Permission of the Administrative Vice President/Dean of Allied Health Programs.

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

NU 275 Special Topics in Nursing (O)

1-3 Semester Hours

Prerequisite: Permission of the Administrative Vice President/Dean of Allied Health programs.

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

OFFICE ADMINISTRATION

OA 101 Office Accounting I (F)

3 Semester Hours

This course introduces the procedures used for double-entry bookkeeping, primary statements, and payroll records for a

single proprietorship.

OA 102 Office Accounting II (S)

3 Semester Hours

Prerequisite: OA 101 or AC 111.

This course continues the bookkeeping study for wholesale business, with emphasis on inventory and depreciation calculations.

OA 103 Beginning Keyboarding (F/S)

3 Semester Hours

Emphasis is placed on learning the keyboard and developing proper keyboarding techniques. The student is introduced to various business forms and adaptation of keyboarding skills to personal use.

OA 104 Intermediate Keyboarding (F/S)

3 Semester Hours

Prerequisite: OA 103 or ability to type 30 wmp or faster with a basic knowledge of Microsoft Word. Emphasis is placed on assisting the student in developing speed and accuracy, and trains the student in how to format business letters and reports, various office forms, statistical tables and resumes.

OA 105 Advanced Keyboarding (S)

3 Semester Hours

Prerequisite: OA 104.

This course focuses on the preparation of students for office occupations. Included are composition, advanced formatting problems, production applications and continued emphasis on speed.

OA 120 SuperWrite I (F)**3 Semester Hours**

Note: If you are participating as a web student, you will

need to have access to a Fax Machine to submit assignments.

Fundamental principles of alphabetic abbreviated writing course designed for office administration technology students as well as administrative personnel, executives, and anyone who takes notes for personal or professional use. Emphasis is placed on English grammar, punctuation, spelling, and speed development. A minimum writing rate of 40 words a minute is required for successful completion of the course.

OA 121 SuperWrite II (S)**3 Semester Hours**

Prerequisite: OA 120 and OA 104.

Advanced transcription procedures are presented to those who have mastered the principles of the alphabetic abbreviated writing course. Transcription-development material includes keyboarding style, punctuation, spelling, vocabulary, word alert, and grammar. A minimum speed of 70 words a minute is required for successful completion of the course.

OA 129 Medical Terminology and Transcription (S)**3 Semester Hours**

Prerequisite: OA 103 or satisfactory score on competency exam.

This course provides hands-on training in formatting medical reports. An office simulation using the computer and transcribing machines is used to teach preparation of medical reports such as case history, physical examinations, radiol

ogy reports, operative records, pathology reports, requests for consultations, discharge summaries, and autopsy reports. In addition, medical terminology, spelling, and grammar and punctuation specifically designed for the medical secretary will be emphasized.

OA 130 Administrative Machine Transcription (F)

3 Semester Hours

Prerequisite: OA 103 or satisfactory score on competency exam.

This course provides instruction on how to operate a dictating/transcribing machine, how to prepare for transcription, and the transcription of a variety of communications/documents commonly found in an office.

OA 131 Records Management (O)

3 Semester Hours

This course presents the basic alphabetic indexing rules and the proper procedure for coding records for filing as recommended by the Association of Records Managers and Administrators (ARMA). Emphasis on the records management cycle in manual and automated office environment.

OA 133 Legal Terminology and Transcription (F)

3 Semester Hours

Prerequisite: OA 103 or satisfactory score on competency exam.

This course provides hands-on training in formatting legal correspondence and court documents in the basic areas of law. An office simulation using the computer and transcribing machines is used to teach preparation of legal documents, legal terminology, spelling, grammar, and punctuation specifically designed for the legal secretary.

OA 135 Document Processing Simulation**3 Credit Hours**

This course includes project-based activities, which enhances proficiency in document processing by integrating the full range of Microsoft Word features. Project-based applica-

tions 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. 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 of 50 wpm with 95% accuracy. This course may be offered in a variety of different modes of delivery.

OA 145 Medical Administrative Procedures I (F)**3 Semester Hours**

Prerequisite: OA 103 or satisfactory score on competency exam.

This course presents the knowledge and skills needed to work successfully in a medical office. Emphasis is placed upon communications, office administration responsibilities, safety and security, and the various kinds of office equipment found in a medical office.

OA 220 Administrative Management**3 Semester 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 Office Administration Capstone Course

1 Credit Hour

Topics to be discussed: professional image, business and dining etiquette, and ethics. Student will apply skills and techniques acquired from previous program courses. The student will be administered the Office Proficiency Assessment and Certification (OPAC) exam.

OA 230 Medical Billing and Coding (F)

3 Semester Hours

This course presents the basics of procedure coding with the CPT and HCPCS coding systems. Emphasis is on providing students with the basic coding concepts, practical applications, Medicare rules, billing tips, and coding issues by specialty.

OA 235 Legal Research (S)

3 Semester Hours

This course emphasizes the basic legal research sources and methods. Presents techniques of legal analysis, with emphasis on specific cases or issues, research, and an introduction to legal writing.

OA 240 Office Administration Practicum

1 Semester Hour

Topics to be discussed: professional image, business and dining etiquette, and ethics. Students will apply skills and techniques acquired from previous program courses.

OA 245 Medical Administrative Procedures (S)**3 Semester Hours**

Prerequisite: OA 145.

This course presents the more advanced knowledge and skills needed to work successfully in a medical office. Emphasis is placed on procedures for collecting fees, different health insurance utilized, and medical office management. This is a capstone course to be taken in the final (or immediately preceding) semester of study.

OA 250 Office Procedures and Techniques (S)**3 Semester Hours**

This course presents the fundamental principles and practices that will enable the student to expedite office work, including office organization and management; office location, layout and equipment; and design and control of office procedures. Office administrative skills are integrated through problem-solving assignments and office simulations. This is a capstone course to be taken in the final (or immediately preceding) semester of study.

OA 255 Legal Administrative Procedures (S)**3 Semester Hours**

This course presents the principles and procedures for the legal secretary with emphasis on office routine, information processing, and human relations. This is a capstone course to be taken in the final (or immediately preceding) semester of study.

OA 260 Medical Office Technology Internship (S/F)**3 Semester Hours**

This course presents the student the opportunity to participate in a rotation sequence of practical experiences in offices

of qualified physicians, preferably family practice, internal medicine, OB/GYN, or general surgery and at accredited hospitals and/or clinics.

OA 265 Legal Office Technology Internship (F/S)

3 Semester Hours

This course presents an opportunity for on-the-job training and instruction in a legal office. Student assignments are made consistent with vocational objectives. Normally taken during the last semester.

OA 270 Administrative Office Technology Internship (S/F)

3 Semester Hours

This course presents an opportunity for on-the-job training and instruction at a general office environment work site. Student assignments are made consistent with vocational objectives.

OA 275 Special Topics in Office Administration Skills (O)

1-3 Semester Hours

Prerequisite: Permission of 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 (F)**1 Semester Hour**

This course is designed to build skills for success in college and introduce the student to the job opportunities and various fields involved in the world of technology. Critical thinking-skills will be introduced along with writing and speaking skills to prepare thoughts, ideas, insights, and discoveries in oral and written form. Students will prepare an educational

plan along with a Life Vision Portfolio.

OR 110 Introduction to College (F,S)**1 Semester Hour**

This course is a college introductory course to students. Introduction to College will increase student success in college by developing skills and imparting information necessary to reach educational objectives. Topics include college procedures, college resources, career and program 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 Completions students may not be required to take this course; please see the program director for further information.

PHILOSOPHY**PL 201 Introduction to Philosophy (F)****3 Semester Hours**

Considers some of the major questions about the nature of existence and human values, the problem of how such questions can be answered, and some of the proposed answers to these questions.

PL 275 Special Topics in Philosophy (O)**1-3 Semester Hours**

Prerequisite: Permission of 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 (F/S)****1 Semester Hour**

Slimnastics is an 8-week activity class intended to help the student produce better flexibility, muscle endurance, and muscle strength. The class 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 (F/S)**1 Semester Hour**

Weight Training is an activity class 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 (F/S)**1 Semester Hour**

Physical fitness is an 8-week class intended to provide the

student an opportunity to improve cardiorespiratory 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 (F/S)

1 Semester Hour

Conditioning is recommended to improve cardiorespiratory 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 (O)

2 Semester Hours

Lifestyle intervention is an activity class combined with some classroom discussion. The class 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 cardiorespiratory endurance. Participation in this personal program will allow the student an opportunity to improve body composition and their personal level of over-all fitness.

PE 275 Special Topics in Physical and Health Education (O)

1-3 Semester Hours

Prerequisite: Permission of Department Chair.

Presents courses in Physical and Health Education which the College expects to offer only once or occasionally in re-

sponse to specific community needs. The course may consist of seminars, specialized or individualized instruction, and/or research in an area related to Physical and Health Education.

PHYSICAL SCIENCE

SC 109 General Physical Science I (F)

4 Semester Hours

Prerequisite: EN 090, EN 099, MT 090, and MT 096/ MT

099 **OR** minimum acceptable test scores for placement in college-level English and math.

Laboratory Course: 3 hours in the classroom and 2 hours lab work each week. A study of basic physics and astronomy designed to increase one's awareness of the physical universe.

SC 110 General Physical Science II (S)

4 Semester Hours

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

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

Covers basic chemistry and geology, with special emphasis on the local strata.

SC 275 Special Topics in Physical Science (O)

1-3 Semester Hours

Prerequisite: Permission of Department Chair.

Presents courses in Physical Science which the College ex-

pects to offer only once or occasionally in response to specific community needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Physical Science.

PHYSICS

PH 200 Introductory Physics (F/S)

4 Semester Hours

Prerequisite: EN 090, EN 099, MT 090, and MT 096/ MT 099 **OR** minimum acceptable test scores for placement in

college-level math and English. One year of high school algebra.

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

An introduction to the principles and practical applications of physics.

PH 210 College Physics I (F)

4 Semester Hours

Prerequisite: MT 130 and MT 125 or a score of 26 or higher on the math component of the ACT.

This course covers basic topics associated with classical mechanics, including kinematics and dynamics, the laws of conservation of momentum and energy, and thermodynamics.

PH 212 College Physics II (S)

4 Semester Hours

Prerequisites: PH 210.

Continuation of College Physics I. Electricity and magnetism, basic electronics, properties of light, lenses and mirrors,

optical phenomena, introduction to modern physics are emphasized.

PH 220 Physics for Scientists and Engineers I (F)

4 Semester Hours

Co-requisite: MT 229.

Designed to meet the needs of students planning on a career in science, math, or engineering. This course covers topics associated with classical mechanics and thermodynamics. The focus will be on kinematics and dynamics; the laws of conservation of energy and momentum; and the laws of thermodynamics. The course requires the use of calculus concepts including limits, derivatives, and integrals.

PH 222 Physics for Scientists and Engineers II (S)

4 Semester Hours

Prerequisite: PH 220.

Co-requisite: MT 230.

Designed to meet the needs of students planning careers in science, math, or engineering, this course is a continuation of Physics for Scientists and Engineers I. Topics covered will include: wave mechanics; electricity and magnetism; DC and AC circuits; properties of light; lenses and mirrors; optical phenomena; and an introduction to modern physics. The course emphasizes the application of calculus concepts, including limits, derivatives, and integration techniques, as problem solving tools.

PH 275 Special Topics in Physics (O)

1-3 Semester Hours

Prerequisite: Permission of Department Chair.

Presents courses in Physics which the College expects to offer only once or occasionally in response to specific commu

nity needs. The course may consist of seminars, specialized or individual instruction, and/or research in an area related to Physics.

POLITICAL SCIENCE

PS 201 American Government and Politics (F)

3 Semester Hours

Examines the United States federal government system, with emphasis on the constitution, governmental structure, and the political process.

PS 202 State and Local Government (S)

3 Semester Hours

Examines the institutions, processes and significance of state and local government.

PS 205 National Security Decision Making (NSDM) (O)

3 Semester Hours

Prerequisites: PS 201 or HS 231. EN 101 is highly recommended but not required.

This course is an introduction into National Security Decision Making (NSDM) and the international relations context in which those decisions play out. The course presents the major factors, issues, and players found in the literature, emphasizing the role of explanatory theories and the level of analysis as techniques to understand national security decisions. The goal is to assist students to analyze better national security decisions through the use of the levels of analysis approach, critical, and logical thinking, and the application of selected international relations theories and explanatory frameworks.

PS 275 Special Topics in Political Science (O)**1-3 Semester Hours**

Prerequisite: Permission of 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.

POWER PLANT TECHNOLOGY**PP 101 Power Plant Fundamentals (O)****3 Semester Hours**

Introduction to power plant systems including boiler, turbine, generator, condenser, pumps and auxiliary equipment. Emphasizes use of schematics and diagrams in discussing plant systems. Includes plant safety topics

PP 102 Power Plant Water Systems (O)**3 Semester Hours**

Study of Water Treatment Systems for power plants. Introduction to mechanical equipment found in power plants including cooling towers, pumps and other equipment. Includes thermodynamics and mechanical assembly drawings and diagrams.

PP 105 Basic DC Circuits (O)**3 Semester Hours**

This course includes basic concepts of electricity, voltage, current, power, resistance, capacitance, and inductance. It covers fundamental laws of circuit analysis: Ohm's law,

Kirchoff's voltage and current laws, Thevenin's and Norton's theorems with applications in basic DC series-parallel circuits. Direct-current sources, basic electro mechanical devices, equipment protection and use of multimeters are studied.

PP 106 Basic AC Circuits (O)

3 Semester Hours

This course introduces basic concepts of sinusoidal and other waveform shapes of alternating current. It defines impedance, phase angle, power and power factor as they relate to resistive, inductive and capacitive (RLC) circuits. Fundamental principles of electromagnetism and electromagnetic induction are studied. Devices like inductors and transformers that make use of electromagnetic induction are discussed. In addition, semiconductor principles and devices are introduced including diodes, bipolar and field effected transistors

and operational amplifiers.

PP 107 Electrical Controls (O)

3 Semester Hours

Study of electrical diagrams, control circuits and control devices, including motor starters.

PP 150 Power Plant Internship (O)

3 Semester Hours

Compensated and evaluated work experience at an electric power plant typically during the summer. Actual hours and shift schedule determined by the company.

PP 201 Gas Turbines/Integrated Cycles (O)

3 Semester Hours

Study of gas turbines used in power plants as generators and

equipment associated with Integrated Cycles Systems including gas turbines, heat recovery steam generators and coal gasification process equipment.

PP 202 Instrumentation and Control (O)

3 Semester Hours

Introduces the basic principles of process instrumentation and control systems. Measurement parameters such as flow, pressure, level, temperature, and pH will be examined. Includes programmable logic controllers, distributed control systems and process and control diagrams (P&CD's).

PP 203 Power Plant Electrical Machinery (O)

3 Semester Hours

Study of motor, generator and transformer systems.

PP 204 Power Plant Steam Systems (O)

3 Semester Hours

Study of boiler design and construction, boiler operating and maintenance, steam turbines, boiler auxiliary systems and pollution control equipment.

PP 250 Power Plant Seminar (O)

3 Semester Hours

Capstone course. Prior Power Plant Technology course information is reviewed in preparation for practice Stationary Engineer Exam. Course includes preparations for employment, Work Keys testing, review of General Education Portfolio and Power Plant Administration.

PSYCHOLOGY

PY 201 General Psychology (F/S/SU)**3 Semester Hours**

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

PY 203 Forensic Psychology**3 Semester 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 Semester Hours**

This course will deal with all types/aspects of addiction, including Physical, Emotional, Cognitive components.

PY 212 Children and Families (S)**3 Semester Hours**

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

PY 215 Guiding the Behavior of Children (S)**3 Semester Hours**

This class explores positive ways to build self-esteem in chil

dren. It also provides an exploration of guides to action designed to direct the routine activities of preschool children which lead to a positive self-concept and meaningful behavior.

PY 218 Life-Span Developmental Psychology (F/S/SU)

3 Semester Hours

Prerequisite: PY 201. EN 101 is highly recommended but not required.

Designed for students entering the health professions to explain how human beings and their needs change over the complete life cycle. The course is especially planned to follow Erik Erikson's concept of eight life crisis. (Will not substitute for ED 218 at Southern)

PY 219 The Exceptional Child (F)

3 Semester Hours

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

PY 220 Death and Dying (S)

3 Semester Hours

This course uses a multi-disciplinary approach to enhance the awareness of the concept of death in both the cultural and personal experience. Existential issues are explored. Practical considerations in dealing with death, dying and grief include care of the dying person, rituals and cultural expectations, personal choices and practices, and identifying medical and legal issues.

PY 222/AH 222 Processes of Dying and Grief (S)**3 Semester Hours**

This course is provided to those individuals who are interested in the Nursing or Medical field. The course will survey the human-psycho-social development of death and dying

as it relates to the life-span. It will include an in-depth look at the various ages along the life-span and the needs of the dying patient, the needs of the patient's family, as well as the needs of the Health Professional. It will provide insight into and examine the different cultural views, practices, and understandings of the processes of death and dying.

PY 224 Human Sexuality (S)**3 Semester Hours**

Prerequisite: PY201.

This course uses an interdisciplinary approach to provide

information, explore past and contemporary issues and enhance the student's understanding of the subject matter. Topics include development of attitudes and values, gender roles, methods of birth control, physical and psychological disorders, variations and deviancies, ethical and legal issues.

PY 226/CJ 226 Abnormal Psychology (F)**3 Semester Hours**

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

PY 275 Special Topics in Psychology (O)**1-3 Semester Hours**

Prerequisite: Permission of 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.

RADIOLOGIC TECHNOLOGY

RA 101 Introduction to Radiologic Technology and Radiographic Positioning I (F)

3 Semester 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 (S)

3 Semester 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 (S)

2 Semester 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 (F)

1 Semester Hour

Co-requisite: RA 101.

Clinical experience at an assigned affiliate hospital meeting 5 hours a day/2 days a week for 10 weeks, 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 (S)

2 Semester Hours

Prerequisite: RA 110.

Clinical experience at assigned affiliate hospitals, 6.5 hours per day/2 days a week for 15 weeks, 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 (SU)

3 Semester 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 for eight weeks, 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 (F)

3 Semester Hours

Prerequisite: RA 150.

Clinical experience at an assigned affiliate hospital meeting

hours a day/3 days a week for 15 weeks, 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 (F)

2 Semester Hours

Prerequisites: RA 104.

Focus on understanding the effects of ionizing radiation in the biologic systems with the public's right to minimal radia-

tion exposure. Discussions on genetic syndromes and somatic radiation oncology will be stressed.

RA 202 Pathology (F)

2 Semester 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 Semester Hours (F)

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 (S)

2 Semester 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 (S)

1 Semester hour

Prerequisites: AH 100, RA 203

This course will discuss classifications, uses, adverse effects, contraindications and administration of drugs and Radiologic contrast media. Medicolegal issues, charting, and documentation will be included. Web delivery.

RA 207 Digital Imaging Technology (F)

2 Semester 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 (S)

2 Semester 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 (S)

3 Semester 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 (S)

3 Semester Hours

Prerequisite: RA 200.

Clinical experience at assigned affiliate hospitals, meeting 8 hours a day/3 days a week for 15 weeks, 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 (O)

1-3 Credit Hours

Prerequisite: Permission of 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 (F)

4 Semester 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 (F)

4 Semester 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 into 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 (F)

2 Semester Hours

Prerequisite: Admission to the Respiratory Care Technology Program.

This course will integrate the basic concepts of Math, Phys

ics, and Chemistry used by Respiratory Care professionals in their daily practice.

RC 104 Respiratory Skills II (S)

4 Semester 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 (S)

2 Semester 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 (F)

3 Semester Hours

Prerequisite: 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 (F)

1 Semester Hour

Prerequisite: Admission to the Respiratory Care Technology Program.

Clinical setting course. This healthcare setting course will allow the student, working along side a licensed health care 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 (S)

1 Semester Hour

This healthcare setting course will allow the student, working along side 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.

RC 122 Clinical Rotation III (SU)

1 Semester Hour

This healthcare setting course will allow the student, working along side 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 (F)

3 Semester 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 (S)

3 Semester 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 (F)

4 Semester 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 (S)

4 Semester 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 cov

ered 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 (F)

2 Semester Hours

Prerequisite: RC 122 and all previous required courses with a grade of “C” or better.

This health care setting course will allow the student, working along side 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, 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 (S)

1 Semester 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 along side a licensed health care professional, to become proficient with the skills covered to this point in the Respira

tory 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 (S)

3 Semester 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 cardio-pulmonary 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 (S)

3 Semester 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 (F)

3 Semester Hours

Prerequisites: EN 090, EN 099 **OR** minimum acceptable

test scores for placement in college-level English.

An elementary study of the Old Testament. Covers the date of writing, authorship, historical context, and the content of each book. Special emphasis will be placed on the fundamental chapters of Genesis (1 - 11), creation, science and the Pentateuch.

RL 111 Understanding the New Testament (O)

3 Semester Hours

Prerequisites: EN 090, EN 099 **OR** minimum acceptable

test scores for placement in college-level English.

A basic study of the New Testament. Covers its formation, date of writing, authorship, historical background and the general content of each New Testament book. This course includes the life and teachings of Jesus, and the relationship of the New Testament to the Old Testament and to modern society.

RL 207 History of Christianity (S)

3 Semester Hours

This course is an introduction to the history of Christianity as seen through the view of the emerging church against the background of events in human history. As such, this course attempts to place Christianity in its setting and to point out the particular events that have influenced the Christian movement and which events Christianity has influenced. This course will begin with the death of Christ and end with Pope John XXIII.

RL 275 Special Topics in Religion (O)

1-3 Semester Hours

Prerequisite: Permission of 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 Semester Hours

Prerequisite: 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 102 Applied Chemistry of Cosmetology

4 Semester Hours

Prerequisite: Admission to the Cosmetology Program.

Co-requisite: CM 100 and CM 105.

This course is designed as an introduction to basic chemistry and emphasizes the physical and chemical properties of cosmetic materials.

CM 105 Introduction to Salon Management

5 Semester Hours

Prerequisite: Admission to the Cosmetology Program.

Co-requisite: CM 100 and CM 102.

Introduces the student to basic fundamental practical 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 Semester Hours

Prerequisites: CM 100, CM 102, 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 Semester Hours

Prerequisites: CM 100, CM 102, 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

3 Semester Hours

Prerequisites: CM 100, CM 102, CM 105, CM 106, 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 Semester Hours

Prerequisites: CM 100, CM 102, 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 Semester Hours

Prerequisites: CM 100, CM 102, 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 Semester Hours

Prerequisite: CM 100, CM 102, 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 Semester Hours

Prerequisites: CM 100, CM 102, 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 Semester Hours

Prerequisites: CM 100, CM 102, 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 Semester Hours

Prerequisites: CM 110, CM 102, 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 implement 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 (F/S/SU)

3 Semester Hours

(Approved for Marshall University Multi-Cultural Studies credit).

This course is an introduction to the scientific study of society in which emphasis is placed on examining groups and the impact of groups on individual behavior and attitudes.

SO 201 Social Problems I (F)

3 Semester Hours

This course deals with an analysis of major American social problems utilizing the theories, concepts and results of research of sociology. Will also emphasize the problems of minority groups.

SO 202 Social Problem II (S)

3 Semester Hours

This course deals with an analysis of the major political, economic and social problems of American society. There will also be emphasis on the fact of global interdependence and the concept of the world as a "global village".

SO 208 Marriage and Family Relations (F)

3 Semester Hours

This course encourages students to explore their attitudes concerning dating, marriage and family relations and to examine the results of sociological analysis of these topics.

SO 210 Appalachian Studies (F)**3 Semester Hours**

Prerequisite: SO 200.

Examines the history and cultural heritage of the people of the Appalachian region.

SO 215 Human Relations (F/S)**3 Semester Hours**

Develops the ability to get along with people in everyday business and social contacts.

SO 220 Race, Gender, and Human Identity (F)**3 Semester Hours**

This course studies selected minorities, including race, ethnic, age, sex, and religious groups in America. It investigates the place of these minorities and their identities in current social institutions and the historical basis for current practice of racism, sexism, and ageism by social institutions. It provides an insight into the development of human identity and the elements that compose our identity.

SO 250/AH 250/NU 250 Multi-cultural and International Studies (S/SU)**3 Semester Hours**

Prerequisite: Permission of the Administrative Vice President/Dean of Allied Health programs.

This course is designed to bring a variety of students from

SU 155 Surveying Graphics**4 Semester Hours**

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 Auto-CAD and SurvCAD.

SU 195 Land Boundaries**3 Semester Hours**

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 Semester Hours**

A study of methods of boundary line establishment by unwritten methods, registration of surveyors, professionalism, ethics, liability of surveyors, professionalism, ethics, liability of surveyors, surveyors as expert witnesses, and other case and statute law related to property surveying. Includes a lab component incorporating deed research and writing.

SU 212 Retracement**3 Semester Hours**

Prerequisites: SU 120, SU 195, SU 196

An applied study of measurement and computational tech-

niques and boundary law to the entrancement of property boundary lines.

SU 220 Surveying Measurements II

3 Semester 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 Semester Hours

Prerequisites: SU 120, 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 Semester Hours

Prerequisite: SU 220, SU 112, 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 man-made features.

Surveying 274 Capstone**3 Semester 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 Semester Hours**

Prerequisite: Permission of 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 Semester 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 Semester Hours**

This course provides students training in a vocational pro

gram 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 Semester 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 Semester 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

3 Semester 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 Semester 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 Semester 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 Semester 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 Semester 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.

THEATER

TH 112 Theater Appreciation (O)

3 Semester Hours

Development of an appreciation and an understanding of theater as a fine art. This course is for non-theater majors.

TH 150 Introduction to Technical Theater (O)

3 Semester Hours

A study of the technical elements in theatrical production such as construction, lighting, and sound. This course requires the student to have lab hours.

Introduction to the Theater (O)

3 Semester Hours Surveys the fundamentals of theater arts including plays, theater history, design, make-up, and basic construction practices. Requires practical experience with a College theatrical production.

TH 210 Introduction to Acting (S)

3 Semester Hours

Develops skill through study of theories of acting and practice of various acting techniques.

TH 239 Development and Appreciation of Film (F)

3 Semester Hours

The historical development of motion pictures as an art form from its past to its present development. Analysis of the technical, social, economic, and cultural factors which have

influenced the medium.

TH 255 Stage Makeup (O)**3 Semester Hours**

Prerequisite: TH 150.

Study and practice of makeup and techniques for the stage.

TH 260 Scene Design (O)**3 Semester Hours**

Prerequisite: TH 150.

The study of design theories with the creation and development of scene design projects and rendering techniques.

TH 265 Lighting Design (O)**3 Semester Hours**

Prerequisite: TH 150.

The mechanical and artistic approach to stage lighting; study of electrical theory and instrument utilization.

TH 275 Special Topics in Theater (O)**1-3 Semester Hours**

Prerequisite: Permission of 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 (F/S/SU)**3 Semester 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 090 is a prerequisite for many other courses, including EN101. You will be unable to register for them until you complete successfully EN 090. Unless exceptional circumstances apply, you will be allowed to take any one Transitional Studies course for a **maximum of two semesters**.

EN 099 Beginning Composition (F/S/SU)**4 Semester Hours**

Required for students with ACT English score less than 18 or ACCUPLACER sentence skills score less than 88.

Beginning Composition allows students to develop entry-level college composition skills, including the writing of complete sentences, well-developed paragraphs, and well-organized essays. It emphasizes basic grammar, mechanics, and usage.

MT 090 Basic Mathematics (F/S/SU)**3 Semester Hours**

Required for students with ACT math score less than 16 or ACCUPLACER arithmetic score less than 85.

This course allows students to improve basic mathematical skills. Topics include addition, subtraction, multiplication and Division of whole numbers, fractions, decimals, and percentages.

MT 095 Introductory Algebra I (F/S)

3 Semester 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 expression and using the power rules of integer exponents.

MT 096 Introductory Algebra II (F/S)

3 Semester Hours

Prerequisite: 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 (F)

3 Semester Hours

Examines the operation of the AC transformer and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. Involves practice of different types of joints in the flat position with safety procedures emphasized.

WL 275 Special Topics in Welding (O)

1-3 Semester Hours

Prerequisite: Permission of 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.

Section VI—Non Academic Course Descriptions

WORKFORCE TRAINING

CONTINUING EDUCATION

NON-ACADEMIC CREDIT CLASSES

Southern's Workforce Development and Continuing Education Department provides up-to-date, real-world skills that prepare individuals for today's job market. Our expert staff, quality short-term courses, and training programs equip an individual with new skills needed to succeed in today's business world. Southern continually assesses and evaluates these courses and programs to keep them relevant to business and industry demands. 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!

Whether you're preparing for a new career, learning new skills or continuing your professional education, we welcome students from all corners of the community. Anyone interested in particular courses should contact the Workforce Development and Continuing Education Department to confirm course availability and obtain information regarding class dates, fees, locations, and others specifics. Some courses may require high school diploma, GED, or prerequisite.

Customized and Contractual Training

Southern's Workforce Development and Continuing Education Office works closely with business and industry, labor, state and government agencies to provide quality as-

assessment of training needs. Utilizing these assessments, customized and cost-effective training unique to the jobs is delivered. In addition, Southern partners with many federal and state constituencies to locate and secure training dollars to assist businesses, that meet specific eligibility requirements.

COURSE DESCRIPTIONS

On-line, non-credit 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, web page 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 www.mine.edu/training, click on Mine Training, or call 304.896.7434.

SMALL BUSINESS DEVELOPMENT CENTER (SBDC) WORKSHOPS

- Starting a Business In WV (SBDC)
- Record Keeping and Tax Responsibilities for Small Business (SBDC)
- Introduction to Business Financial Statements (SBDC)
- Financing a Business (SBDC)
- SAVVY Marketing Workforce Preparedness

ONLINE INSTRUCTION CENTER NON-ACADEMIC COURSES

General:

All **non-credit courses** offered through Southern's Online Instruction Center (OLIC) are instructor-led and begin on the second Wednesday of each month. Courses are available 24 hours a day, 7 days a week, wherever students have access to the World Wide Web.

Each course is six weeks in length, with two lessons released each week for the duration of the course.

Students are not required to be present when lessons are released, and may take up to ten days to complete each lesson from its release date.

A one-time, ten-day extension is available at the student's request to the course instructor in the event of emergency.

Basic Requirements for All Courses:

Internet Access, e-mail address, printer, and the Microsoft Internet Explorer or Netscape Navigator web browser are required.

Mandatory Online Registration:

Students must register online. Part of the enrollment process requires students to enter their own passwords in order to access the class(es). Unlike some other computer-oriented courses offered by Southern, the College does not assign or keep records of passwords for OLIC courses. To register on line, students need to follow the steps listed:

- (1) On the World Wide Web, access Southern's website at <http://southernwv.edu/wd> .
- (2) Click on Continuing Education;
- (3) Click once on *Online Instruction Center*;
- (4) Scroll down and click on *On-Line Courses*
- (5) Click once on the *specific course* to obtain detailed descriptions, course syllabus, fees, requirements, and instructor biography;
- (6) Scroll to the bottom of the page and click once on *Enroll now*;
- (7) Carefully read and follow the instructions in completing the information requested, then click once on the *Submit* button;
- (8) Carefully read and follow instructions contained in the *Confirmation of Registration Notice* which is forwarded automatically to the e-mail address provided by the student.

For more information or help in class registration, contact the Administrative Associate at 304.896.7434.

Mandatory Orientation:

Students must complete a mandatory online orientation *before the class start date*. Instructions regarding this orientation are contained in the confirmation of enrollment students receive via e-mail. Students will *not* be permitted access to the classroom until they have completed the online Orientation.

Payment of Fees:

Course fees vary depending on the particular course. To obtain the most current fee information, students should check the specific course listing. [See “Mandatory Online Registration,” step (5), this page]

Students may pay for OLIC courses by mail, fax, telephone, or in person at any of the Cashier’s offices located on Southern’s campuses. If paying by mail, fax, or in person, they must provide a copy of the e-mail Confirmation Notice. If paying by telephone, they should have the Confirmation Notice available for reference concerning course information. Payment must reach Southern’s business office at least seven working days before the start date of the class.

Textbooks and Materials:

Some courses require textbooks and/or other materials at additional cost. The most current information regarding such requirements may be found by accessing the online detailed course descriptions.

Students should make arrangements to obtain any textbooks and/or materials that may be required from sources suggested by the instructor in time for class.

Due to space limitations, at this time the Southern Bookstore does NOT carry in stock the textbooks for OLIC courses.

Section VII—Eastern West Virginia Community and Technical College

THE COLLEGE

Eastern West Virginia Community and Technical College (Eastern) is a coeducational, state-supported, comprehensive community and technical college, established March 21, 1999, operating under the aegis of the West Virginia Council for Community College Education. On July 1, 2001 Eastern's Institutional Board of Governors was established as a local governing body. The College serves the citizens of a six county district in eastern West Virginia: Grant, Hampshire, Hardy, Mineral, Pendleton and Tucker Counties. As a comprehensive community and technical college, Eastern offers a variety of programs and courses in career-technical education, general education, developmental studies, workforce development and community education. Graduates receive Associate in Applied Science degrees, Associate in Arts degrees, Associate in Science degrees, and Certificates.

Eight Access Eastern @ Centers in addition to the HARCO Complex are located throughout the service area. These access centers are operated as distance learning classrooms linked with an interactive audio, video and data telecommunications system. This system permits classes to originate at any location, enabling the instructor to maintain simultaneous two-way audio and video contact with students. This allows the College to provide more course offerings to all access centers, to better utilize its instructional resources and most importantly increase educational opportunities throughout its district.

Eastern West Virginia Community and Technical College

operates access centers in the following facilities in addition to the HARCO Complex.

1. East Hardy High School
2. Pendleton County High School
3. South Branch Career & Technical Center
4. Tucker County High School
5. Union Educational Complex
6. Hampshire County High School
7. Mineral County Technical Center
8. WV Schools for the Deaf and Blind

Until Eastern achieves independent accreditation, the College is officially recognized as a comprehensive branch campus of Southern West Virginia Community and Technical College. Eastern will adhere to the policies and procedures established by Southern as they relate to College functions including, but not limited to Academic and Learner Support Services.

Programs and courses presented in this catalog have been developed or certified by Southern (Southern) West Virginia Community and Technical College. Southern is accredited by the Higher Learning Commission and is a member of the North Central Association (NCA). Additional information may be obtained by contacting:

The Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, IL 60602

Note: For a complete catalog or more information on Eastern West Virginia Community and Technical College, please call 877.982.2322.

Section VIII—Personnel

BOARD OF GOVERNORS

Kevin Fowler

Chair

Terry R. Sammons

Vice-Chair

George Kostas

Secretary

Linda Q. Akers

Thomas Heywood

Shelley T. Huffman

Jada C. Hunter

Wilma Zigmond

Glenn Yost

Michael Baldwin

Classified Staff Representative

George Morrison

Faculty Representative

Robert Jude

Student Representative

BOARD OF GOVERNORS CORE VALUES ADOPTED 2007

- Achieving excellence in education and service
 - Exhibiting integrity in all that we do
- Collaborating and communicating actively with others
 - Being committed, in word and deed
- Imparting passion and compassion to our every task
- Leading by encouragement and support of life-long learning
 - Embracing change through bold actions
 - Being creative and innovative at all levels
- Initiating opportunities for the community
 - Celebrating success

at Southern
it's all about students..



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.

Merle Dempsey Executive Vice President

B.A., 1972, Social Studies, Marshall University; M.A., 1976, Education Administration, Marshall University. Doctoral studies at West Virginia University and Marshall University.

**Cathy L. Smith-Cox Vice President
for Academic Affairs**

A.S., 1974, Elementary Education, Southwest Virginia Community College; B.S., 1978, Elementary Education, Clinch Valley College-University of Virginia; M.S., 1983, Reading, Radford University; Certification, 1995, Developmental Education Specialist, Kellogg Institute, Appalachian State University. Additional graduate studies in higher education administration at Illinois State University, Bloomington, IL

**Allyn Sue Barker Vice President for
Economic, Workforce, and
Community Development**

B.S., 1973, Home Economics, West Virginia University; M.S., 1995, Adult and Technical Education, Marshall University. Additional graduate studies at Marshall University, Virginia Commonwealth University, and West Virginia University.

Prudence Barker Dean of Enrollment Services and Registrar

B.S., 1977, Recreation, Marshall University; M.A., 1990, Communication Arts, Marshall University

Ron Lemon Vice President of Development

B.A., 1977, Counseling and Rehabilitation, Marshall University; M.A., 1996, Communication Studies, West Virginia University.

Cindy L. Crigger Vice President for Communications

A.A., 1986, Southern West Virginia Community College; B.A., 1988, Morehead State University. Additional graduate studies at Marshall University

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.

Ron Hamilton Chief Technology Officer

A.S., 1984, Data Processing, Southern West Virginia Community College; B.S., 1988, Computer Management/Data Processing, West Virginia Institute of Technology; M.S., 1995, Information Systems, West Virginia Graduate College.

Patricia Clay Human Resources Administrator

A.S., 1986, General Business, Southern West Virginia Community College; B.A., 1989, Concentration in Business Administration, West Virginia State College; M.S., 1993, Management/Employee Relations, West Virginia Graduate College.

lege. Post-graduate studies at West Virginia Graduate College.

**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, West Virginia University and Marshall University College of Graduate Studies: Higher Education Leadership.

Dr. Cindy McCoy Dean of University Transfer

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.

**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.

James P. Owens Director of Campus Operations
Boone-Lincoln

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 Assistant Professor

Boone

A.A.S., 1984, Southern West Virginia Community College; B.A., 1992, Bluefield State College; M.A., 1999, Regent University Graduate School of Business.

William Alderman II Instructor

Williamson

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

Rachel Baisden**Associate Professor***Logan*

A.D.N., 1994, Southern West Virginia Community and Technical College; B.S.N., 1999, Marshall University; M.S.N., C-FNP, 2003, West Virginia University.

Susan Baldwin**Instructor***Boone*

B.S., 1985, West Virginia University. Additional graduate studies at Marshall University.

Eleanor Feaster Berg**Coordinator/Instructor***Moorefield*

A.D.N. 1981, Shepherd College; B.S.N., 1991, West Virginia University; M.S. and Adult Nurse Practitioner 1995, University of Maryland. Post Masters Certifications in Family Nurse Practitioner and Pediatric Nurse Practitioner 1997, West Virginia University.

Regina Bias**Associate Professor***Logan*

A.D.N. 1986, Marshall University; B.S.N., 1988, Marshall University; M.S.N., Bellarmine College. Additional graduate studies at Bellarmine College.

Stephen Birurakis**Instructor***Logan*

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*

A.A.S. Nursing, Southern West Virginia Community and Technical College 1996, Marshall University; B.A., 1988, Marshall University.

Andrea Brown**Instructor***Logan*

A.A.S., Dental Hygiene, West Liberty State College 1998, B.S Mountain State University 2005.

Dr. Anne S. Cline**Professor***Williamson*

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*

A.S.N., 1984, Marshall University; B.S.N., 1987, Marshall University; M.S.N., C-FNP, 1998, Marshall University.

Jamie Cook**Instructor***Kanawha Valley Campus*

B.S.N., 2006, West Virginia University Tech. Additional Graduate studies at Marshall University.

Judith Curry**Instructor/***Logan***Coordinator Surgical Tech.**

L.P.N., 1975, Logan County School of Practical Nursing; A.S.N., 1985, Southern West Virginia Community and Tech-

nical College; B.S.N., 1990, West Virginia University.

Kathy Dalton Associate Professor

Logan

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.

Stephanie Daniel Instructor/Respiratory Care

Williamson

A.A.s. 1992 Lexington Community College; B.A. 2008 Marshall University.

Lawrence D'Angelo Instructor

Boone

A.A., 1989, Oakland Community College; B.S., 1991, Eastern Michigan University; M.A., 1996, Eastern Michigan University.

Katherine A. Deskins Assistant Professor

Logan

B.S., 1998, West Virginia University Institute of Technology. Additional graduate studies at Marshall University.

Rebecca Donahoe Instructor/Site Coord.

Logan

RN, MSN,CFNP

BSN, 1996, University of Charleston, MSN, 2001, Marshall University.

Barbara Donahue**Department Chair***Logan* **Nursing**

A.D.N., 1973, Marshall University; B.S.N., 1988, West Virginia University; M.S.N., 1992, West Virginia University. Additional graduate studies at West Virginia University and Marshall University.

Lynn Earnest**Professor***Logan*

B.A., 1968, Queens College; M.F.A., 1970, George Washington University. Additional graduate studies at the University of Chicago, Marshall University and University of Massachusetts at Amherst.

Sheliah Elkins**Instructor***Logan*

LPN, 1981, Ralph R. Willis Vocational School; A.D.N., Southern West Virginia Community and Technical College; 1999, B.S.N., Marshall University; 2001, Columbus State Community College, Surgical Registered Nurse First Assistant Certificate.

Vernon Elkins**Professor***Logan* **Coordinator MLT**

A.S., 1976, Southern West Virginia Community College; B.S., 1978, Marshall University; M.A., 1997, Marshall University.

Karen Evans**Instructor***Boone*

A.D.N., 1997, Southern West Virginia Community and Technical College; B.S.N., 2006, West Virginia University; current studies MSN/FNP Marshall University.

Erica Farley**Instructor***Logan*

A.A.S., 2001, Southern West Virginia Community and Technical College; A.A.S., 2002, Southern West Virginia Community and Technical College.

Rosemary Farrar**Instructor***Logan*

B.S., Oswego State University College; M.A. 1990 University of Florida. Additional graduate studies at University of Florida and State University of New York at Albany.

Deborah Fields**Instructor***Williamson*

A.S., 1992, Southern West Virginia Community and Technical College; R.B.A., 1992, Bluefield State College; M.S., 1994, Marshall University.

Jennifer Godby**Professor***Logan*

B.A., 1976 Marshall University; M.A., 1978, Marshall University. Additional graduate studies at Marshall University and West Virginia University.

Karan Grimes**Professor***Logan*

B.S.N., 1982, Alderson-Broaddus College; M.S.N., C-FNP, 1998, Marshall University. Additional graduate studies at Marshall University.

Dr. Gail Hall**Department Chair/Professor
Business**

B.S., 1959, Business Education Comprehensive Concord

College; M.A., 1963, Business Education, Marshall University; Ed.D., 1985, Vocational/Technical Education, University of Tennessee.

Dr. Lisa Haddox-Heston

Instructor

Logan

Coordinator Dental Hygiene

B.S.R.D.H., 1978, West Virginia University; D.D.S., 1988, West Virginia University.

Rose Hale

Professor

Logan

Diploma in Nursing, 1971, Charleston General Hospital; B.S.N., 1989, West Virginia University; M.S.N., C-FNP, 1995, Marshall University. Additional graduate studies at Marshall University.

Steven Hall

Instructor/Coordinator

Respiratory Therapy

Williamson

B.A., 2005, Marshall University; California College for Health Science Advance Respiratory Therapy; 2001.

Eva Hallis

Assistant Professor

Logan

Radiologic Technology Certificate, 1981, Akron General Medical Center; B.S. (1986) Bluefield State College; M.S. (1994) University of Charleston.

Glenna Hatfield

Professor

Williamson

B.S., 1970, Pikeville College; M.A., 1975, Morehead State University. Additional graduate studies at Marshall University.

sity.

Gordon Hensley**Instructor**

Williamson

B.S., 1998, Pikeville College; M.B.A. 2000, Morehead State University. Additional graduate studies at Morehead State University.

Kimberly Hensley**Assistant Professor**

Williamson

B.S., 1996, Marshall University; M.S., 1999, Marshall University. Additional graduate studies at Marshall University. Also, additional graduate studies at Virginia Polytechnic Institute.

Carol A. Howerton**Department Chair
Professor**

B.S., 1985, Computer Science and Mathematics, Concord College; M.S., 1993, Computer Information Systems, West Virginia College of Graduate Studies; MCSE and A+ certified.

Tehseen Irfan**Assistant Professor**

Wyoming

B.A., 1978, Kinnaird College for Women; M.A., 1981, Lahore College for Women.

Diana Jividen**Instructor**

Logan

B.A., 1975, Columbia University; M.A., 1991, West Virginia University. Additional graduate studies at West Virginia University.

Melissa Kirk**Assistant Professor***Logan*

A.D.N., 1990 Southern West Virginia Community College;
B.S.N., 1999, Marshall University; M.S.N., 2004, Marshall
University.

Mary Kathryn Krasse**Assistant Professor***Williamson*

B.S., 1988, Pikeville College; M.A., 1994, Morehead State
University.

Belvai Kudva**Professor***Williamson*

B.S., 1967, Banaras University; M.S., 1973, Cooper Union,
New York; M.B.A., 1982, University of Connecticut.

Steven A. Lacek**Instructor***Wyoming*

B.S., 1996, Concord College. M.A., 2008, Marshall Univer-
sity.

Jill Landis**Instructor***Moorefiled Site*

B.S.N., 1995, Alderson-Broaddus College; Currently work-
ing on M.S.N.-Nurse Practitioner at West Virginia Univer-
sity.

Shelba Long**Instructor***Logan*

A.S.N., 1986, Southern West Virginia Community College;
B.S.N., 1992, Lynchburg College; M.S.N., C-FNP, 1996,
University of Virginia.

Cyndee Lowes**Instructor***Logan*

A.A.S., 1999, Southern West Virginia Community and Technical College.

Guy Lowes**Department Chair/
Assistant Professor***Williamson*

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

George H. Morrison**Department Chair
Professor***Williamson*

B.A., 1965, Marshall University; M.A., 1966, Marshall University. Additional graduate studies at Kent State University.

Alyce Patterson-Diaz**Department Chair
Professor***Logan*

A.S.N., 1980, Southern West Virginia Community College; B.S.N., 1983, Marshall University; M.S.N., 1995, West Virginia University.

William W. Moseley, Jr.**Instructor***Logan*

B.S.E.E., 1973, West Virginia Institute of Technology.

Matthew Payne**Instructor***Logan*

B.B.A., 2001, Marshall University.

Dr. Sarma A. Pidaparthi

Associate Professor

Wyoming

B.S., 1982, Andhra University; M.S., 1985, Andhra University; Ph.D., 1995, Indian Institute of Technology. Post-Doctoral Researcher, 2001-2003, Indiana University Purdue University at Indianapolis.

Calisa Pierce

Department Chair

Instructor

B.A., 1983, English, Marshall University; M.A., 1996, English, Marshall University; Ed.S., 2003, Educational Leadership Studies, Marshall University. Doctoral studies at West Virginia University.

Pat Poole

Associate Professor

Williamson

A.A.S., 1976, Marshall University; B.A., 1980, Marshall University; M.A., 1987, Marshall University. Additional graduate studies at Marshall University and West Virginia University.

Charles Puckett

Assistant Professor

Logan

B.S., 1992, Marshall University; M.A., 1999, Marshall University.

Michael L. Redd

Assistant Professor

Wyoming

B.S.B.A., 1974, West Virginia University; M.B.A., 1981, Marshall University.

Timothy Reed**Assistant Professor***Logan*

A.D.N., 1998, Southern West Virginia Community and Technical College; B.S.N., 2001, West Virginia University Institute of Technology; M.S.N., 2004 Mountain State University. Additional graduate studies at West Virginia University.

Melinda D. Saunders**Department Chair***Logan***Professor**

B.A., 1988, Marshall University; M.S., 1994, Marshall University. Additional graduate studies at Marshall University.

Geoffrey Saunders**Assistant Professor***Logan*

B.S., 1999, Marshall University; M.S., 2003, Marshall University. Additional graduate studies at Marshall University and Liberty University.

Russell Saunders**Instructor***Logan*

B.A. 2005, West Virginia University. CT, ARRT Registry (1994) A.S., 1988, University of Charleston.

Earl Rodney Scaggs**Associate Professor***Boone*

B.S., 1973, Concord College; M.A., 1975, West Virginia University; M.S., 1978, West Virginia University. Additional graduate studies at the University of New Mexico.

Verna Schwalb**Associate Professor**

Williamson

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

Marlene Slater

Instructor

Williamson

B.A., 1964, Morehead State University; M.A., 1972, Eastern Kentucky University. Additional graduate studies at Morehead State University and Marshall University.

Beverly Slone

Instructor

Williamson

B.A., 1986, Marshall University; M.A., 2002, Marshall University.

Shirley Spriggs

Instructor

Logan

A.S., 1978, Southern West Virginia Community College.

Roger Stollings

Assistant Professor

Boone

B.A., 1972, Asbury College; M.S., 1978, University of Kentucky.

Thaddeus J. Stupi

Professor

Williamson

B.A., 1974, University of Pittsburgh; M.B.A., 1976, Arizona State University. University of Pittsburgh/Pennsylvania State University, 1980-81-completed 18 graduate hours of Marketing. University of Kentucky, 1995 - completed 18 graduate

credit hours in Accounting.

Joan Thompson**Instructor**

Boone

Coordinator

Huntington School of Beauty, 1992; B.S., 1995, Marshall University; Redken Specialist Program, 1996; Licensed Student Instructor, 1996, State of West Virginia; Licensed Master Instructor, 2000, State of West Virginia; Licensed Master Instructor, 2003, State of Kentucky; Achieved Milady Level One Master Educator, 2007.

Rick Thompson**Assistant Professor**

Williamson

A.A., 1993, Southern West Virginia Community and Technical College; B.A., 1998, Marshall University; M.S., 2004, Marshall University; A+ certified.

George Trimble**Assistant Professor**

Williamson

B.A., 1963, Marshall University; M.A., 1965, Marshall University.

Tim Weaver**Instructor**

Wyoming

B.S., 1989, Concord College.

Dr. Charles Wood**Department Chair/**

Logan

Associate Professor

B.S., 1965, Madison College; M.S., 1985, Longwood College; Master of Divinity, 1977, Christian Theological Seminary; Doctor of Ministry, 1989, Texas Christian University.

George R. Wood

Professor

Logan

B.S., 1971, Duke University; M.F.A., 1983, University of North Carolina.

**West Virginia Council for Community and
Technical College Education**

Nelson B. Robinson, Jr.

Chair

Robert Lee Brown

Vice Chair

Clarence B. Pennington

Secretary

Jim Cava, Jr.

Dr. Stanley Hopkins, Ex Officio

Ralph Kelly

John Panza, L.P.C.

Ronald Radcliff

Gregory Smith

David R. Tyson, Esq., Ex Officio

Greg Wooten

Southern West Virginia Community College

Foundation

George Kostas

President

Eddie Canterbury

Vice President

Elizabeth Kostas

Mark Mareske

Treasurer

Phyllis Osenton

David "Scotty" Scott

Edward L. Curry

Gary Ellis

Jim Frye

Harry M. Hatfield

Paul W. Hill

Charles Maroudas

Judge Elliot "Spike" Maynard

David McCormick

Dr. Thomas Nuckols

Marjorie Oakley

Clell Peyton

Nancy Ramey

Neal Scaggs

Raymond J. Scites

James Sizemore

Gary White

William "Tank" Williams

**Boone/Lincoln Campus**

3505 Daniel Boone Parkway
Foster, WV 25081-8126
Telephone: 304-307-0703
TTY: 304-369-2954

Lincoln County Site

Lincoln Panther Way
Hamlin, WV 255523
Telephone: 304.824.2326

Williamson Campus

Armory Drive
Williamson, WV 25661
Telephone: 304.236.6046
TTY: 304-235-6056

District Office

Dempsey Branch Road
P.O. Box 2900
Mount Gay, WV 25637
Telephone: 304-792-7098

Logan Campus

P.O. Box 2900
Mount Gay, WV 25637
Telephone: 304-792-7098
TTY: 304-792-7054

Wyoming/McDowell Campus

HC 49 Box 423
McGraws, WV 25875
Telephone: 304-294-8346
TTY: 304-294-8520

Allied Health and Technology Building

Dempsey Branch Road
P.O. Box 2900
Mount Gay, WV 25637
Telephone: 304-792-7098

www.southernwv.edu

1-866-WVCTCI

Southern West Virginia Community and Technical College is an equal opportunity institution, affording enrollment, employment and services without distinction on the basis of age, color, height, weight, creed, disability, marital status, sexual preference, national origin, political affiliation, race, religion or sex. Minorities and disabled persons are encouraged to attend Southern West Virginia Community and Technical College.