



2016-2017 COURSE CATALOG



EXPAND YOUR VIEW



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Student's Responsibility

It is the responsibility of the student to be aware of the information in this Catalog. The student is also responsible for keeping informed as additions, deletions and corrections are announced via various school media.

Disclaimer

The provisions of this Catalog do not constitute a contract, expressed or implied, between any applicant or student and Mountwest Community & Technical College. The College reserves the right to change any of the provisions, schedules, programs, courses, rules, regulations or fees whenever the College authorities deem it expedient to do so.

Mountwest Community & Technical College is accredited by
The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
Toll-free: 1 (800) 621-7440

For additional information or information not covered in this catalog, please contact 1-866-676-5533 or (304) 710-3140.

Equal Opportunity/Affirmative Action

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

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

Mountwest strives to provide educational opportunities for minorities and women that reflect the interest, individual merit and availability of such individuals. The college ensures equality of opportunity and treatment in all areas related to student admissions, instruction, employment, placement accommodations, financial assistance programs and other services.

Mountwest also neither affiliates with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, sex, religion, age, disability, national origin, protected veteran status or sexual orientation. Further, the college is committed to the ideals of inclusion of students, faculty and staff and, whenever appropriate, will take affirmative steps to enhance diversity. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Director of Human Resources, Employee Development and Payroll, Suite G12 Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701 or call (304) 710-3501.

MISSION & GOALS

Mission

Our is to prepare students for careers, civic responsibility and life-long learning.

Mountwest Board END Statement

District residents have the knowledge or skill sets necessary to successfully create or become employed in local enterprises or to proceed to further education at a level of accomplishment worth the total cost.

1. Health, Technical, Service
2. Business skills – Entrepreneurship
3. Success in 4 year colleges

Mountwest Vision Statement (CEO Policy Governance Interpretation)

Mountwest Community and Technical College will become the preeminent provider of highly valued middle-skill employees and transfer students within the region.

Mountwest Institutional Values Statement

Quality Education - We value affordable, high quality programs that are respected, transferable and prepare students for careers that meet labor market demands.

Learning Environment - We value an educational environment that places learner needs first, fosters critical thinking and individual responsibility.

Continuous Improvement - We value fair and clearly defined policies which are established through sound planning, resulting in continuous improvement, excellence in customer service, professional development, and creativity.

Environment - We value effective communication, consistency, teamwork, transparency, streamlined decision-making, and mutual respect.

Community - We value a positive community reputation by promoting community involvement, developing partnerships, responding to community needs, and fostering internal and external collaboration.

Guiding Principles

In order to operationalize and support the Continuous Improvement and Environment values statements of the college, the college has established a set of Guiding Principles. The intent of these Principles is to guide daily behavior and personal interactions.

Promote a Culture of Evidence

- We Do – Use data to inform decisions
- We Do Not – Accept opinion as fact

Emphasize Personal Accountability

- We Do – Own personal opinions as our own
- We Do Not – Represent personal opinions as those of the group

Contribute to a Trusting Environment

- We Do – Emphasize direct, equilateral, and honest communication while following the chain of command
- We Do Not – Engage in triangular communication and or gossip

Use a Disciplined Decision Making Process

- We Do – Describe and analyze before considering solutions
- We Do Not – Build evidence to support a pre-determined solution

ACADEMIC CALENDAR 2016-2017

Fall 2016

August 4, Thursday

Last day to register for fall semester

August 8, Monday—August 11, Thursday

Schedule Adjustment for Currently Registered Students ONLY

(no new registrations/schedules)

August 15, Monday

First Day of Class

August 15, Monday – August 17, Wednesday

Schedule adjustment- ONLY

August 18, Thursday

“W” period begins

September 5, Monday

Labor Day, College Closed

September 15, Thursday

Last Day to Drop 1st 8 Weeks Courses

October 6, Thursday

End of 1st 8 weeks, December graduation applications due

October 10, Monday

2nd 8 weeks begins, Midterm grades due by 5 pm

October 20, Thursday

Last day to drop a full semester individual course

October 24, Monday – December 1, Thursday

Total withdrawals only

November 2, Wednesday – November 3, Thursday

Advanced registration for Spring courses for BEACON, Disabled, Military and other special populations

November 7, Monday – November 17, Thursday

Advance registration for spring courses for currently enrolled students

November 10, Thursday

Last day to drop 2nd 8 weeks course

November 21- November 25

Thanksgiving/Fall Break classes dismissed

November 24, Thursday – November 25, TBD

Thanksgiving Holiday, College Closed

November 28, Monday

Classes resume

November 28, Monday- January 5, Thursday

Registration for new, readmitted and returning students

December 1, Thursday

Last day to completely withdraw from fall semester, last day of class

December 5, Monday- December 8, Thursday

Exam days

December 8, Thursday

Official Graduation Date

December 12, Monday, Noon

Final Grades due

December 19, Monday –January 2, TBD

Winter Break, College Closed

ACADEMIC CALENDAR 2016-2017

Spring 2017

January 3, 2017, Tuesday
College offices open

January 3, Tuesday – January 5, Thursday
Registration

January 9, Monday – January 12, Thursday
Schedule Adjustment for Currently Registered Students ONLY
(no new registrations/schedules)

January 16, Monday
Martin Luther King, Jr. Holiday, college closed

January 17, Tuesday
Classes begin

January 17, Tuesday – January 19, Thursday
Schedule adjustment only

January 23, Monday
“W” period begins

February 16, Thursday
Last day to drop 1st eight weeks course

March 9, Thursday
Midterm, 1st eight weeks courses ends, Applications for
May graduation due

March 13, Monday
2nd eight weeks courses begin, Mid-term grades due
by 5 pm

March 16, Thursday
Last day to drop an individual course

March 20, Monday – March 25
Spring Break, Classes dismissed

March 27, Monday
Classes resume

March 27, Wednesday – May 4, Thursday
Complete withdrawal only

March 27, Monday – March 30, Thursday
Advance registration for currently enrolled students - Summer

April 3, Monday
Advance registration for summer sessions begin (admitted/
readmitted students)

April 13, Thursday
Last day to drop 2nd eight weeks course

April 10, Monday – April 20, Thursday
Advanced registration for fall semester for currently enrolled
students

April 24, Monday
Advance registration for fall semester begins for admitted and
readmitted students

May 4, Thursday
Last day of classes

May 8, Monday – May 11, Thursday
Exam days

May 12, Friday
Graduation

May 15, Monday, noon
Grades due

ACADEMIC CALENDAR 2016-2017

Summer A (May 15 to July 20, 2017)

May 15, Monday
First Day of Classes

May 15-17, Monday – Wednesday
Schedule Adjustment

May 18, Thursday
“W” Withdrawal Period Begins

May 29, Monday
Memorial Day Holiday, College Closed

June 15, Thursday
Deadline for July Graduation Application

June 22, Thursday
Last Day to Drop an Individual Course

June 26 – July 19
Total Withdrawals ONLY

July 4, Tuesday, TBD
Independence Day Holiday Observed, College Closed

July 19, Wednesday
Last Class Day, Last Day to Totally Withdraw from Summer A

July 20, Thursday
Final Examination Day, Official July Graduation Date

July 24, Monday, Noon
Deadline for Submitting Final Grades

Summer B (May 15 to June 15, 2017)

May 15, Monday
First Day of Classes

May 15 – 16, Monday – Tuesday
Schedule Adjustment

May 17, Wednesday
“W” Withdrawal Period Begins

May 29, Monday
Memorial Day Holiday, College Closed

June 1, Thursday
Last Day to Drop an Individual Course

June 5, Monday – June 14, Wednesday
Total Withdrawals Only

June 14, Wednesday
Last Class Day, Last Day to Totally Withdraw from Summer B

June 15
Final Examination Day
Deadline for July Graduation Applications

June 19, Monday, Noon
Deadline for Submitting Final Grades

Summer C (June 19 to July 20, 2017)

June 15, Thursday
Deadline for July Graduation Application

June 19, Monday
First Day of Classes

June 19 – 20, Monday – Tuesday
Schedule Adjustment

June 21, Wednesday
“W” Withdrawal Period Begins

July 4, Tuesday
Independence Day Holiday, College Closed

July 6, Thursday
Last Day to Drop an Individual Course

July 10, Monday – July 19, Wednesday
Total Withdrawals Only

July 19, Wednesday
Last Class Day, Last Day to Totally Withdraw from Summer C

July 20, Thursday
Final Examination Day, Official July Graduation Date

General Education Philosophy

Mountwest Community & Technical College faculty are committed to providing students the skills and flexibility necessary to live successfully in a changing world and to prosper in a global society.

Mountwest Community & Technical College, in keeping with its mission, is committed to assisting students develop the competencies and skills necessary to become productive citizens. General education courses are a key component of this development and are a fundamental part of all our degree programs.

The Mountwest Community & Technical College general education philosophy seeks to integrate basic principles, concepts, and methodologies throughout all of our disciplines, expanding students' academic experiences by promoting lifelong learning, encouraging engagement in civic activities, and fostering achievement of common goals through teamwork. Students who complete the general education requirements of an associate degree should be able to:

Communicate effectively using written skills: Written communication is the development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies; and mixing texts, data, and images.

Communicate effectively using oral skills: Oral communication is a prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.

Apply quantitative reasoning appropriate to the degree: Quantitative literacy provides the ability to reason and solve quantitative problems that are applicable to a chosen career path.

Use critical thinking skills: Critical thinking is a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

Apply ethical reasoning: Ethical reasoning is reasoning about right and wrong human conduct. It requires students to be able to assess their own ethical values and the social context of problems, recognize ethical issues in a variety of settings, think about how different ethical perspectives might be applied to ethical dilemmas, and consider the ramifications of alternative actions.

Utilize technology as it is relevant to the degree: Individuals use technology (e.g., computer, iPad, Notebook, Internet, Intranet, software, etc.) to assist in locating, analyzing, and presenting information that is applicable to a chosen career path.

Identify appropriate intercultural interaction: Intercultural knowledge and competence is a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.

History

Mountwest Community & Technical College was founded in 1975 as Marshall Community College, a separate college within Marshall University to better serve students by bringing together many of the University's two-year associate degree programs under one college.

Classes began in the fall of 1975 with a wide range of programs. From the outset, the college's mission has been to provide two-year associate degrees as well as provide continuing education and community service.

In 1991, the College name was changed to Marshall Community & Technical College to better reflect the technical nature of many of the programs offered.

On October 30, 2003, Marshall Community & Technical College became accredited as an independent institution by The Higher Learning Commission, North Central Association of Colleges and Schools.

On March 13, 2010 West Virginia Senate Bill 499 passed, allowing Marshall Community & Technical College to be renamed Mountwest Community & Technical College.

GOVERNING BODIES/ADVISORY COMMITTEES

West Virginia Council for Community and Technical College Education

Clarence Pennington, *Chair*
Bob Lee Brown, *Vice Chair*
William "Bill" Baker, *Secretary*
Bruce Berry
Keith Burdette
Dr. Kathy J. D'Antoni
Steve Roberts
John M. Panza, L.P.C.
Christina Cameron
John Sorrenti
Dr. Sarah Tucker, *Chancellor*

Mountwest Community & Technical College Board of Governors

Jeffrey Goad, *Chair*
Matthew Deerfield, *Vice Chair*
Thomas Gibson, *Secretary*
Cathy Burns
Ruth Cline
Mark George
Jim Hale
Mike Herron
Jason Moses
Tyler Triplett, *Student Representative*
Jeremy Blackshire, *Classified Employee Representative*
Ed Bays, *Faculty Representative*

Mountwest Community & Technical College Advisory Committees

Mountwest Community & Technical College seeks the advice and counsel of residents of the community, employers, and educational representatives through the establishment of advisory committees.

Advisory committee members serve as advocates of necessary change to maintain current, quality career programs and supporting services for students in order to facilitate and enhance graduate employability in the surrounding community.

Mountwest Community & Technical College - Advisory Committees for the 2016-2017 Academic Year

American Sign Language
Banking and Finance
Biomedical Instrumentation Technology
Board of Governors' Degree
Criminal Justice
Dental Assistant
Dental Lab Technology
Early Childhood Education
Electronics Technology
Engineering Design Technology
Graphic Design
Health Informatics
Health Science
Hospitality Management/Culinary Arts
Information Technology
Machinist Technology
Management Technology
Maritime Training
Massage Therapy
Medical Assistant
Occupational Development
Paralegal
Paramedic Science
Pharmacy Technician
Physical Therapist Assistant
Radiologic Technology
Respiratory Therapy Technology
Technical Studies
Transportation
Veterinary Technology
Welding Technology

Mountwest Community & Technical College is accredited by The Higher Learning Commission. Copies of Mountwest Community & Technical College's regional and specialized accreditation reports, certifications, and licenses are available for review in the President's office.

The Higher Learning Commission

230 South LaSalle St., Suite 7-500
Chicago, IL 60604
P: (800) 621-7440 or (312) 263-0456
www.hlcommission.org

The following programs have additional specialized accreditation as indicated:

Health Information Technology

Commission on Accreditation for Health Informatics and Information Management Education
233 N. Michigan Ave., Suite 2150
Chicago, IL 60601-5800
P: (312) 233-1129
www.cahiim.org

Medical Assistant

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19N, Suite 158,
Clearwater, FL 33763
P: (727) 210-2350
www.caahep.org

Pharmacy Tech

American Society of Health System Pharmacists (ASHP)
7272 Wisconsin Avenue
Bethesda, MD 20814
P: (866) 279-0681
www.ashp.org

Physical Therapist Assistant

Commission on Accreditation in Physical Therapy Education
1111 N. Fairfax St. Alexandria, VA 22314-1488
P: (703) 706-3245 | accreditation@apta.org
www.capteonline.org

Vet Tech

American Veterinary Association
1931 North Meacham Road, Suite #100
Schaumburg, IL 60173
P: (800) 248-2862
www.avma.org

The following articulated programs are accredited through the hosting institutions:

Machinist Technology

The National Institute for Metalworking Skills – NIMS
10565 Fairfax Blvd., Suite 203
Fairfax, VA 22030
P: (703) 352-4971
www.nims-skills.org

Massage Therapy

Commission on Massage Therapy
1007 Church St., Suite 302
Evanston, IL 60201
P: (847) 869-5039
www.comta.org

Paralegal

Approved by the American Bar Association
321 N. Clark St. Chicago, IL 60610
P: (312) 988-5000
www.abanet.org

Paramedic Science

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19N, Suite 158,
Clearwater, FL 33763
P: (727) 210-2350
www.caahep.org

Radiologic Technology

Joint Review Committee on Education and Radiologic Technology
20 N. Wacker Dr. Suite 2850
Chicago, IL 60606-3182
P: (312) 704-5300
www.jrcert.org

Respiratory Therapy

Committee on Accreditation for Respiratory Care
1248 Harwood Rd. Bedford, TX 76021-4244
P: (817) 354-8519
www.coarc.com

Copyright Compliance

Mountwest Community & Technical College complies with U.S. copyright law, which prohibits unauthorized duplication and use of copyrighted materials, including written, audio-visual, and computer software materials.

Equal Opportunity/Affirmative Action Policy Statement

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Liability Policy

Mountwest Community & Technical College, as a state agency, cannot assume responsibility for loss of or damage to the personal property of students. Furthermore, the college cannot assume responsibility for personal injury to students.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CFR 99 .31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at (800) 877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Sexual Harassment Policy

Sexual harassment, a form of sex discrimination, is illegal and against the policies of the college. Sexual harassment involves:

- Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment or education, or
- Making submission to or rejection of such conduct the basis for employment or educational decisions, or
- Creating an intimidating, offensive or hostile environment by such conduct.

Anyone who believes he or she has been the subject of sexual harassment should report the alleged conduct immediately to the Director of Human Resources, Employee Development and Payroll, Suite G12, Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701 or call (304) 710-3501.

Weather-Related and/or Emergency Closings and Delays

Huntington Campus

Generally it is Mountwest Community & Technical College’s procedure to maintain its normal schedule, even when conditions

are inclement. However, this is not always possible. In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected, students, faculty, staff and the general public – as expeditiously and as comprehensively as possible in the following ways:

- Television stations in Huntington and Charleston will be notified.
- Radio stations in Huntington and Charleston will be asked to announce the delay or closing.
- Time permitting, newspapers in Huntington and Charleston will be notified. Often, however, decisions must be made after the deadlines of newspapers.
- Mountwest will also communicate the specific details of the College closing through the Huntington campus voice mail system (304) 710-3052.

Definitions

College Closed: All classes suspended and offices closed.

Classes Canceled: All classes suspended; offices open.

Delay Code A: Means delay in the opening of classes but no delay in the opening of offices. Delays will usually be in the range of one to two hours.

Delay Code B: Means a delay in the opening of classes and a delay in the opening of offices. Delays will usually be in the range of one to two hours.

Class operation under delays: Under both categories of delay, students should go to the class that would begin at the stated delay time or the class that would have convened within 30 minutes of the stated delay time. A two-hour delay means that classes that begin at 10:00 a.m. begin on time. Classes that begin at 9:30 a.m. meet at 10:00 a.m. and continue for the remaining period of that class. 8:00 a.m. and 9:00 a.m. classes are cancelled for that day.

Clarification

Information about closing, cancellations, or delays will ordinarily be disseminated to area radio and television stations. These outlets may, however, publish the College’s notification incorrectly. Therefore, the authoritative correct statement of the College’s condition is stipulated to be the message on the College voice mail system (304) 710-3052 or the message available at the College response number (304) 710-3140.

Students taking classes at off campus sites, such as Career Centers, must contact the Career Center. Mountwest will adhere to their inclement weather schedule.

STUDENT RIGHTS & RESPONSIBILITIES

Mountwest Community & Technical College supports freedom of speech, freedom of inquiry, freedom to dissent, freedom to assemble, and freedom to demonstrate in peaceful fashion. The College also supports the right of students to pursue their legitimate educational goals without interference. Accordingly, the College encourages and expects its community to conduct itself in accordance with the general society's standards of polite behavior, the College's specific rules and regulations, and all applicable laws of the local, state and federal government.

Admissions and Access

Mountwest Community & Technical College is consistent with the purpose and role of an open-door higher education institution. Admission standards are based on the capacity of students to contribute to or profit from the particular educational programs they desire. The College makes clear to students the characteristics and expectations which it considers relevant to success in a chosen program. Admission to the College is not granted or denied on the basis of ethnic origin, race, religion, sex, sexual orientation, age, nationality, political belief or affiliation. Thus, within the limits of its facilities, Mountwest is open to all students who are qualified according to its admission standards. Mountwest Community & Technical College does not require immunization records for general admission to the college. However, some selective admissions programs may require necessary vaccinations and medical information to be provided prior to the start of classes. Please contact the Dean of the Division for additional information.

The Classroom Environment

Free and open discussion, speculation, and investigation are basic to the academic process. Student performance is evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic matters.

Students are free to take reasonable exception to views presented in any course of study and to reserve judgment on matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

Students do have orderly procedures to follow in order to be protected against prejudiced or capricious academic evaluation. They, at the same time, are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

An instructor may exclude from his/her course, any student who, in the instructor's judgment, has seriously impaired the ability of the class to achieve the objectives of the course, or who is guilty of offensive conduct toward the instructor or other members of the class. The student may appeal the instructor's action to the division dean who will, when necessary, detail the full grievance procedure to the student. (Copies of this procedure are available from division deans and other administrative offices.)

Student Records

Students have a right to expect that institutional records will be safeguarded; that no information will be made available to unauthorized persons; that no information will be misused by College authorities; and information not pertinent to the students' role in the College not be recorded. Students will be given the opportunity to review the contents of their respective files upon written request and have the right to reply to any derogatory material. These responses become part of their files. Procedures for the retention of student files have been established that will safeguard the confidence in which they should be held.

Student Organizations

It is recognized that students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They are free to organize and join associations to promote their common interests.

Affiliation with an extramural organization does not of itself disqualify a student organization from institutional recognition.

Campus advisors are required for student organizations. Full details on campus procedures for clubs or organizations are available from the Office of Student Government.

It must be remembered that the College will disallow any association that threatens its openness, receptivity to free inquiry, and the overall learning process.

Freedom of Inquiry and Expression

Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it will be made clear to

STUDENT RIGHTS & RESPONSIBILITIES

the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

Students are allowed to invite and to hear any person of their own choosing. Routine procedures required by the College before a guest speaker is invited to appear on campus are designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. Institutional control of campus facilities will not be used as a device of censorship.

It should be made clear to the academic and larger community that student sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the College.

No student or authorized visitor is subject to any limitation or penalty solely for the expression of his/her views or for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas will not be interfered with. Public areas include sidewalks and parking lots but not areas such as lobbies, corridors, and rooms in buildings.

In order to afford maximum protection to the participants and to the institutional community, students or student groups will give the College administration reasonable advance notice of any planned assembly, picketing, or demonstration upon the grounds of the institution, its proposed locale, and intended purpose.

The peddling of newspapers or handbills which convey a point of view in the public areas of the College campus is protected by the First Amendment. Harassment or intimidation of members of the campus community by persons distributing literature supporting points of view or causes may require the removal of those persons from College property. It is recommended that any student group planning to distribute literature notify the College administration of its plans so that the administration is aware of the group activities. (If an off-campus group wishes to come on campus and distribute literature supporting a point of view or cause, it shall seek permission to do so from the College administration.)

Institutional Authority and Civil Penalties

When activities of students result in violation of law or when students feel that their civil rights have been violated, institutional officials will be prepared to inform students of sources of legal counsel and may offer other assistance. Institutional authority will never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved will the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his/her off-campus activity, such as those relating to class attendance, will be subject to no greater penalty than would normally be imposed. Institutional action will be independent of community pressure.

The College will take no action affecting a student's status while his/her case is before the courts, and awaiting final determination. Unless, such action is necessary to protect the safety of the College community. If the student is convicted, the College will attempt to support the intent of the courts. If the court places a student on probation, the College will cooperate with the court to determine the most desirable course of action for the student, the College, and society. Normally when an individual is returned to society, the intent of the court is to allow him/her to return to the position held before commission of the offense for which he/she was convicted. Thus, the College will normally allow such a student to remain in the institution or return to it unless there is evidence that his/her presence imposes a clear danger to other students, faculty, staff or guests of the College or to the orderly operation of the College.

Student Property

Students and their property are not subject to search and seizure by College authorities except by officials designated by the College President, only when the immediate safety of the College community is threatened, and in accordance with state and federal laws.

STUDENT CODE OF CONDUCT

Student Behavior

The following prohibitions pertaining to student conduct are considered essential to the educational mission and community life of the College. In general, College jurisdiction and disciplinary sanctions will be applied to incidents and conduct which occur on the College campus or at College- sponsored events or activities. However, jurisdiction and disciplinary sanctions may also be applied at the discretion of the College to conduct that occurs off campus and which adversely affects the College, the College community or the interests and mission of the College. Visitors on campus are also expected to abide by the prohibitions pertaining to student conduct and all local, state and federal laws and ordinances. Visitors failing to do so may be asked to leave campus and may be declared Persona Non Grata.

- Behavior which disrupts the learning environment
- Use, possession, and/or distribution of weapons, firearms, firecrackers, explosives and/or chemicals.
- Use or possession of illegal or controlled drugs and/or alcohol, gambling.
- Abusive and/or disorderly behavior. Deliberate destruction and/or abuse and misuse of College Property or facilities.
- Theft from an individual, organization or agency, and/or Division of the College.
- Assault and battery, threats of violence, and/or intimidation. Written, verbal, sexual and/or physical intimidation or harassment.
- Violations of the College's Acceptable Use policy for computer access and use.
- Failure to comply with reasonable requests of a College representative.
- Any conduct which violates the laws of the United States. The State of West Virginia, and/or Cabell County.

The above list of prohibitions is not a full listing of unacceptable behavior in a College community. Other unacceptable behavior may also result in disciplinary action from the Vice President for Student Services or his/her designee.

Academic dishonesty (such as cheating and plagiarism) or classroom behavior considered detrimental to the teaching-learning process will be addressed by the College's academic offices. A full statement on student academic dishonesty appears in the current College Catalog.

Violation Penalties

The penalties for violation of student behavior and College conduct requirements are restitution, disciplinary warning, disciplinary probation, suspension and expulsion. These penalties do not preclude any legal action that may be taken as a result of violations of federal, state, county and/or city laws.

- **Restitution** - In cases of damage, destruction, defacement, or theft of property, restitution is generally required.
- **Disciplinary Warning** - An official notice to the student that his or her behavior is in violation of the Student Code of Conduct or other College regulation. Further violations will result in more severe disciplinary action. A student under disciplinary warning must meet those conduct requirements that may be determined in his/her case.
- **Disciplinary Probation** - A disciplinary sanction informing the individual that his/her behavior is in serious violation of the Student Code of Conduct or other College regulation. During the probationary period, the student may be barred from participating in extracurricular activities, denied the use of certain College facilities, and/or assigned special duties. Any further violation during the probationary period may result in more severe action up to and including expulsion from the College.
- **Suspension** - A mandatory separation from the College for a specific period of time. Students who are suspended are barred from enrolling at or visiting Mountwest Community & Technical College during the period of the suspension. Students who are suspended from the College and who continue to violate the Student Code of Conduct are subject to further disciplinary action (expulsion) during the period of the suspension at the discretion of the College.
- **Expulsion** - Termination of student status at Mountwest Community & Technical College with no promise of future readmission. Students who are expelled are permanently barred from enrolling at or visiting Mountwest and from attending College-sponsored events. Violations of the Student Code of Conduct and other non-academic regulations are brought before the Vice President for Student Services (VPSS) for review. The VPSS will investigate the situation and make a decision regarding disciplinary action based on the outcome of the investigation. If the student wishes to appeal the VPSS's decision, see student grievance procedure.

STUDENT CODE OF CONDUCT

In some instances, a student's behavior may be so egregious that immediate removal of the student from campus may be necessary to protect the campus environment. In the event that a student is immediately removed from campus, the VPSS will conduct an investigation as soon as possible after removal of the student from campus.

Student Academic Grievance

The purpose of the grievance procedure is to provide students at the College access to due process for resolving any concerns relative to their student rights.

Initial Resolution Process

1. The student must first present his/her grievance to the individual against whom the grievance exists.
2. If there is a program level grievance policy in place, the student must follow this procedure in seeking resolution. If presentation to Program Director is not applicable (e.g., a grievance filed against a non-program faculty member), then the grievance will be presented to the appropriate Chair.
3. If the grievance is not resolved at the program level and/or between the individuals involved, the student must notify all the concerned parties, in writing, that he or she is initiating the institutional grievance procedure (step two below). This action must be taken within 15 days of the original incident.

Initiation of Institutional Academic Grievance Procedure

Step One – If the grievance is not resolved initially, the student shall present, in writing, the grievance to the appropriate Dean. If the grievance is directed against a Dean, the grievance shall be presented to that individual's supervisor. Notice of the institutional grievance must be given no later than 15 days of the original incident. Grievance notifications outside such time frames are subject to dismissal at the discretion of the Dean.

Step Two – Upon receipt of a formal grievance, the Dean shall hold a hearing, within 10 days of receiving written grievance and both the grievant and the individual against whom the grievance is

directed will be given the opportunity to present and be heard. The Dean shall consider the merits of the grievance and either:

1. Dismiss the grievance at this point and provide the rationale for the decision in writing to all concerned parties within 10 days of the hearing, or
2. Refer the matter to the Vice President of Academic Affairs (VPAA) to convene a grievance committee.

Step Three – The VPAA will appoint a committee, within 10 days of receiving the Dean's referral, of neutral and objective individuals from the following representative groups: administrators, faculty members and students. The VPAA will designate a chair for the committee from among the appointees.

Step Four – Each committee member will receive a copy of the written grievance with the supporting statements and evidence. After receiving the written grievance, the committee chair will hold a hearing within 10 days of receipt and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard. The grievant may have one advisor at the hearing; however, the advisor may not speak during the meeting. The Committee Chair shall be responsible for informing the VPAA and appropriate Dean (or appropriate supervisor) of the committee's recommendation and the rationale for the findings in writing within 10 days of the committee hearing.

Step Five – The VPAA shall then consider the committee recommendation and render a written ruling on the matter to the Dean (or appropriate supervisor). The Dean (or appropriate supervisor) shall inform both parties of the decision in writing by certified mail within 10 days of receipt of the committee recommendation. This notification concludes the grievance process.

NOTE: The grievant may withdraw his/her grievance at any phase of the process provided that all concerned parties are notified in writing. In all instances "days" refers to working days.

ACADEMIC DEFINITIONS & PROCEDURES

Academic Dishonesty Policy

As described in the Mountwest Creed, Mountwest Community & Technical College, is an "Ethical Community reflecting honesty, integrity and fairness in both academic and extracurricular activities."

Academic Dishonesty is something that will not be tolerated as these actions are fundamentally opposed to "assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance" as described in the Mountwest Statement of Philosophy.

A student, by voluntarily accepting admission to the Institution or enrolling in a class or course of study offered by Mountwest Community & Technical College, accepts the academic requirements and criteria of the Institution. It is the student's responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process.

For the purposes of this policy, an academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward the completion of degree or certification requirements. This includes, but is not limited to: Exams, quizzes, papers, oral presentations, data gathering and analysis, practicums and creative work of any kind.

Definitions of Academic Dishonesty: Each instructor may modify the general definition of academic dishonesty to fit the immediate academic needs within that particular course of study, provided the instructor defines, in writing and preferably in the course syllabus, the details of any departure from the general definition.

Cheating: Any action which if known to the instructor in the course of study would be prohibited. This includes:

- The unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise.
- The unauthorized assistance of a person other than the course instructor during an academic exercise.
- The unauthorized viewing of another person's work during an academic exercise.
- The unauthorized securing of all or any part of assignments or examinations, in advance of submission to the instructor.

Fabrication/Falsification: The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence or a university record.

Plagiarism: Submitting as one's own work or creation any material or an idea wholly or in part created by another. This includes:

- Oral, written and graphical material
- Both published and unpublished work

It is the student's responsibility to clearly distinguish his/her own work from that created by others. This includes the proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

Bribes/Favors/Threats: Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.

Complicity: Helping or attempting to help someone commit an act of academic dishonesty.

Sanctions: Sanctions for academic dishonesty may be imposed by the instructor of the course, the division dean, or the dean's designee. Sanctions for academic dishonesty may be imposed even if a student withdraws from an individual course or from Mountwest entirely.

The instructor may impose the following sanctions:

- A lower or failing project/paper/test grade
- A lower final grade
- Failure of the course
- Exclusion from further participation in the class (including laboratories or clinical experiences)

The following sanctions may be recommended by the instructor but will need to be imposed by the division dean or his/her designee:

- Exclusion from an academic program
- Academic probation for up to one year
- Academic suspension for up to one year
- Dismissal from Mountwest

ACADEMIC DEFINITIONS & PROCEDURES

In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic sanctions may be pursued through the Office of Academic Affairs.

A student will be informed in writing by the instructor or responsible office, of any charges and subsequent sanctions imposed for academic dishonesty. (See “Reporting” below.) Written notification of academic dishonesty charges (and the inclusion of confirmed charges/sanctions in a student’s record) is designed to inform a student of the potential repercussions of repeat offenses and his/her rights of appeal.

If a student believes that charges of academic dishonesty have been erroneously levied, he/she should appeal such charges in accordance with the process outlined below (See “Appeals Process.”)

Sanctions for repeated academic dishonesty offenses will be imposed by the division dean, dean’s designee, or Vice President for Student Services.

- A student’s record of academic dishonesty offenses will be maintained throughout his/her enrollment at Mountwest, and the period of time between offenses may have no impact on sanctions for repeated offenses.
- A student with a second academic dishonesty offense during his/her enrollment at Mountwest will be academically suspended for a period of time not to exceed one academic year (to include summer terms).
- A student with a third academic dishonesty offense during his/her enrollment at Mountwest will be dismissed from Mountwest Community & Technical College.

Reporting: Any time an accusation of academic dishonesty is made, and a sanction imposed (or a sanction will be imposed with the submission of final grades), a notice should be sent to the Office of the Vice President for Student Services within ten (10) days of the accusation.

Notice of an act of academic dishonesty will be reported to the Office of Student Services through the completion of an “Academic Dishonesty Report Form” (described below).

The “Academic Dishonesty Report Form” will include:

- Instructor’s Name
- Course Information (Term, Number, Section)
- Student’s Name
- Student’s Mountwest Community & Technical College Identification Number
- Brief Description of the Charge
- Date of Accusation
- Brief Description of the Sanction

Instructors are encouraged to give a copy of the “Academic Dishonesty Report Form” to the student accused of an offense. However, within ten (10) days of receipt of the “Academic Dishonesty Report Form” the appropriate dean will inform the student of the accusations made, the sanctions prescribed, the repercussions of repeat offenses, and his/her rights of appeal.

A copy of the report will go into the student’s college file.

Any subsequent actions taken (additional sanctions imposed, the lessening of sanctions, the withdrawal of accusations, the results of appeals, etc.) should be reported to the Office of the Vice President for Student Services within ten (10) days of the action.

Recording: The Office of the Vice President for Student Services will maintain a file of academic dishonesty incidents.

Appeals for Academic Dishonesty: See Student grievance procedures.

Academic Forgiveness Policy

The academic forgiveness policy allows forgiveness of ‘D’ and ‘F’ grades for purposes of calculating the grade-point average (GPA) required for graduation and does not apply to GPA calculation for special academic recognition (such as graduating with honors) or to meet requirements for professional certification that may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. This policy is designed to assist returning students who left college in poor academic standing. The policy may be implemented provided the following conditions are satisfied:

1. The student must not have been enrolled in college on a full-time basis during any semester or term in the last four consecutive years.

ACADEMIC DEFINITIONS & PROCEDURES

- Only grades for courses taken at least four years prior to the request for academic forgiveness may be disregarded for graduation grade-point average computation.
- To be eligible to apply for academic forgiveness, a student must be currently admitted to Mountwest Community & Technical College and enrolled.
- Grades disregarded for graduation GPA computation remain on the student's permanent transcript.
- The student applies for academic forgiveness by submitting an "Application for Academic Forgiveness" to the Mountwest Vice President for Student Services. The "Application for Academic Forgiveness" can be accepted, modified, or rejected upon submission. Upon request, a justification will be provided for any changes made to the application.
- If the student applies for academic forgiveness, he/she must be aware that this is a Mountwest Community & Technical College procedure that may not be recognized by other institutions of higher education to which the student may transfer.

To qualify for graduation, the student must satisfy all graduation requirements in effect at the time of acceptance into the program and successfully complete a minimum of 15 semester hours of college-level work at Mountwest with a minimum GPA of 2.00 on all work attempted after acceptance.

Academic Probation and Suspension Policy

Academic Probation: All students whose Overall or Mountwest Community & Technical College GPA drops below a 2.0 will be placed on Academic Probation. Academic Probation is a period of restricted enrollment for a student. All probation students are subject to the following restrictions.

Students on probation must meet with the Academic Counselor or a designated advisor before registering for classes to develop an Academic Improvement Plan to achieve good academic standing each term. This plan will be binding on the student.

Students on probation may take a maximum of 14 hours during the semester and should repeat courses under the D/F Repeat Rule to reduce deficiency points.

Students on probation must earn a 2.0 GPA or higher during every semester they are on probation. Failure to achieve a 2.0 semester GPA or higher while on Academic Probation will result in suspension.

- Students on probation are not allowed to register by MyMCTC.
- Other requirements may be imposed in the Academic Improvement Plan. The student is returned to Academic Good Standing when his/her overall GPA is 2.0 or higher.

Academic Suspension: Is defined as a period in which a student cannot enroll in courses at Mountwest Community & Technical College. A student who has pre-registered and is subsequently suspended will have his/her registration automatically canceled.

Students who earn less than a 2.0 semester GPA while on Academic Probation or who accumulate or exceed the Quality Point Deficit for their GPA Hours (see Table One) will be suspended for one regular semester. (The summer terms do not count as a term of suspension.)

Table One – Suspension Quality Point Deficit

GPA Hours	0-25	26-57	58-89	90+
Quality Point Deficit	20	15	12	9

When a student returns to Mountwest Community & Technical College after any suspension, the student will be placed on probation and must follow all of the requirements of his/her Academic Improvement Plan. Failure to meet all of the requirements of the Academic Improvement Plan or exceeding the Quality Point Deficits listed in Table One will result in suspension.

A second suspension will be for a period of one calendar year. Third and subsequent suspensions will be for a period of two calendar years each.

Reinstatement after a second or subsequent suspension is only by written petition to the Vice President for Student Services. The petition must be in writing and provide evidence that the student can meet the requirements of his/her Academic Improvement Plan.

ACADEMIC DEFINITIONS & PROCEDURES

Computing Quality Point Deficit

To compute Quality Point Deficit, both Overall and Mountwest, use the following formula:

GPA Hours times 2 = X;

X – Quality Points = Quality Point Deficit.

For example, a student with 48 GPA hours and 90 Quality points would have this academic profile:

$$48 \times 2 = 96$$

$$96 - 90 = 6 \quad (\text{a quality point deficit of } 6)$$

Students can use their Overall GPA information to figure their Overall Quality Point Deficit and their Mountwest Community & Technical College GPA information to figure out their Mountwest Quality Point Deficit.

Class Attendance

It is Mountwest Community & Technical College's view that each instructor evaluates the importance of student class attendance. In the course syllabus, the instructor must provide his/her requirements on class attendance, make-up work, and related matters. If a student is absent from class, the absence can be handled by an arrangement between the student and the instructor. The instructor must honor the college excused absences list by this requirement and allow the student an opportunity to catch-up/make-up work missed. This requirement excludes those academic endeavors that require the completion of a certain number of clock hours, as in clinical experiences, practice or internships. For those courses, the maximum number of absences will be determined by the program coordinator. This requirement does not supersede program accreditation requirements.

Definitions of Excused Absences

Excused absences fall into five categories:

A. College-Sponsored Activities:

1. Academic activities including, but not limited to, performing arts, debate and individual events, honors classes, and division functions.
2. Other college activities, including student government and student organizations. The activity must have a clear educational mission and be closely linked to academic pursuits or to other official college functions.

B. Student Illness or Critical Illness/Death in the Immediate Family*

**"Immediate Family" is defined as a spouse/life partner, child, parent, legal guardian, sibling, grandparent or grandchild.*

1. **Student Illness or Injury:** Absences will be excused only for illnesses or injuries that prohibit students from participating in class.

2. **Critical Illness of Immediate Family Member:**

Absences will be excused if the student documents that he/she had to provide needed care and/or support for a critically ill immediate family member.

3. **Death of an Immediate Family Member**

C. Short-Term Military Obligation:

This is defined as absence as the result of military orders for a short-term period. **Note:** *Students subject to federal activation are covered by a separate policy. Please see the catalog for this policy.*

D. Jury Duty or Subpoena for Court Appearance:

This applies to absences that are a result of official requests from a court of law.

E. Religious Holidays:

This applies to major religious holidays.

Academic Standing

Students receive official notification of academic standing via the web at the end of the regular semester or summer session. Academic standing is defined by *one of three* categories:

- **Good Standing:** A student is in good standing when his/her cumulative Mountwest GPA is at least 2.0.
- **Academic Probation:** A student is placed on academic probation at the end of any regular semester or summer session when his/her cumulative Mountwest GPA is less than 2.0. The student will be notified by mail of probation status and that a hold has been placed on his/her registration activity. The student cannot register or make schedule changes on the web. All of his/her registration activity must take place in person with an Academic Counselor in the Mountwest One Stop. Probation students also are limited in the number of credit hours they can take each semester and may be subject to financial aid loss.

ACADEMIC DEFINITIONS & PROCEDURES

- **Academic Suspension:** If a student exceeds the maximum quality point deficits in the cumulative Mountwest Community & Technical College GPA hours at the end of any given semester, he/she will be suspended for the following semester. The Vice President for Student Services notifies suspended students by US Postal Service and email that a suspension hold has been placed on their registration status and that their registration for the following semester has been cancelled (excluding summer terms) when the suspension is for one semester.

Assessment: Mountwest Community & Technical College has an ongoing assessment program that is rooted in the College's mission. The assessment process provides the College and programs with information regarding institutional effectiveness. All segments of the College community – faculty, staff, administration and students – are to be actively involved in this process.

Assessment of Student Academic Achievement: Of central importance is the assessment of student learning in the major and in general education.

Mountwest Community & Technical College is committed to providing quality educational opportunities and experiences for every student. While grades are one measure of student performance, grades do not provide the institution with the necessary data to determine areas of the curriculum that are strong and areas that need improvement. Therefore, it is expected that students attending Mountwest Community & Technical College will participate in periodic assessment activities as directed by the College to include specialized end of the program exams to benchmark knowledge against knowledge required to work in the field.

Auditing Courses: Audit students enroll only for purpose of refreshing or acquainting themselves with the material offered in the course. You can audit a course when there is space available in the class and the instructor authorizes your audit status. Audit students receive no academic credit. Enrollment for audit is limited to the regular registration period for the semester or term.

The student must enroll for the course as an Audit and must pay fees in the same way and at the same tuition rate as students enrolling for credit. Faculty members who wish to audit courses must secure approval of the instructor of the course and must enroll in the regular way. The instructor of the course will

determine attendance and any other special requirements for audit students. It is the instructor's responsibility to discuss the requirements of the course with the auditor.

Students cannot change a registration from credit to audit or audit to credit after the close of the Schedule Adjustment Period at the beginning of a semester or summer term.

Catalog of Record: The catalog of record is the academic catalog that is in effect at the time a student declares a major. It identifies the graduation requirements students must meet to earn the degree. Once a student declares a major, the catalog of record remains the same, unless there is a break of enrollment of at least one year. The student must meet the graduation requirements in this catalog. Students can substitute courses no longer offered with the permission of their Academic Division Dean.

Classification of Students

Classification of students is based on the number of college level credit hours earned as shown:

Classification	Semester Hours
Freshman	0-25
Sophomore	26+

Course Numbers	Level
000-099	developmental (or pre-college)
100-199	freshman level
200-299	sophomore level

Sources of Equivalent College Credit College-Level Examination Program (CLEP)

The College Level Examination Program (CLEP) and DANTES exams enable students who can demonstrate knowledge and/or proficiency in certain fields to reduce the cost in time and money for pursuing a college education by successfully completing tests for credit. Intensive reading in a particular field, on-the-job experience, or adult education may prepare a student to earn college credit through tests. This would reduce the total amount of course work needed to complete degree programs. Scores on the test may also validate educational experience obtained at a non-accredited institution or through noncredit college courses. Credit earned through exams does not automatically satisfy specific academic requirements. Since degree programs have different curriculum requirements and may use the scores in different ways,

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students should consult first with their Academic Dean on how the examinations would be used. For available CLEP/DANTES exams contact:

Veella Grooms • Room 357 • Phone: (304) 710-3386,
Email: grooms@mctc.edu.

Commencement/Graduation Dates

Mountwest observes one formal Commencement Exercise with three graduation dates during an academic year. The official graduation dates are:

- Last day of final examinations for the fall semester.
- Day of Commencement for the spring semester.
- Last day of the summer term.

Students will not be graduated on any dates other than those noted above. Students who are graduated at the end of the summer term or at the end of the fall term of an academic year are invited and highly encouraged to participate in the Spring Commencement Exercises.

Credit by Examination

Credit by examination is available for certain courses. The awarding of credit is based upon the evaluation of specific criteria established by appropriate faculty. Proficiency examinations for credit will be given at various scheduled times.

To be eligible to take an exam, a student must be fully admitted. If not enrolled full-time, the student must pay a non-refundable fee of \$30 per proficiency exam attempted. Any other fees associated with this process are the responsibility of the student. Credit only ('CR' not a letter grade) will be recorded on the transcript for successful completion; no transcript record will be recorded for not passing the examination.

Credit for Experiential Learning

Portfolio college credit will only be awarded for college level learning experiences that have occurred after high school. Students are eligible to apply for portfolio credit two years after high school graduation or two years after their high school class has graduated. To earn this credit the student must provide evidence of possessing equivalent knowledge, theory, or industry skills demonstrated by the presentation of a portfolio, industry certifications, or diplomas and acceptance of these credentials by Mountwest Community & Technical College.

Academic Definitions

Academic Residence Requirements

"In residence" means to be enrolled in Mountwest Community & Technical College courses. Mountwest Community & Technical College Associate Degree and Certificate program students must earn at least 15 hours credit in residence. These 15 hours must be for college level course work and must be applicable to the degree program.

Credit Hour

Generally a student earns one credit for each 15 hours of class contact. Classes normally meet 45 hours in a semester for 3 units of credit. Students should plan on two hours of preparation/study for each in-class hour. Laboratory classes require two or three hours of lab per week for each semester hour of credit.

Course Delivery

- **Blended Course** is a course in which both credit and noncredit students are enrolled in the same section during any semester. Non-credit students are not required to submit and write papers or take exams. Noncredit students must register and pay associated fees for the class through Continuing Education.
- **Hybrid Course** is a course that meets both face-to-face in a classroom setting and online. Approximately half of the course is delivered online.
- **Off-Campus Course** is a course that is offered off of the main college campus. Off-campus courses may have a special fee, see current fee chart.
- **On-Campus Course** is a course offered on Mountwest Community & Technical College's campus.
- **Online Course** is asynchronous and offered completely electronically with no face-to-face meetings.
- **Traditional Course** is when students and teacher meet in a designated location on a regular basis each week.

D/F Repeat Rule (Repeating Courses)

Students have the opportunity to repeat any course in which they earned a grade of D or F during the period up to and including the semester in which they attempt their 60th hour. Any course taken

ACADEMIC DEFINITIONS & PROCEDURES

during the semester or term in which the 60th attempted hour is taken also may be repeated under this rule. The repeat of a course taken within the first 60 attempted hours may be made any time before graduation.

The 60th attempted hour sets the limit for courses which may be repeated and not the time by which the course must be repeated. A course may be repeated only once under this rule, and the repeat must be done prior to completion of the degree.

The second grade will replace the first in determining the student's GPA, hours attempted, and hours credited. The second grade is the grade that counts (excluding a W), even if it is a lower grade than the original one. The original grade remains on the transcript, but it is noted as a repeated course. Whenever a student plans to repeat a course under the D/F Repeat Rule, he/she must complete the D/F repeat form early in the semester in which the course is repeated. Forms are available in the Office of Student Services.

The D/F Repeat Rule applies only to graduation requirements and not to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

In other words, any course a student takes prior to attempting the 60th credit hour for which a grade of D/F was received can be repeated at any time prior to graduation. If a student originally took a course while he/she was a sophomore (26-57 hours) and received a D, the course can be repeated.

The second grade replaces the first grade – not the better of the two grades. If the second grade is an F, then the F replaces the original grade of D.

If a student withdraws from a course for which he/she is D/F repeating, it does not count as the second grade – the course can be taken again for a final grade. Another D/F repeat form will need to be completed in the Office of Student Services to replace the form for the withdrawn course.

Dean's List

Students registering for 12 or more hours of courses, for which they are receiving letter grades, and who, at the end of a semester, have a grade point average of 3.3 or above are considered honors students. The names of these students make up the "Dean's List."

Degree Program

A degree program is a unified series of courses or learning experiences composed of at least 60 required credit hours that lead to an Associate of Arts, Associate of Science, or Associate of Applied Science degree.

Developmental Courses

Developmental courses are credit/no-credit (CR/NC) recorded on the transcript counted as earned hours, used to determine a student's classification and as hours attempted for financial aid. Credits earned for these courses cannot be used to satisfy graduation requirements.

Grade Information and Regulations

Mountwest Community & Technical College uses a 4.0 scale to express grade point averages. The Grade Point Average (GPA) is a numeric value calculated by dividing total quality points by total credit hours for courses in which a student earned a letter grade.

Grade Quality	Points Per Semester Hour
A (superior)	4
B (above average)	3
C (average)	2
D (below average)	1
F (failure)	0
I (incomplete)	0
CR (credit)	0
NC (no credit)	0
W (withdrawn)	0
AU (audit)	0

The GPA computed for graduation purposes is based on all of a student's work except:

- Courses with grades of W, I, CR/NC, and AU
- Courses repeated under the D/F Repeat Policy

Graduation

Students must apply for graduation at the beginning of the semester or term in which they intend to complete graduation requirements, which include the following:

- Minimum of 60 credit hours excluding developmental hours
- Have a Mountwest GPA of 2.0 or higher
- Have earned a C or better in ENL 111 or equivalent
- Have a minimum of the last 15 college-level credit hours earned at Mountwest
- Complete any program specific additional requirements

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The due dates for each graduation are listed in the current Schedule of Courses and also in the Academic Calendar section of the Mountwest Community & Technical College catalog as well as on the Web.

To apply, students must first go to the Mountwest Community & Technical College cashier and pay the graduation fee. Next, students bring a copy of the receipt to the Registrar's Office in the Student Services One Stop and complete the Graduation Application.

Honors Graduation (Associate Degree Only)

Associate degree candidates for graduation who have achieved special distinction in academic work are recognized at commencement. Their honor status is printed on their diploma. Honor status is determined by this scale for the final cumulative grade point average:

- With High Honors – 3.70 and above
- With Honors – 3.30 to 3.69

*Honor calculations are not rounded.

Honors Eligibility for Transfer Students (Associate Degree)

A transfer student must have earned at least 36 hours of work at Mountwest Community & Technical College, 32 of which must be applicable to an Associate degree program and must have attained honors for all work attempted at Mountwest Community & Technical College.

Honors recognition at the May Commencement is based on academic standing prior to the spring term. If a student achieves honors standing as a result of the May grade run, the Registrar will report the proper honors level on the final graduation list. Honors will be posted on the degree record.

Independent Study

Independent studies are tutorials, independent readings, research and other individualized activities designed to meet the special needs of students within their major. Independent studies are offered only at the discretion of the Division Dean.

Internship, CO-OP, Practicum or Clinical

An internship, co-op, practicum or clinical is a supervised work experience completed by students at a site appropriate to the student's declared major. The student must have the approval and permission of the Program Coordinator in order to register for the course. A faculty member will serve as an internship/CO-OP/Practicum/Clinical Coordinator and resource person for the students and will make site visits and provide career counseling. The internship, CO-OP, practicum or clinical also may include on-campus training seminars, workshops, and presentations by in-the-field professionals. Although the internship, CO-OP, practicum or clinical experience varies across divisions of the college, the outcome for each is to provide opportunities for the students to apply knowledge and skills gained in their coursework to a real-world environment.

Laboratory Courses

Lab courses supplement classroom courses. They are organized activities involving the observation and verification of experiments and experimental techniques. Laboratory courses require two or three hours of lab per week for each semester hour of credit.

Major

A major is a program of study requiring at least 24 semester credits for completion. All courses in the major must be taken for a grade except internships/practicum/CO-OP or clinical.

One-Year Certificate Program of Applied Science

A one-year certificate program is a unified series of courses composed of a minimum 30 credit hours.

Semester Load

To make normal progress toward graduation, students should complete approximately 32 to 34 semester hours during a calendar year, which includes Fall, Spring and Summer terms. If students want to take 19 or more credit hours during Fall or Spring term, or 7 or more hours during a regular Summer term, they must obtain permission from the Mountwest Community & Technical College Vice President for Student Services.

Special Topics

Special Topics are courses that can be offered twice without formal approval.

STUDENT RESOURCES & SERVICES

Syllabus

During the first week of semester classes (3 days of summer term), instructors must make available to each student a copy of the course requirements which includes at a minimum these items:

- A description of the general course content
- Course learning outcomes
- Approximate dates for major projects and exams
- Grading policy/assessment methods
- Attendance policy

The syllabus is not a legal contract.

Transcript

Each Official Transcript costs \$8. The Office of the Registrar usually processes transcript requests within 24 to 48 hours of receipt. The request may take longer to process if it is received at the close of a semester or summer term. Students who default in the payment of any Mountwest financial obligation or have other obligations to Mountwest forfeit their right to a transcript until their obligations are resolved. Transcript requests should be sent directly to the Office of Student Services in the form of a letter, fax, or on the Transcript Request Form available in the office, or on the web. Students must sign their requests. Students can obtain unofficial transcripts at: www.mctc.edu/myMCTC, or in the Student Services One Stop.

Academic Skills Center

A highly qualified staff of instructors offers tutorial assistance to individuals and study groups in the Academic Skills Center (ASC), located in Mountwest Community & Technical College Main building Room 103. The ASC operates as a learning center. In addition to working with teachers, students have computers and videos to assist in building academic skills and in refreshing existing skills.

ASC operating hours during the fall and spring semesters are: 8 a.m.-7 p.m. Monday through Thursday; 8 a.m.- Noon, Friday.

Writing Center

The writing experience is unique for every individual. Thus, the Mountwest Community & Technical College Writing Center promotes the development of writing by engaging students in all aspects of the writing process through the use of individualized instructional sessions. These sessions allow students to acquire the strategies, techniques, and confidence necessary to engage effectively with a variety of writing topics and assignments.

Room 103C – Friday 8:00 a.m. to Noon.

One Stop Center

Professional counselors in the One Stop Center assist students in becoming well-informed and effective decision makers and planners who will gain maximum benefit from their educational experiences. Located on the first floor of the Mountwest building, the One Stop Center is a source of information on the wide array of available academic programs and on academic policies and procedures. The One Stop staff serves Mountwest students with a particular focus on addressing the specific needs of freshmen, transfer students, students changing majors and students on academic probation or suspension.

The counselors can assist students with:

- Assessment of abilities, interests and goals;
- Coordination of career planning and academic progress;
- Information about courses, programs, occupations, and the world of work;
- Referrals to other campus resources;
- Course scheduling and registration workshops.

The One Stop Center counselor must approve registration for classes until students have completed 24 hours of 100-level graded courses with at least a 2.0 GPA. Students can get their counselor's name or advising help by calling (304) 710-3140 or by visiting the One Stop Center. The One Stop Center is open Monday through Thursday from 7:30 a.m. to 6 p.m.

Disabled Student Services

STUDENT RESOURCES & SERVICES

The Disabled Student Services program works with students to individualize the type and level of services needed for educational and physical accessibility to achieve their academic goals and maintain as much independence as possible. Services are available to all students, whether they are full-time or part-time. Students are required to provide documentation of disabilities.

For more information, call Debbie Spencer at (304) 710-3368 or Jill Goheen at (304) 710-3368 or visit the One Stop on the main campus.

services to the students, faculty, staff, and their families. Valley Health Systems, Inc. is a network of non-profit health centers that has been a Tri-State leader in the delivery of primary care since 1975. Located in southern West Virginia and south-eastern Ohio, Valley Health provides services to nearly 70,000 patients each year. Services include sick visits, immunizations, checkups including PEIA Healthy Tomorrows Initiative, and Women's Health. Located on the 4th floor of the Main Building, it is open on Mondays from 12:00 p.m. to 6:00 p.m. and on Wednesdays from 8:00 a.m. to 12:00 p.m.

Resource Center

Mountwest Community & Technical College students can access computers in the Mountwest Community & Technical College labs. Mountwest Community & Technical College students have access to article databases through MyMCTC and through WVInfoDepot (www.wvinfo depot.org).

Public Safety Department

Located in the Main Building, the Public Safety Department is directly responsible for the College's community and provides all services on an around-the-clock basis. By virtue of West Virginia State law, College Police Officers have the same responsibilities and authority as that of any other law enforcement officers in the state. Uniformed officers provide 24-hour patrol protection to the campus, adjacent University-owned facilities, and parking lots. All emergencies, criminal complaints, general requests for service, and public safety concerns can be reported directly to the Office of Public Safety in person.

The police dispatcher is available 24 hours a day by dialing 3499, or by using one of the emergency/service phones located throughout the campus.

Tutoring Services

The Academic Skills Center (ASC) brings together academic support services. The center provides students with programs and services to help them succeed in college and beyond. Faculty-recommended peer tutors are available to work individually with students on multiple subjects to elaborate on concepts and share strategies for success.

Valley Health at Mountwest

Mountwest has partnered with Valley Health to offer Health Care

Phi Theta Kappa

Mountwest Community & Technical College maintains the Alpha Eta Upsilon Chapter of Phi Theta Kappa, an international honor society for two-year colleges. The chapter recognizes and encourages academic achievement by students and provides opportunities for individual growth and development through honors, leadership, and service programming. To be eligible for membership, students must be enrolled in Mountwest Community & Technical College; must have completed at least 12 semester hours in coursework applicable to an associate degree; must achieve a grade point average of 3.5 and maintain a grade point average of 3.3; must have achieved academic excellence as judged by the faculty; and must be of good moral character and possess recognized qualities of leadership.

Student Government Association

The purpose of the Mountwest Community & Technical College Student Government (SGA) Association is to give students a voice, to make positive changes on campus and in the community, to create bonds within the student body, to form lifelong friendships and to unify the student body. Leadership and service learning experience are both gained by being a member of the SGA, which not only works for Mountwest Community & Technical College students, but also the community. One may earn valuable service learning and leadership experience by being an active SGA member. The Mountwest Community & Technical College Student Government Association sponsors and plans events and activities on campus to create a cohesive learning community at Mountwest Community & Technical College .

There are many active student clubs and organizations on campus such as the following:

- American Sign Language Club
- Game Developers Association
- Early Education Student Association
- HOSA Club
- Phi Theta Kappa
- Physical Therapy Association
- Massage Therapy Club
- Veterans Organization on Campus

Admissions Information

For general information regarding Mountwest Community & Technical College programs and policies please visit www.mctc.edu.

Admissions Policy

Mountwest Community & Technical College adheres to an open admissions policy as outlined in Title 135 Procedural Rule, West Virginia Council for Community and Technical College Education, Series 23, Standards and Procedures for Undergraduate Admissions at Community and Technical Colleges. It is the intent of this policy that everyone shall have access to higher educational opportunities commensurate with their interests and abilities.

- Admission to community and technical colleges is open to any person age eighteen or older and able to benefit from study at the community college level.
- Those who possess a high school diploma or General Education Development (GED)/TASC equivalency. This is a requirement if an applicant intends to apply for Federal Financial Aid.

A. General Admissions Information

Applicants should contact the Mountwest Community & Technical College Office of Admissions and Recruitment for application information. Applicants may also download an application for admission at www.mctc.edu (Select either the online or printed version of admissions form for submission). Applications should be mailed to:

Mountwest Community & Technical College
Office of Admissions and Recruitment
One Mountwest Way
Huntington, WV 25701

An individual may enroll as a non-degree-seeking student to take courses for personal or professional enrichment.

Being admitted to Mountwest does not guarantee that applicants will be accepted into all associate or certificate programs. Some programs have additional admissions requirements.

To receive financial aid, an individual must be admitted as a degree-seeking student and have official high school transcripts or GED/TASC scores on file with the Mountwest Community &

Technical College Office of Admissions and Recruitment. Students entering college directly from high school are strongly encouraged to complete the ACT, SAT I or Compass assessment. For additional testing information, contact the Office of Student Services; phone (304) 710-3140.

B. Board Policy

Regular admission to Mountwest Community & Technical College is open to any person who has a high school diploma or meets General Educational Development (GED)/TASC requirements.

- Persons not holding a high school diploma or GED/TASC who demonstrate an ability to benefit from postsecondary education may be admitted. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.
- High school transcripts or equivalent may be required to be on file for each incoming freshman who is registered in an undergraduate certificate or degree program, and who has graduated from high school within five years for financial aid purposes. Such transcripts shall be on file with the institution prior to eligibility for financial aid.
- Transfer students desiring to apply transfer credits must supply the institution with official transcripts reflecting all previous college work from a regionally accredited institution. Receipt of transcripts will not discriminate against admission.
- Control and administration of this admissions policy rests with the Mountwest Community & Technical College Office of Student Services.

C. Students Seeking Readmission

Students who have not attended Mountwest Community & Technical College during the past 12 months are required to apply for readmission. The readmission form is available from the Office of Admissions and Recruitment or online at: www.mctc.edu and must be printed, completed, and sent to the Mountwest Office of Admissions and Recruitment.

Mountwest Community & Technical College
Office of Admissions and Recruitment
One Mountwest Way
Huntington, WV 25701

There is no fee for applying for readmission and the application is normally processed within 7 to 10 business days. However, if a student has attended another college since last attending Mountwest Community & Technical College, the student must reapply as a transfer student as outlined in Section D.

D. Transfer Policy

College level course credits earned at regionally accredited post-secondary institutions can be transferred to Mountwest Community & Technical College. Transfer credit is subject to the approval of the Division Dean in which the student matriculates, and with the following provisions:

- Mountwest Community & Technical College must receive official transcripts of all college level work completed at other regionally accredited colleges before formal transfer credit will be awarded. Grades earned at other institutions will not be entered into the cumulative grade-point average (GPA) at Mountwest Community & Technical College.
- Courses in which a grade of "C" or higher is earned are transferable for credit if coursework is relevant to the student's program at Mountwest Community & Technical College with the approval of the Division Dean.
- Credits earned at foreign post-secondary institutions may also be transferred, subject to review and approval of the Dean of the Division in which the student matriculates. Students applying for foreign credit transfer must submit an official evaluation of foreign educational credentials from an accredited evaluation agency.
- Transfer students are required to complete their academic residency requirement prior to graduation.
- The transfer evaluation is based on the declared major of the student.

Students who transfer to Mountwest Community & Technical College must complete at least their most recent 15 credit hours at Mountwest Community & Technical College to obtain an associate degree, or their most recent 6 credit hours at Mountwest Community & Technical College to obtain a certificate degree.

Mountwest Community & Technical College reserves the right to suspend or expel any students who misrepresent the truth on any admissions document.

E. Early Entrance High School Students

High school students may enroll in courses at Mountwest Community & Technical College provided they meet course prerequisites and the following requirements:

- Complete a consent form signed by the high school principal or counselor and parent/guardian.
- Submit a completed Mountwest Admissions Application.
- Have a 2.0 grade point average on a 4.0 scale.
- Early admission students are not eligible for financial aid.
- Preliminary high school transcript.

Programs with Specific Admission Requirements

The following degree programs have either limited admissions or selective admission requirements. For more information about admission requirements contact the Dean of the program.

1. Allied Health and Life Sciences:

A. Physical Therapist Assistant Program:

Students seeking admission into the Physical Therapist Assistant Program at Mountwest Community & Technical College may arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection.

- Application packets are available after November 15 from the Career & Technical Division, Room 455.
- Application deadline is March 15.
- Applications are valid only for the noted academic year.

B. Associate in Applied Science in Radiologic Technology (Collins Career Center):

Each year there are 10 to 15 applicants accepted into each program. Minimum requirements for consideration are:

- Completion of an application between January 1 and May 31 for classes beginning the following January.
- High school diploma or successful completion of the GED.
- Twelve (12) hours of general diagnostic radiographic shadowing completed at a qualifying medical institution.
- A "C" or better in the following Mountwest Community & Technical College courses: MAT 145, SCI 110, AH 151, IT 101, ENL 111 and BIOL 257. A minimum of 15 hours must be credited by Mountwest Community & Technical College to be granted the Associates Degree.
- Minimum ACT Composite, Math, and Science scores of 21 within the last 5 years.

- The WorkKeys test may be substituted for the ACT. Contact Collins Career Center at (740) 867-6641 to schedule the test.
- Additional points are awarded for the following:
 - College GPA of 2.5 or higher.
 - Completion of SCI 220 and/or SS 215 with a grade of “C” or better.

C. Associate in Applied Science in Respiratory Therapy

(Collins Career Center):

The Respiratory Therapy Program has selective admissions each year. A pre-entrance (WorkKeys) exam or ACT score of 21 or higher, is required for acceptance into the program. Contact Collins Career Center at (740) 867-6641 to schedule the test.

- The first 20-24 eligible applications received will be admitted into the program.

If admitted, students must complete 89 quarter hours of Respiratory Therapy courses at Collins Career Center. As part of the 89 quarter hours, the student will be required to complete clinical practice rotations at area healthcare facilities.

NOTE: Applicants may be required to complete a criminal background check following program admission. As some clinical sites require this information prior to placement, failure to do so will limit the applicant's opportunities for clinical education and the type of learning experiences available.

2. Applied Science Technology:

Associate in Applied Science in Technical Studies—Machinist Technology

Students must apply for admission to the Robert C. Byrd Institute for Advanced Flexible Manufacturing and pass a mathematics test for Machinist with a score of 70% or above. Successful candidates will be invited for a personal interview.

3. Off-Campus Programs:

Associate in Applied Science in Occupational Development:

All options are available only to students who have completed a Department of Labor Apprenticeship program.

Application Process

Students applying for admission to Mountwest Community & Technical College must submit a Mountwest admission application form available from the Office of Admissions and Recruitment or online at www.mctc.edu. All necessary supporting materials should be on file with the Mountwest Office of Admissions and Recruitment at least two weeks before the beginning of a semester or term. All materials submitted in support of an application for admission become the property of Mountwest Community & Technical College. Materials will not be returned or released to third parties. Any student admitted on the basis of false and/or incomplete information is subject to immediate dismissal or other disciplinary action.

Requests for applications, and additional information can be found at www.mctc.edu.

Students with a high school diploma or General Education Development Certificate (GED) may apply for regular admission to a one-year certificate and/or a two-year degree program at Mountwest Community & Technical College.

Full- and Part-Time Students

A full-time student is someone who is enrolled in at least 12 credit hours during fall and spring term. Students carrying fewer than 12 hours during fall and spring terms are considered part-time regardless of past full-time enrollment. Full- or part-time status may affect eligibility for financial aid in many programs; so students should consult with the Office of Financial Aid for more information.

Application Fees

There is no fee to apply to Mountwest Community & Technical College. Transfer students must pay a \$20 transcript evaluation fee if credit is to be transferred. Fees paid to Mountwest Community & Technical College are valid for one academic year (fall, spring and summer semesters) only. If a student does not attend that academic year, the student must reapply and pay the admission fee again. All fees paid to Mountwest Community & Technical College are nonrefundable.

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 post-secondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix

451, et. eq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship, or other financial assistance for post-secondary 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.

Orientation

Mountwest Community & Technical College New Student Orientation programs are conducted prior to classes starting to help freshmen and transfer students learn more about Mountwest Community & Technical College and to meet students, staff, faculty, and administrators. During the Orientation programs, students and parents will learn about campus services, extracurricular activities, and community life. All students are expected to attend this important first step into college life at Mountwest Community & Technical College. For more information, call The Office of Admissions and Recruitment at (304) 710-3360.

Placement Tests

All students will be required to take placement tests in English, reading, and mathematics to determine appropriate placement before registering for classes.

Mountwest Community & Technical College offers placement tests during summer orientation and at other times announced throughout the academic year or by appointment in the Mountwest Community & Technical College One Stop Center. To qualify for these placement exams, students must be fully admitted to Mountwest Community & Technical College or currently enrolled in a secondary school with at least junior status. Students who have received an "NC," "F," or "W" in a developmental course are ineligible to attempt the placement exam for that dropped or failed course.

Placement Scores

	ACCUPLACER		ACT	SAT	COMPASS	
Math	Arithmetic	Elem Algebra			Pre-Algebra	Algebra
College Level	≥ 85	≥ 84	≥ 19	≥ 460	≥ 59	≥ 36
Dev (MAT 096)	36–84	23–84	12–18	290–459		
ABE	<36	<23	<12			
Writing	Sentence	Writeplacer				
Cpllege Level	≥ 88	5–8	≥ 18	≥ 450	≥ 92	
Dev (ENL 095–3hr)		4	≥ 14	≥ 290	≥ 45	
Dev (ENL 095–5hr)		3	≥ 12	≥ 240	≥ 23	
ABE		<3	<12	<23	<23	
Reading	Reading Comp		Reading	Verbal	Reading	
College Level	≥ 79		≥ 17	≥ 420	≥ 30	
Dev (REA 098)	≥ 40		≥ 13	≥ 230	≥ 60	
ABE	<40		<13	<230	60	

Developmental courses enable students to take subsequent college-level work. The hours and credit earned in developmental courses do not count toward the hours and grade point requirements for graduation; however, the courses count toward full-time status and eligibility for financial aid.

Mountwest Community & Technical College's Academic Skills Center offers instruction by computer programs, videos, cassettes, programmed materials, and teacher assistance.

Some developmental courses require a co-requisite course or supplemental visits to the Academic Skills Center as part of their standard course requirements.

Academic Skills Center hours are 8 a.m. to 8 p.m. Monday - Thursday; 8 a.m. to 3 p.m. Friday; 9 a.m. to 1 p.m., Saturday.

SPECIAL ADMISSION INFORMATION

College Courses in the High School

If a student meets the following requirements and a Mountwest Community & Technical College course is offered at his or her high school, he or she may earn college credit while in high school:

- Complete a consent form signed by the high school principal or counselor and parent/guardian.
- Submit a completed Mountwest Community & Technical College Admissions Application.
- Have a 2.0 grade point average on a 4.0 scale.
- Early admission students are not eligible for financial aid.
- Preliminary high school transcript.

College Graduates

Application procedures for college graduates seeking an associate degree:

An applicant who has attained a degree elsewhere and who wishes to pursue an Associate degree at Mountwest Community & Technical College must apply as a transfer student and submit official transcripts from all institutions attended if credit is to be transferred. (See Transfer section.) An associate degree requires students to fulfill the requirements of the degree.

EDGE Credit

EDGE stands for “Earn a Degree – Graduate Early,” and it allows students to earn community and technical college credit for high school courses. Entering students who have taken selected high school courses and received EDGE Credit must notify the Admission’s Counselor when enrolling at Mountwest to receive EDGE Credit.

Resident Aliens

Resident Aliens must submit a copy of a valid resident alien card and meet all relevant freshmen or transfer student admission requirements.

Transient Students

Students Visiting Mountwest from Other Institutions

Students enrolled in a degree program at another collegiate-level institution during the previous year who would like to enroll at Mountwest Community & Technical College for no more than two consecutive semesters may be admitted as transient students. Transient students must submit an application to the Mountwest Community & Technical College Office of Admissions and Recruitment for each term in which they wish to enroll and have the Registrar at their home institution send a letter of good academic standing to the Mountwest Community & Technical College Office of Admissions and Recruitment for each term in which they wish to enroll.

Mountwest Students Who Wish to Visit Other Institutions

Current Mountwest Community & Technical College students who wish to enroll at another institution must complete an advanced standing (transient approval) form prior to enrollment. The form may be obtained from the Mountwest Community & Technical College Registrar’s office. If a student does not submit this form and attends another institution, he or she will be required to pay the Transcript Evaluation fee and may be required to reapply as a transfer student. Students who attend another institution for more than 2 semesters (excluding summer terms) must reapply as transfer students, even if prior transient approval has been granted. A student who completes an advanced standing (transient approval) form must submit a transcript from the host institution for all semesters attended. If the student did not actually attend the host institution for which approval was granted, that institution must provide documentation stating that the student was never enrolled there. Failure to provide these documents will result in a hold being placed on the student’s record.

ENROLLMENT CHECKLIST

Submit an Application for Admission

Complete and submit our Application for Admission or Apply Online. Your acceptance letter will include your student ID. Keep it secure!

Contact: Office of Student Services • One Stop Area
304-710-3060 or 866-676-5533 • admissions@mctc.edu

Request Documents

Request your official high school transcript or a copy of your GED/ TASC, AP scores, ACT/SAT or Compass scores, and any official college transcripts. Transcripts may not be faxed or hand-delivered. They must be mailed from the institution or organization. A \$20 fee will be assessed for college transcript evaluations.

Request all documents be sent to the Office of Admissions at Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701.

Contact: Office of Student Services • One Stop Area
304-710-3060 or 866-676-5533 • admissions@mctc.edu

Apply for Financial Aid

Apply for Financial Aid at www.fafsa.ed.gov. Our school code is 040414. First-time students must complete a Master Promissory Note and entrance counseling to receive loans.

Contact: Office of Financial Aid • One Stop Area
304-710-3370 or 866-676-5533 • ofa@mctc.edu

Take the CAP Test (Accuplacer)

Schedule an appointment to take the Computerized Assessment of Proficiency, or CAP. All new students must take the CAP assessment unless they are transferring in a 100-level Math and English from an accredited college or have taken the ACT/SAT or Compass in the past five years.

Contact: The Beacon Room • Office #: 233 • 304-710-3360 or 304-710-3060 • beacon@mctc.edu

Register for Classes

Make an appointment with a counselor to register for classes.

Contact: Office of Student Services • One Stop Area
304-710-3060 or 866-676-5533

Register for Orientation

Register for Student Orientation. Orientation includes a tour of our campus and information about available student resources.

Contact: The Beacon Room • Office #: 233 • 304-710-3360 or 304-710-3060 • beacon@mctc.edu

Print your Schedule

Print your course schedule. This can be viewed in your myMCTC account. Login into myMCTC, choose Student & Financial Aid Information, Registration, and Student Detail Schedule. Please note that online courses do indicate a class time; however, this is only for administrative purposes. Online classes do not have set class times.

Confirm Financial Aid Award

Verify that your financial aid is ready for the start of classes. Award can be viewed through myMCTC.

Contact: Office of Financial Aid • One Stop Area
304-710-3370 or 866-676-5533 • ofa@mctc.edu

Attend Orientation

Attend your Student Orientation. Orientation includes a tour of our campus, information about available student resources and opportunities to do the following:

- **Obtain your student ID & MCTC email account**
Both items can be obtained at the IT Helpdesk, Room 108.
- **Set up your MCTC email account**
To check your email, go to our New to Mountwest page to learn about how to log in to your new MCTC email account. This is one of the college's primary means of communication. Check it daily!
- **Sign up to receive alerts**
Sign up for the MCTC Alert Group to receive immediate notifications on campus emergencies and closings through your myMCTC account.

Contact: The Beacon Room • Office #: 233 • 304-710-3360 or 304-710-3060 • beacon@mctc.edu

Contact: IT HelpDesk • Office #: 108 • 304-710-3470
helpdesk@mctc.edu

ENROLLMENT CHECKLIST

Note: If you are unable to attend orientation please ensure these actions are done prior to the start of your first semester.

Buy Your Books

Purchase or rent your textbooks at the Campus Bookstore. If you receive financial aid you may be eligible to receive a book voucher from the cashier's office to pay for your textbooks.

Contact: Mountwest Campus Bookstore • Office #: 102
304-710-3500

Contact: Cashier's Office • Office #: 101 • 304-710-3480
cashier@mctc.edu

Pay Your Tuition

Pay your tuition bill by the due date. Pay online or set up a payment plan through the Cashier's Office. You may pay in person at the Cashier's Office by cash, check or money order. Debit/credit card payments are accepted online by logging into myMCTC.

Payments may also be mailed to Office of Business Services, ATTN: Cashier's Office, Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701.

Contact: Cashier's Office • One Stop Area • 304-710-3480
lcashier@mctc.edu

Activate Your HigherOne Card

If you are receiving financial aid you will receive a HigherOne card in the postal mail. After you receive your card, activate it using the provided instructions, and select your refund preference to receive funds disbursed from Financial Aid.

Contact: Cashier's Office • Office #: 101 • 304-710-3480
cashier@mctc.edu

Important Dates

Check the Academic Calendar for important dates, print your final class schedule after all changes are complete through myMCTC, and attend your classes!

Tuition and Fees

Mountwest Community & Technical College and its governing board reserve the right to change fees and rates without prior notice. For current information regarding tuition and fees, please log onto the Mountwest Community & Technical College Business Services Cashier's Office website at: www.mctc.edu/administration/business_services/cashiers_office.

Payment of Fees

Tuition and fees are due and payable to the Mountwest Community & Technical College Business Services Office cashiering area in accordance with the due dates shown on any student billing statement, along with any due dates posted in the Mountwest Community & Technical College office and website. If the student does not pay tuition and fees on or before the due date, his or her registration may be subject to a late fee, canceled or the student may be subject to withdrawal from Mountwest Community & Technical College. (See Withdrawal/Reinstatement Policy) All bills will be sent electronically to the student's Mountwest Community & Technical College email address. It is the students' responsibility to know when tuition and fees are due and to pay them by that time.

Student deferred payment plans for tuition and fees will be offered for the fall and spring semester. All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral. Students must come in person to the Mountwest Community & Technical College Business Services Cashier's Office to sign up for deferred payment plans prior to any official due date.

Students may pay tuition and fees in person or online at www.mctc.edu/myMCTC. Payments of cash and check only are accepted in person at the Mountwest Community & Technical College Business Services Office cashiering area.

A student's registration is not complete until all tuition and fees are paid. Registration may be canceled if the bank does not honor the student's check or electronic check for payment of registration fees. A charge of \$25 will be assessed for each check returned unpaid by the bank.

A student who has a financial obligation to Mountwest Community & Technical College cannot engage in any registration activity until the obligation is satisfied. Should the obligation remain unpaid and require assignment to a state-authorized collection agency, the student additionally will be responsible for all collection costs incurred by the Institution.

Withdrawal/Reinstatement Policy for Nonpayment of Enrollment Fees

- Upon notice from the Mountwest Community & Technical College Business Services Office, the Mountwest Community & Technical College Registrar will initiate a complete withdrawal for a student not paying fees. The withdrawal will be classified as "Administrative – Nonpayment of Enrollment".
- If the student fulfills the financial obligation, the Mountwest Community & Technical College Business Services Office will notify the Vice President for Student Services. The Vice President of Student Services will have discretion to approve registration.
- A student who owes a financial obligation to Mountwest Community & Technical College will not be permitted to enroll in subsequent semesters or terms until the obligation is paid.
- If a student disputes an administrative withdrawal, for financial obligations he/she may file an appeal with the Vice President for Student Services.

Refund Procedures

Tuition and fees will be refunded according to the Refund Schedule. For current information regarding refunding, please log onto the Mountwest Business Services Cashier's Office website at: www.mctc.edu/administration/business-services/cashiers-office/.

- Official complete withdrawals from all classes course Schedule.
- Students who are denied admission, declared academically ineligible to return, or are unable to return for medical reasons, may be refunded on a prorated basis.
- Refunds of tuition and fees to students called to armed services will be processed in accordance with military orders.
- When it becomes necessary to cancel a class by administrative and/or faculty action, a student is granted a full refund of the tuition and fee for the class canceled unless he or she registers in another course of like value in terms of semester hours. This action does not apply to disciplinary action or withdrawals due to nonpayment of financial obligations.
- A student who is required to withdraw from the Institution for disciplinary reasons is not entitled to refunds.

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 are eligible to receive funds.

Academic Year (Fall and Spring)

- 90% Refund - Changes processed during the first and second week of classes.
- 70% Refund - Changes processed during the third and fourth week of classes.
- 50% Refund - Changes processed during the fifth and sixth weeks of classes.
- No Refund - Any changes beginning with the seventh week of classes.

Summer Term, Non-Traditional Periods and 8 Week Classes

- 90% Refund - Changes processed during the first three days of classes (up to 13% of the term)
- 70% Refund - Changes processed during the fourth through sixth day of classes (from 14% to 25% of the term)
- 50% Refund - Changes processed during the seventh through ninth day of classes (from 26% to 38% of the term)
- No Refund - Any changes processed after the tenth day of classes (after 38% of term complete)

Should the percentage calculation identify a partial day, the entire day will be included in the refund period. Mountwest Community & Technical College's governing board will reserve the right to change refund schedules without prior notice.

IMPORTANT: Please note that it is the student's responsibility to contact their academic counselor to drop courses in order to ensure they receive proper notice of withdrawal. Students who do not officially withdraw from courses according to procedures will be liable for fees incurred. Refunds, if due, will be processed.

The refund schedule is promulgated by Legislative Rule, Title 135, West Virginia Council for Community & Technical College Education, Series 32, Tuition and Fees, § 135-32-6, Refunds, and Mountwest Community & Technical College Institutional Board of Governors, Policy No. F - 7, Assessment

TUITION AND FEES

Fall 2016 - Summer 2017

	On-Campus Per Hour	Off-Campus Per Hour	On-Campus 12+ Hours
WV Resident	\$162.00	\$172.00	\$1,944.00
Metro*	\$276.00	\$286.00	\$3,312.00
Non-Resident	\$403.00	\$413.00	\$4,836.00
E-Course **	\$175.00	\$175.00	\$2,100.00+

***Metro area includes the following counties:**

In Ohio: Gallia, Jackson, Lawrence, Meigs, Pike, and Scioto

In Kentucky: Carter, Elliot, Floyd, Greenup, and Johnson

The following Kentucky Reciprocity counties are assessed at WV Resident rates: Boyd, Lawrence, Martin, and Pike. Students living in these counties must coordinate with the Mountwest Financial Aid Office to guarantee their status for reciprocity rates.

** E-Course rates are a per credit hour rate with no maximum hours. E-Course fees are charges at the standard rate of \$175.00/credit hour. for all credit hours of E-Courses.

Additional fees may apply for specific programs and courses. Please contact the Office of the cashier at (304) 710-3480 for details.

Registration fees:

Late Registration and Reinstatement Fee \$50.00 each

Online Course Fee \$175.00/credit hour

Graduation fees:

Graduation fees are non-refundable, but if graduation requirements are not completed, the fee will carry over to subsequent graduation with no need to reapply.

Associate Degree \$40.00

Diploma Replacement \$20.00

TUITION AND FEES

On-Campus Courses

WV Resident	1	2	3	4	5	6	7	8	9	10	11	12
Resident Total	159.00	318.00	477.00	636.00	795.00	954.00	1113.00	1272.00	1431.00	1590.00	1749.00	1908.00
Allied Health Total/Resident	165.67	331.34	497.01	662.68	828.35	994.02	1159.69	1325.36	1491.03	1656.70	1822.37	1988.00
Business Tech Total/Resident	162.33	324.66	487.00	649.33	811.66	974.00	1136.33	1298.66	1461.00	1623.33	1785.66	1948.00
Culinary Arts Total/Resident	188.17	368.34	564.51	752.68	940.85	1129.02	1317.19	1505.36	1693.53	1881.70	2069.87	2258.00
Paralegal Total/Resident	169.17	338.34	507.51	676.68	845.58	1015.02	1184.19	1353.36	1522.53	1691.70	1860.87	2030.00
Paramedic Science Fee/Resident	171.50	343.00	514.50	686.00	857.50	1029.00	1200.50	1372.00	1543.50	1715.00	1886.50	2058.00

NON-RESIDENT

Non-Resident	1	2	3	4	5	6	7	8	9	10	11	12
Non-Resident Total	449.00	898.00	1347.00	1796.00	2245.00	2694.00	3143.00	3592.00	4041.00	4490.00	4939.00	5388.00
Allied Health Total/Non-Resident	455.67	911.34	1367.01	1822.68	2278.35	2734.02	3189.69	3645.36	4101.03	4556.70	5012.37	5468.00
Business Tech Total/Non-Resident	453.33	904.66	1357.00	1809.33	2261.66	2714.00	3166.33	3618.66	4071.00	4523.33	4975.66	5428.00
Culinary Arts Total/Non-Resident	478.17	948.34	1434.51	1912.68	2390.50	2869.02	3347.19	3825.36	4303.53	4781.70	5259.87	4738.00
Paralegal Total/Non-Resident	459.17	918.34	1377.51	1836.68	2295.58	2755.02	3214.19	3673.36	4132.53	4591.70	5050.87	5510.00
Paramedic Science Fee/Non-Resident	461.50	923.00	1384.50	1846.00	2307.50	2769.00	3230.50	3692.00	4153.50	4615.00	5076.50	5338.00

METRO

Metro	1	2	3	4	5	6	7	8	9	10	11	12
Metro Total	268.00	536.00	804.00	1072.00	1340.00	1608.00	1876.00	2144.00	2412.00	2680.00	2948.00	3216.00
Allied Health Total/Metro	274.67	549.34	824.01	1098.68	1373.35	1648.02	1922.69	2197.36	2477.03	2746.70	3021.37	3296.00
Business Tech Total/Metro	271.33	542.66	814.00	1085.33	1356.66	1628.00	1899.33	2170.66	2442.00	2713.33	2984.66	3256.00
Culinary Arts Total/Metro	297.17	586.34	891.51	1188.68	1485.85	1783.02	2080.19	2377.36	2674.53	2971.70	3263.87	3566.00
Paralegal Total/Metro	278.17	556.34	834.51	1112.68	1390.58	1669.02	1947.19	2225.36	2503.53	2781.70	3059.87	3338.00
Paramedic Science Total/Metro	280.50	561.00	841.50	1122.00	1402.50	1683.00	1963.50	2244.00	2524.50	2805.00	3085.50	3366.00

E-Course*

Metro	1	2	3	4	5	6	7	8	9	10	11	12
E-Course Total	160.00	320.00	480.00	640.00	800.00	960.00	1120.00	1280.00	1440.00	1600.00	1760.00	1920.00

* E-Course rates are a per credit hour rate with no maximum hours. The information above for 1-12 hours is for an example, but E-Course fees are charged at the standard rate of \$155/credit hour for all credit hours of E-Courses.

** Kentucky Reciprocity Counties assessed at WV Resident rates: Boyd, Lawrence, Martin and Pike. Students living in Kentucky Reciprocity counties must coordinate with Mountwest Financial Aid to guarantee their status for the Reciprocity rates.

Metro Area includes the following counties: Ohio - Gallia, Jackson, Lawrence, Meigs, Pike and Scioto

Kentucky - Carter, Elliot, Floyd, Greenup and Johnson

Please direct any questions to the Business Services Cashier's Office at: cashier@mctc.edu

TUITION AND FEES

Off-Campus Courses

WV Resident	1	2	3	4	5	6	7	8	9	10	11	12
Resident Total	164.00	328.00	492.00	656.00	820.00	984.00	1148.00	1312.00	1476.00	1640.00	1804.00	1968.00
Allied Health Total/Resident	170.67	341.34	512.01	682.68	853.35	1024.02	1194.69	1365.36	1536.03	1706.70	1877.37	2008.00
Business Tech Total/Resident	167.33	334.66	502.00	669.33	836.66	1004.00	1171.33	1338.66	1506.00	1673.33	1840.66	1948.00
Culinary Arts Total/Resident	193.17	378.34	579.51	772.68	965.85	1159.02	1352.19	1545.36	1738.53	1931.70	2124.87	2318.00
Paralegal Total/Resident	174.17	348.34	522.51	696.68	870.58	1045.02	1219.19	1393.36	1567.53	1741.70	1915.87	2090.00
Paramedic Science Fee/Resident	176.50	353.00	529.50	706.00	882.50	1059.00	1230.50	1412.00	1588.50	1765.00	1941.50	2118.00

NON-RESIDENT

Non-Resident	1	2	3	4	5	6	7	8	9	10	11	12
Non-Resident Total	394.00	788.00	1182.00	1576.00	1970.00	2364.00	2758.00	3152.00	3546.00	3940.00	4334.00	4628.00
Allied Health Total/Non-Resident	400.67	801.34	1202.01	1602.68	2003.35	2404.02	2804.69	3305.36	3606.03	4006.70	4407.37	4808.00
Business Tech Total/Non-Resident	397.33	794.66	1192.00	1589.33	1986.66	2384.00	2781.33	3178.66	3576.00	3973.33	4370.66	4768.00
Culinary Arts Total/Non-Resident	423.17	838.34	1269.51	1692.68	2115.50	2539.02	2962.19	3385.36	3808.53	4231.70	4654.87	5078.00
Paralegal Total/Non-Resident	404.17	808.34	1212.51	1616.68	2020.58	2425.02	2829.19	3233.36	3637.53	4041.70	4445.87	4850.00
Paramedic Science Fee/Non-Resident	406.50	813.00	1219.50	1626.00	2032.50	2439.00	2845.50	3252.00	3658.50	4065.00	4471.50	4878.00

METRO

Metro	1	2	3	4	5	6	7	8	9	10	11	12
Metro Total	273.00	546.00	819.00	1092.00	1365.00	1638.00	1911.00	2184.00	2457.00	2730.00	3003.00	3276.00
Allied Health Total/Metro	279.67	559.34	839.01	1118.68	1398.35	1678.02	1957.69	2237.36	2517.03	2796.70	3076.37	3356.00
Business Tech Total/Metro	276.33	552.66	829.00	1105.33	1381.66	1658.00	1934.33	2210.66	2487.00	2763.33	3039.66	3316.00
Culinary Arts Total/Metro	302.17	596.34	906.51	1208.68	1510.50	1813.02	2115.19	2417.36	2719.53	3021.70	3323.87	3626.00
Paralegal Total/Metro	283.17	566.34	849.51	1132.68	1415.58	1699.02	1982.19	2265.36	2548.53	2731.70	3114.87	3398.00
Paramedic Science Total/Metro	285.50	571.00	856.50	1142.00	1427.50	1713.00	1998.50	2284.00	2569.50	2855.00	3140.50	3426.00

E-Course to

Metro	1	2	3	4	5	6	7	8	9	10	11	12
E-Course Total	160.00	320.00	480.00	640.00	800.00	960.00	1120.00	1280.00	1440.00	1600.00	1760.00	1920.00

* E-Course rates are a per credit hour rate with no maximum hours. The information above for 1 to 12 hours is for an example, but E-Course fees are charged at the standard rate of \$150/credit hour for all credit hours of E-Courses.

** Kentucky Reciprocity Counties assessed at WV Resident rates: Boyd, Lawrence, Martin and Pike. Students living in Kentucky Reciprocity counties must coordinate with Mountwest Financial Aid to guarantee their status for the Reciprocity rates.

Metro Area includes the following counties: Ohio - Gallia, Jackson, Lawrence, Meigs, Pike and Scioto

Kentucky - Carter, Elliot, Floyd, Greenup and Johnson

Please direct any questions to the Business Services Cashier's Office at: cashier@mtcct.edu

TUITION AND FEES

2016-17 Program Fees and Charges

Accounting Program Fee	\$ 350
Administrative Technician Program Fee	\$ 350
Allied Health Course/Lab Fee	\$ 50
Allied Health Program Fee	\$ 80
American Sign Language Program Fee	\$ 90
Banking and Finance Lab Fee	\$ 150
Business Technology Program Fee	\$ 40
Business & Information Technology Course Fee	\$ 40
Business, Business Law & CJ Course Fees	\$ 50
Career & Technology Lab Fee	\$ 75
CISCO/Microsoft/networking & Certification Lab Fees	\$ 135
Information Technology Program Fee	\$ 200
Computer Networking Program Fee	\$ 400
Culinary Arts Program Fee	\$ 350
Culinary Arts Lab Fee	\$ 200
Deckhand Course Fee	\$ 375
Early Childhood Education Program Fee	\$ 100
Electronics Program Fee	\$ 400
EME 109 Course Fee	\$ 150
Engineering (related) Program Fee	\$ 350
Health (related) Program Fee	\$ 130
Health Info Tech Program Fee [HIT]	\$ 350
Hospitality Program Fee	\$ 120
Hospitality Management Lab Fee	\$ 65
Liberal Arts & Human Services Lab Fee	\$ 30
Machinist/Weld Program Course Fee (per credit hour)	\$ 155
MAS & PTA Capstone Course Fee	\$ 185
Medical Assistant Program Fee	\$ 100
Medical Transcription Course Fee	\$ 400
MIS/ Virtualization/Gaming/Net+	\$ 60
Paramedic Science Program Fee	\$ 150
Pharmacy Tech Program Fee	\$ 350
Pharmacy Tech Course Fee	\$ 75
Physical Therapy Asst. Program/Lab Fee	\$ 100
Program Fee-Paralegal	\$ 300
Program Fee-Criminal Justice	\$ 50
PTA Program Fee	\$ 400
PTA Clinical Education & Course Fee	\$ 50
Public Library Technician Program Fee	\$ 350
GIS Course Fee	\$ 265
Tankerman Course Fee	\$ 360

Technical Studies Program Fee	\$ 130
Transportation Program Fee	\$ 50
Transportation Technology	\$ 30
Veterinary Tech Program Fee	\$ 500

2016-17 Special Fees and Charges

Allied Health Accreditation Exam Fee	\$ 250
Application Fee - Allied Health Program	\$ 45
Application Fee - Physical Therapy	\$ 45
Application Fee - Veterinary Technician	\$ 45
Background Check Fee	\$ 125
Campus Area Maintenance Fee	\$ 60
Class Schedule Reinstatement Fee	\$ 25
Credit by Exam Fee (per course)	\$ 40
Diploma Replacement Fee	\$ 20
Equivalent Credit Evaluation/Posting Fee (per credit hour)	\$ 10
Graduation Fee	\$ 40
ID/Payment Card Replacement Fee	\$ 20
IT Repair & Certification Test Fee	\$ 200
Late Payment Fee (Drop for No Payment Fee)	\$ 50
Microsoft Office Systems(MOS)-Certification Exam	\$ 75
Off Campus Fee (per credit hour)	\$ 10
Online Course Fee (per credit hour)	\$ 175
Orientation Fee (Fall or Spring Semester)	\$ 75
Placement Retest Fee	\$ 10
Portfolio Evaluation/Exam Fee (per submission) plus \$10.00 (per credit hour)	\$ 300
Reinstatement Fee	\$ 50
Returned Check Fee	\$ 25
Student Auxiliary Service Fee - Restated from E&G Fees	\$ 72
Test Center - Administrative Fee	\$ 30
Transcript Fee	\$ 8
Transfer Student Evaluation Fee	\$ 20
Veterinary Tech Program-Accreditation Exam (VTNE)	\$ 325

First Steps to Apply for Financial Aid

A student must be admitted to Mountwest Community & Technical College and enrolled as a regular student in an eligible program before he or she can receive any financial aid. To apply for needs-based financial aid, a student (and parent, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov. A student must submit the FAFSA to be considered for all available resources including institutional waivers, scholarships, grants, loans, and student employment. A processing fee is not required for the FAFSA.

The FAFSA determines family ability to meet the cost of the student's education, which, in turn, determines "financial need." Applicants should electronically submit the FAFSA as soon after January 1 as possible to receive consideration for programs with limited funding. Application deadline for West Virginia Higher Education Grant Program is April 15.

The federal application processor will send an acknowledgment to the student and will submit the data to Mountwest Community & Technical College upon student request. *Mountwest's Title IV Institutional Code is 040414.*

Needs-Based Aid

Types of financial assistance:

Grants/Scholarships – Student assistance that does not have to be repaid, available from a number of sources.

Work Study – Employment opportunities for students with financial aid eligibility, based upon need and institutional funding.

Loans – Student assistance that must be repaid upon graduation or dropping at or below half-time enrollment.

Financial Assistance Programs at Mountwest Community & Technical College

Federal Pell Grant – *(available to full- and part-time students).* Applicants must complete the FAFSA.

Federal Supplemental Educational Opportunity Grant (SEOG) – *(available to full- and part-time students).* Priority is given to Pell Grant recipients. Applicants must complete the FAFSA.

West Virginia Higher Education Grant Program – *(available to full-time students who are West Virginia residents).* Applicants must complete the FAFSA. Details are available on the West Virginia Higher Education Policy Commission Web site, www.hepc.wvnet.edu.

West Virginia Higher Education Adult Part-time Student (HEAPS) Grant Program – *Awarded to eligible part-time students taking no fewer than six hours or more than eleven semester hours and who have been West Virginia residents for 12 months immediately preceding the date of HEAPS Grant application.* All applicants must complete the FAFSA. Details on HEAPS can be found at www.hepc.wvnet.edu.

Federal Work Study

Under the Federal Work Study Program, eligible students enrolled at least half-time can work part-time to earn money for educational purposes. Students earn at least the current federal minimum wage and can work until the total amount reaches a preset level. Applicants must complete FAFSA. Employment and/or positions are not guaranteed for all those who qualify or for all those who apply. Priority is given to students in on-campus, community service, and literacy program positions. Mountwest Community & Technical College has a separate application process as funds are limited. See Mountwest Community & Technical College's Office of Financial Aid for details.

Federal Student Loans

Federal Direct Stafford Subsidized Loan – need-based loans (borrowed money that must be repaid, with interest, just like car loans and home mortgages) for students enrolled for at least six hours in a term. Applicant must complete the FAFSA and have unmet financial need. A variable interest rate is set annually, not to exceed 8.25%.

Federal Direct Stafford Unsubsidized Loan – for students enrolled for at least six credit hours who have not had their expenses met through other financial aid. Applicants must complete the FAFSA. Loan amounts, interest rates, and repayment conditions are the same as for the Federal Direct Stafford Subsidized Loan. However, interest payments on this loan accrue from the time the loan is disbursed until it is paid in full.

All first-time borrowers are required to complete an interactive entrance counseling interview at www.studentloans.gov. Entrance interviews are designed to familiarize the borrower with his or her rights and responsibilities. All first-time borrowers are required to complete a Master Promissory Note at www.studentloans.gov.

Loan proceeds cannot be distributed until a student completes these requirements.

Repayment begins six months after graduation or after enrollment drops to fewer than six hours. All borrowers are required to an interactive Exit counseling interview at http://www.nslds.ed.gov/nslds/nslds_SA.

Maximum Annual Loan Amounts

First Year, Dependent	\$ 5,500
<i>No more than \$3,500 may be subsidized.</i>	
First Year, Independent	\$ 9,500
<i>No more than \$3,500 may be subsidized.</i>	
Second Year, Dependent	\$ 6,500
<i>No more than \$4,500 may be subsidized.</i>	
Second Year, Independent	\$10,500
<i>No more than \$4,500 may be subsidized.</i>	

Maximum Total Debt from Stafford Loans

Dependent Undergraduate	\$ 31,000
<i>No more than \$23,000 may be subsidized.</i>	
Independent Undergraduate	\$ 57,500
<i>No more than \$23,000 may be subsidized.</i>	

Federal Direct PLUS Loan – for parents of dependent students. Loans are only for the expenses of education that other aid doesn't cover. Applicants must complete a Parent Loan Data Sheet. An applicant with an adverse credit history is denied per program regulations.

Federal Work Study Program – for qualified students who will be assigned jobs on campus and paid biweekly for work completed. The student can work until the total amount reaches a preset level. Applicants must complete FAFSA and work-study application.

State-Sponsored Tuition Waivers and Scholarships

West Virginia PROMISE Scholarships – The West Virginia PROMISE Scholarship Program is available to West Virginia high school graduates meeting eligibility standards. More details are available at www.hepc.wvnet.edu, or by calling toll-free: 1-877-987-7664.

Tuition Waivers and Scholarships at Mountwest Community & Technical College

Mountwest Community & Technical College requires a separate, annual application for institutional funds including Tuition Waivers and Scholarships. Incoming freshmen and transfer students are not automatically considered for scholarship assistance based upon admission records.

State-Mandated Tuition Waivers – The State of West Virginia mandates tuition be waived for certain classifications of students. See Mountwest's Community & Technical College Office of Financial Aid for specific requirements.

Metro Area Fees

Kentucky – Carter, Elliott, Floyd, Greenup, and Johnson counties
Ohio – Gallia and Lawrence
Reciprocity – Boyd, Lawrence, Martin, and Pike counties in Kentucky

Rates apply to persons residing in these counties.

Satisfactory Academic Progress

Federal regulations require Mountwest Community & Technical College to have a written policy for reviewing students' progress toward attaining their certificate or degree.

To continue to be eligible for Federal Student Aid (FSA) funds, a student must make satisfactory academic progress. Mountwest Community & Technical College checks degree and certificate-seeking students' progress at the end of each academic term. Mountwest Community & Technical College's SAP policy requires students to maintain a cumulative GPA of 2.0, complete at least 67% of all hours they attempt, and not exceed attempting 150% of the credit hours required for their credential. See Mountwest's Community & Technical College Office of Financial Aid for a complete description.

Return of Title IV Funds

Federal regulations require Mountwest Community & Technical College to have a written policy for the refund and repayment of federal aid received by students who withdraw during a term for which they receive payment. These policies are effective only if a student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing 60% or more of the enrollment period.

Students planning to terminate enrollment at Mountwest Community & Technical College must contact the Mountwest Community & Technical College Registrar, to complete the appropriate paperwork. Adjustments to tuition and/or applicable institutional room/board charges resulting from official terminations are based on the effective date of termination and in accordance with the federally mandated calculation as specified in Section 484B of the Higher Education Act.

This law also specifies the order of return of Title IV funds to the programs from which they were awarded. The calculation is based on the period of enrollment completed. That percentage is computed by dividing the total number of calendar days in the term into the number of calendar days completed as of the date of student notification.

The percentage of Title IV assistance to which the student is entitled (has “earned”) is equal to this percentage of the term completed up to 60%. If the termination occurs after 60% of the term is completed, the percentage is equal to 100%.

The amount of Title IV aid which must be returned is based on the percentage of “unearned” aid. That percentage is computed by subtracting earned aid from 100%.

Mountwest Community & Technical College is required to return the lesser of 1) the unearned aid percentage applied to institutional charges or 2) the unearned aid percentage applied to the total Title IV aid received.

The student is required to return the difference between the amount of unearned aid and the amount returned by the college. Mountwest Community & Technical College will bill the student for the amount the student owes the Title IV programs and/or any amount due the college resulting from the return of Title IV funds used to cover college charges, including collection costs. If the student (or parent(s) in the case of PLUS loan) is required to return a portion or all of his or her loan proceeds, the calculated amount

is to be repaid according to the loan’s terms. Students must return only half the amount of grant funds calculated as a repayment due. *Funds are returned to the following Title IV sources in order of priority:*

- 1. Unsubsidized Federal Direct Loans
- 2. Subsidized Federal Direct Loans
- 3. Federal Perkins Loans
- 4. Federal Direct PLUS Loans
- 5. Federal Pell Grants
- 6. Academic Competitiveness Grant
- 7. National Smart Grant
- 8. Federal SEOG

Important WebSites

Mountwest	www.mctc.edu
West Virginia Higher Education Policy Commission	www.hepc.wvnet.edu
FAFSA	www.fafsa.ed.gov
FSA ID	www.studentaid.gov/fsaid
FSA Programs	www.FederalStudentAid.ed.gov
Direct Stafford Loans	www.ed.gov/DirectLoan

Important Phone Numbers

Main	1 (866) 676-5533
Mountwest Student Services Office of Financial Aid	(304) 710-3140 1 (866) 676-5533
FSAIC (Federal Student Aid Information Center)	1 (800) 433-3243
Direct Loan Direct Loan Servicing	1 (800) 848-0979
West Virginia Higher Education Policy Commission	1 (877) 987-7664

MILITARY, VETERANS AND DEPENDENTS

Compliance with Military Selective Service Act

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et. eq. 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.

Service Members Opportunity Colleges

Mountwest Community and Technical College is 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 an SOC member, Mountwest Community & Technical College recognizes the unique nature of the military and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

Training Credit

The Commission on Accreditation of Service Experiences of the American Council on Education has developed equivalence credit recommendations for educational experiences in the Armed Forces. This is credit in addition to that awarded for physical education. Veterans should contact the Military Programs Coordinator for evaluation of their armed services educational experiences and should submit the Joint Services Transcript (JST) or CCAF transcript by bringing a copy to the Office of Military Programs. JST transcript request forms are available in the Office of Military Programs or can be retrieved at the secure website <https://jst.doded.mil/official.html>.

Residency

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

shall also be classified as in-state students for tuition and fee purposes. Dependents of deployed service members shall be classified an in-State student for the purpose of payment of tuition and fees: Provided, the dependent applied to Mountwest during the period of the spouse's/parent's deployment and deployment orders are provided.

Military, Veterans and Dependents

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

Veterans participating in Vocational Rehabilitation

(VOCREHAB) through the Department of Veterans Affairs shall be classified as an in-State student for the purpose of payment of tuition and fees only for the period of participation within the VOCREHAB program. Recruits entering any branch of the military and participating in the Military Recruit Concurrent Admissions Program shall be classified as an in-State student for the purpose of payment of tuition and fees. Recruiters from all branches of the military participating in the Recruiter Education Incentive Program shall be classified as an in-State student for the purpose of payment of tuition and fees.

Called To or Volunteered for Active Duty

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

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

Contact Information

Richard Gross, Military Programs Coordinator

Phone: (304) 710-3416 • Email: gross1@mctc.edu

Department of Workforce Development

The Department of Workforce Development offers a wide range of short-term, non-credit, skills training that can provide you or your family members with opportunities for professional development and personal enrichment. Call (304) 710-3512 for more information on these and other training programs offered through the Department of Workforce Development at Mountwest Community & Technical College. Or visit www.mctc.edu for more information on current course schedules, costs, or a complete listing of professional development and personal enrichment classes.

Get your career moving with skill set training through the Department of Workforce Development. Your success is our success!

Department of Workforce Development Overview

Mountwest Community & Technical College is the training provider of choice for professional development, industry-recognized training solutions, and personal enrichment. The Department of Workforce Development at Mountwest Community & Technical College connects businesses and workforce professionals to traditional and nontraditional training solutions that meet the continual change in economic conditions, technology, government mandates, and community needs.

Customized Training

The Workforce Solutions Department provides customized training to business and industry. It proactively assists business in identifying organizational goals, training needs, and appropriate solutions to keep pace with changes. The Department also provides added value by assisting businesses in the identification of collaboration and grant opportunities through its involvement in local, statewide and national organizations dedicated to economic and workforce development. Staff of the Workforce Solutions Department design training programs that meet the specific working environment skill sets and knowledge needed by entrepreneurs, industry, agencies or professional organizations. The Department provides research capability, technical assistance, training and linkage to other resources and funding as needed. Services include assessment of training needs, identification of organizational goals, gaps that can be corrected by training, prioritization of training needs, and delivery and evaluation of training. Cost-effective training is provided by Mountwest Community & Technical College staff or contracted training specialists at a time and place convenient to the customer.

Fluid Power Training Program

This is a 240 contact hour, 3 module training program that teaches students the basics of pneumatics and hydraulics in the industrial field. Fluid Power Module I, includes the Fundamentals of Hydraulics, Fluid Power Module II includes the Fundamentals of Pneumatics, and Fluid Power Module III includes, Principles of Maintenance, Repair, and Hydraulics and Pneumatics: Troubleshooting. This course will be taught at the Spring Valley Academic Career Center. Cost is \$6,000 for all three modules.

Electrical Training Program

A 240 contact hour, 3 module training program that teaches students the basics of electricity and electronics. Basic Electricity Module includes: Atomic structure and electron theory, electrical quantities, Ohm's Law, AC/DC circuit analysis, Alternating Current theory, and introduction to transformers. In the Motors and Generators Module students apply the material learned in Basic Electricity to study: AC polyphase motors, AC single phase motors, DC Machines, and transformer arrangements. The third module is Basic Electronics which allows students to move into multiple careers such as industrial electronics technicians, PLC techs, robotics maintenance specialists, or industrial process instrumentation technicians. The curriculum for this module includes: the diode, power supplies, transistors, IGBT's, integrated circuits, operational amplifiers, encoders and decoder, digital computer fundamentals. This course will be taught at the Spring Valley Academic Career Center. Cost is \$6,000 for all three modules.

For more information contact Dr. Harry Faulk or visit: www.mctc.edu.

Industry-Recognized Skill Set Training and Certifications

The rapidly changing demands placed on business require continuous improvement and training to stay current and competitive in a global economy. The Workforce Solutions Department insures quality training by developing and implementing training solutions that meet local, state and national certification requirements of industry and government agencies. The following specific skill set training, preparatory classes, testing and assessments prepare individuals for occupational licensures and certifications required by local, state and national government agencies and industry.

Maritime Academy

The Maritime Academy provides entry-level training and more than 20 U.S. Coast Guard-approved licensure-training programs for the inland maritime industry.

West Virginia Fast Track Jobs Programs – The Division of Workforce Development Fast Track Jobs Programs meet the requirements for 90 days or less training that leads to immediate, direct employment in industry. The programs are:

- Deckhand Basic Training
- Bank Teller Program
- Medical Billing and Coding Program

Other training programs can be developed as needed.

Preparatory Classes

Preparatory classes are taught at multiple locations for ACT, SAT, LSAT, GRE and other special personal and professional tests.

Workforce Solutions

Mission Statement

The Workforce Solutions Department at Mountwest Community & Technical College extends credit and noncredit courses for professional improvement, workforce development and personal enrichment to the community and beyond.

The driving forces in today's ever-changing economy are information and technology. These forces are so dominant and the advancements so continuous that "lifelong learning" has become a requirement for continued employment, qualifying for promotions or just for personal enrichment. The Continuing Education Program offers a wide range of instructor-led professional development and

enrichment workshops, classes and seminars at convenient times. Continuing education classes are offered at the Huntington, Mason County, Teays Valley and Charleston campuses and are formatted as short courses, seminars, conferences, and workshops. The Workforce Solutions staff facilitates the identification of desired performance levels expected of professionals in the workforce. Workforce Solutions partners with highly qualified instructors that implement training solutions that improve individual performance. Many of the professional development courses include earning credit toward one-year Certificate, two-year Associate Degrees or Continuing Education Units that may be required by professional associations. Personal enrichment courses are also offered.

Continuing Education Units

The Workforce Solutions Department provides Continuing Education Units (CEU) Certificates for courses that meet the educational requirements required by government or industry organizations. Continuing Legal Education (CLE) units and other types of CEU's are provided to meet the educational requirements of associations and industries.

Preparatory Classes

A wide range of classes is provided to help individuals prepare for entrance tests, licensures and exams required by industry, education and government agencies. Some examples are educational prep classes for ACT, SAT, LSAT and GRE entrance exams. Industry prep classes include WorkKeys, ASE, CDR and NMTCB. The Workforce Solutions Department strives to provide quality educational opportunities that meet the professional development and certification needs of entrepreneurs, industry, agencies or professional organizations, as well as the personal enrichment needs of individuals. For more information, call (304) 710-3512 or visit www.mctc.edu



Mountwest
Community & Technical College

**ADMINISTRATION
& STAFF**

EXPAND YOUR VIEW



ADMINISTRATION AND STAFF

President's Office

Keith J. Cotroneo, *President*

Ed.D. – Adult Education, University of Georgia
Ed.S. – Counseling and Human Development, University of Georgia
M.Ed. – Student Personnel for Higher Education, University of Georgia
B.S. – Business Administration, Auburn University

Latrenda D. Clay, *Executive Secretary to the President*

A.A.S. – Occupational Development, Marshall University

Human Resources, Employee Development & Payroll

Stephanie A. Neal, *Director, Human Resources and Employee Development*

R.B.A. – Marshall University
A.A.S. – Computer Technology, Marshall University

Greg Flora, *Payroll Representative*

Karen Horner, *Instructional Specialist – Professional Dev. & Training*

M.S. – Adult & Technical Education, Marshall University
R.B.A. – Marshall University

Bethany Perry, *Human Resources Representative*

M.S. – Human Resource Management, Marshall University
B.A. – Psychology, Marshall University

Charlotte D. Preston, *Accountant – Payroll*

B.B.A. – Finance, Marshall University

Mesha Shamblin, *HR Assistant II*

B.A. – Accounting, Marshall University

Business Services

Daniel Figler, *Vice President for Finance and Business Services/CFO*

M.B.A. – Webster University
B.S. – Business Administration, University at Buffalo

Angela Casey-Bradshaw, *Interim Manager - Financial Analysis and Reporting E*

B.B.A. – Business Administration, Marshall University

Derek Adkins, *Management Analyst*

B.S. – Accounting, Coastal Carolina University
B.S. – Economics and Management, Coastal Carolina University

Carey Dunfee, *Business Manager I*

B.B.A. – Accounting, Marshall University

Jeffrey Delong, *Supervisor of Student Accounting Services*

B.S. - Financial Management, Ohio State University

Kathy Chaffin, *Assistant Accountant*

B.A. – Political Science, Ohio University

Rebecca Maynard, *Assistant Accountant*

Whitney Collins, *Assistant Accountant II*

B.S. – Biological Sciences, Marshall University

Betty Hundley, *Accounting Assistant II*

Calesha Frieson, *Accounting Assistant I*

A.A.S. – Business Administration, Mountwest Community & Technical College

Jeaneatta Meadows, *Accounting Assistant I*

Brian Ramey, *Accounting Assistant I*

B.A. – Business Management, Marshall University

Brooke Steel, *Accounting Assistant I*

A.A.S. – Board of Governors, Mountwest Community & Technical College

Sarah Talbert, *Data Entry Operator*

Rebecca Neasce, *Purchasing Assistant*

ADMINISTRATION AND STAFF

Development

James Wilkerson, *Executive Director - Corporate and Foundation Relations*

B.S. – Counseling and Rehabilitation, Marshall University

Institutional Research

Natalie Mills, *Director of Institutional Effectiveness*

Ph.D. – Community & Culture Psychology, University of Hawaii, Manoa

M.A. – Psychology, University of Hawaii, Manoa

B.A. – Psychology, The Ohio State University

Jennifer Porter, *Grant Resources Associate*

B.S. - Family and Consumer Science, Marshall University

Operations and Information Services

Terri Tomblin-Byrd, *VP for Operations and Information Technology/CIO*

M.S. – Technology Management, Marshall University

B.S. – Computer Science, Marshall University

Daryl Ballard, *Campus Police Officer*

R.B.A. - Criminal Justice, Marshall University

Teresa Blankenship, *Program Coordinator Senior*

R.B.A. – Marketing and Management, Marshall University

A.A.S. – Hospitality Management, Marshall University Community & Technical College

A.A.S. – Culinary Arts, Marshall Community & Technical College

Michael Smith, *Trades Specialist – Lead I*

Jeremy Blackshire, *Maintenance Worker II*

B.S. – Long-term Healthcare Administration and Health Service Administration, Ohio University

Matthew Vanhooose, *Maintenance Worker II*

Anndrea Meadows, *Business Clerk*

Stacy McCallister, *Food Services Worker - Lead I*

A.A.S. - Hospitality Management, Mountwest Community & Technical College

Tommie Kelley, *Manager of Information Services*

M.S. – Adult and Technical Education, Marshall University

R.B.A. – Marshall University

A.A.S. – Computer Technology, Marshall Community & Technical College

A.A.S. – Industrial Supervision and Management, Marshall Community & Technical College

Debra Elliott, *Applications Systems Analyst Programmer Sr.*

M.S. – Technology Management, Marshall University

B.S. – Information Management, River College

Michael Wells, *LAN Specialist*

A.A.S. – Information Technology, Mountwest Community & Technical College

A.A. – Ashland Community & Technical College

B.S. - Information Technology/Security, Western Governors University

M.S. - Information Security, Western Governors University

Jason Lovejoy, *Information Systems Specialist*

R.B.A. – Marshall University

A.A.S. – Information Technology, Marshall University Community & Technical College

Adam Edens, *Applications Systems Analyst Programmer*

B.S. – Management Information Systems, Marshall University

A.A.S. – Information Technology, Mountwest Community & Technical College

Christopher Stevens, *IT Consultant Senior*

A.A.S. – Board of Governors, Mountwest Community & Technical College

ADMINISTRATION AND STAFF

Academic Affairs

Harry R. Faulk, *Executive Vice President and Chief Academic Officer*

D.A. – Doctor of Arts, Carnegie Mellon University

M.M. – Music, Eastman School of Music, University of Rochester

B.M. – Music, Eastman School of Music, University of Rochester

Tina Skidmore, *Administrative Assistant*

A.A.S. – Executive Administrative Assistant Technology, Marshall Community & Technical College

Jacob Bolen, *Instructional Specialist - Director for Distance Learning*

Ed.S. – Curriculum and Instruction, Marshall University

M.S. – Adult and Technical Education, Marshall University

R.B.A. - Marshall University

Career and Technical Division

Steven L. Brown, *Dean of Career and Technical Division*

Ed.D. – Leadership Studies, Marshall University

Ed.S. – Marshall University

M.S. – Management, Troy State University

B.S. – Criminal Justice, Troy State University

Lisa Beckett, *Administrative Assistant*

R.B.A. – Marshall University

A.A.S. – Administrative Assistant Technology, Marshall Community & Technical College

Patricia Young, *Administrative Assistant*

Jill Sansom, *Administrative Assistant*

A.A.S. – Board of Governors, Mountwest Community & Technical College

A.A.S. - Executive Administrative Assistant, Mountwest Community & Technical College

Sherri Sowards, *Program Coordinator - Maritime Academy*

Student Services

Billie Brooks, *Vice President for Student Services*

M.S. – Adult and Technical Education, Marshall University

R.B.A. – Marshall University

A.A.S. – Computer Technology, Marshall Community & Technical College

B.A. - Communications, Robert Morris University

Gina Broce, *Administrative Assistant*

R.B.A. – Marshall University

A.A.S. – Legal Secretary and Medical Secretary, Huntington Jr. College of Business

Daniel Sadler, *Associate Dean for Student Services*

Ed.D. – Higher and Post Secondary Education, Argosy University

M.A.Ed. – Higher and Post Secondary Education, Argosy University

B.A. – Communications, Robert Morris University

Lisa Penix, *Financial Aid Manager*

M.S. – Adult and Technical Education, Marshall University

R.B.A. – Marshall University

M. Shane Arrington, *Financial Aid Counselor*

B.A. - Online Journalism, Marshall University

M.S. - Integrated Marketing Communications, West Virginia University

Jenna Parker, *Program Coordinator - Off Campus Programs*

B.B.A. - Management, Marshall University

A.A.S. - Board of Governors, Marshall Community & Technical College

Jason Leor, *Institution Technology Coordinator*

A.A.S. - Network Systems Administration, Mountwest Community & Technical College

ADMINISTRATION AND STAFF

Registrar

Angela Ross, *Registrar*

M.B.A. – Morehead State University
B.A. – Organizational Management, Midway College
A.A.S. – Accounting, Maysville Community College

Monica Shafer, *Office Administrator Senior*

A.A.S. – Computer Technology, Marshall Community & Technical College

Shelly Hensley, *Records Assistant III*

A.A. – Morehead State University

Admissions and Recruitment

Megan Russell, *Director of Student Recruitment*

M.A. – Communication Studies, Marshall University
B.A. – Public Relations, Marshall University

Krista Tooley, *Program Specialist*

A.A.S. – Board of Governors, Mountwest Community & Technical College

Stacey Arthur, *Program Manager*

M.S. – Adult and Technical Education, Marshall University
R.B.A. – Marshall University
A.A.S. – Medical Assisting, Marshall Community & Technical College

Curtis Smith, *Student Recruiter - Bridging the Gap*

A.A.S. - Information Technology, Mountwest Community & Technical College

Military Programs

Richard Gross, *Program Coordinator – Military Programs*

A.A.S. – Board of Governors, Mountwest Community & Technical College

Eric Spurlock, *Academic Advisor – Military Programs*

A.A.S. – Board of Governors, Mountwest Community & Technical College

Susan Levering, *Coordinator – Student Support Services*

A.A.S. – Board of Governors, Mountwest Community & Technical College

Liberal Arts and Transfer Division

Michael McComas, *Dean of Liberal Arts and Transfer Division; Professor, Mathematics*

M.A.T. – Marshall University
R.B.A. – Marshall University
West Virginia Department of Education Teaching Certificate, Mathematics 5-12

Kathryn Beckett, *Administrative Assistant*

Rhonda Rappold, *Administrative Assistant*

ADMINISTRATION AND STAFF

Faculty

Ballard, Melissa

Assistant Professor, Pharmacy Technician Program

R.B.A. - Marshall University
Certified Pharmacy Technician

Barker, Jane

Assistant Professor, Health Information Technology

M.S. – Adult and Technical Education, Marshall University
B.S. – Medical Records Administration,
Illinois State University

Bayne, Jamie

Assistant Professor, Librarian

M.L.I.S. – University of Washington
M.A. – English, University of South Florida
R.B.A. – English, University of South Florida

Bays, Edward

Associate Professor, Paramedic Science

B.S. – Business, West Virginia Wesleyan College
Paramedic Certification, MCTC
Instructor Certification: ACLS, PALS, BCLS; EMS-C, NREMT-P,
WV EMT – Paramedic, KY EMT - Paramedic

Black, Jason

Associate Professor, Anatomy and Physiology

Ph. D. – Biomedical Sciences, Marshall University School of
Medicine
B.S. Biochemistry, Ohio Northern University

Bolen, Kendra

Associate Professor, Communications

M.A. – Communication Studies, Marshall University
M.S. – Adult and Technical Education, Marshall University
B.A. – Counseling, Marshall University

Booton, Melinda

Assistant Professor, Health Informatics

M.S. – Health Informatics, Marshall University
B.S. – Marshall University
A.A.S. – Marshall Community & Technical College

Brewer, Leigh-Ann

Associate Professor, American Sign Language

M.A. – Education, Marshall University
B.A. – Elementary Education and Early Childhood
Education, Marshall University

Brown, Chad

Assistant Professor, Veterinary Technology

D.V.M. – Purdue University

Brown, Richard

Professor, Chair – Business

M.B.A. – Finance, Marshall University
B.A. – Sociology, West Virginia Wesleyan College

Camp, Harold

Assistant Professor, Physics

M.S. – Physics, Clarkson College of Technology
B.S. – Engineering/Physics, West Virginia University

Carlton, Travis

Professor, Director, Physical Therapist Assistant Program

Ed.S. – Marshall University
M.S. – Health Administration, Southwest Baptist University
B.S. – Psychology, Southwest Missouri State University
Instructor Certifications: Licensed PTA (WV), CCI

Clark, Amanda

Instructor, Veterinary Technology Program

A.A.S. – Veterinary Technology, Morehead State University

Click, Megan

Assistant Professor, Geographic Information Systems

M.A. - Geography, Marshall University
GIS Certificate, Marshall University
B.A. - Classics, University of Kentucky

Coleman, Peggy

Assistant Professor, BEACON

M.A. – Early Childhood Education, Marshall University
B.A. – Early Childhood Education, Marshall University

Copley, Kimberly

Assistant Professor, Technology

R.B.A. – Marshall University
A.A.S. – Information Technology, Marshall CTC

ADMINISTRATION AND STAFF

Cox, Michael Todd

Instructor, Culinary Arts

R.B.A. – Marshall University

A.A.S. – Hospitality Management, Marshall CTC

Cyrus, Kellie

Assistant Professor, Medical Assistant Program

M.S. – Adult and Technical Education, Marshall University

B.A. – Multi-Subject K-8 and Early Education PK-K,
Marshall University

A.A.S. – Nursing, St. Mary's School of Nursing

RN, MS, CCMA (NHA)

Dennison, Betty

Professor, Communication and English

M.A. – English, Northwest Missouri State University

B.A. – English, Lynchburg College

Dick, Sarah

Associate Professor, Early Childhood Education

M.A. – Special Education, Marshall University

B.A. – Elementary Education and Early Childhood
Education, Marshall University

Donathan, Donna

Professor, Paralegal Studies

Ed.S. – Counseling-Mediation, Marshall University

M.S. – Adult Education, Marshall University

B.A. – Counseling and Psychology, Marshall University

Doyle, Gerald

Professor, Management Technology

M.B.A. – Marketing, Marshall University

B.A. – Business and Science Education, Marshall University

Certified Public Accountant

Fleischman, William

Associate Professor, Anatomy and Physiology

M.S. – Kinesiology, Indiana University

B.A. – Physical Education and Sociology Education,
Bethel College

Ford, Kathryn

Instructional Specialist, Student Success Counselor

M.A. – Counseling, Marshall University

B.A. – Counseling, Marshall University

Goheen, Jill

Instructional Specialist; Student Success Counselor

M.S. - Rehabilitation Counseling, Virginia Commonwealth
University

B.A. - Psychology, Ohio State University

Grooms, Veella

*Instructional Specialist; Student Success Counselor;
BTG Leader*

M.Ed. – Higher Education Administration, University
of Pittsburgh

B.A. – Counseling and Rehabilitation, Marshall University

Hopkins, Kathryn

Associate Professor, History

M.A. – History, Marshall University

B.A. – History, Marshall University

Hughes, Sean

Assistant Professor, Psychology

M.A. – Psychology, Marshall University

R.B.A. – Marshall University

Hussell, Heather

Professor, Paralegal Studies

J.D. – West Virginia University College of Law

B.A. – Political Science, West Virginia University

Johnson, Linda

Instructor, American Sign Language and Deaf Studies

B.A. – English, Marshall University

Certified NAD V – Registry of Interpreters for the Deaf, Inc.

Joseph, Joshua

Instructor, Technology

A.A.S. – Information Technology, Marshall Community &
Technical College

Judge, Jennifer

Instructional Specialist; Student Success Counselor

M.A. – Counseling and School Counseling, Marshall University

B.S. – Psychology, Ohio Valley University

ADMINISTRATION AND STAFF

Keatley, Marjorie

Professor, Business

Ed.D. – Vocational and Technical Education,
Virginia Tech
M.A. – Business Education, Marshall University
B.A. – Business Education, 7-12 Marshall University

Layne, Candace

Instructional Specialist; Mental Health Counselor

Ed.D. – Educational Leadership, Argosy University
M.A. – Counseling, Marshall University
B.A. – Psychology, Marshall University

Lilly, Rosalia

Assistant Professor, Mathematics

M.A. – Secondary Education, Marshall University
B.S. – Secondary Education, Ohio University

Locher, Jack

Assistant Professor, Information Technology

B.S. – Sociology, Columbia College
A.A. – Criminology, University of the State of New York

Lockwood, Jenka

Professor, Mathematics

M.S. – Adult and Technical Education, Marshall University
B.S. – Education, Marshall University

Maxson, Michael

Assistant Professor, Electronics

M.S. – Information Systems, Marshall University
B.S. – Electrical Engineering, West Virginia Institute of
Technology

Melvin, Jena

Instructional Specialist; Student Success Counselor

M.A. – Teaching and Learning, Argosy University
B.S. – Art Education, Indiana University of Pennsylvania

Mitchell, James

Assistant Professor, Paramedic Science

M.A. – Theology, Liberty Science
B.A. – Psychology, West Virginia State University
A.A.S. – West Virginia State Community & Technical College
Certificates – BLS, PALS, ACLS, AMLS, PHTLS

Nicholas, R. Scott

Associate Professor, Information Technology

M.S. – Technology Management, Marshall University
B.S. – Computer Information Systems, Excelsior College

Nisky, Kimberly

Associate Professor, Communications

M.A. – Communication Studies, Marshall University
B.A. – Communication Studies, Marshall University

Pack, Heather

Associate Professor, Chair – Mathematics

M.A. – Mathematics, Marshall University
B.S. – Mathematics, Marshall University

Parker, B. Eliot

Associate Professor, English

M.A. – Twentieth Century American Literature, Marshall University
B.A. – Secondary Education, Marshall University

Perdue, Mary Jo

Instructor, Massage Therapy

B.S. Pharmacy, Ohio Northern University
Licensed Massage Therapist, IN Touch School of Massage

Preece, Kimberly

Associate Professor, Information Technology

M.B.A. – Business Management, Marshall University
B.B.A. – Computer Science, Marshall University

Riggs, Jesse

Instructional Specialist – Reading/Writing Tutor

M.A. – English, Marshall University
B.A. – English, Marshall University

Schroeder, Kim

Assistant Professor, Mathematics

M.A. – Mathematics, University of Wisconsin – Madison
B.S. – Mathematics, University of Wisconsin – Parkside

Settle, Rebecca

Assistant Professor, English

M.A. – English Studies and Cultural Criticism, University
of Manchester
B.A. – English, Marshall University

ADMINISTRATION AND STAFF

Smith, Janet

Professor, Chair – Allied Health

M.S. – Adult and Technical Education, Marshall University

B.S. – Health Record Administration, York College of Pennsylvania

RHIA, CCS, CMA-AAMA, CPC, CPC- I

Smith, Nicholas

Associate Professor, Anatomy and Physiology

M.S. – Biological Sciences, Marshall University

B.S. – Zoology, Marshall University

Smith, Patrick

Assistant Professor, Information Technology

R.B.A. – Marshall University

A.A.S. – Information Technology, Marshall CTC

M.S. – Technology Management, Marshall University

Spencer, Debra

Instructional Specialist/Student Success Counselor

M.A. – Counseling, Marshall University

B.A. – Criminal Justice, Marshall University

Stringer, Drema

Assistant Professor, English

M.A. – English, Marshall University

B.A. – English, Marshall University

Swolsky, Adam

Associate Professor, Anatomy and Physiology

Doctor of Chiropractic, Palmer College of Chiropractic

B.S. – Biology, University of Cincinnati

Taylor, Benjamin

Assistant Professor, English

M.A. – English, Marshall University

B.A. – English, Marshall University

Terry, Julie

Assistant Professor, Graphic Design

M.S. – Strategic Leadership, Mountain State University

M.A. – Journalism, Marshall University

B.F.A. – Art Graphic Design, Marshall University

Terry, Kelly

Professor, Clinical Director, Physical Therapist

Assistant Program

D.P.T. – Physical Therapy, Slippery Rock University

M.S. – Health and Physical Education/Athletic Training, Marshall University

B.A. – Athletic Training, Marshall University

Triplett, Theodore L.

Assistant Professor, Engineering Design

M.S. – Mining Engineering, Virginia Tech

B.S. – Mining Engineering, Virginia Tech

White, Rebecca

Associate Professor, Director/Chair, Academic Services

M.A. – Early Childhood Education, Marshall University

B.A. – Early Childhood Education, Marshall University

Wilson, E. Danielle

Instructional Specialist; Student Success Counselor

M.A. – Counseling, Marshall University

B.S. – Business Administration, West Liberty University

Wood, Kristy

Associate Professor, Transportation Technology

Ed.D. – Curriculum and Instruction, Marshall University

M.A.T. – Master of Arts in Teaching, Marshall University

B.S. – Business and Economics, West Virginia University



Mountwest

Community & Technical College

LIBERAL ARTS & TRANSFER STUDIES

EXPAND **YOUR VIEW**



General Education/Transfer

Advertising
Internet Journalism
Public Relations
Radio Television Production Management
Behavior Science
History

Associate in Science
American Sign Language
Transfer
Early Childhood Education

GENERAL EDUCATION/TRANSFER STUDIES

Associates of Arts

Program Description:

A degree in General/Transfer Studies can establish the foundation for a lifetime of continual learning and serve as the framework for a productive professional and personal life. This degree is for the student who:

- Is planning to earn a baccalaureate degree at a four-year institution
- Has educational needs not covered by more specific technical programs
- Finds access to the main campus for instruction physically challenging
- Is not ready to declare a major

The degree requires 61 credit hours of General Education core transferable courses and provides the student with a broad background in written and oral communication, humanities, social science, and sciences/mathematics.

Career Outlook:

Many businesses and industries seek well-rounded employees whose maturity level, communication skills and decision-making skills are a step above those of traditional high school graduates. The Associate of Arts Degree in Transfer Studies provides graduates with enhanced work skills without requiring the larger commitment of time or money necessary for a bachelor's degree. This degree is ideal for currently employed high school graduates who need a college degree to advance in their positions.

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Rebecca White • Room 325 • Phone: (304) 710-3435 or 1-866-676-5533 • E-mail: moses@mctc.edu

GENERAL EDUCATION/TRANSFER STUDIES

Associates of Arts

COL 101	New Student Seminar	3
COM 112	Oral Communication	3
COM 125	Interpersonal Communication	3
ENL 111	Written Communication	3
ENL 115	Written Communication II	3
HMN 235	Leadership Development Studies (Capstone)	3
MAT 120	Applied Professional Mathematics	3
PSYC 200	General Psychology	3
SOCI 210	Fundamentals of Sociology	3

Humanities (choose a minimum of 6 hours from the following)

ART 101	Introduction to Visual Arts	3
ENL 201	Introduction to Literature	3
ENL 245	Elements of the Short Story	3
THEA 101	Introduction to Theatre	3
MUSI 101	Introduction to Music	3

Mathematics (choose a minimum of 3 hours from the following)

MAT 145	Applications in Algebra	3
MAT 205	Technical Calculus	3

Natural Science (choose a minimum of 4 hours from the following)

BIOL 101/101L	General Biology with Laboratory	4
BIOL 260	Applied Human Anatomy	4
BIOL 265	Applied Human Physiology	4
SCI 110	Introductory Physics	4
SCI 201	Integrated Science	4

Social Science (choose a minimum of 9 hours from the following)

EC 102	Basic Economics	3
EC 201	Fundamentals of Microeconomics	3
EC 202	Fundamentals of Macroeconomics	3
GEO 155	Economic Geography	3
GEO 250	Global Issues	3
HIST 103	U.S. History to 1877	3
HIST 104	U.S. History since 1877	3
HIST 114	World History until 1500	3
HIST 115	World History since 1500	3
POLS 101	Introduction to American Government	3
PSYC 215	Lifespan Psychology	3

Other

COM 130	Mass Communication and Culture	3
ENL 231	Business & Technical Writing	3

The remaining 12 hours may be selected from any of the courses listed above.

Hours required for graduation: 61

GENERAL EDUCATION/TRANSFER STUDIES

Advertising - Concentration Associate of Arts

Program Description:

This program will provide graduates with an associate's degree that will lead to a bachelor's degree in Advertising. This major prepares students to create advertisements, plan and execute media buys, and complete campaigns. The advertising major trains students for agency work, including publicizing products and services for companies and organizations.

Career Outlook:

Overall employment of advertising, marketing, promotions, public relations, and sales managers is expected to increase by 13 percent through 2018.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Advertising and promotions managers
- Marketing and sales managers
- Public relations managers

GENERAL EDUCATION/TRANSFER STUDIES

Advertising - Concentration Associate of Arts

Fall I

ART 101	Introduction to Visual Arts	3
COL 101	New Student Seminar	3
ENL 111	Written Communication	3
HIST 103	U.S. History to 1877	3
MAT 120	Applied Professional Mathematics	3
PSYC 200	General Psychology	3

Spring I

COM 112	Oral Communication	3
COM 130	Mass Communication	3
BIOL 101/10	L General Biology with Lab	4
ENL 115	Written Communication	3
MK 130	Fundamentals of Marketing	3

Fall II

ENL 201	Introduction to Literature	3
HIST	History Elective (any U.S. History)	3
MK 210	Customer Service	3
SCI 201	Integrated Science: Health, Law & Env.	4
SPAN 101	Introductory Spanish	3

Spring II

COM 230	Principles of Public Relation	3
EC 201	Fundamentals of Microeconomics	3
HMN 235	Leadership Dev. Studies	3
MK 130	Fundamentals of Marketing	3
SPAN 102	Introductory Spanish II	3

Hours required for graduation: 65

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Kendra Bolen • Room 313 • Phone: (304) 710-3445 or
1-866-676-5533 • E-mail: burdell1@mctc.edu

GENERAL EDUCATION/TRANSFER STUDIES

Internet Journalism - Concentration Associate of Arts

Program Description:

The degree in Internet Journalism will provide the graduate with an associate's degree which will lead to a bachelor's degree in Online Journalism. This major prepares students by teaching web publishing, web design, and visual imaging.

Career Outlook:

Job opportunities will be best for applicants in the expanding world of new media, such as online newspapers or magazines. Small local papers and news stations also will provide greater job prospects for potential reporters and news analysts. For beginning newspaper reporters, freelancing will supply more opportunities for employment as well.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- News analysts
- Reporters
- Correspondents

GENERAL EDUCATION/TRANSFER STUDIES

Internet Journalism - Concentration Associate of Arts

Fall I

ART 101	Introduction to Visual Arts	3
COL 101	New Student Seminar	3
EC 111	Fundamentals of Microeconomics	3
ENL 111	Written Communication	3
MAT 120	Applied Professional Mathematics	3
PSYC 200	General Psychology	3

Spring I

BIOL 101/101 L	General Biology with Lab	4
COM 112	Oral Communication	3
COM 130	Mass Communication and Culture	3
ENL 115	Written Communication	3
GEO 155	Economic Geography	3

Fall II

ENL 201	Introduction to Literature	3
HIST 103	U .S. History to 1877	3
IT 101	Fundamentals of Computers	3
SCI 201	Integrated Science: Health, Law & Env.	4
SPAN 101	Introductory Spanish I	3

Spring II

COM 230	Principles of Public Relations	3
HIST	History Elective	3
HMN 235	Leadership Dev. Studies	3
IT 250	Intro to American Government	3
SPAN 102	Introductory Spanish II	3

Hours required for graduation: 65

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Kendra Bolen • Room 313 • Phone: (304) 710-3445 or
1-866-676-5533 • E-mail: burdell1@mctc.edu

GENERAL EDUCATION/TRANSFER STUDIES

Public Relations - Concentration Associate of Arts

Program Description:

This program will provide graduates with an associate's degree that will lead to a bachelor's degree in Public Relations. This major prepares students to prepare media releases, publications, and speeches and create campaigns. Graduates will be able to manage and counsel companies/organizations in building and improving their relations with their various publics.

Career Outlook:

Employment of advertising, promotions, and marketing managers is expected to grow 14 percent from 2010 to 2020, as fast as the average for all occupations. Advertising, promotions and marketing will continue to be essential for organizations as they seek to maintain and expand their share of the market.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Advertising
- Promotions
- Marketing

GENERAL EDUCATION/TRANSFER STUDIES

Public Relations - Concentration Associate of Arts

Fall I

ART 101	Introduction to Visual Arts	3
COL 101	New Student Seminar	3
ENL 111	Written Communication	3
HIST 103	U.S. History to 1877	3
MAT 120	Applied Professional Mathematics	3
PSYC 200	General Psychology	3

Spring I

BIOL 101/101 L	General Biology with Lab	4
COM 112	Oral Communication	3
COM 130	Mass Communication and Culture	3
ENL 115	Written Communication	3
MK 130	Fundamentals of Marketing	3

Fall II

ENL 201	Introduction to Literature	3
HIST	History Elective (any U.S. History)	3
MK 210	Customer Service	3
SCI 201	Integrated Science: Health, Law & Env.	4
SPAN 101	Introductory Spanish I	3

Spring II

COM 230	Principles of Public Relations	3
EC 201	Fundamentals of Microeconomics	3
HMN 235	Leadership Dev. Studies	3
MK 279	Advertising Merchant	3
SPAN 102	Introductory Spanish II	3

Hours required for graduation: 65

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Kendra Bolen • Room 313 • Phone: (304) 710-3445 or
1-866-676-5533 • E-mail: burdell1@mctc.edu

GENERAL EDUCATION/TRANSFER STUDIES

Radio/Television Production Management Associate of Arts

Program Description:

This program will provide graduates with an associate's degree that will lead to a bachelor's degree in Radio/Television Production Management. The degree in Radio/Television Production Management will provide the graduate with an AA degree which will lead to a bachelor's degree in Radio/Television Production management. This major prepares students to manage radio and television broadcast operations. Students learn production, programming, and sales and management techniques.

Career Outlook:

Employment is expected to grow about as fast as the average through 2018. But people seeking entry-level jobs as technicians in broadcasting are expected to face keen competition in major metropolitan areas. Prospects are expected to be better in the small cities and town.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Audio and video equipment technicians
- Broadcast technicians
- Sound engineering technicians
- Radio operations
- Electrical and electronics installers and repairers
- Engineering technicians
- Science technicians
- Communications equipment operators

GENERAL EDUCATION/TRANSFER STUDIES

Radio/Television Production Management Associate of Arts

Fall I

AC 103	Introduction to Accounting	3
ART 101	Introduction to Visual Arts	3
COL 101	New Student Seminar	3
ENL 111	Written Communication	3
MAT 120	Applied Professional Mathematics	3
PSYC 200	General Psychology	3

Spring I

AC 201	Financial Accounting	3
BIOL 101/101 L	General Biology with Lab	4
COM 112	Oral Communication	3
COM 130	Mass Communication	3
ENL 115	Written Communication	3

Fall II

ENL 201	Introduction to Literature	3
HIST 103	U.S. History to 1877	3
MK 130	Fundamentals of Marketing	3
SCI 201	Integrated Science: Health, Law & Env.	4
SPAN 101	Introductory Spanish I	3

Spring II

COM 230	Principles of Public Relations	3
EC 201	Fundamentals of Microeconomics	3
POLS 101	Intro to Am. Gov.	3
HMN 235	Leadership Dev. Studies	3
SPAN 102	Introductory Spanish II	3

Hours required for graduation: 68

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Kendra Bolen • Room 313 • Phone: (304) 710-3445 or
1-866-676-5533 • E-mail: burdell1@mctc.edu

GENERAL EDUCATION/TRANSFER STUDIES

Behavioral Science - Concentration Associate of Arts

Program Description:

The Associate of Arts (AA) degree with a concentration in Behavioral Science will provide the graduate with an educational core that could lead to a bachelor's degree in behavioral science. The AA degree can establish the foundation for a lifetime of continual learning and serve as a framework for a productive professional and personal life. This degree gives emphasis to practical skills in communication and computation which may lead to employment; however, the goal is successful transfer with junior status to an upper division baccalaureate degree program in behavioral science. The degree requires a minimum of 61 credit hours of general education core transferable courses (including 15 credit hours of Behavioral Science courses) that will provide the student with a broad background to enter a baccalaureate program at the junior level. The AA degree utilizes both on-site as well as distance education.

Career Outlook:

Many businesses and industries seek well-rounded employees whose maturity level along with communication, computation, and decision-making skills are a step above those of traditional high school graduates. The Associate in Arts Degree provides graduates with enhanced knowledge and work skills without requiring the larger commitment of time or money necessary for a bachelor's degree.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

GENERAL EDUCATION/TRANSFER STUDIES

Behavioral Science - Concentration Associate of Arts

General Education Component (take all of the following)

COL 101	New Student Seminar	3
COM 112	Oral Communication	3
COM 125	Interpersonal Communication	3
ENL 111	Written Communication	3
HMN 235	Leadership Development Studies (Capstone)	3
PSYC 200	General Psychology	3
PSYC 225	Abnormal Psychology	3
PSYC 229	Elementary Behavioral Statistics	3
SOCI 210	Fundamentals of Sociology	3
SOCI 273	Contemporary Social Problems	3

Humanities Electives (Choose a minimum of 6 hours from the following)

ART 101	Introduction to Visual Arts	3
ENL 201	Introduction to Literature	3
ENL 245	Elements of the Short Story	3
HMN 120	Introduction to Theatre	3
MUSI 101	Introduction to Music	3

Mathematics Electives (Choose a minimum of 3 hours from the following)

MAT 120	Applied Professional Mathematics	3
MAT 145	Applications in Algebra	3
MAT 205	Technical Calculus	3

Natural Science (Choose a minimum of 4 hours from the following)

BIOL 101/101L	General Biology with Laboratory	4
BIOL 260	Applied Human Anatomy	4
BIOL 265	Applied Human Physiology	4
SCI 110	Introductory Physics	4
SCI 201	Integrated Science	4

Social Science (Choose a minimum of 9 hours from the following)

MAT 120	Applied Professional Math	3
MAT 145	Applications in Algebra	3
MAT 205	Technical Calculus	3

Social Science (Choose a minimum of 9 hours from the following)

EC 102	Basic Economics	3
EC 201	Fundamentals of Microeconomics	3
EC 202	Fundamentals of Macroeconomics	3
GEO 155	Economic Geography	3
GEO 250	Global Issues	3
HIST 103	U.S. History to 1877	3
HIST 104	U.S. History since 1877	3
HIST 114	World History until 1500	3
HIST 115	World History since 1500	3
HMN 130	World Religions	3

Other

COM 130	Mass Communication and Culture	3
PRSS 101	History of Addiction to 1950	3
PRSS 102	History of Addiction since 1950	3
PRSS 103	Boundaries and Ethics for Peers	3
PRSS 104	Peer Recovery Practicum	3

The remaining hours required for this degree may be selected from any of the courses listed above.

Hours required for graduation: 61

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Sean Hughes • Room 345 • Phone: (304) 710-3462 or
1-866-676-5533 • E-mail: hughes82@mctc.edu

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

GENERAL EDUCATION/TRANSFER STUDIES

History - Concentration Associate of Arts

Program Description:

The Associate of Arts (AA) degree with a concentration in History will provide the graduate with an educational core which could lead to a bachelor's degree in History. The AA degree can establish the foundation for a lifetime of continual learning and serve as a framework for a productive professional and personal life. This degree gives emphasis to practical skills in communication and computation which may lead to employment; however, the goal is successful transfer with junior status to an upper division baccalaureate degree program in history. The degree requires a minimum of 60 credit hours of general education core transferable courses (including 15 credit hours of history courses) that will provide the student with a broad background to enter a baccalaureate program at the junior level. The AA degree utilizes both on-site as well as distance education.

Career Outlook:

Many businesses and industries seek well-rounded employees whose maturity level along with communication, computation, and decision-making skills are a step above those of traditional high school graduates. The Associate in Arts Degree provides graduates with enhanced knowledge and work skills without requiring the larger commitment of time or money necessary for a bachelor's degree.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

GENERAL EDUCATION/TRANSFER STUDIES

History - Concentration Associate of Arts

General Education Component (Take all of the following)

COL 101	New Student Seminar	3
HIST 103	U.S. History to 1877	3
HIST 104	U.S. History since 1877	3
HIST 114	World History until 1500	3
HIST 115	World History since 1500	3
HIST 240	West Virginia History	3
ENL 111	Written Communication	3
ENL 115	Written Communication II	3
HMN 235	Leadership Development Studies (Capstone)	3

Communication Electives (Choose a minimum of 3 hours from the following)

COM 112	Oral Communication	3
COM 125	Interpersonal Communication	3

Fine Arts Electives (Choose a minimum of 3 hours from the following)

ART 101	Introduction to Visual Arts	3
HMN 120	Introduction to Theatre	3
MUSI 101	Introduction to Music	3

Humanities (Choose a minimum of 6 hours from the following)

ENL 201	Introduction to Literature	3
RELS 130	World Religions	3
RELS 220	Hebrew Scriptures as Literature	3

Mathematics

(Choose a minimum of 3 hours from the following)

MAT 120	Applied Professional Math	3
MAT 145	Applications in Algebra	3
MAT 205	Technical Calculus	3

Natural Science (Choose a minimum of 4 hours from the following)

BIOL 101/101L	General Biology with Laboratory	4
BIOL 260	Applied Human Anatomy	4
BIOL 265	Applied Human Physiology	4
SCI 110	Introductory Physics	4
SCI 201	Integrated Science	4

Social Science (Choose a minimum of 9 hours from the following)

ASL 205	American Deaf Community History	3
CJS 254	Constitutional Law	3
EC 102	Basic Economics	3
EC 201	Fundamentals of Microeconomics	3
EC 202	Fundamentals of Macroeconomics	3
GEO 15	Economic Geography	3
POLS 101	Introduction to American Government	3
POLS 202	American State & Local Government	3
PSYC 200	General Psychology	3
SOCI 210	Fundamentals of Sociology	3

Other

COM 130	Mass Communication and Culture	3
ENL 231	Business & Technical Writing	3

The remaining hours required for this degree may be selected from any of the courses listed above.

Hours required for graduation: 60

Contact Information:

Kathryn Hopkins • Room 341 • Phone: (304) 710-3459 or
1-866-676-5533 • E-mail: hopkins25@mctc.edu

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

GENERAL EDUCATION/TRANSFER STUDIES

Associate of Science

Career Outlook:

Many businesses and industries seek well-rounded employees whose maturity level and communication and decision-making skills are a step above those of traditional high school graduates. The Associate in Science Degree in Transfer Studies provides graduates with enhanced work skills without requiring the larger commitment of time or money necessary for a bachelor's degree. This degree is ideal for currently employed high school graduates who need a college degree to advance in their positions.

GENERAL EDUCATION/TRANSFER STUDIES

Associate of Science

General Education Component

COL 101	New Student Seminar	3
COM 112	Oral Communication	3
COM 125	Interpersonal Communication	3
ENL 111	Written Communication	3
ENL 115	Written Communication II	3
HMN 235	Leadership Development Studies (Capstone)	3
MAT 120/121	Applied Professional Mathematics	3
PSYC 200	General Psychology	3
SOCI 210	Fundamentals of Sociology	3

Humanities (Choose a minimum of 6 hours from the following)

ART 101	Introduction to Visual Arts	3
ENL 201	Introduction to Literature	3
ENL 245	Elements of the Short Story	3
THEA 120	Introduction to Theatre	3
MUSI 101	Introduction to Music	3

Mathematics (Choose a minimum of 6 hours from the following)

MAT 130	College Algebra	3
MAT 145/144	Applications in Algebra Expanded	3
MAT 146	Applications in Trigonometry	3
MAT 205	Technical Calculus	3

Natural Science (Choose a minimum of 8 hours from the following)

BIOL 101/101L	General Biology with Laboratory	4
BIOL 260	Applied Human Anatomy	4
BIOL 265	Applied Human Physiology	4
CHEM 220	General Chemistry	4
SCI 110	Introductory Physics	4
SCI 201	Integrated Science	4

Social Science (Choose a minimum of 6 hours from the following)

EC 102	Basic Economics	3
EC 201	Fundamentals of Microeconomics	3
EC 202	Fundamentals of Macroeconomics	3
GEO 155	Economic Geography	3
GEO 250	Global Issues	3
HIST 103	U.S. History to 1877	3
HIST 104	U.S. History since 1877	3
HIST 114	World History until 1500	3
HIST 115	World History since 1500	3
POLS 101	Introduction to American Government	3
PSYC 215	Lifespan Psychology	3
PSYC 225	Abnormal Psychology	3
SPAN 101	Introductory Spanish I	3
SPAN 102	Introductory Spanish II	3
SOCI 201	Human Relations	3

The remaining hours required for this degree may be selected from any of the courses listed on this sheet.

Hours required for graduation: 60

Contact Information:

Heather Pack • Room 323 • Phone: (304) 710-3468 or 1-866-676-5533 • E-mail: pack@mctc.edu

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

American Sign Language Associate of Applied Science

Program Description:

This program is designed to give students a foundation in American Sign Language (ASL) and to acquaint them with basic issues of concern to the Deaf community. Furthermore, the program offers an opportunity to individuals already working in the Deaf community to increase their understanding of ASL and Deaf culture in order to strengthen their knowledge and their communication skills. Upon completion of the Associate of Applied Science Degree in American Sign Language, the graduate will be able to:

- Effectively communicate with Deaf individuals in an informal setting such as teaching, human services, or health care;
- Enhance their credentials for employment opportunities which do not require interpreter certification but do assign value to skills in ASL and knowledge of Deaf culture;
- Earn the academic qualifications for entry into advanced studies at universities offering sign language programs;
- Enter an interpreter training program, after which they may sit for a certification examination, sponsored by the national licensing organization.

Career Outlook:

American Sign Language skills are needed by professionals in public and private agencies and educational settings serving the Deaf/Hard of Hearing People (e.g. teachers, counselors, consultants, therapists, specialists) by enhancing their ability to understand and communicate with the Deaf/Hard of Hearing People (<http://www.aslta.org/language/index.html>).

In addition, sign language interpreting is a rapidly expanding field. Schools, government agencies, and private businesses employ interpreters. Interpreters work in a variety of settings including medical, legal, religious, mental health, rehabilitation, performing arts, and business. Part-time, full-time, freelance and salaried positions are available in most metropolitan areas across the country.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Enter an Interpreter Training Program, after which they may sit for certification examination, sponsored by the national licensing organization.
- Seek employment with an early intervention program that serves Deaf and Hard of Hearing children.
- A background in ASL and Deaf Studies will be useful in absolutely every field of employment.

Additional Information:

Other individuals that can benefit from this program are parents of Deaf/Hard of Hearing People children and young hearing children, early childhood teachers and child care providers, teacher, paraprofessionals, speech/language pathologists, counselors, interpreters, and medical professionals.

HUMAN SERVICES & EDUCATION

American Sign Language Associate of Applied Science

Fall I			Earn a Degree and Graduate Early (EDGE):
ASL 101	American Sign Language	3	This program provides students the opportunity to receive credit for their high school EDGE courses.
ASL 101L	ASL Lab 1	1	
ASL 105	American Deaf Community	3	
ASL 110	American Deaf Culture	3	
COL 101	New Student Seminar	3	
ENL 111	Written Communication	3	
Spring I			Contact Information:
ASL 102	American Sign Language II	3	Leigh-Ann Brewer • Room 319 • Phone: (304) 710-3451
ASL 102L	ASL Lab II	1	E-mail: brewer13@mctc.edu
ASL 103	Fingerspelling	3	
PSYC 215	Lifespan Psychology	3	
COM 112/125	Oral Communication or		
	Interpersonal Communication	3	
IT 101	Fundamentals of Computers	3	
Fall II			
ASL 201	American Sign Language III	3	
ASL 201L	ASL Lab III	1	
ASL 205	American Deaf Community History	3	
ASL 220	Resources for the Deaf Community	3	
MAT 120	Applied Professional Mathematics	3	
Spring II			
ASL 202	American Sign Language IV	3	
ASL 201L	ASL Lab IV	1	
ASL 210	Deaf People in American History	3	
ASL 290	Applied Issues Concerning Deaf Community	3	
ASL	Elective	5	

Hours required for graduation: 60

Early Childhood Education Associate of Applied Science

Program Description:

The Associate of Applied Science in Early Childhood Education degree consists of 61 credit hours and is approximately one half of the curriculum required for a Bachelor of Arts in Education. The degree is designed to allow the holder to serve in a support capacity including, but not limited to, facilitating instruction and direct or indirect supervision of pupils under the direction of an educator. This program is designed to allow a seamless transfer to the baccalaureate degree at Marshall University.

Career Description:

Childcare workers nurture and care for children who have not yet entered formal schooling and also work with older children in before and after school situations. These workers play an important role in a child's development by caring for the child when parents are at work or away for other reasons. In addition to attending to children's basic needs, childcare workers organize activities that stimulate children's physical, emotional, intellectual, and social growth. They help children explore individual interests, develop talents and independence, build self-esteem, and learn how to get along with others.

As childcare workers gain experience, some may advance to supervisory or administrative positions in large childcare centers or preschools. Often, these positions require additional training, such as a bachelor's or master's degree. Other workers move on to work in resource and referral agencies, consulting with parents on available child services. A few workers become involved in policy or advocacy work related to child care and early childhood education. With a bachelor's degree, workers may become preschool teachers, become certified to teach in public or private schools, or even set up their own childcare businesses.

Career Outlook:

High replacement needs should create good job opportunities for childcare workers. Qualified persons who are interested in this work should have little trouble finding and keeping a job. Employment of childcare workers is projected to increase about as fast as the average for all occupations through the year 2014. The number of women in the labor force of childbearing age and the number of children less than five years of age are both expected to rise over the next 10 years. There is also an increasing emphasis on early childhood education programs. There is likely to be a rise in private preschool enrollment as the value of formal education before kindergarten becomes more widely accepted.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Childcare workers
- Child day care services
- Preschool employment

HUMAN SERVICES & EDUCATION

Early Childhood Education Associate of Applied Science

Fall I

COL 101	New Student Seminar	2
EDUC 101	Healthy Environments	3
EDUC 105	Comp Instruction Technology in Classroom	3
EDUC 120	Foundations of Early Childhood	3
ENL 111	Written Communication	3
EME 101	CPR/First Aid	1

Spring I

COM 112	Oral Communication	3
EDUC 210	Observation Assess. of Young Children	3
EDUC 220	Infant & Toddler Development	3
EDUC 225	Development of Young Children	3
EDUC 270	Level I Clinical Experience	2
ENL 115	Written Communication II	3

Fall II

ART 101	Art Appreciation	3
EDUC 275	Level II Clinical Experience	1
EDUC 295	Early Childhood Curriculum & Methods	3
EME 105	First on Scene	3
MAT 120	Applied Professional Mathematics	3
PSYC 215	Lifespan Psychology	3

Spring II

EDUC 215	Child, Family, and Community	3
EDUC 261	The Exceptional Child	3
EDUC 299	Capstone	4
SCI 201	Integrated Science	4

Hours required for graduation: 60

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Sarah Dick • Room 321 • Phone: (304) 710-3452
E-mail: crouse@mctc.edu

Students seeking admission into the Early Childhood Education (ECE) program must meet with the ECE Program Director prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection. Application packets are available in the Liberal Arts and Transfer Studies Office, room 329.

The following program admission requirements apply:

1. Completion of EDUC 101, EME 101, EDUC 105 and EDUC 120 with a grade of "C" or better in all ECE courses;
2. An overall 2.5 or better GPA.
3. Completion of Federal Background Check.

Applications will be accepted beginning January 1 each year for the upcoming fall semester. Admission to the program will be granted starting in May.



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Banking & Finance
Business Administration
Call Center Supervision
Industrial Management

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Dental Assistant
Dental Laboratory Technology
Health Information Technology
Health Science
Massage Therapy
Medical Assistant
Paramedic Science
Pharmacy Technician
Physical Therapist Assistant
Radiologic Technology
Respiratory Therapy
Surgical Technology
Veterinary Technology

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Hotel/Motel Lodging

Information Technology
Animation & Game Developer
Geospatial Studies
(GIS/GPS/RS)
Graphic Design
Network Systems
Administration
Network Systems
Development (CCNA)
Network Systems Security
Web Development

Legal Studies
Criminal Justice
Paralegal

Transportation
Aviation
Intelligent Transportation
Intermodal Management
Maritime
Railway
Roadway

Additive Manufacturing Technology Associate of Applied Science

Program Description:

Additive Manufacturing (3D printing) is being used to print any class of material, and is expected to take over the manufacturing of most products within five years. Local manufactures recognize the need to hire new employees with the knowledge to design and print products. This concentration will provide students with in-depth study in Additive Manufacturing, including a hands-on approach to the software use and design. The concentration will help students prepare for the proposed Society of Manufacturing Engineers (SME) Additive Manufacturing Certificate.

Additive Manufacturing Technology Associate of Applied Science

Fall I

MT 105	Industrial Safety (RCBI)	2
MAT 135	Math for Machinists (RCBI)	3
MFE 116	Manufacturing Processes	3
MFE 230	Computer-Aided Design II (RCBI)	4
MT 200	Blueprint Reading (RCBI)	3

Spring I

MAT 205	Calculus	3
MT 246	Computer-Aided Manufacturing (RCBI)	4
MFE 255	Rapid Prototyping Techniques	3
MFE 248	Statistical Process Control & QI	3

Fall II

SCI 110	Physics	4
MFE 240	Statics	3
MFE 201	Composite Materials, Tooling and Mold Design (RCBI)	3
MFE 262	Engineering Design	4
EC 102	Basic Economics	3

Spring II

MFE 245	Mechanics of Materials	3
COM 125	Interpersonal Communications	3
ENL 231	Technical Report Writing	3
MFE 253	3D Scanning for Reverse Engineering	4
MFE 202	Additive Manufacturing Techniques (RCBI)	3

Hours required for graduation: 61

Biomedical Instrumentation Technology Associate of Applied Science

Program Description:

The Biomedical Instrumentation Technology Program provides the skills necessary to install, maintain, calibrate, and repair medical equipment in hospitals, doctors' offices, dental offices, and anywhere medical equipment is used. Graduates will be prepared for direct employment within a hospital, field service for a manufacturer, and third party field service technicians.

Career Outlook:

The field expects a 31% growth nationally through the year 2020.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- BMT I, II, III
- Maintenance technician
- Equipment specialist
- Process control technician
- Installation technician
- BMT supervisor

APPLIED SCIENCE TECHNOLOGY

Biomedical Instrumentation Technology Associate of Applied Science

Fall I

AH 151	Medical Terminology (EDGE)	3
ELT 111	Direct Current Circuit Analysis	3
ELT 111L	Direct Current Electronics Lab	1
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT 145	Applications in Algebra	3

Spring I

BIOL 257	Introduction to Anatomy & Physiology (EDGE)	3
BMT 110	Safety in Healthcare	3
ELT 121	Alternating Current Circuit Analysis	3
ELT 121L	Alternating Current Electronics Lab	1
IT 270	Computer Essentials & Applications	4
MAT 215	Applied Discrete Mathematics	3

Fall II

IT 131	Introduction to Networking	3
ELT 131	Analog Circuits	3
ELT 131L	Analog Circuits Lab	1
ELT 211	Combinational Logic Circuits	3
ELT 211L	Combinational Logic Circuits Lab	1
BMT 223	Biomedical Instrumentation	3

Spring II

BMT 225	Biomedical Instrumentation II	3
BMT 299	Biomedical Internship	3
COM 125	Interpersonal Communication	3
SCI 110	Introductory Physics	4
	Social Science Elective	3

Hours required for graduation: 63

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Michael Maxson • Room 337 • Phone: (304) 710-3458 or
1-866-676-5533 • E-mail: maxson@mctc.edu

Electronics Technology Associate of Applied Science

Program Description:

One of today's fastest growing careers is an electronics technician, a career that can provide not only a great salary and job security, but also exciting work in a field that is always growing and changing. This field has many opportunities including maintenance, design, service and sales in commercial, manufacturing and process industries.

The following industries employ electronic technicians: computer, consumer electronics, robotics, utility companies, healthcare, broadcast, manufacturing, aerospace, automotive, mining, office equipment, waste-treatment, and any other industries that use electrical/electronic systems.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Bench technician
- Design technician
- Process control technician
- Biomedical technician
- Maintenance technician
- Electronics trainers
- Electronics sales
- Installation technician

Tech Prep Affiliation:

The Electronics Technology Program is aligned with the West Virginia Tech Prep Engineering/Technical cluster. This career track provides the opportunity for West Virginia students to acquire college credit while attending high school.

APPLIED SCIENCE TECHNOLOGY

Electronics Technology Associate of Applied Science

Fall I

ELT 111	Direct Current Circuit Analysis	3
ELT 111L	Direct Current Electronics Lab	1
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT 145	Applications in Algebra	3

Spring I

COM 112	Oral Communication	3
or		
COM 125	Interpersonal Communication	3
ELT 121	Alternating Current Circuit Analysis	3
ELT 121L	Alternating Current Electronics Lab	1
MAT 215	Applied Discrete Mathematics	3
SCI 110	Introductory to Physics	4

Fall II

ELT 131	Analog Circuits	3
ELT 131L	Analog Circuits Lab	2
ELT 211	Combinational Logic Circuits	3
ELT211L	Combinational Logic Circuits Lab	1
IT 270	Computer Essentials and Application	4
	Technical Elective	3

Spring II

ELT 222	Introduction to Microprocessor	4
ELT 299	Electronic Technology Internship	3
IT 131	Introduction to Networking	4
	Social Science Elective	3
	Technical Elective	3

Hours required for graduation: 60

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

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1-866-676-5533 • E-mail: maxson@mctc.edu

Engineering Design Technology Associate of Applied Science

Program Description:

The objective of this degree is to provide individuals entry-level job skills required in several related professions, including engineering technicians, product design technicians (including state-of-the-art products for medicine, structures, etc.), printers, computer-aided design (CAD) technical specialists, computer modeling specialists, simulation specialists, graphic designers and digital artists. Particular engineering fields include manufacturing, mining, civil, biomedical, and marine engineering. CAD specialists have broad-based skills applicable to the architectural, engineering, design, entertainment, and medical fields. Graduates will have skills essential to architects, engineers, designers, manufacturers, realtors, bankers, printers, creators of computer and graphic simulations, and all digital art applications.

Students in this program will learn 2D and 3D CAD, 3D modeling, rendering, and animation for art, films, and television, product development, engineering process and control, including reverse engineering and prototype development, design processes, organizational design, and business development. Students will have the opportunity to become certified in AutoCAD and Inventor. For students considering a bachelor's degree in engineering, the offering of Statics, Mechanics of Materials, Calculus, and Physics allows students to take these courses in a community college environment.

New manufacturing, engineering, medical, and visual effect processes require the skills students will obtain using state-of-the-art computer programs and prototyping equipment. Students will have access to the most up-to-date Autodesk computer programs, including AutoCAD, Inventor, 3ds Max, Revit, and Maya, as well as the latest scanning and prototyping equipment, including a digital printer. Three-dimensional printing is no longer just a prototyping technique, but is now the latest manufacturing process. This process is expected to eventually replace all other manufacturing processes, and the Engineering Design Technology Program trains students in all aspects of this technique. An integrated curriculum, including classes on design and entrepreneurship, allows each graduating class the opportunity to identify, develop and create a prototype for a new product, from conception to construction.

Upon completion of the Engineering Design Technology Associate of Applied Science degree, the graduate will be able to:

- Create 2D representations of objects,
- Create 3D representations of objects, and produce realistic representations of these objects through state-of-the-art rendering and animation techniques,
- Work in a group to conceptualize, design, and check the viability of a new product, and create a prototype of that product,
- Reverse engineer and create a prototype of an existing object,
- Check the efficiency of various engineering processes,
- Create photorealistic representations of any object, including 3D architectural designs, and
- Create a new business in West Virginia.

Employment Opportunities:

Entry-level positions for which graduates will compete include:

- CAD operator
- CNC programmer
- CAM specialist
- Engineering designer
- Engineering technician
- Mechanical design engineer
- Mechanical drafter
- Product designer

Engineering Design Technology Associate of Applied Science

Fall I

ENL 111	Written Communication	3
MAT 145	Applications in Algebra	3
MFE 116	Manufacturing Processes	3
MFE 220	Computer Aided Design I	4

Contact Information:

Theodore Triplett • Room 251 • Phone: (304) 710-3438 or
1-866-676-5533 • E-mail: triplett@mtctc.edu

Spring I

COM 112	Oral Communication	3
MAT 205	Calculus	3
MFE 230	Computer Aided Design II	4
MFE 248	Statistical Process & Control	3
MFE 255	Rapid Prototyping Techniques	3

Fall II

MFE 240	Statics	3
MFE 258	Intro to Visual Digitalization	4
MFE 262	Engineering Design	4
SCI 110	Introductory Physics	4

Spring II

MFE 103	Entrepreneurship in MFE	3
MFE 245	Mechanics of Materials	3
MFE 253	3D Scanning for Reverse Engineering	4
MFE 290	Manufacturing Capstone	3
SS 201	Human Relations	3

Hours required for graduation: 60

Machinist/CNC Technology Associate of Applied Science

Program Description:

The Machinist Program provides students the opportunity to prepare for entry level careers as machinists using conventional equipment and computer control equipment. The graduate will have completed fundamentals required for all machining careers – industrial safety, blueprint reading and precision measurement. Technical courses develop skills using conventional machines and using computerized manufacturing equipment. The associate degree program requires four semesters. However, the student may select to complete programs at the certificate level, two semesters, or at the skills set level. The course work in these two training levels is an integral part of the degree program. This program adheres to the standards of the National Institute for Metalworking Skills (NIMS).

Career Outlook:

Despite projected slower than average employment growth, job opportunities for machinists should continue to be excellent. The number of workers obtaining the skills and knowledge necessary to fill machinist jobs is expected to be less than the number of job openings arising each year from employment growth and from the need to replace experienced machinists who transfer to other occupations or retire.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at www.bls.gov/ooh/.

Program Admission Requirements:

The Machinist Technology Program has admission and candidacy requirements in addition to the Mountwest Community & Technical College admission guidelines.

Tech Prep Affiliation:

The Machinist Technology Program is aligned with the West Virginia Tech Prep Engineering/Technical cluster.

Employment Opportunities:

Entry-level positions for which graduates will compete include:

- Manual machinist
- CNC machinist
- Industrial sales representative
- Auto plant
- Machinist shop
- Fabricator

APPLIED SCIENCE TECHNOLOGY

Machinist/CNC Technology Associate of Applied Science

Fall I

MAT 135	Mathematics for Machinists	3
MT 105	Industrial Safety	2
MT 121	Introduction to Machinery	3
MT 200	Blueprint Reading	3
MT 205	Precision Measurement	3

Spring I

IT 101	Fundamentals of Computers	3
MT 215	Metal Working Theory and Application	10
MT 233	NIMS Credentialing	6

Fall II

EC 102	Basic Economics	3
MFE 220	Computer Aided Design	4
MT 421	Introduction to CNC Machining	4
MT 244	Setup & Operation CNC	4

Spring II

COM 125	Interpersonal Communication	3
ENL 231	Technical Report Writing	3
MT 246	Computer Aided Manufacturing	4
MT 248	NIMS Credentialing/CNC Project	4

Hours required for graduation: 62

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Rick Brown • Room 243 • Phone: (304) 710-3408
Email: brownr@mctc.edu

Steven Brown • Room 229 • Phone (304) 710-3393 or
1-866-676-5533 • E-mail: brown175@mctc.edu

Occupational Development Associate of Applied Science

Program Description:

The Occupational Developmental Degree is designed to meet two major needs:

1. To provide for cooperatively sponsored educational opportunities leading to the associate in applied science degree for students in an U.S. Department of Labor registered apprenticeship training programs.
2. To provide a mechanism for Mountwest Community & Technical College to deliver educational programs in a variety of occupational fields to businesses and industries having an immediate need for such programs.

The United States Department of Labor, Bureau of Apprenticeships and Training (BAT) identify eligible apprenticeship programs. Components of the degree program include the following: general education, classroom instruction, and on-the-job training.

Occupational Development students must meet all college admission and performance standards. Credits earned through either approved apprenticeship programs or through industry-based education and training programs will not be added to the students' collegiate transcripts until they have completed at a minimum three program credit hours from Mountwest Community & Technical College and have obtained at least a 2.0 GPA.

The student who graduates with the Associate in Applied Science Degree in Occupational Development will possess:

- Supervisory skills
- Computer software skills
- Relevant essential math skills
- Written and oral communication skills
- Trade skills
- Desire for lifelong learning

Employment Opportunities:

- Work as a journeyman

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

APPLIED SCIENCE TECHNOLOGY

Occupational Development Associate of Applied Science

ENL 111	Written Communication	3
COM	Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
	General Education Elective	3
	Quantitative Skills Course	3
	Quantitative Skills/Science Course	3
	Social Science Course	3

On-The-Job Training in Occupation **12**
Maximum of 2,400 contact hours of on-the-job training, converted to credit hours on a ratio of 200:1, can be counted toward the A.A.S. degree. A statement of the total number of contact hours experienced on the job by the student may be placed on the college record. This credit will be recorded immediately prior to graduation from the college.

Classroom Instruction in the Occupation **Up to 40**
450-750 Classroom/Laboratory contact hours of Occupational Education converted to credit hours at the usual ratio of 15:1 classroom or 30:1 laboratory.

Hours required for graduation: 60

Technical Studies Associate of Applied Science

Program Description:

The Associate in Applied Science Degree Program in Technical Studies is designed to meet the following needs: to provide for cooperatively sponsored educational opportunities leading to associate degrees for employees/students participating in quality education and training programs sponsored by business, industry, labor, government or other educational agencies; to provide a timely and efficient mechanism for community and technical colleges to deliver educational programs in a variety of occupational fields to employers; to increase the abilities of employees to use technology effectively and responsibly; to increase abilities of employees to communicate information effectively through reading, writing, speaking, and listening; to develop employee's abilities to solve problems through reasoning, information, retrieval, and productive teamwork; to assist those employed in the workforce to understand that education is a life-long process.

Program Focus:

Business, industry, labor, and government organizations interested in furthering the education and training of their employees/members constitute the target audience of this degree program. By providing a program of study designed to enhance and maintain employee knowledge and skills, it is expected that such individuals will enjoy greater job security and job flexibility while providing employers with more highly skilled and educated workforce. For those just entering the job market, the program of study will include the education and training needed to assure basic entry level skills for the specific technical/occupational field.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Technical Studies Associate of Applied Science

Component I:	General Education (6-11 Credit Hours)	
	Communication Skills (at least one business or technical writing course)	6
	Quantitative Skills/Laboratory Science (at least one college-level course must be in mathematics)	6
	General Education Electives	9

Component II: Technical Core (Maximum of 39 credit hours)
Each program of study must include a general technical core that meets the goal of developing skills that may be applied to a variety of occupations or that may be specific to an occupation.

Component II: Technical/ Occupational Specialty
(Maximum of 39 credit hours)
This component consists of a technical concentration specific to an occupational area, and should consist of at least 12 hours.

Component III: On-the-Job Training in the Occupation or Supervised Worksite-Based Learning
(Maximum of 12 credit hours)
Maximum of 1,920 contact hours of on-the-job training, converted to credit hours on a ratio of 160:1, can be counted toward the A.A.S. Degree. A statement of the total number of contact hours experienced on the job by the student may be placed on the college record. This credit will be recorded immediately prior to graduation from the college.

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

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Erica Gilkerson • RCBI • Phone (304) 781-1678
Email: egilkerson@rcbi.org

Minimum hours required for graduation: 60

Welding Technology **Associate of Applied Science**

Program Description:

The Welding Technology Program is an industry-driven, hands-on program that prepares individuals to meet the rigorous demands of the manufacturing sector. An element of the program enables students to earn an Associate in Applied Science degree in Technical Studies with a concentration in welding.

Components of the program include the following: general education, technical core, classroom and welding lab hands-on instruction in the occupational area as well as an on-the-job internship.

The welding program delivers skills that an individual needs to be successful in industry. This is accomplished through a hands-on approach and intensive student instructor interaction. The best way to learn to weld is by actually welding. Therefore, the focus is put on work done outside the traditional classroom and in a shop setting, providing the student a true feel for the correct way to weld. A major subject is safety and this program teaches individuals how to protect themselves and their environment while completing the job. Students learn a variety of welding methods including TIG, MIG, and SMAW, as well as metal cutting techniques to ensure they have the necessary skills expected by employers. This program provides new welders a firm foundation to earn certification and thrive in the field.

Comprehensive full- and part-time programs are available, thus enabling current workforce members to improve their technical skills and develop professionally while helping their employers become more competitive.

Career Outlook:

Employment is projected to experience little or no change over the next decade. Good job opportunities are expected for skilled welders because some employers are reporting difficulty finding qualified workers. About two out of three jobs in this occupation are in manufacturing industries.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The Welding Technology Program has admission and candidacy requirements in addition to the Mountwest Community & Technical College admission guidelines.

Employment Opportunities:

Entry-level positions for which graduates will compete include:

1. General purpose machinery manufacturing
2. Agriculture, construction, and mining machinery manufacturing
3. Commercial and industrial machinery and equipment (excluding automotive and electronic) repair and maintenance
4. Architectural and structural metals manufacturing
5. Motor vehicle body and trailer manufacturing

APPLIED SCIENCE TECHNOLOGY

Welding Technology Associate of Applied Science

Fall I

MAT 135	Mathematics for Machinists	3
MT 105	Industrial Safety	2
WELD 110	Blueprint Reading for Welding	3
WELD 120	Shielded Metal Arc Welding (SMAW)	6
WELD 120L	Shielded Metal Arc Welding Lab	4

Spring I

IT 101	Fundamentals of Computers	3
WELD 210	Stick Pipe Welding	6
WELD 210L	Stick Pipe Welding Lab	4

Fall II

EC 102	Basic Economics	3
MFE 220	Computer Aided Design	4
WELD 121	Gas Metal/Flux Cored Welding	6
WELD 121L	Gas Metal/Flux Cored Welding Lab	4

Spring II

COM 125	Interpersonal Communication	3
ENL 231	Technical Report Writing	3
HMN 235	Leadership Studies	3
WELD 299	Welding Theory	3

Hours required for graduation: 60

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Steven Brown • Room 229A • Phone: (304) 710-3393 or 1-866-676-5533 • E-mail: brown175@mctc.edu

Richard Brown • Room 243 • Phone: (304) 710-3408 or 1-866-676-5533 • E-mail: brownr@mctc.edu

Accounting (Management Technology) Associate of Applied Science

Program Description:

The increasing complexities of the business environment have created the need for individuals who possess a greater diversity of skills. Interpersonal, communication, analytical, decision-making, customer service, and computer skills are essential for success in business. Mountwest Community & Technical College's Management Technology Program provides these skills and prepares students for entry-level positions in organizations with career paths that eventually lead to supervisory and management positions. The program also prepares employed individuals for upward mobility within their organizations.

The Accounting Option prepares the student for a nonsupervisory position. This person performs a variety of complex clerical and entry level accounting activities applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports to ensure accurate accounting records.

Career Outlook:

Bookkeeping, accounting, and auditing clerks are an organization's financial record keepers. They update and maintain one or more accounting records, including those that tabulate expenditures, receipts, accounts payable and receivable, and profit and loss. They have a wide range of skills and knowledge from full-charge bookkeepers who can maintain an entire company's books to accounting clerks who handle specific accounts. All of these clerks make numerous computations each day and increasingly must be comfortable using computers to calculate and record data.

Employment Opportunities:

Accounting paraprofessionals are qualified for numerous career opportunities such as accountant's assistants, accounting clerks, bookkeepers, banking support staff, finance support staff, and income tax preparation clerks. Having completed some college is becoming increasingly important for financial clerks, particularly for those occupations requiring knowledge of accounting. For occupations such as bookkeepers, accounting clerks, and procurement clerks, an associate's degree in business or accounting often is required.

Salary Forecast: State Average National Average

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Accreditation:

The Association of Collegiate Business Schools and Programs (ACBSP) accredited the Management Technology Degree Program. The ACBSP is the only nationally recognized organization that grants specialized accreditation to two and four-year college and university business programs.

Accounting (Management Technology) Associate of Applied Science

Fall I

AC 103	Introduction to Accounting (EDGE)	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT 145/115	Applications in Algebra or Business Mathematics	3
MG 101	Introduction to Business (EDGE)	3

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Gerald Doyle • Room 245 • Phone: (304) 710-3409 or
1-866-676-5533 • E-mail: doyle@mctc.edu

Spring I

AC 201	Financial Accounting I	3
COM 112/125	Oral Communication or Interpersonal Communication	3
EC 201	Fundamentals of Microeconomics	3
IT 150	Applications to Spreadsheets (EDGE)	3
MAT 210	Statistics for Business and Industry	3

Fall II

AC 210	Managerial Accounting	3
AC 221	Computerized Accounting I	3
EC 202	Fundamentals of Macroeconomics	3
MG 202	Business Organization & Management	3
MK 130	Fundamentals of Marketing	3

Spring II

AC 202	Financial Accounting II	3
AC 234	Taxation	3
FN 231	Business Finance	3
MG 226	Commercial Papers & Transactions	3
MG 296	Integrated Business Strategies	3

Hours required for graduation: 60

Banking and Finance Associate of Applied Science

Program Description:

The increasing complexities of the banking and financial environment have created the need for individuals who possess a greater diversity of skills. Interpersonal, communication, analytical, decision making, customer service, and computer skills are essential for success in banking and finance. Mountwest Community & Technical College Banking and Finance Program provides these skills and a background in subject matter relevant to institutions such as commercial banks, savings banks, credit unions, mortgage banks, and other financial institutions. The program is designed for students seeking careers with financial institutions, and for those individuals already working for financial institutions who desire career advancement.

Upon completion of the Associate of Applied Science Degree in Banking and Finance, the graduate will be able to:

- understand banking and finance terminology
- apply knowledge of business computer software to financial institution activities
- apply relevant mathematical skills to financial institution activities
- demonstrate a working knowledge of ethical, legal, and social skills that relate to the banking and finance environment
- make decisions after gathering and analyzing information
- prepare and present written and oral business communication

Career Outlook:

Employment is projected to increase 15% between 2010 and 2020, according to the Bureau of Labor Statics for banking sales representatives. The combined effects of technology, deregulation, mergers, and population growth will continue to affect total employment growth and the mix of occupations in the banking industry. Overall declines in office and administrative support occupations will be offset by growth in professional, managerial, and sales occupations. The Banking and Finance Program is operated in cooperation with the American Institute of Banking (AIB). Students employed by a bank or savings and loan can also receive certificates from the AIB.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Employment Opportunities:

- Beginning personal banker
- Management trainee
- Vault teller
- Trust administrative assistant
- Marketing assistant
- Collections assistant
- Teller supervisor
- Consumer loan assistant
- Commercial loan assistant
- Credit evaluation assistant
- Commercial banks, savings and loans, credit unions and mortgage bank

Banking and Finance Associate of Applied Science

Fall I

AC 103	Introduction to Accounting (EDGE)	3
ENL 111	Written Communication	3
FN 151	Principles of Bank Operations	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT 115/145	Business Mathematics or Applications in Algebra	3

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

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1-866-676-5533 • E-mail: brownr@mctc.edu

Spring I

AC 201	Financial Accounting	3
COM 112/125	Oral Communication or Interpersonal Communication	3
EC 201	Fundamentals of Microeconomics	3
IT 150	Applications to Spreadsheets (EDGE)	3
MAT 210	Statistics for Business and Industry	3

Fall II

AC 210	Managerial Accounting	3
AC 221	Computerized Accounting I	3
EC 202	Fundamentals of Macroeconomics	3
MG 202	Business Organization & Management	3
MK 130	Fundamentals of Marketing	3

Spring II

FN 231	Business Finance	3
MG 226	Commercial Papers & Transactions	3
MG 296	Integrated Business Strategies	3
	Banking/Finance Elective	3
	Banking/Finance Elective	3

Hours required for graduation: 60

Business Administration - Management Technology Associate of Applied Science

Program Description:

The increasing complexities of the business environment have created the need for individuals who possess a greater diversity of skills. Interpersonal, communication, analytical, decision-making, customer service, and computer skills are essential for success in business. Mountwest Community & Technical College's Management Technology Program provides these skills and prepares students for entry-level positions in organizations with career paths that eventually lead to supervisory and management positions. The program also prepares employed individuals for upward mobility within their organization.

The flexibility of the Management Technology curriculum allows students to tailor a course of study to meet their own career goals and interests. The Business Administration Option is designed to train students who seek supervisory positions in a retail environment. Upon completion of the Associate of Applied Science Degree in Management Technology, the graduate will be able to:

- Demonstrate fundamental supervisory skills
- Apply knowledge of business computer software to business activities
- Apply relevant mathematical skills to business activities
- Demonstrate a working knowledge of ethical, legal, and social skills that relate to the business environment
- Make decisions after gathering and analyzing information
- Prepare and present written and oral communication
- Demonstrate knowledge specific to the specialized option

Career Outlook:

The Business Administration Option provides an avenue for immediate employment and for advancement to upper levels of management. Employers seek graduates for positions ranging from business manager and sales representative to production supervisor and project planner. Graduates of the program obtain positions in manufacturing, retailing, construction, financial institutions, government and a host of other fields. Students also find this major to be of value in preparation for law school.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Business Administration - Management Technology Associate of Applied Science

Fall I

AC 103	Introduction to Accounting (EDGE)	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT 115/145	Business Mathematics or Applications to Algebra	3
MG 101	Introduction to Business (EDGE)	3

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

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1-866-676-553 • E-mail: brownr@mctc.edu

Spring I

AC 201	Financial Accounting	3
AT 104	Records Management	3
COM 112/125	Oral Communication or Interpersonal Communication	3
EC 201	Fundamentals of Microeconomics	3
MAT 210	Statistics for Business and Industry	3

Fall II

AC 210	Managerial Accounting	3
AC 221	Computerized Accounting I	3
EC 202	Fundamentals of Macroeconomics	3
MG 202	Business Organization & Management	3
MK 130	Fundamentals of Marketing	3

Spring II

AC 234	Taxation	3
FN 231	Business Finance	3
MG 181	Retailing	3
MG 226	Commercial Papers & Transactions	3
MG 296	Integrated Business Strategies	3

Hours required for graduation: 60

Call Center Supervision - Management Technology Associate of Applied Science

Program Description:

The increasing complexities of the business environment have created the need for individuals who possess a greater diversity of skills. Interpersonal, communication, analytical, decision-making, customer service, and computer skills are essential for success in business. Mountwest Community & Technical College's Management Technology Program provides these skills and prepares students for entry-level positions in organizations with career paths that eventually lead to supervisory and management positions. The program also prepares employed individuals for upward mobility within their organization.

The flexibility of the Management Technology curriculum allows students to tailor a course of study to meet their own career goals and interests. The Call Center Management Program is designed to train students who seek management positions in a call center or the teleservice industry. Students completing these courses will be proficient in all facets of communication and will tailor their communication skills to the call center environment.

This program provides students with a deeper knowledge of current contact center management topics, operations and practices. Courses focus on the analytical skills to determine the needs of the call center industry and problem-solving skills to apply management to meet those requirements. Emphasis is placed on communication, teamwork, ethics, and the skills for managing diversity within the contact center industry. Upon completion of the Associate in Applied Science Degree in Management Technology, the graduate will be able to:

- Demonstrate fundamental supervisory skills
- Apply knowledge of business computer software to business activities
- Apply relevant mathematical skills to business activities
- Demonstrate a working knowledge of ethical, legal, and social skills that relate to the business environment
- Make decisions after gathering and analyzing information
- Prepare and present written and oral communication
- Demonstrate knowledge specific to the specialized option

Career Outlook:

According to the Bureau of Labor Statistics, West Virginia has the highest number of individuals per capita employed in the call center and teleservice industry in the United States. The need for qualified supervisors should continue to grow in the future.

Employment Opportunities:

The Call Center Supervision Option offers employees of call center and teleservice industries the skills and knowledge they will need to move into supervisory positions. The Call Center Supervisor in Management Technology Program is open to students who are already employed at a call center or teleservice industry and want to prepare for the opportunity for advancement.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis. Students admitted to the program must be employed in a call center or teleservice industry by the start of the third semester.

Call Center Supervision - Management Technology Associate of Applied Science

Fall I

AC 103	Introduction to Accounting (EDGE)	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT 115	Business Mathematics	3
MG 101	Introduction to Business (EDGE)	3

Spring II

MAT 210	Statistics for Business and Industry	3
MG 105	Introduction to Workplace Training	3
MG 233	Personnel Management	3
	Social Science Elective	3
COM 112/125	Oral Communication or Interpersonal Communication	3

Fall II

ENL 115/231	Written Communication II or Technical Report Writing	3
MG 202	Business Organization & Management	3
MG 205	Call Center Environment/Technology	3
MG 207	Managing Call Center Data	3
	Recommended Elective	3

Spring II

MG 203	Managing Call Center Teams	3
LAW 250	Employment Law	3
MG 209	Occupational Safety	3
MG 299	Cooperative Work Experience	3
	Recommended Elective	3

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Rick Brown • Room 243 • Phone: (304) 710-3408 or
1-866-676-5533 • E-mail: brownr@mctc.edu

Hours required for graduation: 60

Industrial Management - Management Technology Associate of Applied Science

Program Description:

The increasing complexities of the business environment have created the need for individuals who possess a greater diversity of skills. Interpersonal, communication, analytical, decision-making, customer service, and computer skills are essential for success in business. Mountwest Community & Technical College's Management Technology Program provides these skills and prepares students for entry-level positions in organizations with career paths that eventually lead to supervisory and management positions. The program also prepares employed individuals for upward mobility within their organization.

The Industrial Management Technology option is specifically designed to provide students with the skills necessary to be successful in a position of supervisory leadership. Students can benefit from this program by becoming qualified for advancement into a supervisory position or a position of greater responsibility and influence. Upon completion of the Associate in Applied Science Degree in Management Technology, the graduate will be able to:

- Demonstrate fundamental supervisory skills
- Apply knowledge of business computer software to business activities
- Apply relevant mathematical skills to business activities
- Demonstrate a working knowledge of ethical, legal, and social skills that relate to the business environment
- Make decisions after gathering and analyzing information
- Prepare and present written and oral communication
- Demonstrate knowledge specific to their specialized option

Career Outlook:

Employment of industrial production managers is expected to grow more slowly than the average for all occupations through 2012. However, a number of job openings will stem from the need to replace workers who transfer to other occupations or leave the labor force. Projected job growth varies by industry.

Employment Opportunities:

This option offers employment opportunities in various types of profit and nonprofit businesses and organizations as management trainees. The focus is on manufacturing establishments.

Admission Requirements:

The college adheres to an open admissions policy, which means applicants with the high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Industrial Management - Management Technology Associate of Applied Science

Fall I

AC 103	Introduction to Accounting (EDGE)	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT 145	Applications in Algebra	3
MG 101	Introduction to Business (EDGE)	3

Spring I

AC 201	Financial Accounting	3
AT 104	Records Management	3
MT 200	Blueprint Reading	3
MFE 120	Introduction to Manual Machining	4
MAT 210	Statistics for Business and Industry	3

Fall II

AC 210	Managerial Accounting	3
COM 112/125	Oral Communication or Interpersonal Communication	3
ENL 231	Technical Report Writing	3
MFE 220	Computer Aided Design	4
MG 202	Business Organization & Management	3

Spring II

MK 130	Fundamentals of Marketing	3
FN 231	Business Finance	3
MG 226	Commercial Papers & Transactions	3
MG 296	Integrated Business Strategies	3
	Social Science Requirement	3

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Rick Brown • Room 243 • Phone: (304) 710-3408 or
1-866-676-5533 • E-mail: brownr@mctc.edu

Hours required for graduation: 62

Health Information Technology Associate of Applied Science

Program Description:

The health information technician is the professional responsible for maintaining components of health information systems in a manner consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. The record may be kept in a paper, hybrid, or electronic format. In all types of facilities, and in various locations within a facility, the technician possesses the technical knowledge and skill necessary to process, maintain, compile, and report data for reimbursement, facility planning, marketing, risk management, quality assessment, and research; to abstract and code clinical data using appropriate classification systems; and to analyze health records according to standards. The health information technician may be responsible for functional supervision of the various components of the health information system. Within the 61 credit hours students must earn for the associate degree, 31 credit hours of health information technology classes are required. This includes 4 credit hours of directed practice where the students will practice their skills in a health information setting.

Career Outlook:

Job prospects are very good. Employment of medical records and health information technicians is expected to grow much faster than the average for all occupations through 2024, due to rapid growth in the number of medical tests, treatments, and procedures that will be increasingly scrutinized by third-party payers, regulators, courts, and consumers (www.bls.gov).

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

1. Completion of the first year of course work with a grade point average of 2.5 or above with a grade of at least C in all courses.
2. Applications will be accepted from January 1 of each year for the upcoming fall semester. Admission to the program will be granted starting in May. This is a limited enrollment program.
3. Students seeking admission into the Health Information Technology program must arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection.

Employment Opportunities:

- Acute care facilities
- Long-term care facilities
- Insurance companies
- Rehabilitation centers
- Physicians' offices
- Medical transcription and coding
- Ambulatory care facilities
- State and local health departments
- Sales representatives for health information supplies
- Professional billing companies
- Attorneys' offices

Health Information Technology Associate of Applied Science

Fall I

AH 151	Medical Terminology (EDGE)	3
AH 216	Basic Pharmacology	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
	Psychology approved elective	3

Spring I

AH 204	Legal and Ethical Issues in Healthcare	3
AH 205	Principles of Disease	3
BIOL 258	Principles of Anatomy & Physiology (EDGE)	4
COM 112/125	Oral Communication or Interpersonal Communication	3

Fall II

HIT 201	Health Information Tech With Lab	4
HIT 205	ICD-10-CM Diagnostic Coding	3
HIT 206	Healthcare Statistics	3
HIT 210	Computer Health Info Systems	3

Spring II

HIT 202	Health Information Tech II With Lab	4
HIT 207	ICD-10-PCS Procedural Coding	3
HIT 208	Qual. Improvement in Healthcare	2
HIT 209	CPT-Coding & Healthcare Reimbursement	3
HIT 215	Directed Practice II	2
MA 205	Medical Office Claims Procedures	3

Summer

HIT 212	Health Information Technology	2
HIT 218	Directed Practice III	2

Hours required for graduation: 61

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Janet B. Smith • Room 433 • Phone: (304) 710-3516 or
1-866-676-5533 • E-mail: smithjan@mctc.edu

*Application process for Health Information Technology: file a Mountwest Community & Technical College application provided by the Office of Admissions. File a Health Information Technology Program application provided by the HIT Program Coordinator in the spring of the first year in the program prior to starting classes in the fall.

**Academic policy for Health Information Technology: each HIT course must be completed with a grade of C or better. Students earning a grade of less than C in an HIT course must repeat the course. Evidence of a current satisfactory health record must be submitted prior to participation in the directed practice experience. Students are responsible for transportation to and from the directed practice sites. Students must complete drug screening and a criminal background check prior to completing their directed practice in the healthcare facility.

Health Science Associate of Applied Science

Program Description:

The Health Science A.A.S. Program is a unique opportunity for students holding a national certification in a professional field to build on that experience and earn an associate's degree. The associate degree often allows students greater flexibility in their chosen field of study and opportunities for advancement in their jobs. Health Science A.A.S. graduates have a wide range of career options within the health science industries. Graduates work in professional, scientific, or technical services firms. Health science graduates also work in education services, federal, state, and local governments, or pharmaceutical and medicine manufacturing.

The A.A.S. Health Science Degree includes a minimum of 21 general education credits, at least 9 allied health and/or life science credits and a maximum of 30 credit hours earned through national certification. The credits earned through national certification can be from a variety of careers, including but not limited to, medical records, phlebotomy, patient care technician, certified nurse assistant, massage therapy, cardiovascular technician, EKG technician, DOT drug testing, and many more.

Career Outlook:

According to the United States Department of Labor, the employment projection on the average for all Health Science professions is expected to grow as fast as other occupations. However, selective specialties within this field are expected to grow faster.

Salary Forecast:

Hourly wages for health science technicians averages over \$8.00 to \$35.00/ hour with benefits depending on certification.

(Information obtained from the Occupational Outlook Handbook 2010-2011)

1. Mountwest Community & Technical College is an open enrollment institution.
2. Applicants must complete all general education and prerequisite courses with a "C" or better, and must have a cumulative GPA of 2.0 or higher.
3. Prior to admission to the Health Science Program and/or clinical internships, students may be required to document that they have successfully passed a criminal background check and drug screen. For more information concerning the Allied Health Criminal background check and drug screen procedure, please contact the Dean of Allied Health & Life Sciences.

National Areas of Emphasis include, but are not limited to:

- EMT
- Clinical laboratory (MLT, HT, Phleb)
- EKG tech
- Massage therapy
- Nursing (CAN, LPN, PCT, PCS)
- Pharmacy technician
- Radiology technology
- Respiratory therapy
- Surgical technology
- Ophthalmic technician
- Ultrasound
- Veterinary technician

Employment Opportunities:

- Acute care facilities
- Long-term care facilities
- Insurance companies
- Rehabilitation centers
- Physicians' offices
- Medical transcription
- Ambulatory care facilities
- State and local health departments
- Sales representatives for health information supplies
- Professional billing companies
- Attorneys' offices

Admission Requirements:

Health Science Associate of Applied Science

Fall

BIOL 257	Intro to Anatomy and Physiology	3
IT 101	Fundamentals of Computers	3
COM 112	Oral Communication	3
ENL 111	Written Communication	3
	Math Elective	3
	General Education Elective	3
	Humanities or Social Science Elective	3
		<u>21</u>

Spring

AH 151	Medical Terminology	3
AH 205	Principles of Disease	4
AH 207	Infection Control for Health Professionals	4
AH 216	Basic Pharmacology	3
AH 217	Personal Fitness Training	4
AH 220	Basic Nutrition	3
EME 105	Basic Life Support	3
		<u>24</u>

Nationally Certified Credentialed
Area of Emphasis 15-30

Hours required for graduation: 60

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Janet B. Smith • Room 443 • Phone: (304) 710-3516 or
1-866-676-5533 • E-mail: smithjan@mctc.edu

Healthcare Informatics (HINF) **Associate of Applied Science**

Program Description:

The Healthcare Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems. Students study the field through multidisciplinary coursework, including the study of terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archival and retrieval of information, and healthcare computer infrastructure support.

Career Outlook:

According to the United States Department of Labor, the employment projection on the average for all Health Science professions is expected to grow as fast as other occupations. However, selective specialties within this field are expected to grow faster.

Employment Opportunities:

Areas of employment include database/data warehouse analysts, technical support professionals, informatics technology professionals, systems analysts, networking and security technicians, and computer maintenance professionals in the healthcare field.

Healthcare Informatics (HINF) Associate of Applied Science

Fall			Contact Information: Melinda Booton • Room 447 • Phone: (304) 710-3424 or 1-866-676-5533 • E-mail: <i>booton6@mctc.edu</i>
AH 151	Medical Terminology	3	
HIT 206	Medical Statistics	3	
HINF 101	Intro to Health Informatics	3	
HIT 201	Computerized Health Info	3	
IT 102	Advanced Computer Apps	3	
Spring			
HINF 102	Practical Guide to Health Info	3	
COM 125	Interpersonal Communication	3	
HIT 208	Quality Improvement in Health Care	2	
IT 120	Networking Operating Systems	4	
ENG 231	Business and Technical Writing	3	
Fall			
	General Education Elective	3	
IT 250	Applications to Databases	3	
AH 204	Legal & Ethical Issues in Healthcare	3	
AT 104	Records Management	3	
HINF 201	Analyzing Healthcare Data	3	
Spring			
HIT 218	Directed Praactice III	2	
IT 270	Computer Essentials & App	4	
HINF 202	Enterprise Hi Management	3	
IT 210	Networking Administration I	3	
HINF 204	Research Methods for HI	3	

Hours required for graduation: 60

Massage Therapy Associate of Applied Science

Program Description:

The A.A.S. Degree in Massage Therapy offers two options for students to earn their associate degree in massage therapy. Licensed Massage Therapists (LMTs) offer a range of services from relaxation massage to precise clinical soft tissue treatment. Massage techniques can release scar tissue, increase joint range of motion, enhance circulation of blood and lymph and increase the supply of oxygen and nutrients to cells, eliminating toxic waste products resulting in a healthier person. A holistic approach to massage therapy integrates an understanding that there are physical, mental, emotional, and spiritual components to each individual. LMT's are currently employed through private practice, chiropractic offices, hospitals, health clubs, day spas, cruise ships, fitness centers, beauty salons, and more.

Career Outlook:

Nationally, the number of jobs for massage therapists is expected to grow faster than average through the year 2016 (www.bls.gov). Many factors will affect this growth. More people are becoming interested in massage as a way to relieve stress and promote health. As disposable incomes grow, many people will seek massages for personal benefit. There will also be growth in full-service spa salons. These salons offer services such as beauty wraps, pedicures, and massages in addition to traditional hair and makeup services. Many employees will be needed to offer a range of services. The medical benefits of massage are becoming more widely known. As a result, more naturopaths, acupuncturists, chiropractors, physical therapists, and physicians will refer their patients to massage therapists. However, this will depend somewhat on if massage therapy is covered by health insurance plans. In addition, an aging population will increase the number of people with conditions that can benefit from massage therapy.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

Students seeking admission into the Massage Therapy Program must arrange an appointment with the Mountwest Community & Technical College program coordinator prior to submitting the application packet. This is to ensure that students receive current information requirements and the criteria for selection.

Employment Opportunities:

- Doctors' offices
- Chiropractors' offices
- Hospitals
- Physical therapy offices
- Medical clinics
- Massage therapy practices

Massage Therapy Associate of Applied Science

Fall I

AH 151	Medical Terminology (EDGE)	3
BIOL 257	Intro to Anatomy and Physiology	3
ENL 111	Written Communication	3
MAS 101	Introduction to Massage Therapy	1

Spring I

BIOL 260	Applied Human Anatomy	4
COM 112	Oral Communication	3
	IT Elective	3
	Math Elective	3

Fall II

MAS 230	Kinesiology for MAS	4
MAS 201	Eastern Theory	3
MAS 212	Body Works I for MAS	2
MAS 212L	Body Works I for MAS Lab	1
MAS 240	Muscle Palp I	3

Spring II

MAS 214	Body Works II for MAS	2
MAS 214L	Body Works II for MAS Lab	1
MAS 228	Pathology and Pharmacology for MAS	3
MAS 245	Muscle Palp II	3
MAS 250	Shiatsu	3
MAS 255	Deep Tissue	3

Summer II

MAS 222	Business and Ethics for MAS	3
MAS 235	Student Clinical Integrative Massage	3
MAS 270	Spa Theory for MAS	2
MAS 275	MAS Board Review/Capstone	2

Hours required for graduation: 61

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Mary Jo Perdue • Room 439 • Phone: (304) 710-3519 or
1-866-676-5533 • E-mail: perduem@mctc.edu

Medical Assistant Associate of Applied Science

Program Description:

Medical Assistants are allied health professionals who assist physicians in their offices or other medical settings. In accordance with respective state laws, they perform a broad range of administrative and clinical duties, as indicated by the American Association of Medical Assistants recent role delineation study. The Mountwest Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), on recommendation of the Medical Assisting Education Review Board (MAERB). *Commission on Accreditation of Allied Health Educational Programs*

Contact information:

25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763
(727) 210-2350 www.caahep.org

Administrative duties include scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls and writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patient for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician.

Both administrative and clinical duties involve maintenance of equipment and supplies for the practice. A medical assistant who is sufficiently qualified by education and/or experience may be responsible for supervising personnel, developing and conducting public outreach programs to market the physician's professional services, and participating in the negotiation of leases and of equipment and supply contracts.

Career Outlook:

Employment of medical assistants is projected to grow 29 percent from 2012 to 2022, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to spur demand for preventive medical services, which are often

provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. (www.bls.gov).

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

Students seeking admission into the Medical Assistant program must arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection. Application packets are available in the Allied Health and Life Sciences Division, (304) 710-3513 for more information.

1. Completion of the first year general and support courses with a grade of "C" or better and with a 2.5 or better GPA and must have at least a "C" in all MA courses;
2. CPR certification (EME 105);
3. Physical exam with proper documentation of vaccinations, prior to practicum.

Applications will be accepted beginning March 1 each year for the upcoming fall semester. Admission to the program will be granted starting in June. This is a limited enrollment program.

For additional information about careers as a Medical Assistants, visit the American Association of Medical Assistants web site at www.aama-ntl.org.

Employment Opportunities:

- Physicians' offices
- Clinics
- Hospitals
- Any other type of healthcare setting

Medical Assistant Associate of Applied Science

Fall I

AH 151	Medical Terminology	3
ENL 111	Written Communication	3
EME 105	First on Scene	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT 115	Business Mathematics	3

Spring I

AH 220	Basic Nutrition	3
BIOL 257	Intro to Anatomy & Physiology (EDGE)	3
COM 112	Oral Communications	3
IT 150	Application to Spreadsheets	3
PSYC 215	Lifespan Psychology	3

Fall II

AH 204	Legal & Ethical Issues in Healthcare	3
MA 201	Medical Assisting Techniques I	4
MA 204	Physician's Office Med. Coding	3
MA 206	Medical Office Procedures I	3
AH 216	Basic Pharmacology	3

Spring II

MA 202	Medical Assisting Tech II	4
MA 203	Medical Lab Techniques	3
MA 205	Medical Office Claims Procedure	3
MA 208	Medical Office Procedures II	3

Summer

MA 210	Medical Office Practicum	3
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Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Kellie Cyrus • Room 453 • Phone: (304) 710-3526 or
1-866-676-5533 • E-mail: cyrus12@mctc.edu

Hours required for graduation: 62

Paramedic Science Associate of Applied Science

Program Description:

A paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

The student completing an Associate in Applied Science Paramedic Degree will complete in addition to the paramedic courses, general education courses that will better prepare the student to enter the workforce and progress to competitive job markets and management positions.

The Paramedic Science Associate Degree program is an intense program designed for individuals involved in both career and volunteer aspects of the emergency medical services realm. The program consists of classroom lectures, practical labs and approximately 400 hours of clinical internships, as well as core courses and EMS courses specifically designed for EMS professionals. Students will be eligible to sit for the National Registry of Emergency Medical Technicians Paramedic Examination after completion of the Paramedic Science Program only if the student has maintained a letter grade of "C" or higher in all Paramedic Science courses and credit "CR" in all Paramedic clinical courses.

Students approved for program admission in the academic year 2016-17 will begin core coursework for the Paramedic Program (Associate of Applied Science) in the fall of 2016.

Career Outlook:

Employment of emergency medical technicians and paramedics is expected to grow faster than the average for all occupations through 2012. Population growth and urbanization will increase the demand for full-time paid EMTs and paramedics rather than for volunteers. In addition, a large segment of the population—the aging baby boomers—will further spur demand for EMT services as they become more likely to have medical emergencies. There will still be demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas. In addition to those arising from job growth, openings will occur because of replacement needs.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

Students seeking admission into the Paramedic Science Program must arrange an appointment with the program faculty to obtain the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection.

Students must be EMT-B certified and maintain EMT-B certification as prerequisite for admission to and continuation in the program.

Students must successfully pass a criminal background and drug screen prior to placement in a clinical setting.

Employment Opportunities:

- Hospitals
- Emergency medical service providers
- Private corporations
- Governmental agencies
- Aeromedical flight services
- Industry

Paramedic Science Associate of Applied Science

Fall I

BIOL 258	Principles of Anatomy and Physiology	4
ENL 111	Written Communication	3
	Math Elective (100-level or above)	3
	Elective (100-level or above)	3

Spring I

EME 109	Emergency Medical Technician	10
	Elective (100-level or above)	3

Fall II

PAR 205	EMS Preparatory	3
PAR 210	Airway Management	3
PAR 211	Principles of Trauma Management	3
PAR 212	Pre-Hospital Pharmacology	3
PAR 251	Paramedic Clinical I	3

Spring II

PAR 220	Cardiovascular Emergencies	6
PAR 230	Special Patient Considerations	3
PAR 231	Medical Emergencies	4
PAR 252	Paramedic Clinical II	3

Summer II

PAR 225	Rescue Operations	3
PAR 253	Paramedic Clinical III	3
PAR 290	Paramedic Capstone	3

Hours required for graduation: 66

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Edward Bays • Room 431 • Phone: (304) 710-3528 or
1-866-676-5533 • E-mail: bays@mctc.edu

Pharmacy Technician Associate of Applied Science

Program Description:

Pharmacy technicians help licensed pharmacists provide medication and other health care products to patients. Technicians usually perform routine tasks to help prepare prescribed medication, such as counting tablets and labeling bottles. They also perform administrative duties, such as answering phones, stocking shelves, and operating cash registers. Technicians refer any questions regarding prescriptions, drug information, or health matters to a pharmacist.

Pharmacy technicians who work in retail or mail-order pharmacies have varying responsibilities depending on state rules and regulations. Technicians receive prescriptions or requests for prescription refills from patients. They must verify that information on the prescription is complete and accurate. To prepare a prescription, technicians must retrieve, count, pour, weigh, measure, and sometimes mix the medication. Then, they prepare the prescription labels, select the type of prescription container, and affix the prescription and auxiliary labels to the container. Once the prescription is filled, technicians price and file the prescription, which must be checked by a pharmacist before it is given to the patient. Technicians may establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications. In hospitals, nursing homes, and assisted-living facilities, technicians have responsibilities, including reading patients' charts and preparing the appropriate medication.

The A.A.S. Pharmacy Technician Degree includes a total of 63 credit hours, of which 30 credit hours are pharmacy technician specific courses. Successful completion of the PHT program will include a clinical internship at an affiliated health-care and retail facility. Many states require licensure in order to perform pharmacy technician work. The West Virginia Board of Pharmacy currently requires licensure of all pharmacy technicians. Upon completion of the PHT program, graduates will be eligible to sit for the national board examination.

For more information about West Virginia requirements and the national certification exam, please visit www.wvbop.com and www.ptcb.org.

Career Outlook:

According to the United States Department of Labor, "Employment for pharmacy technicians is expected to increase by 32% from 2006 to 2016, which is much faster than the average for all occupations." In West Virginia, the job outlook is similarly positive with an annual projected increase of 2.28% over the next 10 years to reach an overall 22.1% increase, (www.worforcewv.org).

Admission Requirements:

1. Completion of Pharmacy Technician admission packet, which may be found in the Allied Health & Life Sciences Division.
2. Applicants must complete all general education and prerequisite courses with a grade of "C" or better, and must have a cumulative GPA of 2.0 or higher.
3. Proof of medical insurance coverage is required for internship.
4. Prior to internship, students must submit proof of Tuberculosis testing and Hepatitis B vaccination, or sign a waiver refusing vaccination.
5. Some clinical facilities may require random drug screen testing or background checks prior to acceptance into internship.
6. The PHT program is a limited enrollment program. Program admission for the upcoming fall semester will be granted beginning in June.
7. Convicted felons or misdemeanor drug charges are not eligible for this program.

Additional Requirements:

In order to graduate from the A.A.S. PHT program, students must maintain a minimum grade of "C" or better in all PHT courses. They will be allowed to repeat the course one time before dismissal from the program. The cost of tuberculosis testing, vaccinations, and background checks are the responsibility of the student. Students are responsible for room and board, as well as transportation during clinical internship.

Employment Opportunities:

- Hospitals
- Health care clinics
- Physician's office laboratories
- Reference laboratories

Pharmacy Technician Associate of Applied Science

Fall

AH 151	Medical Terminology I	3
BIOL 257	Intro Anatomy & Physiology	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT	Approved MAT course	3
COM 125	Interpersonal Communication	3
ENL 111 or or	Written Communication	3
ENL 231	Business and Technical Writing	

Hours required for graduation: 63

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Melissa Ballard, BA, CPhT • Room 435 • Phone: (304) 710-3517
or 1-866-676-5533 • E-mail: ballard@mctc.edu

Spring

AH 205	Principles of Disease	3
AH 207	Infection Control Health Prof	3
PHT 201	Intro to Pharmacy Technician	3
PSYC 215	Lifespan Psychology	3
AH 204	Legal and Ethical Issues in Healthcare	3

Second Year Registration Requirements

"C" or better in all 1st year curriculum classes, a cumulative GPA of 2.0, admission to the Pharmacy Technician A.A.S. Program

Fall

PHT 204	Pharmacy Practice I	3
PHT 206	Pharmacy Calculations	3
PHT 208	Sterile Products	2
PHT 216	Pharmacology for PHT I	3
	General Education Elective	3

Spring

PHT 255	Pharmacy Technician Seminar	2
PHT 250	Pharmacy Practice II	3
PHT 260	Practice Management	3
PHT 240	Point of Care	2
PHT 290	Technician Experiential Training	6

Physical Therapist Assistant Associate of Applied Science

Program Description:

Physical therapist assistants (PTA) are educated, skilled healthcare workers who work under the supervision of a physical therapist (PT). PTA's assist in implementing physical therapy interventions in accordance with an established plan of care, treatment procedures which may involve the therapeutic use of water, massage, ultrasound, and the thermal properties of light and electricity to promote healing and relieve pain. The assistant also implements exercise programs designed for the restoration of strength, endurance, coordination, relaxation, and range of motion.

The program is designed to facilitate problem-solving, critical thinking, group interaction and improved self-assessment skills. The program is designed in a 1 + 1 curricular format. The first year's general prerequisite courses total 31 credit hours, focusing on general studies. Students receive foundational courses in functional human and neuroanatomy.

Through selective admissions, students are admitted into the second year of the program. This year consists of Physical Therapist Assistant Technical Education courses. Second-year courses include a comprehensive curriculum in adult, orthopedic, pediatric and spinal cord rehabilitation. Student will be required to complete 720 hours of full-time clinical education. The costs of clinical education (travel, housing, incidentals) are the responsibility of the student.

Career Outlook:

Employment of physical therapist assistants is expected to grow much faster than the average. The impact of proposed Federal legislation imposing limits on reimbursement for therapy services may adversely affect the short-term job outlook for PTAs. However, over the long run, demand for PTAs and aides will continue to rise in accordance with growth in the number of individuals with disabilities or limited function. The growing elderly population is particularly vulnerable to chronic and debilitating conditions that require therapeutic services. These patients often need additional assistance in their treatment, making the roles of assistants vital. The large baby-boom generation is entering the prime age for heart attacks and strokes, further increasing the demand for cardiac and physical rehabilitation. In addition, future medical developments should permit an increased percentage of trauma victims to survive, creating added demand for therapy services.

Employment Opportunities:

- Home health
- Outpatient departments
- Acute care hospitals
- Private practice offices
- Nursing homes
- Rehabilitation hospitals
- School systems
- Skilled nursing units

Admission Requirements:

Admission to the PTA Program is selective. Students seeking admission into the PTA Program at Mountwest may arrange and appointment with the program faculty prior to submitting their application packet.

- Application packets are available after November 15
- Application deadline is March 15
- Applications are valid only for the noted academic year

Accreditation:

The PTA program is accredited by the Commission of Accreditation in Physical Therapy Education (CAPTE). For additional information, contact the American Physical Therapy Association, Department of Accreditation at: 703-706-3245 or online at www.capteonline.org.

Requirement Associated With Completion of the Prerequisite Courses:

If you have already taken the basic science courses they must have been successfully completed with the last 5 years in order to receive credit. Regardless of the grade achieved, students must re-take any course not meeting these timelines in order to receive credit toward meeting this admission criterion. Courses completed prior to admission into the PTA Program must have been completed with a minimum grade of "C" in order to be considered "successfully" completed.

Students are required to make a "C" or better in each course in the second year before graduating from the program. The student may be allowed to repeat a course one time before being dismissed from the program. Sequencing of courses and progression will be determined by the program faculty. If a student receives a "D" or "F" in more than one course in the same semester, then the student will be dismissed from the program.

Admission to PTA program is a prerequisite to all PTA coursework. Admission notifications will only be announced after final spring grades have been posted to the transcripts and should occur in mid-May.

Physical Therapist Assistant Associate of Applied Science

Fall I			Earn a Degree and Graduate Early (EDGE): This program provides students the opportunity to receive credit for their high school EDGE courses.
BIOL 260	Applied Human Anatomy	4	
BIOL 265	Applied Human Physiology	4	
ENL 111	Written Communication	3	
MAT 145	Applications in Algebra	3	
	Social Science Elective	3	Contact Information: Travis H. Carlton, PTA, ED.S. MS • Room 449 Phone: 1-866-676-5533 • E-mail: <i>carltont@mctc.edu</i>
Spring I			
COM 112	Oral Communication	3	
BIOL 221	Structural Kinesiology	4	
BIOL 245	Physiology of Exercise	3	
SCI 110	Introductory Physics	4	
Summer I			
PTA 100	Introduction to Physical Therapy	3	
Fall II			
PTA 110	Physical Therapy Modalities	2	
PTA 110L	Physical Therapy Modalities Lab	1	
PTA 120	Patient Care Skills	3	
PTA 120L	Patient Care Skills Lab	1	
PTA 130	Functional Anatomy and Procedures	3	
PTA 130L	Functional Anatomy and Proc. Lab	1	
PTA 150	Clinical Practice I	3	
PTA 160	Neuroanatomy and Physiology	3	
Spring II			
PTA 200	Pathological Conditions	3	
PTA 220	Orthopedic Rehabilitation	3	
PTA 220L	Orthopedic Rehabilitation Lab	1	
PTA 230	Adult Rehabilitation	3	
PTA 230L	Adult Rehabilitation Lab	1	
PTA 240	Clinical Practice II	4	
PTA 250	Specialized PT Interventions	3	
PTA 270	PTA Seminar	3	
Summer II			
PTA 260	Clinical Practice III	4	

Hours required for graduation: 76

Radiologic Technology Associate of Applied Science

Program Description:

The Radiologic Technology Program is a cooperative effort between Mountwest and Collins Career Center (CCC). The student should complete or be enrolled in all pre-radiologic admission course before applying to the program. Admission requirements to Collins Career Center Radiologic Technology program may vary year to year. Please contact the program coordinator for up-to-date admission information. The CCC Radiologic Technology Program provides the students with a total of 1,000 classroom hours and 1,420 hours of clinical experience.

Career Outlook:

Job opportunities are projected to grow faster than average. Some employers report difficulty hiring sufficient numbers of radiologic technologists and technicians. Imbalances between the demand for, and supply of, radiologic technologists and technicians should spur efforts to attract and retain qualified workers, such as improved compensation and working conditions. Radiologic technologists who also are experienced in more complex diagnostic imaging procedures, such as CT and MRI, will have better employment opportunities, brought about as employers seek to control costs by using multi-skilled employees.

Hospitals will remain the principal employer of radiologic technologists and technicians. However, a greater number of new jobs will be found in offices of physicians and diagnostic imaging centers. Health facilities such as these are expected to grow rapidly through 2018, due to the strong shift toward outpatient care, encouraged by third-party payers, and made possible by technological advances that permit more procedures to be performed outside the hospital. Some job openings also will arise from the need to replace technologists and technicians who leave the occupation.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

Prior to acceptance into the Radiologic Technology Program, a student must have completed the following:

1. Prerequisite college courses. Courses may be completed at any post-secondary institution. For courses to qualify for the Associates of Applied Science degree in Radiologic Technology through Mountwest, they must be accepted and successfully transferred to Mountwest. This transfer process is the sole responsibility of the student. A minimum of 12 hours must be taken directly on Mountwest campus to be granted the associate's degree.

The following courses must be passed with a "C" or better:

MAT 145 - College Algebra
AH 151 - Medical Terminology
ENL 111 - Written Communication
IT 101 - Fundamentals of Computers
BIOL 257 - Introduction to Anatomy & Physiology
SCI 110 - College Physics

2. Minimum ACT score of 21 or
3. Successful completion of the pre-entrance (Work Keys) examination with a score of four in Locating Information, and five in both Applied Mathematics and Reading for Information.

High School and Post-Secondary GPA are also weighted factors in the application process.

Points will be awarded for the following:

- High School GPA of 3.0 or better
- College GPA of 2.5 or better
- Completion of College Chemistry and/or Psychology with a grade of "C" or better will be awarded additional points.

Employment Opportunities:

- Hospitals
- Clinics
- Commercial radiological laboratories
- Physicians' offices
- Mobile radiological services

Radiologic Technology Associate of Applied Science

AH 151	Medical Terminology	3
BIOL 257	Intro to Anatomy and Physiology	3
ENL 111	Written Communication	3
MAT 145	Applications in Algebra	3

AH 204	Legal & Ethical Issues in Healthcare	3
BIOL 260	Applied Human Anatomy	4
COM 125	Interpersonal Communication	3
SCI 110	Introduction to Physics	4

RAD 201	Introduction to Radiology	3
RAD 202	Clinical Practice I	3
RAD 202-S	Clinical Practice I Summer	3
RAD 203	Ethics and Law	2
RAD 204	Radiographic Procedures I	3
RAD 204L	Radiographic Procedures I Lab	2
RAD 205	Clinical Practice II	5
RAD 206	Radiation Protection/Radiobiology	3
RAD 207	Physics & Imaging I	2
RAD 208	Radiographic Procedures II	3
RAD 208L	Radiographic Procedures II Lab	2
RAD 209	Radiologic Pharmacology	2
RAD 210	Clinical Practice III	3
RAD 210-S	Clinical Practice III Summer	3
RAD 212	Physics & Imaging II	3
RAD 213	Radiographic Pathology	3
RAD 214	Digital Imaging	3
RAD 215	Clinical Practice IV	5
RAD 217	Quality Assurance	2
RAD 218	Advanced Imaging Procedures	3
RAD 219	Registry Review	6
RAD 222	Radiographic Procedures III	3

Hours required for graduation: 93

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Edward Bays • Room 431 • Phone: (304) 710-3528 or
1-866-676-5533 • E-mail: bays@mctc.edu

Terri Williamson • Collins Career Center • Phone: (740) 867-6641
• Ext: 362 • E-mail: williamsontl@collins-cc.edu

Respiratory Therapy Associate of Applied Science

Program Description:

Respiratory therapy is an allied health program whose practitioners are employed under medical direction to provide treatment, management, diagnostic evaluation, and care to patients with problems associated with the cardiopulmonary system. Job responsibilities vary from the administration of oxygen, humidity, aerosols and the drainage of lung secretions, mechanical ventilation, to the use of technologically sophisticated monitoring devices and treatment techniques to enhance the survival of patients in intensive care units. Respiratory therapists may also perform pulmonary function testing.

The Respiratory Therapy Program is a cooperative effort between Collins Career Center and Mountwest Community & Technical College. There are 30 semester credit hours required from Mountwest Community & Technical College. The student may either complete the Mountwest courses prior to application to the program or finish the courses while completing the respiratory therapy courses at Collins Career Center.

Career Outlook:

Job opportunities are expected to be very good, especially for respiratory therapists with cardiopulmonary care skills or experience working with infants. Employment of respiratory therapists is expected to increase faster than the average for all occupations through the year 2016 because of substantial growth in numbers of the middle-aged and elderly population—a development that will heighten the incidence of cardiopulmonary disease.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

1. The Respiratory Therapy Program has selective admissions each year. The first 24 eligible applications received will be admitted to the program. If admitted, there are 57 credit hours of respiratory therapy courses to be completed at Collins Career Center. As part of the 57 credit hours, the student will be required to complete clinical practice rotations at area health care facilities.
2. Prior to admission to the Respiratory Therapist Program and/or clinical internships, students may be required to document that they have successfully passed a criminal background check and drug screen. For more information concerning the Allied Health criminal background check and drug screen procedure, please contact the Dean of Allied Health & Life Sciences at (304) 710-3512.

Employment Opportunities:

- Home health
- Skilled nursing homes
- Skilled nursing units within an acute care hospital
- Outpatient centers
- Rehabilitation hospitals
- Acute care hospitals
- Physicians office

Respiratory Therapy Associate of Applied Science

AH 151	Medical Terminology (EDGE)	3
BIOL 257	Intro to Anatomy and Physiology (EDGE)	3
ENL 111	Written Communication	3
AH 226	Respiratory Therapy Pharmacology	3
MAT 133	Algebra for Allied Health	5
RTT 100	Intro to Respiratory Care	1
PSYC 215	Lifespan Psychology	3
COM 112	Oral Communication	3
CLIN 101	Clinical Practice I	3
RTT 101	Respiratory Care Procedures I	3
RTT 101L	Respiratory Care Procedures I Lab	1
RTT 102	Cardiopulmonary Evaluation I	3
CLIN 102	Clinical Practice II	2
RTT 111	Cardiopulmonary Pathophysiology	3
RTT 201	Cardiopulmonary Evaluation II	3
CLIN 103	Clinical Practice III	3
RTT 202	Respiratory Care Procedures II	3
RTT 202L	Respiratory Care Procedures II Lab	1
RTT 203	Mechanical Ventilatory Tech	3
RTT 203L	Mechanical Ventilatory Tech Lab	1
CLIN 204	Clinical Practice IV	3
RTT 204	Mechanical Vent Management	3
RTT 204L	Mechanical Vent Management Lab	1
RTT 205	Neonatal/Pediatric Respiratory Care	3
RTT 207	Respiratory Home Care/Rehab	3
CLIN 205	Clinical Practice V	2
RTT 206	Seminar/Board Review	3

Hours required for graduation: 71

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Edward Bays • Room 431 • Phone: (304) 710-3528 or
1-866-676-5533 E-mail: bays@mctc.edu

Tommie Weaver • Collins Career Center • Phone: (740) 867-6641
• Ext: 415 • E-mail: weavertr@collins-cc.edu

Surgical Technology **Associate of Applied Science**

Program Description:

The technical studies degree is designed to meet three major needs:

1. To provide for cooperatively sponsored educational opportunities leading to the associate in applied science degree and/or one-year certificate for students in quality education and training programs.
2. To increase the abilities of employees to use technology effectively and responsibly.
3. To assist those employed in the workforce to understand that education is a life-long process. Mountwest Community & Technical College delivers educational programs in a variety of occupational fields to businesses and industries having an immediate need for such programs.

Components of the program include the following: general education, classroom instruction in a technical core and in the occupational area, and possible on-the-job training. Technical studies students must meet admission and performance standards. Credits earned through either the approved apprenticeship programs or through industry based education and training programs will not be added to the student's collegiate transcript until the student has completed twelve program credit hours from Mountwest Community & Technical College, and has obtained at least a 2.00 GPA.

Career Outlook:

Employment of surgical technologists is expected to grow much faster than average for all occupations through the year 2014 as the volume of surgery increases. Job opportunities are expected to be good. The number of surgical procedures is expected to rise as the population grows and ages. The number of older people, including the baby boom generation, who generally require more surgical procedures, will account for a larger portion of the general population. Technological advances, such as fiber optics and laser technology, will permit an increasing number of new surgical procedures to be performed and also will allow surgical technologists to assist with a greater number of procedures.

Hospitals will continue to be the primary employer of surgical technologists, although much faster employment growth is expected in offices of physicians and in outpatient care centers, including ambulatory surgical centers.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Surgical Technology Associate of Applied Science

AH 151	Medical Terminology (EDGE)	3
COM 112	Oral Communication	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT 145	Applications in Algebra	3
AH 207	Infection Control for Health Professionals	4
BIOL 257	Introduction to Anatomy & Physiology	3
ENL 231	Technical Report Writing	3
PSYC 215	Lifespan Psychology	3
ST 100	Introduction to Surgical Technology	4
ST 101	Asepsis and Sterile Technique/Lab	2
ST	Pharmacology for Surgical Technology	1
ST 200	Surgical Case Management	8
ST 201	Clinical	2
ST 300	Surgical Procedures I	5
ST 301	Clinical	4
ST 400	Surgical Procedures II	5
ST 401	Clinical	4

Hours required for graduation: 63

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Edward Bays • Room 431 • Phone: (304) 710-3528 or
1-866-N-ROLLED (1-866-676-5533) • E-mail: bays@mctc.edu

Veterinary Technology Associate of Applied Science

Program Description:

Veterinary technicians are an integral part of veterinary medicine and they work under the supervision of veterinarians. Veterinary technicians are employed to assist in many veterinary tasks. They cannot diagnose, prescribe medications or perform surgery. Most veterinarians consider their technicians to have the same role as nurses would to general doctors and surgeons. They must be knowledgeable in many areas of veterinary care including anesthesia, surgery, bandaging, radiology, pharmacology, dentistry, nutrition, laboratory procedures, and animal care and handling. They are also required to communicate with clients and must possess office and management skills.

The Veterinary Technician program at Mountwest Community & Technical College consists of 74 credit hours. This is a two-year associate program and is not to be considered a pre-veterinary medicine program. The course of study will include biology, chemistry, anatomy and physiology, parasitology, nutrition, animal disease, anesthesia, pharmacology along with animal care, restraint and handling.

Students will work with client pets, small animals and farm animals. Students will gain experience by completing two practicums and an externship in veterinary facilities. Students will be placed in facilities at the program directors discretion so that they may obtain experience in different types of settings. Students will obtain approximately 440 hours of clinical experience.

Career Outlook:

Employment of veterinary technologists and technicians is expected to grow from 2010 to 2020, much better than the average for all occupations. A growing pet population will require more veterinary technologists and technicians. In addition, many people consider their pets to be part of their family and are willing to pay more for pet care than in the past. Also, veterinary medicine has advanced considerably, and many of the veterinary services offered today are now comparable to health services for humans.

Source: U.S. Department of Labor

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

Students must submit an application for this program as it is selective admission. Students must also have:

- 2.5 GPA from the institution currently or previously enrolled
- A minimum ACT Math score of 19 or COMPASS algebra score of 36 or Accuplacer score of 85
- A minimum ACT English score of 18 or COMPASS English score of 71 or Accuplacer score of 5
- A minimum Reading Accuplacer score of 79
- Must also have 120 hours of documented voluntary or work experience in a veterinary hospital or animal clinic prior to starting the program in the fall semester. This must include a minimum of 20 hours at an animal shelter.
- A letter of recommendation for the student to attend the program.

Accreditation:

Accredited by the CVTEA through the American Veterinary Association (AVMA).

Employment Opportunities:

- Veterinary clinics and animal hospitals

Veterinary Technology Associate of Applied Science

Fall I

VET 101	Intro to Veterinary Technology	3
VET 210	Veterinary Nursing I	3
VET 215	Clinical Lab I	3
VET 227	Anatomy and Physiology for Vet Tech	4
	Math Elective	3

Spring I

AH 151	Medical Terminology	3
SCI 220	Chemistry	3
VET 216	Veterinary Pharmacology	2
VET 220	Veterinary Nursing II	3
VET 225	Clinical Lab II	3
VET 260	Veterinary Imaging	3

Summer I

ENL 111	Written Communications	3
or		
ENL 231	Business and Technical Writing	3
VET 285	Vet Tech Practicum I	

Fall II

COM 125	Interpersonal Communication	3
BIOL 210	Introduction to Clinical Microbiology	3
VET 217	Veterinary Pharmacology	2
VET 230	Veterinary Nursing III	3
VET 245	Veterinary Anesthesia	2
VET 250	Veterinary Nutrition and Disease	3
VET 255	Veterinary Surgery	2

Spring II

VET 235	Veterinary Office Technician Procedures	2
VET 240	Veterinary Nursing IV	3
VET 265	Veterinary Emergency and Critical Care	2
VET 275	Small Animal Vet Dentistry	3
VET 290	Veterinary Technology (VTNE) Seminar	2

Summer II

VET 295	Veterinary Technology Externship	5
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Hours required for graduation: 74

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Amanda Clark • Room 443 • Phone: 304-710-3492 or
1-866-676-5533 • Email: clarka@mctc.edu

Culinary Arts Associate of Applied Science

Program Description:

The hospitality and food service industry is a large, diverse field that provides challenging and exciting career opportunities for people from all walks of life. The possibilities for satisfying careers are almost limitless. The rewards and satisfactions provided by the industry far exceed those of many other fields of work.

While the different segments of the hospitality and tourism industry have their own unique characteristics, they all share the same mission and heritage—serving the guest or customer. The segments of hospitality and tourism are traveling services, lodging, food service, and recreation services. The program offers advanced chef training as well as restaurant management skills. After studying the fundamentals of classical and contemporary cuisine and restaurant procedures, students will develop advanced skills in garde manager and a la carte cooking. The graduate will have the necessary training to work in a variety of culinary establishments as sous chef, garde manager, kitchen supervisor, and restaurant manager.

Career Description:

Chefs, cooks, and food preparation workers prepare, season, and cook a wide range of foods from soups, snacks, and salads to entrees, side dishes, and desserts in a variety of restaurants and other food services establishments. Chefs and cooks create recipes and prepare meals, while food preparation workers peel and cut vegetables, trim meat, prepare poultry, and perform other duties such as keeping work areas clean and monitoring temperatures of ovens and stovetops.

Career Outlook:

Job openings for chefs, cooks, and food preparation workers are expected to be plentiful through 2014; however, competition for jobs in the top kitchens of higher-end restaurants should be keen. While job growth will create new positions, the overwhelming majority of job openings will stem from the need to replace workers who leave this large occupational group.

(Information obtained from Occupational Outlook Handbook, 2006-2007)

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

The college adheres to an open admissions policy meaning applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Tech Prep Affiliation:

The Hospitality Management Program is aligned with the West Virginia Tech Prep Business Cluster. This career track provides the opportunity for students to acquire college credit while attending high school.

For high school students interested in food service careers and coming from applicable programs offering ProStart® curriculum, the program will provide for a seamless transition from ProStart® through the completion of the Culinary Arts Certificate.

Students who complete the high school ProStart® program and pass the ProStart® examination with a score of 75% or higher will receive six credit hours toward the Culinary Arts Certificate. This will leave 30 credit hours to complete the certificate requirement of 36 credit hours.

Employment Opportunities:

- Restaurants
- Sous chef
- A la carte chef
- Kitchen supervisor
- Garde manager chef
- Restaurant manager

Culinary Arts Associate of Applied Science

Fall I

CA 105	Fabrication & Knife Skills	3
CA 110	Mise en Place	3
CA 120	A la Carte Dining Room Serv I	2
CA 190	Hospitality Lab Practicum I	1
CA 200	Sanitation and Safety (EDGE)	2
HM 101	Travel, Tourism & Hospitality Industry	2
IT 101	Fundamentals of Computers (EDGE)	3

Spring I

CA 112	Garde Manger ⁴	3
CA 195	Hospitality Lab Practicum II	1
CA 269	Soups, Stocks & Sauces	2
CA 270	Managing Culinary Operations	2
CA 275	Cost Control and Revenue Management	2
ENL 111	Written Communications	3
	Mathematics Elective	3

Fall II

CA 116	Intro to Breads and Doughs	3
CA 205	A la Carte Dining Rm Serv II	3
CA 245	Culinary Nutrition	2
CA 290	Hospitality Practicum Lab III	1
COM 112	Oral Communication	
or		
COM 125	Interpersonal Communication	3
	Social Science Elective	3

Spring II

CA 135	International Cuisine	3
CA 225	Advanced Cooking & Artistry	3
CA 235	Menu Planning	2
CA 260	Culinary Selection and Procurement	2
HM 240	Intro to Vineyards & Breweries	2
HM 299	Internship Apprenticeship	1

Hours required for graduation: 60

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Chef Todd Cox • Center for Culinary Arts • 1648 Eighth Avenue

Phone: (304) 399-0211 or 1-866-676-5533

E-mail: cox9@mctc.edu

Hotel/Lodging Management Associate of Applied Science

Program Description:

The hospitality and tourism industry is a large, diverse field that provides challenging and exciting career opportunities for people from all walks of life. The possibilities for satisfying careers are almost limitless. The rewards and satisfactions provided by the industry far exceed those of many other fields of work.

While the different segments of the hospitality and tourism industry have their own unique characteristics, they all share the same mission and heritage, serving the guest or customer. The segments of hospitality and tourism are traveling services, lodging, food service, and recreation services. Students will attain knowledge in food service disciplines, customer service, sanitation, purchasing and inventory control, business operations, marketing, retailing, accounting management, and communication skills.

Career Outlook:

Employment of lodging managers is projected to grow eight percent from 2014 to 2024, about as fast as the average for all occupations. Applicants with a degree in hotel or hospitality management are expected to have the best job opportunities. Applicants can expect strong competition for most jobs.

A comfortable room, good food, and a helpful staff can make time away from home an enjoyable experience for both vacationing families and business travelers. While most lodging managers work in traditional hotels and motels, some work in other lodging establishments, such as camps, inns, boarding houses, dude ranches, and recreational resorts. In full-service hotels, lodging managers help their guests have a pleasant stay by providing many of the comforts of home, including cable television, fitness equipment, voice mail, as well as specialized services such as health spas. Lodging managers often schedule available meeting rooms and electronic equipment for business travelers, including slide projectors and fax machines. Lodging managers are responsible for keeping their establishments efficient and profitable. In a small establishment with a limited staff, the manager may oversee all aspects of operations. However, large hotels may employ hundreds of workers, and the general manager usually is aided by a number of assistant managers assigned to the various departments of the operation. In hotels of every size, managerial duties vary significantly by job title.

Employment Opportunities:

- Hotel Management
- Resort Management
- Tourism Offices
- Travel Services
- Recreation Services

Salary Forecast:

The median annual wage for lodging managers was \$49,720 in May 2015. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$28,300, and the highest 10 percent earned more than \$94,330.

Most lodging managers are employed full time. Because hotels are open around the clock, working evenings, weekends, and holidays is common. Some managers must be on call 24 hours a day.

Tech Prep Affiliation:

The Hospitality Management Program is aligned with the West Virginia Tech Prep Business/Marketing Cluster. This career track provides the opportunity for students to acquire college credit while attending high school.

For high school students interested in food service careers and coming from applicable programs offering ProStart® curriculum, the program will provide for a seamless transition from ProStart® through the completion of an Associate in Applied Science Degree in Hospitality Management.

Students who complete the high school ProStart® program and pass the ProStart® examination with a score of 75% or higher will receive nine credit hours toward the associate degree. This will leave 57 credit hours to complete the associate degree requirement of 60 credit hours.

Hotel/Lodging Management Associate of Applied Science

Fall I

CA 200	Culinary Sanitation and Safety (EDGE)	2
ENL 111	Written Communication	3
HM 101	Travel, Tourism & Hospitality	2
MG 101	Introduction to Business	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT	Mathematics Elective	3

Spring I

AC 103	Introduction to Accounting	3
HM 145	Hotel Front Office Procedures	3
AT 104	Records Management	3
CA 270	Managing Culinary Operations	2
SOCI	Social Science Elective	3

Fall II

CA 235	Menu Planning	2
CA 120	A la Cart Dining Rm Service I (EDGE)	2
COM 112	Oral Communications	3
or		
COM 125	Interpersonal Communications	3
MG 226	Business Law	3
MK 130	Fundamentals of Marketing	3

Spring II

CA 260	Culinary Selection and Procurement	2
CA 275	Cost Control and Revenue Management	2
MG 202	Business Organization Management	3
HM 240	Intro to Vineyards & Breweries	2
HM 299	Internship/Apprenticeship	1
	Elective	4

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Chef Lawrence E. Perry, M.S. • One Mountwest Way, Suite 255
Phone: (304) 710-3433 • E-mail: perry149@mctc.edu

Hours required for graduation: 60

Animation and Game Developer Associate of Applied Science

Program Description:

Students who receive an A.A.S. in Information Technology (IT) will possess a broad base of computer skills and knowledge. The curriculum is designed to maintain maximum flexibility in order to compete in the changing workforce. Today's games are very complex. They require teams of programmers, designers, artists, testers, advertisers, and producers to organize and develop them. Training needed for game development is enormous, warranting a complex education of multiple courses in multiple fields. The Animation and Game Developer curriculum is designed to provide training in principles and techniques used to create interactive 2D and 3D computer games. Students can learn:

- Design software
- Programming languages
- Modeling and animation skills
- Web graphic design
- Game engines used to design and develop games

IT 298, an internship course taken over the course of a student's four semesters, requires the student to apply knowledge and skills acquired in the classroom to a real-world employment environment.

Career Outlook:

According to the 2008-2009 U.S. Department of Labor Occupational Outlook Handbook, employment in professional, scientific, and technical services will grow by 28.8 percent and add 2.1 million new jobs by 2016. Employment in computer systems design and related services will grow by 38.3 percent and add nearly one-fourth of all new jobs in professional, scientific, and technical services. Employment growth will be driven by the increasing reliance of businesses on information technology and the continuing importance of maintaining system and network security. Management, scientific, and technical consulting services also will grow at a staggering 78 percent, and account for another third of growth in this super sector. Demand for these services will be spurred by the increased use of new technology and computer software, and the growing complexity of business.

One of the most important requirements of an IT student is their willingness to learn throughout their professional career. The IT Division can provide students with the knowledge and skills to start on that path. The successful student will provide the energy, enthusiasm, and drive to continue to acquire new knowledge and skills in order to succeed in the rapidly changing world of Information Technology.

Employment Opportunities:

- Programmer
- Web /game designer
- Product tester
- Animation designer
- Project manager
- Software publishers
- Educational support services

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Animation and Game Developer Associate of Applied Science

Fall I

ENL 111	Written Communication	3
IT 101/102	Fundamentals of Computers (EDGE) or Advanced Computer Applications	3
IT 110	Computer Skills for Designers	3
IT 171	Introduction to Gaming I	3
IT 298	Gaming & Design Internship	1
	Approved Math Elective	3

Spring I

COM 112/125	Oral Communication or Interpersonal Communication	3
IT 107	Fundamentals of the Internet	3
IT 115	Introduction to Programming	3
IT 212	Publishing on the Internet	3
IT 271	Introduction to Gaming Concepts II	3
IT 298	Gaming & Design Internship	1

Fall II

ENL 231	Technical Report Writing	3
IT 213	Web Graphic/Design	3
IT 215	Advanced Programming	3
IT 250	Applications to Database	3
IT 298	Gaming & Design Internship	1
	IT Elective	3

Spring II

IT 242	Emerging Web Technologies	3
IT 272	Intro to 3D Modular Programming	3
IT 277	Management Information Systems	3
IT 298	Gaming & Design Internship	1
	IT Elective	3

Hours required for graduation: 61

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Joshua Joseph • Room 207 • Phone (304) 710-3397

E-mail: joseph15@mctc.edu

Geospatial Science and Technology Associate of Applied Science

Program Description:

The Mountwest Community & Technical College offers students the opportunity to work with and develop technical skills with image and image-processing software products. The application of satellite imaging, aerial photography, remote sensing, and geographical information systems is a large growth area with application to many career fields where image enhancement and data analysis can be used in decision making situations. The geospatial worker should possess basic skills in the manipulation of existing GIS software, problem identification and problem solving, mastery of analytic geospatial tools, and critical topics in the fields of computer science, mathematics and statistics, and information technology. The geospatial workforce must be capable of dealing with a continuing pattern of rapid change, as well as with the substantial challenge of adapting existing knowledge and tools to uses in a variety of new, complex situations. Above-average knowledge of computer and information science, as well as the ability to spend their careers in near-continuous learning mode, are critical characteristics at nearly all levels of the future geospatial workforce.

Career Outlook:

The U.S. Department of Labor recently identified the growing importance of the geospatial based industry, along with 13 other sectors, as the focus of its High-Growth Job Training Initiative. The 14 sectors were selected based on the following criteria:

1. They are projected to add substantial numbers of new jobs to the economy or affect the growth of other industries, or
2. They are existing or emerging businesses being transformed by technology and innovation requiring new skill sets for workers.

In addition to the geospatial industry, only biotechnology and nanotechnology were identified as being among the most important of these emerging and evolving fields (Gewin 2004). While new career titles are being created, the U.S. Department of Labor states that overall employment of surveyors, cartographers, photogrammetrists, and surveying technicians is expected to grow about as fast as the average for all occupations through the year 2014.

Employment Opportunities:

- Business: financial services, insurance, real estate, retail, and commercial business cartography and map publishing
- Communications: location-based services, media and press, and telecommunications conservation
- Defense: defense and intelligence
- Education: schools, libraries, and museums
- Engineering: civil engineering, and surveying
- Government: economic development, elections, general, homeland security, land records, law enforcement, public safety, state and local sustainable development, urban and regional planning
- Health and human services: hospitals and health systems, public health and human services
- Natural Resources: agriculture, archaeology, cave, environmental management, forestry, marine and coast, mining and earth science, petroleum, pipeline, and water resources
- Transportation: logistics, transportation systems and networks
- Utilities: electric, gas, and water/wastewater

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Geospatial Science and Technology Associate of Applied Science

Fall I

ENL 111	Written Communication	3
IT 101/102	Fundamentals of Computers (EDGE)	3
IT 120	Network Operating Systems	4
IT 160	Geographic Information System Concepts	3
IT 250	Applications to Databases	3

Spring I

COM 112	Oral Communication	3
IT 165	Concepts Spatial Analysis & 3D Modeling	3
IT 263	GIS Programming	3
IT 270	Computer Essentials and Applications	4
	Approved Math Elective	3

Fall II

IT 210	Networking Administration I	3
IT 211	Networking Administration II	3
IT 216	Networking Administration III	3
IT 217	Networking Administration IV	3
IT 260	Integration of GIS and Information Systems	3

Spring II

ENL 231	Technical Report Writing	3
IT 266	Digital Cartography	3
IT 277	Management Information Systems	3
IT 299	Information Technology Internship	3
	Approved IT Elective	3

Hours required for graduation: 62

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Megan Click • Room 221 • Phone: (304) 710-3405 or
1-866-676-5533 • E-mail: clickm@mctc.edu

Graphic Design Associate of Applied Science

Program Description:

Students who receive an A.A.S. in Graphic Design will possess the knowledge and skills needed to create and communicate ideas visually. The curriculum is designed to provide students up-to-date, industry-standard design education and computer training making them highly employable in today's workforce. A wide variety of occupations and industries benefit from the unique skills graphic designers possess, including but not limited to, specialized design services, advertising, public relations and educational institutions. The Graphic Design program emphasizes portfolio development through the study of principles and elements of design, typography, illustration, identity design, advertising design, web design and simulated real-world work situations.

Career Outlook:

According to the Bureau of Labor Statistics, March 2012, graphic designers will take on increasingly important roles in the marketing of products in print and electronic media. The change in employment of graphic designers from 2012 to 2022 is projected to vary by industry. For example, the employment of graphic designers in computer systems design and related services is projected to grow 35 percent over this period. With the increased use of the Internet, graphic designers will be needed to create designs and images for portable devices, websites, electronic publications, and video entertainment media. Local growth will depend upon factors such as training, experience, and area of expertise.

Career backgrounds that utilize graphic design skills besides the expected specialized design positions include public relations, administrative, IT support, and marketing to name a few.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Employment Opportunities:

- Specialized design firms
- Advertising agencies
- Public relations firms
- Educational institutions

Graphic Design Associate of Applied Science

Fall I			Earn a Degree and Graduate Early (EDGE):
ART 101	Introduction to Visual Arts	3	This program provides students the opportunity to receive credit for their high school EDGE courses.
DSGN 120	Graphic Design I	3	
ENL 111	Written Communication	3	
IT 101	Fundamentals of Computers (EDGE)	3	
IT 110	Computer Skills for Designers	3	
IT 298	Gaming & Design Internship	1	
Spring I			Contact Information:
COM 112	Oral Communication	3	Julie Terry • Room 213 • Phone: (304) 710-3439
DSGN 150	Graphic Design II	3	Email: terryj@mctc.edu
IT 212	Publishing on the Internet	3	Students are required to make a "C" or better in ALL core classes (IT 110, IT 213, DSGN 120, DSGN 220, DSGN 230, DSGN 260, and DSGN 270) in order to progress in the Graphic Design program.
IT 298	Gaming & Design Internship	1	The student may be allowed to repeat a course one time before being dismissed from the program. Sequencing of courses and progression will be determined by the program faculty. If a student receives a "D" or "F" in more than one course in the same semester, then the student will be dismissed from the program.
	Approved Elective	3	
	Approved Math Elective	3	
Fall II			
DSGN 210	Digital Illustration	3	
DSGN 220	Typography	3	
DSGN 230	New Media	3	
IT 213	Web Graphic/Design	3	
IT 298	Gaming & Design Internship	1	
PSYC 200	General Psychology	3	
Spring II			
DSGN 250	Graphic Design III	3	
DSGN 260	Interactive Design	3	
DSGN 270	Brand Identity Design	3	
IT 242	Advanced Web Publishing		
or			
IT 252	Emerging Web Technologies		
or			
SCI 201	Integrated Science	3	
IT 252	Emerging Web Technologies	3	
IT 298	Gaming & Design Internship	1	

Hours required for graduation: 64

Network Systems Administration (Microsoft) Associate of Applied Science

Program Description:

As a leading Microsoft IT Academy, Mountwest Community & Technical College offers the Network Systems Administration Option to help prepare students for the Microsoft Certified IT Professional (MCITP) certification examinations. The curriculum and course materials are designed by Microsoft, and the College's instructors are Microsoft Certified IT Professionals (MCITP) with industry experience that take a personal interest in mentoring students through every step of the certification process.

Career Outlook:

The U.S. Department of Labor – Bureau of Labor Statistics states that computer-related jobs (IT) hold numerous positions within the Top-20 Fastest Growing Occupations in the country. Additionally, IT jobs are reported to have the highest earning of any of the occupations in the list.

Computer occupations are expected to be some of the fastest growing in the U.S. economy and will account for 5 out of the 20 fastest growing occupations over the next decade through 2015. Employment growth will be driven by the increasing reliance of businesses on information technology and the continuing importance of maintaining system and network security. In addition to high growth rates, computer and healthcare occupations combined will add more than 1.5 million new jobs. High growth rates among computer occupations reflect projected rapid growth in the computer and data processing industries.

Management, scientific and technical consulting services will grow very rapidly, by 55.4%, spurred by the increased use of new technology and the growing complexity of business.

Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Career Description:

The Microsoft Certified IT Professional (MCITP) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft Server software. It is one of the most widely recognized and sought after technical certifications in the IT industry, demonstrating to employers, clients and colleagues that an individual has achieved expertise in the area of Information Technology.

Network Systems Administration (Microsoft) Associate of Applied Science

Fall I

ENL 111	Written Communication	3
IT 102	Advanced Computer Applications	3
IT 120	Network Operating Systems	4
IT 230	Network Communications	3
	Approved Math Elective	3

Spring I

COM 112	Oral Communication	3
ENL 231	Business and Technical Writing	3
IT 221	Advanced Operating Systems	3
IT 224	Fundamentals of Network Security	3

Fall II

IT 210	Networking Administration I	3
IT 211	Networking Administration II	3
IT 216	Networking Administration III	3
IT 217	Networking Administration IV	3
IT 245	Information Storage and Management	3

Spring II

T 219	Networking Administration V	3
IT 222	Networking Administration VI	3
IT 223	Networking Administration VII	3
IT 255	Virtualization Technologies	3
IT 277	Management Information Systems	3
IT 299	Information Technology Internship	3

Hours required for graduation: 61

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Patrick Smith • Room 209 • Phone: (304) 710-3398 or
1-866-676-5533 • E-mail: smith288@mctc.edu

Network Systems Development (CCNA) Associate of Applied Science

Program Description:

The Cisco Networking Academy at Mountwest Community & Technical College offers Cisco Certified Network Associate (CCNA) training that prepares individuals to install, configure, and operate LAN, WAN, and dial access services for enterprise organizations with networks from 100 to more than 500 nodes. Concepts laboratory exercises focus on IP, Ethernet based LANs, Frame Relay and Serial WANs, interior routing protocols such as RIP and IGRP and exterior protocols such as BGP. The Cisco Networking Academy Program is a comprehensive learning program that provides students with the IT skills essential in a global economy. The Networking Academy delivers web-based content, online assessment, student performance tracking, hands-on labs, instructor support, and preparation for the CCNA industry-standard certifications.

Career Outlook:

The U.S. Department of Labor states that Network Systems and Data Communications Analysts will see an increase in employment growth of 53.36% between 2008 and 2018. The computer systems design and related services industry is expected to be one of the top-ten fastest growing industries in the U.S. economy, projected to add more than 115,800 jobs between 2008 and 2018. Professionals and specialists will see the best prospects for employment because they have the higher level skills necessary to stay abreast of rapid changes in technology (http://www.bls.gov/emp/ep_table_103.htm).

Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Network Systems Development (CCNA) Associate of Applied Science

Fall I

ENL 111	Written Communication	3
IT 102	Advanced Computer Applications	3
IT 120	Network Operating Systems	4
IT 131	Introduction to Networking (EDGE)	4

Spring I

COM 112	Oral Communication	3
IT 224	Fundamentals of Network Security	3
IT 141	Networking Systems II (EDGE)	4
IT 221	Advanced Operating Systems	3

Fall II

ENL 231	Business and Technical Writing	3
IT 231	Networking Systems III (EDGE)	4
IT 270	Computer Essentials and Applications	4
	Approved IT Elective	3
	Approved Math Elective	3

Spring II

IT 225	Fundamentals of Wireless LANs	4
IT 241	Networking Systems IV (EDGE)	4
IT 277	Management Information Systems	3
IT 299	Information Technology Internship	3
	Approved IT Elective	3

Hours required for graduation: 61

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Patrick Smith • Room 209 • Phone: (304) 710-3398 or
1-866-676-5533 • E-mail: smith288@mctc.edu

Network Systems Security Associate of Applied Science

Program Description:

The Associate in Applied Science Degree Program in Network Systems Security offers comprehensive network training from Mountwest Community & Technical College's Microsoft Information Technology Academy and Cisco Networking Academy. Within the two-year associate degree program, students take courses developed by Microsoft and Cisco, providing specialized skills in network administration, design, and security. Students will take courses preparing them for the following certifications:

- CompTIA's A+ Hardware and Operating Systems
- Microsoft's MCITP: Server Administrator (Microsoft Certified IT Professional)
- CompTIA's Linux+ Cisco's CCNA (Cisco Certified Network Associate)
- CompTIA's Security+
- CompTIA's Server+

Career Outlook:

The National Strategy to Secure Cyberspace identifies a need for training programs in cyber security to produce a workforce capable of securing our nation's information technology infrastructure (http://csrc.nist.gov/policies/cyberspace_strategy.pdf). A recent IDC survey shows that the total information technology security market revenues, including software, hardware, and services, is expected to increase from \$17 billion in 2001 to \$45 billion by 2006, thus fueling a 24% rise in spending for network security services.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Network administrator
- Web designer
- Systems support technician
- Network designer
- Security solutions designer
- Help desk technician
- Hardware technician
- Software applications

Career Description:

A well-rounded network professional is capable of performing network administration, design, maintenance, and security on a variety of network operating systems and devices. Microsoft Certified IT Professional Server Administrators manage and troubleshoot system environments running the Windows 2008 operating system. Cisco Certified Network Associates design, build, and maintain computer networks using a variety of network devices. CompTIA Security+ and Cisco Network Security Specialists design and implement security solutions that reduce network vulnerability. Cisco Wireless LAN Support Specialists implement and troubleshoot Wireless LANs. Mountwest Community & Technical College's Network Systems Security Option provides fundamental networking knowledge and skills with specific network security training crucial for entry into information security positions in public corporations and government entities.

Network Systems Security Associate of Applied Science

Fall I

ENL 111	Written Communication	3
IT 102	Advanced Computer Applications	3
IT 120	Network Operating Systems	4
IT 131	Introduction to Networking (EDGE)	4

Spring I

COM 112	Oral Communication	3
IT 141	Networking Systems II (EDGE)	4
IT 224	Fundamentals of Network Security	3
	Approved Math Elective	3

Fall II

IT 210	Networking Administration I	3
IT 211	Networking Administration II	3
T 216	Networking Administration III	3
IT 217	Networking Administration IV	3
IT 231	Networking Systems III (EDGE)	4

Spring II

ENL 231	Business and Technical Writing	3
T 225	Fundamentals of Wireless LANs	4
IT 241	Networking Systems IV (EDGE)	4
IT 277	Management Information Systems	3
IT 299	Information Technology Internship	3

Hours required for graduation: 60

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Patrick Smith • Room 209 • Phone: (304) 710-3398 or
1-866-676-5533 • E-mail: smith288@mctc.edu

Web Developer Associate of Applied Science

Program Description:

Students who graduate with the Web Development Option can expect to find employment as a content developer, web designer, web authoring, web developer, or database support technician. Employment could be with a professional service, consulting organization or an in-house staff position or on a contract basis. Graduates could also find employment with a consulting firm or an entry-level position within a computer department.

Career Outlook:

Organizations are increasingly using the World Wide Web for a diverse set of business purposes. Websites are used for marketing, sales, communications, public relations, and training. Careers in Web development involve the design and maintenance of such sites. Web developers typically work with a client to determine the needs of the organization. A design will be created, tested and documented. Some positions in the Web development require creativity. The majority of positions are found at companies that specialize in Web development and multimedia creations, but some large corporations hire Web developers for in-house design as well. The array of organizations seeking Web developers is extremely diverse. These organizations may include publishing firms, electronic game companies, educational institutions, marketing firms, government agencies and many more.

The demand for skilled computer professionals is expected to increase as organizations attempt to maximize the efficiency of their computer systems. As international and domestic competition increases, organizations will face growing pressure to use technological advances in areas such as factory and office automation and telecommunications technology. Many more computer trained individuals will be needed to incorporate these advances in new or existing systems.

Employment Opportunities:

- Network administration
- Web designer
- Systems support technician
- Network designer
- Security solutions designer
- Help desk technician
- Hardware technician
- Software applications

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Web Developer Associate of Applied Science

Fall I

ENL 111	Written Communication	3
IT 101/102	Fundamentals of Computers (EDGE)	3
IT 107	Fundamentals of the Internet	3
IT 110	Computer Skills For Designers	3
IT	IT Elective	3

Spring I

COM	Approved Elective	3
IT 115	Introduction to Programming	3
IT 212	Publishing on the Internet	3
IT 270	Computer Essentials and Applications	4
MAT	Approved Math Elective	3

Fall II

ENL 231	Technical Report Writing	3
IT 171	Introduction Gaming Concepts I	3
IT 213	Web Graphics/Design	3
IT 250	Applications to Databases	4
IT 277	Management Information Systems	3

Spring II

IT 221	Advanced Operating Systems	3
IT 242	Emerging Web Technologies	3
IT 252	Advanced Web Publishing	3
IT 271	Introduction to Gaming II	3
IT 299	Information Technology Internship	3

Hours required for graduation: 61

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Kim Preece • Room 211 • Phone: (304) 710-3399 or
1-866-676-5533 • E-mail: preece@mctc.edu

Criminal Justice Associate of Applied Science

Program Description:

The Criminal Justice Degree is available to on-campus students and law enforcement officers who have attended an approved law enforcement academy. This program of study was developed to provide both groups of individuals the criminal justice background to successfully work in either the law enforcement field or private security. Law enforcement officers have the option of completing a field internship to earn college credit that may be applied towards earning this degree.

Career Outlook:

The opportunity for public service through law enforcement or security work is attractive to many because the job is challenging and involves much personal responsibility. Furthermore, law enforcement officers in many agencies may retire with a pension after 20 or 25 years of service, allowing them to pursue a second career while still in their 40s. Because of relatively attractive salaries and benefits, the number of qualified candidates exceeds the number of job openings in federal law enforcement agencies and in most state police departments — resulting in increased hiring standards and selectivity by employers. Competition should remain keen for higher paying jobs with state and federal agencies and police departments in more affluent areas. Opportunities for employment in the public sector will be better with local or special police departments, especially in departments that offer lower starting salaries, or in urban communities where the crime rate is relatively high. Applicants with college training in criminal justice, military police experience, or both should have the best opportunities for selection. Employment opportunities for police officers, security personnel, and private detectives are expected to continue to grow. With the advent of a more security conscious society and citizen's concern about drug-related and property crimes should contribute to an increasing demand for more police and security services.

Employment Opportunities:

- Police Force
- Federal Marshal
- Federal Bureau of Investigation
- Private Investigator
- Private Security

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Criminal Justice Associate of Applied Science

Fall I

CJS 101	Introduction to Criminal Justice	3
CJS 102	Introduction to Corrections	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
	Mathematics Elective	3

Spring I

BIOL 101	Unified Principles of Biology	3
BIOL 101L	Unified Principles of Biology Lab	1
COM 112/125	Oral Communication or Interpersonal Communication	3
CJS 231	Fundamentals of Criminal Law	3
CJS 233	Fundamentals of Criminal Investigations	3
	Criminal Justice Elective	3

Fall II

CJS 239	Criminal Evidence and Procedure	3
CJS 246	Criminal Justice Reports	3
CJS 251	Criminal Justice Ethics	3
	Criminal Justice Elective	3
	Social Science Elective	3

Spring II

CJS 234	Criminology	3
CJS 254	Constitutional Law	3
CJS 298	Criminal Justice Internship	3
	Criminal Justice Elective	3
	Criminal Justice Elective	2

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Donna Donathan • Room 247 • Phone: (304) 710-3411 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: donathan@mctc.edu

Heather Hussell • Room 249 • Phone: (304) 710-3412 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: hussell8@mctc.edu

Contact for graduates of an approved police academy:

Jenna Parker • Coordinator of Off-Campus Programs • Room 255

• Phone (304) 710-3414 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: parker54@mctc.edu

Hours required for graduation: 60

Paralegal Associate of Applied Science

Program Description:

A paralegal is a highly skilled paraprofessional with specialized training who works under the direct supervision of an attorney. Job responsibilities require knowledge of law and legal procedures in rendering direct assistance to lawyers and clients. Tasks may include interviewing, case investigation, the preparation of pleadings, and legal research. The increasing complexities of the paralegal's work environment have also created the need for individuals who possess skills including interpersonal, communication, analytical, decision-making, customer service, and computer skills. Paralegals cannot provide legal services directly to the public except as permitted by law.

The Paralegal Program was planned with assistance from the West Virginia State Bar and a program advisory committee consisting of attorneys and paralegals. The program has been granted approval by the American Bar Association. The Paralegal Studies graduate will be able to:

- Exhibit knowledge of legal terminology to communicate with attorneys, peers, managers, and other professionals
- Develop specific skills in those areas of law practice in which legal assistants customarily function
- Assist attorneys with client interviews, legal research, preparation of documents and pleadings for trial and other professional activities normally undertaken by paraprofessionals to assist with the practice of law
- Exhibit knowledge of appropriate ethical behavior for legal assistants

Career Outlook:

Employment of paralegals is projected to grow faster than the average. Some employment growth stems from law and other employers with legal staff hiring paralegals to lower the cost and

increase the availability and efficiency of legal services. The job openings for paralegals in the future will be new jobs created by employment growth, and additional job openings will arise as people leave the occupation. Despite projections of fast employment growth, competition for jobs should continue as many people seek to go into this profession; however, highly skilled, formally trained paralegals have excellent employment potential.

Employment Opportunities:

- Paralegal for law firms
- Paralegal for a business entity's legal department
- Paralegal for governmental agencies
- Administrator for a nonprofit legal services corporation
- Trust administrative assistant
- Editor of a legal publishing company

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

The college adheres to an open admissions policy meaning applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Paralegal Associate of Applied Science

IT 101	Fundamentals of Computers	3
ENL 111	Written Communication	3
LAW 101	General Law I	3
LAW 103	Introduction to Paralegal Skills	3
LAW 104	Legal Ethics	1
	Mathematics Requirement	3
COM 112/125	Oral Communication or Interpersonal Communication	3
ENL 115	Written Communication II	3
LAW 102	General Law II	3
LAW 213	Law Office Technology	3
	Social Science Elective	3
LAW 211	Legal Research and Writing I	3
LAW 235	Civil Litigation	3
LAW 240	Criminal Litigation	3
	Law Elective	3
	Science, Humanities or Language Elective	3
LAW 212	Legal Research and Writing II	3
LAW 290	Internship	3
	Law Elective	3
	Law Elective	3
	Science, Humanities or Language Elective	3

Contact Information:

Heather R. Hussell • Room 249 • Phone: (304) 710-3412 or
1-866-676-5533 • E-mail: hussell8@mctc.edu

Hours required for graduation: 61

Aviation Associate of Applied Science

Program Description:

The Aviation Technology Program provides specialized training for the student having an interest in aviation or wishing to pursue a career in the aviation industry. The field of aviation, by its nature, must be classified as multi-disciplinary for it truly is the joining of many specialties into an active, challenging career area. There are certain characteristics that serve as a basic blueprint for all aspects of the aviation field. Science, mathematics, engineering, business, and humanities all form a basic foundation to the program.

The Aviation Technology Program consists of a Flight Operations phase containing pilot flight and ground training. The program consists of a total of 62 credit hours of which 42 hours are Mountwest Community & Technical College courses, and 20 hours aviation hours are awarded via FAA licenses.

Career Outlook:

Civilian aircraft pilots and flight engineers held about 116,000 jobs in 2008, according to the Bureau of Labor Statistics (BLS). About 76,800 worked as airline pilots, copilots, and flight engineers. The rest were commercial pilots who worked as flight instructors at local airports or for large businesses that fly company cargo and executives in their own airplanes or helicopters. Pilots are located across the country, but airline pilots usually are based near major metropolitan airports or airports operating as hubs for the major airlines.

Employment of aircraft pilots and flight engineers is projected to grow 12 percent from 2008 to 2018, which is about as fast as the average for all occupations. Population growth and an expanding economy are expected to boost the demand for air travel, contributing to job growth. New jobs will be created as airlines expand their capacity to meet this rising demand by increasing the number of planes in operation and the number of flights offered. About 7,300 careers for commercial airline pilots are expected to be added to the field through 2018.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Additional Flight Certifications:

For additional ratings that may be applied as college credit toward this degree, contact Dr. Kristy Wood at wood25@mctc.edu.

Aviation Concentration Associate of Applied Science

AVT 100	Introduction to Aviation Technology	3
AVT 150	Private Pilot Ground & Flight Training	6
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
TRAN 100	Transportations Systems Overview	3
AVT 125	Aviation Meteorology	3
AVT 175	Instrument Ground & Flight Training	4
COM 112	Oral Communication	
or		
COM 125	Interpersonal Communication	3
TRAN 230	Transportation Geography	3
AVT 200	Commercial Pilot Ground & Flight Training	6
TRAN 200	Transportation Law and Policy	3
TRAN 210	Transportation Economics	3
MAT	Approved Math Elective	3
AVT 210	Airport Management & Operations	3
AVT 260	Certified Flight Instructor	4
TRAN 220	Transportation Security	3
TRAN 250	Transportation Information Systems	3
SS	Social Science Elective	3

Hours required for graduation: 62

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or
1-866-676-5533 • E-mail: wood25@mctc.edu

Intelligent Transportation Systems Concentration Associate of Applied Science

Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student having an interest in management and wishing to pursue a career in the intermodal transportation industry. All forms of business and industry are tethered to a trade and transportation skilled workforce for their own success. This unique on-line, distance learning, and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to a master's degree in transportation studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exam, industry recognized certifications, and/or continuing education units (CEU's).

Career Outlook:

According to the Bureau of Labor Statistics (BLS), the 2008 employment of geospatial information scientists and technologists of transportation is 961,200. Of these, 339,500 were network and computer systems administrators, 120,400 were database administrators, and 292,000 were network and data communications analysts. In addition, about 209,300 were classified as "computer specialists, all other," a residual category.

In West Virginia, the overall employment of geographic information systems technicians is projected to increase by six percent from 2006 to 2016, much faster than the average for all occupations. In addition, this occupation will increase to 1,150 over that period.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Intelligent Transportation Systems Associate of Applied Science

ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
IT 131	Introduction to Networking (EDGE)	4
IT 160	Geographic Information System Concepts	3
MAT/IT	Mathematics Elective or IT 150	3
	English or Communication Elective	3
IT 165	Spatial Analysis & 3D Modeling	3
TRAN 101	Transportations Systems Overview	3
TRAN 230	Transportation Geography	3
TRAN 270	Intelligent Transportation Systems	3
MG 232	Supply Chain Management	3
TRAN 200	Transportation Law & Policy	3
TRAN 210	Transportation Economics	3
TRAN 220	Transportation Security	3
TRAN 272	Intermodal Transportation Systems	3
IT 277	Management Information Systems	3
TRAN 250	Transportation Information Systems	3
TRAN 273	ITS Systems and Applications	3
TRAN 274	ITS Project Management	3
TRAN 279	ITS Capstone	3

Hours required for graduation: 61

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or
1-866-676-5533 • E-mail: wood25@mctc.edu

Intermodal Management Concentration Associate of Applied Science

Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student having an interest in management and wishing to pursue a career in the intermodal transportation industry. All forms of business and industry are tethered to a trade and transportation industry skilled workforce for their own success. This unique online, distance learning, and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/ drop-out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to a Master's degree in Transportation Studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exams, industry recognized certifications, and/or continuing education units (CEU's).

Career Outlook:

In addition to providing overall direction and supervision, transportation managers' work may include scheduling transportation, providing safety and other training, providing service support, and resolution of logistical problems. These highly-skilled workers may be first-line managers who work directly with the employees they supervise, or may be higher up in the firm's management structure, working as a middle manager. Occupations that satisfy this work value offer job security and good working conditions.

According to the Bureau of Labor Statistics (BLS), the 2009 employment of first-line supervisors/managers of transportation is 205,708, who directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers. The projected job openings in transportation management are 37,700 from 2008 to 2018.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Intermodal Management Associate of Applied Science

AC 103	Introduction to Accounting (EDGE)	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
MG 101	Introduction to Business (EDGE)	3
MAT	Math Elective	3
AC 201	Financial Accounting	3
MAT 210	Statistics for Business and Industry	3
TRAN 101	Intro to Transportation Systems	3
TRAN 230	Transportation Geography English/Communications Elective	3
FN 231	Business Finance	3
MG 202	Business Organization & Management	3
MG 232	Supply Chain Management	3
TRAN 200	Transportation Law & Policy	3
TRAN 210	Transportation Economics	3
AC 210	Managerial Accounting	3
MG 299	Internship	3
TRAN 220	Transportation Security	3
TRAN 250	Transportation Information Systems	3
TRAN 265	Transportation Mgt. and Operations	3

Hours required for graduation: 60

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or
1-866-676-5533 • E-mail: wood25@mctc.edu

Rick Brown • Room 243 • Phone: (304) 710-3408 or
1-866-676-5533 • E-mail: brownr@mctc.edu

Gerald Doyle • Room 245 • Phone: (304) 710-3409 or
1-866-676-5533 • E-mail: doyle1@mctc.edu

Maritime Concentration Associate of Applied Science

Program Description:

The Maritime Technology Option provides training for becoming a captain, deckhand or engineer who works on a vessel. These employees operate and maintain civilian-owned deep-sea merchant ships, tugboats, towboats, ferries, barges, offshore supply vessels, cruise ships and other waterborne crafts.

- Some merchant mariners spend extended periods at sea while others operate boat close to port and can go home at night.
- Entry, training, and educational requirements for many water transportation
- Excellent job opportunities are expected, especially for marine officers.

Career Outlook:

Employment in water transportation occupations is projected to grow 15% by 2018, faster than the average for other occupations. Job growth will stem from increasing tourism and growth in offshore oil and gas production. Employment will also rise in and around major port cities due to increasing international trade.

Employment Opportunities:

Graduates with intermodal transportation management skills will find employment opportunities in a variety of settings including the retail, wholesale, and service industries. The greatest expansion in the job market over the next ten years is expected to occur in the small business sector. This will provide enhanced employment prospects for business managers with intermodal transportation management skills. Opportunities for advancement are further enhanced by a student's motivation and desire to succeed.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Maritime Associate of Applied Science

Component I General Education Core (online)

ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
	Math Elective	3
	Science Elective	3
	Communication/English Elective	3

Component II—Maritime Occupation Specialty Courses (minimum 15-21 hours from the courses below),*

	Deckhand	3
100 GRT	Master	6
200 GRT	Rules of the Road	3
	Towing Assistance	1
	Operator Uninspected Passenger Vessels	4
	Upgrade OUPV to 100 GRT Master	2
	Apprentice Mate (Inland)	9
	Apprentice Mate (Inland and NC)	1-12
	Rules of the Road	3
	Steersman WR	6
	Increase in Scope Steersman	
	WR to Inland	3
	Auxiliary Sailing	1
	Radar Observer (Western Rivers)	2
	Radar Observer (Inland)	3
	Tank Barge Firefighting	1
IW 108	Advanced Firefighting	1
	Tankerman—PIC (Barge)	3
CA 120	A la Carte Dining Room Service	1
CA 200	Culinary Sanitation and Safety	1
CA 235	Menu Planning	3
CA 245	Culinary Nutrition	3
CA 260	Culinary Selection and Procurement	3
CA 270	Managing Culinary Operations	3
CA 235	Menu Planning	3
EC 102	Basic Economics	3
ISM 133	Principles of Supervision and Mgt	3
MG 101	Introduction to Business	3

Component III – Transportation Core (online)

TRAN 101	Intro Transportation Systems	3
TRAN 200	Transportation Law & Policy	3
TRAN 210	Transportation Economics	3
TRAN 220	Transportation Security	3
TRAN 230	Transportation Geography	3
TRAN 250	Transportation Information Systems	3

Component IV-OJT/Fieldwork

TS 102	On-The-Job Training/Fieldwork	6
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**Other Coast Guard approved coursework may be accepted.*

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or
1-866-676-5533 • E-mail: wood25@mctc.edu

Railway Concentration Associate of Applied Science

Program Description:

The Railroad Technology Option is designed to provide the basic skills for entry into a railroad employee career path. Most railroad transportation workers begin as laborers, brake operators, or conductors after completing training on signals, timetables, operating rules, and related subjects. Although new employees may be hired as conductors, seniority determines whether an employee may hold a conductor position full-time. Employers almost always fill engineer positions with workers who have experience in other railroad-operating occupations.

- Opportunities are expected to be good for qualified applicants since a large number of workers are expected to retire or leave these occupations by 2018.
- 76% of these workers are members of unions, and earnings are relatively high.

Career Outlook:

Employment is expected to increase 9% by 2018, which is about as fast as the average for all occupations. Opportunities for rail transportation workers will be good for workers who meet basic qualifications because a large number of older workers are expected to retire over the next decade, particularly at freight railroads. Prospects will be best for those positions that are also expected to see growth, like locomotive engineers and conductors.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Entrance Requirements:

Entry into this program requires acceptance by third party railroad agencies. Please contact Dr. Kristy Wood at wood25@mctc.edu.

Railway Associate of Applied Science

ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT	Math Elective	3
ENL/COM	English/Communication Elective	3
	General Education Elective	3
WFD/TRAN	Misc Workforce Development Courses	TBD
WFD/TRAN	Approved Company Onsite	TBD
WFD/TRAN	Training—Craft Specific	TBD
	Minimum Total Credits	15

TRAN 101	Intro Transportation Systems (Required)	3
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Choose five additional courses from list below:

TRAN 200	Transportation Law & Policy	3
TRAN 210	Transportation Economics	3
TRAN 220	Transportation Security	3
TRAN 230	Transportation Geography	3
TRAN 250	Transportation Information Systems	3
TRAN 265	Transportation Management & Operations	3
TRAN 270	Intelligent Transportation Systems (ITS)	3
TRAN 273	ITS Systems & Applications	3
TRAN 274	ITS Project Management	3
MG 232	Supply Chain Management	3

TS 102	On-The-Job Training/Fieldwork	6-12
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Hours required for graduation: 60

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or
1-866-676-5533 E-mail: wood25@mctc.edu

Roadway Concentration Associate of Applied Science

Program Description:

The Roadway Technology Program provides a specialized distance learning education and training for the student having an interest in highway transportation. This unique online, distance learning, and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to a Master's degree in Transportation Studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exams, industry recognized certifications, and/or continuing education units (CEU's).

Career Outlook:

There is tremendous variety in roadway transportation. Options with this program include, but are not limited to, truck and bus drivers, transit workers, mechanics, technicians, and government transportation workers. The transportation field in general is expected to grow between 2010 and 2020 .

Heavy and tractor-trailer truck drivers earn on average \$37,770 per year and the field is expected to grow 21%. Delivery truck drivers and driver/sales workers earn on average \$27,050 per year and the field is expected to grow 13%. Material moving machine operators earn an average of \$30,800 per year and the field is expected to grow 12%. Subway and street car operators earn an average of \$56,880 per year and the field is expected to grow 10%. Bus drivers earn an average of \$29,160 per year and the field is expected to grow 13%.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Entrance Requirements:

Entry into this program requires acceptance by third party railroad agencies. Please contact Dr. Kristy Wood at wood25@mctc.edu.

Roadway Associate of Applied Science

ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT	Math Elective	3
ENL/COM	English/Communication Elective	3
	General Education Elective	3
WFD/TRAN	Misc Workforce Development Courses	TBD
WFD/TRAN	Approved Company Onsite	TBD
WFD/TRAN	Training-Craft Specific	TBD
	Minimum Total Credits	15-21

TRAN 101	Intro Transportation Systems (Required)	3
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Choose five additional courses from the list below:

TRAN 200	Transportation Law & Policy	3
TRAN 210	Transportation Economics	3
TRAN 220	Transportation Security	3
TRAN 230	Transportation Geography	3
TRAN 250	Transportation Information Systems	3
TRAN 265	Transportation Management & Operations	3
TRAN 270	Intelligent Transportation Systems (ITS)	3
TRAN 273	ITS Systems & Applications	3
TRAN 274	ITS Project Management	3
MG 232	Supply Chain Management	3

TS 102	On-The-Job Training/Fieldwork	6-12
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Hours required for graduation: 60

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or
1-866-N-ROLLED (1-866-676-5533)

E-mail: wood25@mctc.edu

Board of Governors Associate of Applied Science

Program Description:

The Board of Governors Associate of Applied Science Degree is designed to assist adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. This degree provides Mountwest Community & Technical College a mechanism to deliver educational programs to nontraditional students desiring to complete their post-secondary education.

This program is available to nontraditional students who have graduated from high school two or more years prior to enrollment. For those students who earned their GED certificate, program application must be at least two years from the date their class would have graduated from high school.

This degree requires participants to complete a minimum of 12 credit hours from a regionally accredited institution of higher education of which three (3) credits hours must be earned at Mountwest Community & Technical College with a letter grade of "C" or higher .

Those students desiring to develop specific job skills may opt to earn their degree in an 'Area of Emphasis.' To be eligible for an 'Area of Emphasis' students must complete 15 credit hours of work in an approved occupational concentration. For more information on available 'Area of Emphasis' for this degree, contact the program coordinator at (304) 710-3414.

Students must meet all admission and performance standards. Credits earned through portfolios, military credits, challenge exams, special assessment of licensure/certifications, formal training programs; and CLEP and DANTES exams will be placed on the transcript the semester that the credits are evaluated and awarded. Students must have a GPA of 2 .0 or above to graduate.

The student who graduates with the Board of Governors Associate of Applied Science will possess:

- Ability to work collaboratively in groups
- Computer software skills
- Communication skills
- Critical thinking skill
- Job skills in an optional area of emphasis

The Board of Governors Associate of Applied Science will seamlessly articulate with the West Virginia Board of Regents Bachelor of Arts Degree and the Bachelor of Applied Science Degree.

Allied Health – Concentration Associate of Applied Science

Program Description:

The Board of Governors Associate in Applied Science Degree is designed to assist adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. This degree provides Mountwest Community & Technical College a mechanism to deliver educational programs to nontraditional students desiring to complete their post-secondary education.

This program is available to nontraditional students who have graduated from high school two or more years prior to enrollment. For those students who earned their GED certificate, program application must be at least two years from the date their class would have graduated from high school.

This degree requires participants to complete a minimum of 12 credit hours from a regionally accredited institution of higher education of which three (3) credits hours must be earned at Mountwest Community & Technical College with a letter grade of “C” or higher.

To be eligible for the ‘Area of Emphasis’ students must complete 15 credit hours of work in an approved occupational concentration, including Allied Health, Business, Criminal Justice, Information Technology, Maintenance Technology, and Transportation. For more information on available ‘Area of Emphasis’ for this degree, contact the program coordinator at (304) 710-3414.

Students must meet all admission and performance standards. Credits earned through portfolios, military credits, challenge exams, special assessment of licensure/certifications, formal training programs; and CLEP and DSST exams will be placed on the transcript the semester that the credits are evaluated and awarded. Students must have a GPA of 2.0 or above to graduate.

The student who graduates with the Board of Governors Associate in Applied Science Allied Health Concentration will possess:

- Ability to work collaboratively in groups
- Computer software skills;
- Communication skills;
- Critical thinking skill;
- Job skills in Allied Health

The Board of Governors Associate in Applied Science will seamlessly articulate with the West Virginia Board of Regents Bachelor of Arts Degree and the Bachelor of Applied Science Degree.

Component I: General Education Courses

Communications	3
Communications	3
Mathematics or Science	3
Mathematics or Science	3
Computer Literacy (EDGE)	3
Social Science or Humanities	3
Social Science or Humanities	3

Component II: (Allied Health Concentration Electives)

This component consists of 39 credit hours from the following options: Area of Emphasis; portfolio course (TS 101) credits, CLEP and DSST exams, Military Credits, challenge exams, special assessment of licensure/certifications/formal training programs, transfer and residential course work, and capstone course.

Courses in the following 100 level or higher course (in any combination), in which students earned a letter grade “C” or higher or “CR” may be used to fulfill the concentration requirements: AH, CLIN, CLA, DA, DLT, EME, PAR, HIT, MA, MAS, PHT, PTA, RS, RAD, AND RTT.

Contact Information:

Jenna Parker, Program Coordinator • Room 255
Phone: 304-710-3414 • E-mail: parker54@mctc.edu

Business – Concentration Associate of Applied Science

Program Description:

The Board of Governors Associate in Applied Science Degree is designed to assist adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. This degree provides Mountwest Community & Technical College a mechanism to deliver educational programs to nontraditional students desiring to complete their post-secondary education.

This program is available to nontraditional students who have graduated from high school two or more years prior to enrollment. For those students who earned their GED certificate, program application must be at least two years from the date their class would have graduated from high school.

This degree requires participants to complete a minimum of 12 credit hours from a regionally accredited institution of higher education of which three (3) credits hours must be earned at Mountwest Community & Technical College with a letter grade of “C” or higher.

To be eligible for the ‘Area of Emphasis’ students must complete 15 credit hours of work in an approved occupational concentration, including Allied Health, Business, Criminal Justice, Information Technology, Maintenance Technology, and Transportation. For more information on available ‘Area of Emphasis’ for this degree, contact the program coordinator at (304) 710-3414.

Students must meet all admission and performance standards. Credits earned through portfolios, military credits, challenge exams, special assessment of licensure/certifications, formal training programs; and CLEP and DSST exams will be placed on the transcript the semester that the credits are evaluated and awarded. Students must have a GPA of 2.0 or above to graduate.

The student who graduates with the Board of Governors Associate in Applied Science will possess:

- Ability to work collaboratively in groups;
- Computer software skills;
- Communication skills;
- Critical thinking skill;
- Job skills in Business

The Board of Governors Associate in Applied Science will seamlessly articulate with the West Virginia Board of Regents Bachelor of Arts Degree and the Bachelor of Applied Science Degree.

Component I: General Education Courses

Communications	3
Communications	3
Mathematics or Science	3
Mathematics or Science	3
Computer Literacy (EDGE)	3
Social Science or Humanities	3
Social Science or Humanities	3

Component II: (Business Concentration Electives)

This component consists of 39 credit hours from the following options: Area of Emphasis; portfolio course (TS 101) credits, CLEP and DSST exams, Military Credits, challenge exams, special assessment of licensure/certifications/formal training programs, transfer and residential course work, and capstone course. Courses in the following 100 level or higher course (in any combination), in which students earned a letter grade “C” or higher or “CR” may be used to fulfill the concentration requirements: AT, BUS, FN, HM, ISM, MG, and other courses approved by the program coordinator.

Contact Information:

Jenna Parker, Program Coordinator • Room 255
Phone: 304-710-3414 • E-mail: parker54@mctc.edu

Criminal Justice – Concentration Associate of Applied Science

Program Description:

The Board of Governors Associate in Applied Science Degree is designed to assist adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. This degree provides Mountwest Community & Technical College a mechanism to deliver educational programs to nontraditional students desiring to complete their post-secondary education.

This program is available to nontraditional students who have graduated from high school two or more years prior to enrollment. For those students who earned their GED certificate, program application must be at least two years from the date their class would have graduated from high school.

This degree requires participants to complete a minimum of 12 credit hours from a regionally accredited institution of higher education of which three (3) credits hours must be earned at Mountwest Community & Technical College with a letter grade of “C” or higher.

Those students desiring to develop specific job skills may opt to earn their degree in an ‘Area of Emphasis.’ To be eligible for an ‘Area of Emphasis’ students must complete 15 credit hours of work in an approved occupational concentration, including Allied Health, Business, Criminal Justice, Information Technology, Maintenance Technology, and Transportation. For more information on available ‘Area of Emphasis’ for this degree, contact the program coordinator at (304) 710-3414.

Students must meet all admission and performance standards. Credits earned through portfolios, military credits, challenge exams, special assessment of licensure/certifications, formal training programs; and CLEP and DSST exams will be placed on the transcript the semester that the credits are evaluated and awarded. Students must have a GPA of 2.0 or above to graduate. The student who graduates with the Board of Governors Associate in Applied Science will possess:

- Ability to work collaboratively in groups
- Computer software skills
- Communication skills
- Critical thinking skill;
- Job skills in an optional area of emphasis

The Board of Governors Associate in Applied Science will seamlessly articulate with the West Virginia Board of Regents Bachelor of Arts Degree and the Bachelor of Applied Science Degree.

Component I: General Education Courses

Communications	3
Communications	3
Mathematics or Science	3
Mathematics or Science	3
Computer Literacy (EDGE)	3
Social Science or Humanities	3
Social Science or Humanities	3

Component II: (Criminal Justice Concentration Electives)

This component consists of 39 credit hours from the following options: Area of Emphasis; portfolio course (TS 101) credits, CLEP and DSST exams, Military Credits, challenge exams, special assessment of licensure/certifications/formal training programs, transfer and residential course work, and capstone course. Courses in the following 100 level or higher course (in any combination), in which students earned a letter grade “C” or higher or “CR” may be used to fulfill the concentration requirements: CJ, CJS, LAW, and other courses approved by the program coordinator.

Contact Information:

Jenna Parker, Program Coordinator • Room 255
Phone: (304) 710-3414 • E-mail: parker54@mctc.edu

Information Technology – Concentration Associate of Applied Science

Program Description:

The Board of Governors Associate in Applied Science Degree is designed to assist adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. This degree provides Mountwest Community & Technical College a mechanism to deliver educational programs to nontraditional students desiring to complete their post-secondary education.

This program is available to nontraditional students who have graduated from high school two or more years prior to enrollment. For those students who earned their GED certificate, program application must be at least two years from the date their class would have graduated from high school.

This degree requires participants to complete a minimum of 12 credit hours from a regionally accredited institution of higher education of which three (3) credits hours must be earned at Mountwest Community & Technical College with a letter grade of “C” or higher.

Those students desiring to develop specific job skills may opt to earn their degree in an ‘Area of Emphasis.’ To be eligible for an ‘Area of Emphasis’ students must complete 15 credit hours of work in an approved occupational concentration, including Allied Health, Business, Criminal Justice, Information Technology, Maintenance Technology, and Transportation. For more information on available ‘Area of Emphasis’ for this degree, contact the program coordinator at (304) 710-3414.

Students must meet all admission and performance standards. Credits earned through portfolios, military credits, challenge exams, special assessment of licensure/certifications, formal training programs; and CLEP and DSST exams will be placed on the transcript the semester that the credits are evaluated and awarded. Students must have a GPA of 2.0 or above to graduate. The student who graduates with the Board of Governors Associate in Applied Science will possess:

- Ability to work collaboratively in groups
- Computer software skills
- Communication skills
- Critical thinking skill;
- Job skills in an optional area of emphasis

The Board of Governors Associate in Applied Science will seamlessly articulate with the West Virginia Board of Regents Bachelor of Arts Degree and the Bachelor of Applied Science Degree.

Component I: General Education Courses

Communications	3
Communications	3
Mathematics or Science	3
Mathematics or Science	3
Computer Literacy (EDGE)	3
Social Science or Humanities	3
Social Science or Humanities	3

Component II: (Information Technology Concentration Electives)

This component consists of 39 credit hours from the following options: Area of Emphasis; portfolio course (TS 101) credits, CLEP and DSST exams, Military Credits, challenge exams, special assessment of licensure/certifications/formal training programs, transfer and residential course work, and capstone course. Courses in the following 100 level or higher course (in any combination), in which students earned a letter grade “C” or higher or “CR” may be used to fulfill the concentration requirements: CS, CSD, IT, and other courses approved by the program coordinator.

Contact Information:

Jenna Parker, Program Coordinator • Room 255
Phone: 304-710-3414 • E-mail: parker54@mctc.edu

Maintenance Technology – Concentration Associate of Applied Science

Program Description:

The Board of Governors Associate in Applied Science Degree is designed to assist adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. This degree provides Mountwest Community & Technical College a mechanism to deliver educational programs to nontraditional students desiring to complete their post-secondary education.

This program is available to nontraditional students who have graduated from high school two or more years prior to enrollment. For those students who earned their GED certificate, program application must be at least two years from the date their class would have graduated from high school.

This degree requires participants to complete a minimum of 12 credit hours from a regionally accredited institution of higher education of which three (3) credits hours must be earned at Mountwest Community & Technical College with a letter grade of “C” or higher.

Those students desiring to develop specific job skills may opt to earn their degree in an ‘Area of Emphasis.’ To be eligible for an ‘Area of Emphasis’ students must complete 15 credit hours of work in an approved occupational concentration, including Allied Health, Business, Criminal Justice, Information Technology, Maintenance Technology, and Transportation. For more information on available ‘Area of Emphasis’ for this degree, contact the program coordinator at (304) 710-3414.

Students must meet all admission and performance standards. Credits earned through portfolios, military credits, challenge exams, special assessment of licensure/certifications, formal training programs; and CLEP and DSST exams will be placed on the transcript the semester that the credits are evaluated and awarded. Students must have a GPA of 2.0 or above to graduate. The student who graduates with the Board of Governors Associate in Applied Science will possess:

- Ability to work collaboratively in groups
- Computer software skills
- Communication skills
- Critical thinking skill;
- Job skills in an optional area of emphasis

The Board of Governors Associate in Applied Science will seamlessly articulate with the West Virginia Board of Regents Bachelor of Arts Degree and the Bachelor of Applied Science Degree.

Component I: General Education Courses

Communications	3
Communications	3
Mathematics or Science	3
Mathematics or Science	3
Computer Literacy (EDGE)	3
Social Science or Humanities	3
Social Science or Humanities	3

COMPONENT II: (Maintenance Technology Concentration Electives)

This component consists of 39 credit hours from the following options: Area of Emphasis; portfolio course (TS 101) credits, CLEP and DSST exams, Military Credits, challenge exams, special assessment of licensure/certifications/formal training programs, transfer and residential course work, and capstone course. Courses in the following 100 level or higher course (in any combination), in which students earned a letter grade “C” or higher or “CR” may be used to fulfill the concentration requirements: MT, MTEC, WELD, and other courses approved by the program coordinator.

Contact Information:

Jenna Parker, Program Coordinator • Room 255
Phone: 304-710-3414 • E-mail: parker54@mctc.edu



Mountwest

Community & Technical College

**ONE YEAR
CERTIFICATES**

EXPAND YOUR VIEW



Accounting/Bookkeeping
Allied Health Occupations
Assistant Teacher
Certified Coding Specialist
Deaf Studies
Exercise Science
Hospitality Management - Culinary Arts
Microsoft Certified Solutions Expert
Microsoft Certified Solutions Associate
Pharmacy Technician
Technical Studies
3D Printing
Machinist Technology
Transportation
Railway
Welding

Accounting/Bookkeeping

Program Description:

The Accounting/Bookkeeping Certificate Program is designed to prepare students for entry-level positions in the accounting/bookkeeping field. The completion of the certificate program prepares students to work for CPA firms, corporate accounting departments, and small businesses. This includes clerical positions in specialized areas such as accounts payable, accounts receivable, payroll, and any position involved in the accounting functions of a business.

Students who successfully complete the certificate program will be able to demonstrate the following competencies:

- Identify and describe the fundamental principles and practices of accounting;
- Apply fundamental accounting principles and practices to prepare common income statements, balance sheets, and cash flow statements;
- Utilize microcomputer accounting software systems for the purpose of maintaining a general ledger, accounts receivable, accounts payable, and payroll;
- Identify, describe, and prepare a variety of tax records and reports necessary to maintain a business and to meet local, state, and federal requirements;
- Develop and analyze accounting information for managerial planning and control;
- Complete computer applications including word processing, spreadsheets, databases, electronic mail, and the Internet;
- Identify and apply the techniques of effective oral and written communication in a business setting;
- Perform business mathematical operations utilizing the calculator for computations.

Career Outlook:

Accounting paraprofessionals are qualified for numerous career opportunities such as accountant's assistants, accounting clerks, bookkeepers, banking support staff, finance support staff, and income tax preparations clerks. According to the Bureau of Labor Statistics, "The large size of this occupation ensures plentiful job openings, including many opportunities for temporary and part-time work."

Employment Opportunities:

- Accountant's assistants
- Accounting clerk
- Bookkeeper

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

ONE-YEAR CERTIFICATES

Accounting/Bookkeeping

Fall

AC 103	Introduction to Accounting (EDGE)	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT 115	Business Mathematics	3
MG 101	Introduction to Business (EDGE)	3

Spring

AC 201	Financial Accounting	3
AC 221	Computerized Accounting	3
AC 234	Taxation	3
FN 231	Business Finance	3
IT 150	Applications to Spreadsheets (EDGE)	3

Hours required for graduation: 30

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Gerald Doyle • Room 245 • Phone: (304) 710-3409 or
1-866-676-5533 • E-mail: doyle@mctc.edu

Allied Health Occupations Certificate

Program Description:

The Allied Health Occupations Certificate Program is a unique opportunity for students interested in the health care field to earn a certificate that will help them further this goal. Health Occupations Certificate graduates have a wide range of career options within the health science industry. Graduates work in educational services, federal, state, and local governments, or pharmaceutical and medical facilities. The Health Occupations Certificate includes a minimum of 18 general education credits and 12 credit hours of Allied Health credits.

Career Outlook:

According to the United States Department of Labor, the employment projection on the average for all health occupations professions is expected to grow as fast as other occupations. However, selective specialties within this field are expected to grow faster.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

- Mountwest is an open enrollment institution. Please contact Student Services Division at (304) 710-3364 for specific admission requirements.
- Applicants must complete all general education and prerequisite courses with a grade of "C" or better, and must have a cumulative GPA of 2.0 or higher.

ONE-YEAR CERTIFICATES

Allied Health Occupations Certificate

Fall			Contact Information:	
AH 151	Medical Terminology (EDGE)	3	Janet B. Smith • Room 433 • Phone: (304) 710-3516 or 1-866-676-5533 • E-mail: smithjan@mctc.edu	
BIOL 257	Introduction To Anatomy & Physiology	3		
ENL 111	Written Communication	3		
IT 101	Fundamentals of Computers (EDGE)	3		
	Math Elective	3		
Spring				
	Allied Health Electives (3 Classes)	9		
COM 112/125	Oral Communication or Interpersonal Communication	3		
	Social Science Elective	3		

Hours required for graduation: 30

Assistant Teacher Certificate

Program Description:

The Assistant Teacher Program is a one year certificate consisting of 34 credit hours. The program is approximately one half of the curriculum of the Early Childhood Education Associate's in Applied Science degree. This certificate program is designed to prepare students to assist lead teachers in a variety early childhood programs including but not limited to Pre-K, Preschool Special Needs and Kindergarten. It is also designed to meet the West Virginia Early Childhood Classroom Assistant Teacher Requirements.

Career Description:

Assistant teachers serve in a support capacity in the early childhood classroom; their role is crucial as interactions with children through relationships and daily instruction contribute to the overall quality of the program. In addition, teacher assistants nurture and care for young children. These individuals also work with groups of children and help all children acquire the skills for school readiness as well as the social skills needed to help them interact with others. These individuals are needed in a variety of early childhood classrooms including Pre-K, Preschool Special Needs and Kindergarten.

Career Outlook:

According to the Bureau of Labor Statistics, employment of teacher assistants is expected to grow by 15 percent from 2010 to 2020, about as fast as the average for all occupations. Growth is expected to result from increases in student enrollment, continued demand for special education services, and increases in child care and preschool enrollment. Furthermore, enrollment is expected to increase in child care services and preschool programs, both of which employ teacher assistants. Increases in enrollment will increase demand for teacher assistants in these settings.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

ONE-YEAR CERTIFICATES

Assistant Teacher Certificate

Fall

COM 112	Oral Communication	3
EDUC 120	Foundations of Early Childhood	3
EDUC 215	Child, Family, and Community	3
EME 101	CPR/First Aid	1
ENL 111	Written Communication	3
MAT 120	Applied Professional Mathematics	3

Hours required for graduation: 34

Contact Information:

Sarah Dick • Room 321 • Phone: (304) 710-3452 or
1-866-676-5533 • E-mail: crouse@mctc.edu

Spring

EDUC 210	Observation Assess. Of Young Children	3
EDUC 225	Development of Young Children	3
EDUC 228	Early Childhood Special Ed	3
EDUC 230	Early Language and Literacy	3
EDUC 270	Level I Clinical Experience	2
EDUC 275	Level II Clinical Experience	1
EDUC 295	Early Childhood Curriculum and Methods	3

Certified Coding Specialist

Program Description:

The Certified Coding Specialist (CCS) serves as a qualified technician in analyzing and classifying medical data, generally in the hospital setting. Using universally recognized coding systems (ICD-10-CM/PCS and CPT-4), the CCS assigns codes to diagnoses, injuries and procedures found in the records of patients. The codes are then reported to insurance companies or government agencies for payment/reimbursement of patients' health expenses, medical statistics and research. In addition the CCS is knowledgeable of medical terminology, disease processes, and pharmacology.

This program will enable the student to become familiar with the coding systems, medical terminology and medical background of anatomy and diseases which will give the student a basis on which to build. Students will also have the opportunity to complete a directed practice of 120 hours in a healthcare setting. This course will prepare students to sit for the CCS exam administered by the American Health Information Association. Please refer to their website at www.ahima.org, or call (312) 787-2672 for further qualifications for taking the national certification test.

Career Outlook:

Job prospects should be very good. Employment of medical records technicians is expected to grow much faster than the average for all occupations through 2012 due to rapid growth in the number of medical tests, treatments, and procedures that will be increasingly scrutinized by third-party payers, regulators, courts, and consumers.

Employment Opportunities:

- Acute care facilities
- Ambulatory care facilities
- Rehabilitation centers
- Physicians' offices
- State and local health departments
- Insurance companies
- Professional billing companies

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

Students seeking admission into the Certified Coding Specialist program must arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection.

ONE-YEAR CERTIFICATES

Certified Coding Specialist

Summer

AH 151	Medical Terminology (EDGE)	3
BIOL 257	intro to Anatomy & Physiology	3
BIOL 259	Basic A&P Lab	1

Fall

HIT 201	Health Information Technology	4
HIT 205	ICD-10-CM Diagnostic Coding	3
HIT 209	Intro to CPT Procedural Coding & Healthcare Reimbursement	3
AH 205	Principles of Disease	3

Spring

HIT 207	ICD-10-PCS Procedural Coding	3
HIT 211	Coding and Reimbursement for Physician Services	3
AH 216	Basic Pharmacology	3
HIT 216	Healthcare Statistics	3
AH 204	Legal and Ethical Issues in Healthcare	3

Summer

ENL 1xx	College Level English or Writing Course	3
HIT 216	Professional Practice Experience (60 coding hrs/60 exam prep)	2

Hours required for graduation: 30

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Janet B. Smith • Room 433 • Phone: (304) 710-3516 or 1-866-676-5533 • E-mail: smithjan@mctc.edu

Deaf Studies

Program Description:

This certificate program is designed to give students a foundation in American Sign Language (ASL) and to acquaint them with basic issues of concern to the Deaf community. Furthermore, the program offers an opportunity to individuals already working in the Deaf community to increase their understanding of ASL and Deaf culture in order to strengthen their knowledge and communication skills. Upon completion of the One-Year Certificate Program in Deaf Studies, the graduate will be able to:

- effectively communicate with Deaf persons in informal settings such as teaching, human services, or health care;
- enhance their credentials for employment opportunities which do not require interpreter certification, but do assign value to skills in ASL and knowledge of Deaf culture;
- earn the academic qualifications for entry into advanced studies at universities offering sign language programs.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Enter an Interpreter Training Program, after which they may sit for certification examination, sponsored by the national licensing organization.
- Seek employment with an early intervention program that serves Deaf and Hard of Hearing children.
- A background in ASL and Deaf Studies will be useful in every field of employment.

Additional Information:

Other individuals that can benefit from this program are parents of Deaf and Hard of Hearing children and young hearing children, teachers and child care providers, paraprofessionals, speech/language pathologists, counselors, interpreters, and medical professionals.

ONE-YEAR CERTIFICATES

Deaf Studies

Fall

ASL 101	American Sign Language	3
ASL 101L	American Sign Language	1
ASL 105	American Deaf Community	3
ASL 110	American Deaf Culture	3
ASL 220	Resources for the Deaf Community	3
COL 101	New Student Seminar	3

Contact Information:

Leigh-Ann Brewer • Room 319 • Phone: (304) 710-3451 or
1-866-676-5533 • E-mail: brewer13@mctc.edu

Spring

ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
ASL 102	American Sign Language II	3
ASL 102L	American Sign Language II	1
ASL 103	Fingerspelling	3
ASL 205	American Deaf Community History	3

Hours required for graduation: 30

Exercise Science Certificate

Program Description:

The Exercise Science Certificate Program will provide the skills necessary to become a certified personal trainer in conjunction with obtaining prerequisite coursework required for advancement in other Allied Health Associate Degree Programs. Students obtaining the certificate will be prepared for direct employment within a health club, fitness center, or for individual private pay consultation.

Career Outlook:

Employment of fitness trainers and instructors is expected to grow by 24 percent from 2010 to 2020, faster than the average for all occupations. As businesses and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, incentives to join gyms or other fitness facilities will increase the need for workers in these areas.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

ONE-YEAR CERTIFICATES

Exercise Science Certificate

Fall

BIOL 260	Applied Human Anatomy	4
BIOL 265	Applied Human Physiology	4
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
	Social Science Elective	3

Spring

AH 217	Personal Fitness Training	4
BIOL 221	Structural Kinesiology	4
BIOL 245	Physiology of Exercise	3
MAT 145	Applications in Algebra	3

Hours required for graduation: 31

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Janet B. Smith • Room 433 • Phone: (304) 710-3516 or
1-866-676-5533 • E-mail: smithjan@mctc.edu

Hospitality Management – Culinary Arts

Program Description:

The hospitality and food service industry is a large, diverse field that provides challenging and exciting career opportunities for people from all walks of life. The possibilities for satisfying careers are almost limitless. The rewards and satisfactions provided by the industry far exceed those of many other fields of work.

While the different segments of the hospitality and tourism industry have their own unique characteristics, they all share the same mission and heritage-serving the guest or customer. The segments of hospitality and tourism are fine dining, catering, hotel and motel food service, casual family restaurants, chef-owned bistros, quick-service dining, national chains, national parks, resorts, casinos, stadiums, theme parks, cruise lines, and on-site foodservice operations such as hospital, collegiate, and company cafeterias. They all possess a common feature as one of the most dynamic employment and career fields available. The Culinary Arts Certificate prepares individuals for entry-level chef positions. Students will study the fundamentals of classical and contemporary cuisine, sanitation, nutrition, purchasing, cost control, kitchen management, and restaurant procedures. A range of different cuisines are taught from basic levels, to intermediate, to advanced. The curriculum is designed for the entry-level student with no previous work experience or formal training in the profession, as well as for industry professionals seeking to raise their skills.

Career Outlook:

Competition for jobs in the top kitchens of higher-end restaurants should be keen. While job growth will create new positions, the overwhelming majority of job openings will stem from the need to replace workers who leave this large occupational group. Minimal education and training requirements, combined with a large number of part-time positions, make employment as chefs, cooks, and food preparation workers attractive to people seeking first time or short-term employment, a source of additional income, or a flexible schedule.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

The college adheres to an open admissions policy meaning applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Career Description:

Chefs, cooks, and food preparation workers prepare, season, and cook a wide range of foods- from soups, snacks, and salads, to entrees, side dishes, and desserts- in a variety of restaurants and other food services establishments. Chefs and cooks create recipes, menus, and prepare meals, while food preparation workers peel and cut vegetables, trim meat, prepare poultry, and perform other duties such as keeping work areas clean and monitoring temperatures of ovens and stovetops.

ONE-YEAR CERTIFICATES

Hospitality Management – Culinary Arts

Fall

CA 105	Fabrication & Knife Skills	3
CA 110	Mise en Place	3
CA 120	A la Carte Dining Rm Serv (EDGE)	2
CA 190	Hospitality Lab Practicum I	1
CA 200	Sanitation and Safety (EDGE)	2
ENL 111	Written Communication	3
HM 101	Travel, Tourism & Hospitality Industry	2

Spring

CA 112	Garde Manager	3
CA 195	Hospitality Lab Practicum II	1
CA 269	Soups, Stocks & Sauces	2
CA 275	Cost Control and Revenue Management	2
IT 101	Fundamentals of Computers (EDGE)	3
MAT	Mathematics Elective	3

Hours required for graduation: 30

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Center for Culinary Arts • 1648 8th Avenue
Phone: (304) 399-0210 or 1-866-676-5533

Microsoft Certified Solutions Expert

Program Description:

As a leading Microsoft IT Academy, Mountwest Community & Technical College offers the Network Systems Administration option to help prepare students for the Microsoft Certified Solutions Expert (MCSE) Certification examinations. The curriculum and course materials are designed by Microsoft, and the College's instructors are Microsoft Certified Solutions Experts (MCSE) with industry experience that take a personal interest in mentoring students through every step of the certification process.

Career Outlook:

The U.S. Department of Labor – Bureau of Labor Statistics states that computer-related jobs (IT) hold numerous positions within the Top-20 Fastest Growing Occupations in the country. Additionally, IT jobs are reported to have the highest earning of any of the occupations in the list.

Computer occupations are expected to be some of the fastest growing in the U.S. economy and will account for 5 out of the 20 fastest growing occupations over the next decade through 2015. Employment growth will be driven by the increasing reliance of businesses on information technology and the continuing importance of maintaining system and network security. In addition to high growth rates, computer and healthcare occupations combined will add more than 1.5 million new jobs. High growth rates among computer occupations reflect projected rapid growth in the computer and data processing industries.

Management, scientific and technical consulting services will grow very rapidly, by 55.4%, spurred by the increased use of new technology and the growing complexity of business.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Career Description:

The Microsoft Certified Solutions Expert (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft Server software. It is one of the most widely recognized and sought after technical certifications in the IT industry demonstrating to employers, clients and colleagues that an individual has achieved expertise in the area in Information Technology.

ONE-YEAR CERTIFICATES

Microsoft Certified Solutions Expert

Fall

ENL 111/125	Written Communication or Business Technical Writing	3
IT 210	Networking Administration I	3
IT 211	Networking Administration II	3
IT 216	Networking Administration III	3
IT 217	Networking Administration IV	3

Spring

IT 219	Networking Administration V	3
IT 222	Networking Administration VI	3
IT 223	Networking Administration VII	3
IT 224	Fundamentals of Network Security	3
	Elective	3

Hours required for graduation: 30

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Patrick Smith • Room 209 • Phone: (304) 710-3398 or
1-866-676-5533 • E-mail: smith288@mctc.edu

Microsoft Certified Solutions Associate (MCSA) Certificate

Program Description:

As a leading Microsoft IT Academy, Mountwest Community & Technical College offers the Network Systems Administration option to help prepare students for the Microsoft Certified Solutions Associate (MCSA) Certification examinations. The curriculum and course materials are designed by Microsoft, and the College's instructors are Microsoft Certified Solutions Experts (MCSE) with industry experience that take a personal interest in mentoring students through every step of the certification process.

Career Outlook:

The U.S. Department of Labor — Bureau of Labor Statistics states that computer-related jobs (IT) hold numerous positions within the Top-20 Fastest Growing Occupations in the country. Additionally, IT jobs are reported to have the highest earning of any of the occupations in the list.

Computer occupations are expected to be some of the fastest growing in the U.S. economy and will account for 5 out of the 20 fastest growing occupations over the next decade through 2015. Employment growth will be driven by the increasing reliance of businesses on information technology and the continuing importance of maintaining system and network security. In addition to high growth rates, computer and healthcare occupations combined will add more than 1.5 million new jobs. High growth rates among computer occupations reflect projected rapid growth in the computer and data processing industries.

Management, scientific and technical consulting services will grow very rapidly, by 55.4%, spurred by the increased use of new technology and the growing complexity of business.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Career Description:

The Microsoft Certified Solutions Expert (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft Server software. It is one of the most widely recognized and sought after technical certifications in the IT industry demonstrating to employers, clients and colleagues that an individual has achieved expertise in the area in Information Technology.

ONE-YEAR CERTIFICATES

Microsoft Certified Solutions Associate (MCSA) Certificate

ENL 111	Written Communication	3
or		
ENL 231	Business and Technical Writing	
IT 120	Network Operating Systems	3
IT 210	Networking Administration I	3
IT 211	Networking Administration II	3
IT 216	Networking Administration III	3
IT 217	Networking Administration IV	3
IT 219	Networking Administration V	3
IT 230	Network Communications	3
or		
IT 270	Computer Essentials & Applications	
IT 224	Fundamentals of Network Security	3
or		
IT 293	Networking Practicum	
	Math Elective	3

Contact Information:

Patrick Smith • Room 209 • Phone: (304) 710-3398 or
1-866-676-5533 • E-mail: smith288@mctc.edu

Hours required for graduation: 30

Pharm Tech

Program Description:

Pharmacy technicians are currently in very high demand and this demand is expected to continue through at least 2018. As pharmacies expand patient care services, the role of and need for pharmacy technicians will also expand. Pharmacy Technicians are highly skilled individuals who play a critical role in pharmacies. They assist Pharmacists with day-to-day operations so that Pharmacists can spend the time they need to provide quality counseling and care to their patients.

Pharmacy technicians who work in retail or mail-order pharmacies have varying responsibilities, depending on State rules and regulations. Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor's office. To prepare the prescription, technicians must retrieve, count, pour, weigh, measure, and sometimes mix the medication. Technicians may establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications.

In hospitals, nursing homes, and assisted-living facilities, technicians have added responsibilities. They read patient charts and prepare and deliver the medicine to patients. The pharmacist must check the order before it is delivered to the patient. The technician then copies the information about the prescribed medication onto the patient's profile.

With the appropriate amount of training and experience, pharmacy technicians may be promoted to supervisory roles, may seek specialization (e.g. oncology, nuclear pharmacy), or may pursue further education and training to become a pharmacist. Some technicians gain specialized skills in sterile products admixture, pharmacy automation, and health information systems. The Pharmacy Technician Certificate Degree includes a total of 30 credit hours. Successful completion of the PHT program will include a clinical internship at an affiliated health-care and retail facility. Many states required licensure in order to perform pharmacy technician work.

The West Virginia Board of Pharmacy currently requires licensure of all pharmacy technicians. Beginning July 1, 2015, newly hired technicians in West Virginia must be nationally certified. Upon completion of the PHT program, graduates will be eligible to sit for

the national board examination. For more information about West Virginia requirements and the national certification exam please visit, www.wvbop.com and www.ptcb.org.

Career Outlook:

According to the Bureau of Labor and Statistics (BLS), employment of pharmacy technicians is expected to increase by 32% from 2010 to 2020. The BLS also suggests that pharmacy technicians with formal education or training, previous work experience, and national certification will be specifically sought after to meet these demands.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

Students must submit an application for this program as it is selective admission. Students must also have:

1. A 2.5 GPA from the institution or previously enrolled or high school diploma or GED
2. A minimum ACT Math score of 19 or COMPASS Algebra score of 36 or Accuplacer score of 85
3. A minimum ACT English score of 18 or COMPASS English score of 71 or Accuplacer score of 5
4. A minimum Reading Accuplacer score of 79

Additional Requirements:

- In order to graduate from the Certificate PHT program, students must maintain a minimum grade of "C" or better in all PHT courses. They will be allowed to repeat the course one time before dismissal from the program
- Proof of medical insurance coverage is required for internship
- Prior to internship, students must submit proof of Tuberculosis testing and Hepatitis B vaccination, or sign a waiver refusing vaccination
- The cost of tuberculosis testing, vaccinations, and background checks are the responsibility of the student
- Students are responsible for room and board, as well as transportation during clinical internship

ONE-YEAR CERTIFICATES

Pharm Tech

Fall

PHT 204	Pharmacy Practice I	3
PHT 206	Pharmacy Calculations	3
PHT 208	Sterile Products	2
PHT 216	Pharmacology for PHT I	3
COM 125	Interpersonal Communication	3

Spring

PHT 240	Point of Care	2
PHT 250	Pharmacy Practice II	3
PHT 255	Pharmacy Technician Seminar	2
PHT 260	Practice Management	3
PHT 290	Technician Experiential Training	6

Hours required for graduation: 30

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Melissa Ballard, CPhT • Room 435 • Phone: (304) 710-3517 or 1-866-676-5533 • E-mail: ballard@mctc.edu

Technical Studies

Component I: General Education (6-11 Credit Hours)

ENL/COM	Communication Skills (appropriate to Occupational Area)	3
MAT	Quantitative Skills/Laboratory Science/ Experience (at least one college-level course must be in mathematics)	3
	Optional General Education Electives	0-5

Component II: Technical/ Occupational Specialty (Maximum of 24 credit hours)

This component consists of technical specialty courses specific to an occupational area. Technical courses developed by the college, approved courses included in a business, industry, labor, or agency-based education/training program, or combinations of credit courses and/or non-credit training modules evaluated for credit equivalency by an identified college body can be included in this component. Externally based education and training programs which are equivalent to college level classroom/laboratory courses are to be converted to college credit hours at no less ratio than 15:1 contact to credit hours for lecture, and at a rate consistent with the lab contact hour/credit hour ratio of the degree granting institution for laboratory credit. Credit equivalencies for non-credit training modules will be converted at no less ration than 30:1 contact to credit hours. Credit for externally based education and training will be awarded upon completion of the college work required in Component 1, above.

Component III: Supervised Worksite-Based Learning (Maximum of 6 credit hours)

Credit for worksite-based training is optional in the certificate in Technical Studies program. When incorporated, such training consists of a paid or unpaid internship, practicum, or OJT experience performed in a business, industry, labor, or agency setting in the occupational area related to the certificate. The credit value of internships included in the CP in Technical Studies will be determined by the same process and contact to credit hour ratio as that in traditional programs. Business, industry and agency-based on-the-job training experience is to be converted to credit hours at a ratio of 160:1, with a maximum of 960 contact hours allowable. A statement of the total number of contact hours experienced in this component may be placed on the college record. This credit may be recorded immediately prior to graduation from college

Minimum hours required for graduation: 30

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Steven Brown • Room 229A • Phone: (304) 710-3393 or
1-866-676-5533 • E-mail: brown175@mctc.edu

3D Printing CP - Certificate

Program Description:

The objective of this degree is to provide individuals entry-level job skills required in several related professions, including engineering technicians, product design technicians (including state-of-the-art products for medicine, structures, etc.), printers, Computer-Aided Design (CAD) technical specialists, computer modeling specialists, simulation specialists, graphic designers and digital artists. Particular engineering fields include Manufacturing, Mining, Civil, Biomedical, and Marine Engineering. CADD specialists have broad-based skills applicable to the architectural, engineering, design, entertainment, and medical fields. Graduates will have skills essential to architects, engineers, designers, manufacturers, realtors, bankers, printers, creators of computer and graphic simulations, and all digital art applications.

Students in this program will learn 2D and 3D CAD, 3D modeling, rendering, and animation for art, films, and television, product development, engineering process and control, including reverse engineering and prototype development, design processes, organizational design, and business development. Students will have the opportunity to become certified in AutoCAD and Inventor. For students considering a bachelor's degree in engineering, the offering of Statics, Mechanics of Materials, Calculus, and Physics allows students to take these courses in a community college environment.

New manufacturing, engineering, medical, and visual effect processes require the skills students will obtain using state-of-the-art computer programs and prototyping equipment. Students will have access to the most up-to-date Autodesk computer programs, including AutoCAD, Inventor, 3ds Max, Revit, and Maya, as well as the latest prototyping equipment, including a digital printer. Three-dimensional printing is no longer just a prototyping technique, but is now the latest manufacturing process. This process is expected to eventually replace all other manufacturing processes, and the Engineering Design Technology Program trains students in all aspects of this technique. An integrated curriculum, including classes on design and entrepreneurship, allows each graduating class the opportunity to identify, develop and create a prototype for a new product, from conception to construction.

The Engineering Design Technology Program incorporates coordination with a broad-based advisory board of local business representatives, and is designed to prepare graduates with state-of-the-art skills required in the rapidly changing manufacturing, engineering, design, health and visual effects fields. Upon completion of the Engineering Design Technology Associate in Applied Science Degree, the graduate will be able to:

- Create 2D representations of objects,
- Create 3D representations of objects, and produce realistic representations of these objects through state-of-the-art rendering and animation techniques,
- Work in a group to conceptualize, design, and check the viability of a new product, and create a prototype of that product,
- Reverse engineer and create a prototype of an existing object,
- Check the efficiency of various engineering processes,
- Create photorealistic representations of any object, including 3D architectural designs, and
- Create a new business in WV.

ONE-YEAR CERTIFICATES

3D Printing CP - Certificate

Fall

ENL 111	Written Communication	3
MAT 145	Applications in Algebra	3
MFE 116	Manufacturing Processes	3
MFE 220	Computer Aided Design	4
	Elective	1-3

Spring

COM112	Oral Communication	3
MAT 205	Calculus	3
MFE 230	Computer Aided Design II	4
MFE 248	Statistical Process & Control	3
MFE 255	Rapid Prototyping Techniques	3

Hours required for graduation: 30–32

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Theodore Triplett • Room 251 • Phone: (304) 710-3438 or
1-866-676-5533 • E-mail: triplett@mtc.edu

Technical Studies CP Machinist Technology – Concentration

Program Description:

The machinist Technology Program at the Robert C. Byrd Institute for Advance Flexible Manufacturing (RCBI) is an industry-driven, hands on program that prepared individuals to meet the rigorous demands of the manufacturing sector. An element of the RCBI program enables students to earn a certificate degree in Technical Studies by completing additional course work through Mountwest Community & Technical College.

Participants in the Machinist Technology Program receive technical skills training to work in industrial machining. Course work includes manual machine operation and technical support, introductory CNC (computer-numerical-control) machine operation and technical support, oral communications and organizational skills, mathematics for machinists, and safety issues.

Working closely with an 11-member industry-based advisory board, RCBI designed the program's core technical components so they met the manufacturing sector's needs.

Comprehensive full- and part-time programs are available, thus enabling current workforce members to improve their technical skills and develop professionally while helping their employers become more competitive.

Career Outlook:

Despite projected slower-than-average employment growth, job opportunities for machinists should continue to be excellent. The number of workers obtaining the skills and knowledge necessary to fill machinist jobs is expected to be less than the number of job openings arising each year from employment growth and from the need to replace experienced machinists who transfer to other occupations or retire.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The Machinist Technology Program has admission and candidacy requirements in addition to the Mountwest Community & Technical College admission guidelines.

Tech Prep Affiliation:

The Machinist Technology Program is aligned with the West Virginia Tech Prep Engineering/Technical Cluster.

ONE-YEAR CERTIFICATES

Technical Studies CP

Machinist Technology – Cconcentration

MAT 135	Math for Machinist Technology (EDGE)	3
MT 105	Industrial Safety	2
MT 121	Introduction to Machinery	4
MT 200	Blueprint Reading	3
MT 205	Precision Management	3
COM/ENL	Communication/English Elective	3
MT 215	Metalworking Theory	10
	Machinist Elective	2

Contact Information:

Steven Brown • Room 229A • Phone: (304) 710-3493

E-mail: brown175@mctc.edu

Hours required for graduation: 30

Transportation Technology Transportation – Certificate

Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student or current industry employee having an interest in the transportation field. This unique on-line, distance learning and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to an Associate's, Bachelor's and Master's degree in transportation studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exam, industry recognized certifications, and/or continuing education units (CEU's).

Career Outlook:

Jobs in the transportation field are expected to increase.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Entrance Requirements:

Entry into this program requires acceptance by third party railroad agencies. Please contact the Workforce Development office for application instructions.

ONE-YEAR CERTIFICATES

Transportation Technology Transportation – Certificate

ENL or COM	English or Communication Elective	3
MAT	Approved math elective	3
TRAN	Transportation Elective	24

Contact Information:

Dr. Kristy Wood • Room 205 • Phone: (304) 710-3396 or
1-866-676-5533 • E-mail: wood25@mctc.edu

Hours required for graduation: 30

Transportation Technology Railway– Certificate

Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student or current industry employee having an interest in the transportation field. This unique on-line, distance learning and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to an Associate's, Bachelor's and Master's degree in transportation studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exams, industry recognized certifications, and/or continuing education units (CEU's).

The Railway option provides current and former railway employees with the opportunity to earn college credit for their company, industry and on-the-job training, while brushing up general education skills and expanding their knowledge about the transportation industry through online or live courses.

Career Outlook:

For the most current career outlook information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at <http://www.bls.gov/ooh/transportation-and-material-moving/railroad-occupations.htm#tab-6>.

Salary Forecast:

For the most current salary information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at <http://www.bls.gov/ooh/transportation-and-material-moving/railroad-occupations.htm#tab-5>.

Entrance Requirements:

Entry into this program requires former or current employment by a railroad company. Please e-mail Dr. Wood, Transportation Program Coordinator, for admissions information.

ONE-YEAR CERTIFICATES

Transportation Technology Railway– Certificate

TRAN 101	English or Communications Elective	3
	Introduction to Transportation Systems	3
	Approved Math Elective	3

Contact Information:

Dr. Kristy Wood • Room 205 • Phone: (304) 710-3396 or
1-866-676-5533 • E-mail: wood25@mctc.edu

Minimum 21 hours of additional TRAN
courses, six of which must be in the
following ranges: TRAN 150-199, 211,
221, 222, 265–269, 21

Hours required for graduation: 30

Welding Technology CP

Program Description:

The Welding Technology Program is an industry-driven, hands-on program that prepares individuals to meet the rigorous demands of the manufacturing sector.

The welding program delivers skills that an individual needs to be successful in industry. This is accomplished through a hands-on approach and intensive student instructor interaction. The best way to learn to weld is by actually welding. Therefore, the focus is put on work done outside the traditional classroom and in a shop setting, providing the student a true feel for the correct way to weld. A major subject is safety and this program teaches individuals how to protect themselves and their environment while completing the job. Students learn a variety of welding methods including TIG, MIG, and SMAW, as well as metal cutting techniques to ensure they have the necessary skills expected by employers. This program provides new welders a firm foundation to earn certification and thrive in the field.

Comprehensive full- and part-time programs are available, thus enabling current workforce members to improve their technical skills and develop professionally while helping their employers become more competitive.

Career Outlook:

Employment is projected to experience little or no change over the next decade. Good job opportunities are expected for skilled welders because some employers are reporting difficulty finding qualified workers. About two out of three jobs in this occupation are in manufacturing industries.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Program Admission Requirements:

The Welding Technology Program has admission and candidacy requirements in addition to the Mountwest Community & Technical College admission guidelines.

Employment Opportunities:

Entry-level positions for which graduates will compete include:

1. General purpose machinery manufacturing
2. Agriculture, construction, and mining machinery manufacturing
3. Commercial and industrial machinery and equipment (excluding automotive and electronic) repair and maintenance
4. Architectural and structural metals manufacturing
5. Motor vehicle body and trailer manufacturing

ONE-YEAR CERTIFICATES

Welding Technology CP

MAT 135	Mathematics for Machinist	3
MT 105	Industrial Safety	2
WELD 120	Shield Metal Arc Welding(SMAW)	6
WELD 120L	Shield Metal Arc Welding Lab	4
COM/ENL	Communication/English Elective	3
WELD 110	Blueprint Reading for Welding	3
	Advance Welding Course	9

Contact Information: :

Dr. Kristy Wood • Room 205 • Phone: (304) 710-3396 or
1-866-676-5533 • E-mail: wood25@mctc.edu

Hours required for graduation: 30



Mountwest

Community & Technical College

COLLEGE SKILL SETS

EXPAND **YOUR VIEW**



Allied Health
Allied Health
EMT for Health Professionals
Patient Care Technician
Personal Training

Business & Information Technology
Administrative Technology - Executive
Administrative Technology - Legal
Administrative Technology - Medical
Entrepreneur
Medical Office Receptionist
Microsoft Office Suite
Office Assistant
Workforce Readiness

Occupational Development
Law Enforcement
Machinist

COLLEGE SKILL SETS: ALLIED HEALTH

Allied Health

Certificate Requirement		Credit Hours
AH 151	Medical Terminology (EDGE)	3
BIOL 257	Introduction to Anatomy & Physiology (EDGE)	3-8
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers (EDGE)	3
MAT 145	Applications in Algebra	3

Total hours required: 15-20

1. MAT 150 may be substituted for MAT 145.
2. BIOL 260 and BIOL 265 may be substituted for BIOL 257.

Individuals who complete the above required courses will receive a Certificate of Successful Completion in Allied Health.

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Janet B. Smith • Room 433 • Phone: (304) 710-3516
or 1-866-N-ROLLED (1-866-676-5533)
E-mail: smithjan@mctc.edu

EMT for Health Professionals

Certificate Requirement		Credit Hours
EME 109	Emergency Medical Technician	10

Total hours required: 10

Individuals who complete the above required courses will receive a Certificate of Successful Completion from Mountwest.

Individuals who successfully complete the above required courses will be eligible for the National Registry of EMT's Basic Exam.

Contact Information:

Edward Bays • Room 431 • Phone: (304) 710-3528 or
1-866-N-ROLLED (1-866-676-5533) • E-mail: bays@mctc.edu

COLLEGE SKILL SETS: ALLIED HEALTH

Personal Training

Certificate Requirement		Credit Hours
AH 151	Medical Terminology (EDGE)	3
AH 217	Personal Fitness Training.	4
BIOL 257	Introduction to Anatomy & Physiology	3
EME 105	First on Scene	3

Total hours required: 13

Individuals who complete the above required courses will receive a Certificate of Successful Completion in Personal Training. National certification as a personal trainer may be obtained through national accrediting agencies.

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Janet B. Smith • Room 433 • Phone: (304) 710-3876 or
1-866-676-5533 • E-mail: smithjan@mctc.edu

Patient Care Technician

Certificate Requirement		Credit Hours
PCT 200	Patient Care Tech	9
AH 151	Medical Terminology	3

Total hours required: 12

Individuals who complete the above required courses will receive a Certificate of Successful Completion from Mountwest Community & Technical College.

Individuals who successfully complete the above required courses will be eligible for the Certified Patient Care Technician (CPCT) national certification exam issued by the National Health Career Association (NHA).

Contact Information:

Kellie Cyrus • Room 453 • Phone: (304) 710-3526
E-mail: cyrus12@mctc.edu

COLLEGE SKILL SETS: BUSINESS/INFORMATION TECHNOLOGY

Administrative Technology – Executive

Certificate Requirement		Credit Hours
AT 265	Administrative Office Procedures (EDGE) ¹	3
ENL 231	Technical Report Writing	3
MG 101	Introduction to Business (EDGE) ²	3
MG 202	Business Organization & Management ³	3

Total hours required: 12

The Executive Office Skill Set is of value to office workers who need executive office skills for cross-training and/or to increase employment opportunities. Upon completion of the courses, students should notify Billie Brooks, Dean of Student Services (304) 710-3363.

Individuals who complete the above required courses will receive a Certificate of Successful Completion from Mountwest Community & Technical College.

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Wylma Skean • Room 223 • Phone: (304) 710-3406 or 1-866-676-5533 • E-mail: skean@mctc.edu

1. AT 265 has a prerequisite of AT 136.
2. MG 101 has a prerequisite of REA 098 or ACT Reading 18 or SAT Reading 421 or Accuplacer Reading 80.
3. MG 202 has a prerequisite of MG 101.

Administrative Technology – Legal

Certificate Requirement		Credit Hours
AT 242	Legal Terminology and Transcription) ¹	3
LAS 101	General Law I) ²	3
LAS 102	General Law II (PR: LAS 101)	3
LAS 213	Computer Applications to the Law Office (PR: AT 136)	3

Total hours required: 12

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

Individuals who complete the above required courses will receive a Certificate of Successful Completion from Mountwest Community & Technical College.

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Wylma Skean • Room 223 • Phone: (304) 710-3406 or 1-866-676-5533 • E-mail: skean@mctc.edu

1. AT 242 has a prerequisite of AT 136.
2. LAS 101 has a prerequisite of REA 098 or ACT Reading 18 or SAT Reading 421 or Accuplacer Reading 80.

COLLEGE SKILL SETS: BUSINESS/INFORMATION TECHNOLOGY

Administrative Technology – Medical

Certificate Requirement	Credit Hours
AT 253 Medical Transcription (PR: AT 136 and AH 151)	3
AT 265 Administrative Office Procedures (EDGE) ^{1,4}	3
AT 221 Medical Terminology for Transcription (EDGE) ^{2,5}	3
LAS 248 Medical Law (PR: LAS 101 or Permission)	3

Total hours required: 15

The Medical Office Skill Set is of value to office workers who need medical office skills for cross-training and/or to increase employment opportunities. The state of West Virginia has classified the administrative assistant field as being in “high demand” because the number of anticipated qualified employees is significantly lower than the number of expected job openings in the state.

Individuals who complete the above required courses will receive a Certificate of Successful Completion from Mountwest Community & Technical College.

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Wylma Skean • Room 223 • Phone: (304) 710-3406 or
1-866-676-5533 • E-mail: skean@mctc.edu

1. Students may substitute MA 206 for AT 265.
2. Students may substitute AH 151 for AT 221.
3. Students may substitute AH 204 for LAS 221.
4. AT 265 has a prerequisite of AT 136.
5. AT 221 has a prerequisite of REA 098 or ACT Reading 18 or SAT Reading 421 or Accuplacer Reading 80.

Entrepreneur

Certificate Requirement	Credit Hours
AC103 Introduction to Accounting (EDGE) ¹	3
LAS 110 Business Organization to Government Regulations	3
MG 101 Introduction to Business (EDGE) ¹	3
MK 130 Fundamentals of Marketing	3
Entrepreneur Elective (from list below)	3

Total hours required: 15

Entrepreneur Elective

AT 104	Records Management ¹
AT 265	Administrative Office Procedures ²
IT 212	Publishing on the Internet ³
IT 242	Advanced Internet ⁴
IT 270	Computer Essentials and Application
MG 181	Retailing
MG 202	Business Organization & Management ⁵

Individuals who complete the above required courses will receive a Certificate of Successful Completion from Mountwest Community & Technical College.

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Gerald Doyle • Room 245 • Phone: (304) 710-3409 or
1-866-676-5533 • E-mail: doyle@mctc.edu

1. AC 103, MG 101, MK 130, AT 104 and MG 181 have a prerequisite of REA 098 or ACT Reading 18 or SAT Reading 421 or Accuplacer Reading 80.
2. AT 265 has a prerequisite of AAT 136.
3. IT 212 has a prerequisite of IT 107.
4. IT 265 has a prerequisite of IT 212.
5. AMG 202 has a prerequisite of MG 101.

COLLEGE SKILL SETS: BUSINESS/INFORMATION TECHNOLOGY

Medical Office Receptionist

Certificate Requirement		Credit Hours
AT104	Records Management ³	3
AT 221	Medical Terminology for Transcription (EDGE) ^{1,3}	3
AT 265	Administrative Office Procedures (EDGE) ^{2,4}	3
IT 101	Fundamentals of Computers	3

Total hours required: 12

The Medical Office Receptionist Skill Set is designed to prepare students for entry-level medical office support positions.

Individuals who complete the above required courses will receive a Certificate of Successful Completion from Mountwest Community & Technical College.

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Gerald Doyle • Room 245 • Phone: (304) 710-3409 or
1-866-676-5533 • E-mail: doyle@mctc.edu

1. Students may substitute AH 151 for AT 221.
2. Students may substitute MA 206 for AT 265.
3. AT 104 has a prerequisite of REA 098 or ACT Reading 18 or SAT Reading 421 or Accuplacer Reading 80.
4. AT 265 has a prerequisite of AT 136.

Microsoft Office Suite

Certificate Requirement		Credit Hours
AT 104	Records Management (Access) ^{1,2}	3
AT 136	Comprehensive Word Processing (Word)(EDGE)	3
AT 160	Intro to Presentation Graphics (PowerPoint)(EDGE) ²	3
IT 150	Applications to Spreadsheets (Excel)(EDGE) ³	3

TOTAL HOURS REQUIRED 12

Individuals who complete the above required courses will receive a Certificate of Successful Completion from Mountwest Community & Technical College.

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Wylma Skean • Room 223 • Phone 304-710-3406 or
1-866-N-ROLLED (1-866-676-5533) • Email: skean@mctc.edu

1. Participants may substitute AT 105, computerized Database Management, for the AT 104 requirement.

COLLEGE SKILL SETS: BUSINESS/INFORMATION TECHNOLOGY

Office Assistant

Certificate Requirement		Credit Hours
AT 136	Comprehensive Word Processing (Word)(EDGE)	3
AT 160	Intro to Presentation Graphics (PowerPoint)(EDGE)	3
AT 265	Administrative Office Procedures (EDGE)	3
IT 150	Applications to Spreadsheets (Excel)(EDGE)	3
MG 101	Introduction to Business (EDGE)	3

Total hours required: 15

The Office Assistant Skill Set offers students participating in the EDGE initiative the opportunity to complete a skill set that provides entry-level job skills.

Upon completion of the courses, students should notify Billie Brooks, Dean of Student Services • (304) 710-3363

Individuals who complete the above required courses will receive a Certificate of Successful Completion from Mountwest Community & Technical College.

Earn a Degree and Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Wylma Slean • Room 223 • Phone 304-710-3406 or
1-866-N-ROLLED (1-866-676-5533) • Email: slean@mctc.edu

Workforce Readiness

Certificate Requirement		Credit Hours
BUS 105	Career Preparation	3
COM 125	Interpersonal Communication	3
IT 101	Fundamentals of Computers	3

TOTAL HOURS REQUIRED 9

Students will also be evaluated in the following areas in order to successfully complete the skill set certificate:

- build a solid career foundation
- improve resume and interviewing skills
- develop teamwork and interpersonal skills
- practice time and project management
- learn basic computer skills

Students will also be evaluated in the following areas in order to successfully complete the skill set certificate:

- Communication – use of oral and written skills to clearly communicate thoughts and ideas
- Effort – demonstrate a strong work ethic and preparedness for assignments
- Quality of Work – applicable to classroom work and academic performance
- Time Management – punctuality, preparedness, handing in assignments on time
- Professionalism – image demonstrated by student in terms of behavior, appearance and attitude

Individuals who complete the above courses with a grade of “B” or better will receive a Skill Set Certificate of Successful Completion in Workforce Readiness.

COLLEGE SKILL SETS: OCCUPATIONAL DEVELOPMENT

Law Enforcement

Certificate Requirement		Credit Hours	Contact Information:
CJS 111	Law Enforcement Orientation)	3	Jenna Parker • Room 255 • Phone: (304) 710-3414 E-mail: parker54@mctc.edu
CJS 122	Police Arsenal and Weapons	3	
CJS 231	Fundamentals of Criminal Law	2	
CJS 233	Fundamentals of Criminal Investigation	3	
CJS 239	Criminal Evidence and Procedure	3	
CJS 244	Introduction to Criminalistics	2	
CJS 248	Traffic Administration and Enforcement	2	

Total hours required: 18

This Law Enforcement Skill Set is only available to basic cadets enrolled at the West Virginia State Police Academy. Individuals who complete the above required courses will receive a certificate of successful completion.

Machinist/CNC Technology

Certificate Requirement		Credit Hours	Contact Information:
MT 105	Industrial Safety	2	Steven Brown • Room 229 • Phone: (304) 710-3393 • E-mail: brown175@mctc.edu
MT 21	Introduction to Machinery	4	
MT 200	Blueprint Reading	3	
MT 205	Precision Measurement	3	
MT 215	Metalworking Theory & Application	12	
MT 223	Advanced Technical Specialization	6	
MT 233	NIMS Credentialing	6	

Total hours required: 36

The above skill set courses are taken as a block by Robert C. Byrd Institute machinist students during a school year. After completion of these courses students will have earned their National Institute Metalworking Skill Level I (NIMS I) certification.



Mountwest

Community & Technical College

COURSE DESCRIPTIONS

EXPAND YOUR VIEW



Academic Skills Center (ASC)
Accounting (AC)
Allied Health (AH)
American Sign Language (ASL)
Art (ART)
Aviation Technology (AVT)
Biological Sciences (BIOL)
Biomedical Instrumentation Technology (BMT)
Business (BUS)
Chemistry (CHEM)
Clinical (CLIN)
College Studies (COL)
Communication (COM)
Computer Aided Design (CAD)
Computer Science (CS)
College Studies (COL)
Criminal Justice Studies (CJS)
Culinary Arts (CA)
Economics (EC)
Education (EDUC)
Electronics Technology (ELT)
Emergency Medical Technology (EME)
Engineering Design Tech (MFE)

English (ENL)
Environment (ENV)
Finance and Banking (FN)
Geography (GEO)
Graphic Design (DSGN)
Health Information Technology (HIT)
History (HIST)
Hospitality Management (HM)
Humanities (HMN)
Industrial Supervision and Management (ISM)
Information Technology (IT)
Inland Waterways (IW)
Paralegal Studies (LAW)
Machinist Technology (MT)
Maintenance Technology (MTEC)
Management (MG)
Marketing (MK)
Massage Therapy (MAS)
Mathematics (MAT)
Medical Assisting (MA)
Military Science (MILS)

Mining Information Technology (MIT)
Multi-Craft Technology (MTEC)
Music (MUSI)
Occupational Development (OD)
Painting and Allied Trades (PAT)
Paramedic Science (PAR)
Pharmacy Technician (PHT)
Peer Recovery Support Specialist (PRSS)
Physical Therapist Assistant (PTA)
Political Science (POLS)
Psychology (PSYC)
Public Health (PH)
Radiology (RAD)
Reading (REA)
Respiratory (RTT)
Safety (SFT)
Science (SCI)
Sociology (SOCI)
Spanish (SPAN)
Technical Studies (TS)
Technical Training for Adults (TTA)
Theatre (THEA)
Transportation Systems (TRAN)
Veterinary (VET)
Workforce Development (WFD)

Academic Skills Center (ASC)

ASC 096 – Academic Skills Center for Algebra I.

1 Credit (CR/NC). This course provides the student the opportunity to work on academic skills and assignments and fulfill academic goals using a variety of supplemental materials including one-on-one assistance in MAT 096 and other general education learning outcomes by an ASC instructor or student tutor, computer programs and tutorial videos. (CR: MAT 096)

ASC 099 – Academic Skills Center.

1 Credit (CR/NC). This course provides the student the opportunity to work on academic skills and assignments, as well as fulfilling academic goals using a variety of supplemental materials, including one-on-one assistance in MAT classes and other general education learning outcomes by ASC instructors, computer programs, and tutorial videos.

Accounting (AC)

AC 103 – Introduction to Accounting.

3 Credits. This course will provide an introduction to basic accounting concepts and generally accepted accounting principles. It will include a focus on the accounting cycle and accounting terms. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

AC 201 – Financial Accounting I.

3 Credits. Study of accounting practices and procedures in accordance with generally accepted accounting principles and concepts. The technical bookkeeping procedures of analyzing, recording and reporting accounting information are presented from an external perspective. (PR: AC 103 or Permission)

AC 202 – Financial Accounting II.

3 Credits. A continuation of Financial Accounting I, AC 202 is a study of accounting principles and procedures relating to capital budgeting and cost systems of corporations and partnerships from an external perspective. (PR: AC 201 or AC 108)

AC 210 – Managerial Accounting.

3 Credits. Presentation and application of the concepts and procedures of managerial accounting to enhance critical thinking and analytical skills. The course focuses on the use of accounting information to make internal managerial decisions. (PR: AC 103 or AC 108 or AC 201)

AC 221 – Computerized Accounting I.

3 Credits. Application of the small business computer and existing accounting software programs to the solution of accounting problems. Emphasis on extension of previously learned accounting principles. (PR: AC 103, AC 108 or AC 201 and IT 101)

AC 222 – Computerized Accounting II.

3 Credits. Application of accounting principles and procedures utilizing current accounting software. This course in computerized accounting offers in-depth analysis and practical application of the accounting procedures related to payroll, accounts receivable, accounts payable and inventory. (PR: IT 101 or IT 101E and AC 103; IT 101 or IT 101E or AC 108; and IT 101 or IT 101E and AC 201; or Permission)

AC 234 – Taxation I.

3 Credits. Study of federal income tax law as applied to income, deductions, expenses and tax Credits relating to an individual and small business. Emphasis is placed on application of the tax law through preparation of the proper schedules and forms of a federal income tax return. (PR: AC 201, AC 103, AC 108; or ACC 215)

AC 235 – Federal Taxation II.

3 Credits. A study of federal income tax rules and laws to determine income, expenses, gains and losses for business entities. Forms of business organizations, C corporations, S corporations, partnerships and limited liability companies and other taxable entities are examined to ascertain the appropriate forms to file as established by the Internal Revenue Service. (PR: AC 234)

Allied Health (AH)

AH 100 – Careers in Health Care.

3 Credits. This course is designed to educate the student with respect to the healthcare profession, along with specific programs offered by Mountwest. This course covers subjects such as healthcare economics/management, employee relations, informal organizations, communications, and the work environment. Guest Speakers from the healthcare field are featured for an open forum of discussion.

AH 101 – Personal Health and Wellness.

1 Credit. This cap course is designed to allow the student to set up their own personal health and wellness plan using resources available to the student. These resources may involve use of an organized recreation center, outside activities (tennis, walking, running), inside activities (bowling, racquetball, dancing) or other activities the student chooses.

AH 103 – Entrepreneurship in Health Professions.

3 Credits. This class introduces the allied health professional to entrepreneurship. Topics include choosing, starting, and running a healthcare business, as well as, marketing, pricing, and sales. (PR: REA 0098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

AH 151 – Medical Terminology.

3 Credits. Introduction to basic techniques of medical word building principles and to the language used within health care systems. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80.)

AH 200 – Intro to Health Care Organization.

3 Credits. This course is designed for students who seek an understanding of the administration, organization, and delivery of health care in the United States. This course studies the organizational structures, type of governance, types of diversity, and management issues of the American health care system. (PR: REA 098)

AH 204 – Legal and Ethical Issues in Health Occupations.

3 Credits. Legal and Ethical Issues in Health Occupations provides allied health students with knowledge and references on legal issues in health care, ethical issues and common areas of liability and litigation. This course covers issues in both administrative and medical records, clinical laboratory, medical equipment, patient care and conflict management. This class focuses on legal and ethical dilemmas to aid the health care professional developing critical thinking skills to resolve issues commonly encountered in the workplace. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80.)

AH 205 – Principles of Disease.

3 Credits. This course has been designed to introduce students to the principles and issues of disease in a manner that will be both significant for understanding the disease process and relevant to allied health careers. Students will learn the cause and transmission of diseases, host response to the disease process, and their impact on social and political issues. (PR: BIOL 257, 258, 260)

AH 207 – Infection Control for Health Professionals.

3 Credits. This course will provide the learner with an overview and understanding of the fundamentals of communicable diseases. Students will be presented with information on the microbiology of contagious pathogens, disease transmission, and infection

control measures to prevent or stop the spread of communicable diseases. Emphasis will be placed on the pathogens that are likely to be encountered in new or re-emerging infectious diseases.

AH 216 – Basic Pharmacology.

3 Credits. An introduction to the study of drugs, including mechanisms of actions, therapeutic effects, and their role in treating disease. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80.)

AH 217 – Personal Fitness Trainer.

4 Credits. This course is designed to prepare and qualify students to work as personal trainers. The course bridges the gap between exercise science related course work and the practical application skills of personal training. The students will learn how to properly screen and evaluate clients for safe successful goal attainment; and successfully sell and manage personal trainer services. Information on eligibility for a Personal Training Certification is provided. (PR: REA 098 or ACT 18 or SAT Reading 421 or ACCUPLACER Reading 80)

AH 220 – Basic Nutrition.

3 Credits. Introduction to nutrition, stressing characteristics of nutrients and their food sources. Examines digestion, absorption and metabolism of nutrients. Covers individualized diet analysis and current interest topics such as weight management and some disease therapies. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80.)

AH 226 – Respiratory Therapy Pharmacology.

3 Credits. Study of general principles of respiratory pharmacology, including drug types, drug groups, methods of administration, dosage, effects, indication, contraindication, and regulations. (PR: Admission to Respiratory Therapy Program and AH 151) (Offered Fall Semester only)

AH 280-281 – Special Topics.

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of program coordinator or course instructor)

AH 284-289.

1-5 Credits. These courses are designed to present various topics in the field of Allied Health.

COURSE DESCRIPTIONS

AH 299 – Health Science Capstone.

1 Credit. This course guides students in the completion and documentation of the general education portfolio.

American Sign Language (ASL)

ASL 101 – American Sign Language I.

3 Credits. Fall only. This course takes a functional-notational approach to learning American Sign Language (ASL), a language used by Deaf people in North America. Materials on basic conversational aspects in ASL will be introduced, such as introducing oneself, exchanging personal information, talking about surroundings, where you live, and your family and various activities. Students will acquire skills in receptive and expressive language functions in interactive contexts, in getting attention, negotiating a signing environment, and exchanging, confirming and correcting information, using appropriate phonological, lexical, syntactical, semantical, and pragmatic aspects of American Sign Language. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80.)

ASL 101L – ASL Lab I.

1 Credit. This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (CR: ASL 101) *Fall only.*

ASL 102 – American Sign Language II.

3 Credits. This course is a continuation of ASL I. Materials on basic conversational aspects in ASL will be introduced, such as giving directions, describing others, making requests, talking about family and occupations, attributing qualities to others, and talking about routines. Students will acquire skills in receptive and expressive language functions in interactive contexts, in not only getting attention, negotiating a signing environment, and exchanging, confirming and correcting information, but also expressing degrees of uncertainty, and asking for clarification and repetition, using appropriate phonological, lexical syntactic *Spring only.*

ASL 102L – ASL Lab II.

1 Credit. This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (PR: ASL 101, ASL 101L; CR: ASL 102) *Spring only.*

ASL 103 – ASL Fingerspelling.

3 Credits. This course concentrates on developing expressive and receptive fluency in the usage of the American manual alphabet, a wide variety of numbering systems, lexically borrowed signs, and acronyms within natural American Sign Language discourse. The basic principles and skills of ASL are employed through the use of non-verbal instruction. Emphasis is placed on the fostering of fluid, proper production, as well as recognition and application of rules and common patterns related to fingerspelling, numbering, loan signs, and acronyms with ASL.

ASL 105 – American Deaf Community.

3 Credits. Students in this course will study and apply literary analysis and criticism to literary and artistic works on deafness by individuals who are deaf. Topics on the meaning of deafness, presentations and representations of deafness. American Sign Language, and Deaf people in society are explored through literary approaches. Through examination and application of literary theories, students will develop an appreciation of the complexities of meanings that deaf individuals develop during the course of experiencing, living and identifying with, and reflecting on deafness. This class uses an all discussion format, with students analyzing literary and artistic works and developing ideas. (PR: REA 108 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80) *Fall only.*

ASL 110 – American Deaf Culture.

3 Credits. This course provides an overview of concepts and studies on American Deaf culture, and current issues facing the American Deaf culture. *Fall only.*

ASL 115 – Deaf and ASL Art & Literature.

3 Credits. This course will study and apply literary analysis and criticism to literary and artistic works on deafness by individuals who are deaf. Topics on the meaning of deafness, presentations and representations of deafness, American Sign Language, and deaf people in society are explored through literary approaches. Through examination and application of literary theories, students will develop an appreciation of the complexities of meanings that deaf individuals develop during the course of experiencing, living and identifying with and reflecting on deafness. This class uses a discussion format, with students analyzing literary and artistic works and developing ideas.

ASL 120 – Religious Signs.

1 Credit. Introduces the fundamentals of Religious ASL signs used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and non-manual signals. Course focuses on communicative competence. Introduces cultural knowledge and increases understanding of the Deaf Community within the religious setting. *Spring only.*

ASL 125 – Medical Signs.

3 Credits. Introduces the fundamentals of Medical ASL signs used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and non-manual signals. Course focuses on communicative competence. Introduces cultural knowledge and increases understanding of the Deaf Community within the medical setting. *Spring only.*

ASL 201 – American Sign Language III.

3 Credits. This course is a continuation of ASL II. It covers topics on locating things around the house; complaining, making suggestions and requests, and provides a cumulative review of the units studies. (PR: ASL 101 and ASL 102 and ASL 201) *Fall only.*

ASL 201L – ASL Lab III.

1 Credit. This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (PR: ASL 102, ASL 102L; CR: ASL 201) *Fall only.*

ASL 202 – American Sign Language IV.

3 Credits. The course is a continuation of ASL 102. It covers topics on times of employment, work, relationships, personal job experiences, job market, and Deaf employment. (PR: ASL 101, ASL 102 and ASL 201) *Spring only.*

ASL 202L – ASL Lab IV.

1 Credit. This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (PR: ASL 201/201L; CR: ASL 202) *Spring only.*

ASL 205 – American Deaf Community History.

3 Credits. This course provides a historical overview of deaf community history in America from the seventeenth to the twenty-first centuries. (ASL 103) *Spring only.*

ASL 210 – Deaf People in American History.

3 Credits. This course provides an overview of deaf people in American history from the eighteenth to the twenty-first centuries. (PR: ASL 105, ASL 110 and ASL 105) *Spring only.*

ASL 215 – ASL Visual Music.

2 Credits. Course will teach students how to perform songs in ASL. Techniques including Visual Vernacular, Mouthing Morphemes, Acting and visual gestural skills and use of classifiers will be addressed. (PR: ASL 101 and 102) *Fall only.*

ASL 220 – Resources for the Deaf Community.

3 Credits. Fall only. This course provides an overview of resources concerning the American deaf community. Course will include guest speakers and field trips.

ASL 280-285 – Special Topics.

1-6 Credits. Study of content not normally covered in other courses. Enrollment with permission of the Associate Dean, Program Coordinator or course instructor. (PR: Permission)

ASL 290 – Applied Issues Concerning the Deaf Community.

3 Credits. This course provides an overview of research issues concerning the American Deaf community and its history, American Deaf culture and its history, and American Sign Language and its history. (PR: ASL 101, ASL 102, ASL 105, ASL 110, ASL 115, AL 201, AL 205, and AL 220) *Spring only.*

Art (ART)**ART 101 – Introduction to the Visual Arts.**

3 Credits. This course is an introduction to the understanding of visual art by exploring ways in which works of art are made and discovering the language used to discuss them. The course provides definitions of relevant terms that students will use to learn the processes of art making and the historical and cultural contexts for their development.

Aviation Technology (AVT)

AVT 100 – Aviation Technology.

3 Credits. Designed to provide the student with the basic knowledge, skills, and attitudes about aviation that will enable them to function in an aerospace society.

AVT 101 – Fundamentals of Aviation.

3 Credits. An overview class designed to expose the students to an aviation career. It includes an orientation to career opportunities, forces of flight, the airframe and power plant, navigation techniques, history of flight and initial flight training. (PR/CO: Program Coordinator Permission)

AVT 110 – Principles of Navigation.

3 Credits. A study of navigational methods and techniques as applied to air transportation. Included is a study of navigation symbols, plotting of air routes for aircraft, the E6B navigation computer, enroute low altitude charts, sectional aeronautical charts, flight logs for VFR and IFR flights, pilotage techniques, radio aids to navigation, VOR navigation, and dead reckoning.

AVT 125 – Aviation Meteorology.

3 Credits. Designed to give the student an understanding of weather phenomena as it affects the aviation environment. (PR: AVT 100 or Permission)

AVT 130 – Basic Aerodynamics.

3 Credits. A study of airplane and helicopter aerodynamics. Included are an analysis of the design of an airfoil, forces acting on an airfoil, angle of attack and lift, forces acting on the airplane, thrust, drag, weight, lift, and wingtip vortices. Additional study will include Newton's Laws of Motion and Force, and Bernoulli's Principle of Pressure.

AVT 150 – Private Pilot Ground and Flight Training.

6 Credits (CR/NC). A review of elementary flight operations including basic aircraft control, elementary radio navigation, or traffic control procedures, cross-country operations, and solo flight. Associated ground instruction includes a review of knowledge areas required for completion of the Private Pilot written Certificate with Airplane Single Engine Land Class rating. At the successful completion of this course the student will have gained the aeronautical knowledge and experience necessary to apply for an FAA Private Pilot Certificate. Students must acquire the FAA Private Pilot license to receive course credit. (PR: Students must have current FAA flight physical and permission from Program Coordinator.)

AVT 175 – Instrument Flight Training.

4 Credits (CR/NC). Flight and simulator training in those instrument pilot operations necessary to safely and accurately operate an airplane under instrument flight rules within the National Airspace System. Associated ground instruction includes completion of the instrument pilot written examination. At the successful completion of this course the student will have gained the aeronautical knowledge necessary for the addition of an instrument-airplane rating to his/her existing pilot certificate. Students must acquire the FAA instrument rating to receive course credit. (PR: FAA Private Pilot Certificate and Program Coordinator permission)

AVT 200 – Commercial Pilot Flight Training.

6 Credits (CR/NC). Instruction covering advanced navigation. FAA regulations, aircraft construction and performance data including solo and dual cross-country and complex airplane time. Students must acquire the FAA commercial pilot's license to receive course credit. (PR: FAA Private Pilot Certificate or Program Coordinator permission)

AVT 210 – Airport Management and Operations.

3 Credits. Designed to give the students the fundamentals of management in the aviation environment. (PR: BUS 202 or Permission)

AVT 215 – Airplane Power Plant and Systems. 3 Credits. A comprehensive review basic airplane design, systems and power plants. A study of the airframe, flight controls, wing flap system, landing gear, engines, propeller, fuel system, electrical system, airplane lighting, pilot-static system, avionics, vacuum system and instruments, and weight and balance.

AVT 220 – Aviation Safety. 3 Credits. A study of ground safety and flight safety aspects of aviation. Ground safety will include accident cause factors and prevention. Flight safety will include wake turbulence, hazards to flight, and pilot responsibility. Pilot reports will include a study of the aviation safety reporting program, aircraft accident and incident reporting, and midair collision reporting.

AVT 230 – Multi-Engine Rating (ME).

4 Credits. Instruction, flight training and practice dealing with those subjects and flight operations pertinent to a multi-engine rating. Associated ground instruction will include exploring the multi-engine rating, human factors, normal operations, aircraft systems, weight and balance, and performance issues. Flight elements will

include multi-engine operations, basic maneuvers (day and night), engine out operations, emergency operations, cross country flight (day and night), approaches all engines and one engine off. (PR/CO: Permission)

AVT 235 – Human Fact Affecting Fit.

3 Credits. A comprehensive study of fitness for flight, effects of altitude, hyperventilation in flight, carbon monoxide poisoning in flight, illusions in flight, vision in flight, judgement aspects of collision avoidance, fatigue, stress, illness, medication, alcohol, hypoxia, smoking, ear block, sinus block, motion sickness, disorientation (vertigo) and aeromedical factors.

AVT 240 – Multi-Engine Instructor Rating.

4 Credits. Flight and simulator training in those instrument pilot operations necessary to safely and accurately operate a multi-engine airplane under instrument flight rules within the National Airspace System. Flight elements will include multi-engine operations, basic maneuvers (day and night), engine out operations, emergency operations, cross country flight (day and night), approaches all engines and one engine off in an instrument flight environment. (PR/CO: Permission)

AVT 250 – Airline Transport Rating (ATP).

6 Credits (CR/NC). An Airline Transport Pilot Certificate (ATP) is the highest level of aircraft pilot certificate/license. Those certified are authorized to act as pilot-in-command of a scheduled air carrier's aircraft. Instruction deals with those subjects and flight operations pertinent to an airline transport rating to include multi-engine time, weight and balance, performance issues, flight maneuvers (day and night), engine out operations, emergency operations, cross country flight (day and night), instrument flight and landing approaches. (PR/CO: Permission)

AVT 254 – ATP Advanced Training.

2 Credits. This course is designed as a capstone course to the Airline Transport Pilot Certificate (ATP). The ATP is the highest pilot rating obtainable. Those certified are authorized to act as pilot-in-command of a scheduled air carrier's aircraft. Course instruction will be tailored to new and revised flight requirements and regulations required by the Federal Aviation Authority (FAA) (PR/CO: Permission)

AVT 260 – Certified Flight Instructor.

4 Credits. (CR/NC) Instruction, flight training, and practice teaching dealing with those subjects and flight operations pertinent to a flight instructor rating. Associated ground instruction includes

completion of the Flight Instructor written examination. At the successful completion of this course the student will have gained the aeronautical knowledge and experience necessary to apply for the addition of an Instructor-Airplane rating to his/her existing pilot certificate. Students must acquire the FAA instrument rating to receive course credit. (PR: AVT 200 or Program Coordinator Permission)

AVT 270 – Certified Flight Instructor Instrument (CFII).

4 Credits. Instruction, flight training and practice teaching dealing with those subjects and flight operations pertinent to a flight instrument instructor rating. At the successful completion of this course the student will have gained the aeronautical knowledge and experience necessary to apply for the addition of an Instrument Instructor-Airplane rating to his/her existing pilot certificate. Students must acquire the FAA Instrument Instructor rating to receive course credit. (PR/CO: Permission)

AVT 280-283 – Special Topics.

1-4 Credits. Lectures, laboratories, independent studies, or combinations of selected topics in aviation management, flight, aeronautics, and airport operations. (PR: Consent of the professor and approval of the program leader)

AVT 291 – Aviation Practicum.

2 Credits (CR/NC). Designed as a refresher course for those flight students who require remedial flight instruction up to and including Commercial Pilot License. Instruction will focus on returning the student to the level of pilot competency obtained prior to a justified extended absence from flight training. Upon the successful completion of this course, the student will have gained the aeronautical knowledge and experience necessary to continue flight training for the aviation rating or license being pursued. (PR/CO: Permission)

AVT 296 – Advanced Aviation Practicum.

2 Credits (CR/NC). Designed as a refresher course for those flight students who require remedial flight instruction beyond the Commercial Pilot License up to and including the Airline Transport Pilot License utilizing multi-engine or high performance aircraft. Instruction will focus on returning the student to the level of pilot competency obtained prior to a justified extended absence from flight training. Upon the successful completion of this course, the student will have gained the aeronautical knowledge and experience necessary to continue flight training for the aviation rating or license being pursued. (PR/CO: Permission)

Biological Sciences (BIOL)

BIOL 101 – Unified Principles of Biology.

3 Credits. A consideration of how processes of life are related and how the principles of biology are important in the everyday life of man. Emphasis will center on current scientific issues that face human life. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80.)

BIOL 101L – Unified Principles of Biology Laboratory.

1 Credit. The laboratory component of Unified Principles of Biology is an introductory biology lab course. Basic biological principles and how these principles affect the everyday life of man will be examined. (CO: BIOL 101)

BIOL 102 – Introduction to Human Biology.

3 Credits. This course explores the principles of biology as it relates to humans. This concept provides the student with a practical understanding of their bodies, as well as, their role in the environment. Emphasis is placed on scientific method, all biology, human anatomy, human physiology, genetics, disease and the aging process.

BIOL 140 - Age of Dinosaurs.

3 Credits. This course introduces students to the scientific principles behind dinosaur paleontology. The study of dinosaurs is a vehicle for such topics as, the scientific method, fossilization and deep time, skeletal anatomy, evolutionary theory, and climate change. Students will learn to think critically and recognize that science is more about asking questions than giving answers.

BIOL 210 – Introduction to Clinical Microbiology.

3 Credits. An introduction to the role of microorganisms in the disease process. (PR: MAT 120)

BIOL 210L – Microbiology Lab.

1 Credit. Laboratory class designed to reinforce concepts covered in the lecture provided in BIOL 210. This lab component is required for transfer.

BIOL 211 – Microbiology for Respiratory Care.

3 Credits. An introduction to the role of microorganisms in the disease process for the respiratory therapy student.

BIOL 221 – Structural Kinesiology.

4 Credits. This course presents a working knowledge of biomechanical principles for use in the evaluation and treatment

of musculoskeletal dysfunction. It will address the biomechanics of musculoskeletal tissues and structures, the biomechanics of the most commonly injured human joints, and applied biomechanics. Special emphasis will be placed on musculoskeletal anatomy and physiology as each student will be responsible for learning origins, insertions, and actions of the prime movers of the primary articulation. (PR: BIOL 260)

BIOL 240 – Principles in Cell Biology.

4 Credits. This course is an introduction to the aspects of cell biology and biochemistry in bioscience and allied health. Topics include organic chemistry, enzymology, biochemistry, molecular biology, proteomics, and genetics. (PR: BIOL 101 and BIOL 101L)

BIOL 245 – Physiology of Exercise.

3 Credits. This course presents a working knowledge of the physiology of exercise as it relates to the function of the body in the state of, and the adaptations from, the application of exercise. Emphasis will be placed on bioenergetics and energy metabolism as well as the contributions and adaptations of the nervous, skeletal, muscular, circulatory, and respiratory systems. A review of testing for adaptation as well as various population will also be assessed. (PR: BIOL 265)

BIOL 255 – Introduction to Histology.

3 Credits. An introduction to the study of cellular structure and physiology in human tissues and the arrangement of tissues in organ systems. (PR: BIOL 257 or BIOL 260 and BIOL 265)

BIOL 257 – Introduction to Anatomy & Physiology.

3 Credits. This course is designed to build the student's understanding of the most basic body structures, how these structures function, dysfunction of the structures, common disease, testing and terminology. This course, using a systems approach, will provide the student with the basic understanding of anatomical structure and function/dysfunction.

BIOL 258 – Principles of Anatomy and Physiology.

4 Credits. This course is designed to build the student's understanding of the most basic body structures, common disease, testing, and terminology. This course, using a systems approach, will provide the student with the basic understanding of anatomical structure and function/dysfunction. Laboratory component included.

COURSE DESCRIPTIONS

BIOL 259 – Basic A & P Lab Module.

1 Credit. This is an introductory anatomy and physiology laboratory course. Case studies based on anatomical dysfunction will be examined. Basic physiological principles will be applied in a laboratory setting. (PR: BIOL 257 or equivalent)

BIOL 260 – Applied Human Anatomy.

4 Credits. This course is designed for the student to acquire a basic working knowledge of the functional structure of the human body. It is designed for students in pursuit of professional health programs such as nursing, med tech, dietetics, cardiac rehab, and physical therapy assistant. (PR: Successful completion of BIOL 257 with a "C" or better or ACT 19)

BIOL 265 – Applied Human Physiology.

4 Credits. This course is designed to introduce the student to the function of the various physiological systems in humans and have the student perform lab exercises to demonstrate these concepts. (PR: Passing grade of C or better in BIOL 257 or BIOL 260 or a minimum composite score of 18 on the ACT)

Biomedical Instrumentation Technology (BMT)

BMT 110 – Safety in Healthcare.

3 Credits. Spring only. This course is a study of safe operative procedures that are required to be performed in the workplace. Students will be instructed on how to interpret OSHA safety standards as they pertain to industry.

BMT 223 – Biomedical Instrumentation.

3 Credits. Fall only. This course is designed to help prepare the student to address biomedical instrumentation, calibration and measurement by blending electrical fundamental with the unique demands of the patient care and laboratory environment. Students will experience hands-on training with various patient care monitors and sensors as well as many types of diagnostic therapeutic and clinical laboratory equipment.

BMT 225 – Biomedical Instrumentation II.

3 Credits. Spring only. This course will prepare students with the skills to work with biomedical instrumentation, calibration, maintenance, and repair by blending the electrical fundamental with the unique demands of the patient care and laboratory environment. Students will experience hands-on training with

various patient care monitors and sensors as well as many types of diagnostic, therapeutic and clinical laboratory equipment. (PR: BMT 223)

BMT 299 – Biomedical Internship.

3 Credits. Spring only. This course places the student in a work situation in order to gain practical work experience prior to seeking permanent employment. It correlates classroom instruction with real-world experience. (PR: Permission)

Business (BUS)

BUS 100 – Careers in Business.

3 Credits. This course is designed to assist the student in recognizing and identifying specific business careers with respect to his/her individual interests and skills. The course and careers offered by Mountwest are examined and explored. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80.)

BUS 105 – Career Preparation.

3 Credits. This course introduces students to the skills needed for workplace employability. Students will be introduced to critical workplace readiness skills such as: communication and reasoning, teamwork, personal finance, work place ethics, employer expectations, and proper career selection. Individuals will engage in role playing exercises, career interest inventories, draft a resume and participate in mock interviews. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80.)

Career and Technical (CI)

3D Printing Certificate

This certificate will give students an embedded off-ramp (completer point) after the first year of study (30 hours) in the Engineering Design Technology AAS program. The first year of this program focuses on practical skills required for employment in a variety of fields, and students will be employable at this point. The classes are an existing subset of the EDT AAS degree and a one-hour elective. The second year of the EDT program focuses on engineering skills.

COURSE DESCRIPTIONS

Chemistry (CHEM)

CHEM 220 – General Chemistry.

4 Credits. An introduction to chemical properties, basic concepts, and relationships demonstrated by laboratory experiments. (PR: MAT 120, MAT 121, MAT 144 or MAT 145)

CHEM 230 – Principles of Chemistry I.

4 Credits. A study of the properties of materials and their interactions with each other, and the development of theories and applications of the principles of energetics, dynamics, and structure. The course develops the principles of chemical science and providing a foundation for general chemistry and related sciences. (PR: MAT 130, MAT 144 or MAT 145)

Clinical (CLIN)

CLIN 101 – Clinical Practice I.

1.33 Credits - This course is designed to introduce the student to the clinical facility and to clinical education. Opportunity is given for observation of the various aspects of respiratory care. Practice in gathering information from the patient record, patient evaluation, oxygen administration, and record keeping is provided. Techniques of cardiopulmonary resuscitation are covered with laboratory practice and evaluation. (CO: RTT 101 and RTT 101L)

CLIN 102 – Clinical Practice II.

2.670 Credits. This course is designed to introduce the student to aspects of Respiratory Procedures I and in Cardiopulmonary Evaluation I. Opportunity of respiratory care techniques such as oxygen therapy, humidity and aerosol therapy, aerosol drug therapy, and lung inflation therapy is provided. Opportunities for observation and supervised practice in the techniques used in electrocardiography are provided. (PR: CLIN 101)

CLIN 103 – Clinical Practice III.

3 Credits. This course is designed to provide the student with additional experience in the practice of fundamental respiratory care techniques. Emphasis is given to the development of efficiently in the practice of these techniques. Opportunities for observation and strictly supervised practice in the techniques of arterial blood gas sampling and analysis are also provided. Also included is critical care observation. (PR: CLIN 102)

CLIN 204 – Clinical Practice IV.

4 Credits. This course is designed to provide opportunity for supervised practice of techniques used in electrocardiography and observation of hemodynamic measurement and monitoring are

provided, as are those used in the critical care of cardiopulmonary patients. Additional experiences in the application of all previously covered respiratory care techniques are also provided. (PR: CLIN 103)

CLIN 205 – Clinical Practice V.

2.67 Credits. This course is designed to provide experiences and skill development in critical care of adult and neonatal patients is provided. The student will gain the experiential base for improved clinical problem solving skills within the scope of the respiratory therapist. Additional practice in the performance of pulmonary function testing and sleep studies. Emphasis is placed on Neonatal/Pediatric assessment and care. (PR: CLIN 204)

CLIN 206 – Clinical Practice VI/Lab

1.330 Credits. This course is designed to provide the student to practice techniques and procedures previously learned with limited supervision. Special attention is given with close supervision in the following areas: mechanical ventilation, airway, management, ABG Sampling and analysis, and critical care respiratory therapy, pulmonary function testing and sleep studies. Emphasis will be placed in pulmonary rehab/home care and neonatal/pediatric respiratory care. (PR: CLIN)

CLIN 207 – Clinical Practice VII.

2.670 Credits. This course provides the student the opportunity to practice techniques and procedures previously learned with limited supervision. Special attention is given with close supervision in the following areas: mechanical ventilation, airway management, ABG sampling and analysis, and critical care respiratory therapy, pulmonary function testing and sleep studies. Emphasis is placed in pulmonary rehab/home care and neonatal/pediatric respiratory care. The student of this course will maintain daily records of all activities. Students will actively develop special rotations in such areas as pulmonary rehab, home care, sleep apnea labs, PFT labs, or other specific areas of interest. This specialty rotation will be a minimum of 40 hours. All other areas of clinical rotation will continue. (PR: CLIN 205)

College Studies (COL)

COL 100 – EZ Start – New Student Seminar.

COL 100 EZ Start bundles all of the pre-enrollment phases into a three-hour college success course. During the course, students

COURSE DESCRIPTIONS

will identify their areas of interest and learn more about academic program options, the FAFSA and Financial Aid, placement test review and testing, career services assessment, and course registration. The course also meets student requirements for the college success course, incorporating topics such as making wise decisions, college textbook reading, note taking and test taking strategies, college culture, self-assessment, successful student discussions, and time management.

COL 101 – New Student Seminar.

3 Credits (CR/NC). COL 101 is designed as an introduction to college life and is intended for freshmen and new transfer students. The course provides students with an opportunity to adjust to the academic and social environment of college under the guidance of a faculty/staff mentor and in the presence of a small group of peers.

COL 105 – Career Exploration.

3 Credits. College 105 is a career orientation course specifically for high school students. The course is designed to assist students in developing career goals and designing a postsecondary educational pathway that will lead them into careers. This course will provide students with active orientation to career pathways, interpersonal communication skills, business writing skills, critical thinking and problem-solving skills and self-management skills. (PR: COL 101)

COL 138 – College Study Skills.

3 Credits. COL 138 provides academic preparation to help students improve study methods including textbook reading skills, note taking skills, listening procedures, and test taking skills. (PR: REA 098 or ACT Reading 18 or SAT Reading or ACCUPLACER Reading 80.)

group discussions. Emphasis is placed on research, preparation, delivery, and evaluation of extemporaneous, informative, persuasive, and special occasion public speaking. Upon completion, students will be able to design and deliver well-organized presentations and participate in group discussions with appropriate audiovisual support. (PR: READ 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

COM 125 – Interpersonal Communication.

3 Credits. This course is designed to give students the interpersonal skills to communicate effectively in the workplace. It will help build and enhance communication skills through active listening, verbal and nonverbal communication, managing conflict, critical thinking, understanding diversity and the effects of culture, and understanding how the imbalance of power can lead to difficulties within a workplace. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80.)

COM 130 – Mass Communication and Culture.

3 Credits. Spring only. This course is an overview of mass communication, which focuses on media history and critical media literacy. Students will investigate the relationship between mass culture and mass communication while learning the evolution of major US media channels (newspaper, TV, radio, internet, etc.). Students will also learn to distinguish between objective/critical and subjective/consumer relationships with the media. (PR: REA 098 or ACT Reading 18 or SAT Reading or ACCUPLACER Reading 80.)

COM 230 – Principles of Public Relations.

3 Credits. Spring only. This course provides an overview of the public relations (PR) profession from its historic beginnings to its contemporary role in society. This course provides a foundation the public relations by exploring its definitions, history, theories, principles, strategic planning, management practices, and career possibilities (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80.)

Communication (COM)

COM 112 – Oral Communication.

3 Credits. This course provides instruction and experience in preparation and delivery of presentations in public settings and

Computer Aided Design (CAD)

CAD 111 – Computer-Aided Drafting for Interior Design.

3 Credits. Introductory computer drafting using CAD incorporating fundamental drafting components, file management, floor plans,

elevations, and 3-D model.

CAD 211 – Advanced Computer Aided Interior Design.

3 Credits. Advanced computer 3-D drawings in perspective and elevations. (PR: CAD 111)

Computer Science (CS)

CS 100 – Introduction to IT Careers.

3 Credits. An introduction to the Information Technology profession and career paths. The primary focus will be on programs offered by Mountwest and industry certifications as they relate to careers.

Criminal Justice Studies (CJS)

CJS 101 – Introduction to Criminal Justice.

3 Credits. This course will teach students the philosophy, history, development of public safety institutions in a democratic society. The course introduces various public safety agencies and their organization and jurisdiction, reviews court processes, orients the student to a career in public safety, and identifies and explores current trends in the field. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

CJS 102 – Introductions to Corrections.

3 Credits. This course will teach students the knowledge and skills necessary to enter the field of corrections. Students will learn about professional and ethical behavior, the structure of the American corrections system, law and corrections procedure, and possible career opportunities. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

CJS 111 – Law Enforcement Orientation.

3 Credits. Philosophy, history, and development of law enforcement in a democratic society. Introduces various law enforcement agencies and their organization and jurisdiction, reviews court processes, orients the student to a law enforcement career, and identifies and explores current trends in the field. (Taught at the WV State Police Academy only)

CJS 113 – Police Defense Tactics.

2 Credits. Demonstration of methods of physical protection from persons armed with dangerous weapons and restraint of prisoners and mentally ill persons. Drills in a limited number of holds and come alongs and training in the use of baton and other special, disarmament, and defensive techniques. A practical application of the methods of self-protection. (Taught at the WV State Police

Academy only)

CJS 120 – Patrol Operations and Procedures.

3 Credits. Covers the duties, extent of authority, and responsibilities of a uniformed law enforcement officer. Patrol philosophy and practices are outlined, and field techniques and their practical application are presented. (Taught at the WV State Police Academy only)

CJS 122 – Police Arsenal and Weapons.

3 Credits. Handling, care and use of firearms in police work. Lectures supplemented by an intensive range program in deliberate, point, and defense shooting. (Taught at the WV State Police Academy only)

CJS 231 – Fundamentals of Criminal Law.

3 Credits. Spring only. Study of the elements of law and proof in crimes of frequent concern in law enforcement. Rules of criminal liability; elements of specific, commonly violated laws; and development and application of local, state, and federal laws. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

CJS 233 – Fundamentals of Criminal Investigation.

3 Credits. Spring only. Analysis of theory and techniques of an investigation, conduct at crime scenes, collection and preservation of physical evidence and testing employed by the police science laboratory. Emphasizes fingerprints, ballistics, documents, serology, photography, crime scenes and duties of a criminal investigator. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

CJS 234 – Criminology.

3 Credits. Spring only. This course examines the question of crime causation from legal, social, political, psychological, and theoretical perspectives. It introduces the nature of crime, statistics of criminal behavior, and explanations of criminal sanctions. (PR: CJS 101)

CJS 235 – Police Organization and Administration.

2 Credits. Principles of organization and management of law enforcement agencies. Concepts of organizational behavior and an understanding of the departmental planning process. The role of and components involved in responsible planning and executing procedures related to personnel, equipment budget, records, communications, and management. (Taught at the WV State Police Academy only)

CJS 237 – Crime and Delinquency.

3 Credits. Study of the development and causes of criminal behavior, social deviancy and crime. Criminological theories and the extent, variation and patterns of crime. Crime prevention techniques and specific pathological problems related to enforcement. Individual personality differences and their relationships to crime as well as recognizing and handling emotionally and mentally disturbed persons. (PR: CJS 101)

CJS 239 – Criminal Procedure.

3 Credits. Fall only. Study of the rules of evidence at the operational level in law enforcement and criminal procedure in such areas as arrest, force, search and seizure, collection of evidence and discretion. Rules and types of evidence, constitutional law and criminal procedure most often affecting police personnel. (PR: CJS 101)

CJS 242 – Community Relations in Criminal Justice.

3 Credits. General orientation to the concepts of criminal justice professionals and community relations and the need to establish good working relations between them and the public. Offers an understanding of the complex factors involved in human

relations: the nature of prejudice and discrimination, its effects, the interactions of changing society, the requirements of individual rights, the maintenance of peace and order and the changing police role. (PR: CJS 101)

CJS 244 – Introduction to Criminalistics.

2-4 Credits. Scientific aspects of criminal investigation. The role of the crime laboratory in the law enforcement organization, the value of physical evidence, and the need for understanding scientific crime detection. Emphasis on recording the crime scene; collection, identification, preservation and transportation of evidence and techniques of examining physical evidence. (Taught at the WV State Police Academy only)

CJS 246 – Criminal Justice Reports.

3 Credits. Fall only. Comprehensive familiarization with types and functions of criminal justice records, the role of research in the planning process and establishment and administration of a record bureau in criminal justice agencies. Includes form records, analysis and report writing; role and use of uniform crime reporting system forms and essential data required. Review of electronic data processing and the computer as related to criminal justice planning and operation. (PR: CJS 101)

CJS 248 – Traffic Administration and Enforcement.

2 to 3 Credits. History, development, and economics of the modern transportation system. Coping with traffic problems to include use of modern technology in accident investigation and reporting. Police responsibilities as they relate to traffic engineering, education, enforcement, and enactment. (Taught at the WV State Police Academy only)

CJS 249 – Security in Organizations.

3 Credits. This course covers the philosophies and principles related to security and loss prevention within organizations. Other topics include security vs. law enforcement, basic security law, internal and external theft, protection and surveillance systems, insurance, occupational health and safety, and workplace violence. (PR: CJS 101)

CJS 251 – Criminal Justice Ethics.

3 Credits. This course explores ethical considerations and dilemmas facing criminal justice professionals. Topics covered include identifying appropriate moral and ethical behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, the ethics of punishment, and professionalism. (PR: CJS 101)

CJS 254 – Constitutional Law.

3 Credits. Spring only. This course examines the powers of the government as they are allocated and defined by the United States Constitution with an intensive analysis of United States Supreme Court Decisions as they impact the criminal justice system. (PR: CJS 101)

CJS 256 – Private Investigation.

3 Credits. This course explores the fundamental components of private investigators' interviewing and investigations techniques and practices. The course includes a discussion of investigative practices in insurance, civil, criminal, background checking, and surveillance cases. (PR: CJS 101)

CJS 261 – Digital Forensics.

3 Credits. This course covers the basic concepts used in a digital forensics examination; and introduces techniques required for conducting a forensic analysis on systems and data. The course also explores methods of recovering and restoring data for various situations ranging from litigation to fraud based investigations. (PR: CJS 101)

CJS 263 – Probation and Parole.

3 Credits. This course is a study of the history, development, use, and value of both probation and parole as alternatives to incarceration for convicted criminal defendants as part of the Criminal Justice System. Students will also study the role of the professional agents who supervise probationers and parolees. (PR: CJS 101)

CJS 265 – Narcotics Investigation.

3 Credits. This course is the study of narcotics identification and investigation from the criminal justice professional's viewpoint. Topics include investigative techniques, identification of drugs, and legal aspects of narcotic investigations and enforcement. (PR: CJS 101)

CJS 271 – Police Executive Command School.

6 Credits. Leadership skills and executive police agency processes discussed in great detail. Emphasis will be on the development of executive communications, dealing with the media, critical incident management, crime monitoring trends, case oversight, crisis management, budgeting in the public sector and human resource issues. The leadership instruction will focus heavily on Situational Leadership Theory, the 7 Habits of Highly Effective Police Officers. (Taught at the WV State Police Academy only)

CJS 275 – Law Enforcement On-the-Job Training.

1-12 Credits. This course consists of supervised paid OJT, internship or practicum performed in a law enforcement setting. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports and providing written and verbal evidence in courts of law. On-the-job credit hours are earned at a ratio of 200:1 with the maximum of 12 credit hours allowed. Successful completion of on-the-job training and achievement of program learning outcomes will be verified by an employer.

CJS 280-283 – Special Topics.

1 to 4 Credits. Content not normally covered in other courses. (PR: Permission)

CJS 290 – Law Enforcement Internship.

9 Credits. Placement with area law enforcement agencies is designed to blend classroom education with practical experience. Flexibility of designing individual programs for students is accomplished through the development of cooperative training agreements among the agency and the training station supervisor

and the college. (PR: Permission)

CJS 291 – Police Science Internship I.

5 Credits. This course is designed to blend classroom education with practical experience. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports, and providing written and verbal evidence in courts of law. Interns must complete the on-the-job training under the supervision of a law enforcement officer. (PR: Permission)

CJS 292 – Police Science Internship II.

4 Credits. This course is designed to blend classroom education with practical experience. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports, and providing written and verbal evidence in courts of law. Interns must complete the on-the-job training under the supervision of a law enforcement officer.

CJS 298 – Internship.

3 Credits (CR/NC). Places students in a criminal justice related field for a specific period to gain experience prior to employment. Correlates theory and classroom instruction with experience. (PR: Permission)

Culinary Arts (CA)**CA 105 – Knife Skills and Fabrication.**

3 Credits. This course covers the principles of basic knife skills and the techniques for the production and fabrication of meats, game, poultry and seafood in the culinary industry to the standards present in the field. Students will learn recipe conversions and proper measuring skills in both standard U.S. measurements and metric measurements. (CO: CA 110, and CA 200)(PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

CA 110 – Mise en Place.

3 Credits. This introductory course covers the principles of food service operations, basic sauces, stocks, salads, and sandwiches and other food preparation techniques and procedures. Students will apply knowledge of rules and laws referencing sanitation and safety regulations. Proper equipment and knife handling principles will be demonstrated. (CO: CA 105 and CA 200) (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

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CA 111 – Mise en Place II.

3 Credits. This course is a continuation of the principles covered in CA 110. (PR: CA 110)

CA 112 – Garde Manger.

3 Credits. Spring only. The focus of this course is to develop skills in providing a variety of cold food products. Students will also learn to prepare appropriate buffet presentations and decorative pieces. (PR: Pass CA 105/ CA 110, CA 200, CA 269 with a letter grade of C or higher)

CA 116 – Introduction to Breads and Doughs.

3 Credits. Fall only. An introduction to the fundamentals of baking science in the preparation of a variety of products. Use and care of equipment normally found in the bake shop or baking area. (PR: CA 112)

CA 120 – A la Carte Dining Room Service I.

2 Credits. Dining room service will involve the basic understanding of traditional service styles used in dining room operations. The course focuses on service organization, American service, French services and quick service as it pertains to restaurant operations. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

CA 135 – International Cuisine.

3 Credits. Spring only. This course will explore various international cuisines along with special features of geography, climate and culture that influence regional cooking. (PR: CA 116)

CA 190 – Hospitality Lab Practicum I.

1 Credit. This course provides the student an opportunity to apply knowledge and practice the skills developed during the first semester from introductory courses such as: CA 105, CA 110, CA 120 and CA 200. The student will complete 50 hours of service, practice and preparation at The Cooking and Culinary Institute and selected events chosen by the program coordinator. 200 hours are required for graduation.

CA 195 – Hospitality Lab Practicum I.

1 Credit. This course provides for the practical application of culinary production techniques in a catering setting. Participation in an observation of production and management controls in a culinary venue will provide an opportunity to hone skills. Students will gain enhanced competency in performance of skills covered to date from courses CA 112, CA 269, CA 270 and CA 275. The student will complete 50 hours of service, practice preparation at The Cooking and Culinary Institute and selected events chosen by

the program coordinator. 200 hours are required for graduation.

CA 200 – Culinary Sanitation and Safety.

2 Credits. This course focuses on the sanitation aspects of the food service industry. Additional subject matter will include establishing the food safety system, keeping food safe in storage facilities and sanitary equipment, accident prevention, crisis management and dealing with sanitation regulations and standards. (CR: CA 105 and CA 110) (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

CA 205 – A la Carte Dining Room Service II.

3 Credits. Fall only. This course covers advance dining room procedures. Students are exposed to advanced table service techniques, table side preparation and the importance of guest satisfaction. (PR: CA 116)

CA 225 – Advanced Cooking and Artistry.

3 Credits. Spring only. This course will focus on the more advanced techniques of culinary arts and menu planning for chefs or restaurant owners. Students will become familiar with the advanced techniques of food selection, storage, menu planning, preparation and service. This course will introduce the students to the requirements necessary to successfully compete in culinary competition. American Culinary Federation culinary standards will be discussed and practiced for product development. Capstone Class. (PR: CA 135)

CA 235 – Menu Planning.

2 Credits. Spring only. This course focuses on the principles of menu planning, lay-out, and development for a variety of facilities and services. It also provides a foundation in costing, marketing, and merchandising a menu. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

CA 245 – Culinary Nutrition.

2 Credits. Fall only. This course is an introduction to nutrition using dietary recommendations, food guides, food labels and My Pyramid Guide to plan menus. Complex carbohydrates, lipids (fats and oils), protein, vitamins, water and minerals will be reviewed. Development of nutritional menus and recipes, marketing healthy menu options, light beverages and foods for the beverage operation, nutrition and health, weight management and exercise, and nutrition over the life span, from pregnancy to the infant, child, adolescent and older adult will be studied. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

CA 260 – Culinary Selection and Procurement.

2 Credits. Spring only. An overview of the purchasing function, ordering, receiving, and storing purchases will be the emphasis of this hospitality course. Emphasis will be placed on how to purchase produce, eggs, poultry, fish and meat, dairy products, beverages, equipment and other non-food items. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

CA 269 – Soups, Stocks and Sauces.

2 Credits. Spring only. This course covers the principles of basic soups, stocks and sauces and their preparations, techniques, and procedures. Students will apply knowledge of rules and laws referencing sanitation and safety regulations. (PR: CA 200)

CA 270 – Managing Culinary Operations.

2 Credits. Spring only. This course will consider restaurant operations, the menu, cost control, and financial matters. It will explore legal issues specific to restaurant staff, customer service, laws and regulations, and sanitation. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

CA 275 – Cost Control and Revenue Management.

2 Credits. Spring only. An overview of financial management in food service. This course will explore food and beverage cost control, managing production, labor and expense cost control, analyzing financial data, managing security, and using computers in cost control. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

CA 280-289 – Culinary Arts Special Topics.

1-3 Credits. Culinary Arts Special Topics courses available for majors and for non-majors as an introduction to the field of Culinary Arts.

CA 290 – Hospitality Lab Practicum III.

1 Credit. This course will provide an opportunity for shadowing hospitality instructors during skill development and service production labs. This experience will present situations where lab assistants can emulate the role of trainer within a controlled environment. The student will complete 50 hours of service, practice and preparation at The Cooking and Culinary Institute and selected events chosen by the program coordinator. 200 hours are required for graduation.

CA 298 – Cooperative Culinary Arts Work Experience.

1-3 Credits. Supervised, paid, on-the-job training for students working in Culinary Arts occupational field. (PR: Permission)

Graphic Design (DSGN)

DSGN 120 – Graphic Design I.

3 Credits. The principles and possibilities of graphic design are introduced. The principles and elements of graphic design, the history of graphic design, form/symbol development, typography, and color theory are explored. Emphasis on the structure and organization of visual communication in both traditional and digital environments will be examined through a variety of assignments. (Students are required to make a "C" or better in this course in order to progress in the Graphic Design program and take the following courses: IT 213, DSGN 150, DSGN 250, DSGN 210, DSGN 220, DSGN 230, DSGN 260, and DSGN 270.)

DSGN 150 – Graphic Design II.

3 Credits. The integration of typography and imagery from planning, conceptualization, and creation is explored, with organization of information, and interplay of form and typography to effectively communicate ideas. Students learn to think critically make aesthetic judgements, and become familiar with a variety of tools and techniques used to produce professional work. Page design and layout, multipage documents, and digital publishing for both traditional and digital environments are emphasized. (Students are required to make a "C" or better in this course in order to progress in the Graphic Design program and take the following courses: IT 213, DSGN 210, DSGN 220, DSGN 230, DSGN 260, and DSGN 270.)

DSGN 210 – Digital Illustration.

3 Credits. Fall only. This course focuses on conceptual and technical development of illustrations for editorial, advertising, artistic and educational purposes. Students utilize hand-drawn techniques combined with digital processes such as scanning; and Adobe Creative Suite applications such as Photoshop, Illustrator, and InDesign. Students work in a problem-based learning environment with regularly assigned projects, presentations, and discussions to develop a greater understanding of the creative and problem-solving process and production of professional works for graphic design, visual communication and layout. (Students are required to make a "C" or better in this course in order to progress in the Graphic Design program and take the following courses: DSGN 250, DSGN 220, DSGN 230, DSGN 260, and DSGN 270.)

DSGN 220 – Typography.

3 Credits. Fall only. This course provides an overview of the history of typography and extensively explores different typefaces. The course reviews historic and contemporary uses of typography and

micro and macro typography concepts, finding and using specialty fonts from various sources, modifying text, adding special effects, and using letterforms effectively as part of a design layout, utilizing both manual and digital skills. (Students are required to make a “C” or better in this course in order to progress in the Graphic Design program and take the following courses: DSGN 250, DSGN 230, DSGN 260, and DSGN 270.)

DSGN 230 – New Media.

3 Credits. Fall only. This course focuses on art and design considerations in creating Web sites, apps, eBooks, graphics, video and audio for the Web; and the interplay among technology, images and sound. (Students are required to make a “C” or better in this course in order to progress in the Graphic Design program and take the following courses: DSGN 210, DSGN 220, DSGN 230, DSGN 250, DSGN 260, and DSGN 270.)

DSGN 250 – Graphic Design III.

3 Credits. Spring only. This course continues the study of graphic design, with particular emphasis on exploring career possibilities in various fields. Students, both individually and on teams, create a variety of works in an assortment of media. Students research the top designers and firms to explore best practices, and refine their speaking and presentation skills as well as professional writing and client communication skills. Students review real life case studies, explore various career possibilities, develop their own brand identities and collateral and refine their digital and physical portfolios. The course reviews the different titles, roles and responsibilities, and salary ranges in different branches of design practice. Students are introduced to the concept of systems thinking in solving design problems and are exposed to the business practices of graphic design. At the end of the course, students present their portfolios to a panel of select faculty and professionals for feedback and critique. (Students must have earned a “C” or better in previous core Graphic Design classes in order to take this class. Previous core classes include: IT 110, IT 213, DSGN 120, DSGN 150, DSGN 210, DSGN 220, and DSGN 230.)

DSGN 260 – Interactive Design.

3 Credits. Spring only. This course emphasizes consideration of the user’s experience in applying technology creatively and inventing new approaches to interaction and design. Students are encouraged to design interactions that are useful, innovative and user-friendly – blending context, personality, and message with technological components of design. Students create a fully

functioning Web site implementing these attributes. (Students must have earned a “C” or better in previous core Graphic Design classes in order to take this class. Previous core classes include: IT 110, IT 213, DSGN 120, DSGN 150, DSGN 210, DSGN 220, and DSGN 230.)

DSGN 270 – Brand Identity Design.

3 Credits. Spring only. This course explores the process of researching the client, generating ideas, and creating unique and effective brand applications through graphic design and advertising. From research and analysis through brand strategy and design development, this course covers the processes for creating and implementing effective brand identity. This class provides students with a detailed look at traditional methods as well as the latest trends in branding, including social networks, mobile devices, apps, and video. (Students must have earned a “C” or better in previous core Graphic Design classes in order to take this class. Previous core classes include: IT 110, 213, DSGN 120, DSGN 150, DSGN 210, DSGN 220, and DSGN 230.)

Economics (EC)

EC 102 – Basic Economics.

3 Credits. An introduction to basic microeconomic and macroeconomic concepts and institutions, key economic relationships and terms. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

EC 201 – Fundamentals of Microeconomics.

3 Credits. The purpose of this course is to provide an introduction to the study of microeconomics as it examines the decision making processes of allocating scarce resources for specific segments of the economy. Topics that will be covered include supply and demand, production, pricing, taxes, distribution, market structures, labor markets, marginal utility, public goods, externalities, and international trade. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80.)

EC 202 – Fundamentals of Macroeconomics.

3 Credits. The purpose of this course is to provide an introduction to the study of macroeconomics as it examines the decision making processes of allocating scarce resources in the overall economy. Topics that will be covered include an overview of basic economic concepts, gross domestic product and economic growth, inflation, unemployment, aggregate supply and demand, fiscal policy, money and monetary policy, national deficits and debt,

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and international trade. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80.)

Early Childhood Education (EDUC)

EDUC 101 – Healthy Environment for Young Children.

3 Credits. This course is an introduction to the basic requirements and regulations for health, safety in early childhood programs serving young children. This course is intended to prepare students to follow the practices required of all individuals who participate in early childhood programs. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80) (CO EME 101)

EDUC 105 – Computer Instruction Technology in the Classroom.

3 Credits. This is a course in skill development using computer-generated media. An emphasis will be placed on computer skills and their application to young children and the early childhood classroom. This course will also explore administrative technology and assistive technology in the early childhood classroom. This course will be taught using 3 components.

EDUC 120 – Foundations of Early Childhood.

3 Credits. This is an introductory course of the history, philosophy and theoretical foundations of early childhood programs with specific attention to current programs serving children prior to school entry. Concepts for providing developmentally appropriate practices are introduced. Observation hours in an early childhood classroom outside of classroom instruction will be required. (PR: ENL 094 or 095; Placement in ENL 101, 111)

EDUC 204 – Parenting.

3 Credits. This course examines parenting from a sociocultural and developmental perspective using a systems model. This course is in no way meant to be manual for child rearing, but a study of parenting. (PR: EDUC 120 and ENL 111)

EDUC 210 – Observation and Assessment of Young Children.

3 Credits. Examines the skills and methods used to observe and assess young children in various early childhood environments. An emphasis will be placed on authentic assessment practices, the appropriate use of assessment and observation strategies to document the development, play, and learning of young children. Observation and participation in an early childhood setting is required. (PR: ENL 110 and grade "C" or better in EDUC 120)

EDUC 215 – Child, Family and Community.

3 Credits. This course examines the relationships of the young child, the family and community programs. An emphasis will be placed on family lifestyles and cultures and family-centered practices. (PR: ENL 111 and grad "C" or better in EDUC 120)

EDUC 220 – Infant & Toddler Development.

3 Credits. Spring only This course will examine the application of the theories of child development and research. Course emphasis will be placed on prenatal development and the physical, social, emotional, cognitive and language development of the child from conception to age three. Observation in an infant/toddler classroom required. (PR: EDUC 120 and ENL 111)

EDUC 225 – Development of Young Children.

3 Credits. Spring only. This course examines the physical, emotional, cognitive and intellectual development of young children. This course will examine relationships with parents and peers and growth in self-direction with a primary focus on young children birth through five years of age. Observation and participation in an early childhood classroom required. (PR: EDUC 120 and ENL 111)

EDUC 228 – Early Childhood Special Education.

3 Credits. This course will discuss the practical strategies for working with young children with special needs and disabilities including infants, toddlers and preschoolers. An emphasis will be placed on instruction, curriculum design and service delivery of the inclusive classroom with a family-centered approach. (PR: A grade of "C" or better in EDUC 225 and ENL 111)

EDUC 230 – Early Language and Literacy.

3 Credits. Fall only. An overview of the foundations of early childhood language and emergent literacy within an emphasis on developmentally appropriate environments.

EDUC 232 – Classroom Management in Education.

3 Credits. This course is an introduction to classroom management strategies and techniques to utilize inside the classroom environment. This course will allow students to examine a variety of classroom strategies and comprehensive approaches to discipline in the field of education. (PR: ENL 111)

EDUC 250 – Parenting.

3 Credits. This course exams the current challenges, problems, and issues in the field; analysis of effective strategies for parenting. This course is in no way meant to be manual for child

rearing, but a study of parenting. (PR: EDUC 225)

EDUC 261 – The Exceptional Child.

3 Credits. Spring only. This is an introductory course of children who differ from the average child in mental, physical and emotional characteristics. The purpose of this class is to provide educators with an overview of children with exceptional needs, focusing on historical, legal and multi-cultural issues, high-incidence disabilities and giftedness: including characteristics and adaptations of educational procedures. (PR: EDUC 225 and ENL 115)

EDUC 270 – Level I Clinical Experience.

2 Credits. Spring only. A clinical experience for Early Childhood Education majors. This field experience will provide opportunities for observations and participation with young children under the supervision of qualified professionals. Students must successfully complete the field experience to pass the course. (CO: EDUC 225 or SS 215 for ACDS students)

EDUC 275 – Level II Clinical Experience.

1 Credit. *Fall only.* This course will provide students with field experience inside an infant/toddler and preschool classroom. Students will conduct observation and have an opportunity to obtain hands on learning experiences with young children under the supervision of a qualified professional. (CO: EDUC 295)

EDUC 290 – Introduction to curriculum and Assessment in Early Childhood.

3 Credits. This course will provide students with an introduction to authentic assessment practices for young children and explore the historical and contemporary curriculum and methods with an emphasis on best practice. (PR: EDUC 225 and ENL 111)

EDUC 280-284 – Special Topics.

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of program coordinator or course instructor)

EDUC 295 – Early Childhood Curriculum & Methods.

3 Credits. Fall only. This course will examine how to prepare and implement a developmentally appropriate curriculum for young children. Students will have hands on experience in the classroom with infants, toddlers and preschool children. (PR: ENL 111 and a grade C or better in EDUC 225; CO: EDUC 270)

EDUC 299 – Capstone.

4 Credits. Spring only. This course involves the application of coursework, theories, and practice. Places the student in a practicum based experience where classroom instruction applies to real experiences in the field. (PR: EDUC 295)

Electronics Technology (ELT)

ELT 110 – Basic Electronics.

3 Credits. Fall only. Course focuses on fundamental concepts of electronics. Designed for the first-time student of the principles and applications of electricity and electronics. (Classes offered at Cabell County Career Technology Center)

ELT 111 – Direct Current Circuit Analysis.

3 Credits. Fall only. Direct current circuits, electrical and magnetic phenomena, utilization of circuit theorems for the solution of circuits and networks, conductors, insulators and magnetic materials. (PR: MAT 145 or MAT 145E)

ELT 111L – Direct Current Electronics Lab.

1 Credits. Fall only. Focus of this course is to develop knowledge and skills relevant to the concepts of electronics. The principles and applications of Direct Current Theory in electricity and electronics are studied. (CO: ELT 111)

ELT 121 – Alternating Current Circuit Analysis.

3 Credits. Spring only. Course focuses on alternating current circuits and includes peak average and effective values, capacitors, inductors and transformers, reactance, impedance, resonance and filters. (PR: ELT 111)

ELT 121L – Alternating Current Electronics Lab.

1 Credit. Spring only. Focus of course is to develop knowledge and skills relevant to the concepts of electronics. The principles and applications of AC Circuit Theory in electricity and electronics are studied. (CO: ELT 121)

ELT 131 – Analog Circuits.

3 Credits. Fall only. Focus of course is to develop knowledge and skills relevant to the concepts of electronics. The principles and applications of Analog Circuit Theory in electricity and electronics are studied. (PR: ELT 121)

ELT 131L – Analog Circuits Lab.

2 Credits. Fall only. Focus of course is to develop knowledge and skills relevant to the concepts of electronics. The principles and applications of Analog Circuit Theory in electricity and electronics

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are studied. (PR/CO: ELT 131)

ELT 141 – Analog Circuits II.

4 Credits. Continuation of the study of semiconductor devices and circuits to include thyristors, FET's, linear IC's. Emphasis on circuit analysis and troubleshooting (PR: ELT 131)

ELT 209 – Basic Networking.

3 Credits. This course is designed to give the student a basic understanding in maintaining, upgrading and troubleshooting LANs and WANs. (PR: Permission)

ELT 210 – Basic Motors.

3 Credits. This course is designed to give the student a basic understanding of AC and DC motor operation and the circuits control motor function. (PR: ELT 121 and ELT121L or Permission)

ELT 211 – Combinational Logic Circuits.

3 Credits. Fall only. Analysis of combinational digital devices, circuits, and systems through the study of logic waveforms, numbering, systems, gates, with emphasis on troubleshooting. (PR: MAT 215)

ELT 211L – Combinational Logic Circuits Lab.

1 Credit. Fall only. Focus of course is to develop knowledge and skills relevant to the concepts of electronics. The principles and applications of Logic Circuit Theory in electricity and electronics are studied. (CO: ELT 211)

ELT 221 – Sequential Logic Circuits.

4 Credits. Analysis of sequential digital devices, circuits, and systems through the study of waveforms, timing diagrams, state tables, truth tables, and Karnaugh maps as a foundation for microprocessor system study. (PR: ELT 211 and CO: ELT 221L)

ELT 221L – Sequential Logic Circuits Lab.

2 Credits. Focus of course is to develop knowledge and skills relevant to the concepts of electronics. The principles and applications of sequential logic circuit theory in electricity and electronics are studied. (CO: ELT 221)

ELT 222 – Introduction to Microprocessors.

4 Credits. Spring only. A combination of classroom and lab experience designed to teach the student how to work with microprocessors as they apply to consumer, industrial and

business equipment.(PR: ELT 211)

ELT 280-283 – Special Topics.

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Permission)

ELT 299 – Electronic Technology Internship.

3 Credits. Spring only. Supervised on-the-job training for Electronics Technology students. Students must successfully complete 150 hours of appropriate experience

Emergency Medical Technology (EME)

EME 090 – EMT Basic Refresher.

1 Credit. A course designed to prepare students for entrance into a Paramedic-level program by review of basic life support and procedures in a classroom setting. The student is also required to perform clinical time with a designated preceptor to gain field experience in EMS.

EME 101 – CPR/First Aid.

1 Credit. This course is designed to give laypersons and professionals the education and confidence they need to effectively provide emergency care.

EME 105 – First on Scene.

3 Credits. This course is designed to teach the student to manage a medical/trauma emergency until other EMS personnel arrive. An emphasis is placed on victim/patient stabilization using supplies available to the layperson.

EME 109 – Emergency Medical Technician.

10 Credits. A lecture/lab course designed to teach basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Students will learn basic knowledge and skills necessary to provide patient care and transportation. Students will also learn how to function as part of the comprehensive EMS response, under medical oversight and perform interventions with the basic equipment typically found on an ambulance. Students will learn how to perform as a link from the scene to the emergency health care system. Following completion, students will be eligible to take the National Registry of EMTs or the State of West Virginia EMT exam. (PR: none)

EME 280-283 – Special Topics.

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Permission)

English (ENL)

ENL 095 – Developmental Writing.

3 or 5 Credits (CR/NC). This course combines a review of grammar skills and introduction to the written essay. Prepares students for ENL 111. ENL 095 is a three or five credit-hour course that counts toward full-time enrollment status and financial aid eligibility but does not count toward the number of hours required to complete any degree program. (PR: Appropriate placement score)

ENL 096 – Integrated Developmental English: Reading and Writing Improvement.

4 Credits. This is a developmental English course that combines developmental reading and developmental writing into one course. It is designated to assist students in developing and improving reading and writing proficiency by emphasizing basic reading comprehension skills, reading strategies, vocabulary development grammar, and writing skills related to paragraph and essay development. (Minimum 55 Accuplacer score or 14 ACT score.)

ENL 111 – Written Communication.

3 Credits. This course provides instruction and experience in preparation and delivery of written communication in workplace and personal settings. Emphasis is placed on the writing process including production of unified, coherent, well-developed essays, letters and memos using standard written English. (PR: REA 098 or ACT Reading 18 or SAT reading 421 or ACCUPLACER Reading 80 and ENL 095 or COM 095 or COM 095E or ACT Verbal 18 or SAT Verbal 450 or WRITEPLACER 6)

ENL 115 – Written Communication II.

3 Credits. This is a research-based writing course designed to help the student develop advanced skills in composition, editing, and critical thinking needed for other college courses and professional careers. (PR: COM 111; a C or better in ENL 111)

ENL 201 – Introduction to Literature.

3 Credits. This course is an introduction to literature through original works of prose, fiction, poetry and drama. It introduces students to the interpretive approaches to literature, and to some of the specialized terms, such as sonnet, antagonist, and epiphany, that will help them articulate their thoughts and observations about what they read. (PR: ENL 115)

ENL 231 – Business and Technical Writing.

3 Credits. A course designed to prepare students to write technical reports. Emphasis is on good writing principles and the use of supplementary illustrations as they apply to technical reports. (PR: 098 or ACT Reading 18 or SAT reading 421 or ACCUPLACER Reading 80 and ENG 095 or COM 095 or COM 095E or ACT Verbal 18 or SAT Verbal 450 or WRITERPLACER 6)

ENL 245 – Elements of the Short Story.

3 Credits. This course will examine the art of short fiction in American History. It will delineate the structure of short story writing, theme, and characterization with information on the authors studied. (PR: ENG 115)

ENL 251 – Appalachian Writers.

3 Credits. A survey of the various literary genres, with a focus on classical and contemporary Appalachian writers.

ENL 260 – Introduction to Creative Writing.

3 Credits. This course is designed to facilitate the student's creative faculties and abilities. The course serves as an introduction to the writing of original poetry, short fiction, and drama. Instruction in literary techniques will direct the student's writing. In addition to working with literary conventions to produce manuscripts, students will be exposed to exemplary texts by selected authors. Students will learn to critique their own work and the work of others by participating in writing workshops. Students will be introduced to markets for creative writing and be encouraged to submit some work for publication. (PR: ENL 111)

Environment (ENV)

ENV 250 – Solar Energy and Photovoltaic Glass Installation.

3 Credits. This course covers the photovoltaic (PV) component theory, system design, industry codes and standards for PV systems, and unique design problems and solutions. Emphasis is placed on developing skills for design and installation of a complete PV system. Practical experience in designing a PV system and hands on training, is gained using a demo size indoor roof. This course consists of lecture, hands on installation, demonstration, class activities, presentation, and an opportunity to take the NABCEP Entry Level Certificate of Knowledge Exam.

Finance and Banking (FN)

FN 141 – Real Estate Principles and Practices.

3 Credits. General introduction to real estate as a business and as a profession. Designed to acquaint the student with the wide

range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals includes the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance development, appraising, and state license law. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

FN 151 – Principles of Bank Operations.

3 Credits. Fundamentals of bank functions presented in a descriptive fashion so that the beginning banker may acquire a broad perspective of the banking operation so as to prepare for career advancement in the banking industry. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

FN 163 – Trust Functions and Services.

3 Credits. Provides a complete picture of the services rendered by institutions engaged in trust business. Gives an introduction to the services and duties involved in trust operations and is intended for all banking majors. Offers a clear distinction between business and legal aspects of trust functions. (PR: FN 151)

FN 231 – Business Finance.

3 Credits. Spring only. This course will focus on the methods of financial analysis. Emphasis is given to the time value of money, evaluation of financial statements, international issues, the stock market, investing, and consumer credit issues. (PR: AC 103; AC 108; AC 201; or ACC 215)

FN 248 – Real Estate Law.

3 Credits. Study of the principles of law governing interests in real estate including acquisition, encumbrance, transfer rights and obligations of parties, and state and federal regulations thereof. This course is approved as a prerequisite for licensure examination as a salesperson by the West Virginia Real Estate Commission. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

FN 250 – Computer Applications to Banking.

3 Credits. Study of software programs applicable to current banking systems. (PR: IT 101 or IT 101E)

FN 251 – Consumer Lending.

3 Credits. This course provides an overview of consumer credit and an in-depth look at consumer credit products and services, the consumer lending process and consumer credit administration. (PR: FN 151)

FN 252 – Law and Banking.

3 Credits. Introduction to rules of American law that underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial papers, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code. (PR: FN 151) (Offered Fall Semester only)

FN 254 – Bank Investments.

3 Credits. Describes the primary reserve needs of commercial banks. Sources of reserves and their random and cyclic fluctuations are analyzed in relation to their influence on investment policy. Included is a study of yield changes as they affect a bank's long-term holdings. (PR: FN 151)

FN 258 – Home Mortgage Lending.

3 Credits. Designed for mortgage loan offices from the viewpoint of developing a sound mortgage portfolio. Overview of the mortgage market, acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and obligations of the mortgage loan offices in portfolio management are covered. (PR: FN 151)

FN 259 – Commercial Lending.

3 Credits. This course provides a conceptual framework for the study of commercial lending. It focuses on the organization of this business, its contribution to bank profitability and the commercial lending process. (PR: FN 151)

FN 264 – Analyzing Financial Statements.

3 Credits. Acquaints student with basic considerations in statement analysis, details of financial statements, basic ratios, analysis of internal comparison, analysis by external comparison, consolidated statements, budgets and projections. (PR: AC 108 and FN 151)

Geography (GEO)

GEO 150 – Introduction to Geography.

3 Credits. Fall only. This is an introductory survey course to many of the major human and physical geographic themes, including environment, landscape, climate, culture, economics, spatial interactions, population, urbanization and globalization. (PR: REA 098 or ACT 18 or SAT Reading 421 or ACCUPLACER Reading 80)

GEO 155 – Economic Geography.

3 Credits. Spring only. This course introduces the student to geographical tools and methods while exploring fundamental concepts of geography from an economic standpoint. Lecture

material, exercises, assignments focus on spatial elements of economic activities and their change over time, the goal of which is to provide students with a basic understanding of the economic systems of the world in which they live and work. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

GEO 250 – Global Issues.

3 Credits. This course is an introduction to many of the most important environmental, economic, social, and political concerns of modern life. Students should have some background or experience from such courses as geography, environmental science, political science, economics and other social sciences. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

Health Information Technology (HIT)

HIT 201 – Health Information Technology I.

4 Credits. Fall only. (3 lecture/1 hour lab) Introduction to the health information profession. Lecture/lab with emphasis on health record design, content, analysis, release, and completion. This course also covers regulatory requirements regarding confidentiality, HIPAA,

and the electronic health record. (PR: Admission to HIT or CCS program)

HIT 202 – Health Information Technology II.

4 Credits. Spring only. This lecture/lab class is a continuation of HIT 201 with emphasis on management of health information departments, record completion, record retention, release of information, indexes, and registers. This course also covers regulatory requirements regarding confidentiality, HIPAA, and the electronic health record. (PR: HIT 201)

HIT 205 – ICD-10 CM Diagnostic Coding.

3 Credits. (2 lecture/1 lab) This course introduces the student to the ICD-10 CM classification system with an emphasis on the correct process of utilizing the alphabetic index and tabular list for code assignment. The focus is on rules, conventions, and instructions of ICD-10 CM, as well as chapter-specific guidelines. The criteria for the proper assignment of principal and additional diagnosis in all applicable patient settings is addressed. Proper code assignment and impact on MS-DRGs and reimbursement are discussed. Coding scenarios are utilized to determine sequencing and optimization. (PR: Admission to HIT or CCS programs).

HIT 206 – Healthcare Statistics.

3 Credits. Fall only. Descriptive healthcare statistics for all types of healthcare facilities utilizing statistical applications with healthcare data. Will cover data selection, interpretation and presentation. (PR: Admission to program and completion or test out of MAT 096)

HIT 207 – ICD-10 PCS Procedural Coding.

3 Credits. (2 lecture/1 lab) Students are introduced to the ICD-10 PCS coding/classification system with an emphasis on the current tables to assign procedure codes. Coding characteristics, conventions, and guidelines are applied in identifying procedural codes. Reimbursement systems such as DRGs are covered. Coding scenarios will also be utilized to determine sequencing and optimization techniques. (PR: Admission to HIT or CCS coding program)

HIT 208 – Quality Improvement in Health Care.

2 Credits. Spring only. Provides student with skills necessary to evaluate the quality of care and potential for liability in various health care settings. Emphasis on evaluating health care in light of accrediting and licensing requirements.

HIT 209 – CPT Coding & Healthcare Reimbursement.

3 Credits. Students are introduced to Current Procedural Terminology (CPT) coding/terminology system, which is a listing of descriptive terms and identifying codes for reporting medical services and procedures performed by physicians and healthcare providers. This course includes a comprehensive review of healthcare reimbursement methodologies. (PR: Admission to HIT or CCS coding program)

HIT 210 – Computerized Health Information System.

3 Credits. Fall only. Evaluation of hardware and software components of computers for health information systems. Emphasis on computerized health records, record linkage, data sharing and methods of controlling accuracy and security. Includes all phases of the development of the electronic health record (EHR) and policies and procedures associated with EHR. CPR: must be admitted in the HIT Program.

HIT 211 – Coding Reimbursement for Physician Services.

3 Credits. Principles of diagnostic and procedural code assignment and reimbursement methodologies pertaining to physician professional billing in outpatient, hospital, ER, observation, home health and other healthcare settings.

HIT 212 – Health Information Tech Seminar.

2 Credits. Students learn methods of preparing resumes and interviewing techniques. Provides a comprehensive review for the RHIT examination. (PR: HIT 201, 202, 205, 206, 207, 208, 209, 210)

HIT 215 – Directed Practice II.

2 Credits. Spring only-May. Places the student in a health care facility or simulation providing the opportunity for the practical application of classroom knowledge and skills. (PR: Adm. to HIT program, CO: HIT 202)

HIT 216 – Professional Practical Experience.

2 Credits. This course simulates responsibilities a coding professional may be required to perform on the job. The student applies the competencies learned in the program by coding from inpatient, ambulatory, ancillary, ER, and physician practice health records using codebooks and the encoder/grouper software. Course includes a comprehensive review for the CCS national certification exam. (PR: HIT 201, HIT 205, HIT 207, HIT 209, and HIT 211)

HIT 218 – Directed Practice III.

2 Credits. Summer only. Places the student in a health care facility providing the opportunity for the practical application of classroom knowledge and skills. Continuation of Directed Practice II. (PR: HIT 201, 202, 205, 206, 207, 208, 209, and 210)

HIT 280-283 – Special Topics.

1-4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of program coordinator of course instructor)

HIT 284-289 – Special Topics.

1-5 Credits. These courses are designed to present various topics in the field of Health Information Technology.

Health Informatics (HINF)

HINF 101 – Introduction to Healthcare Informatics.

3 Credits. This class will explore the study of a field of information science concerned with the management of all aspects of health data and information through the application of computers and computer technologies.

HINF 102 – Healthcare Informatics Practical Guide.

3 Credits. This class focuses on the application of information technology in health care to improve individual and population health, education, and research about the key topics in the rapidly

changing field of health informatics.

HINF 201 – Analyzing Healthcare Data.

3 Credits. This course teaches how to analyze, categorize, and manage the data that are encountered in the healthcare industry which is becoming more dependent on the management of information for analytics and risk adjustment. Students examine the methods and tools used to study the data in health care. (PR: HIT 206, HINF 101, and HINF 102)

HINF 202 – Enterprise HI Management.

3 Credits. This class provides the foundation and guide for learning the roles, functions, and practices for successfully managing healthcare data. The class takes an integrative approach to the traditional roles of health information management (HIM), offering challenging opportunities for enriching the practice domain and leveraging the benefits of quality data for the healthcare sector. (PR: HINF 01 and HINF 102)

HINF 204 – Research Methods for Informatics.

3 Credits. This course teaches research methods that focus on the practical applications of research in health informatics and health information management. It provides real-life examples of research with samples of survey instruments, step-by-step listings of methodology for several types of research designs, and examples of statistical analysis tables and explanations. Students are guided through the process of conducting research specific to health informatics concepts and functions. (PR: HIT 206, HINF 101, and HINF 102)

History (HIST)

HIST 103 – United States History to 1877. 3 Credits. Fall only. This analytical survey course examines the social, cultural, economic, and political developments of United States history from approximately 1492 to 1877. (PR: REA 098 or ACT 18 or SAT 421 or PREA 098)

HIST 104 – United States History Since 1877. 3 Credits.

Spring only. This analytical survey course examines the social, cultural, economic, and political developments of United States history from 1877 until the present. (PR: REA 098 or ACT 18 or SAT Verbal 421 or PREA 098)

HIST 114 – World History Until 1500. 3 Credits. Fall only. This analytical survey course examines the social, cultural, economic, and political developments of World History until approximately 1500. (PR: REA 098 or ACT 18 or SAT 421. PREA 098)

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HIST 115 – World History Since 1500.

3 Credits. Spring only. This analytical survey course examines the social, cultural, economic, and political developments of World History since approximately 1500. (PR: REA 098 or ACT 18 or SAT 421 or PREA 098)

HIST 210 – American Legal History.

3 Credits. This analytical course examines the social, cultural, political, and economical causes and effects of landmark United States' legal cases, spanning from approximately 1800 to the present. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

HIST 240 – West Virginia History.

3 Credits. This course examines the social, cultural, economic, and political developments of West Virginia history from the time exploration and settlement until the present. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

Hospitality Management (HM)

HM 101 – Travel, Tourism, & Hospitality Industry. 2 Credits.

This course is a comprehensive survey of the hospitality industry: Travel and tourism; lodging; food and beverage service; meetings and conventions; and leisure and recreation. Other ancillary subjects will involve hospitality marketing, human resources (HR), and leadership and management. This course is designed for aspiring hospitality management professionals of tomorrow, due to the increase in hospitality markets globally. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

HM 145 – Hotel Front Office.

3 Credits. Spring only. This course presents a systematic approach to hotel front office procedures by detailing the flow of business. This course examines the various elements of effective front office management and covers in detail the procedures and duties of the manager, desk agent, night auditor, reservations, credit and cash handling. Interdepartmental roles are also discussed. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

HM 220 – Managing Catering Operations.

3 Credits. Fall only. This course will consider the essential aspects of catering operations in the food service industry. It will include an overview of banquets and catering, food service and menu

development, menu design, using computers, and marketing in catering management. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

HM 222 – Rooms Division Management.

3 Credits. Fall only. This course will focus on the rooms division of a hotel, including housekeeping, engineering, concierge and front office. All aspects of these departments will be emphasized in this course. (PR: HM 145)

HM 230 – Facilities Operations Management.

3 Credits. An overview of project planning, food service design and maintenance, work area organization and layout, facilities engineering, and interior design and layout of the culinary establishment. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

HM 240 – Introduction to Vineyards and Breweries.

2 Credits. Spring only. This course introduces the history of alcoholic beverages, why beverages were created, and how they spread across cultures and socioeconomic lines. The earliest and the latest versions of fermentation, aging, brewing, and rectification will be discussed. The course also introduces wine making, major wine names and regions, proper wine service and accessories, wine storage guidelines, types of beers, beer making basics and the importance of ingredients, types of distilled spirits and how they are made. (PR: HM 101)

HM 284, 286-289 – Hospitality Management Special Topics.

1-3 Credits. Hospitality Management Topics courses available for majors and for non-majors as an introduction to the field of Hospitality management.

HM 298 – Cooperative Hotel/Lodging Work Experience.

1-3 Credits. Supervised, paid, on-the-job training for students working in Hotel/Lodging occupational field. (PR: Permission)

HM 299 – Internship/Apprenticeship.

1 Credit (CR/NC). Places the student in a work situation in order to gain practical work experience prior to seeking permanent employment. Correlates classroom instruction with real-world experience. (PR: Permission)

Humanities (HMN)

HMN 235 – Leadership Development Studies.

3 Credits. This course provides students the opportunity to explore the concept of leadership while developing and improving

leadership skills. Integrated humanities readings, experiential exercises, films and contemporary readings are used. (PR: COM 111, ENL 111 or ENG 101 with a grade of "C" or better)

Industrial Supervision and Management (ISM)

ISM 133 – Principles of Supervision & Management.

3 Credits. Fundamental principles of administrative, staff, and operating management with organizational structures, operative procedures, and systems emphasized. Includes responsibilities, duties, and relationships of supervisors and leaders. (Offered Spring Semester only)

Information Technology (IT)

IT 100 – Computer Skills for Nontraditional Students.

3 Credits. This course will serve as the introductory course for the nontraditional student. In this course, the student will be instructed on how to utilize the computer usernames/passwords; 942 and PIN; email; word processing and electronic presentation basic applications. (Upon successful completion of this course, the student will be required to take the IT 101 class in order to meet the computer literacy requirement in the general education courses.)

IT 101 – Fundamentals of Computers.

3 Credits. An introductory computer literacy course designed to enable the student to understand the terminology, applications, processes, and effects of computers and the environments in which they are utilized.

IT 102 – Advanced Computer Applications.

3 Credits. This course is a practical, project-driven course utilizing Microsoft Office programs such as Access, Project, and Visio. (PR: IT 101 or equivalent)

IT 107 – Fundamentals of the Internet.

3 Credits. This course deals with fundamentals of the Internet. Topics considered include electronic mail, sending and receiving data across networks, and navigating the Internet.

IT 110 – Computer Skills for Designers.

3 Credits. This course serves as an introduction to the concepts, structure, and methodologies of various digital media tools, such as Adobe Creative Suite: Photoshop, Illustrator, Flash, and InDesign with a basic introduction to web publishing (Dreamweaver). The course also reinforces the principles and foundations of art and design (line, color, composition, and ideation) through the use

of digital media as a creative tool for art, communication, and expression. (Students are required to make a "C" or better in this course in order to progress in the Graphic Design program and take the following courses: IT 213, DSGN 150, DSGN 250, DSGN 210, DSGN 220, DSGN 230, DSGN 260, and DSGN 270.)

IT 115 – Introduction to Programming.

3 Credits. Use of the computer to teach C++ programming language from a problem-oriented approach. Emphasis on the professional way to design and write programs with computers (PR: IT 101 or IT 102)

IT 120 – Network Operating Systems I.

4 Credits. Introduction to multi-user, multi-tasking network operating systems. Focus on installation procedures, security issues, and troubleshooting. (PR: none)

IT 131 – Introduction to Networking.

4 Credits. Introduction to Networking focuses on network terminology, protocols, and standards, Ethernet LAN technologies, introductory WAN technologies, TCP/IP addressing, cabling, and basic routing principles. (PR: none)

IT 141 – Networking Systems II.

4 Credits. This course focuses on basic router configuration and trouble shooting, managing IOS software, configuring routed and routing protocols, TCP/IP protocols, and router Access Control. (PR: IT 131)

IT 150 – Applications to Spreadsheets.

3 Credits. Application of current spreadsheet software to the solution of business problems. Emphasis on numerical analysis, forecasting, and business graphics. (PR: IT 101 or IT 102)

IT 160 – Geographic Information System Concepts.

3 Credits. This course introduces GIS application software and its uses. The course takes a hands-on approach to teaching how to create, edit, and manipulate georeferenced spatial and tabular data. It provides an introduction to geospatial concepts and tools for persons presenting data in maps, charts and reports. It introduces the student to the use of image processing and remote sensing technologies in his or her career fields.

IT 165 – Spatial Analysis & 3D Modeling.

3 Credits. This course will demonstrate how remote sensing and GIS integration within a database of imagery for multistage, multivariate sampling, and geobiophysical modeling, involving

modeling systems and environmental development, may be used across the world wide web. (PR: 160)

IT 171 – Introduction to Gaming I.

3 Credits. Fall only. This course will introduce computer game theories, methods and practice. We will utilize Macromedia Flash to create web-based interactions and games at the beginner to intermediate level. Assigned readings and projects will cover various aspects of computer game production, thought and application.

IT 210 – Networking Administration I.

3 Credits. Fall only. This provides students with the knowledge and skills necessary to install, configure, administer, and support Active Directory Domain Services in the Microsoft Windows Server operating system. Additional areas of focus include group policy, certificate services, and DFS. This is the first of four courses that prepare students to become an MCITP: Server Administrator. (PR: IT 120; CO: IT 211, IT 216 and IT 217)

IT 211 – Networking Administration II.

3 Credits. Fall only. This course provides students with the knowledge and skills to implement and manage a Microsoft Windows Server 2008 network infrastructure. Areas of focus include DHCP, DNS, RRAS, WINS and IPsec. This is the second of four courses that prepares students to become an MCITP: Server Administrator. (PR: IT 210 and IT 216 and IT 217; CO: IT 210, IT 216 and IT 217)

IT 212 – Publishing on the Internet.

3 Credits. Spring only. This course will familiarize the student with issues related to publishing on the Internet. Topics covered include basic design skills, multimedia issues, and development of web pages. (PR: IT 107)

IT 213 – Web Graphics/Design.

3 Credits. Fall only. Explores the use of a variety of tools and computer graphics techniques to produce professional graphic designs. Utilizes various hardware and software to create visually-pleasing and professional-looking graphics for web pages. (Students are required to make a "C" or better in this course in order to progress in the Graphic Design program and take the following courses: DSGN 150, DSGN 250, DSGN 210, DSGN 220, DSGN 230, DSGN 260 and DSGN 270.)

IT 215 – Advanced Programming.

3 Credits. Fall only. This course provides advanced programming concepts and skills applied to problem-solving situations using current industry standards and programming languages. (PR: a "C" or better in IT 115)

IT 216 – Networking Administration III.

3 Credits. Fall only. This course provides students with the knowledge and skills necessary to install, configure, administer, and support different types of application servers running Windows Server. Areas of focus include IIS, Terminal Services, Media Services, and File and Print Services. This is the third of four courses that prepares students to become an MCITP: Server Administrator. (CO: IT 210, IT 211, and IT 217)

IT 217 – Networking Administration IV.

3 Credits. Fall only. This course provides students with the knowledge and skills to successfully plan, monitor, and manage deployments of Active Directory, Application Infrastructure, File and Print Services, Storage Solutions, High Availability options and Network Security. The course focuses on the Windows Server 2008 environment with an emphasis on planning and deploying the previously mentioned services. This is the fourth of four courses that prepares students to become an MCITP: Server Administrator. (CO: IT 210, IT 211, and IT 216)

IT 219 – Networking Administration V.

3 Credits. Spring only. This course provides students with knowledge and skills necessary to install, configure, and maintain client operating systems in a Windows Server 2008 environment. This is the first of three additional courses that prepares students to become an MCITP: Enterprise Administrator. (PR: IT 217 and CO: IT 222 and IT 223)

IT 221 – Advanced Operating Systems II.

3 Credits. Focus of the course is to provide practical applications of specific system software in multi-tasking environments. Advance operating system concepts are presented from an application programmer's perspective. (PR: IT 120 or IT 131)

IT 222 – Networking Administration VI.

3 Credits. Spring only. This course provides students with the knowledge and skills necessary to prepare the Exchange Server 2007 Infrastructure, install and transition to Exchange Server 2007, and how to manage an Exchange Server. The course also covers managing default, custom, and public folders, connectors, transport rules, and message compliance as well as accessing the

Exchange Server remotely. This is the second of three additional courses that prepares students to become an MCITP: Enterprise Administrator. (PR: IT 217 and CO: IT 219 and IT 223)

IT 223 – Networking Administration VII.

3 Credits. Spring only. This course teaches students how to design a Windows Server Network Infrastructure that meets varying business and technical requirements for network services. This course also teaches how to design core identify and access management components, support identity and access management components, and monitor business continuity and data availability. This is the third of three additional courses that prepares students to become an MCITP: Enterprise Administrator. (PR: IT 217 and CO: IT 219 and IT 222)

IT 224 – Fundamentals of Network Security.

3 Credits. Spring only. This course provides the knowledge and skills necessary to identify network security threats and vulnerabilities, and to respond and recover from security incidents. (PR: IT 101 or IT 102)

IT 225 – Fundamentals of Wireless LANs.

4 Credits. This course focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. (PR: IT 131 or IT 230 or Permission)

IT 226 - Network Security Solutions.

3 Credits. This course focuses on overall security processes including security policy design and management and security features enabled by routers. (PR: IT 241 or Cisco Semester 4 with minimum grade of 78%)

IT 227 – Network Security Firewalls.

3 Credits. Network Security Firewalls focuses on securing and monitoring a network with hardware-based firewalls. (PR: IT 241 or Cisco Semester 4 with minimum grade of 78%)

IT 230 – Networking Communications.

3 Credits. Focus of course is to provide practical applications of specific system software in the administration, analysis, and modeling of Local Area Networks (LANs). (CR: IT 120)

IT 231 – Networking Systems III.

4 Credits. Networking Systems III focuses on LAN IP addressing including Variable Length Subnet Masking and configuring RIPv2, single-area OSPF, and EIGRP routing protocols, and Ethernet switching technologies including Virtual LANs (VLANs), the Spanning Tree Protocol (STP) and VLAN Trunking Protocol (VTP).

(PR: IT 141 and CO: IT 241)

IT 241 – Networking Systems IV.

4 Credits. Networking Systems IV focuses on LAN IP addressing and network management techniques and WAN PPP, ISDN, DDR, and Frame Relay connections and protocols. (PR/CO: IT 231)

IT 242 – Emerging Web Technologies.

3 Credits. Spring only. This course will investigate advanced Internet concepts and state-of-the-art technology in developing web pages. Emphasis will be on design, utilizing current industry standards. (PR: IT 212)

IT 245 - Information Storage and Management.

3 Credits. This course provides students with the knowledge and skills necessary to plan, implement, and deploy storage system and different storage system models - ranging from basic storage models such as Direct Attached Storage (DAS) to networked storage models such as Network Attached Storage (NAS), Storage Area Network (SAN) and Content Addressed Storage (CAS). (PR: IT 210 or permission)

IT 250 – Applications to Databases.

3 Credits. Fall only. Study of information retrieval and database software. (PR: IT 101 or IT 102)

IT 252 – Advanced Web Publishing.

3 Credits. Spring only. This course will provide students with the knowledge and skills for advanced publishing on the Internet. Students will learn how to use the latest technologies such as HTML5 elements and attributes to structure web content. They will learn how to create semantically meaningful page structures and use CSS to control design and layout properties. (PR/CO: IT 212)

IT 255 - Virtualization Technologies.

3 Credits. This course provides students with the knowledge and skills necessary to plan, implement, and deploy virtualization technologies. Various software options will be installed and explored, such as Virtual PC, Virtual Server, Hyper-V, VMWare, and Terminal Services. (PR: IT 210 or permission)

IT 260 – Integration of GIS and RS Systems.

3 Credits. This course is designed to integrate Geographic Information System (GIS) and Remote Sensing (RS) concepts utilized with GIS and Image Processing software. Various software systems such as ER Mapper, IDRISI / Kilimanjaro, and ArcGIS will be used to illustrate systems integration in solving geospatial problems with technical solutions. (PR: IT 160)

IT 261 – Digital Forensics.

3 Credits. This course covers the basic concepts used in a digital forensics examination; and introduces techniques required for conducting a forensic analysis on systems and data. The course also explores methods of recovering and restoring data for various situations ranging from litigation to fraud based investigations. (PR/CO: IT 101)

IT 262 – Mobile Operating System Application Development.

3 Credits. This course provides students with the knowledge and skills necessary to plan, implement, and deploy applications to be used on mobile devices ranging from applications used on platforms such as IOS to Android. Students will also learn the programming languages involved with the creation of these applications. (PR/CO: IT 215 or Permission)

IT 266 – Digital Cartography.

3 Credits. This course will demonstrate how remote sensing and GIS integration within a database of imagery for multistage, multivariate sampling, and geobiophysical modeling, involving modeling systems and environmental development, may be used across the world wide web. (PR: 160)

IT 268 – CCNP 1-Advanced Routing.

4 Credits. This course is designed to prepare the student to pass the Building Scalable Internetworks (BSCI) exam. Content includes advanced routing using Cisco equipment connected to LANS and WANS typically found at medium to large network sites. Upon completion, the student will be able to implement the appropriate IOS services required to build a scalable routed network. (PR: IT 241 or CCNA certification, and permission)

IT 269 – CCNP 2 - Remote Access.

4 Credits. This course is the second of four designed to prepare the student to pass the Building Cisco Remote Network Access (BCRNA) exam. Content includes WAN cabling, Asynchronous Connections with modems, PPP, Dial-up, ISDN, X.25, Frame Relay Access, network performance with queuing and compression, NAT, Access-control, and emerging remote access technologies. (PR: IT 241 or CCNA certification, and permission)

IT 270 – Computer Essentials and Application.

4 Credits. This course provides students with the basic skills needed to any entry-level service technician regardless of job environment and covers information on basic hardware and

operating systems, including installation, repair, troubleshooting, preventative maintenance and security of computer hardware and systems; as well as the communication skills and professionalism now required of all entry-level IT professionals. (PR: IT 101 or IT 102)

IT 271 – Introduction to Gaming II.

3 Credits. Spring only. This course is a follow-up course to Gaming 1. This course will continue computer game theories, methods and practices. We will utilize Macromedia Flash to create web-based interactions and games at the beginner to intermediate level. Assigned readings and projects will cover various aspects of computer game production, thought and application. (PR: a C or better in IT 171)

IT 272 – Introduction to 3-D Modular Programming.

3 Credits. Spring only. This course is a follow-up course to Advanced Programming. This course will continue computer game theories, methods and practices. We will utilize current programming tools such as Microsoft XNA, Alice, 3-D game engines, and DirectX programming. These resources will be used to create 3-D games and game environments. Assigned readings and projects will cover various aspects of computer game production, thought, and application. (PR: a C or better in IT 215)

IT 277 – Management Information Systems.

3 Credits. Provides understanding of information needs of management and information technology used by various business subsystems and demonstrates how technology can be utilized for competitive advantage. (CO: IT 299 or permission)

IT 278 – CCNP 3 - Multilayer Switching.

4 Credits. This course is to prepare the student to pass the Building Cisco Multilayer Switched Networks (BCMSN) exam. Content includes design criteria for multilayer switched networks, including the current Cisco recommendation for designing a campus network. The network is built from cabling connections to implementing VLANs, Spanning Tree, and routing. After the cable has been built, optimization of the network is made to ensure its availability. (PR: IT 241 or CCNA certification, and permission)

IT 279 – CCNP 4 - Network Troubleshooting.

4 Credits. This course is designed to prepare the student to pass the Cisco Internetwork Troubleshooting (CIT) exam. Content includes diagnosis and troubleshooting of WAN

cabling, protocols, advanced routing configurations, switching, asynchronous connections with modems, PPP, Dialup, ISDN, X.25, and Frame Relay access, network performance with queuing and compression, NAT access control, and emerging network technologies. (PR: IT 268, IT 269, IT 278, and permission)

IT 280-289 – Special Topics.

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Permission)

IT 293 – Networking Practicum.

3 Credits. This course provides students with the knowledge and hand-on troubleshooting skills necessary to work in a heterogeneous computing environment. This lab-based course will cover such topics as interoperability between PCs and Macs on a domain, working in a heterogeneous Windows Server environment, and working in a heterogeneous Exchange environment (PR: IT 210)

IT 298 – Game and Design Internship.

1 Credit. In this internship class the student works on a project in the Gaming and Design field. Emphasis is on the application of knowledge gained and skills attained in the classroom to a real-world job experience. (PR: Permission)

IT 299 – Information Technology Internship.

3 Credits. Places the student in a work situation in order to gain practical work experience prior to seeking permanent employment. Correlates classroom instruction with real-world experience. (PR: Permission)

Inland Waterways (IW)

(Classes are taught at Tri-State Fire Academy)

IW 100 – Deckhand Basic Training.

3 Credits. This is an introductory training course for entry level workers in the inland maritime industry. It covers the unique jargon of the maritime industry, safe working practices, and basic skills such as line throwing, laying wires, and knot tying.

IW 101 – Steersman of Towing Vessels - Western Rivers.

6 Credits. This course is designed for experienced deckhands on the inland waterways who desire to obtain a license to pilot vessels on the Western Rivers. The 80-hour course includes training in deck general, safety and environmental subjects, theoretical and practical inland navigation and Rules of the Road. This course is approved by the U.S. Coast Guard. (PR: Permission)

IW 102 – Basic Marine Firefighting.

1 Credit. This is an entry level course for maritime workers designed to teach students the avoidance of fires on board boats and the science and theory of marine fire fighting at the awareness level. (PR: Permission)

IW 103 – First Aid in Remote Locations.

1 Credit. This course provides training in first aid procedures in situations where advanced medical assistance is not readily available.

IW 104 – Tankerman-PIC Barge.

3 Credits. Students learn the requirements and regulations regarding loading, transporting, and discharging dangerous liquids on barges. Classroom training is reinforced in a field environment. Upon successful completion of the course, students will be prepared to take the United States Coast Guard certification exam.

IW 105 – Ship Construction.

3 Credits. This course provides the student with the general knowledge of modern ship construction techniques that can be applied to loading and stability calculations and to emergency damage control procedures.

IW 110 – Basic and Advanced Marine Fire Fighting.

6 Credits. This course is designed for maritime personnel who operates vessels of any size in any location. It is a U.S. Coast Guard prerequisite for licensing as a Marine Engineer, and for licensing as a Deck Officer of any vessel of 200 Gross Registered Tons or more. Topics covered include chemistry of fire, theory of fire fighting, fire fighting equipment, and personal safety. Both classroom and hands-on training are provided, including live fire exercises. Training is conducted in accordance with NPPA regulations. The course is approved by the U.S. Coast Guard and the International Maritime Organization.

IW 202 – Advanced Marine Firefighting.

2 Credits. This course teaches maritime students advanced marine fire fighting theory. Students receive classroom instruction on the theory and principles of fire fighting and how to properly supervise a ship's crew to put out an on-board fire. Theoretical training will be reinforced through hands-on fire suppression practice on an on-site mock up trainer. (PR: IW 102)

IW 207 – Steersman/Apprentice Mate of Towing Vessels.

6 Credits. This course prepares the student in the academic subjects required for the first Coast Guard license in the progression to Master of Towing Vessels. This course is approved by the U.S. Coast

Guard. (PR: Permission)

IW 209 – Marine Navigation Rules.

3 Credits. This course covers the regulations that govern the marking, lighting, signaling and maneuvering of all vessels on U.S. rivers and international waterways. (PR: Permission)

IW 211 – Piloting and Navigation.

3 Credits. This course covers the art and science of navigation on inland and near coastal waters. Students learn how to pilot a vessel in open waters both with and without reference to landmarks avoiding known submerged and visible obstacles. Students are required to determine the vessel's position using navigation charts, visual references, and radar. (PR: Permission)

IW 213 – Shipboard Dock Operations.

3 Credits. This course teaches effective utilization and management of all resources to ensure the safe completion of a vessel's voyage. The course focuses on bridge officers' skills such as teamwork, team building, communication, leadership, decision making, and resource management and incorporates this into the larger picture of organizational and regulatory management. This course addresses issues such as management of operational tasks, stress, attitudes and risk.

IW 215 – Radar Observer (Inland).

2 Credits. This course instructs students on how to utilize marine radar to safely navigate on inland waterways. Students learn how to use radar to navigate in good and inclement weather, as well as during periods of limited visibility, and upon discovery of an obstacle, take the appropriate action to avoid a collision. Students taking this course are eligible for a U. S. Coast Guard certification.

IW 280-289 - Special Topics.

1-6 Credits. This course presents various topics in marine transportation.

IW 290 – Maritime OJT Training Phase I.

1-6 Credits. This course consists of an entry level supervised paid on-the-job training (OJT), internship, or practicum performed in a maritime setting. Students will apply maritime science theory in real life situations while serving a member of a crew and by performing deckhand duties.

IW 291 – Maritime OJT Training Phase II.

1-6 Credits. This course consists of an advanced supervised paid on-the-job training (OJT), internship, or practicum performed in a maritime setting. Students will apply maritime science theory

in real life situations with minimal supervision while serving a member of a crew and by performing deckhand duties. (PR: Permission)

Paralegal Studies (LAW)

LAW 101 – General Law I.

3 Credits. Designed to teach the art of legal reasoning and analysis. Appellate court opinions are briefed in order to discern the legally relevant facts, the legal issues involved, the decision of the court and the reason for that decision. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

LAW 102 – General Law II.

3 Credits. Spring only. Continuation of General Law I, with emphasis on the general practice of law within the State of West Virginia, designed to give a broad overview of the various law specializations. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

LAW 103 – Legal Assisting.

3 Credits. Fall only. Study of the various roles played by paralegals in the legal system and the skills required to work as a paralegal in several major areas of law. Also covered are legal ethics, interviewing and investigation skills, litigation skills, trial preparation and employment information. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

LAW 104 – Legal Ethics.

1 Credit. Fall only. Introduction to legal ethics, ethical requirements for non lawyer employees and regulation of paralegals/legal assistants. Includes information regarding the process of handling ethics complaints against lawyers and employees. (CO: LAS 103 or LAW 103)

LAW 110 – Business Organization & Governmental Regulations.

3 Credits. Procedural information on such topics as corporations, partnerships, agencies, business trusts and other business vehicles. Survey of the fundamental principles of law applicable to each area, including the law of bankruptcy.

LAW 209 – Administrative Agency Advocacy.

3 Credits. Techniques of legal interviewing and details of case preparation and presentation before state and federal governmental agencies that allow non-lawyer advocacy. (PR: LAS

102 and LAS 103 or LAW 102 and LAW 103)

LAW 211 – Legal Research and Writing I.

3 Credits. Fall only. Basic legal research sources and methods. Techniques of legal analysis with emphasis on specific cases, issues, and research. Students will be introduced to legal writing and use of a law library. (PR: LAS 102 or LAW 102)

LAW 212 – Legal Research and Writing II.

3 Credits. Spring only. Intermediate legal research methods, analysis and writing methods. Court rules and introduction to new research methods. (PR: LAS 211 or LAW 212)

LAW 213 – Computer Applications to the Law Office.

3 Credits. Spring only. Overview of software applications to the law office including calendar, docket control, litigation support, billing, timekeeping, pleadings preparation, legal research, and other applications. (PR: AAT 136 or AT 136 or IT 101)

LAW 225 – Bankruptcy Law.

3 Credits. Overview of the substantive law of bankruptcy. Students will become familiar with bankruptcy procedures and gain hands-on experience with bankruptcy tasks. (PR: LAS 102 or LAW 102)

LAW 231 – Estate Planning and Probate Administration.

3 Credits. Overview of the transferring of assets, including trusts, wills and gifts, and a review of typical documents. Includes administration of decedents' estates, including probate procedure, federal and state death and income taxes, and fiduciary (administrators) accounting and responsibilities. (PR: LAS 102 or LAW 102 and REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

LAW 235 – Civil Litigation.

3 Credits. Fall only. Overview of civil case preparation before trial, including examination of various procedures to be completed and documents to be filed; working up trial documents for counsel's assistance. (PR: LAS 102 or LAW 102)

LAW 240 – Criminal Litigation.

3 Credits. Fall only. Overview of criminal case preparation before trial: including examination of various procedures to be completed and documents to be filed, working up trial documents for counsel's assistance. (PR: LAS 102 or LAW 102)

LAW 244 – Family Law.

3 Credits. Prepares the student to undertake tasks associated with the laws of domestic relations, including preparation of documents of complaint, answer and summons; pleas; research reports; conclusions of law; and judgment orders. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

LAW 248 – Medical Law.

3 Credits. Introduction to the basic concepts of tort liability of physicians, surgeons and health professionals and vicarious liability of hospitals. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

LAW 250 – Employment Law.

3 Credits. The study of the law in the workplace as it applies to the regulation of employment, employer-employee relationship, Title VII of Civil Rights Act of 1964, affirmative action, testing evaluations, privacy, ERISA, workers compensation and the Fair Labor Standards Act. (PR: LAS 101 for Legal Assistant students; MG 233 for management tech students or permission)

LAW 255 – Interviewing and Investigation.

3 Credits. Study and practice of job duties for paralegals in interviewing and investigation of civil and criminal cases. Material covered includes initial and follow-up interviewing techniques for clients and witnesses, development of interview materials, and investigation techniques for civil and criminal cases. This course has an information literacy focus. (PR: LAS 102, LAS 103, or LAW 102 and LAW 103 or permission)

LAW 260 – Legal Nurse Consulting.

3 Credits. To provide nurses with the legal background and skills to provide consulting services (medical records/treatment review) to attorneys, workers' compensation offices, vocational rehabilitation, Social Security Administration, insurance companies, HMO's and various state or federal agencies. Also, structure of the West Virginia judicial system and ethics (as they apply to nurse paralegals and lawyers) and life care plans.

LAW 280–283 – Special Topics.

1-4 Credits. Study of (recontent not normally covered in other courses. (PR: Enrollment with permission of program coordinator or course instructor.)

LAW 290 – Internship.

3-6 Credits (CR/NC). Places student in work situation for a specific period for work experience prior to employment. Correlates classroom instruction with experience. (PR: Permission)

Machinist Technology (MT)

(Classes are taught at Robert C. Byrd Institute for Advanced Flexible Manufacturing)

MT 105 – Industrial Safety.

2 Credits. Fall only. An introductory course designed to develop safe workplace practices and to become familiar with OSHA standards. Students will be required to demonstrate safe handling of work materials, operation of machines and tooling, and storage and disposal of hazardous materials.

MT 117 – Systems and Technologies.

3 Credits. Introduction to automation development procedure; factors introduction to automation development procedure; factors of automation; distribution; part transfer devices; part of automation; distribution; part transfer devices; part positioning devices; loading devices; prime movers; positioning devices; loading devices; prime movers; controls; continuous production; automated assembly; future of automation; advantages of automation; of automation; advantages of automation. (PR: EGT 110 or permission)

MT 119 – Production Activity Control.

3 Credits. Instruction in the purpose, principles, policies, and procedures of production control; practical application of production control; factors affecting production control; major functions of production control.

MT 121 – Introduction to Machinery.

4 Credits. Fall only. A hands-on laboratory experience to acquaint students with machinery and the industrial environment. In this course the application of skills and knowledge of machine tool processes are stressed. (PR: Permission)

MT 134 – Master Planning.

3 Credits. Perspective of the several functions within an individual organization and how the coordination of such functions contributes to an effective enterprise.

MT 200 – Blueprint Reading.

3 Credits. Fall only. Students will develop the ability to read standard and GDT orthographic blueprints as required in a machine shop.

MT 205 – Precision Measurement.

3 Credits. Fall only. Students learn to identify select and use measuring instruments used in machining.

MT 210 – Introduction to Robotics.

3 Credits. Designed to teach the student terminology, functional designed to teach the student terminology, functional parameters, and uses of industrial robots. Emphasis is parameters, and uses of industrial robots. Emphasis is given to the designed component makeup and microprocessor given to the designed component makeup and microprocessor skills needed for its control (PR: CT 103; skills needed for its control) (PR: CT 115, EDT 110 or permission)

MT 215 – Metalworking Theory & Application.

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

MT 223 – Advanced Technical Specialization.

4 Credits. The application of skills and knowledge used in turning, milling, and drilling operations with emphasis on HAAS CNC , machines. (PR: MT 215)

MT 231 – Inventory Management.

3 Credits. Current information about materials and their manufacturing current information about materials and their manufacturing processes and flow, relation of substituted materials to processes and flow, relation of substituted materials to process, problems involved in material use. (PR: EGT 101 or process, problems involved in material use; MAT 145 or permission)

MT 233 – NIMS Credentialing.

4 Credits. Spring only. This course will acquaint students with the National Institute for Metalworking Skills (NIMS) and prepare them for the national credentialing examination. Students will be credentialed in at least 3 areas recognized by the Institute before they are graduated from the Machinist Technology program. (PR: Permission)

MT 234 – Material & Cap Req. Planning.

3 Credits. Procedures and techniques in scheduling, manpower planning, and utilization. Control of production flow from raw and utilization. Control of production flow from raw material receipt to produce shipment. (PR: MAT 145)

MT 237 – JIT Manufact Strategies.

3 Credits. Modern methods of advanced planning and forecasting modern methods of advanced planning and forecasting techniques and control, routing with break-even analysis techniques

COURSE DESCRIPTIONS

and control; routing with break-even analysis of alternatives; mathematical loading and scheduling, using of alternatives; mathematical loading and scheduling, using index and linear programming methods. (PR: BUS 206; MAT 145 or permission)

MT 241 – Introduction to Computer Numerical Control Machining.

4 Credits. Fall only. Students will be provided an overview of the history of CNC machining, operation, setup, G-code programming and coordinate systems used on CNC machines. Students will have the opportunity to work with up-to-date CNC equipment after learning the basics. (PR: Permission)

MT 242 – CNC Maintenance.

4 Credits. Students will develop an understanding of all aspects of CNC maintenance including, hydraulics, electronics, machine setup and alignment, pneumatics and programmable logic controllers (PLC). Students will perform actual hands-on application on CNC machining centers and CNC training centers. Simulators will be used for basic instruction. (PR: MT 241)

MT 243 – Introduction to Advance Measurement.

3 Credits. Students will be provided an overview of computer measuring and digitizing instruments for part inspection and reverse engineering. Instruction will be provided in the use of CMM's, Faro Arm's, Laser Scanners, etc. (PR: MT 241)

MT 244 – CNC Maintenance.

4 Credits. Fall only. Students will receive comprehensive instruction on CNC and mill operations including machine setup and tooling selection. They will receive instrumentation on work coordinates, tool length offsets, coordinate settings, program entering and editing, tool wear compensation, setting zero, and part set up. Milling operations will cover X, Y and Z axes, and lathe operations will cover X and Z axes. (PR: MT 240 and MT 242)

MT 246 – Computer Aided Manufacturing.

4 Credits. Spring only. This course will introduce CNC Programming via CAD/CAM. Students will learn Gibbs CAM, Master CAM, and conversational programming. Basic part drawing will be taught, process layout, tool selections and how to post a program. Students will receive instruction in program verification and how to analyze it. Course focus will be 2 and 3 axis programming. (PR: MFE 220 and MT 244, permission)

MT 248 – National Incident Management System Credentialing/Project.

4 Credits. Spring only. Student will be required to pass the 2 NIMS CNC Machining Level I tests, both written and performance. During

this course, the student will also be required to produce parts from drawings on a project basis to insure competency in all aspects of CNC operation and programming, some of these could possibly be prototypes for industry. (PR: MT 246)

MT 277 – Flexible Manufacturing.

3 Credits. This course will introduce the student to basic knowledge and application skills dealing with the FMS environment to include the integration of CAD, robotics, CNC machine operations.

MT 280-285 – Machinist Special Topics.

1-6 Credits. Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor. (PR: Permission)

MT 286-288 – Machinist Technology Special Topics.

1-6 . Machinist Technology Special Topics. Study and skill development not normally covered in other courses.

MT 289 – Internship for Machinist.

6 Credits. The student, work supervisor, and instructor will develop a training plan to ensure that activities are applicable to the student's career goals. Completion of this internship will require the student to perform machinist-type duties. The experience will be monitored by the instructor. (PR: Permission)

Maintenance Technology (MTEC)

MTEC 101 – Machine Shop I.

3 Credits. This course designed to teach students the proper use of power-operated shop equipment including metal turning lathes, milling machines, shapers, saws, and drills as well as standard safety practices and operating procedures.

MTEC 105 – Fundamentals of Industrial Maintenance.

3 Credits. This course is designed to teach students the knowledge and skills necessary to enter the field of industrial maintenance. Students will learn about workplace safety, measurement and calculation, proper use of tools, fasteners, lubrication, bearings, mechanical alignment, and vibration.

MTEC 107 – Welding.

3 Credits. This course introduces students to the fundamentals of welding/cutting. Students will become familiar with general safety, welding terms and joints, and oxyfuel welding techniques.

COURSE DESCRIPTIONS

MTEC 110 – Print and Schematic Reading.

3 Credits. Teaches students the basics of reading mechanical prints, schematics for electrical/electronic circuits, hydraulic/pneumatic circuits, and piping schematics

MTEC 113 – Fundamentals of Welding Technology.

3 Credits. Fundamentals of Welding Technology teaches students the knowledge and skills necessary to become proficient in welding techniques. Students learn welding terms and processes, how to perform oxyfuel cutting, and the proper safety techniques to be used in all welding situations.

MTEC 121 – Machine Tool Operation.

3 Credits. This course introduces students working with intermediate hand and power tools to the skills related to machine tool technology including vertical band hand saws, grinders, metal lathes, and milling machines. Students will learn how to measure and to scribe circles, radian, and parallel lines on a work piece. (PR: Permission)

MTEC 171 – Hydraulic and Pneumatic Systems.

3 Credits. Teaches students the principles and practical application of pneumatic and hydraulic systems.

MTEC 250 – Electricity Basics I.

3 Credits. This course is designed to teach the principles of electricity, AC circuits, series and parallel circuits, resistors, Ohm's Law, magnetism, electrical measurement, and DC circuits.

MTEC 251 – Electrical Maintenance.

3 Credits. Teaches students the knowledge and base technical skills for entry into the field of electrical industrial maintenance. Students will learn basic electrical theory and calculations; how to use electrical tools, instruments, and equipment; how to read electrical schematics and diagrams; and how to safely work with electrical systems.

MTEC 280-289 – Special Topics.

1-6 Credits. This course presents various topics in maintenance technology field.

Management (MG)

MG 101 – Introduction to Business.

3 Credits. Study of the nature of business activities and problems regarding ownership, organization, management and control.

Course content is designed to emphasize business vocabulary and explore personal characteristics and training most desirable for various areas of specialization in business. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

MG 102 – Introduction to Entrepreneurship.

3 Credits. This course introduces individuals desiring to start and run their own business to the principles of entrepreneurship. Students will learn how to develop and draft business, marketing, sales, and financing plans while learning how to determine product/service pricing. Discussions will focus on best business practices for start-up and future growth considerations. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

MG 105 – Introduction to Workplace Training.

3 Credits. This course will provide an overview of the skills required in training groups and individuals in the workplace. How to promote a positive training climate and a needs analysis will also be discussed. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

MG 131 – Leadership and Construction Management.

3 Credits. This interdisciplinary course prepares students to take an active managerial/leadership role in the construction industry by learning to use: effective interpersonal communication, the planning process to better utilize human and physical resources in the work place, form and lead a highly motivated team, and how to foster a safe and productive work environment. (PR: Permission)

MG 181 – Retailing.

3 Credits. Introduction to retailing with managerial and supervisory insights. Includes topics of franchising, location and layout, organization, sales, and customer services. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

MG 202 – Business Organization & Management.

3 Credits. Designed to develop an understanding of management concepts through the study of planning, organizing, leadership and control functions. (PR: MG 101 or MG 101E)

MG 203 – Managing Call Center Teams.

3 Credits. Provides skills on how to build effective work teams within the call center environment. (PR: SS 201 or MG 202)

MG 205 – Call Center Environment/Technology.

3 Credits. This course covers call center technology equipment and systems. Students will learn telecommunications terminology, theory, infrastructure and troubleshooting techniques. Student will explore telecommunications technology that supports web-enabled multimedia call centers in the information age. (PR: IT 101 or IT 101E)

MG 207 – Managing Call Center Data.

3 Credits. Focus on how to collect, interpret and manage data that is generated in a call center environment. Students will learn how to define and interpret data from efficiency, productivity, attendance and log-in reports. Forecasting and budgeting techniques will also be discussed. (PR: MAT 210)

MG 209 – Occupational Safety.

3 Credits. This course will provide students with a basic understanding of the nature of occupational safety, accident prevention and loss reduction. Topics to be discussed include accident causation, strategies for minimizing injuries and losses, sources of assistance in resolving safety problems, and Occupational Safety and Health Act (OSHA) standards, policies, and procedures. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

MG 226 – Business Law.

3 Credits. Focus on various business forms and laws governing businesses and business transactions. Students learn to analyze business transactions such as those dealing with sales, insurance, real estate, bankruptcy, and financial statements, with emphasis on commercial documents. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

MG 232 – Supply Chain Management.

3 Credits. This course introduces students to the field of logistics. Topics include careers in logistics, the development of logistics systems, modes of transportation, distribution planning, supply chain security, and customer service. The roles and functions of purchasing packaging, materials handling, inventory management, warehousing, and logistics software are also explored. (PR: Permission)

MG 233 – Personnel Management.

3 Credits. Designed to acquaint the student with principles of managing personnel in business. Personnel recruitment, selection, and evaluation; job analysis and evaluation; employee retention; wage and salary administration; and labor relations and legislation are studied. (PR: MG 101; MG 101E; or Permission)

MG 240 – Business Ethics.

3 Credits. The purpose of this course is to provide students with a framework for effective decision making when they face ethical issues in business. (PR: COM 111 or permission)

MG 253 – Bank Management.

3 Credits. Covers new trends that have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced banks with a working knowledge of bank management. The case study technique is utilized as an effective management learning technique. (PR: FN 151)

MG 280-287 – Special Topics.

1-4 Credits. Study of content not normally covered in other courses. (PR: Permission)

MG 296 – Integrated Business Strategies.

3 Credits. A capstone course in which students work in teams, using their skills and knowledge to develop and implement simulated business strategies. (PR: Students must have completed at least 45 credit hours in their program)

MG 299 – Cooperative Work Experience.

1-9 Credits (CR/NC). Supervised on-the-job training for business students. (PR: Permission)

Manufacturing Engineering Technology (MFE)**MFE 103 – Entrepreneurship for Manufacturing.**

3 Credits. Spring only. This course teaches students the requisite steps to develop a feasible new product. A possible product will be identified using the Quest process, followed by actual Focus Groups and surveys. Feasibility will be checked through product research, patent searches, business plans, etc., using the expertise of the local SCORE. Finally the process required to start a business in WV will be explained, using state employee expertise.

MFE 116 – Manufacturing Processes.

3 Credits. Fall only. This course introduces students to the wide variety of manufacturing strategies and processes in the creation of consumer and industrial goods. Topics include: milling, turning, casting, forging, stamping, punching, bending, welding, water jet, laser cutting, plasma cutting, injection molding, blow molding, thermoforming, and rotational molding. *Offered Fall Semester only*

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MFE 120 – Introduction to Manual Machining.

4 Credits. This course introduces the student to fundamental manufacturing and machining concepts and skills. Students will learn and take part in precision measurement using calipers, micrometers, and height gauges. Students will plan and execute the machining processes and select correct tooling for manufactured parts for an engine lathe and knee mill. A solid balance of lecture and hands-on in the shop manual machining experience prepares the student for advanced coursework. (PR: MAT 145 or Permission) *Offered Fall Semester only*

MFE 201 – Composite Materials, Tooling and Mold Design.

3 Credits. This course covers the basic materials used to make composites, how composites are processed, and the applications of composites in various markets. This course covers the basic considerations for composite mold and tooling design as well as the future use of Additive Manufacturing (AM) for alternative tool and mold fabrication.

MFE 202 – Additive Manufacturing Techniques.

3 Credits. This course provides an introduction to the processes and equipment used in the Additive Manufacturing (AM) processes. Through hands-on exercises, students will learn how to program and operate additive manufacturing equipment, as well as perform necessary preventative maintenance tasks. The course consists of lectures, demonstrations and project-based learning activities which will help prepare students to obtain Society of Manufacturing Engineers (SMEs) Additive Manufacturing Certificate.

MFE 220 – Computer Aided Design I.

4 Credits. Fall only. This course provides students with a solid foundation in reading and creating engineering drawings using AutoCAD. The student will learn 2D computer aided design techniques through 3D solid modeling software and design (PR: Permission)

MFE 225 – CNC Programming I.

3 Credits. This course builds on manual machining with the introduction of CNC Programming language G&M codes. Students will calculate speeds and feeds, write CNC programs for 2 or 3 axis lathes and mills respectively, simulate turning and milling parts using software simulators, and produce their projects on standard industry CNC milling and turning centers. (PR: MFE 116 or MFE 120)

MFE 230 – Computer Aided Design II.

4 Credits. Spring only. This course challenges students to design in the 3D solid modeling world. Students rapidly create 3D component parts, assemblies, and produce 2D detailed engineering drawings using a single database of information in AutoCad and Inventor. Students will use their 3D designs to create rapid prototypes in concurrent course work. 3D solid modeling is required for production using modern manufacturing techniques. (PR: Permission)

MFE 235 – Compute Aided Manufacturing.

3 Credits. This course introduces students to computer aided manufacturing (CAM) software. Building on manual and CNC machining knowledge, this course teaches students to use the latest CAM software to general G&M code to program a variety of 2, 3, and 4 axis turning and milling operations. This course takes the student beyond just the design phase with CAD and into the next step in the manufacturing process. (PR: MT 225 and MT 230)

MFE 240 – Statics.

3 Credits. This course examines the application of forces in equilibrium. Students will use force vector analysis to solve problems involving resultant force and distributed load, center of gravity, moment, trusses and frames. Free body diagrams will be used in the problem solving process. (PR: SCI 110)

MFE 245 – Mechanics of Materials.

3 Credits. Spring only. This course builds on the force analysis used in Statics. Students will determine the level of stress that beams and structural members experience under a variety of point and distributed loading conditions. Course topics include: stress, strain, Poisson's ratio, Hooke's law, shear and bending moment diagrams, and moment of inertia. (PR: MT 240)

MFE 248 – Statistical Process and Control.

3 Credits. Spring only. This course teaches students the necessary statistical concepts to perform quality studies for manufacturing, mining and similar processes, as well as comparative devices to compare actual to predicted product properties. Students also will learn the historical precedents for these studies, including TQM, Six Sigma, and Lean Manufacturing.

MFE 250 – Engineering Materials I.

3 Credits. The materials covered in this course include low carbon and alloy steel, tool steels and stainless steels. Students will examine the mechanical properties, corrosion resistance

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characteristics, and heat treatment options used to select materials for a variety of engineering applications.

MFE 253 – 3D Scanning for Reverse Engineering.

4 Credits. Spring only. This course teaches students the required skills to produce files that can be used in 3D CAD programs and digital rapid prototypers from three-dimensional scans. The student first will learn to use a 3D scanner to produce a point cloud. The student will then learn to use 3D CAD programs to repair these files, as required, to produce a working 3D prototype form a digital rapid prototyper.

MFE 255 – Rapid Prototyping Techniques.

3 Credits. Spring only. This course teaches students the requisite steps to successfully create a rapid prototyping ABS-Plus model. Students will create three-dimensionally coherent STL files, and then print actual ABS models. Products also will be reverse-engineered by first scanning the object. Finally, the models will be used to assess the engineering and functional appropriateness of the proposed product.

MFE 258 – Introduction to Visual Digitalization.

4 Credits. Fall only. This course focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation. Topics include visualization (photo-realism), which allows the student to create presentation drawings for realistic, three-dimensional architectural designs, product designs, etc. Also 3D-animation will be covered, allowing realistic spatial viewing of the particular design product.

MFE 260 – Tool Design - Jigs & Fixtures.

3 Credits. This course provides a foundation for students to design and create production tooling for the manufacturing floor. It will emphasize clamping and holding concepts and techniques. Students will use CAD, CAM and CNC to design and create jigs and fixtures.

MFE 262 – Engineering Design.

4 Credits. Fall only. Students work in teams to complete projects that cover problem definition, solution, and presentation. The teams will learn modeling and visual representation, spreadsheet applications to scientific computations, basic project management, written and oral communication, professionalism, and ethics. (PR: MFE 220, MFE 230)

MFE 272 – Advance Parametric Analysis.

4 Credits. This is the capstone course for the MFE program. The student will be working with an industry representative to develop, plan and complete an individual project. The projects will

combine concurrent engineering design principles with parametric solid modeling and parametric analysis. A written report and oral presentation are required upon completion of the project.

(PR: MFE 220 and MFE 230 abd MFE 258)

MFE 290 – Manufacturing Capstone.

3 Credits. This course will challenge the student to utilize the combined knowledge and experience gained in the program. Students will work individually and in small teams to design and manufacture parts and assemblies. CAD, stress and strain calculations, and material selection experience will be applied in the course. (PR: MFE 230, MFE 240, MFE 245 and MGE 255)
Offered Spring Semester only

MFE 299 – Internship.

1-4 Credits. Places the student in a supervised work situation for a specific period for practical work experience prior to seeking permanent employment. Orientation plus 75 clock hours per credit hour. (PR: Permission)

Marketing (MK)

MK 130 – Fundamentals of Marketing.

3 Credits. Study of the marketing process as it relates to the problems and policies of business enterprises. Attention is given to the role and significance of middlemen, evaluation of consumer needs, price determination, promotional and sales strategies and governmental regulations. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

MK 210 – Customer Service.

3 Credits. Spring only. A study of how to deliver excellent customer service. Students will learn how to maintain control over troublesome internal and external customer situations, methods for reducing negative stress, the importance of ethics in the work environment, and techniques for motivating employees to provide excellent customer service. (PR: COM 111 or ENG 111)

MK 255 – Bank Public Relations and Marketing.

3 Credits. Study of the basis of public relations, both internal and external, and seeks to explain the why, what and some of the how of public relations and marketing. (PR: FN 151)

MK 279 – Advertising and Sales Promotion.

3 Credits. Spring only. This course covers advertising and promotion methods and procedures. Includes techniques of planning, budgeting, evaluation, and selection of media; steps in

producing an advertisement; as well as methods of determining what, how and when to promote. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

Massage Therapy (MAS)

MAS 101 – Introduction to Massage Therapy.

1 Credit. Fall only. This course provides a general overview of the massage therapy career and the science of complementary medicine.

MAS 201 – Introduction to Eastern Theory.

3 Credits. Fall only. This course introduces the student to the basic philosophy of Eastern medicine as it relates to medicine. This course introduces the five branches of traditional Chinese Medicine (TCM), the macrocosmic and microcosmic principles of Qi, the theory of Yin/Yang, the five element theory, the eight principles, and other key philosophies of Eastern medicine.

MAS 212 – Body Works I for Massage Therapy.

2 Credits. Fall only. Body Works I presents an integral approach to teaching the core and fundamental knowledge base of therapeutic massage. The course presents the four layers of the existing spectrum of touch, the continuum of the three paradigms of possible levels of practice, and the skills and categories which represent universal and recurring concepts from varied schools of thought. Strong emphasis is placed on the importance of the student developing coordination, balance, and stamina. (CO: MAS 201, 232, and 240)

MAS 212L – Body Works I for MAS.

1 Credit. Fall only. Students perform hands on manipulation techniques introduced in Body Works I. (PR: AH 151 and BIOL 260) (CO: MAS 212)

MAS 214 – Body Works II for Massage Therapy.

3 Credits. Spring only. Body Works II continues the foundations laid in Body Works I. Developing deeper, the power of intention and body mechanics. This course will go into a more profound understanding of each modality within the four layers of touch. Different assessment strategies including charting, SOAP notes, and record keeping will be explored. Student competence will be developed as they learn to integrate skills learned into their practice of massage. (CO: MAS 228, 245, 250, and 255)

MAS 214L – Body Works II for MAS.

1 Credit. Spring only. Students perform hands on manipulation techniques introduced in Body Works II. (PR: MAS 212 and MAS 212L)

MAS 222 – Business and Ethics.

3 Credits. Summer only. Business and Ethics for MAS is a professional growth and development course designed to help student graduates transition into professional practice with knowledge of ethical business practices and good decision making skills specific to the massage therapy practice. This course combines discussion of the complex issues concerning the ethics of touch with all aspects of operating a massage therapy practice. Students will learn how to maintain the highest ethical and professional standards in their practices and to identify ways that they can engage in a successful, profitable and ethical business. (PR: Acceptance into the Massage Therapy Program)

MAS 228 – Pathology and Pharmacology for Massage Therapy.

3 Credits. Spring only. Pathology and Pharmacology for the Massage Therapist provides a scientific background for developing an appropriate treatment plan based on a clients medical history. The course will review basic anatomy and function. Pathologies will be identified for each major organ system and drug protocols for each will be discussed. Cautions and contraindications for message will also be discussed at length. (CO: MAS 214, 245, 250 and 255)

MAS 230 – Kinesiology for Massage Therapy.

4 Credits. Fall only. This course integrates the massage therapy student's basic knowledge of human anatomy and physiology with the study of the muscles that coordinate movement and posture in the human body. Biomechanical principles of the muscles and joints are also covered. (PR: Admission to the MAS program; PR: BIOL 260 and AH 151; CO: MAS 240)

MAS 235 – Student Clinic Massage.

3 Credits. Summer only. This course provides the student an opportunity to work with patients in a supervised environment. Interpreting patient medical information, developing treatment plans, practicing proper communication skills and utilizing the various techniques learned. The class offers the opportunity to build the confidence level and professionalism of the student. (PR: Admission to the MAS program, BIOL 260 and AH 151; CO: MAS 240)

MAS 240 – Muscle Palp I.

3 Credits. Fall only. Muscle Palpation I is a course that offers an in-depth look at the human muscular system. This course deals with the characteristic of muscle tissue, connective tissue, components

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of skeletal muscle, the nerve and blood supply, contraction and relaxation of skeletal muscle fibers and muscle metabolism. During this course, students will learn to superficially outline the shape and fiber direction of the various muscles and muscle groups studied. The muscles covered in this course will focus on the lower extremity. Additionally, the student will learn to physically locate, palpate, and demonstrate the actions of the major muscle groups, related bones and bony landmarks. (CO: MAS 201, MS 212, MAS 232)

MAS 245 – Muscle Palp II.

3 Credits. Spring only. Muscle Palpation II is a course that offers an in-depth look at the human muscular system. This course deals with the characteristics of muscle tissue, connective tissue, components of skeletal muscle, the nerve and blood supply, contraction and relaxation of skeletal muscle fibers and muscle metabolism. During this course, students will learn to superficially outline the shape and fiber direction of the various muscles and muscle groups studied. The muscles covered in this course will focus on the upper extremity. Additionally, the student will learn to physically locate, palpate, and demonstrate the actions of the major muscle groups, related bones and bony landmarks. (CO: MAS 214, 228, 250, 255)

MAS 250 – Shiatsu for MAS.

3 Credits. Spring only. Shiatsu provides the specific foundation, context and technical hands-on skills for basic Shiatsu practice. During this course the basic philosophy, specific channels and points, as well as the principles of assessment, patterns of imbalance and organ dysfunction are reviewed as it relates to the practice of Shiatsu. This course also provides students with a more in depth study of the pathways of the 12 regular channels and two of the eight extraordinary vessels studied in the course introduction to Eastern Theory including selected points on each channel essential to the Shiatsu treatment process. Basic point palpation and location will also be practiced to help students develop the sensitivity and skills necessary for effective Shiatsu treatment. (CO: MAS 214, MAS 228, MAS 245, and MAS 255)

MAS 255 – Deep Tissue for Massage Therapy.

3 Credits. Spring only. This course will teach the student an understanding of the layers of the musculoskeletal system and the ability to work with tissue in these layers to relax, lengthen and release holding patterns in the most effective and energy efficient manner. The history and evolution of Deep Tissue Massage with also be covered. (CO: MAS 214, 228, 245, and 250)

MAS 270 – Spa Theory for MAS.

2 Credits. Summer only. Course provides a working knowledge of the most commonly practiced spa techniques performed in both dry and wet room settings without the need for full spa facilities. Course includes the theory, contraindications, and the benefits of each treatment including the history of spas, bathing and spa models as they develop over time. In addition, students will learn spa-specific customer service how to work in teams, proper body mechanics for preserving one's body, and resume development for obtaining employment as a spa therapist. (CO: MAS 235)

MAS 275 - MAS Board Review Capstone.

2 Credits. Summer only. This course focuses on correct issues in the massage profession and prepares students for the Massage Therapy Board Examinations. (PR: Admission into the MAS program)

Mathematics (MAT)

MAT 010-109 – Special Topics: Developmental Mathematics.

1-6 Credits (CR/NC). Study of content not normally covered in other courses. (PR: Permission)

MAT 096 – Algebra I.

3 Credits. This course is designed to improve students' skills in the following areas: algebraic expressions, integers, fractions, decimals, real numbers, basic number theory, set theory, linear equations and inequalities in one variable, linear equations in two variables, graphing on the coordinate plane, and basic knowledge of functions. (PR: ACT 12–15 or PLAC 096)

MAT 100 – Occupational Mathematics.

3 Credits. This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematic-intensive programs. Topics include applications to percent, ratio and proportion, statistics, finance, and probability. Upon completion, students should be able to solve practical problems; reason and communicate with mathematics; and work confidently, collaboratively, and independently. Applications may be drawn from the fields of business, human services, and health fields. (CO: ASC 099)

MAT 115 – Business Mathematics.

3 Credits. Mathematical operations applied to negotiate instruments, payroll, discounts, interest, merchandising, commissions and other business topics. Calculators will be

used in making computations. (PR: MAT 097; MAT 097E; ACT 19 or PLAC 100)

MAT 120 – Applied Professional Mathematics.

3 Credits. Content consists of marketplace mathematics, introductory statistics, the mathematics of sets, prediction, mathematical relationships, optimization, geometry, graph theory and introductory logic. (PR: ACT 19; MAT 097; MAT 097E or PLAC 100)

MAT 121 – Applied Professional Math Expanded.

5 Credits. Consists of marketplace mathematics, introductory statistics, and the mathematics of sets, prediction, mathematical relationships, optimization, geometry, graph theory and introductory logic. This class also incorporates “just in time” developmental math needs. (PR: ACT 12-15 or PLAC 096) (Requisite: ASC099)

MAT 130 – College Algebra.

4 Credits. This course covers equations, inequalities, graphs, polynomial functions, exponential and logarithmic functions, systems of equations and inequalities, matrices, conic sections, sequences, series, and mathematical induction. (PR: MAT 101 or ACT 21 or Placement or Permission)

MAT 133 – Math for Applied Health.

5 Credits. This course presents basic math and algebra principles used daily in the applied health careers. 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.

MAT 134 – Math for IT Professionals.

3 Credits. This course is designed for students in an IT program. Areas covered include problem solving, consumer mathematics, numeration systems with a focus on binary and hexadecimal, IPv4/v6 addressing and Boolean operations.

MAT 135 – Mathematics for Machinist Technology.

3 Credits. Fall only. Designed to develop understanding of mathematical concepts required of skilled employees in the machine trade and related occupations. (PR: MAT 096, ACT 19; MAT 097, PLAC 100 or Boot camp; and permission)

MAT 137 – Culinary Math.

5 Credits. This course presents basic math principles used daily in food service and hospitality careers. Along with mathematical principles, this course utilizes word problems and examples exclusive to food service including, the study of recipe conversion and yields, production formulas, weights and measures, the metric system and recipe and food cost analysis. Skills developed in this course are critical to the successful control of food costs and effective culinary management.

MAT 144 – Applications in Algebra Expanded.

5 Credits. Algebraic applications needed by technicians including equation solving, inequalities, functions, quadratic equations, systems, logarithmic functions, graphing and statistics. This course includes introductory skills needed to be successful including integer and rational number operations, exponent rules, and simplifying algebraic expressions. (PR: ACCUPLACER Scores: Arithmetic 36 and Elementary Algebra 23; CR: ASC 099)

MAT 145 – Applications in Algebra.

3 Credits. Algebraic applications needed by technicians including equation solving, inequalities, functions, quadratic equations, systems, logarithmic functions, graphing and statistics. (PR: ACT 19; MAT 096; MAT 097; or PLAC 100)

MAT 205 – Technical Calculus.

3 Credits. Contents of this course cover determinants, theory of equations, applications of differential calculus and applications of integral calculus. (PR: MAT 146 or MAT 146E)

MAT 210 – Statistics for Business and Industry.

3 Credits. An introduction to basic statistical concepts and applications. Content includes the nature of statistics and data; data descriptions and representations, basic probability, random sampling, distributions, non-parametric methods, time series and quality control. (PR: MAT 115 or MAT 145 or MAT 120)

MAT 215 – Applied Discrete Mathematics.

3 Credits. This course is an introduction to logic, set theory, number theory, combinatorics, and Boolean algebra. The course will provide foundation for students majoring in computer science courses and electronics. (PR: MAT 135; MAT 145 or MAT 145E)

Medical Assisting (MA)

MA 201 – Medical Assisting Techniques I.

4 Credits. Fall only. A lecture (3)/lab (1) introduction course to clinical skills performed in medical offices with emphasis on

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asepsis, infection control, OSHA Standards, health history and physical examinations and assessment, vital signs, and common diseases and conditions. Students practice skills needed to work in the clinical area of an ambulatory healthcare setting.

MA 202 – Medical Assisting Techniques II.

4 Credits. Spring only. This lecture (3)/lab (1) course provides continued instruction in advanced level clinical skills performed in medical offices. This course emphasizes instruction of assisting with assessment in specialty area such as eye and ear, gynecologic, pediatric, minor office surgical procedures, administration of medication including subcutaneous, intramuscular, intradermal injections and cardiopulmonary procedures including electrocardiogram and pulmonary function test. Students practice advanced level skills needed to work in the clinical area of an ambulatory healthcare setting. (PR: MA 201)

MA 203 – Medical Lab Techniques.

3 Credits. Spring only. A lecture (2)/lab (1) course providing instruction to a medical lab including quality control, specimen collection, and analysis. Includes urinalysis, hematology, microbiology, chemistry, and immunology procedures and testing. Regulatory guidelines including OSHA and CLIA standards are also taught in this course. Students practice skills needed to perform many laboratory tests common to a medical office.

MA 204 – Physician's Office Medical Coding.

3 Credits. Fall only. Introduction to physician's office medical coding. The student will learn coding systems including CPT-4 and ICD-10-CM as they apply to physician billing, claim submission and accurate reimbursement from Medicare, Medicaid and third party payors.

MA 205 – Medical Office Claims Procedures.

3 Credits. Spring only. Use of CPT, HCPCS, ICD-9-CM coding systems as they apply to physician claim submission and accurate reimbursement from all payer sources. Explore proper documentation to optimize reimbursement.

MA 206 – Medical Office Procedures I for Medical Assistants.

3 Credits. Fall only. This class is an introduction to the administrative area of a medical office or ambulatory care setting designed to cover entry-level administrative and general competencies as designated by the American Association of Medical Assistants. Administrative and clerical functions will emphasize ethics and law, interaction with patients and the medical record, reception duties, telephone techniques, and

electronic health records.

MA 208 – Medical Office Procedures II.

3 Credits. Spring only. This course is a continuation of MA 206 to the administrative area of a medical office or ambulatory care setting designed to cover entry-level administrative and general competencies as designated by the American Association of Medical Assistants. Administrative and clerical functions will emphasize appointment scheduling, medical record management, written and electronic communication, medical accounting, insurance and financial duties, and the electronic health record functions. (PR: MA 206)

MA 210 – Medical Office Practicum.

3 Credits (CR/NC). Summer only. Supervised learning experience in Medical Assisting designed to provide students with an opportunity to obtain technical experience under the supervision of competent practitioners. (PR: MA 201, 202, 203, 204, 205, 206, and 208)

MA 280 – Special Topics.

1-4 Credits. Study of content not normally covered in other courses. (PR: Permission)

Military Science (MILS)

MILS 101 – Foundation of Officership.

1 Credit. Students learn fundamental concepts of leadership and team development. The fundamentals of leadership development are reinforced through classroom and outdoor laboratory environments that are designed to increase individual self-confidence through team interactions and physical fitness activities, training in land navigation, first aid, and basic drill and ceremonies. (CO: 101L)

MILS 101L – Military Science Basic Course Leadership.

1 Credit. Students learn and practice basic soldier skills and field craft. Students use team building leadership activities in drill and ceremonies, rappelling, and basic marksmanship. (CO: MILS 101)

MILS 102 – Basic Leadership.

2 Credits. Students learn and apply the principles of effective leadership. Students develop communication skills to improve individual performance and group interaction. Students learn how

organizational ethical values relate to leader effectiveness. (CO: MILS 102L; PR: MILS 101 or Permission.)

MILS 102L – Military Science Basic Course Leadership

Lab 102.

1 Credit. Students learn and practice basic soldier skills and field craft. Students use team building leadership activities in drill and ceremonies, rappelling, and basic marksmanship. (CO: MILS 102)

MILS 110 – Introduction to Military Science.

3 Credits. This course prepares future service members for military service. Topics include history of the US military, military branch history, basic First Aid, land navigation, military protocol and procedures, the military education benefits, military transcripts and personal finance. (PR: Permission)

MILS 133 – Introduction to Marksmanship.

1-3 Credits. This course introduces students to the principles of precision shooting. Students learn how to properly disassemble and assemble their weapon, practice weapon and range safety, properly handle ammunition, and apply the principles of marksmanship. Classroom learning is reinforced by range exercises in which the students zero their weapons, engage j214 short- and long-range targets, and effectively engage limited visibility targets.

MILS 201 – Individual Leadership Studies. 2 Credits. This course teaches students how ethics-based leadership is used to develop leadership abilities and how these skills contribute to the small-unit team-building process. Students will further develop their skills with participation in communication exercises, event planning, group coordination, advanced first aid, land navigation, and basic tactical exercises. (PR: MILS 102 or permission; CO: MILS 201)

MILS 201L – Individual Leadership Studies Lab.

1 Credit. This lab course is used to develop individual leadership abilities by providing practical application exercise for student participation in team building activities, which include communication exercises, event planning, group coordination, advanced first aid, land navigation, and basic tactical exercise. (PR: MILS 102 or permission; CO: MILS 201)

MILS 280-289 - Special.

+ Credits. Study of content not normally covered in other Military Science Courses.

Mining Information Technology (MIT)

MIT 275 – Mine Safety Inspector On-the-Job Training.

1-12 Credits. This course consists of supervised paid OJT, internship, or practicum performed in a mine safety inspecting

setting while working for the U.S. Department of Labor. Students will apply their knowledge in real life situations by performing safety inspections of surface and/or underground mine sites, investigating accidents, reporting violations, and assessing penalties for non-compliance. On-the-job training and attainment of program learning outcomes will be verified by an employer. (PR: Permission)

Multi-Craft Technology (MTEC)

MTEC 101 – Machine Shop I.

3 Credits. Machine Shop I teaches students the proper use of power-operated shop equipment including metal turning lathes, milling machines, shapes, saws and drills as well as standard safety practices and operating procedures.

MTEC 105 – Fundamentals of Industrial Maintenance.

3 Credits. Fundamentals of Industrial Maintenance teaches students the knowledge and skills necessary to enter the field of industrial maintenance. Students will learn about workplace safety, measurement and calculation, proper use of tools, fasteners, lubrication, bearings, mechanical alignment and vibration.

MTEC 107 – Welding.

3 Credits. This course introduces students to the fundamentals of welding/cutting. Students will become familiar with general safety, welding terms and joints, and oxyfuel welding techniques.

MTEC 110 – Print and Schematic Reading.

3 Credits. Print and schematic teach the basics of reading mechanical prints and schematics for electrical/electronic circuits, hydraulic/pneumatic circuits, and piping systems.

MTEC 114 – Fundamentals of Welding Technology.

3 Credits. Fundamentals of Welding Technology teach students the knowledge and skills necessary to become proficient in welding techniques. Students learn welding terms and processes, how to perform oxyfuel cutting, and the proper safety techniques to be used in all welding situations.

MTEC 121 – Machine Tool Operations.

3 Credits. This course introduces students working with intermediate hand and power tools to the skills related to machine tool technology including vertical band saws, grinders, metal lathes, and milling machines. Students will learn how to measure and to scribe circles, radian, and parallel lines on a work piece. (PR: Permission)

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MTEC 171 – Hydraulic and Pneumatic Systems.

3 Credits. Hydraulic and Pneumatic Systems teach students the principles and practical applications of pneumatic and hydraulic systems.

MTEC 250 – Electricity Basics I.

3 Credits. Electricity Basics I teach the principles of electricity, AC circuits, series and parallel circuits, resistors, Ohm's Law, magnetism, electrical measurement, and DC circuits.

MTEC 251 – Electrical Maintenance.

3 Credits. Electrical Maintenance teaches students the knowledge and base technical skills for entry into the field of electrical industrial maintenance. Students will learn about basic electrical theory and calculations; how to use electrical tools, instruments, and equipment; how to read electrical schematics and diagrams, and how to safely work with electrical systems.

MTEC 280-289 – Special Topics.

1-6 Credits. This course presents various topics in maintenance technology field.

Music (MUSI)

MUSI 101 – Introduction to Music. 3 Credits. Spring only. This introductory music course furnished the student with information on the basic elements of music and its major forms, genres, and stylistic periods, which can be used for intelligent appreciation and understanding of music.

Occupational Development (OD)

OD 100 – Introduction to Occupational Development.

1 to 3 Credits. An introduction to the occupational field and responsibilities of the professional in the field. Provide a foundation for employment and further coursework in the chosen field.

OD 104 – Specialized Occupational Training.

1 to 3 Credits. Instruction for occupational leaders of curriculum needed in the occupation for self improvement or for teaching to fellow employees in the field. This curriculum will vary with the needs of the students. Some classes covered are OSHA 500, OSHA 501, Air Monitoring, Metal and Non-metal Mining, and others.

OD 105 – OSHA 500.

2 to 3 Credits (CR/NC). A course for persons in the construction industry who are interested in developing safety and health programs in the private sector. Using OSHA standards as a guide, special emphasis is placed on becoming knowledgeable about the most hazardous areas of industry. (PR: Permission)

OD 106 – OSHA 501.

2 to 3 Credits (CR/NC). Designed for private sector personnel from all types of industries, this course presents detailed information on how the provisions of the Occupational Safety and Health Act may be implemented in the workplace. (PR: Permission)

OD 107 – Lead Abatement.

2 Credits (CR/NC). This course is to train the trainer to teach what regulations are required to have a safe and healthy job site while working with the hazards of lead. The instructor will be preparing students for state certification examinations as well as fulfill training requirements as dictated by EPA Title X, and state legislative requirements. (PR: Permission)

OD 108 – First Aid/CPR/AED Instructor.

2 Credits (CR/NC). The purpose is to train instructor candidates to teach American Red Cross First Aid/CPR/AED Program courses and modules. (PR: Permission)

OD 109 – Scaffolding.

2 Credits (CR/NC). Introduces students to the four hazard classifications related to scaffolding. Teaches students to associate the classifications with actual injury statistics from OSHA and the BLS. Includes the identification of various scaffold components. (PR: Permission)

OD 110 – Confined Space.

2 Credits (CR/NC). Teaches major legal requirements of OSHA's permit-required confined space standard to ensure that members of the building and construction trades understand what it is to work safely in confined spaces. (PR: Permission)

OD 111 – Science Air Monitoring.

2 Credits (CR/NC). Focus on air monitoring of common occupational health hazards in the painting industry. The course includes maintenance and calibration of air monitoring equipment, record keeping, quality control instruments, calibration and other engineering controls. (PR: Permission)

OD 112 – Blueprints, Codes and Specifications.

2 to 8 Credits (CR/NC). Upon successful completion of this course, the student will be able to locate and identify engineered specifications within a set of plans; locate and identify engineered scaled and unscaled drawings; order and manage construction materials from a set of plans; increase creditability and communication between the job foreman and job-site engineers; identify National Building Codes pertaining to their trade. Available to students through partnerships with Department of Labor approved apprenticeship programs.

OD 120 – On-the-Job Training.

1 to 12 Credits. This course consists of paid or unpaid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The on-the-job training component is converted to credit hours at a ratio of 200:1 with a maximum of 2,400 contact hours allowable. A statement of the total number of contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college record. This credit will be recorded immediately prior to graduation from college. (PR: Must major in Occupational Development degree programs)

Painting and Allied Trades (PAT)

PAT 120 – Introduction to Painting.

3 Credits. This class will orient individuals to the painting profession. The topics to be covered include painting materials, tools, equipment and terminology. An overview of the characteristics of light and color will also be provided.

PAT 121 – Techniques of Painting.

4 Credits. This course covers surface preparation, selection and characteristics of materials, standards and specifications related to abrasive blasting, H2O blasting, and painting. Special emphasis will be placed on characteristics of normal and abnormal surface deterioration and thermal spraying for metal substrates.

PAT 122 – Introduction to Wall covering.

3 Credits. This course covers the basic principles of wall covering. Students will learn how to prepare a surface wall covering and how to apply wall covering. Tools and materials of the wall covering trade will also be discussed.

PAT 130 – Introduction to Industrial Painting.

4 Credits. This class will orient individuals to the industrial painting profession. Topics to be covered include coating materials, tools, equipment and terminology. The differences between industrial

painting and commercial painting will be identified and described.

PAT 131 – Surface Preparation.

4 Credits. This course covers the tools, materials and methods used for cleaning and preparing surfaces using solvents, hand tools and power tools. Content in this course is based on the methods and procedures specified by SSPC and NACE.

PAT 132 – Materials for Industrial Painting.

3 Credits. This course covers the basic components and film forming processes of paints and coatings. The different systems and functions of paints and coatings are described. The criteria for selecting a coating system based on surface environment and preparation requirements are outlined.

PAT 133 – Techniques of Spraying.

3 Credits. This course covers the fundamentals of spray painting with a detailed discussion of the most common spray painting systems: electrostatic, turbine, airless, conventional, air, HVLP, and turbine. Student will also learn how to safely use spray equipment and the potential hazards involved.

PAT 134 – Safety Measures for Industrial Painting.

3 Credits. This course covers the dangers related to working with lead and the procedures for safe exposure and abatement. In particular, this course will cover what lead is, where it can be found, its health effects, its hazards, worker and community rights related to lead, abatement methods, cleanup, disposal, and laws, regulations and standards.

PAT 140 – Introduction to Glazing.

3 Credits. This course is designed to provide an introduction to glazing and the tools of the trade. Students will learn fundamentals of the glazing industry including the different purposes windows serve in a building's design, trade terminology, symbols, trade tools and materials. Students will learn the management of glass cutting projects.

PAT 141 – Sealant Theory & Application.

4 Credits. This course is designed to provide an introduction to sealants used in the glazing trade. Students will learn sealant terminology, selection, forms, and their proper and most effective use for a given project. The basic principles regarding joint design and measurements as well as the proper substrate preparation techniques will be discussed. Additionally, students will learn the basics of structural glazing including its methods, applications and safety factors.

PAT 142 – Basic Glass Fabrication.

3 Credits. This course is designed to build basic skills and knowledge necessary for fabricating glass including mirrors, spandrel glass, architectural panels and Ribbon Window Systems. Students will also learn the purpose and techniques for anodizing aluminum surfaces that often surround glass installations.

PAT 143 – Math & Blueprint Reading for Glaziers.

3 Credits. This course will build upon the students' basic mathematics, trigonometry, measurement skills and knowledge by accurately using math when reading blueprints. Reading blueprints, measuring, layout, fabrication and other functions specific to the glazing trade require accurate calculations and measurements for the success of any glazing job. Reading blueprints and tape rules or taking other measurements accurately will lead to properly cut glass or aluminum and will contribute to a timely and successful job.

PAT 150 – Introduction to Sign and Display.

4 Credits. The display installers' profession is part of one of the fastest growing industries in the country. Convention Centers are expanding and improving facilities to attract more clientele while support service industries such as hotels, restaurants and entertainment industries provide numerous job opportunities around trade show locations. Display workers assemble and build large and small exhibits in the shops as well as install and dismantle them at the show locations. This course is intended to provide the display installer with basic skills in organization, tools of the trade and safe and efficient work practices. The apprentice installer will learn the various jobs available or expected of him, identify and describe commonly used tools, use proper terminology

and describe the steps involved in planning, installing and dismantling a trade show.

PAT 151 – Tools of the Sign and Display Trade.

4 Credits. Tradesmen in the sign industry need an infinite number of tools to bring the signs we see to life. Participants in this course will work with many stretch, tape and seam carpet and the show the proper techniques for dismantling the setup pieces. Also discussed will be the responsibilities of the lead person for storing deco equipment and keeping track of the equipment being used during the show.

PAT 152 – Methods of Layout for Sign and Display.

4 Credits. Signs are meant to convey messages or to get someone from point A to point B. The composition of the sign determines whether a sign is pleasing to the eye or completely ignored.

There are six interdependent components of a good sign. Each component needs the other five for a layout to succeed. Upon completion of this course, the participants should be able to create a sign that incorporates the six components of a good layout and conveys the intended message while meeting the clients' needs.

PAT 153 – Techniques of Sign and Display.

4 Credits. This course will introduce the participant to the process of applying vinyl designs to a variety of substrates. Vinyl designs can be used for advertising and displaying information and can be applied on vehicles, windows, doors, wood or metal. Participants will learn the types of vinyl that can be used in given situations, the use of application tools, and the ability to identify and complete any preparations to various substrates prior to applying the vinyl. The sign and display apprentice will be taught how to inspect the applied vinyl for wrinkles, bubbles, adhesion, etc. and the resolution for any imperfections found. Cleanup procedures, personal protective equipment, safety precautions and the procedures for proper disposal of scrap metals will also be discussed to give the participants a foundation in the basics of applications.

PAT 160 – Methods of Trade Show Floor Layout.

4 Credits. The first job at a show site is to transfer the floor plan to the floor of the facility. This must be accomplished before the equipment can be unloaded. In this course, the participant will learn to read and interpret the floor plan and its symbols that show how the floor space is to be divided into a basic framework desired by the association organizing the show. They will move into using a scale ruler to transfer dimensions on the floor plan to the show floor and marking the floor with appropriate symbols. The installer will also be given the opportunity to demonstrate methods used to compensate for deviations between the floor plan and the actual floor. Other factors concerning the floor's condition and limitations will also be discussed to give the participant a solid foundation of skills and knowledge to properly layout a trade show floor.

PAT 161 – Methods of Booth Preparation and Installation.

4 Credits. The focus of this course will be pre-planning and preparation of exhibit installation and dismantle. Participants in this course will gain hands-on experience using the basic procedures to efficiently and safely erect and dismantle the three general categories of display booths. The installer will be expected to demonstrate the standards of conduct for the display installer while they will also demonstrate the use and identification of safety equipment and cleaners for specific jobs. Booth installation and dismantling covers a variety of tasks that require specific technical expertise. The participant in this course will describe the general systems assembled by display installers with specific descriptions

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and tips for working with them. The learning experience will include three general types of displays used in trade shows: portable booths, component systems, and custom or construction systems.

PAT 162 – Techniques of Trade Show Carpet Installation.

4 Credits. Using the proper tools and equipment for installing carpet at a trade show can make the difference between acceptable and unacceptable results. Having the proper tools and using them correctly will make the job easier, require less installation time and standardize every installation. The participant will be exposed to a myriad of skills and knowledge that will help him perform the job proficiently. Topics to be discussed include tools and equipment, carpet, booth carpet and aisle carpet installation procedures as well as the identification and practice of safety with respect to using tools, cutting, transporting and ergonomics when installing carpets.

PAT 170 – Introduction to Floor Covering.

3 Credits. This course will provide the participant with a solid introduction to the floor covering trade. Participants will explore the rewards and benefits of working in the floor covering trade. Additionally, participants will be introduced to the many different types of materials from which they and their customers can choose when laying a new floor or replacing an old floor. Participants will learn to describe and determine which floor covering materials are appropriate for the job at hand and how the job can be accomplished safely and efficiently.

PAT 171 – Sketching for Floor Coverers.

3 Credits. In this course, participants will learn to describe and demonstrate various drawings and sketches using both tools and freehand techniques. The participants will apply all newly learned skills to draw and sketch sections of storefront installation as well as a complex storefront.

PAT 172 – Procedures for Floor Covering Prep.

3 Credits. This course describes the procedure for preparing concrete and other masonry surfaces to receive resilient floor coverings. Additionally, participants in this course will learn the requirements for preparing a wood surface for covering. Similar to the preparation for concrete work, the wood surface must be dry, clean, and level. The methods by which the wood surfaces are prepared are more complex because of the many wood surfaces with which the installer must work.

PAT 173 – Introduction to Carpet Installation.

3 Credits. In this course, participants will learn the history of the carpet industry in North America. Participants will learn that identifying the various types of carpet construction is essential to the installer and the installation process since each type determines which technique will be used for installation. Additionally, this course will provide a foundation of the tools and materials used when installing carpet.

PAT 174 – Techniques of Floor Covering I.

3 Credits. This course will discuss the installation procedures and considerations for woven carpets and vinyl back carpet or carpet tiles. The participants will also learn techniques for installing stair carpet from which the basic principles can be applied to other installations of carpet on varying styles and dimensions of stairs.

PAT 175 – Techniques of Floor Covering II.

3 Credits. This course will provide the floor coverer with a working knowledge of the appropriate procedures for preparing and installing laminate flooring, sheet goods, and resilient floor tile. Participants will be exposed to the types of surfaces on which the above mentioned types of flooring can be applied. Additionally, this course will discuss the importance of planning the layout, preparing the room and choosing specialty tools and other equipment needed to properly and efficiently install laminate flooring, sheet goods, and resilient floor tile.

PAT 180 – Confined Space.

3 Credits. In this course, students will study OSHA's permit-required confined spaces standard (29 cfr 1910.146). The term "confined space" will be defined and the potential hazards involved in permit-required confined spaces and safe entry procedures will be discussed.

PAT 181 – Hazardous Materials.

4 Credits. This course covers the dangers related to working with hazardous materials and the procedures for safe exposure and abatement. In particular, this course will cover what lead and asbestos are, where they can be found, their health effects, their hazards, worker and community rights related to these hazardous materials, abatement methods, cleanup, disposal, laws, regulations, and standards.

PAT 183 – Elevated Platforms.

4 Credits. The main objective of this course is to prevent workplace injuries and fatalities related to falls. This course covers the potential hazards related to working on raised or unstable

platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.

PAT 184 – Respiratory Protection.

3 Credits. This course covers OSHA's requirements for respiratory protection in 29 cfr 1910.134. The primary objective of this course is to reduce workers' exposure to airborne contaminants. This course will cover how the human respiratory system works, respiratory hazards, the purpose of respiratory protection, different types of respirators and their purposes, appropriate use, inspection, cleaning and storage of respirators.

PAT 187 – Techniques for First Aid Instruction.

3 Credits. This course is designed to provide basic safety awareness and practices for workers within all trade areas. Students will gain useful exposure and knowledge to basic safety practices including but not limited to First Aid/CPR, First Aid/AED (Automatic External Defibrillator), respiratory protection, fall protection and safety protocol when using power tools.

PAT 220 – Techniques and Applications of Spray Painting.

4 Credits. This course covers the fundamentals of spray painting with a detailed discussion of the most common spray painting systems: electrostatic, turbine, airless, conventional, air, and HVLP. Students will also learn the potential hazards involved with spray equipment and how to use spray equipment safely:

PAT 221 – Techniques of Wall Covering.

4 Credits. This course covers the advanced techniques of wall covering. Specialized decorative techniques such as glazing, antiquing, wood graining, marbleizing, texturing, gilding, stenciling, and stipple finishing will be discussed.

PAT 230 – Testing and Quality Control.

3 Credits. This course covers quality control and quality assurance. Students will learn how to recognize failures of paint coatings, causes of failures and their remedies. Students will also learn to conduct a quality control inspection and the standards that apply to the various tasks performed during the inspection process.

PAT 231 – Advanced Safety Measures For Industrial Painting.

4 Credits. This course covers the potential hazards of working with toxic and flammable materials and the related use of personal

protective equipment. Additionally, this course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.

PAT 240 – Advanced Fabrication.

3 Credits. This course is designed to provide the glazier with the skills and knowledge to fabricate glass and mirror, install door hardware, create material lists and optimize schedules. This course will also discuss door hardware including locks and bolts. Fabrication techniques will include edging, removing scratches, drilling and cut outs.

PAT 241 – Installation Layout and Building Control.

4 Credits. This course is designed to introduce the glazier to curtain wall installation methods, practices and testing standards. Students will also learn the basics of aluminum entrances, storefront installations, Ribbon window installations and the use of transits, levels and lasers. All aspects of installation and layout will be discussed as well as building control basics.

PAT 242 – Welding Techniques.

3 Credits. This course is designed to teach the principles of welding, flame cutting and brazing with emphasis on mastering basic welding techniques.

PAT 243 – Specialties in the Glazing Trade.

3 Credits. This course is designed to enhance the basic skills of a glazier in performing specialty work. Specialized glazing work may include aquarium and shower door installation, auto glass work, glass shelving, Herculites, stained glass and clear story. Glaziers will learn techniques and procedures as well as safety regulations and safe handling of all materials and installations.

PAT 250 – Techniques of Vehicle Signage.

4 Credits. This course will introduce the participant to the appropriate procedures to vehicle signage. The participant will be exposed to the six components of a good layout that conveys the intended message while meeting the clients' needs.

PAT 260 – Steward's Training.

4 Credits. A steward is a union member elected or appointed as the union representative in dealings with management on the job site. There must always be a steward on every job. This short

course on stewarding will better prepare the participant for the task of being a trade show steward. Some of the topics covered are generic in nature; others are trade show specific. Participants will summarize and discuss the affect or influence on union activities by The Labor Management Relations Act (NLRA). You will learn the roles and responsibilities of a steward to effectively perform the job and to abide by the governing laws, whether as a trade show steward or on a regular job site.

PAT 261 – Techniques of Freight Handling for Trade Shows.

4 Credits. This course is designed to introduce the student to "freight handling." Freight handling encompasses the removal, storage and return of the empty crates and other packaging materials. The student will be exposed to a variety of products specific to freight handling from a small submarine to the standard 10" wooden crate.

PAT 270 – Advanced Techniques of Floor Covering I.

3 Credits. Participants in this course will look at the use of coving to finish a sheet-goods installation. Coving not only enhances the floor's installation but also eliminates sharp corners and crevices and makes cleaning easier. Finishing or trimming an installation will provide a smooth clean finish to the floor and a smooth transition at the wall. Participants will learn the importance of using underlays and perfect bonding adhesives for a successful installation.

PAT 271 – Advanced Techniques of Floor Covering II.

3 Credits. In this course, participants will learn of the various materials by which safety flooring is made. They will also develop an understanding of the purpose of safety flooring and the process by which it is manufactured to withstand various underfoot traffic. Finally, some of the special jobs a floor covering installer may encounter are discussed, including: covering with tile, insets, electrostatic discharge control (EDC) and heat seam welding.

Paramedic Science (PAR)

PAR 205 – EMS Preparatory.

3 Credits. Fall only. This lecture/lab course is designed to education and train the students in preparing for a career in the EMS systems. Students will also gain knowledge in workforce safety and wellness, public health, medical/legal issues, communications, and documentation. Students will reinforce basic patient assessment, as well as develop critical thinking and clinical decision making skills.

PAR 210 – Airway Management.

3 Credits. Fall only. A lecture/lab course where students will develop skills in advanced airway procedures and respiratory management, the importance of artificial ventilation, BIPAP/CPAP, percutaneous cricothyrotomy, monitoring devices including waveform capnography, chemistry analysis; arterial blood gas interpretation, and medications essential for airway management. (PR/CO: none)

PAR 211 – Principles of Trauma Management.

3 Credits. Fall only. A lecture/lab course designed to develop skills and knowledge essential to assessing the trauma patient in the pre-hospital setting. The course focuses on both physical exam and initial treatment and management of the trauma patient, including spinal immobilization, splinting, hemorrhage control, high pressure injection, blast injuries, monitoring and management of chest tubes, use of a Morgan lens, and National Trauma Triage Protocol and trauma scoring. (PR/CO: none)

PAR 212 – Pre-Hospital Pharmacology.

3 Credits. Fall only. A lecture/lab course focused on an integration of pathophysiological principles of pharmacology and assessment findings to formulate a pre-hospital impression and implement a pharmacological management plan for the benefit and improvement of victims (S). Skills such as Intramuscular, Subcutaneous, Intraosseous and Intravenous medication administration will be included. (PR/CO: none)

PAR 220 – Cardiovascular Emergencies.

6 Credits. Spring only. A lecture/lab course focused on pre-hospital intervention and monitoring of patients with cardiovascular emergencies. The student will learn and practice ECG monitoring, interpretation, 12-lead ECG interpretation, updated information on heart failure/acute coronary syndrome, central line monitoring, and various drug therapies. (PR/CO: none)

PAR 225 – Rescue Operations.

3 Credits. Summer only. A course designed to develop awareness of rescue operations, hazardous materials, incidents, ambulance operations, crime scenes and others.

PAR 230 – Special Patient Considerations.

3 Credits. Spring only. A lecture/lab course focused on pre-hospital intervention and monitoring skills for patients with special considerations. Includes geriatric patients, victims of abuse and

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assault, patients with special challenges, acute intervention for chronic care patients, obstetrics, gynecological emergencies, and pediatric and neonatal patients. The student will learn and practice skills needed to care for a pregnant patient, delivery of a baby, care for newborn, common pediatric emergencies, and develop skills in Assessment-Based Management.

PAR 231 – Medical Emergencies.

4 Credits. Spring only. A lecture/lab course focused on pre-hospital intervention and monitoring skills for patients with general medical emergencies. This would include patients with neurological, renal, toxicological, anaphylactic, environmental or psychiatric emergencies as well as infectious diseases such as drug-resistant bacteria and other emerging diseases.

PAR 251 – Paramedic Clinical I.

3 Credits. Fall only. A course designed for the beginning paramedic student to gain competency in pre-hospital intervention and monitoring skills in field and hospital settings.

PAR 252 – Paramedic Clinical II.

3 Credits. Spring only. A course designed for the advancing paramedic student to apply skills learned in the classroom to the clinical setting. All skills are performed under the supervision of a clinical preceptor.

PAR 253 – Paramedic Clinical III.

3 Credits. Summer only. A course designed for the advancing paramedic student to apply skills learned in the classroom to the clinical setting. All skills are performed under the supervision of a clinical preceptor. (PR: Admission to program)

PAR 260 – Critical Care Transport.

5 Credits. A course designed for the Paramedic or Registered Nurse to obtain the knowledge and skills necessary to manage the critical patient during transfers between hospitals, specialty referral centers and extended care facilities. (PR: Paramedic or RN and CO: PAR 261)

PAR 261 – Critical Care Transport Clinical.

1 Credit. A course designed for the Paramedic or Registered Nurse to gain clinical transport experience in specialized units such as Intensive Care, Pediatric Intensive Care, Neonatal Intensive Care, Critical Care Ambulances and Labor & Delivery. (PR: Paramedic or RN and CO: PAR 260)

PAR 280-289 – Special Topics in Paramedic Science.

1-5 Credits. These courses are designed to present various topics in the field of Paramedic Science.

PAR 290 – Paramedic Capstone.

3 Credits. Summer only. This course provides students with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through labs and scenario – based practice and evaluations prior to taking the National Registry written and practical examinations. Knowledge and skills from the core curriculum courses will be incorporated into the review process to include skills testing, practice test review and scenario testing.

Patient Care Technician (PCT)

PCT 200 – Introduction to Pharmacy Technician.

9 Credits. This course teaches students basic nursing and phlebotomy skills, and ECG monitoring. Skills acquired include bathing, bed making, transferring, assisting with activities of daily living, monitoring and recording vital signs, CPR and first aid, proper infection control procedures, performing venipuncture, processing specimens, applying ECG electrodes properly, identifying signs and symptoms of an abnormal ECG, uploading ECG to patient record, and practicing safety procedures with patients. This course also includes a 60-hour practicum utilizing these skills in local healthcare facilities.

Pharmacy Technician (PHT)

PHT 201 – Introduction to Pharmacy Technician.

3 Credits. Spring only. This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance and utilize pharmacy references.

PHT 204 – Pharmacy Practice I.

3 Credits. Fall only. This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings. Topics include drug packaging and labeling, outpatient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and nonsterile compounding. Upon completion, students should be able to perform basic dispensing techniques in a variety of pharmacy setting.

PHT 206 – Pharmacy Calculations.

3 Credits. Fall only. This course provides the specific information pharmacy technicians require when working with metric, avoirdupois, and apothecary systems of measurement and how these relate to the specific applications in pharmacy.

PHT 208 – Sterile Products.

2 Credits. Fall only. This course provides an introduction to intravenous admixtures preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques, facilities, equipment and supplies utilized in admixture preparation, incompatibility and stability, laminar flow hoods, immunizations and irrigation solutions and quality assurance.

PHT 216 – Pharmacology for Pharmacy Tech I.

3 Credits. Fall only. This course provides an overview of the major systems of the body; diseases that occur within those systems; and the prescription, non-prescription, and alternative medicines used to treat those diseases.

PHT 240 – Point of Care.

2 Credits. Spring only. This course covers content not normally covered in other PHT courses, such as, immunizations record keeping, diabetes monitoring, blood pressure, MTM management and Medication Reconciliation.

PHT 250 – Pharmacy Practice II.

3 Credits. Spring only. This course provides continued instruction in the technical procedures for preparing and dispensing drugs in the hospital setting. Topics include more detailed coverage of unit-dose dispensing, ward stock systems, materials management, automated dispensing and quality assurance. (PR: PHT 204 with "C" or better)

PHT 255 – Pharmacy Technician.

2 Credits. Spring only. This course focuses on current issues in the pharmacy profession and prepares students for the Pharmacy Technician National Certification Exam.

PHT 260 – Pharmacy Technician Practice Management.

3 Credits. Spring only. This course covers the major issues, trends and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement and the latest developments in pharmacy technician practice.

PHT 290 – Pharmacy Technician Experiential Training.

6 Credits. Spring only. This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is on communicating effectively with personnel, developing proper employee attitude, and dispensing medications. (PR: PHT 201, PHT 204, PHT 206, PHT 208, PHT 216, PHT 255, PHT 250, PHT 260, PHT 240 with a "C" or better)

PHT 299 – Health Science.

1 Credit. This course guides students in the completion and documentation of the general education portfolio.

Peer Recovery Support Specialist (PRSS)**PRSS 101 – History of Addiction to 1950.**

3 Credits. This course is an introduction to the field of Peer Recovery as it pertains to drug and alcohol addiction treatment. Emphasis will be on the history of addiction/recovery in the United States prior to 1950.

PRSS 102 – History of Addiction since 1950.

3 Credits. This course continues the introduction to the field of Peer Recovery as it pertains to drug and alcohol addiction treatment. Emphasis will be on the history of addiction/recovery in the United States beginning with the early 1950s and the connections between modern-day struggles with addiction to those of the past.

PRSS 103 – Boundaries and Ethics.

3 Credits. This course will introduce the ethics and boundaries in peer recovery as it pertains to alcohol and addiction recovery treatment. Topics for the course include examining ethical principles and values that drive ethics; appropriately dealing with ethical dilemmas; ethics in recovery, and building organizational ethics in the workplace. Students will also examine the importance of building elastic boundaries in the peer recovery field; how boundaries relate to ethics; maintaining professional distance; managing multiple roles, and how self-care aligns with health boundaries. Uncovering one's own personal ethics and/or discovering professional ethical standards will help determine the quality of peer guidance relationships.

PRSS 104 – Practicum.

3 Credits. This practicum will allow students to observe and participate in client care at a long-term peer recovery facility. Each student will complete 25 hours of supervised work/observation.

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The 25 hours of experience will satisfy the credential requirements for a PR (peer recovery) credential through the WV Certification Board for Addiction and Prevention Professionals.

Physical Therapist Assistant (PTA)

PTA 100 – Introduction to Physical Therapy.

3 Credits. Fall only. An orientation to physical therapy profession including historical background, philosophy, and function of the American Physical Therapy Association, professional ethics, documentation, legal responsibilities and interpersonal relationships among health team are covered. (PR: Admission to PTA Program)

PTA 110 – Physical Therapy Modalities.

2 Credits. Fall only. Basic treatment modalities and procedures in PT are introduced. These include therapeutic hot/cold techniques, massage and electrical stimulation. (PR: Admission to PTA Program; CO: PTA 110 L) (Offered Fall Semester only)

PTA 110L – Physical Therapy Modalities Lab.

1 Credit. Fall only. Basic treatment modalities and procedures in PT are introduced in a laboratory setting. These include therapeutic hot/cold massage and electrical stimulation. (PR: Admission to PTA Program and CO: PTA 110)

PTA 120 – Patient Care Skills.

3 Credits. Fall only. Rationale and skills for patient therapeutic techniques, including transportation of patients, proper body mechanics, aseptic techniques, transfers and lifts, lower extremity orthotics, gait training with assistive devices, hydrotherapy and wound care. (PR: Admission to PTA Program and CO: PTA 120L)

PTA 120L – Patient Care Skills Lab.

1 Credit. Fall only. Lab skills practice including transportation of patients, proper mechanics, aseptic techniques, transfers and lifts, lower extremity orthotics, gait training and assistive devices, hydrotherapy and wound care. (PR: Admission to PTA Program and CO: PTA 120)

PTA 130 – Functional Anatomy and Procedures.

3 Credits. Fall only. Structure and function of the musculoskeletal system with an introduction of the evaluative techniques of palpation, goniometry, manual muscle testing and gait patterns. (PR: Admission to PTA program and CO: PTA 130L)

PTA 130L – Functional Anatomy and Procedures Lab.

1 Credit. Fall only. Lab skills practice including evaluative techniques

of palpation, goniometry, manual muscle testing and gait training. (PR: Admission to PTA Program and CO: PTA 130)

PTA 150 – Clinical Practice I.

3 Credits (CR/NC). Fall only. Supervised clinical experience (160 hours, based upon clinic) involving introduction to physical therapy services to include an orientation to treatment, preparation and assistance to the Physical Therapist along with an introduction to medical issues, documentation and professional development. (PR: PTA 100, Concurrent 110, 110L, 120, 120L, 130, 130L, 160)

PTA 160 – Neuroanatomy and Physiology.

3 Credits. Fall only. Structure and function of the human nervous system and basic concepts of human physiology. (PR: Admission to PTA Program)

PTA 200 – Pathological Conditions.

3 Credits. Spring only. Basic pathophysiology and reaction to disease and injury of commonly treated physical therapy conditions, including burns, neoplasm, hereditary and congenital conditions, blood, respiratory infections, skin, musculoskeletal and aging diseases. (PR: Completion of PTA 100, with grade of “C” or better) (Offered Spring Semester only)

PTA 220 – Orthopedic Rehabilitation.

3 Credits. Spring only. Emphasizes therapeutic procedures utilized by physical therapist assistants for patients with orthopedic and soft tissue injury, degenerative disorders, nerve injuries and orthotic needs for hand and foot disorders. (PR: Completion of PTA 100, 110, 110L, 130, and 130L with grade of “C” or better and CR: PTA 220L)

PTA 220L – Orthopedic Rehabilitation Lab.

1 Credit. Spring only. Application of therapeutic procedures for patients in orthopedic and cardiopulmonary rehabilitation in a laboratory setting. (PR: Completion of PTA 100, 110, 110L, 130, and 130L with grade of “C” or better and CO: PTA 220)

PTA 230 – Adult Rehabilitation.

3 Credits. Spring only. Expands upon neurological principles to emphasize pathology and rehabilitation techniques for adult care. (PR: Completion of PTA , 100, 110, 110L, 130, and 130L courses with grade of “C” or better and CR: PTA 230L)

PTA 230L – Adult Rehabilitation Lab.

1 Credit. Spring only. Lab skills practice to expand upon neurological principles to emphasize pathology and rehabilitation techniques for adult care. (PR: Completion of PTA 100, 120,

120L, and 140 courses with grade of "C" or better and CR:
PTA 230)

PTA 240 – Clinical Practice II.

4 Credits. (CR/NC) Spring only. Continuation of clinical experience under the direction of a licensed PT or PTA. (PR: Completion of all previous 200 level coursework with a grade of "C" or better)

PTA 250 – Specialized PT Interventions.

3 Credits. Spring only. Introduction to principles, neurological, pathology and rehab techniques for spinal cord injury, pediatrics, lymphedema, pelvic health, vestibular dysfunction, manual therapies and diabetes.

PTA 260 – Clinical Practice III.

4 Credits. (CR/NC). Summer only. Final clinical experience under the direction of a licensed PT or PTA. (PR: Completion of PTA 240)

PTA 270 – PTA Seminar.

3 Credits. Summer only. Familiarizes students with alternative employment opportunities. Students learn methods of preparing resumes and interviewing techniques. (PR: Completion of all 100 level PTA courses with a grade of "C" or better)

PTA 280-283 – Special Topics.

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of program coordinator CJS)

PTA 284-289.

1-5 Credits. These courses are designed to present various topics in the field of Physical Therapist Assistant.

Political Science (POLS)

POLS 101 – Introduction to American Government.

3 Credits. Spring only. This course is an introduction to the United States constitution, federalism, government structure, and the political process. This course also provides techniques for civic engagement. (PR: REA 098 or ACT 18 or SO1 421 or PREA 098)

POLS 202 – American State & Local Government.

3 Credits. Spring only. This course is a general survey of the history, philosophy, functions and performances of American state and local political institutions and processes. State and local government systems in West Virginia will be examined. This course also emphasizes ethical and civic responsibility.

Psychology (PSYC)

PSYC 200 – General Psychology.

3 Credits. This course is an introduction to psychology. It is designed to provide an overview of the scientific study of human behavior and mental processes. Topics include a brief history of psychology, research methods and statistics, human development, learning and memory, sensation and perception, motivation, intelligence, psychopathology, various therapies, and careers in psychology. This course also provides a knowledge base for subsequent courses in the field of psychology. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology and apply the principles to everyday life. (PR: ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80 or PREA 098)

PSYC 215 – Lifespan Psychology.

3 Credits. The study of human development and age-related changes in behavior, thinking, emotion and personality with a focus on observations and explanations that can be applied to as wide a range of human beings and in as many contexts as possible. (PR: ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80 or PREA 098)

PSYC 225 – Abnormal Psychology.

3 Credits. Spring Only. This course explores the major topics of abnormal behavior. This course focuses on description of various psychological disorders, classification, diagnosis, assessment techniques and methods of treatment and prevention. Historical theories as well as current research and findings in the field of abnormal psychology will be discussed. (PR ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80 or PREA 80)

PSYC 229 – Elementary Behavior Statistics.

3 Credits. Fall Only. This course introduces students to the wide array of statistical techniques used by psychologists in both academic and applied settings. The course is designed to give students a greater understanding of value and use of statistics in scientific research and its use in daily life. Descriptive statistics is covered, but the main emphasis is on inferential statistics.

PSYC 247 – Psychology of Criminal Justice.

3 Credits. Fall only. This course examines criminal behavior from a developmental, cognitive-behavioral, and psychological perspective. The course focuses on the multiple systems believed to influence delinquency and criminal behavior. The behavioral, cognitive, and emotional aspects of crime are examined, focusing primarily on the offender.

Public Health (PH)

PH 200 – Public Health.

3 Credits. This course covers concepts in public health by examining the philosophy, purpose, history, organization, functions, tools, activities and results of public health practice at the national, state, and community levels. The course also examines public health occupations and careers, as well as current issues in public health. (PR: ENL 111 or permission)

PH 201 – Epidemiology.

3 Credits. This course focuses on measures of disease frequency and association, observational study designs, and diagnostic and screening tests. The course reviews the use of these tools and the role of epidemiology in measuring disease in populations, estimating risks, and influencing public policy. At the completion of the course, the student will be able to identify factors that cause disease, assess the public health importance of disease, describe the natural history of diseases, and evaluate procedures for preventing disease. (PR: MAT 096 and ENL 111 or permission)

PH 202 – Global Health.

3 Credits. This course will discuss concepts of the public health field and the critical links between global health and social and economic development. Students will get an overview of the determinants of health, and how health status is measured. Students will review the burden of disease, risk factors, and key measures to address the burden of disease in cost-effective ways. Emphasis will be placed on low-and middle-income countries and on the health of the poor. (PR: ENL 111 or permission)

Radiology (RAD)

(In conjunction with Collins Career Center)

RAD 201 – Introduction to Radiology.

3 Credits. Course is designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices and policies of the health care organization(s) will be examined and discussed in addition to the professional responsibilities of the radiographer. Also, the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified.

RAD 202 – Clinical Practice I.

2 Credits. Introductory clinical practice to include the design of the radiology department to include paperwork, desk procedures, transport, filing and successfully completed laboratory check-off. Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated. Clinical practice experiences will be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during the following the radiologic procedure. (PR: Orientation at Clinical Sites and maintenance of a C or better in preceding coursework)

RAD 203 – Ethics and Law.

2 Credits. Content is designed to provide a fundamental background in ethics. The historical and philosophical basis of ethics, as well as the elements of ethical behavior, will be discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts and principles will also be presented. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. (PR: Completion of RAD 206, 210, 211, 213 and 222 with a "C" or better)

RAD 204L– Radiographic Procedures Lab I.

2.5 Credits. Laboratory experience is used to complement the didactic portion of Radiographic Positioning I. (PR: Admission into the Radiologic Technology Program)

RAD 205 – Clinical Practice II.

5 Credits. Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated. Clinical practice experiences will be designed to provide patient care and assessment, competent performance of radiologic

imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure. (PR: Completion of RAD 201, 202, 204 & 204L with a C or better)

RAD 206 – Radiology Protect/Radiobiology.

3 Credits. Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. An overview of the principles of the interaction of radiation with living systems is discussed. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. (PR: RAD 205, 208, 208L and 212)

RAD 207 – Physics & Imaging I.

2 Credits. Content is designed to establish a knowledge base in factors that govern and influence the production and recording of radiographic images. Film and electronic imaging with related accessories will be emphasized. Knowledge of radiographic, fluoroscopic, mobile and tomographic equipment requirements and design will be included. The content will also provide a basic knowledge of quality control. Class demonstrations/labs are used to demonstrate application on theory.

RAD 208 – Radiographic Procedures II.

3 Credits. Content is designed to provide a knowledge base necessary to perform special radiographic procedures along with the application to special studies. Consideration will be given to the production of images of optimal diagnostic quality. (PR: Completion of RAD 201, 202, 204 & 204L with a C or better)

RAD 208L – RAD Procedures II.

1 Credit. Laboratory experiences is used to complement the didactic portion of Radiographic Positioning II. (PR: RAD 201, RAD 202, RAD 204 and RAD 204L with a C or better)

RAD 209 – Radiologic Pharmacology.

2 Credits. Study of the general principles of pharmacology, including drug types, methods of administration, dosage, effects, indications, contra indications, and regulation. Drug groups related to respiratory care are emphasized, including bronchodilators, wetting agents, mucolytics, antibiotics, muscle relaxants, and corticosteroids. (PR: Completion of RAD 206, 210, 211, 213 & 222 with a C or better)

RAD 210 – Clinical Practice III.

3 Credits. Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated. Clinical practice experiences will be designed to provide patient care of assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure. (PR: Completion of RAD 205, 208, 208L & 212 with a “C” or better)

RAD 211 – Radiation Characteristics/Radiation Physics.

3 Credits. Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. (PR: Completion of RAD 205, 208, 208L, and 212 with a “C” or better)

RAD 212 – Physics & Imaging II.

3 Credits. Content is designed to establish a knowledge base in factors that govern and influence the production and recording of radiographic images. Film and electronic images with related accessories will be emphasized. Knowledge of radiographic, fluoroscopic, mobile and tomographic equipment requirements and design will be included. The content will also provide a basic knowledge of quality control. Class demonstrations/labs are used in demonstrate application of theory. (PR: Completion of RAD 201, 202, 204 and 204L with a “C” or better)

RAD 213 – Radiographic Pathology.

3 Credits. Content is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance and management of alterations in body systems will be presented. (PR: Completion of RAD 205, 208, 208L and 212 with a “C” or better)

RAD 214 – Digital Imaging.

3 Credits. Content is designed to provide knowledge of base necessary to perform digital imaging procedures along with the application to special studies. Consideration will be given to the production of digital images of optimal diagnostic quality.

RAD 215 – Clinical Practice IV.

5 Credits. Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical settings, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated. Clinical practice experiences will be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure. (PR: Completion of RAD 206, 210, 211, 213 & 222 with a "C" or better)

RAD 217 – Quality Assurance.

2 Credits. Content will provide a basic knowledge of quality control and the factors that govern and influence the production and recording of radiographic procedures. (PR: Completion of RAD 206, 210, 211, 213 & 222 with a "C" or better)

RAD 218 – Adv Imaging Procedures.

3 Credits. Content will provide the student with an introduction to advanced imaging modalities, to include computed tomography, MRI, ultrasound, nuclear medicine, and radiation oncology. (PR: Completion of RAD 206, 210, 211, 213, & 222 with a "C" or better)

RAD 219 – Registry Review.

6 Credits. Content is designed to provide students with a comprehensive review of the five areas covered in the national ARRT examination. The areas covered are Patient Care, Image Production and Evaluation, Radiographic Procedures, Radiation Protection and Equipment Operations and Quality Control. (PR: RAD Completion of RAD 206, 210, 211, 213 and 222 with a "C" or better)

RAD 221 – Human Diversity.

1.5 Credits. Content is designed to promote better understanding of patients, the patients, families and professional peers through comparison of diverse populations based in their value system, cultural and ethical influences, communication styles, socioeconomic influences, health risks and life stages. Content will include the study of factors that influence relationships with the patients and professional peers. Understanding human diversity assists the student in providing better care.

RAD 222 – Rad Procedures III.

3 Credits. Content is designed to provide a knowledge base necessary to perform special radiographic procedures along with the application to special studies. Consideration will be given to the production of images of optimal diagnostic quality. (PR: Completion of RAD 205, 208, 208L and 212 with a "C" or better)

Reading (REA)

REA 088 – Reading Improvement Lab.

2 Credits (CR/NC). This course is designed for students whose placement scores indicate a need for additional reading instruction and practice while taking REA 098. Taken as a co-requisite with REA 098. REA 088 is two-credit hour course that counts toward full-time enrollment status financial aid eligibility but does not count toward the number of courses required to complete any degree program. Placement in REA 088 is determined by ACT score (13 or less), SAT score (369 or less), or the ACCUPLACER Reading score (51 or less).

REA 098 – Reading Improvement.

3 Credits (CR/NC). This course is designed for students who do not meet the state standard in reading and are enrolled in a program leading to an associate degree. Emphasis in the course is on comprehension skills, study skills, and vocabulary development. The prerequisite for the course is the reading placement test. The graduation requirement is increased three hours for students who meet the requirements for this course.

Religious Studies (RELS)

RELS 130 – World Religions.

3 Credits. Spring only. This course is a general study of the basic teachings; the ethical, ceremonial, and devotional practices, and the cultural norms of the major religions of the world. Some historical developments and some of the most influential leaders of each faith are highlighted. (PR: REA 098 or ACCUPLACER Reading 80)

RELS 220 – Hebrew Scriptures as Literature.

3 Credits. Fall only. This course offers examination of the Hebrew Scriptures as literature. It makes use of all of the writings contained in the Septuagint, which would include those considered canonical in Jewish and Protestant Christian traditions, along with the

additional Jewish writings originally composed in Greek prior or the Common Era, which are considered canonical Old Testament in Orthodox and Roman Catholic tradition. Focus will be on the literary value of the works, with respect to human authorship, genre, themes and significant ideas, and influence, within the context of their original Hebrew and Jewish audiences. The course will consider modern critical approaches to the study of scriptures. (PR: ENL 115)

Respiratory (RTT)

(In conjunction with Collins Career Center)

RTT 100 – Intro to Respiratory Care.

1 Credit. This course is designed to introduce the student into the field of respiratory care. History of respiratory care and professional organizations will be introduced. Emphasis is on exploring the role of the respiratory therapist as a member of the health care team. The class will also cover issues of ethical principles and legal implications of practice as well as diversity. Principles of infection prevention and control will also be introduced. Quality and evidence based respiratory care will be discussed. The student will begin the process of critically thinking in clinical situations.

RTT 101 - Respiratory Care Procedures I.

4 Credits. This course covers the administration of medical gases, humidity and aerosol therapy. Emphasis is placed on the safe holding of medical gases and safety in administration. Principles and techniques of therapeutic procedures used in basic respiratory care are covered. Also included are techniques of chest inflation therapy, chest physical therapy, breathing exercises, and bronchial hygiene. This physiologic effects, indications, and contraindications of each therapy are stressed. Detailed study of isolation,

equipment, and supplies used in these therapies is included. (PR: RTT 102 and 110)

RIT 101L – Respiratory Care Procedures I Lab.

1 Credit. Practice of techniques and use of technology covered in Respiratory Care Procedures I and Cardiopulmonary Evaluation I is provided.

RTT 102 – Respiratory Care Physics.

2 Credits. This course is an in-depth study of physics including gas laws, behavior of gases, and application of the principles of physics. Emphasis is placed on respiratory care principles. (PR: RTT 104)

RTT 103 – Mechanical Ventilation Techniques.

3 Credits. An introduction to the fundamentals of mechanical ventilation techniques and terminology is presented. Various classes of mechanical ventilators are discussed and compared, emphasizing the differences required in their uses. The technology of adult continuous mechanical ventilation is covered. The design, function, and operation of representative mechanical ventilators of the various classifications are examined in detail. (PR: RTT 111 and RTT 202)

RTT 103L – Mechanical Ventilation Technology Lab.

1.330 Credits. Practice in the operation of mechanical ventilators covered in mechanical ventilation technology is provided. CO: RTT 103)

RTT 104 – Cardiopul Renal Anatomy and Physiology.

2.670 Credits. The anatomy and physiology of the respiratory and circulatory systems are explored in detail. Emphasis is placed on the interaction of systems in gas exchange renal and acid base balance. The structure and function of the chest cage, mechanics of breathing, and control of respiration are also included.

RTT 110 – Cardiopulmonary Evaluation I.

3 Credits. History of respiratory care and professional organizations is discussed. Emphasis is on exploring the role of the respiratory therapist or techniques of patient evaluation are covered. Included are chest physical examination, measurement of the vital signs, patient interview and history, evaluation of the chest x-ray and spirometry. (PR: RTT 104)

RTT 111 – Cardiopulmonary Pathophysiology.

3 Credits. The etiology, pathogenesis, manifestations, and management of common cardiopulmonary diseases are discussed. Focus of the course is on respiratory therapy management of diseases. The student will be able to describe the pathophysiology of common respiratory diseases, the indication for therapeutic intervention, and the management of these diseases.

RTT 201 – Cardiopulmonary Evaluation II.

3 Credits. Advanced techniques of pulmonary function testing are covered including lung volume determination, tests of small airways, diffusion, and distribution of ventilation. Invasive and noninvasive methods of arterial blood gas sampling, analysis, and interpretation are also covered. The technology and methodology of invasive and noninvasive cardiovascular testing, including electrocardiography and hemodynamic monitoring, are presented.

Fundamental interpretation of these tests is covered. (PR: RTT 102 and RTT 110)

RTT 202 – Respiratory Care Procedures II.

3 Credits. This advanced course provides the student with detailed knowledge of the principles and techniques of therapeutic procedures used in respiratory care. Topics include airways management, transtracheal oxygen therapy and aspiration, bronchoscopy, thoracentesis and plural chest tubes, arterial lines, ABG interpretation and analysis, transports and electrocardiogram interpretation. (PR: RTT 101 and RTT 201)

RTT 202L – Respiratory Care Procedure II Lab.

1.330 Credits. This course includes practice of techniques covered in Respiratory Care Procedure II, including airway management, arterial line insertion and management, pleural chest tube placement and management, and EKG interpretation. (CO: RTT 202)

RTT 203 – Emergency Management.

2.670 Credits. This course emphasizes the emergency respiratory management of the adult and pediatrics patients. This course consist of basic life support (BLS), advanced cardiac life support (ACLS), and pediatric advanced life support (PALS). This course also consists of the role of the respiratory therapist in natural disasters, hazardous material exposure, and bioterrorism. (PR: RTT 111 and RTT 202)

RTT 204 – Mechanical Ventilation Management.

3 Credits. Management of continuous adult mechanical ventilation is covered with emphasis on the physiologic effects of various techniques and selection of optimal methods. Monitoring, quality control, and the ability to solve clinical problems relation to mechanical ventilation are emphasized. (PR: RTT 103 and RTT 203)

RTT 204L – Mechanical Ventilation Management Lab.

1 Credit. Laboratory practice of the techniques and technology covered in Mechanical Ventilator Management.

RTT 205 – Neonatal and Pediatric Respiratory Care.

3 Credits. This advanced course provides the student with detailed knowledge to the needs of neonatal and pediatric patients. Fetal cardiopulmonary development and changes at birth are covered. Equipments, procedures, and methods used in the care and evaluation of neonatal pediatric patients are also covered. Also included are cardiopulmonary conditions and diseases particular to neonate and pediatric patients. (PR: RTT 103 and RTT 203)

RTT 206 – Seminar/Board Review.

3 Credits. This course introduces the student to National Board of Respiratory Care (NBRC) exam taking skills, mock examinations of the NBRC matrix, and self-evaluation studies. Study methods and applications are also covered. This course includes a study of realistic clinical problems and situations, with emphasis on analyzing and evaluation these problems to formulate acceptance respiratory care modalities. Practice will be provided in the necessary techniques to take the NBRC clinical simulation examination. Computer simulations are an integral part of this course. (PR: RTT 207 and RTT 210)

RTT 207– Respiratory Home Care/Rehabilitation.

3 Credits. Care of the patient with long-term pulmonary disability is covered. Psychosocial and physical needs of the patient are addressed with emphasis on motivating and condition the patient with the goal of improving both quality of life and cardiopulmonary reserve. Special requirements for the patient, who required respiratory care in the home, are covered. (PR: RTT 204 and RTT 205)

RTT 208 – Clinical Application of Critical Thinking.

2.670 Credits. This course is designed to give the student additional skills in critical thinking through the use of patient case studies. (PR: RTT 207 and RTT 210)

RTT 210 – Respiratory Professional Strategies.

1.330 Credits. This course introduces the student in management responsibilities. Employee scheduling, assignment development and analysis, budget planning and analysis, diversity in the workplace and transition into practice is covered with emphasis placed on employment opportunities and employment-seeking guidelines. (PR: RTT 204 and RTT 205)

Safety (SFT)

SFT 110 – Safety in the Construction Trades.

3 Credits (CR/NC). This course provides students with an OSHA 10 certification as well as a First Aid/CPR/AED certificate. Students become familiar with personal protective equipment (PPE), learning how to properly fit their PPE for use on the jobsite. Students also learn about workplace safety and accident reporting and the role of OSHA in enforcing workplace safety regulations. To pass this course the students are required to pass the OSHA 10 certification and First Aid/CPR exams.

SFT 210 – Advanced Safety Techniques. 3 Credits (CR/NC).

COURSE DESCRIPTIONS

This course covers the potential hazards of working with toxic and flammable materials and the related use of personal protective equipment. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques, and proper maintenance of equipment are discussed. Students who complete this course meet the requirement for OSHA 30 certification as well as the recertification in First Aid/CPR/AED. (PR: SFT 110)

SFT 214 – Lead Abatement Cert.

3 Credits (CR/NC). This course covers the dangers related to working with lead and the procedures for safe exposure and abatement. In particular, this course will cover what lead is; where it can be found; its health effects; its hazards; worker and community rights related to lead; abatement methods; cleanup; disposal; and laws, regulations, and standards. The content of this course meets the State of New Jersey certification requirements.

Science (SCI)

SCI 110 – Introduction to Physics.

4 Credits. This course introduces non-science majors to applications of physics in life, emphasizing conceptual understanding of basic principles in classical and modern physics that include critical thinking and problem solving exercises. The problem solving exercises will not require memorization of formulas but rather the understanding and application of them. (PR: MAT 125 or MAT 135, or MAT 145 or MAT 145E)

SCI 120 – Basics in Physical Science.

4 Credits. An introduction for non-science majors to applications of physics, chemistry and astronomy in everyday life. This course will enhance the understanding of basic concepts through hands-on activities and/or experiments.

SCI 201 – Integrated Science.

4 Credits. Spring only. A multidisciplinary course which integrates the areas of biology, chemistry, the environment, forensics, mathematics and technology. Course topics and activities relate science to the issues and aspects of the everyday world. (PR: MAT 150, Mat 150E or MAT 145, or MAT 120)

SCI 230 – Environmental Science.

4 Credits. This is an interdisciplinary course that emphasizes the impact of humans on the environment. This course begins with a study of the structure and function of ecosystem. Later, various environmental problems are examined including population

growth, food supply, energy issues, water issues, air pollution, species extinction, solid waste disposal, and hazardous materials. (PR: REA 098 or ACT 18 or SAT 421 or PREA 098)

Social Science (SOCI)

SOCI 210 – Fundamentals of Sociology.

3 Credits. This course introduces students to the basic concepts and methods of sociology including the causes and consequences of human behavior, social groups, and institutions. Students will explore significant research and theory in areas such as socialization, culture, group dynamics, gender roles, stratification, and deviance. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

SOCI 273 – Contemporary Social Problems.

3 Credits. Spring only. Students will analyze contemporary social problems, and their potential causes, using various sociological perspectives. They will examine how contemporary social problems affect societies, (American and global), as well as possible solutions. (PR: SOCI 210)

Spanish (SPAN)

SPAN 101 – Introductory Spanish I.

3 Credits. Fall only. This course is designed for students with no previous knowledge of Spanish. With an emphasis on grammar and communication skills, this course introduces a basic mastery of listening, speaking, reading, and writing. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80 and ENL 095 or ACT Verbal 18 or SAT Verbal 450 or WRITELACER Sentence Skills 88 or WRITERPLACER 5)

SPAN 102 – Introductory Spanish II.

3 Credits. Spring only. Spanish 102 is the continuation of SPAN 101. With an emphasis on grammar and communication skills, this course continues to build a basic mastery of listening, speaking, reading, and writing. (PR: SPAN 101)

Technical Studies (TS)

TS 100 – Careers in Technical Fields.

This course is designed to help students identify technical careers in the following career fields, which include, but are not limited to: graphic design/communication, air conditioning/

COURSE DESCRIPTIONS

refrigeration, automotive technology, general building construction and agricultural science. In the course, students will learn basic skills needed for these career fields, listen to lectures from those working in these fields and complete career exploration.

TS 101 – AAS Portfolio Development.

(CR/NC). This course is designed to assist adult students with the development of a comprehensive portfolio documenting knowledge acquired through life/work experiences and other formal or informal learning experiences. (PR: Permission)

TS 102 – On-the-Job Training.

1-12 Credits. This course consists of paid or unpaid OJT, internship, or practicum performed in a business, industry, trade or technical career setting within the student's occupational area. The on-the-job training component is converted to credit hour at a ratio of 160:1 with the maximum of 1920 contact hours allowable. A statement of the total number of contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college record. This credit will be recorded immediately prior to graduation from college. (PR: Must major in Technical Studies or Occupational Development degree programs)

TS 280-285 – Special Topics.

1-5 Credits. This course consists of special topics of course work that will develop skills that may be applied to a variety of occupations or that may be specific to an occupation. Typically courses are technical specialty courses specific to an occupational/technical area. Courses include technical courses developed and delivered by the college, apprenticeship courses, or an approved course that can be included in a business or industry training program. (PR: Permission)

Technical Training for Adults (TTA)

TTA 101 – Introduction to Teaching Techniques for Adults.

1-3 Credits. This course is an introduction of teaching techniques and adult learning theories to instructors of occupational, adult education, and apprenticeship training programs. Included in this course are an introduction to adult learning and motivation theories, communications and interaction, planning, organizing and conducting training and developing and using instructional aids.

TTA 102 – Teaching Techniques for Adults.

1-3 Credits. This teaching techniques course is designed to teach adult learning theories to instructors of occupational, adult education, and apprenticeship training programs. Included in this course are laboratory safety; testing and evaluation; and advanced

instructional techniques. Students will be required to develop, write, and teach a lesson plan.

TTA 203 – Advanced Teaching Techniques for Adults.

1-3 Credits. This advanced teaching techniques course is designed for instructors of occupational, adult education, and apprenticeship training programs. Included in the course are advanced use of teaching aids; implementing the curriculum and advanced instructional techniques. Students will be required to review and critique curriculum.

Theatre (THEA)

THEA 101 – Introduction to Theater.

3 Credits. This course is designed to further an understanding and appreciation of the elements of drama. Students will explore the cultural and historical perspectives of theatre through an examination of the major periods of dramatic literature, from the Greeks to modern Broadway. Students will examine the role of the actor, director, playwright, designer, technician, and audience in a theatrical production. Class consists of lecture/discussion, group activities, and video examples that supplement course content.

Transportation Systems (TRAN)

TRAN 101 - Transportation Systems.

3 Credits. Students learn about the world of personal and freight transportation including technology, systems, institutions, and how transportation systems fit into broader contexts. Additionally, students learn how the domestic and global transportation systems work, how to analyze and design transportation systems and select the most efficient means to transport freight.

TRAN 169 – Basic Electricity and Safety.

5 Credits (CR/NC). This course examines general principles of electricity to ensure compliance with all railroad rules and regulations for safety, operations, and the Federal Railroad Administration (FRA). Topics include basic electrical theory (Ohm's Law), FRA tests and inspections, switch machines, locking circuits, and crossing maintenance. (PR: Permission)

TRAN 170 – Signal Systems and Wiring.

2 Credits (CR/NC). This course examines signal systems and wiring. Topics include signals and their use, forms and foundations for signal equipment, hydraulic and pneumatic systems, and communication/signal and electrical equipment. (PR: Permission)

TRAN 178 – Remote Control Operator.

COURSE DESCRIPTIONS

4 Credits. This course consists of classroom instruction and hands-on field training covering locomotive management, train air brake systems, Remote Control Operator (RCO) equipment familiarization, operator control unit set up and testing, RCO operation, troubleshooting, and Positive Stop Protection (PSP). Field exercises include performing calendar day inspection, inspecting remote control equipment, performing brake tests, and operating locomotives.

TRAN 179 – Designated Trainer of Remote Control Operators.

2 Credits. This course consists of classroom and hands-on field training for becoming a trainer of Remote Control Operators (RCO) for a terminal. While this course covers material for Remote Control Operations, the focus of this course is on learning to teach Remote Control Operation and demonstrating the ability to do so. Topics for this course include adult learning principles, instruction techniques, administration and planning of RCO training, and annual and recertification evaluation rides. Teaching locomotive familiarization; set up and testing of the RCO system; operation rules; troubleshooting procedures; Hump, PSP and RCO rules; air break inspections and tests, and RCO simulation are covered. Evaluating and assessing students' understanding of RCO topics is also examined.

TRAN 187 – Advanced Mechanical Locomotive Electrician III.

5 Credits. This course offers an advanced review of locomotive safety, GE transportation system schematics, electronic controls, auxiliary system starting sequence, and electronic fuel injection. Students will learn the components of diesel engine cranking, voltage regulators, propulsion, and self-load. (PR/CO: Permission)

TRAN 188 – Basic Rail Track Welding.

5 Credits. The basic welding course will familiarize the student with welding safety, terminology, electrode classification, welding processes, welding guidelines, shop guidelines, and welding shop orientation. Additional topics include shielded metal arc welding in the flat position and the flux-cored welding technique. (PR/CO: Permission)

TRAN 189 – Pier Safety Training.

5 Credits (CR/NC). This course teaches the fundamentals of safety rules and operations that encompass transportation, engineering, and mechanical-type work in a pier industrial environment. (PR: Permission)

TRAN 200 – Transportation Law and Policy.

3 Credits. This course describes the different modes of transportation and the regulating bodies for each. Topics include contracts, tariffs, liability for loss and damage to cargo, tort liability of shippers, carriers, customers, and brokers during and after the transportation of freight and a comprehensive understanding of insurance and the various policy forms that exist.

TRAN 201 – Track Safety Standards.

3 Credits. This course studies the minimum FRA trans safety standards of basic track structure, track inspection frequencies, rail defects, and trans geometry as to ensure compliance set forth in Federal Code Regulations Part 213 of the Federal Railroad Administration. (PR/CO: Permission)

TRAN 202 – Advanced Track Inspection.

3 Credits. This advanced course prepares the student for advanced track inspection techniques. Topics include brush chart familiarization, case studies, FRA track defects, track inspection responsibilities, walking joint bar and switch inspections, pull apart, rail lubrication systems, curve stake monitoring, IT IS functionality, track disturbance, root cause analysis of derailments. (PR: Permission)

TRAN 203 – Frog and Switch Track Welding.

3 Credits. This advanced course evaluates the skills to successfully perform Frog and Switch Track Welding. Topics include torch safety and set up, air arc gouging, grinding, and welding points. (PR/CR: Permission)

TRAN 204 – Thermite Rail Welding.

3 Credits. Students will learn how to successfully perform thermite welding including torch safety and set up, thermite procedures, and aluminothermic reactions. Field exercises include performing weld tasks, insulated joints, relay rail, road crossing renewal, turnouts and repair of miscellaneous defects. (PR/CR: Permission)

TRAN 206 – Concrete Bridge Structures.

3 Credits (CR/NC). This course will provide the student an understanding of different types of concrete structures. Topics to include hand tool operation, bridge components, and blueprint reading. (PR: Permission)

TRAN 207 – Bridge Inspection.

3 Credits (CR/NC). This course will examine the three major

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components or sections that comprise a bridge structure and identify those substructures by name, location, and specific problematic areas. (PR: Permission)

TRAN 208 – Steel Bridge Structures.

3 Credits (CR/NC). This course will provide the student an understanding of different types of steel bridge structures and their components. Instruction includes identification of required materials, necessary equipment, steel bridge maintenance procedures, and blueprint reading. (PR: Permission)

TRAN 209 – Timber Structures.

3 Credits (CR/NC). This course will provide the basic knowledge for working on different types of timber structures. Instruction includes identification of required materials, necessary equipment, maintenance procedures, and blueprint reading. (PR: Permission)

TRAN 210 – Transportation Economics.

3 Credits. This course provides an overview of the characteristics and structure of transportation markets including aggregate demand, vehicle and mode choice, surface freight and air travel. It explores the principles of modern transport economics from a neoclassical economics perspective. It uses macroeconomic tools to explore the underpinnings of transport economics and applies micro principles to transportation issues and problems of interest.

TRAN 211 – Bridge Supervision.

3 Credits (CR/NC). This advanced course is to provide the student with the details and duties of a bridge foreman including leadership essentials, specific planning tasks, project development and reading blueprints. (PR: Permission)

TRAN 220 – Transportation Security.

3 Credits. This course covers the assessment of challenges and threats relating to national and international transportation security frameworks. Laws, regulations, policies, conventions, organizations, procedures, and technologies intended to ensure freedom of movement of people and commerce by ground, air, sea, and water will be reviewed. Analytical concepts and methods are applied to case studies with an emphasis on vulnerability and risk reduction.

TRAN 230 – Transportation Geography.

3 Credits. This course introduces the relationship between transportation and spatial organization, selected analytical models dealing with traffic demand, network configuration, allocation of transport facilities, and application to selected problems Topics

include network development, movement patterns of people and commodities and the impact of transportation on other activities.

TRAN 250 – Transportation Inform Systems.

3 Credits. This course provides an understanding of the foundation concepts of information technologies in the transportation information technology.

TRAN 260 – Commercial Driver's License.

3 Credits (CR/NC). This course is designed to prepare the student for the Commercial Driver's License (CDL). Training involves: map reading, trip planning, vehicle control, driving skills, rules and regulations associated with the commercial vehicle profession, logistics, and pre and post-trip inspections. (PR: Permission)

TRAN 270 – Intelligent Transportation Systems.

3 Credits. This course is designed to introduce Intelligent Transportation Systems to the student. Course content will include concepts, training, and educational needs of ITS professionals. Elements of this course will include fundamentals of traffic flow and control, ITS user services, ITS applications and benefits, ITS architecture, ITS planning, ITS standards, ITS evaluation, and ITS challenges and opportunities.
(PR/CO: TRAN 101)

TRAN 272 – Intermodal Transportation Systems.

3 Credits. This course is focused on intermodal freight transportation issues. Students are introduced to components of intermodal transportation systems, emerging trends in freight transportation, the role of logistics, and advanced technologies used in intermodal transportation. (PR/CO: TRAN 270)

TRAN 273 – Intelligent Transportation Systems (ITS) Systems and Applications.

3 Credits. This course focuses on ITS systems and applications for the efficient movement of travelers and goods and services including Advanced Transportation Management Systems (ATMS); National ITS Architecture; ITS user services; traffic control devices; telecommunications; and networking fundamentals. This course also addresses technical issues involved in the design and operation of ITS services. (PR/CO: TRAN 270)

TRAN 274 – Intelligent Transportation Systems (ITS) Project Management.

3 Credits. This course focuses on project management issues associated with the planning, implementation and assessment of technology-intensive transportation projects. Topics include

project management principles, project phases, and types of project management tools available. Corridor management, transit management weather responsive traffic management, incident and emergency management, and risk management are explored. Examples of successful ITS implementations are also presented. (PR/CO: TRAN 270)

TRAN 279 – Intelligent Transportation Systems (ITS) Capstone.

3 Credits. This course will challenge the student to utilize the combined knowledge and skills gained in the program to demonstrate the ability to work through real-world transportation issues. Students will utilize modeling and simulation software to work through transportation issues. Case studies will be heavily relied upon, and current and future trends in Intelligent Transportation Systems will be addressed. (PR/CO: TRAN 274)

TRAN 280-284 – Special Topics: Transportation.

1-6 Credits. This course sequence is designed to offer special topic transportation courses on a short-term basis that are under development or are of such a specialized category or timeliness they are only offered once.

TRAN 290 – Transportation OJT.

1-12 Credits (CR/NC). This course is designed to provide equivalent college credit for on-the-job training of transportation professionals. A statement of the total number of contact hours experienced through on-the-job training will be verified by an employer and will be placed on college record. (PR/CO: Permission)

Veterinary Technology (VET)

VET 101 – Intro to Veterinary Technology.

3 Credits. This course introduces the student to the field of veterinary technology. Topics will include the history of veterinary medicine and the role the veterinary technician plays as a part of the veterinary health care team. Common business procedures including fundamental record keeping and medico-legal requirements will be discussed. Basic procedures such as handling, restraint, animal assessment, and medicating techniques for canine and feline species will be covered.

VET 210 – Veterinary Nursing I.

3 Credits. Fall only. This course will introduce the area of animal nursing care that includes patient history and record keeping, kennel sanitation, animal restraint, syringe and needle identification handling, injection techniques, physical exam

and administration of medication. (PR: Admission to Vet Tech Program) (CO: VET 215)

VET 215 – Clinical Laboratory I.

3 Credits. Fall only. This course introduces the clinical laboratory, including its records, equipment, and equipment maintenance, hematology and serology and internal and external parasites. (PR: Admission to Vet Tech Program) (CO: VET 210)

VET 216 – Veterinary Pharmacology.

2 Credits. Spring only. This course covers the regulations controlling the use of drugs and biological classifications and mechanisms of action of pharmaceuticals, dosage calculations, labeling, packaging, and dispensing of veterinary products. (PR: Admission to Vet Tech Program)

VET 217 – Veterinary Pharmacology II.

2 credits. Fall only. This course is a continuation of VET 216 and covers the regulations controlling the use of drugs and biological classifications and mechanisms of action of pharmaceuticals, dosage calculations, labeling, packaging, and dispensing of veterinary products. (PR: VET 216, VET 220, VET 285, CO: VET 230, VET 245, VET 250, and VET 255)

VET 220 – Veterinary Nursing II.

3 Credits. Spring only. This course builds on skills learned in Veterinary Nursing, introduces the physical examination, blood vessel and urinary catheterization, venipuncture, fluid therapy, wound care, and bandaging. (PR: VET 220) (CO: VET 225)

VET 225 – Clinical Laboratory II.

3 Credits. Spring only. This course is a continuation and application of skills from Clinical Lab I including hematology, serology, urinalysis, cytology, and other laboratory skills. (PR: VET 210 and VET 215) (CO: VET 220)

VET 227 – Anatomy and Physiology for Veterinary Technology.

4 Credits. Fall only. This course covers the study of cells, tissues, organs, and organ systems in the functional animal body. Utilizing a dissection based approach, students will use canine, feline, equine, and bovine species as models. All body systems will be examined (integumentary, musculoskeletal, nervous, endocrine, circulatory, respiratory, urinary, and reproductive) with emphasis on comparative structures and clinical significance of each body stem. (PR: Admission to Vet Tech Program)

VET 230 – Veterinary Nursing III.

3 Credits. Fall only. This course continues application of nursing skills and techniques with an emphasis on large animal species in such areas of restraint, venipuncture, behavior, breeds, food safety, medications, preventative care, surgical and anesthetic procedures, and lameness. (PR: VET 210 and VET 220)

VET 235 – Vet Tech Office/Tech Procedures.

2 Credits. Spring only. This course covers procedures performed by a veterinary technician in a hospital environment including office and computer applications, medical record keeping, client relationships, financial transactions, inventory control, and facility management. The roles of appropriate regulatory agencies and maintenance of sanitation and nosocomial protocols for the facility are also covered.

VET 240 – Veterinary Nursing IV.

3 Credits. Spring only. This course develops skills in basic husbandry, restraint, physical examine, venipuncture, diagnostics, and medications as they specifically apply to exotic and laboratory type animals, especially rabbits, rodents, birds, and reptiles. (PR: VET 210 and VET 220 and VET 230)

VET 245 – Veterinary Anesthesia.

2 Credits. Fall only. This course covers the principles and application of the use of sedatives, anesthetics, peri-operative pain management, and patient monitoring. (CO: VET 255)

VET 250 – Veterinary Nutrition and Disease.

3 Credits. Fall only. This course focuses on principles of the disease process, disease control, and prevention of common diseases of domestic animals. Nutrition principles for clinical diseases are also covered.

VET 255 – Veterinary Surgery.

2 Credits. Fall only. This course introduces the area of veterinary surgical care with sterilization techniques, equipment maintenance, pre-surgical and surgical preparation, surgical assistance, and post-surgical patient care. (CO: VET 245)

VET 260 – Imaging Techniques.

3 Credits. Spring only. This course introduces the principles and applications for the production of radiographs including processing, radiation safety, storage, patient positioning, and other imaging techniques.

VET 265 – Veterinary Emergency and Critical Care.

2 Credits. Spring only. This course introduces procedures and techniques for critical care of the veterinary patient, including neonates. Maintaining critical care apparatus, first aid, CPR (cardiopulmonary resuscitation), intensive care and monitoring will be the focus of this course.

VET 275 – Small Animal Dentistry for Technicians.

3 Credits. Spring only. This course develops skills in oral examination and anatomy, dental cleaning, dental radiology, and common dental diseases as they apply to the dog and cat species. (PR: VET 245 and VET 255)

VET 285 – Veterinary Hospital Practicum I.

3 Credits. Summer only. This course provides practical experience in an approved veterinary clinic or other approved clinical site to focus on mastery of clinical skills covered thus far in the curriculum. The focus will be on small animal medicine and laboratory procedures. (PR: VET 210 and VET 215 and VET 216 and VET 220 and VET 260)

VET 290 – Veterinary Technology (VTNE) Seminar.

2 Credits. Spring only. This capstone course reviews all aspects of academic and applied techniques taught in the Veterinary Technology program. Students must successfully complete a mock exam in preparation for the Veterinary Technical National Examination. Students are required to prepare a resume and present a research paper. (PR: All Vet Tech classes) (CO: VET 235 and VET 240 and VET 265)

VET 295 – Veterinary Technology Externship.

5 Credits. Summer only. Students in this course are expected to function as working members of the staff of an approved veterinary hospital or other approved veterinary facility. This course provides practical experience in an approved veterinary clinic or other approved clinical site to focus on mastery of clinical skills. This course is a continuation of Vet Tech Practicum I. Focus extends to large animals as well as laboratory and exotic animal medicine and laboratory procedures.

Welding (WELD)

WELD 110 – Blueprint Reading for Welders.

3 Credits. Fall only. This course is designed to develop a technical understanding of the information contained on engineering drawings and the use of the information to communicate setup

and welding instructions from the designer to the welder and fitter.
(PR/CO: none)

WELD 120 – Shielded Metal Arc Welding.

6 Credits. Fall only. This course provides a thorough technical understanding of arc welding, welding safety, arc welding power sources, electrode classifications and selection. (PR: WELD 120L)

WELD 120L – Shielded Metal Arc Welding Lab.

4 Credits. Fall only. This lab course provides students opportunities to perform production welding, millwright production, and general maintenance welding. (CO: WELD 120)

WELD 121 – Gas Metal & Flux Cored Arc Welding (AMAW & FCAW).

6 Credits. Fall only. This course is designed to provide a thorough technical understanding of welding safety, gas metal arc welding, equipment adjustments, metal transfer and shielding gases. It also provides the training to make quality gas metal arc welds in all positions on mild steel from 1/4" to 3/8" plate, single and multiple pass. (CO: WELD 121L)

WELD 121L – GMAW & FCAW Welding Lab.

4 Credits. Fall only. This course is designed to demonstrate a thorough technical understanding of welding safety and hands-on application of gas metal arc welding, equipment adjustments, metal transfer and shielding gases. It also provides the training to make quality gas metal arc welds in all positions on mild steel from 1/4" to 3/8" plate, single and multiple pass. (CO: WELD 121)

WELD 210 – Stick Pipe Welding.

6 Credits. Spring only. This course will provide students welding safety with the Shield Metal Arc Welding process (SMAW-Stick), proper techniques and electrode selection for welding pipe to meet ASME (vertical up) welding code. Students will weld using E6010 and E7018. Blueprint reading and developing a technical understanding of the information contained on engineering drawings is contained in the course. (PR: Permission)

WELD 299 – Welding Theory.

3 Credits. Spring only. This course is a culmination of welding safety, processes, application, symbols and codes, power sources, electrode selection, weld types, and metals and alloys. This course is the capstone course for the AAS degree.

Workforce Development (WFD)

WFD 100-119 – Specialized Workforce Training in Allied Health.

1-6 Credits. This course provides instruction for employees seeking self-improvement or skills to meet new best practices in the Allied Health career field. This curriculum will vary with the needs of the students, employers, or changing labor market.

WFD 120-129 – Specialized Workforce Training in General Studies.

1-6 Credits. This course provides instruction for employees seeking self-improvement or skills to meet new best practices in the General Education field. This curriculum will vary with the needs of the students, employers or changing labor market.
(PR: Permission)

WFD 130-139 – Specialized Workforce Training in Business.

1-6 Credits. This course provides instruction for employees seeking self-improvement or skills to meet new best practices in the Business Management field. This curriculum will vary with the needs of the students, employers or changing labor market.
(PR: Permission)

WFD 140-149 – Specialized Workforce Training in Info Tech.

1-6 Credits. This course provides instruction for employees seeking self-improvement or skills to meet new best practices in Information Technology. This curriculum will vary with the needs of the students, employers or changing labor market.
(PR: Permission)

WFD 150-299 – Specialized Workforce Development Training.

1-6 Credits. This course provides instruction for employees seeking self-improvement or skills to meet new best practices in their specific career field. This curriculum will vary with the needs of the students, employers or changing labor market.
(PR: Permission)

WFD 222-229 – Specialized Workforce Training in Green Technology.

1-6 Credits (CR/NC). This course provides instruction for employees seeking self-improvement or skills to meet the new best practices in the Green Technology Industry. The curriculum will vary with the needs of the students, employers, or changing labor market. (PR: Permission)

WFD 230-249 – Specialized Workforce Training in

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Manufacturing.

1-6 Credits (CR/NC). This course provides instruction for employees seeking self-improvement or skills to meet the new best practices in the manufacturing field. This curriculum will vary with the needs of the students, employers, or changing labor market. (PR: Permission)



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