Marshall Community & Technical College
One John Marshall Drive
Huntington, WV 25755

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MARSHALL COMMUNITY & TECHNICAL COLLEGE 2007 - 2008 CATALOG

Marshall Community & Technical College™

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2007-2008
CATALOG

www.marshall.edu/ctc

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1. Billy
NEW YORK UNIVERSITY
PUBLIC RELATIONS AND
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ABOUT OUR COLLEGE

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ADVISORY COMMITTEES
ADMINISTRATION AND STAFF
FACULTY
ACADEMIC CALENDAR

MISSION • VISION • VALUES

MISSION

Marshall Community & Technical College is a public institution administratively and academically linked to Marshall University. The college provides open access to education and training for a diverse population and assists students and employers to meet regional and global workforce demands. The college fulfills its educational mission through:

- developmental education;
- career and technical education;
- university transfer education;
- general education;
- professional and personal development;
- lifelong learning;
- workforce training programs and services.

VISION

Marshall Community & Technical College will be a regional leader in learning-centered and future-focused education.

VALUES

- Higher education contributes to the welfare of individuals and to the improvement of society.
- All persons deserve the opportunity for the kind and level of education that will contribute positively to their lives and careers.
- MCTC provides programs to meet the varied educational and workforce development needs of its students and the community it serves.
- Quality is a goal for every effort of the college, and continuous improvement is expected and supported.
- Individuals who complete programs of the college have the right to expect to have the skills to enter a career, to enter the next level of education for which they have prepared, or to have enhanced the skills required for their work.
- Persons admitted to a higher education institution have the right to expect assistance in developing the skills required for success.
- All individuals have worth and are deserving of being treated with consideration, decency, and respect.

GOALS

- Enhance student success through a learning-centered organization.
- Establish, maintain, and expand partnerships with education, business, industry, and agencies.
- Develop a skilled workforce to support the economic development of the community, region, and state.
- Measure outcomes and embrace a culture of continuous improvement to increase the value of the educational experience.

PHILOSOPHY

Marshall 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.

The general education philosophy at Marshall Community & Technical College is to provide students with intellectual and critical skills for lifelong learning needed to meet the challenges of a diversified world. Students will be prepared to: communicate effectively using written skills; communicate effectively using oral skills; apply mathematics and basic scientific concepts for problem-solving activities; utilize technology competently; use critical-thinking skills; develop an awareness of ethical behavior; recognize the richness of diversity.

HISTORY

Marshall Community College was founded in 1975 as a separate college within Marshall University to better serve students by bringing together many of the 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. Administrative linkages continue the college's longstanding relationship with Marshall University, providing students with a wide range of services and program options.

The college currently is housed in three buildings on the Marshall campus.

The Community College (CC) building, on 18th St., between 3rd and 4th Aves., houses Administration, the Advising Center, General Studies and the Academic Skills Center.

Cabell Hall (CA), on the northeast corner of 20th St. & 7th Ave., is the home for Allied Health and Continuing Education.

Corbly Hall (CH), on the northeast corner of Hal Greer Blvd. & 5th Ave., houses Business Technology and Information Technology.

CREED

Inspired by the example of John Marshall, we the students, faculty, staff, and administrators of Marshall Community & Technical College, pledge to pursue the development of our intellects and the expansion of knowledge, and to devote ourselves to defending individual rights and exercising civic responsibility. We strive to exemplify in our own lives the core values of John Marshall's character: independence, initiative, achievement, ethical integrity, and commitment to community through association and service. As MCTC, we form a community that promotes educational goals and that allows individuals maximum opportunity to pursue those goals.

We are:

- an educational community in which all members work together to promote and strengthen teaching and learning;
- an open community uncompromisingly protecting freedom of thought, belief and expression;
- a civil community treating all individuals and groups with consideration, decency, and respect, and expressing disagreements in rational ways;
- a responsible community accepting obligations and following behavioral guidelines designed to support the common good;
- a safe community respecting each other's rights, privacy and property;
- a well community respecting and promoting physical and emotional health;
- an ethical community reflecting honesty, integrity and fairness in both academic and extracurricular activities;
- a pluralistic community celebrating and learning from our diversity;
- a socially conscious community acting as citizens of the world and seeking to contribute to the betterment of people and their environments;
- a judicious community remaining alert to the threats posed by hatred, intolerance and other injustices and ever-prepared to correct them.

ACCREDITATION / APPROVAL

Marshall Community & Technical College is accredited as an independent community college by The Higher Learning Commission of the North Central Association of Colleges and Schools. Copies of Marshall Community & Technical College's regional and specialized accreditation reports, certifications, and licenses are available for review in the President's office, Community College building 109.

North Central Association of Colleges and Schools
The Higher Learning Commission
30 N. LaSalle St., Suite 2400
Chicago, IL 60602-2504
Phone: (toll free) 1-800-621-7440 or (312) 263-0456
Web site: www.ncahigherlearningcommission.org

The following programs have additional specialized accreditation as indicated:

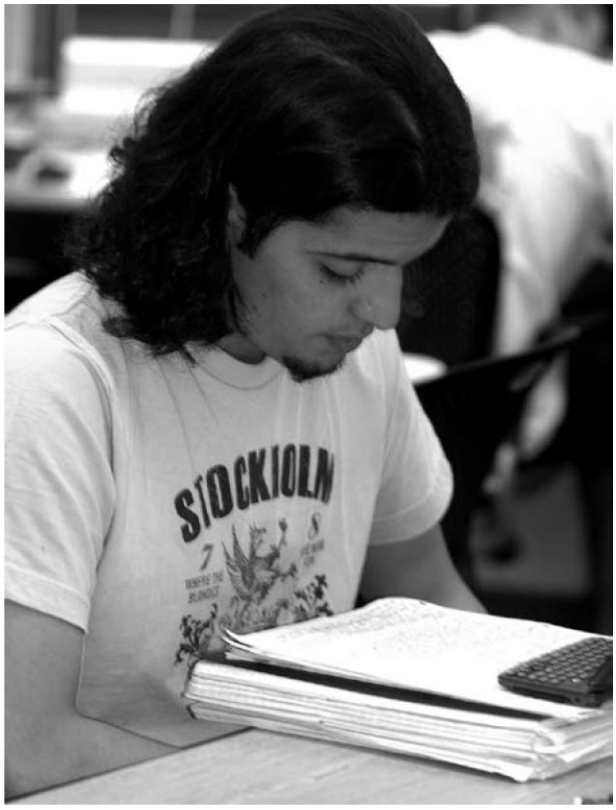
Administrative Assistant Technology, Banking and Finance, Management Technology
Association of Collegiate Business Schools and Programs
7007 College Blvd., Suite 420
Overland Park, KS 66211
Telephone: (913) 339-9356
Web site: www.acbsp.org

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

Legal Assistant
Approval of the American Bar Association
321 N. Clark St.
Chicago, IL 60610
Telephone: (312) 988-5000
Web site: w3.abanet.org

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

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



Medical Assistant
Commission on Accreditation of Allied Health Education Programs
1361 Park St.
Clearwater, FL 33756
Telephone: (727) 210-2350
Web site: www.caahep/org

Physical Therapist Assistant
American Physical Therapy Association
1111 N. Fairfax St.
Alexandria, VA 22314-1488
Telephone: (toll free) 1-800-999-2782 or (703) 684-2782
Web site: www.apta.org

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

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

West Virginia Council for Community and Technical College Education

Membership List

Robert Lee Brown, Vice Chairman
Stan Cavendish
James Cole
Jason Cuomo
Michael Garrison
Stanley Hopkins, Ex Officio
John Panza
Clarence Pennington, Secretary
Ronald Radcliff
Nelson B. Robinson, Chairman
Ruth Thompson Scott
Greg Smith

Marshall University and Marshall Community & Technical College Board of Governors

Gary Adkins
Chad Caldwell
Letitia Neese Chafin
Michael J. Farrell
Verna K. Gibson
John G. Hess
Menis E. Ketchum, Chairman
Virginia King
Brent A. Marsteller
H. F. Mooney Jr.
Sherri Noble (classified staff)
A. Michael Perry
Susan K. Richardson
Robert L. Shell, Jr. Vice-Chairman
James M. Sottile (faculty)
Gary G. White

Marshall Community & Technical College Board of Advisors

Mark Bugher
James E. Casto
Donna Donathan (faculty)
Mike Herron
Ronald H. Hooser
Daniel J. Konrad
Gerald McDonald
Jason Moses
Susan Richardson, Chair
Monica Shafer (classified staff)
William Smith
Gail Henderson Staples
Jerry Vest

Marshall Community & Technical College Advisory Committees

Marshall 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.

Marshall Community & Technical College has the following committees for the 2007-2008 academic year:

Administrative Assistant Technology
American Sign Language
Banking and Finance
Board of Governors' Degree
Dental Lab Technology
Early Childhood Education
Electronics Technology
General Studies
Health Information Technology
Hospitality Management/Culinary Arts
Information Technology
Interior Design
Legal Assisting
Machinist Technology
Management Technology
Maritime Training
Massage Therapy
Medical Assistant
Occupational Development
Paramedic Science
Physical Therapist Assistant
Police Science and Law Enforcement
Public Library Technology
Radiologic Technology
Railroad Conductor Training
Respiratory Therapy Technology
Technical Studies
Workforce Development

ADMINISTRATION AND STAFF

PRESIDENT'S OFFICE

Interim President
Robert B. Hayes
A.B. in Social Studies, Asbury College, 1951
M.Ed. in Educational Administration, Kansas University, 1956
Ed.D. in Educational Administration, Kansas University, 1960

Administrative Assistant to the President
Stephanie Neal
A.A.S. in Computer Technology, Marshall Community & Technical College, 1991
R.B.A, Marshall University, 1995

Executive Secretary
Barbara Simpkins
B.A. in Elementary Education, Ohio University, 1986

Dean of Academic Affairs
Position Open

Administrative Assistant to the Dean of Academic Affairs
Monica Shafer
A.A.S. in Computer Technology, Marshall Community & Technology College, 1986

Information Technology Consultant Sr.
Tommie Kelley
A.A.S. in Industrial Supervision & Management, Marshall Community & Technical College, 1988
A.A.S. in Computer Technology, Marshall Community & Technical College, 1991
R.B.A., Marshall University, 1991
M.S. in Adult and Technical Education, Marshall University, 1994

Associate Dean of Allied Health
Jean Chappell
B.S. in Chemistry/Psychology, Marshall University, 1983
M.S. in Biomedical Science, Marshall University School of Medicine, 1988

Administrative Secretary to the Associate Dean of Allied Health
Karen Johnson

Associate Dean of Business and Information Technology
Sandra Walker
B.S. in Business Education, Campbell University, 1966
M.Ed. in Business Education, University of North Carolina at Greensboro, 1971
Ed.S. in Education Administration, Citadel, 1977
Ed.D. in Education Administration, South Carolina State College, 1983

Administrative Secretaries to the Associate Dean of Business and Information Technology
Lisa Beckett
A.A.S. in Administrative Assistant Technology, Marshall Community & Technical College, 1988

Patricia Young

Culinary Operations Manager
Teresa Blankenship
A.A.S. in Hospitality Management, Marshall Community & Technical College, 2006

Associate Dean of General Studies
Carol Perry
B.S. in Mathematics, Marshall University, 1973
M.B.A., Marshall University, 1992

Administrative Secretary to the Associate Dean of General Studies
Position Open

Director of Academic Skills Center
Rebecca White
B.A. in Early Childhood Education, Marshall University, 1975
M.A. in Early Childhood Education, Marshall University, 1981

Associate Dean and Director of Off-Campus Programs
Steven Brown
B.S. in Criminal Justice, Troy State University, 1987
M.S. in Management, Troy State University, 1988
Ed.S., Marshall University, 2002

Associate Dean and Director of Student Services
Billie Henderson Brooks
A.A.S. in Computer Technology, Marshall Community & Technology College, 1996
R.B.A., Marshall University, 1999
M.S. in Adult and Technical Education, Marshall University, 2004

Academic Advisors
Stacey Arthur
A.A.S. in Medical Assisting, Marshall Community & Technical College, 1997
R.B.A., Marshall University, 1999
M.S. in Adult and Technical Education, Marshall University, 2001

Lisa Penix
R.B.A., Marshall University, 1998
M.S. in Adult and Technical Education, Marshall University, 2005

Patricia G. Walker
B.A. in Vocational Home Economics, Marshall University, 1965
M.S. in Adult and Technical Education, Marshall University, 1989
Recruiter
Sonja Cantrell
R.B.A., Marshall University, 1996
M.A. in Adult Education, Marshall University, 1999

Administrative Assistant to Student Services
Pamela Hamilton
R.B.A., Marshall University, 2002
A.A.S., Paraprofessional in Education, Marshall Community & Technical College, 2006

Executive Director of Workforce Development
Position Open

Director of Continuing Education and Professional Development
Sara Chapman
A.A.S. in Banking & Finance, Marshall Community & Technical College, 1995
R.B.A., Marshall University, 2000
M.S. in Adult and Technical Education, Marshall University, 2002

Administrative Assistant Continuing Education and Professional Development
Martha Pierson
A.A.S. in Office Management, West Virginia State College, 1992

Program Coordinator, Railroad Conductor School
Erika Bailey
B.S. in Business Administration, University of Washington, 2002

Administrative Specialist, Railroad Conductor Program
Latrenda Saunders
A.A.S. in Occupational Development, Marshall Community & Technical College, 2002

Director, Inland Waterways Academy
John F. Whiteley
B.S. in Marine Transportation, U.S. Merchant Marine Academy, 1972
Diploma, Command and Staff, U.S. Naval War College, 1998
M.S. in Adult and Technical Education, Marshall University, 2005

ECONOMIC DEVELOPMENT ADMINISTRATION AND SMALL BUSINESS DEVELOPMENT CENTER

Director
Amber Wilson
R.B.A., Marshall University, 2003

Business Assessment Analyst
William Deal II
B.A. in Counseling and Rehabilitation, Marshall University, 1991
M.A. in Student Personnel Administration in Higher Education, Ball State University, 1993

Business Analyst
Kathleen Thornton
B.S. in Marketing, Miami University
M.B.A., Marshall University, 1993
Ed.S. in Counseling, Marshall University, 2000

FACULTY 2007-2008

Argento, Sam, Instructor, Machinist Technology
Level-One Machining, National Institute for Metalworking Skills, 2001
A.A.S. in Machinist Technology, Marshall Community & Technical College, 2002

Arnold, Lloyd, Instructor, Machinist Technology
A.A.S. in Applied Manufacturing Technology, Potomac State University, 2004
Level-One Machining, National Institute for Metalworking Skills, 2004

Banks, Shirley, Professor, General Studies
B.A. in Social Studies, South Carolina State College, 1966
M.A. in Sociology, University Mississippi, 1968
Ed.D. in Curriculum/Instruction, University of South Carolina, 1978

Battle, Mildred, Associate Professor, Mathematics and Science
B.S. in Chemistry, North Carolina Central University, 1961
M.S. in Adult Education, Marshall University, 1993

Bays, Edward, Coordinator/Assistant Professor, Paramedic Science Program
B.S. in Business, West Virginia Wesleyan College, 1989
Paramedic Certification, Marshall Community & Technical College, 1991;
Instructor Certification, ACLS, PALS, BCLS; EMS-C; NREMT-P, WV EMT -Paramedic, KY EMT-Paramedic

Brown, Richard, Associate Professor, Business Technology
B.A. in Sociology, West Virginia Wesleyan, 1977
M.B.A. in Finance, Marshall University, 1982

Carlton, Travis, Coordinator/Associate Professor, Physical Therapist Assistant Program
B.S. in Psychology, Southwest Missouri State University, 1991
M.S. in Health Administration, Southwest Baptist University, 1995
Licensed PTA, State of West Virginia

Cliber, James, Instructor, Mathematics
B.A. in Sociology, University of Maryland, 1980
A.A.S. in Instructor Technology, Community of the AF, 1981
M.Ed in Educational Psychology, University of Oklahoma, 1983
M.A. in Mathematics, University of Nebraska-Lincoln, 2000

Copley, Kimberly, Instructor, Information Technology
A.A.S. in Information Technology, Marshall Community & Technical College, 1999

Dennison, Betty, Associate Professor, Communication and English
B.A. in English, Lynchburg College, 1973
M.A. in English, Northwest Missouri State University, 1985

Dick, Sara, Coordinator/Instructor, Early Childhood Education Program
B.A. in Elementary and Early Childhood Education, Marshall University, 1992
M.A. in Special Education, Marshall University, 1995

Dodson, Bill, Chef/Instructor, Culinary Arts
A.A.S. in Hospitality Management, West Virginia State College, 1991
American Culinary Federation Chef De Cuisine, 2005

Donathan, Donna, Professor, Legal Assistant Program;
B.A. in Counseling Psychology, Marshall University, 1975
M.S. in Adult Education, Marshall University, 1985
Ed.S. in Counseling, Marshall University, 2000

Doyle, Gerald, Coordinator, Marketing Program/Associate Professor, Management Technology
B.A. in Business/Science Education, Marshall University, 1988
M.B.A. in Marketing, Marshall University, 1994

Hussell, Heather, Coordinator/Instructor, Legal Assistant Program
B.A., West Virginia University, 1991
J.D., West Virginia University College of Law, 1994

Jones, Randall, Professor, Information Technology
A.E.T. in Electronics, West Virginia Institute of Technology, 1976
A.B.A. in Business Administration, Central Virginia Community College, 1981
B.B.A. in Management Information Systems & Business Education, James Madison Univerity, 1983
M.S. in Information Systems, West Virginia College of Graduate Studies, 1988
Ed.D. in Higher Education Administration & Information Systems, West Virginia University, 1994

Keatley, Marjorie, Director of Assessment and Institutional Effectiveness/Professor, Administrative Assistant Technology
B.A. in Business Education, 7-12, Marshall University, 1974
M.A. in Business Education, Marshall University, 1977
Ed.D. in Vocational/Technical Education, Virginia Tech, 1987

Lilly, Rosalia, Assistant Professor, Mathematics
B.S. in Secondary Education, Ohio University, 1993
M.A. in Secondary Education, Marshall University, 2002

Locher, Jack D., Instructor, Information Technology
B.S. in Liberal Arts/Sociology, Columbia College, 1982
A.A. in Criminology, University of the State of New York, 1996

Lockwood, Jenka, Associate Professor, Mathematics
B.S. in Education, Marshall University, 1991
M.S. in Adult and Technical Education, Marshall University, 2000

Lowe, Nedra, Professor, English and Communication
A.B. in English, West Liberty State College, 1968
M.A. in English, Marshall University, 1975

McComas, Michael, Coordinator, Math and Science/Assistant Professor, Mathematics
R.B.A., Marshall University, 1985
M.A.T., Marshall University, 1994
West Virginia Department of Education, Teaching Certificate, Mathematics 5-12, 1999

Merritt-Damron, Denecia, Professor, Information Technology
B.A. in Business Education and Language Arts, Marshall University, 1980
M.S. in Vocational Technical Education, Marshall University, 1985

Nicholas, Robert Scott, Coordinator, MCSE Academy Program/ Instructor, Information Technology
A.S. in Computer Science, Ohio University, 1995
B.S. in Computer Information Systems, Excelsior College, 2002

Pack, Heather, Assistant Professor, Mathematics
B.S. in Math, Marshall University, 1997
M.A. in Math, Marshall University, 2000

Patnaik, **Sumeeta** Coordinator/College Transition Program/ Instructor
B.A. in English, Concord College, 1995
M.A. in Political Science, Marshall University, 1999
M.A. in English, Marshall University, 2001

Peyton, Susan, Instructor, English
B.A. in Journalism and English, Marshall University, 1969

Preece, Kimberly, Assistant Professor, Information Technology
B.B.A. in Computer Science, Marshall University, 1988
M.B.A. in Business Management, Marshall University, 1996

Redd, William, Professor, Legal Assistant Program
A.B. in Political Science, Marshall University, 1972
J.D., North Carolina Central University, 1976

Scragg, Rhonda, Professor, Information Technology
B.A. in Mathematics (Comp), Marshall University, 1972
M.A. in Adult Education, Marshall University, 1990

Skean, Wylma, Professor, Administrative Assistant Technology
B.A. in Business Principles 7-12, Marshall University, 1973
M.A. in Business Education, Marshall University, 1989
C.A.S. in Vocational Technical Education, Marshall University, 1992

Smith, Janet, Coordinator/Associate Professor, Medical Assistant and Health Information Technology
B.S. in Health Record Administration, York College of PA, 1983
M.S. in Adult & Technical Education, Marshall University, 1999

Stringer, Drema, Assistant Professor, English
B.A. in English, Marshall University, 1982
M.A. in English, Marshall University, 1984

Terry, Kelly, Coordinator, PTA Clinical Education/Instructor, Physical Therapist Assistant Program
B.A. in Athletic Training, Marshall University, 1996
M.S. in Health and Physical Education/Athletic Training, Marshall University, 1998
Ph. D. in Physical Therapy, Slippery Rock University, 2001

Vinson, Linda, Coordinator, Communication, English and Humanities/Assistant Professor, English and Communication
B.A. in Journalism, University of Alabama, 1971
M.A. in Advertising/Public Relations, University of Alabama, 1980

White, Rebecca, Director, Academic Skills Center/Assistant Professor, Academic Skills Review
B.A. in Early Childhood Education, Marshall University, 1975
M.A. in Early Childhood Education, Marshall University, 1981

Wilkinson, Linda S., Professor, Communication and English
B.A. in Speech and English, Marshall University, 1969
M.A. in Speech, West Virginia University, 1971

ACADEMIC CALENDAR 2007-2008

Fall 2007 Semester

August 13, Monday – August 17, Friday ..... Registration/Schedule Adjustment
August 17, Friday, 9 a.m ..... Residence Halls Open for Freshmen
August 20, Monday, 8 a.m. ..... First Day of Classes
August 20, Monday – August 24, Friday ..... Late Registration and Add/Drop (Schedule Adjustment)
August 24, Friday ..... Last Day to Add Classes (Withdrawals Only After This Date)
August 27, Monday ..... "W" Withdrawal Period Begins
September 1, Saturday – September 3, Monday ..... Computer Services Unavailable
September 3, Monday ..... Labor Day Holiday – College Closed
September 14, Friday ..... Application for December Graduation Due in AssociateDean/Director of Student Services' Office
September 21, Friday ..... Last Day to Drop 1st 8 Weeks' Courses
October 9, Tuesday ..... Mid-Semester, 1st 8 Weeks' Courses End
October 10, Wednesday ..... 2nd 8 Weeks' Courses Begin
October 15, Monday ..... Deadline for Submitting Freshmen Mid-Term Grades
October 22, Monday ..... Students should schedule appointments with advisors to prepare for advance registration (Required for students who have mandatory advising holds)
October 26, Friday ..... Last Day to Drop a Full Semester Individual Course
October 29, Monday ..... Recommended Date to Apply for May 2008 Graduation
October 29, Monday – December 4, Tuesday ..... Complete Withdrawals Only
November 5 – November 16 ..... Advance Registration for Spring Semester for Currently Enrolled Students
November 9, Friday ..... Last Day to Drop 2nd 8 Weeks' Courses
November 17, Saturday, Noon ..... Residence Halls Close
November 19 – December 11 ..... Advance Registration for Spring Semester Open to All Admitted/Re-Admitted Students
November 19, Monday – November 24, Saturday ..... Thanksgiving/Fall Break - Classes Dismissed
November 22, Thursday – November 25, Sunday ..... Computer Services Unavailable
November 22, Thursday ..... Thanksgiving Holiday – College Closed
November 23, Friday ..... College Holiday – College Closed
November 25, Sunday, Noon ..... Residence Halls Open
November 26, Monday ..... Classes Resume
November 28, Wednesday – December 4, Tuesday ..... "Dead Week"
December 4, Tuesday ..... Last Class Day and Last Day to Completely Withdraw for Fall Semester
December 5, Wednesday ..... Study Day - Exams for Wednesday Classes 3 p.m. and After Will Be Held
December 6, Thursday ..... Exam Day
December 7, Friday ..... Exam Day
December 8, Saturday ..... Exam Day for Saturday Classes (and some common finals)
December 10, Monday ..... Exam Day
December 11, Tuesday ..... Exam Day – Fall Semester Closes Official Graduation Date For Fall Semester
December 12, Wednesday 9 a.m. ..... Residence Halls Close
December 12 – December 26 ..... Advance Registration/Schedule Adjustment for Spring Semester is Suspended
December 13, Thursday, Noon ..... Deadline for Submitting Final Set of Grades
December 21, Friday – January 1, 2008, Tuesday ..... College Closed
December 27, Thursday – December 28, Friday ..... On-Line Registration Resumes

Spring Semester 2008

January 2, 2008, Wednesday ..... College Offices Open
January 2, Wednesday – January 11, Friday ..... Registration/Schedule Adjustment
January 13, Sunday, 9 a.m. ..... Residence Halls Open
January 14, Monday ..... First Day of Classes
January 14, Monday – January 18, Friday ..... Late Registration and Add/Drop (Schedule Adjustment)
January 18, Friday ..... Last Day to Add Classes (Withdrawals Only After This Date)
January 21, Monday ..... Martin Luther King, Jr. Holiday – College Closed
January 22, Tuesday ..... "W" Withdrawal Period Begins
February 8, Friday ..... Application for May Graduation Due in Associate Dean/Director of StudentServices' Office
February 15, Friday ..... Last Day to Drop 1st 8 Weeks' Courses
March 5, Wednesday ..... Mid-Semester, 1st 8 Weeks' Courses End
March 6, Thursday ..... 2nd 8 Weeks' Courses Begin
March 10, Monday ..... Deadline for Submitting Freshmen Mid-Term Grades

March 21, Friday ..... Last Day to Drop a Full Semester Individual Course
March 22, Saturday, Noon ..... Residence Halls Close
March 23, Sunday – March 30, Sunday ..... Spring Break – Classes Dismissed
March 24, Monday – May 2, Friday ..... Complete Withdrawals Only
March 30, Sunday, Noon ..... Residence Halls Open
March 31, Monday ..... Classes Resume
March 31, Monday ..... Students should schedule appointments with advisors to prepare for advance registration (Required for students with mandatory advising holds)
March 31 – April 4 ..... Advance Registration for Summer Sessions for Currently Enrolled Students
April 7, Monday ..... Recommended Date to Apply for December 2008 Graduation
April 7, Monday ..... Advance Registration for Summer Session Open to All Admitted/Re-admitted Students
April 9, Wednesday ..... Assessment Day – Classes Cancelled for College-Wide Assessment Activities Students obtain list of activities from department chair. Undecided students should go to their college office for a list. (Evening Classes 4:00 p.m. or Later Will Meet)
April 11, Friday ..... Last Day to Drop 2nd 8 Weeks' Courses
April 14 – April 25 ..... Advance Registration Fall Semester for Currently Enrolled Students
April 28, Monday – May 2, Friday ..... "Dead Week"
April 28, Monday – May 9, Friday ..... Advance Registration for Fall Semester Open to All Admitted/Re-Admitted Students (Except First-Time Fall Undergraduates)
May 2, Friday ..... Last Class Day and Last Day to Completely Withdraw For Spring Semester
May 3, Saturday ..... Exam Day for Saturday Classes (and some common finals)
May 5, Monday ..... Exam Day
May 6, Tuesday ..... Exam Day
May 7, Wednesday ..... Study Day – Exams for Wednesday Classes 3 p.m. and After Will Be Held
May 8, Thursday ..... Exam Day
May 9, Friday ..... Exam Day
May 9, Friday ..... 32nd Commencement Exercises
May 10, Saturday – May 18, Sunday ..... Advance Registration/Schedule Adjustment for Fall Semester is Suspended
May 10, Saturday, Noon ..... Residence Halls Close
May 12, Monday ..... Summer Session 1 Begins
May 13, Tuesday ..... Deadline for Submitting Final Set of Grades
May 19, Monday ..... Registration/Schedule Adjustment Resumes for Fall Semester for All Students (except First-Time Fall Undergraduates)
May 24, Saturday – May 26, Monday ..... Computer Services Unavailable
May 26, Monday ..... Memorial Day Holiday – College Closed

Summer Session 1: May 12 - June 6, 2008

May 9, Friday, 8 a.m. - 5 p.m. ..... Regular Registration
May 12, Monday ..... First Day of Classes
May 12, Monday, 8 a.m. - 5 p.m. ..... Late Registration/Schedule Adjustment Closes
May 24, Saturday - May 26, Monday ..... Computer Services Unavailable
May 26, Monday ..... Memorial Day Holiday – College Closed
May 30, Friday ..... Last Day to Drop an Individual Course
June 2, Monday - June 5, Thursday ..... Complete Withdrawals Only
June 5, Thursday ..... Last Class Day – Last Day to Withdraw from Summer 1
June 6, Friday ..... Final Examination Day
June 9, Monday ..... Deadline for Submitting Final Grades

Summer Session 2: May 19-August 11

May 16, Friday, 8 a.m. - 5 p.m. ..... Regular Registration
May 19, ... First Day of Classes
May 19, Monday, 8 a.m. - 5 p.m. ..... Late Registration/Schedule Adjustment Closes
May 24, Saturday - May 26, Monday ..... Computer Services Unavailable
May 26, Monday ..... Memorial Day Holiday – College Closed
July 4, Friday ..... Independence Day Holiday Observed – College Closed
July 18, Friday ..... Last Day to Drop an Individual Course
August 8, Friday ..... Last Class Day - Last Day to Withdraw from Summer 2
August 11, Monday ..... Final Examination Day
August 13, Wednesday ..... Deadline for Submitting Grades

ACADEMIC CALENDAR 2007-2008

Summer Session 3: May 16-June 30

May 16, Friday, 8 a.m. - 5p.m. ..... Regular Registration
May 19, Monday ..... First Day of Classes
May 19, Monday, 8 a.m. - 5 p.m ..... Late Registration/Schedule Adjustment Closes
May 24, Saturday – May 26, Monday ..... Computer Services Unavailable
May 26, Monday ..... Memorial Day Holiday – College Closed
June 20, Friday ..... Last Day to Drop an Individual Course
June 27, Friday ..... Last Class Day - Last Day to Withdraw from Summer 3
June 30, Monday ..... Final Examination Day
July 2, Wednesday ..... Deadline for Submitting Grades

Summer Session 4: July 1-August 11

June 30, Monday ..... Regular Registration
July 1, Tuesday ..... First Day of Classes
July 4, Friday ..... Independence Day Holiday Observed – College Closed
August 1, Friday ..... Last Day to Drop an Individual Course
August 8, Friday ..... Last Class Day - Last Day to Withdraw from Summer 4
August 11, Monday ..... Final Examination Day
August 13, Wednesday ..... Deadline for Submitting Grades

Summer Session 5: June 6 - July 11

June 6, Friday, 8 a.m. - 5 p.m. ..... Regular Registration
June 8, Sunday, 9 a.m. ..... Residence Halls Open
June 9, Monday ..... First Day of Classes
June 9, Monday ..... Late Registration/Schedule Adjustment Closes
June 27, Friday ..... Last Day to Drop an Individual Course
June 30, Monday – July 10, Thursday ..... Complete Withdrawals Only
July 4, Friday ..... Independence Day Holiday – College Closed
July 10, Thursday ..... Last Class Day – Last Day to Withdraw from Summer 5
July 11, Friday ..... Final Examination Day – Official July Graduation Date
July 14, Monday ..... Deadline for Submitting Final Grades

Summer Session 6: July 15 – August 15

July 14, Monday, 8 a.m. – 5 p.m. ..... Regular Registration
July 15, Tuesday ..... First Day of Classes
July 15, Tuesday ..... Late Registration/Schedule Adjustment Closes
July 18, Friday ..... Application for August Graduation Due in Associate Dean/Director of Student Services' Office
August 1, Friday ..... Last Day to Drop an Individual Course
August 4, Monday – August 14, Thursday ..... Complete Withdrawals Only
August 14, Thursday ..... Last Class Day – Last Day to Withdraw from Summer 6
August 15, Friday ..... Final Examination Day – Official August Graduation Date
August 15, Friday, 6 p.m. ..... Residence Halls Close
August 18, Monday ..... Deadline for Submitting Final Grades

ADMISSIONS & REGISTRATION

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STUDENT ADMISSIONS CHECKLIST

Required	Suggested	ACTIVITY	OFFICE TO CONTACT	Completed
X		Complete and submit MU Application for Admission *or* Previous MU or Marshall Community & Technical College Students: Apply for Readmission to the Registrar's Office	Admissions Office (304) 696-3160 or 1-(800) 642-3499 at Old Main office # 125; or go to Website: http://www.marshall.edu/admissions/form/ Registrar's Office (304) 696- 6410 at Old Main office # 106; or go to Website http://www.marshall.edu/registrar/readmis.jpg. If you choose to complete this form online a hard copy still must be submitted to Marshall University's Registrar	
X		Have Official H.S. Transcripts, GED, ACT or SAT scores, and/or College Transcripts mailed to MU Admission's Office	Admissions Office (304) 696-3160 or 1-(800) 642-3499 or mail to: Marshall University, One John Marshall Drive, Huntington, WV 25755	
X		Submit immunization records to MU Admissions Office (Mumps, Measles & Rubella) if born after Jan 1, 1957. Hint: request that your high school include verification of MMR inoculations with your transcript	Admissions Office (304) 696-3160 or 1-(800) 642-3499 or mail to: Marshall University, One John Marshall Drive, Huntington, WV 25755	
	X	Apply for Financial Aid: FASFA and/or HEAPS, enter MU Title code of 003815	Financial Aid Office (304) 696-3162 or 1-(800) 438-5390 at Old Main office # 120; or go to Website www.fafsa.ed.gov	
After Admission: (Contact Marshall Community & Technical Advising Center for Advising)				
X		Get student photo ID	Basement of Memorial Student Center (304) 696-6843	
X		Apply for Computer Log-on & Password	Computer Services, 4th Floor Drinko Library, (304) 696-3222	
X		Pay Tuition Fees before tuition deadline: See course schedule for deadlines	Bursar's office, 1st Floor Old Main or via the Web at http://mymu.marshall.edu/cp/home/loginf	
For Placement in English, Reading and Mathematics Courses				
X		Take ACT Exam & submit scores to MU Admissions	Students Services: Sandra Clements (304) 696-2271, Prichard Hall #117	
	or	Take Placement Exams	Marshall Community & Technical College Advising Center: (304) 696-6282 or 1(866) N-ROLLED (67605533) Community & Technical College Room B5	

www.marshall.edu/ctc

ADMISSIONS INFORMATION

The Welcome Center, staffed 24 hours per day, seven days a week, provides introductory information about Marshall Community & Technical College and Marshall University. The staff also offer some admissions and registration activities and campus tours.

Admissions Policy
Marshall 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.

A. General Admissions Information
Applicants should contact the Admissions Office in Room 125 Old Main (phone 304-696-3160), for application information. Applicants may also complete an on-line application for admission at http://www.marshall.edu/admissions/form/. (Select either the on-line or printed version of admissions form for submission.) Applications should be mailed to:

Admissions Office, Marshall University
One John Marshall Drive
Huntington, WV 25755

Applicants with a high school diploma or a GED are eligible for regular (degree-seeking) admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis. A student must obtain his/her GED by the end of the first semester to complete full admission and be eligible to register for successive semesters. An individual may enroll as a non-degree-seeking student to take courses for personal or professional enrichment.

Being admitted to Marshall Community & Technical College does not guarantee that applicants will be accepted into all associate or certificate programs. Some programs have additional admissions requirements. *Programs with Specific Admissions Requirements* are outlined in Section J.

To receive financial aid, an individual must be admitted as a degree-seeking student and have official high school transcripts or GED scores on file with the Admissions Office. Students entering college directly from high school are strongly encouraged to complete the ACT or SAT I assessment. For additional testing information, contact the Advising Center located in the Community College Building, Room B5; phone, 304-696-6282.

B. Degree-Seeking Admissions Requirements
Applicants for Certificate (one-year) or Associate (two-year) Degree Programs must be beyond the age 18 or time of their normal high school graduating class and submit the following documents to the Office of Admissions:

1. A completed Marshall Application with appropriate application fees.
2. An official high school transcript or GED score report.
3. Official transcripts of all previous college work.
   Note: Other institutions must mail transcripts directly from the Registrar's Office to Marshall University, Admissions Office.
4. Immunization documents for measles and rubella. (See Immunization requirements based on enrollment status in Section I.)
5. Although the ACT or SAT I test is not required for admission into Marshall Community & Technical, students are strongly encouraged to have ACT or SAT I scores submitted as part of the application process. If ACT or SAT I scores are not submitted, the student will need to make arrangements to complete and/or submit one of the other state-approved test scores for placement into English and Mathematic courses. These tests include Asset, Acuplacer, or Compass. For additional testing information, contact the Advising Center located in Room B5 of the Community College Building, 304-696-6282. Admission into Marshall Community & Technical College does not guarantee admission into all programs.

Degree-seeking students whose admission documentation is incomplete at the time classes begin may be granted provisional admission. When records arrive, if they indicate a student does not meet regular degree-seeking admissions requirements, the registration will either be voided or converted to a conditional admission. If records are not received by the Admissions Office or the Registration Office by the designated time, the registration will be voided. If the registration is voided, there will be no refund of fees.

C. Conditional Admission
Conditional admission may be granted to students who have neither a high school diploma nor a GED, where institutional officials have determined that the student has the potential to successfully complete college work. Conditionally admitted students must:

1. Be 18 years of age or older.
2. Obtain GED within the first semester of enrollment.
3. Successfully complete all developmental courses.
4. Comply with immunization requirements based on enrollment status. (See Immunization Requirements in Section I.)

ADMISSIONS POLICY

A student must obtain his/her GED by the end of the first semester to complete full admission and be eligible to register for successive semesters. Conditionally admitted students are not eligible for financial aid.

D. Non-Degree Seeking Admission Requirements

An individual enrolling at Marshall Community & Technical College to take credit classes for personal enrichment, job improvement, or for reasons other than seeking a degree, may enroll as a non-degree student. Non-degree applicants must submit a completed Marshall Application, pay appropriate admission fees, and submit other required credentials including proof of immunization for measles and rubella.

Non-degree students who wish to change to degree-seeking status must submit to the Admissions Office a new application with appropriate fees and the following documents:

1. A completed Marshall Application with appropriate application fees.
2. An official high school transcript or GED score report.
3. Official transcripts of all previous college work. *Note: Other institutions must mail transcripts directly from the Registrar's Office to Marshall University, Admissions Office.*
4. Immunization documents for measles and rubella. (See Immunization requirements based on enrollment status in Section I.)
5. Although the ACT or SAT I test is not required for admission into Marshall Community & Technical, students are strongly encouraged to have ACT or SAT I scores submitted as part of the application process. If ACT or SAT I scores are not submitted, the student will need to make arrangements to complete and or submit one of the other state-approved test scores for placement into English and Mathematic courses. These tests include Asset, Acuplacer, or Compass. For additional testing information, contact the Advising Center located in Room B5 of the Community College Building, 304-696-6282. Admission into Marshall Community & Technical College does not guarantee admission into all programs.

E. Students Seeking Readmission

Students who have not attended Marshall Community & Technical College during the past 12 months are required to apply for readmission. The readmission form is available from the Registrar's Office or on-line at: http://www.marshall.edu/registrar/readmissionform.pdf and must be printed, completed, and sent to the Registrar's Office along with a copy of the student's driver's license. Mail the readmission form to:

Registrar, Marshall University
One John Marshall Drive
Huntington, WV 25755

There is no fee for applying for readmission and the application is normally processed within five working days. However, if a student has attended another college since last attending Marshall, the student must reapply as a transfer student as outlined in Section F.

F. Transfer Students

Students may transfer to Marshall Community & Technical College from other regionally accredited postsecondary institutions. Transfer students must meet Marshall Community & Technical College's admission and GPA requirements. Transfer students must submit:

1. A completed Marshall Application with transfer evaluation fee.
2. An official high school transcript or GED score report.
3. Official transcripts of all previous college work. *Note: Other institutions must mail transcripts directly from the Registrar's Office to Marshall University, Admissions Office.*
4. Immunization documents for measles and rubella. (See Immunization requirements based on enrollment status in Section I.)
5. Although the ACT or SAT I test is not required for admission into Marshall Community & Technical, students are strongly encouraged to have ACT or SAT I scores submitted as part of the application process. If ACT or SAT I scores are not submitted the student will need to make arrangements to complete and or submit one of the other state-approved test scores for placement into English and Mathematic courses. These tests include Asset, Acuplacer, or Compass. For additional testing information, contact the Advising Center located in Room B5 of the Community College Building, 304-696-6282. Admission into Marshall Community & Technical College does not guarantee admission into all programs.

Students who transfer to Marshall Community & Technical College must complete at least 12 credit hours at Marshall Community & Technical College to obtain an associate degree, or 6 credit hours at Marshall Community & Technical College to obtain a certificate degree. (Students enrolled in the Board of Governor's Associate in Applied Science, Associate in Applied Science in Occupational Development, and Associate in Applied Science in Technical Studies degree programs are required to complete 3 credit hours of coursework to establish academic residency.) Marshall Community & Technical College reserves the right to suspend or expel any students who do not reveal previous college records and/or who misrepresent the truth on any admissions document.

Students attending Marshall University may transfer to Marshall Community & Technical College by completing an Intercollegiate Transfer Form that can be obtained from the Dean's Office of their current college.

G. Early Entrance High School Students
High school students may enroll in courses at Marshall Community & Technical College provided they meet course prerequisites and the following requirements:

1. Complete a consent form signed by the high school principal or counselor and parent/guardian.
2. Submit a completed Marshall Application for Admission Form along with appropriate fees.
3. Have a 2.5 grade point average on a 4.0 scale.
4. Meet prerequisites for courses, which may include ACT, SAT I scores, or other state-approved placement test scores.

H. International Students
International students seeking admission to Marshall Community & Technical College must comply with the following:

1. Each applicant must satisfy all admissions requirements related to the student type (including but not limited to freshman, transfer, non-degree, etc.) for which they are applying.
2. Each applicant must provide an approved evaluation of all previous secondary and postsecondary work completed.
3. Each applicant from a non-English speaking country must provide evidence of satisfactory command of the English language as evidenced by a composite TOEFL score of 500 or better, or a score of 173 on the computer-based TOEFL, or an internet-based score of 61. Information concerning this test can be secured through the United States Embassies and Consulates throughout the world or by writing to TOEFL, 1755 Massachusetts Avenue, NW, Washington, DC 20036 or going on-line to http://www.ets.org/toefl.
4. Each applicant who plans to enter the country to attend Marshall Community & Technical College must indicate that he or she has sufficient funds for tuition, fees, books, and living expenses through a notarized affidavit of support. Before an I-20 form is issued, the applicant must submit proof of availability of tuition for one academic year to:

   Marshall University
   Center for International Programs
   Old Main 320
   One John Marshall Drive
   Huntington, West Virginia, USA 25755-1054

5. Applicants who plan to transfer to Marshall Community & Technical College from other postsecondary institutions must supply documentation of satisfactory academic progress and be eligible to return to his/her previous institution.
6. International students who are seeking occupational development degrees will be admitted under the same guidelines as students from the USA. All international student applicants, including first time freshman and degree-seeking transfer students, must have all previously earned college credit evaluated. A complete listing of accredited evaluation services can be obtained at www.marshall.edu/cip.

If any international applicant completes the procedures above but does not register or registers for less than full-time (12 hours or more), the Registrar's Office must notify the Immigration Office immediately.

I. Immunization Requirements
Students who were born on or after January 1, 1957, are required to provide proof of immunity to measles and rubella. This immunity requirement applies to all undergraduates who are enrolling for the first time and are classified as full-time students. Special agreements regarding immunization may be made on a contractual case by case basis for cohort groups of students who are only enrolled in on-line and/or off-campus courses.

Acceptable proof of compliance will be a document completed and signed by a licensed physician or healthcare professional. The document must include the month, day, and year the immunization was given.

In lieu of an immunization record signed by a physician, this requirement is satisfied when the College receives an official copy transmitted from a high school of the student's permanent health record with a report of immunization.

J. Programs with Specific Admissions Requirements
The following degree programs have either limited admissions or selective admissions requirements. For more information about admissions requirements contact the Associate Dean of the program.

1. Allied Health:
   a. Associate in Applied Science in Physical Therapist Assistant (PTA) The following must be met for consideration of admission to the PTA Program:

      (1) Completed program application packet with official transcripts.
      (2) Completed or is in the process of completing the first year of general classes.
      (3) Must have a cumulative grade point average of 2.85 and a "C" or better in each of the prerequisite general education courses.
      (4) Required to complete 30 hours of volunteer or work experience, which must be documented in their application. The 30 hours must be divided between two settings under the supervision of a Physical Therapist or Physical Therapist Assistant.

(5) Completion of a Health Sciences Occupation Aptitude Exam
(6) Submission of a writing sample.
(7) Completion of an admissions interview.

Annual application deadline is March 1. Application packets are available after October 15 from the Allied Health Division Office, Cabell Hall Room 210, Phone 304-696-3353.

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.

b. Associate in Applied Science in Radiologic Technology (both St. Mary's and Collins Career Center options)Each year there are 18 to 20 applicants accepted into each program. Minimum requirements for consideration are:
   (1) Completion of an application between January 1 and August 31 for classes beginning the following January.
   (2) High school diploma or successful completion of the GED.
   (3) A minimum of 13 hours of college credit.
   (4) A "C" or better in the following Marshall Community & Technical College courses: MAT 145, SCI 110, COM 111, and BSC 227. St. Mary's School of Radiologic Science applicants are additionally required to complete BSC 228 and CHM 203.
   (5) A minimum 2.00 in all college-level courses.
   (6) Minimum ACT Composite, Math, and Science scores of 20.
   (7) The WorkKeys test may be substituted for the ACT. Contact Collins Career Center at (740) 867-6641 to schedule the test.

c. Associate in Applied Science in Respiratory Therapy The Respiratory Therapy program has selective admissions each year. The program offers the Psychological Services Bureau Health Occupations Aptitude Examination from March through July. If the student passes the examination, he/she can then apply to the program. The first 24 eligible applications received will be admitted to the program.

   If admitted, students must complete 84 quarter hours of Respiratory Therapy courses at Collins Career Center. As part of the 84 quarter hours, the student will be required to complete clinical practice rotations at area healthcare facilities.

2. Business Information and Technology:
   a. Associate in Applied Science in Administrative Technology—Medical Transcription Option
      The following must be met for admission to the second year of the program, first semester:
      (1) Successfully complete spelling, punctuation, and grammar entrance exams.
      (2) Demonstrate keyboarding speed of 45 words per minute or better.

      The following must be met for admission to the second year of the program, second semester: First semester, 2nd-year courses must be completed with a grade of C or higher.
   b. One-Year Certificate Degree Program in Medical Transcription
      The following must be met for admission to the second year of the program, first semester:
      (1) Successfully complete spelling, punctuation, and grammar entrance exams.
      (2) Demonstrate keyboarding speed of 45 words per minute or better.

      The following must be met for admission to the second year of the program, second semester:
      First semester courses must be completed with a grade of C or higher.

3. General Studies:
   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.

4. Off-Campus Programs:
   a. Associate in Applied Science in Police Science (available only to West Virginia State Police Cadets).
   b. Associate in Applied Science in Occupational Development: All Options (available only to students who have participated in Department of Labor Apprenticeship programs).

Application Process

Students applying for admission to Marshall Community & Technical College must submit an application form available from the Marshall University Admissions Office or apply online. All necessary supporting materials should be on file with the Office of Admissions at least two weeks before the opening of a semester or term. All

materials submitted in support of an application for admission become the property of Marshall. 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, the online application, and additional information can be found at www.marshall.edu/admissions.

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 in the Marshall Community & Technical College. Students who graduated from high school prior to 1990 or have their GED do not need to provide a high school transcript.

Students who do not have a high school diploma or GED may be admitted on a conditional basis, but their academic performance will be evaluated at the end of each semester of enrollment to determine their ability to continue college-level studies. Conditionally-admitted students must demonstrate progress by completing 50% of attempted courses each semester with a 2.0 GPA or equivalent. Upon completion of 12 hours of developmental and/or college-level credits, students must have a 2.0 GPA or equivalent and have earned the GED. Being admitted to the college does not guarantee acceptance into specific programs because some programs have additional requirements for admission.

Full- and Part-Time Students

A full-time student is someone who is enrolled in at least 12 credit hours per fall and spring term. (During a five-week summer term, a full-time student must carry at least 4 semester hours.) Students carrying fewer than 12 hours per fall and spring term 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 their financial aid sources for more information.

Application Fees

All new students applying to Marshall Community & Technical College must pay an application fee. The fee is $25 for West Virginia residents and $35 for metro* and non-resident students. In addition to the application fee, transfer students must also pay a $50 transcript evaluation fee. Fees paid to Marshall are valid for one academic year (fall, spring and summer semesters) only. Application and transfer evaluation fees must be submitted with each new application any time a student changes from one type of applicant to another (i.e. freshman to transfer). Students enrolled through the Early Admission High School program will not be reassessed a fee when applying as freshmen. All fees paid to the Marshall University Admissions Office are nonrefundable.

*Metro Fee is applicable to students who reside in:

Ohio: Gallia, Jackson, Lawrence, Meigs, Pike and Scioto counties.
Kentucky: Boyd, Carter, Floyd, Greenup, Johnson, Lawrence, Martin and Pike counties.

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

New Student Orientation programs are conducted during the summer and immediately preceding the fall and spring terms to help freshmen, transfer students, and their parents learn more about Marshall and MCTC, 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. Most important, new students will meet with an academic advisor, plan their course schedules, and register for classes. All newly-admitted students will automatically receive an Orientation reservation form. All students are expected to attend this important first step into college life at Marshall. For more information, call Sabrina Simpson, coordinator, at (304) 696-2354 or toll free 1-800-438-5392; visit her in Old Main Room 119; or send e-mail to simpson@marshall.edu.

Placement Tests

Students who have not taken the ACT or an equivalent test will be required to take the placement tests in English, reading, and mathematics to determine appropriate placement before registering for classes.

The college offers placement tests during summer orientation and at other times announced throughout the academic year or by appointment in the Marshall Community & Technical College Advising Center. To qualify for these placement exams, students must be fully admitted to Marshall Community & Technical College or Marshall University 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.

The placement tests are $10 each. Call Rosalia Lilly at (304) 696-3010 or Marshall Community & Technical College Advising Center (304) 696-6282 for additional information.

DEVELOPMENTAL COURSES & CONTRACT

Students who have not taken the ACT or an equivalent test are required to take the Marshall Community & Technical College Placement Tests in English and mathematics to determine appropriate placement ***before*** registration for classes.

ACT/SAT Scores Correlation for English, Reading and Math		
English		
ACT Score	SAT Score	Course
1-10	Below 300	ENL 092 – Sentence Skills
11-13	300-360	ENL 094 – Developmental Communication
14-17	370-440	ENL 095 – Developmental Writing
18 and above	450 and above	100-level English/Communication Course
Math		
ACT Score	SAT Score	Course
1-11	Below 250	MAT 080 – Basic Mathematics
12-15	250-370	MAT 085 – Elementary Algebra
16-18	380-450	MAT 095 – Fundamental Mathematical Concepts MAT 097 – Intermediate Algebra
19 and above	460 and above	100-level Mathematics Course
Reading		
ACT Score	SAT Score	Course
Below 17	Below 420	REA 098 – Reading Improvement

Developmental courses are graded credit/no-credit (CR/NC) and are recorded on the transcript. These 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.

Marshall 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. These visits will be prescribed by the instructor and will focus on the areas where each student needs additional instruction. 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, and 3 p.m. to 7 p.m. Sunday. Under-prepared students might also benefit by taking the following courses: REA 098 (Reading Improvement), COL 110 (Math Study Strategies), and COL 138 (Academic Skills Review). COL 138 does count toward the hours and grade point average required for graduation.

Students required to take developmental courses due to placement test scores or missing high school core courses will be required to sign a Developmental Contract and agree to successfully complete developmental course work in three semesters (excluding summer terms) if they are enrolled full-time. Any student who does not successfully complete the developmental courses in three semesters will be suspended from Marshall Community & Technical College for one semester (6 months); however, the student may appeal for readmission through the college's Recruitment, Retention, and Readmission Committee. If the student is reinstated or if he or she returns after having served the one semester suspension, he or she will be given two semesters to complete all remaining developmental course work. Failure to complete all remaining developmental course work in the two semesters will result in suspension from the college for one calendar year (12 months).

If the student returns after serving the one calendar year suspension, he or she must complete all developmental requirements in the time period specified by the college's Recruitment, Retention and Readmission Committee. Failure to do so will result in academic dismissal from the college. Dismissal from the college for a period of two consecutive years (24 months) will occur after the student has been suspended twice for failure to complete the developmental requirements and who, after being reinstated after the second suspension, does not complete the developmental contract in the required time.

University College also offers a one semester, non-credit option designed to prepare students to take college-level math. A passing grade in the Math Workshop eliminates all deficiency/ remedial courses and will allow immediate registration for college-level math courses. Students enrolled in the Math Workshop will receive classroom instruction, small group tutoring, and individual tutoring if needed. The Workshop costs $185 which includes instruction, books, materials, tutoring and supplemental instruction. For additional information, call the University College (304) 696-3252 or visit its offices on the lower level of the Community College building.

COLLEGE COURSES IN THE HIGH SCHOOL

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

- currently enrolled in high school or an approved home-school program;
- a 2.5 or better grade point average;
- recommendation of high school counselor or high school teacher;
- meet all course requirements and prerequisites;
- submit transcripts of high school credit and grades;
- take only Marshall Community & Technical College courses; (Students who wish to take university courses must meet additional admission requirements.)
- be admitted to Marshall Community & Technical College.

COLLEGE GRADUATES

Application Procedures for College Graduates

Associate degree seekers:

An applicant who has a baccalaureate degree and who wishes to pursue an Associate degree must apply as a transfer student and submit official transcripts from all institutions attended. (See Transfer section.) An Associate degree requires students to fulfill the requirements of the certificate or degree.

EARLY HIGH SCHOOL GRADUATES

If a high school student has met all high school graduation requirements by the end of the fall semester of his or her senior year, he or she may be provisionally admitted as a freshman student under the following conditions:

1. all general freshmen admission requirements are met;
2. high school counselor must submit a letter indicating that the student has met all high school graduation requirements but will not receive a diploma until his or her graduating class receives the diploma.

Registration will be permitted for one term only. Students will not be permitted to register for subsequent terms until final high school transcript with graduation date has been received.

If a student cannot provide the aforementioned documentation, he or she may apply as an Early Admission student. (See Early Admission section.) Early Admission students are not eligible for financial aid and may not reside on campus.

EDGE

EDGE stands for "Earn a Degree – Graduate Early" and it allows students to take high school courses for community and technical college credit. Interested students should contact their high school counselors or call the Higher Education Policy Commission / Community and Technical College Division at 304-558-2664 for more information.

RESIDENT ALIENS

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

TRANSFER TO OTHER COLLEGES AND INSTITUTIONS

Students who wish to transfer from Marshall Community & Technical College to another college or institution should contact the dean of the college or school that they want to attend for a review of their transcripts and for an explanation of options with that college or institution. Students who were first-time college students and admitted to Marshall Community & Technical College with less than a 19 ACT composite and a 2.0 high school GPA must complete developmental work and have a 2.0 GPA in 12 college-level graded hours before being allowed to transfer to another college within Marshall.

West Virginia Board of Trustees policies require state system institutions to accept up to 72 semester hours of credit by transfer from Marshall Community & Technical College. If MCTC courses are reasonably comparable to baccalaureate program courses, the credits transfer as baccalaureate course requirements. If the courses are not comparable, the credits transfer as electives. Transfer credit is determined by the school or college to which a student wishes to transfer.

Intercollege Transfer

If a student wishes to transfer to a Marshall University college, he or she must initiate the request in the Marshall Community & Technical College Advising Center. Any student who is currently eligible to attend Marshall University shall be eligible to transfer from one college to another within the institution so long as he or she meets the admission criteria for the college. Students on probation are eligible to transfer if all other admission criteria are met.

Exception: Individuals who are returning to the university/college from one or more years of active military duty may enter the college of their choice.

Dual-Degree Programs

Some four-year programs are especially designed to accept Marshall Community & Technical College transfer students.

Board of Regents Bachelor of Arts Program

This program is a mix of course-based and experiential-based learning. Marshall Community & Technical College courses transfer without difficulty with the guidance of an advisor in the BOR program.

For more information, call the MCTC Advising Center, (304) 696-6282 or toll-free 1- 866-N-ROLLED (676-5533) or visit the center, Community College Room B-5.

SPECIAL ADMISSION INFORMATION

TRANSIENT STUDENTS

Students Visiting MCTC from Other Institutions

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

MCTC Students Who Wish to Visit Other Institutions

Current MCTC students who wish to enroll at another institution must complete an advanced standing (transient approval) form prior to enrolling in another institution. 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.

REGISTERING FROM HOME USING myMU

MyMU offers students, faculty and staff an easy way to obtain their personal information, register for classes, print schedules, check e-mail, explore the Internet, interact with professors, view class schedules, and much more. Students with valid computer accounts and passwords may log into myMU to view this information. Students who need help should view the instructions for registration information. The myMU registration system is usually available 24 hours Monday through Thursday and until 9:00 p.m. Friday. myMU registration is available from 9:00 p.m. Friday until 1:00 p.m. Sunday. Consult the Registration Schedule for specific dates.

All Marshall Community & Technical College students have mandatory advising until they have completed 24 hours of college credit (excluding developmental courses) with a minimum 2.0 GPA, which means that students must see an advisor for the approval of their registration until they meet this requirement.

ACCESS TO myMU REGISTRATION

The following identification is required to access the MILO Web registration system:

Student Identification Number. (This is the 901 Number.)

€ Personal Identification Number (PIN), a six-digit number consisting of student's date of birth (i.e., March 23, 1981, is PIN# 032381). This number, together with the student identification number creates a unique combination designed to ensure private access to a student's file. It is extremely important that this number be kept confidential. To ensure confidentially, students should change this number by following the instructions provided on the Web.

Course Reference Number (CRN). This is a unique number required to identify the department, course, and section the student is selecting when registering. Course reference numbers change each semester, so students should use the current Schedule of Courses to select courses.

Plan the Schedule: Undergraduate students in good standing are allowed to register for a maximum of 18 credit hours. A student should prepare a list of alternate courses by course reference number (CRN) in case his or her first choice is not available and obtain all necessary academic advising.

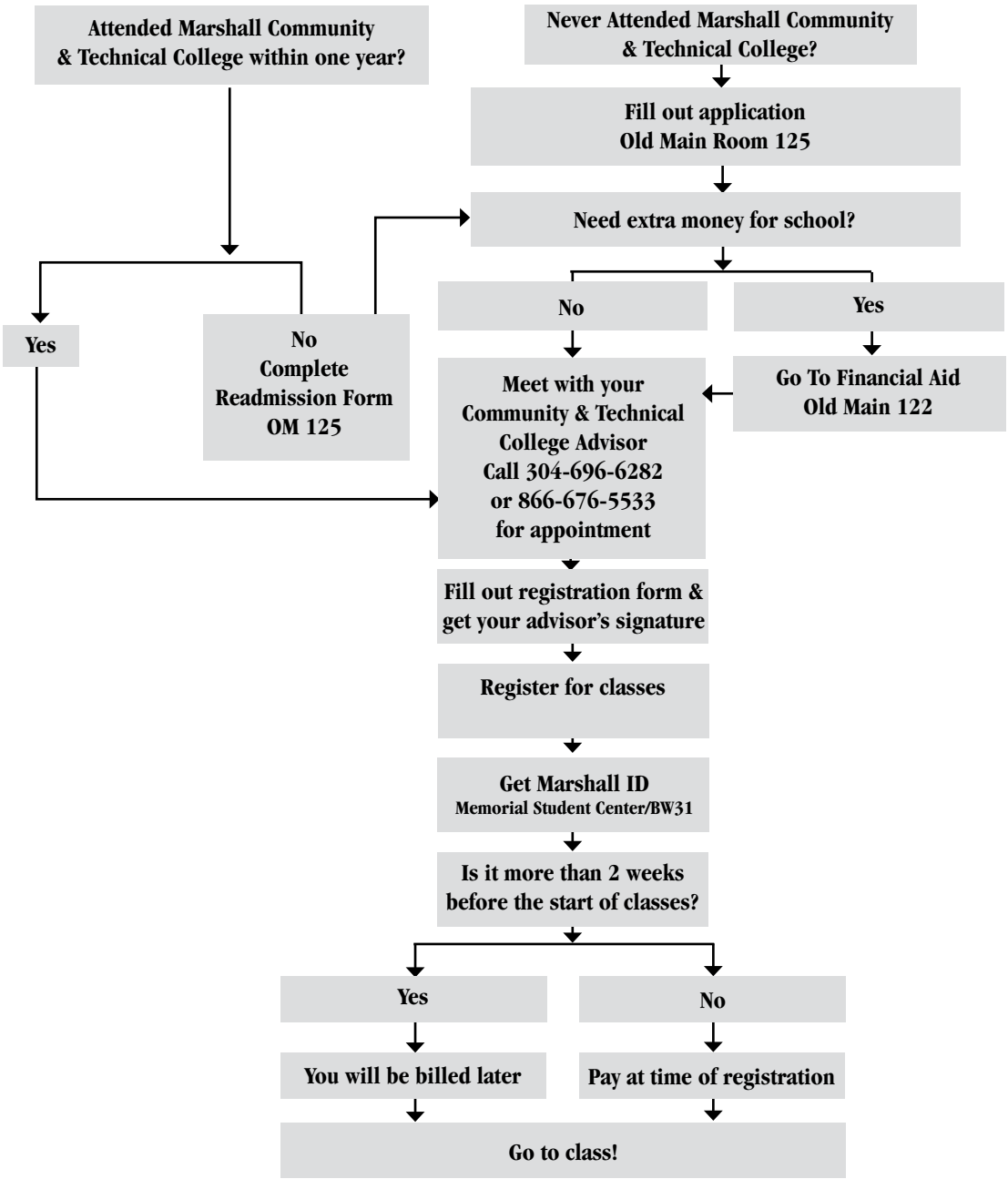
Holds: A student must make certain that any outstanding holds applied to his or her record have been cleared prior to accessing myMU. Please note that a Record Audit hold will not prevent registration. This hold is an internal indicator for the Office of the Registrar.

Appointed Time for Registration: myMU will not accept a registration prior to the appointed date. Students must refer to the Registration Schedule to determine their designated date to register.

After registering, a student may obtain a copy of a schedule by completing the following steps:

1. Go to myMU.
2. Select school services tab at top.
3. Click on MILO.
4. Click on student and financial aid.
5. Click on registration.
6. Click on student schedule by day and time.

REGISTERING AT MARSHALL COMMUNITY & TECHNICAL COLLEGE



FINANCING COLLEGE

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TUITION AND FEES

Marshall Community & Technical College and its governing board reserve the right to change fees and rates without prior notice. Fee assessments are calculated on student level, not course level.

PAYMENT OF FEES

Tuition and fees for a regular semester, a Summer Term, an Intersession, and any special class are due and payable to the Office of the Bursar in accordance with dates established and listed in the Marshall Community & Technical College Schedule of Courses, published by the Office of the Registrar for each term of enrollment. If the student does not pay enrollment fees on or before the due date, his or her registration will be canceled and the student will be subject to withdrawal from Marshall. (See Withdrawal/ Reinstatement Policy.) Students should not depend on receiving a bill from Marshall in the mail. It is always students' responsibility to know when enrollment fees are due and to pay them by that time. If a student has not paid his or her enrollment fees by the official due date, he or she must obtain permission from the appropriate Academic Dean and the Office of the Registrar to register.

Student deferred payment plans for tuition will be offered for the fall and spring semester. All available financial aid from the term must be credited to the student's account prior to determining the amount available for deferral. Students must contact the Office of the Bursar for current deferred payment plan information. A student's residence services fees (room and board) are due at a semester rate payable in accordance with dates established by the Office of Residence Services.

Students may pay fees by VISA, MasterCard, or Discover by going online to www.marshall.edu/myMU and clicking on the "Student Services" tab. Credit card payments are also accepted at the Office of the Bursar, Old Main Room 101.

If a student is a recipient of financial aid through Marshall's loan or scholarship program or any governmental agency, or by private loan or scholarship, he or she must complete arrangements for payment through the Office of Student Financial Aid in Old Main Room 116 and the University Bursar in Old Main Room 101. (See Student Financial Assistance.)

A student's registration is not complete until all fees are paid.

Registration will be canceled if the bank does not honor the student's check for payment of registration fees. A charge of $15 will be made for each check returned unpaid by the bank.

A student who has a financial obligation to Marshall 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.

A student who withdraws from the institution by following proper withdrawal procedures will receive refunds of fees paid in accordance with the refunding policy.

A student who is required to withdraw from the institution for disciplinary reasons may not receive refunds of fees paid.

WITHDRAWAL/REINSTATEMENT POLICY FOR NONPAYMENT OF ENROLLMENT AND RESIDENCE HALL FEES

1. Through late registration each semester, a schedule of withdrawal for nonpayment will be included in the Marshall Community & Technical College Schedule of Courses. Following late registration, the Bursar will send written notification to the student advising of administrative withdrawal for nonpayment of Enrollment or Residence Hall Fees.
2. Upon notice from the Bursar, the Registrar will initiate a complete withdrawal for a student not paying fees. The withdrawal will be for "Administrative-Nonpayment of Enrollment or Residence Hall Fees."
3. The Registrar will notify the instructor that the student should not be permitted to continue attendance in the class.
4. If the student fulfills the financial obligation, the Bursar's Office will notify the student and his or her academic dean. The academic dean will have discretion to approve registration. If the dean approves, the student, the instructors, and the Registrar will be notified in writing immediately.
5. Upon receipt of notice from the academic dean, the Registrar will initiate the procedure to register the student in the courses for which the student was enrolled at the time of withdrawal.
6. A student who does not meet the financial obligation for enrollment and residence hall fees will have all entries of that registration erased on the Registrar's permanent record.
7. A student who owes a financial obligation to Marshall will not be permitted to enroll in subsequent semesters or terms until the obligation is paid.
8. If a student disputes an administrative withdrawal, he or she may file an appeal with the Student Grievance Board through the Office of Student Affairs. (The student Grievance Board is a subcommittee of the Student Conduct and Welfare Committee.) This appeal must be filed before the effective date of withdrawal established by the Bursar. The administrative withdrawal will be suspended until the President of Marshall Community & Technical College acts upon the recommendation of the Student Grievance Board.

WITHDRAWAL/REINSTATEMENT FOR OTHER FINANCIAL OBLIGATIONS

1. Failure to fulfill other types of financial obligations with proper procedure may result in administrative withdrawal from Marshall Community & Technical College.
2. Upon notice from the Bursar, the Registrar will initiate a complete withdrawal for a student not paying financial obligations. The withdrawal will be "Administrative-Nonpayment of Financial Obligations" and will be dated with the effective date of processing of the withdrawal. Under these conditions, procedures will be followed as previously outlined, items 3, 4, and 5 and "Withdrawal/Reinstatement Policy for Nonpayment of Enrollment and Resident Hall Fees."
3. Students who do not meet these "Other Financial Obligations" and who are administratively withdrawn from the college will receive the grade determined by the withdrawal policy in effect at the time the administrative withdrawal was initiated.
4. A student who owes other types of financial obligations to Marshall will not be permitted to enroll in subsequent semesters until the obligation is paid.
5. If a student disputes an administrative withdrawal, he or she may file an appeal with the Student Grievance Board through the Dean for Student Affairs. (The Student Grievance Board is a subcommittee of the Student Conduct and Welfare Committee). This appeal must be filed before the effective date of withdrawal established by the Bursar. The administrative withdrawal will be suspended until the President acts upon the recommendation of the Student Grievance Board.

REFUND PROCEDURES

Enrollment fees (tuition fees) will be refunded during the period designated by the Office of the Registrar for Registration, Late Registration, and Schedule Adjustments for a regular semester or a summer term and published in the Marshall Community & Technical College Schedule of Courses Bulletin. Enrollment fees (tuition fees) will be refunded to students for:

1. Classes officially dropped from the student's course schedule that reduce the student's total schedule semester hours from full-time status to part-time status. Example: Undergraduate enrollment dropping of classes to adjust course schedule from 12 or more hours to fewer than 12 hours.
2. Classes officially dropped from the student's course schedule when the enrollment is in a current part-time status that reduces the student's total scheduled semester hours. Example: Undergraduate enrollment dropping of classes to adjust course schedule from 11 hours to 10 hours to 9 hours, etc.
3. Official complete withdrawals from all classes from the student's course schedule. Example: Undergraduate withdrawal from enrollment of 12 or more hours to 0 hours, 11 hours to 0 hours, 10 hours to 0 hours, etc.
4. Title IV Financial Aid first time enrollees who officially withdraw before or during their first period of enrollment shall have their refund calculated in accordance with the provisions contained in the 1992 amendments to the federal Higher Education Act.

RETURN OF TITLE IV FUNDS POLICY

Federal regulations require Marshall 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 payment has been received. 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 Marshall Community & Technical College should contact the Office of the Registrar, Old Main Room 106, 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%. The 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. The student will be billed for the amount the student owes the Title IV programs and 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

CANCELLATION OF CLASS

When it becomes necessary to cancel a class by administrative and/or faculty action, a student is granted a full refund of the 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 withdrawal due to disciplinary action or withdrawals due to nonpayment of financial obligations.

RESIDENCE SERVICES

Request for withdrawal from Marshall Community & Technical College on-campus housing must be addressed in writing to the Department of Residence Services. Refunds, if applicable, will be based on the date cancellations are received.

Fall cancellations must be received before July 1, and Spring or Summer cancellations must be received ten (10) business days or more prior to the official opening date of Housing, in order to receive deposits back. Voluntary withdrawal following these dates and prior to the opening of residence halls will result in a full refund less one hundred ($100) reservation deposit.
Withdrawal between the opening day for Housing and the first Friday of each semester will result in a refund of fifteen weeks' room and board. Withdrawals after the first Friday will result in a forfeiture of monies paid for room.

A prorated refund will be processed for any unused portion of the Board plan.

Students whose residency is terminated automatically forfeit all monies paid for that semester.

Students who are denied admission, declared academically ineligible to return, or are unable to return for medical reasons, will be refunded on a prorated basis.

Refunds of the enrollment fee only to students called to armed services of the enrollment will be processed in accordance with policy established by the Office of the Registrar.

Lab fees are non-refundable.

FALL 2007 - SUMMER 2008

	On-Campus Per Hour	Off-Campus Per Hour	On-Campus 12+ Hours
WV Resident	$121.00	$111.25	$1449.00
Metro*	$228.00	$218.25	$2734.00
Non-Resident	$339.50	$329.75	$4071.00

*Metro area includes the following counties:
In Ohio: Gallia, Jackson, Lawrence, Meigs, Pike and Scioto;
In Kentucky: Boyd, Carter, Floyd, Greenup, Johnson, Lawrence, Martin and Pike.

Additional fees that may be applicable:

CISCO Lab Fee	$50 per designated CISCO course
CISCO National Exam Fee	$125 per designated CISCO course
Culinary Arts Fee	$125 per designated course
ETEMPE Lab Fee	$30 per designated Dental Laboratory Technology, Paramedic, Health Information Technology, or Medical Assistant course
Transition Lab Fee	$25 per designated transition course
Off-Campus Fee	$35 per credit hour fee for classes being taken through the Mid-Ohio Valley Center in Point Pleasant, the Teays Valley Regional Center or Kentucky Virtual University
Physical Therapist Assistant Fee	$30 per designated Physical Therapist Assistant course
Machinist Program Fee	$537 per semester Full-time or $44.75/credit hour part-time

Other fees may also be applicable for classes taken through other colleges. Please contact the Bursar's Office at (304) 696-6620 or (800) 438-5389 for further information.

Important: The institution and its governing Board reserve the right to change fees and rates without prior notice. Fee assessments are calculated on student level, not course level.

REGISTRATION FEES

Late registration/Payment Fee	$25
Reinstatement Fee, Course Schedule	$25
E-Course Fee	$184/credit hour
E-Course Fee for High School Students	$122/credit hour

GRADUATION FEES (non-refundable but if graduation requirements are not completed, the fee will carry over to subsequent graduation with no need to reapply)

Associate Degree	$30
Diploma Replacement	$30

RESIDENCE HALL COSTS

Marshall Community & Technical College requires all full-time freshmen and sophomores to live on campus. Exceptions are granted to those living within a 50-mile radius who live at home with a parent or legal guardian; individuals 21 years of age; those who are married; or those who graduated from high school more than two years previously. In order to be considered for release from this requirement, an individual must submit a release request and supporting documentation to the Department of Residence Services by July 1 (for the Fall semester) or November 15 (for the Spring semester).

The Department of Resident Services provides on-campus living space for approximately 2,200 students. Individual halls accommodate 100 to 500 residents in double- and single-occupancy rooms. All halls are located within easy walking distance of academic buildings. There is 24-hour security in every building. Every student has local and long distance cellular phone service, a food service plan, computer connections, and cable television. Each hall is managed by a Resident Director and has a Resident Advisor on each floor to provide the students with the best possible living and learning conditions.

RESIDENCE HALL & MEAL PLAN RATES ARE BASED ON A 16 WEEK REGULAR SEMESTER

Residence Hall Rates	Unlimited Meals Plan	15-Meal Plan	10-Meal Plan
Double Occupancy			
Buskirk, Twin Towers	$3,409	$3,361	$3,072
Holderby, Laidley	$3,217	$3,169	$2,880
Designated Single Occupancy			
Holderby, Laidley	$3,538	$3,490	$3,201
Buskirk	$3,959	$3,911	$3,622
Deluxe Single Occupancy			
Holderby, Laidley	$4,020	$3,972	$3,683
Buskirk, Twin Towers	$4,278	$4,234	$3,941
Single Room Suite			
Gibson, Haymaker, Wellman, Willis	$4,537	$4,489	$4,200
Double Room Suite			
Gibson, Haymaker, Wellman, Willis	$3,803	$3,755	$3,466

** Rates are subject to change.*

NEEDS-BASED AID

There are three types of financial assistance available:

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

Work Study – Employment opportunities for students with financial aid, based upon need.

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

What does a student have to do?
A student must be admitted to Marshall Community & Technical College before he or she can receive any financial aid.

To apply for needs-based financial aid, a student must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA is available from either the Marshall University Office of Student Financial Assistance, high school guidance counselors, or public libraries. A student also may submit an application online at www.fafsa.ed.gov/. The FAFSA must be submitted if a student wants to considered for all available resources including grants, loans and student employment. A processing fee is not required for the FAFSA. The FAFSA is used to determine family ability to meet the cost of the student's education, which, in turn, determines "financial need."

A student should mail or electronically submit the FAFSA as soon after January 1 as possible to receive consideration for programs with limited funding. The application deadline for West Virginia Higher Education Grant Program is March 1.

Four to six weeks after a student mails the FAFSA, an acknowledgment will be sent to him or her by the federal application processor. The student's data will also be submitted electronically to Marshall University. Marshall Community & Technical College's Title IV Institutional Code is 040414.

FINANCIAL ASSISTANCE PROGRAMS AT MCTC

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.

Federal Perkins Student Loan: need-based loan for full-time and part-time students. Applicants must complete the FAFSA. No additional loan application is required. Repayment begins nine months after student graduates or after dropping to fewer than six hours.

Federal Direct Subsidized Loan: need-based loans for students enrolled for at least six hours. Applicant must complete the FAFSA. A variable interest rate is set annually, not to exceed 8.25%. Maximum amounts available per year: Freshmen, $2,625; Sophomores, $3,500; Juniors and Seniors $5,500. Repayment must begin six months after graduation or after enrollment drops to fewer than six hours.

Federal Direct 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 Subsidized Loan. However, *interest payments on this loan must be paid while the borrower is in school or be deferred and capitalized* (added to the principal of the loan). All first-time borrowers are required to attend an entrance interview or complete such interactively at www.marshall.edu/bursar. Entrance interviews are designed to familiarize the borrower with his or her rights and responsibilities. Loan proceeds cannot be distributed until this requirement has been fulfilled.

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 twice each month for work done. The student can work until the total amount reaches a preset level. Applicants must complete FAFSA.

Federal Student Jobs Program: available through Marshall's Career Services Center for students who need jobs off campus. A FAFSA and, if applicable, an application must be completed annually. Call 304-696-2370 for more information.

West Virginia Higher Education Grant Program: for 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. For more information about HEAPS, call the Financial Aid office at 304-696-3162 or toll-free at 1-800-438-5390. Details on HEAPS can be found at www.hepc.wvnet.edu.

Academic Scholarships – West Virginia Residents

Incoming freshmen and transfer students are automatically considered for scholarship assistance based upon admission records. Scholarships available to incoming freshmen are described below.

Transfer students must have a minimum cumulative transfer GPA of 3.5 and a minimum ACT composite score of 25. The award amount for a transfer student is $1,000 for the academic year.

Returning Marshall Community & Technical College students with current year scholarship awards must maintain a 3.5 GPA or better to receive consideration for award continuation. An application is not required. Students must also complete a minimum of 26 credit hours (excluding remedial credits) during the current school year.

Awards are made periodically in the Spring of each year for the upcoming academic year. Students are notified via an award letter and are asked to sign and return within 20 days of the award notification.

SCHOLARSHIPS OFFERED AT MCTC

Franklin Marshall Community & Technical College Scholarship: awarded to a Marshall Community & Technical College student with at least a 2.5 grade point average who is enrolled as a full-time student in Marshall Community & Technical College. Applicants will be required to complete an application and write an essay. This scholarship is awarded in the spring semester for the following fall.

Redd Scholarship: Recipients of the scholarship must be from McDowell or Cabell County and be enrolled full-time in MCTC or Marshall University. The award will be given to an African-American student either currently enrolled or newly admitted. Applicants will be required to complete an application and write an essay. The student must maintain at least a 2.0 grade point average.

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 on the PROMISE Web site, www.promisescholarships.org or by calling toll-free: 1-877-987-7664.

John Marshall Scholars: High school seniors with ACT composite scores of 30 (or 1320 SAT score) or higher and a 3.5 GPA will be considered for the John Marshall Scholarship Program. The award amount is determined annually. Recipients receive a tuition waiver and annual $1,250 stipend. Students maintaining the required 3.5 GPA and meet other program requirements will be considered for renewal of John Marshall awards.

Presidential Scholarship: High school seniors with minimum ACT composite scores of 25-29 (or 1130 SAT score) and a 3.5 GPA are eligible for Presidential Scholarships. Recipients receive awards of $1,250 for one academic year. Students maintaining the required 3.5 GPA will be considered for renewal of Presidential Scholarships each year.

A. Michael Perry Freshman Scholarship: There are two levels of this scholarship. High school seniors meeting the criteria designated below are eligible for scholarships. These awards are for one academic year.

$500 award: 3.2 cumulative GPA & 20-22 ACT Composite (940-1050 SAT) or 3.2-3.49 cumulative GPA & 23-24 ACT Composite (1060-1120 SAT)

$750 award: 3.5 cumulative GPA & 23-24 ACT Composite (1060-1120 SAT) or 3.2-3.49 cumulative GPA & 25-29 ACT Composite (1130-1310 SAT)

Academic Scholarships – Metro Area Students

Metro area:
Ohio – Gallia, Jackson, Lawrence, Meigs, Pike and Scioto counties

Kentucky – Boyd, Carter, Elliott, Floyd, Greenup, Johnson, Lawrence, Martin, and Pike counties

Incoming freshmen and transfer students are automatically considered for scholarship assistance based upon admission records. Scholarships available to incoming freshmen are described below.

Transfer students who have successfully completed 60 or more hours at an out-of-state college with at least a 3.75 cumulative GPA are eligible for a one-half tuition waiver per semester.This scholarship is renewable for two semesters beyond the first year of eligibility based on a cumulative Marshall GPA of 3.5 and completion of a minimum 26 credit hours (excluding remedial credits) during the school year.

Transfer students who have successfully completed 30 or more hours at an out-of-state college with at least a 3.75 cumulative GPA are eligible for a one-quarter tuition waiver per semester. This scholarship is renewable for two semesters beyond the first year of eligibility based on a cumulative Marshall GPA of 3.50 and completion of a minimum 26 credit hours (excluding remedial credits) during the school year.

Returning Marshall Community & Technical College students with current year scholarship awards must maintain a 3.5 GPA or better to

receive consideration for award continuation. An application is not required. Students must also complete a minimum of 26 credit hours (excluding remedial credits) during the current school year.

Awards are made periodically in the Spring of each year for the upcoming academic year. Students are notified via an award letter and are asked to sign and return within 20 days of the award notification.

John Marshall Scholars: High school seniors with ACT composite scores of 30 (or 1320 SAT score) or higher and 3.5 GPA will be considered for the John Marshall Scholarship Program. The award amount is determined annually. Recipients receive a tuition waiver and annual $1,250 stipend. Students maintaining the required 3.5 GPA and meet other program requirements will be considered for renewal of John Marshall awards.

Board of Governors' Scholarship: High school seniors with a minimum ACT composite score of 25-29 (or 1130 SAT score) and a grade point average of 3.50 are eligible for a Board of Governors' Scholarship. Recipients will receive awards of one-half tuition waiver for one academic year. Students who maintain the required 3.5 GPA will be considered for renewal of Board of Governors' Scholarships.

A. Michael Perry Honor Freshman Scholarship: High school seniors with an ACT composite score of 23 or 24 (or 1060 SAT score) and a grade point average of 3.5 are eligible for the A. Michael Perry Honor Freshman Scholarship. Recipients will receive an award of one-quarter tuition waiver for one academic year. Students who maintain the required 3.5 GPA will be considered for renewal of A. Michael Perry Honor Scholarships.

A. Michael Perry Freshman Scholarship: There are two levels of this scholarship. High school seniors meeting the criteria designated below are eligible for these scholarships. These awards are for one academic year.

$500 award: 3.2 cumulative GPA & 20-22 ACT Composite (940-1050 SAT) or 3.2-3.49 cumulative GPA & 23-24 ACT Composite (1060-1120 SAT)

$750 award: 3.5 cumulative GPA & 23-24 ACT Composite (1060-1120 SAT) or 3.2-3.49 cumulative GPA & 25-29 ACT Composite (1130-1310 SAT)

Academic Scholarships – Non-Resident Students

John Laidley Scholarship: High school students with ACT composite scores of 25 or higher (or 1130 SAT score) and a GPA of 3.5 receive a $3,500 award for one academic year. Students who maintain the required GPA will be considered for scholarship renewal.

American Cancer Society
Relay For Life
A Team Event to Fight Cancer

ACADEMIC SKILLS CENTER
RULES

POLICIES, DEFINITIONS & PROCEDURES

GENERAL POLICIES

ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

ACADEMIC POLICIES

ACADEMIC DEFINITIONS AND PROCEDURES

GENERAL POLICIES

COPYRIGHT COMPLIANCE

Marshall 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

It is the policy of Marshall 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, handicap, national origin, or sexual orientation

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

Marshall Community & Technical College 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.

Marshall Community & Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age, sexual orientation, handicap, or national origin. 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 Office of Affirmative Action, Old Main, Marshall University, One John Marshall Drive, Huntington, West Virginia 25755. The phone number is 304-696-2592.

LIABILITY POLICY

Marshall 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.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

The Family Educational Rights and Privacy Act of 1974, 93-380, 93rd Congress, H.R. 69 authorizes granting to parents and students the right of access, review, challenge, and exception to education records of students enrolled in an educational agency or institution. In accordance with the regulations of the Family Educational Rights and Privacy Act of 1974, Marshall Community & Technical College has adopted a policy to be implemented by all units of the institution. Upon enrollment in the college, the student and/or eligible parent(s) may request a copy of the policy.

Under the Act, the student and eligible parent(s) are granted the following rights:

- to be informed of the provisions of the Act through adoption of an institutional policy;
- to inspect and review the records of the student;
- to reserve consent for disclosure except as exceptions are granted in the regulations, i.e., school officials, officials of other schools to which the student seeks attendance, or others as delineated in Section 99.31;
- to review the record of disclosures which must be maintained by the university; and
- to seek correction of the record through a request to amend the record and to place a statement in the record.

After the student registers for courses, the student and/or eligible parent(s) may request a copy of the policy Education Records: Privacy Rights of Parents and Students from the Student Legal Aid Center, Memorial Student Center room 2W29.

Complaints of alleged failure by the college to comply with the Act shall be directed to:

The Family Educational Rights and Privacy Act Office
330 Independence Avenue, S.W.
Washington, D.C. 20201

The college encourages complainants to lodge a formal complaint with either the Dean of Student Affairs, Ombudsman, or the Attorney for Students. Requests for further clarification on this Act, the regulations, and college policy should be directed to the Dean of Student Affairs or Student Legal Aid Center.

SEXUAL HARASSMENT POLICY

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

(a) 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

(b) making submission to or rejection of such conduct the basis for employment or educational decisions, or

(c) 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 an appropriate College representative or directly to the Office of Equity Programs, located in Old Main 206.

WEATHER-RELATED AND/OR EMERGENCY CLOSINGS AND DELAYS

(from Executive Policy Bulletin No. 7, updated February 1, 2005)

Huntington Campus

Generally it is Marshall Community & Technical College's policy 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.
- The office of University Communications will communicate the specific details of the closing or closing to the Office of Public Safety at 696-HELP.
- The Director of Communications will place the closing message on the Huntington campus AUDIX system (696-6245) as well as the university response number (696-3170).

Definitions

University/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.

Clarification

Information about closing, cancellations, or delays will ordinarily be disseminated to area radio and television stations. These outlets may, however, publish the University's/College's notification incorrectly. Therefore, the authoritatively correct statement of the University's/College's condition (Huntington) is stipulated to be the message on the AUDIX system (696-6245) or the message available at the University/College response number (696-3170).

Decision Making

Decisions on closings and/or delays will be made jointly by the Senior Vice President for Academic Affairs and the Senior Vice President for Finance and Administration following the consultation with other appropriate officials, including the President. Should only one of those two vice presidents be available, that person will make the decision. Every effort will be made to reach decisions to allow time for adequate notification to the news media, and, in turn, those affected.

ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

Marshall Community & Technical College's policies in regard to the rights and responsibilities of students are in keeping with the Marshall University Board of Governors' Policy Number SA-2 (previously MU Board of Governors' Policy Number 15, adopted January 22, 2003). The policy supersedes previous policies that concern grade appeals, academic, and any other procedures relating to academic appeals.

I. Statement of Philosophy

Marshall Community & Technical College is an academic community and as such must promulgate and uphold various academic standards. Failure of a student to abide by such standards may result in the imposition of sanctions pursuant to Policy Bulletin Number 60 of the West Virginia Board of Trustees. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the College, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill coursework and degree, or certification requirements, and to know and meet criteria for satisfactory academic progress and completion of the program.

II. Definitions

A. Academic Dean: the chief academic officer of a college or school. The dean also serves in an advisory capacity to the student. The student is encouraged to contact his or her academic dean for guidance on appeal procedures.

B. Academic Deficiency: failure to maintain the academic requirements and standards established by the college other than those relating to academic dishonesty. This shall include but is not limited to the criteria for maintenance of satisfactory academic progress, i.e. Grade Point Average, special program requirements, professional standards, etc.

C. Academic Dishonesty: Academic dishonesty is conduct on an academic exercise that falls into one or more of the following categories: cheating, fabrication/ falsification, plagiarism, bribes/favors/threats, and complicity. These categories and "academic exercise" are defined in detail in the section on Academic Dishonesty in this catalog. 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.

D. Day: shall refer to a calendar day.

E. Limited Enrollment Program: any academic program which imposes admissions requirements in addition to general admissions to the college.

F. Student: any undergraduate student who has been admitted to, and is currently enrolled in, a course or in a certificate or degree program at the college, or for whom the institutional appeal period has not expired.

G. University Community: faculty, staff, or students at Marshall.

H. President's Designee: Chief Academic Officer.

I. Provost and Senior Vice President for Academic Affairs: refers to the Chief Academic Officer of the University.

J. Appeal Deadlines: the time allowed for each level of appeal. There will be no time extensions unless granted by the Academic Appeals Board for good cause. If the appeals do not meet the established deadlines, the issue is no longer appealable.

III. Student Academic Rights

Concomitant with other academic standards and responsibilities established by Marshall University and its constituent colleges and schools and Marshall Community & Technical College, each student shall have the following academic rights:

A. The student shall be graded or have his/her performance evaluated solely upon performance in the coursework as measured against academic standards.

B. The student shall not be evaluated prejudicially, capriciously, or arbitrarily.

C. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, sexual orientation, or national origin.

D. Each student shall have the right to have any academic penalty, as set forth herein, reviewed pursuant to the procedures in the "Academic Appeals" section of this catalog. Except in those cases where a specific time is provided, this review shall occur within a reasonable time after the request for such review is made.

E. Each student shall have access to a copy of a college catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence standards, minimum Grade Point Average, probation standards, professional standards, etc.).

F. Each student shall receive from the instructor written descriptions of content and requirements for any course in which he/she is enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and cost, grading criteria, standards and procedures, professional standards, etc.).

G. The instructor of each course is responsible for assigning grades to the students enrolled in the course consistent with the academic rights set out in the preceding sections.

H. Marshall Community & Technical College is responsible for defining and promulgating:

1. academic requirements for admission to the institution and for admission to limited enrollment programs;
2. criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation;
3. requirements or criteria for any other academic endeavor, and the requirements for student academic honesty, consistent with the Policies, Rules, and Regulations of the Higher Education Policy Commission and with the West Virginia Council for Community and Technical College Education and with the fundamentals of due process; and
4. probation, suspension, and dismissal standards and requirements.

I. Normally, a student has the right to finish a program of study according to the requirements under which he/she was admitted to the program. Requirements, however, are subject to change at any time, provided that reasonable notice is given to any student affected by the change.

IV. Academic Sanctions: Undergraduate Students

A student who fails to meet the academic requirements or standards, or who fails to abide by the policy on academic dishonesty, as defined by the college, may be subject to one or more of the following academic sanctions:

A. A lower final grade in or a failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences, any or all of which may be imposed by the instructor of the course involved).

B. Academic Probation

1. For Academic Deficiency: Any student who has less than a 2.0 Grade Point Average on coursework attempted at Marshall and/or any approved coursework transferred from another institution shall be placed on academic probation. All probation students are subject to the following restrictions:

- Meet with a designated advisor of their college before registering for classes to develop an Academic Improvement Plan to achieve good academic standing. This plan will be binding on the student.
- Take a maximum of 14 hours and should repeat courses under the D/F Repeat Rule to reduce deficiencies.
- 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 probation will result in suspension.
- May not register by myMU.
- Must participate in MCTC's retention program.
- Other requirements may be imposed in the Academic Improvement Plan.

2. For Academic Dishonesty Sanctions for academic dishonesty may be imposed by the instructor of the course, the department/Associate Dean, or the Academic Dean. Sanctions for academic dishonesty may be imposed even if a student withdraws from an individual course or from the college/university entirely.

a. 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).

b. The instructor may also refer the matter to his/her department/Associate Dean for additional sanctions. If allegations are referred to the department/Associate Dean, it must be within thirty (30) days from the date of the alleged offense. This process starts with the dean if there is no department/Associate Dean. The following sanctions may be recommended by the instructor but will need to be imposed by the department/Associate Dean, academic dean or the Office of Academic Affairs:
- Exclusion from an academic program.
- Academic probation for up to one (1) year.
- Academic suspension for up to one (1) year.
- Dismissal from the college/university.

c. 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 Judicial Affairs.

d. A student will be informed in writing by the instructor or responsible office of any charges and subsequent sanctions imposed for academic dishonesty. Written

notification of academic dishonesty charges (and the inclusion of confirmed charges/sanctions in the student's records) is designed to inform a student of the potential repercussions of repeat offenses and his/her rights of appeal.

e. 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 Academic Affairs within ten (10) days of the accusation. The notice of an act of academic dishonesty will be reported to the Office of Academic Affairs through the completion of an "Academic Dishonesty Report Form." Instructors are encouraged to give a copy of the "Academic Dishonesty Form" to a student accused of an offense. However, the Office of Academic Affairs will inform the student and the student's dean of the accusations made, the sanctions prescribed, the repercussions of repeat offenses, and the student's right 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 Academic Affairs within ten (10) days. The Office of Academic Affairs will maintain a file of academic dishonesty incidents. These will be reported in summary form (no student or faculty names will be included) to the Academic Deans and the Faculty Senate at the end of each academic year.

f. Sanctions for repeated academic dishonesty offenses will be imposed by the Office of Academic Affairs after consultation with the appropriate department/ Associate Deans and deans.

- A student's record of academic dishonesty offenses will be maintained throughout his/her enrollment at Marshall, 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 Marshall 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 Marshall will be dismissed from the college/university.

C. Academic Suspension: Undergraduate Students

1. For Academic Deficiency

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 will be suspended for one regular semester (the summer terms do not count as a term of suspension). Students with 0-25 GPA hours will be suspended if they have 20 or more quality point deficiencies; with 26-57 hours, they will be suspended with 15 or more quality point deficiencies; with 58-89 hours, they will be suspended with 12 or more deficiencies; and with 90 or more hours, they will be suspended with 9 or more deficiencies. When a student returns to MCTC 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 described above 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.

2. For Academic Dishonesty

Sanctions for academic dishonesty may be imposed by the instructor of the course, the department/Associate Dean, or the Academic Dean. Sanctions for academic dishonesty may be imposed even if a student withdraws from an individual course or from the college/university entirely.

a. 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.)

b. The instructor may also refer the matter to his/her department/Associate Dean for additional sanctions. If allegations are referred to the department/ Associate Dean, it must be within thirty (30) days from the date of the alleged offense. This process starts with the dean if there is no department/ Associate Dean. The following sanctions may be

recommended by the instructor but will need to be imposed by the department/Associate Dean, academic dean or the Office of Academic Affairs:

- Exclusion from an academic program.
- Academic probation for up to one (1) year.
- Academic suspension for up to one (1) year.
- Dismissal from the college/university.

c. 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 Judicial Affairs.

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

e. 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 Academic Affairs within ten (10) days of the accusation. The notice of an act of academic dishonesty will be reported to the Office of Academic Affairs through the completion of an "Academic Dishonesty Report Form." Instructors are encouraged to give a copy of the "Academic Dishonesty Form" to a student accused of an offense. However, the Office of Academic Affairs will inform the student and the student's dean of the accusations made, the sanctions prescribed, the repercussions of repeat offenses, and the student's right 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 Academic Affairs within ten (10) days. The Office of Academic Affairs will maintain a file of academic dishonesty incidents. These will be reported in summary form (no student or faculty names will be included) to the Academic Deans and the Faculty Senate at the end of each academic year.

f. Sanctions for repeated academic dishonesty offenses will be imposed by the Office of Academic Affairs after consultation with the appropriate department/ Associate Deans and deans.

- A student's record of academic dishonesty offenses will be maintained throughout his/her enrollment at Marshall, 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 Marshall 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 Marshall will be dismissed from the college/university.

D. Academic Dismissal

This is defined as termination of student status, including any right or privilege to receive some benefit, or recognition, or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at Marshall University, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at Marshall University. The terms of academic dismissal from a program for academic deficiency shall be determined, defined, and published by each of the constituent colleges and schools of Marshall University and by Marshall Community & Technical College.

Academic dismissal from a program or from the University may also be imposed for violation of the University policy on academic dishonesty.

V. ACADEMIC APPEALS

The intent of the appeals process is to treat all parties fairly and to make all parties aware of the appeals procedure.

Please Note: Notwithstanding any other provision in Marshall University and Marshall Community & Technical College catalogs or policy documents, only students who are or will be dismissed from a program or from the university/college as a direct and immediate consequence of any academic sanction administered by the university may, at their own discretion and expense, retain legal counsel for representation during all relevant administrative appeal proceedings.

A. Student Appeals for Instructor-Imposed Sanctions:
In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed or the problem resolved. In those cases in which a student has received an instructor-imposed sanction, including a lower final grade in or failure of the course or exclusion from further participation in the class, the student shall follow the procedures outlined below:

1. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the beginning of the next regular term. The student who makes an appeal is responsible for submitting all applicable documentation. The course instructor is to respond to the student in writing within ten (10) days after the student has submitted the appeal documentation. If the course instructor does not respond to the student in the given time frame, the appeal process continues to the next level. If the instructor is unavailable for any reason, the process starts with the department chairperson or Associate Dean.

2. If the procedure in Step 1 does not have a mutually satisfactory result, the student may appeal in writing to the department chairperson or Associate Dean within ten (10) days after the action taken in Step 1, who will attempt to resolve the issue at the departmental level. The department chairperson or Associate Dean is to respond to the student in writing within ten (10) days after the student has submitted the appeal documentation. If the department chairperson or Associate Dean (or representative) does not respond to the student in the given time frame, the appeal process continues to the next level. When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.

3. Should the issue not be resolved at the departmental level, either the student or instructor may appeal in writing to the Dean of the college in which the course is offered within ten (10) days of the action taken in Step 2. If the course is offered in Marshall Community & Technical College, the appeal is to the Dean's designee. This person is to respond to the student or instructor in writing within ten (10) days after the student has submitted the appeal documentation and will attempt to achieve a mutually satisfactory resolution. If the person named above does not respond to the student in the given time frame, the appeal process continues to the next level. The Dean of the college in which the student is enrolled will be notified.

4. Should the issue not be resolved by the Dean of the college within which the course is offered or the Dean's designee in Marshall Community & Technical College, either the student or instructor may appeal in writing within ten (10) days of the action taken in Step 3 to the Budget and Academic Policy Committee which shall refer the matter to the University Academic Appeals Board which determines if an appeal hearing is justified. If the University Academic Appeals Board determines a hearing is justified, the Board will schedule the hearing. The University Academic Appeals Board has the right to seek additional documentation if necessary. The University Academic Appeals Board has thirty (30) days to convene the members of the Hearing Panel to hear the appeal (once the requested documentation is provided by the appellant student) and ten (10) days after the hearing to make notification of the determination to the student and instructor. It may not always be possible to meet these conditions because many of these appeals occur at times when school is not in session. However, every effort will be made to schedule appeal hearings in a timely and reasonable manner

5. Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board then either party may file an appeal with the Provost and Senior Vice President for Academic Affairs or, for students in Marshall Community & Technical College to the Dean of Academic Affairs of Marshall Community & Technical College, within thirty (30) days from receipt of the decision of the Board. This person has ten (10) days to respond in writing to the student or instructor. The decision of the Provost and Senior Vice President for Academic Affairs or the Dean of Academic Affairs of Marshall Community & Technical College shall be final. Those students or faculty in the College of Health Professions dissatisfied with the determination should file an appeal within thirty (30) days to either the Provost and Senior Vice President for Academic Affairs or the Vice President for Health Sciences.

B. Appeals for Academic Dishonesty:

Only individual allegations of academic dishonesty may be appealed. If a previous offense was not appealed within the time limit, or was appealed unsuccessfully, then subsequent offenses will be counted as repeat offenses and additional sanctions will be levied by the Office of Academic Affairs as described in the section on "Sanctions" in this policy.

1. In those cases where the instructor imposes a sanction pursuant to part IV, A, only, of the section titled Academic Rights and Responsibilities of Students, and does not refer the matter to the department chairperson or Associate Dean for additional sanctions, the student may appeal the sanction in accordance with the procedures described in part V. Academic Appeals (A) of the section titled Rights and Responsibilities of Students.

2. In those cases where the matter is referred to the department chairperson or Associate Dean for additional sanctions, this action must occur within thirty (30) days of the alleged offense. The chairperson or Associate Dean shall bring together the student involved, and the faculty member, and/or other complainant within ten (10) days from the date of referral.

3. If the student denies guilt or disagrees with the sanction imposed, or if the faculty member, other complainant, or chairperson or Associate Dean thinks that the penalties are insufficient for the act complained of, the case shall be forwarded in writing by the chairperson or Associate Dean to the student's Academic Dean or, for students in Marshall Community & Technical College to the Dean's designee, within ten (10) days from the date of the meeting. This person shall bring together the student, faculty member or other complainant, and the department chairperson or Associate Dean to review the charges within ten (10) days from the date of referral. The student's Academic Dean or the Dean's designee of Marshall Community & Technical College may impose any sanction permitted by this policy.

4. Should the student, faculty member, or other complainant be dissatisfied with the determination of the student's Academic Dean or, for students in Marshall Community & Technical College, to the Dean's designee, the case may be appealed in writing within ten (10) days of the written decision to the Budget and Academic Policy Committee, who shall refer the case to the University Academic Appeals Board which determines if an appeal hearing is justified. If the University Academic Appeals Board determines a hearing is justified, the Board will schedule the hearing. The University Academic Appeals Board has the right to seek additional documentation if necessary. The University Academic Appeals Board has thirty (30) days to convene the members of the Hearing Panel to hear the appeal (once the requested documentation is provided by the appellant student) and ten (10) days after the hearing to make notification of the determination to the student and instructor. It may not always be possible to meet the above conditions because many of these appeals occur at times when school is not in session. However every effort will be made to schedule appeal hearings in a timely and reasonable manner.

5. Should the student, faculty member, or other complainant be dissatisfied with the determination of the Academic Appeals Board or the Hearing Panel, then he/she may file an appeal with the Provost and Senior Vice President for Academic Affairs or, for students in Marshall Community & Technical College, to the Dean of Academic Affairs of Marshall Community & Technical College, within thirty (30) days from the receipt of the written decision of the Board or Panel. Those students or faculty in the College of Health Professions dissatisfied with the determination should file an appeal within thirty (30) days to either the Provost and Senior Vice President for Academic Affairs or the Vice President for Health Sciences.
6. The decision of the Provost and Senior Vice President for Academic Affairs or the Dean of Academic Affairs of Marshall Community & Technical College shall be final.

C. Appeals for Academic Deficiencies:

1. In those cases in which an undergraduate student has been denied admission to a program, has been or may be placed on academic probation or academic suspension for academic deficiencies, the following procedures are applicable:

   a. The student is entitled to written notice (1) of the nature of the deficiency or reason for denial of admission to a program; (2) of the methods, if any, by which the student may correct the deficiency; and (3) of the penalty which may be imposed as a consequence of the deficiency.

   b. The student shall be given the opportunity to meet with the person(s) who has judged his/her performance to be deficient, to discuss with this person(s) the information forming the basis of the judgment or opinion of his/her performance; to present information or evidence on his/her behalf; and to be accompanied at any such meeting by an advisor of his/her choice from the University (faculty, staff, or student). Such advisors may consult with, but may not speak on behalf of their advisees, or otherwise participate directly in the proceedings, unless given specific permission to do so by the person conducting the meeting. The student is not entitled to an attorney in such meetings, and the formal rules of evidence are not applicable. The student must request such meeting in writing ten (10) days from receipt of the notice.

c. If the student is dissatisfied with the outcome of the meeting outlined in (b) above, the student may appeal the judgment to the Provost and Senior Vice President for Academic Affairs or, for Marshall Community & Technical College students, to the Dean of Academic Affairs of Marshall Community & Technical College, within thirty (30) days after receipt of written notice of the judgment. Those students or faculty in the College of Health Professions dissatisfied with the determination should file an appeal within thirty (30) days to either the Provost and Senior Vice President for Academic Affairs or the Vice President for Health Sciences.

d. The decision of the Provost and Senior Vice President for Academic Affairs or the Dean of Academic Affairs of Marshall Community & Technical College is final.

2. In those cases in which a student has been or may be dismissed from an undergraduate academic program, or has been or may be dismissed from the institution for academic deficiencies, the following procedures are applicable:

a. The student is entitled to written notice; (1) of the nature of the deficiency; (2) of the methods, if any, by which the student may correct the deficiency; and (3) of the penalty which may be imposed as a consequence of the deficiency.

b. The student shall be given the opportunity to meet with the person(s) who judged his/her performance to be deficient. The student must request such meeting in writing within ten (10) days from receipt of the notice. The student shall be given the opportunity to discuss with this person(s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the University (faculty, staff, or student). Such advisor may consult with but may not speak on behalf of his/her advisee, or otherwise participate directly in the proceedings, unless given specific permission to do so by the person conducting the meeting. The student is not entitled to an attorney in such meetings, and the formal rules of evidence are not applicable.

c. If the student is dissatisfied with the outcome of the meeting outlined in (b) above, the student may file an appeal in writing with the Chairperson of the Budget and Academic Policy Committee. The Chairperson of the Budget and Academic Policy Committee will refer the matter to the University Academic Appeals Board which determines if an appeal hearing is justified. If the University Academic Appeals Board determines a hearing is justified, the Board will schedule the hearing. The University Academic Appeals Board has the right to seek additional documentation if necessary. The University Academic Appeals Board has thirty (30) days to convene the members of the Hearing Panel to hear the appeal (once the requested documentation is provided by the appellant student) and ten (10) days after the hearing to make notification of the determination to the student and instructor. If the student is denied an appeal, he/she may appeal this decision to the Provost and Senior Vice President for Academic Affairs or, for students in Marshall Community & Technical College, to the Dean of Academic Affairs of Marshall Community & Technical College. If the student is granted an appeal, the Chairperson of the Academic Appeals Board will appoint a Hearing Panel. At least two (2) of the faculty and student members of the Hearing Panel will, if possible, be chosen from the members of the Hearing Panel Pool appointed from the constituent college or school involved. It may not always be possible to meet the above conditions because many of these appeals occur at times when school is not in session. However every effort will be made to schedule appeal hearings in a timely and reasonable manner. The student's appeal must be filed within ten (10) days after receipt of written notice of the decision outlined in (b) above.

d. If the faculty member or other complainant is dissatisfied with the decision of the Hearing Panel, he or she may appeal the decision to the Provost and Senior Vice President for Academic Affairs or, for students in Marshall Community & Technical College, to the Dean of Academic Affairs of Marshall Community & Technical College, within thirty (30) days after receipt of written notice of the decision. Those students or faculty in the College of Health Professions dissatisfied with the determination should file an appeal within thirty (30) days to either the Provost and Senior Vice President for Academic Affairs or the Vice President for Health Sciences.

e. The decision of the Provost/Senior Vice President for Academic Affairs or the Dean of Academic Affairs of Marshall Community & Technical College is final.

VI. ACADEMIC APPEALS BOARD

A. Description and Jurisdiction:

The Academic Appeals Board is a permanent subcommittee of the Budget and Academic Policy Committee. It is composed of experienced Hearing Officers and is established to determine whether appeals arising from the following should result in a hearing:

1. Instructor-imposed sanctions, including: lowering of final course grade, failure of course, or exclusion from further participation in the class.
2. Final course grades.
3. Sanctions imposed for academic dishonesty.
4. Dismissal from an academic program.
5. Dismissal from the University.
6. Such other cases as may be referred to the Board.

B. Function:

The University Academic Appeals Board collectively decides whether:

1. The prior steps of the appeal process have been completed.
2. The claim (if substantiated) would result in the overturning of the academic sanction. This means that some policy may have been violated in the application of the sanction, arbitrariness or capriciousness may been a factor in the sanction, different standards may have been applied to the student or there may have been bad faith or ill will on the part of the instructor's applying of the sanction.
3. Appropriate documentation of the claim needs to be provided in order to justify a hearing. It is the student's job to provide documentation for his/her claims. The Board may ask for additional documentation from either students or faculty in order to determine whether a hearing is justified.

VII. HEARING PANEL

The purpose of the Hearing Panel is to hear arguments, evaluate evidence, and reach a decision by voting in an Academic Hearing.

A. The Hearing Panel shall be composed of faculty and student members chosen in the following manner:

1. Faculty Members: The Dean of each of the constituent colleges and schools of the University and the Dean of Marshall Community & Technical College shall appoint five (5) faculty members from his/her unit to serve on the Hearing Panel Pool. Such appointments will be made annually in the spring semester with the understanding that some of these faculty members will be available to hear appeals during the summer terms and the week before the beginning of Spring Semester. Terms will run from May 15 to the following May 15.
2. Student Members: The Student Government Association President shall appoint three (3) students from each of the constituent colleges and schools of the University to serve on the Hearing Panel Pool.
3. Hearing Officers: The Budget and Academic Policy Committee will appoint two Hearing Officers each spring. It is desirable but not required that the Hearing Officers have served on a Hearing Panel.

B. Selection of Members for an Individual Hearing Panel

An individual Hearing Panel shall be composed of two (2) faculty members, one (1) student member, and one (1) non-voting Hearing Officer. The members of the Hearing Panel shall be chosen randomly from the Hearing Panel Pool by the Chairperson of the Academic Appeals Board or his/her designee. In appeals arising from dismissal from an academic program, if possible, at least two (2) of the faculty and student members of the Hearing Panel should be chosen from the Hearing Panel Pool members appointed from the constituent college or school involved.

VIII. HEARING PROCEDURES

It is the intent of these procedures to ensure that Marshall students receive appropriate due process in academic matters. This includes fundamental fairness, just sanctions, and all rights in accordance with the belief that academic appeal hearings at an institution of higher education such as Marshall University should have an educational objective. Academic appeals, pursuant to these procedures, are informal and not adversarial in nature.

A. The time and place of the hearing is determined by the Hearing Officer. The hearing should be held within sixty (60) days of receiving the written request. Upon written request, the Hearing Officer may, at his/her discretion, grant a continuance to any party for good cause.

B. The Hearing Officer will notify the appellee, appellant, and other appropriate parties in writing at least five (5) days prior to the hearing, of the date, time, and place of the hearing. A statement of the facts and evidence to be presented in support of the student's grounds for appeal will be provided to the appellee in appropriate cases.

C. The appellant student and the appellee have the right to an advisor. Advisors must be members of the University community (faculty, staff, or student). Such advisors may consult with, but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the Hearing Officer.

D. The appellant student has the right, at his or her own discretion and expense, to retain legal counsel for representation only when he/she is or will be dismissed from a program or from the University as a direct and immediate consequence of any academic sanction administered by the University. In these cases an attorney is allowed to fully represent and speak on behalf of the appellant student. Rules of evidence and other formal rules of courtroom procedure do not apply. The Hearing Officer is authorized to decide what is relevant and what is not relevant.

E. Prior to the scheduled hearing, the members of the Hearing Panel may convene in closed session to examine the content of the appeal, the specific issues to be considered, and all supporting documents.

F. The student with his/her advisor, if any, will be called before the Hearing Panel and the Hearing Officer will then restate the nature of the appeal and the issues to be decided.

G. The hearing shall be closed. All persons to be called as witnesses, other than the appellant, with his/her advisor, if any, and the appellee and his/her advisor, if any, will be excluded from the hearing room. Any person who remains in the room after the hearing has begun may be prohibited from appearing as a witness at the discretion of the Hearing Officer.

H. Anyone disrupting the hearing may be excluded from the hearing room if, after due warning, he/she engages in conduct which substantially delays or disrupts the hearing, in which case the hearing shall continue and the Hearing Panel shall make a determination based on the evidence presented. If excluded, the person may be readmitted on the assurance of good behavior. Any person who refuses the Hearing Panel's order to leave the hearing room may be subject to appropriate disciplinary action pursuant to Marshall University policy. When a student appellant is excluded for disruptive behavior and does not have a recognized representative, the Hearing Officer will appoint one.

I. Except as provided in H and M herein, all evidence must be presented in the presence of the student.

J. The student or other parties involved may petition the Hearing Officer for a subpoena or a request for appropriate written information or documents.

K. The student will be given the opportunity to testify and present evidence and witnesses on his/her own behalf and to discuss with, and question, those persons against whom the appeal is filed. Written evidence to be considered by the panelists should be received by the Hearing Officer at least five (5) business days prior to the hearing to be distributed to the panelists prior to the hearing. Exceptions to this five (5) day rule are at the discretion of the Hearing Officer, who may disallow long written documents or large numbers of documents from being introduced if the panelists will not have time to consider them fully.

L. The Hearing Panel may admit as evidence any testimony, written documents, or demonstrative evidence which it believes is relevant to a fair determination of the issues. Formal rules of evidence shall not be applicable in academic appeal hearings.

M. If the student appellant or the appellee fails to appear at a hearing and fails to make advance explanation for such absence which is satisfactory to the Hearing Panel, or if the student appellant or the appellee leaves before the conclusion of the hearing without permission of the Hearing Panel, the hearing may continue and the Hearing Panel may make a determination on the evidence presented at the hearing, or the Hearing Panel may, at its discretion, dismiss the appeal.

N. Upon completion of the testimony and presentation of evidence, all persons, except Hearing Panel members will be required to leave the room. The Hearing Panel will then meet in closed session to review the evidence presented. The Hearing Panel shall make its findings based upon a preponderance of evidence. The Hearing Panel shall reach its determination by a majority vote. The results shall be recorded in writing and filed with the Chairperson of the Budget and Academic Policy Committee and the Provost and Senior Vice President of Academic Affairs or, for cases in Marshall Community & Technical College, with the Dean of Academic Affairs of Marshall Community & Technical College. If the Hearing Panel's decision includes the imposition of academic sanction, the sanction given and its duration must be specified for the record. A report of a dissenting opinion or opinions may be submitted to the Chairperson of the Budget and Academic Policy Committee and the Provost and Senior Vice President for Academic Affairs or, for cases in Marshall Community &

Technical College, to the Dean of Academic Affairs of Marshall Community & Technical College, by any Hearing Officer.

O. The findings of the Hearing Panel, and any sanction, shall be announced at the conclusion of the hearing. The student, faculty member, and the Academic Dean of Marshall Community & Technical College shall be notified in writing of the findings and any sanction at the conclusion of the hearing. A record of the hearing shall be prepared by the Hearing Officer in the form of summary minutes and relevant attachments and will be provided to the student upon request.

P. No one may tape the proceedings.

Q. In an appeal related to a final grade, the Hearing Officer will complete any necessary change of grade forms and submit that information to the Registrar, the faculty member, and the appropriate Academic Dean or, for cases in Marshall Community & Technical College, to the Dean's designee.

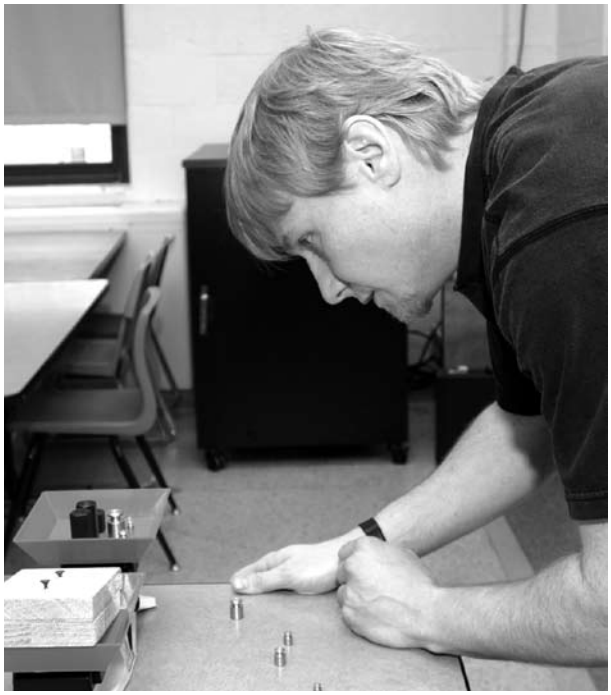
R. Within thirty (30) days following receipt of the Hearing Panel's decision, the student, faculty member or other complainant may file an appeal with the Provost and Senior Vice President for Academic Affairs or, for cases in Marshall Community & Technical College to the Dean of Academic Affairs of Marshall Community and Technical. A written brief stating grounds for the appeal should be presented by the student, faculty member or other complainant to the Provost and Senior Vice President of Academic Affairs or, for cases in Marshall Community & Technical College, to the Dean of Academic Affairs of Marshall Community & Technical College. The scope of review shall be limited to the following:

1. Procedural errors.
2. Evidence not available at the time of the hearing.
3. Insufficient evidence to support the findings of the Hearing Panel or of the Academic Appeals Board.
4. Misinterpretation of University policies and regulations by the Hearing Panel or by the Academic Appeals Board.
5. A sanction disproportionate to the offense.
6. Lack of jurisdiction.

The Provost and Senior Vice President of Academic Affairs, or the Dean of Academic Affairs of Marshall Community & Technical College, may affirm or modify the panel's findings and sanctions, if any, or remand the case to the Academic Appeals Board for further action.

S. The decision of the Provost and Senior Vice President for Academic Affairs or of the Dean of Academic Affairs of Marshall Community & Technical College is final. He/she will give written notification of the final decision to the student, the faculty member, the appropriate Academic Dean or the Associate Dean of Marshall Community & Technical College, and as appropriate, the Registrar. Those students or faculty in the College of Health Professions dissatisfied with the determination should file an appeal within thirty (30) days to either the Provost and Senior Vice President for Academic Affairs or the Vice President for Health Sciences.

Note: The full text of The Code of Student Rights and Responsibilities, also referred to as the Code of Conduct (MU Board of Governors' Policy SA-3. effective June 28, 2006), is available by searching the Marshall Web site: www.marshall.edu. The main purpose of the Code is to serve the best interests of both the university/college and the individual student by (1) establishing the university's/college's authority to discipline students; (2) outlining the general rights and responsibilities of students; (3) asserting the specific standards of conduct expected of students; (4) describing actions which can be taken when misconduct occurs; (5) establishing procedures that ensure due process in the adjudication of complaints concerning students; and (6) imposing sanctions and/or protecting conflict resolution in the university/college setting to protect, deter, and educate.



ACADEMIC DISHONESTY POLICY

As described in the Marshall University Creed, Marshall University, as well as Marshall 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 Marshall University's Statement of Philosophy.

A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall 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 by 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 Associate Dean, or the Academic Dean's designee. Sanctions for academic dishonesty may be imposed even if a student withdraws from an individual course or from Marshall 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 Associate Dean, Academic Dean's designee or the Office of Academic Affairs:

- Exclusion from an academic program
- Academic probation for up to 1 year
- Academic suspension for up to 1 year
- Dismissal from Marshall

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 Judicial 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 records) 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 Office of Academic Affairs after consultation with the appropriate Associate Dean and Dean or dean's designee.

- A student's record of academic dishonesty offenses will be maintained throughout his/her enrollment at Marshall, 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 Marshall 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 Marshall will be dismissed from Marshall.

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 Academic Affairs within ten (10) days of the accusation.

Notice of an act of academic dishonesty will be reported to the Office of Academic Affairs through the completion of an "Academic Dishonesty Report Form" (described below).

The "Academy Dishonesty Report Form" will include:
Instructor's Name
Course Information (Term, Number, Section)
Student's Name
Student's Marshall 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 a student accused of an offense. However, within ten (10) days of receipt of the "Academic Dishonesty Report Form" the Office of Academic Affairs will inform the student and the student's dean or dean's designee 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 Academic Affairs within ten (10) days of the action.

Recording: The Office of Academic Affairs will maintain a file of academic dishonesty incidents. These will be reported in summary form (no student or faculty names will be included) to the Academic Deans and the Marshall Community & Technical College Faculty Council at the end of each academic year.

Appeals for Academic Dishonesty: Only individual allegations of academic dishonesty may be appealed. If a previous offense was not appealed within the time limit, or was appealed unsuccessfully, then subsequent offenses will be counted as repeat offenses and additional sanctions will be levied by the Office of Academic Affairs as described in the section on "Sanctions" in this policy.

1. In those cases where the instructor imposes a sanction pursuant to part IV, A, only, of the section titled Academic Rights and Responsibilities of Students, and does not refer the matter to the department chairperson or Associate Dean for additional sanctions, the student may appeal the sanction in accordance with the procedures described in the Part V. Academic Appeals (A) of this titled Rights and Responsibilities of Students.

2. In those cases where the matter is referred to the department chairperson or Associate Dean for additional sanctions, this action must occur within thirty (30) days of the alleged offense. The chairperson or Associate Dean shall bring together the student involved, and the faculty member, and/or other complainant within ten (10) days from the date of referral.

3. If the student denies guilt or disagrees with the sanction imposed, or if the faculty member, other complainant, chairperson or Associate Dean thinks that the penalties are insufficient for the act complained of, the case shall be forwarded in writing by the chairperson or Associate Dean within ten (10) days from the date of the meeting. The Academic Dean shall bring together the student, faculty member or other complainant, and the Division Director to review the charges within ten (10) days from the date of referral. The Academic Dean may impose any sanction permitted by this policy.

4. Should the student, faculty member, or other complainant be dissatisfied with the determination of the Academic Dean, the case may be appealed in writing within ten (10) days of the Dean's written decision to the Budget and Academic Policy Committee, who shall refer the case to the University Academic Appeals Board for resolution.

5. Should the student, faculty member, or other complainant be dissatisfied with the determination of the Academic Appeals Board, then he/she may file an appeal with the

Marshall Community & Technical College President or designee within thirty (30) days from the receipt of the written decision of the Board. The decision of the Marshall Community & Technical College President or designee shall be final.

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.

2. 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.

3. To be eligible to apply for academic forgiveness, a student must be currently admitted to Marshall Community & Technical College.

4. Once the student has completed 12 credit hours of required courses at Marshall Community & Technical College with no grade lower than a "C," the Registrar will calculate the grade-point average and grant the academic forgiveness for the D and/or F grades the student earned at least four years earlier. (Exceptions will be made for the following associate and applied science degree programs: Board of Governors, Occupational Development, and Technical Studies. If students in these degree programs meet the academic residency requirement of three credit hours, they will be eligible for academic forgiveness.)

5. Grades disregarded for graduation GPA computation remain on the student's permanent transcript.

6. The student applies for academic forgiveness by submitting an application for "Academic Forgiveness" to the Marshall Community & Technical College Associate Dean/Director of 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.

7. If the student applies for academic forgiveness, he/she must be aware that this is a Marshall Community & Technical College policy that may not be recognized by other institutions of higher education in 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 12 semester hours of college-level work at Marshall Community & Technical College with a minimum GPA of 2.00 on all work attempted after acceptance.

ACADEMIC PROBATION AND SUSPENSION POLICY

Academic Probation: All undergraduate students whose Overall or Marshall 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 Associate/Assistant Dean or a designated advisor of their college before registering for classes to develop an Academic Improvement Plan to achieve good academic standing. This plan will be binding on the student.
Students on probation may take a maximum of 14 hours 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 MILO (phone or Web).

- Students on probation must participate in their college's Retention Program.

- Other requirements may be imposed in the Academic Improvement Plan. The student is returned to Academic Good Standing when his or her Marshall and Overall GPA are 2.0 or higher.

Academic Suspension
Academic Suspension is defined as a period in which a student can not enroll in courses at Marshall 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 or more
Quality Point Deficit	20	15	12	9

When a student returns to Marshall 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 Dean of a student's College, School, or Program. The petition must be in writing and provide evidence that the student can meet the requirements of his or her Academic Improvement Plan. **The written petition for readmission must be submitted at least 30 days prior to the beginning of the semester for which readmission is sought or according to the requirements of the individual college.**

Computing Quality Point Deficit
To compute Quality Point Deficit, both Overall and Marshall, 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 X 2 = 96
96 – 90 = 6 (a quality point deficit of 6)

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

CLASS ATTENDANCE POLICY

It is Marshall Community & Technical College's policy that each instructor evaluates the importance of student class attendance. In the course syllabus, the instructor must provide his/her policy on class attendance, make-up work, and related matters. If a student is absent from class because of a circumstance that is included in the excused absence policy, the absence can be handled by an arrangement between the student and the instructor or, if either party requests, the student can obtain an official excused absence following the procedure described below. The instructor must honor a university excused absence covered by this policy and allow the student an opportunity to catch up/make up work missed. This policy excludes those academic endeavors that require the completion of a certain number of clock hours, as in clinical experiences, practica or internships. For those courses, the maximum number of absences will be determined by the department chair or program supervisor. This policy does not supersede program accreditation requirements.

I. Definitions of Excused Absences
Excused absences fall into five categories:

A. University-/College-Sponsored Activities:

1. Academic activities including, but not limited to, performing arts, debate and individual events, honors classes, ROTC, and departmental functions.

2. Athletics. Official athletic events sponsored by the Athletic Department.

3. Other university/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 university/ 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 or 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. Please see the Dean of Student Affairs for a list of such holidays.

II. Process:

A. To secure an excused absence. The student who seeks an excused absence must do so immediately after the event/activity/incident by following these guidelines. Whenever time permits, such as for university/college activities scheduled well in advance, the excuse must be obtained and presented to the instructor prior to the absence.

1. University-/College-Sponsored Activities:

a. Academic Activities: These absences are excused by the dean within whose unit the activity is sponsored. The dean must pre-approve any notice that is given or sent to faculty regarding absences of this type.

b. Athletics: These absences are excused by the Dean of Enrollment Management who must pre-approve any notice given/sent to faculty.

c. Other University activities: These absences are pre-approved by the Dean of Student Affairs and excused by the Office of Academic Affairs prior to any notice to faculty. The activity and the excused absence must be endorsed in writing by the organization advisor.

2. Student Illness or Critical Illness/Death in the Immediate Family:

a. Student Illness or Injury: The student must submit official documentation of treatment by a medical practitioner to the Dean of Student Affairs as soon as he/she returns to class. Documentation must specify the inclusive dates to be excused. The dean will notify faculty that the absence(s) meets the criteria to be excused.

b. Critical Illness of Immediate Family Member: The student must submit official documentation from the family member's health care provider that substantiates the critical nature of the illness and the student's need to provide the care/support. This documentation is to be submitted to the Dean of Student Affairs upon the student's return to class. The dean will notify faculty that the absence(s) meets the criteria to be excused.

c. Death of an Immediate Family Member: To obtain an excused absence, the student must submit one of the following to the Dean of Student Affairs upon return to classes: an obituary or a funeral program with the student named as a relative; verification on letterhead stationery of the death and the relationship by clergy or funeral home personnel. The dean will notify faculty that the absence meets the criteria to be excused.

3. Short-Term Military Obligation: The student who seeks an excused absence for military obligation must present official documentation of his/her orders to duty to the dean of his/her college prior to the absence. The dean will notify faculty that the absences are to be excused.

4. Jury Duty or Subpoena for Court Appearance: The student who seeks an excused absence for jury duty or court appearance must submit his/her subpoena or official notification of jury duty to the dean of his/her college prior to the date of the obligation. The dean will notify faculty that the absence is to be excused.

5. Religious Holidays: Absences resulting from major religious holidays will be excused when the student presents the request in advance of the absence to the Dean of Student Affairs. The dean will indicate his/her approval on the request and forward it to the Office of Academic Affairs for the official excused absence notification to faculty.

Notice: Any student who falsifies information or documentation in order to obtain an excused absence has committed a violation of the Code of Student Rights and Responsibilities and will be referred to Judicial Affairs for appropriate sanctions.

B. To Catch Up/Make Up Missed Work:

1. It is the responsibility of the student to request an opportunity to complete missed work.

2. Once the excused absence has been secured, the request to make up work should be made to the instructor at the next available class meeting.

3. Missed activities will be rescheduled or, in the event that rescheduling of an activity is not practical or possible, a fair and equitable alternative way of arriving at the grade for the missed component of the overall grade will be developed by the instructor.

4. Punitive measures must not be taken against students who present an official university/college excused absence.

5. Students should be aware that excessive absences—whether excused or unexcused—may affect their ability to earn a passing grade.

6. If the faculty member believes that the number of absences accrued under the terms of this policy is such that the student cannot fulfill the learning experience/mastery that a course requires, he/she may recommend that a student withdraw from the class.

7. Regardless of the nature of the excused absence, the student is responsible for completing all coursework prior to the end of the semester.

Approvals:
Associate Deans Council, August 6, 2004
Deans Council, August 31, 2004
Budget and Academic Policy Committee, October 21, 2004
Faculty Senate, November 18, 2004

Academic Appeals: This is defined as termination of student status, including any right or privilege to receive some benefit, or recognition, or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at Marshall Community & Technical College, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at Marshall Community & Technical College. The terms of academic dismissal from a program for academic deficiency shall be determined, defined, and published by each of the constituent colleges and schools of Marshall University and Marshall Community & Technical College. Academic dismissal from a program or from Marshall may also be imposed for violation of the University and Community & Technical College policy on academic dishonesty. For details, see "Academic Rights and Responsibilities of Students."

Academic Dishonesty: See Academic Policies: Academic Dishonesty Policy.

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 or her cumulative Marshall and Overall GPA (includes Marshall grades and any grades earned at other institutions) 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 or her cumulative Marshall or Overall GPA (includes Marshall grades and any grades earned at other institutions) is less than 2.0. The student will be notified by mail of probation status and that a hold has been placed on his or her registration activity. The student cannot register or make schedule changes by telephone or on the web. All of his or her registration activity must take place in person with an advisor in the Marshall Community & Technical College Advising Center. Probation students also are limited in the number of credit hours they can take each semester and may be subject to financial aid, athletic participation, and other restrictions imposed by their colleges. See Academic Probation and Suspension Policy for details.)

- **Academic Suspension**: If a student exceeds the maximum quality point deficits in the cumulative Marshall or overall GPA (includes Marshall grades and grades earned at other institutions) for his/her GPA hours at the end of any given semester, he or she will be suspended for the following semester. The Advising Center notifies suspended students by mail that a suspension hold has been placed on their registration status and that their registration for the following semester or the following calendar year(s) has been cancelled (excluding summer terms when the suspension is for one semester). See Academic Probation and Suspension Policy for details.

Assessment: Marshall 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.

Marshall 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 Marshall Community & Technical College will participate in periodic assessment activities as directed by the college. Students' assessment will normally occur at two times in the student's college career: upon entering the institution for course placement and upon completing the requirements for the programs.

WorkKeys® -- To continue to receive funding for vocational/technical programs, all state community colleges are required to measure the skill level of their graduates in math, reading, and locating information. West Virginia has chosen to use the Work Keys System.

The three categories of assessment in the **WorkKeys®** System that graduating students are required to take are the following: Applied

Mathematics, Reading for Information, and Locating Information. These tests will be administered during the fall and spring semesters. During the semester of his/her graduation, a student will receive a testing schedule.

A student's scores on the tests will not affect his or her grade point average nor keep the student from graduating; however, the graduation date for students who do not take the test for any reason will be moved to the next schedule graduation date (i.e. December to May, May to July). Students' scores will help Marshall Community & Technical College improve programs and set standards and will enable students to document their workplace skills.

Attendance: See Additional Academic Policies: Class Attendance Policy

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. You 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. The instructor can notify the student's college dean and the Registrar's Office to withdraw the auditor from the class if attendance or other requirements are not met.

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. The student has 10 years in which to complete the degree. If within that 10 year period the student changes majors or transfers colleges at Marshall, the catalog at the time of the change takes effect. The student then has 10 years in which to complete the degree under the new catalog. If a student exceeds the 10-year period, the catalog of record is the one in effect at the date of graduation. The student must meet the graduation requirements in this catalog. Students can substitute courses no longer offered with the permission of their college Dean.

Classification of Students

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

CLASSIFICATION	SEMESTER HRS.
Freshman	0-25
Sophomore	26-57
Junior	58-89
Senior	90 or more

COURSE NUMBERS	LEVEL
000-099	developmental(or pre-college) courses
100-199	freshman level
200-299	sophomore level
300-499	junior and senior level

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) enables 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 CLEP 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 CLEP 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 CLEP exams does not automatically satisfy specific academic requirements. Since divisions have different curriculum requirements and may use the scores in different ways, students should consult first with their Associate Dean or the Dean's office on how the examinations would be used. Listed are the CLEP exams that will be considered for Marshall Community & Technical College equivalent college credit:

CLEP Exams	Required Score	Marshall Community & Technical College Equivalent	Credit Awarded
Accounting, Principles of	50	AC 201 & 202	6
Algebra, College	50	MAT 145 or 150	3
Alg- Trig, College	50	MAT 145	3
Calculus w/ Elem. Functions	50	MAT 205	5
Chemistry, General	50	SCI 220	6
Info Systems and Computer Applications	50	IT 101	3
Macroeconomics, Principles of	50	EC 102	3
Management, Principles of	50	MG 202	3
Marketing, Principles of	50	MK 130	3
Microeconomics, Principles of	50	EC 102	3
Sociology, Introductory	50	SOC 210	3
Trigonometry	50	MAT 146	3
College Mathematics	500	MAT 145 & 150	6

Listed below are the DANTES exams with college equivalents:

Test Name/Subject	College Course	Semester Hours	Recommended Score
Fundamentals of College Algebra	MAT 145	3	47
Principle of Statistics	MAT 210	3	48
Lifespan Developmental Psychology	SS 215	3	46
Principles of Physical Science	SCI 101	3	47
Principles of Finance	FN 231	3	46
Principles of Financial Accounting	AC 201	3	49
Personnel/Human Resource Management	MG 233	3	46
Organizational Behavior	MG 202/SS 201	3	48
Principles of Supervision	ISM 133	3	46
Business Law II	MG 226	3	52
Introduction to BASIC	IT 115	3	47
Introduction to Business	MG 101	3	46
Money and Banking	FN 151	3	48
Management Information Systems	IT 101	3	46
Business Mathematics	MAT 115	3	48
Technical Writing	ENL 231	3	46

The listings of CLEP and DANTES exams are those with college equivalents. Other CLEP and DANTES exams are available and may be taken. They may count towards graduation but will be posted on transcripts as unclassified hours. For more information on how CLEP/DANTES may apply towards a program of study, contact Steven L. Brown, Cabell Hall Room 307; phone, (304) 696-3366; e-mail, brown175@marshall.edu. To schedule an appointment to take CLEP/DANTES exams, call the School of Extended Education at (304) 696-6689.

Commencement/Graduation Dates
Marshall Community & Technical College observes one Commencement Exercise and three graduation dates during an academic year. The official graduation dates are:

- Last day of Summer Session 6.
- Last day of final examinations for the fall semester.
- Day of Commencement for the spring semester.

Students who complete all requirements for a degree at any time other than the above dates will be graduated on the next successive date. 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 to join the spring graduates in the Commencement Exercises. (Also see Graduation.)

Course Overload
Registering for classes in advance for required courses is critical to graduating in a timely manner. During the registration process, should a student need to request an overload for a course that is already full, the student needs to contact the Associate Dean of that course for review of the request. Students should double check that there are no other open sections of the course prior to contacting the Associate Dean. Overloads are not permitted for many courses, and some courses have reached room capacity so overloads are not feasible. If a student secures approval for an overload, the registration for the overload must be completed on the date of issue.

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. Check the Schedule of Courses for more information.

To be eligible to take an exam, a student must be fully admitted and have an advisor's permission. The student must pay a non-refundable fee of $30 per proficiency exam attempted. Exams may only be taken once, and they are not available if the student is are currently enrolled in the course or has been previously enrolled in the course. Credit only (not a grade) will be recorded on the transcript for successful completion; no transcript record will be recorded for failure.

Credit for Knowledge, Life, Work Experience or Skills
Credit for knowledge or skills is available only to students who have graduated from high school or passed a high school equivalency test. Portfolio college credit will only be awarded for 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 skills demonstrated by the presentation of a portfolio, certificates, or diplomas and acceptance of these credentials by Marshall Community & Technical College.

To earn portfolio credit, a student must register for TS 101: Portfolio Development. This course helps guide students through the process of developing and assembling a portfolio. There is a $300 portfolio evaluation fee that is required to be paid when a portfolio is submitted for faculty review. Once a faculty member reviews a portfolio and determines the amount of credit to be awarded, there will be $10 per credit hour fee that must be paid to cover the transcript posting fee. These credits will appear on the student's transcript as soon as the credits are awarded. However, these credits will not count towards a degree and/or certificate until completion of 12 college credit hours with a 2.0 or higher GPA from Marshall Community & Technical College. These credits will appear on a transcript as college equivalent credits.

For more information, contact Steven L. Brown, Cabell Hall Room 307; phone, (304) 696-3366; e-mail, brown175@marshall.edu.

Credit from Nontraditional Sources
Courses taught by the United States Armed Forces and certain government agencies, companies and organizations are sometimes reasonably comparable to courses taught at Marshall Community & Technical College. To be considered for transfer credit, these courses must be listed in one of the approved credit-equivalency references sources, such as the American Council on Education.

With the approval of program directors, CLEP and DANTES tests can be accepted towards completion of an Associate degree or certificate. These courses will be added to the transcript upon receipt of either an official transcript from the testing agency or a branch of the United States Armed Forces. CLEP and DANTES exams are administered on campus by the School of Extended Education. For details, see College-Level Examination Program (CLEP).

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. (Same as "Semester Hour.")

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

anytime 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 policy, and the repeat must be done prior to completion of the baccalaureate 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 fill out a form in his/her college office early in the semester in which the course is repeated.

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 a sophomore (26-57 hours), received a D, and is still an undergraduate student, then 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 or 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 Dean's office to replace the form for the withdrawn course.

For more details, see Academic Policies: Academic Forgiveness.

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" in their undergraduate college.

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

Electronic Courses
These are courses a student can take totally through the Internet. Electronic courses are online versions of classes already offered on the Marshall campus. When a student completes them, they carry the same credit as the same class does when offered on campus.

To register for electronic courses, a student must follow the same procedures as other classes at Marshall by visiting the Registrar's office in Old Main, by using MILO or by visiting the Marshall Community & Technical College Advising Center.

To register for electronic courses, a student must possess basic computer literacy skills. System requirements can be found at http://www.marshall.edu/tools.html. More information can be found about electronic courses at marshall.edu/admissions.

English Composition Requirement / English Qualifying Examination (EQE)
The following guidelines are required for students to fulfill the English Composition Requirement for graduation from Marshall University:

(1) Students who make a D or an F in ENG 102, 201H, or 302 will need to repeat the course in order to earn the grade of C required for graduation.

(2) The grade of C in ENG 102, 201H, or 302 will remain in effect for all University colleges as a university-wide graduation requirement.

Exceptions:

1) Associate in Applied Science or Associate of Arts Degree program students who received an A, B, or C in COM 112: Communication II through Fall 2002 have satisfied the composition graduation requirement unless the students took ENG 102 or COM 115 (now ENL 115). If either of these courses is taken students must earn a C or higher in order to fulfill the English Composition Requirements for graduation from a university/college program.

2) Beginning Spring 2003, Associate in Applied Science, Associate in Arts, or Associate in Science program students who receive an A, B or C in COM 111: Written Communication (now ENL 111) have satisfied the composition graduation requirement.

3) Associate in Applied Science program students who have passed both portions of the CLEP Freshman English Exam between September 1, 1976, and June 1, 1991.

4) International students from countries whose national language is not English.

Final Exams - Absence from Final Exams
Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, his or her instructor counts the examination as zero and reports the final grade of "F." If the absence is the result of illness or some other valid reason beyond the student's control, the instructor reports a grade of "I." In all cases, a student must verify the reason for the absence.

Grade Information and Regulations
Marshall uses a 4.00 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 an overall GPA of 2.0 or higher
- Have a Marshall GPA of 2.0 of higher
- Have earned a C or better in COM 111 (NOW ENL 111) or equivalent
- Have a minimum of 12 college-level credit hours earned at Marshall Community & Technical College
- Complete any program specific additional requirements

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

To apply, students must first go to the Bursar's Office in Old Main and pay the graduation fee. Next, students bring a copy of the receipt to the Advising Center in Room B-5 of the Community & Technical College building. After presenting the receipt, students must complete the Graduation Application .

Honors Eligibility for Transfer Students (Associate Degree)
A transfer student must have earned at least 36 hours of work at Marshall Community & Technical College, 32 of which must be applicable to an Associate degree program and must have attained honors for all work attempted at Marshall Community & Technical College and honors for all academic work attempted at the collegiate level regardless of the institution attended.

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 Director of Student Services will report the proper honors level on the final graduation list. Honors will be posted on the degree record in Banner (transcript), and the diploma will be reordered.

Honors Graduation / Associate Degree
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

Note: Honor calculations are not rounded.

Independent Study
Independent studies are tutorials, independent readings, research, problem reports, 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 Associate Dean and College Dean.

Internship
An internship is a supervised work experience completed by graduating students at a site appropriate to the student's declared major. The student must have the approval and permission of the Division Director and/or Program Coordinator in order to register for the credit/no credit course. A faculty member or Associate Dean will serve as an internship coordinator and resource person for the interns and will make site visits and provide career counseling. The internship class also may include on-campus training seminars, workshops, and presentations by in-the-field professionals. Although the internship experience varies across divisions of the college, the outcome for each is to provide opportunities for the graduating 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. It is offered within one department or by a combination of departments. It is a field of study within an approved degree program, having its own curriculum. A degree program may have more than one major. All courses in the major must be taken for a grade except internships, practica, and approved foreign study courses.

One-Year Certificate Program
A one-year certificate program is a unified series of courses or learning experiences composed of a minimum 30 required credit hours.

Option
An option is a specific subject area of study which has particular course requirements within an approved degree program and major. Options are focused versions of a degree program.

Practicum
This is a closely supervised experience in a student's professional area. It may be on or off campus, or a combination of the two. Ordinarily, there is extensive collaboration with a faculty supervisor. With faculty approval, a student registers for a practicum for which he or she will receive credit. Practicum experiences vary across departments.

Residence Requirements
"In residence" means to be enrolled in Marshall courses. Marshall Community & Technical College Associate Degree and Certificate program students must earn at least 12 hours credit in residence. These 12 hours must be for regular course work (excluding CR/NC) and must be applicable to the degree program. For Marshall Community & Technical College students, "in residence" means on-campus via Web courses or at one of the formal off-campus instruction sites. The Board of Governors' Associate in Applied Science degree requires a minimum of three hours of Marshall Community & Technical College college-level coursework.

Semester Hour
This is the same as "Credit Hour."

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 Marshall Community & Technical College Director of Student Services.

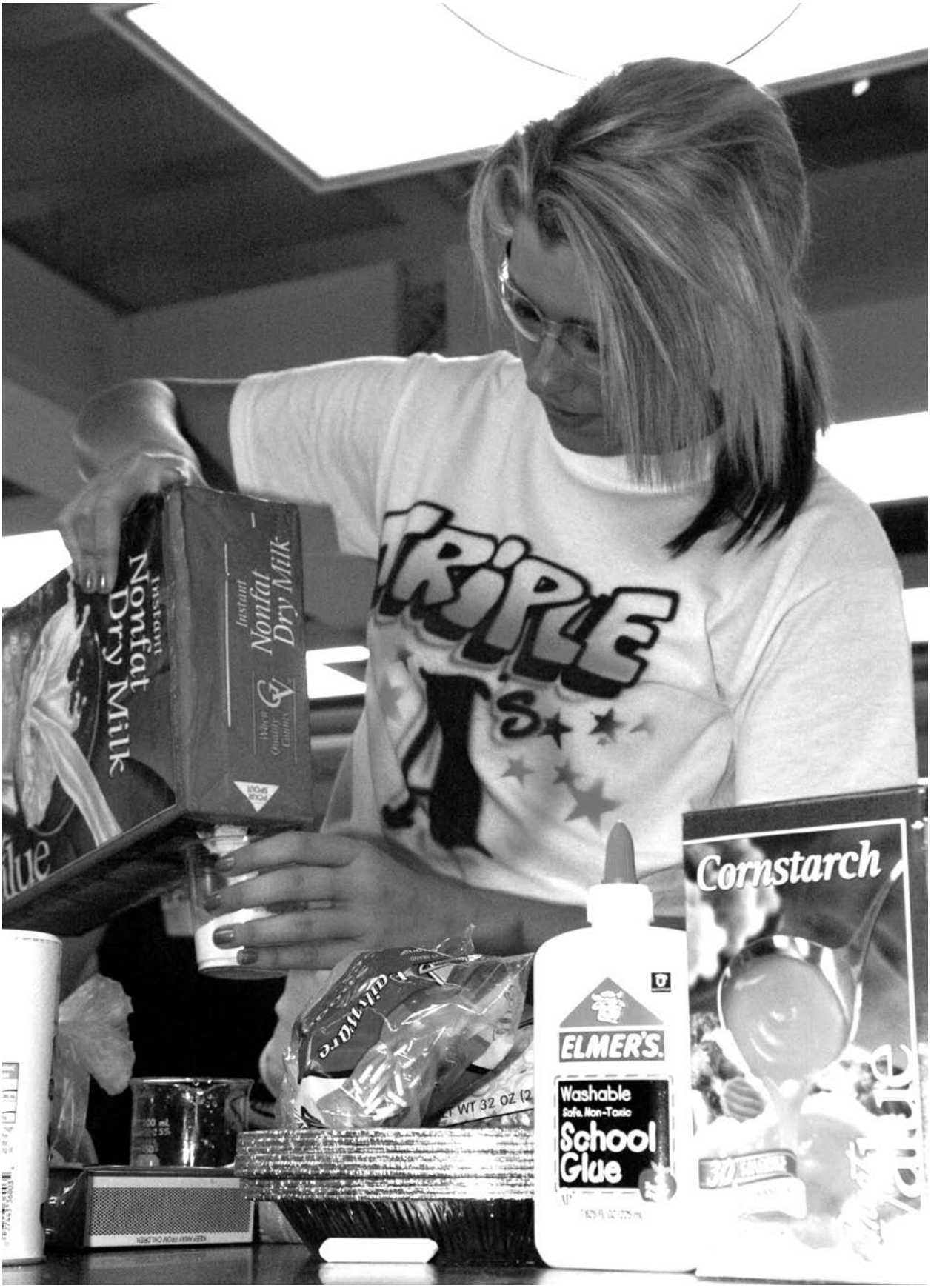
Special Topics
Special Topics are experimental courses that can be offered twice by a department without formal committee approval. No more than 6 credits of special topics can be applied toward an Associate degree; no more than 12 can be applied toward a Baccalaureate degree.

Syllabus
During the first two weeks of semester classes (3 days of summer term), instructors must provide each student a copy of the course requirements which includes these items:

- A description of the general course content
- Approximate dates for major projects and exams
- Grading policy
- Attendance policy

Exceptions to this policy might include seminar, problem report, independent study, field work, internships, and medical clerkships.

Transcript
Every student is entitled to one free official transcript of his or her record. Each additional copy costs $6. The Office of the Registrar usually will process 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 Marshall financial obligation or have other obligations to Marshall forfeit their right to a transcript until their obligations are resolved. Transcript requests should be sent directly to the Office of the Registrar in the form of a letter, fax, or on the Transcript Request Form available in the office. Students must sign their requests. Students can obtain unofficial transcripts on the Web at: www.marshall.edu/myMU, in their college office, or in the Registrar's Office.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STUDENT RESOURCES & SERVICES

ACADEMIC SKILLS CENTER
ADVISING CENTER
CAMPUS CHRISTIAN CENTER
CAREER SERVICES CENTER
CENTER FOR AFRICAN AMERICAN STUDENTS PROGRAMS
CHILDHOOD DEVELOPMENT ACADEMY
COMMUTER MEAL PLAN
COMPUTER LABS
COMPUTING SERVICES
COUNSELING SERVICES
DISABLED STUDENT SERVICES
GREEK AFFAIRS
HEALTH INSURANCE
HIGHER EDUCATION FOR LEARNING PROBLEMS (H.E.L.P.)
JUDICIAL AFFAIRS
LIBRARIES
NEWMAN CENTER
PSYCHOLOGY CLINIC
PUBLIC SAFETY DEPARTMENT
SPEECH AND HEARING CLINIC
STUDENT AFFAIRS
STUDENT GOVERNMENT
STUDENT HEALTH EDUCATION AND SUBSTANCE ABUSE PREVENTION PROGRAMS
STUDENT HEALTH SERVICES
STUDENT LEGAL AID CENTER
STUDENT SUPPORT SERVICES
STUDY ABROAD
TUTORING SERVICES
WOMEN'S PROGRAMS
WRITING ACROSS THE CURRICULUM
WRITING CENTER

STUDENT RESOURCES AND SERVICES

ACADEMIC SKILLS CENTER

A highly qualified staff of math and English instructors offers tutorial assistance to individuals and study groups in the Academic Skills Center (ASC), located in Marshall Community & Technical College building Room 138. The ASC operates as a learning center and offers self-paced classes in English, independent study skills, mathematics, keyboarding, information technology, and social science. In addition to working with teachers, students have computers and videos to assist in building academic skills and in refreshing existing skills.

In order to use the ASC's services, a student must register for one credit hour of an ASC course. ASC courses are co-requisites to the Elementary Algebra (MAT 085), Fundamental Mathematical Concepts (MAT 095), and Intermediate Algebra (MAT 097) classes.
ASC operating hours during the fall and spring semesters are: 8 a.m.-8 p.m. Monday through Thursday; 8 a.m.-3 p.m. Friday; 9 a.m.-1 p.m. Saturday; and 3 to 7 p.m. Sunday. Summer school hours vary.

ADVISING CENTER

Professional advisors in the Academic Advising Center assist students in becoming well-informed and effective decision makers and planners who will gain maximum benefit from their educational experiences. Located in the lower level of Marshall Community & Technical College building, the Academic Advising Center is a source of information on the wide array of available academic programs and on academic policies and procedures. The Advising Center serves Marshall Community & Technical College 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 center's advisors 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.

An Advising Center advisor must approve registration for classes until students have completed 24 hours of 100-level graded courses with at least a 2.0 GPA. Students should make appointments for advising as those with appointments will be seen first. Students can get their advisor's name or advising help by calling (304) 696-6282 or visiting the Advising Center, Community & Technical College building B-5. The Advising Center is open Monday through Friday from 8 a.m. to 5 p.m. and other hours by appointment.

CAMPUS CHRISTIAN CENTER

The ecumenical staff of the Campus Christian Center is responsive to the personal, academic, vocational and spiritual needs of the Marshall community. The ministerial staff is also available for counseling. Among participating denominations are: Presbyterian, United Methodist, American Baptist, Southern Baptist, Episcopal, Lutheran, Roman Catholic, Church of Christ, and the Church of the Living Sanctuary.

For more information, call (304) 696-2444, or stop by the center at the northwest corner of 5th Ave. & 17th St.

CAREER SERVICES CENTER

The Career Services Center's trained career professionals assist students in all phases of career development and job placement.
Services include: career counseling and testing; comprehensive student jobs program; credential file service; internships; resume development; interview skills seminars; career and job fairs; on-campus recruiting; computerized job matching; job board, and a Web site.

For more information, call (304) 696-2370; drop by the center at the southwest corner of 5th Ave. and 17th St., or send e-mail to career-services@marshall.edu.

CENTER FOR AFRICAN AMERICAN STUDENTS PROGRAMS

The Center for African American Students Programs (CAASP), in the Division of Multicultural Affairs, is designed to provide support, interventions, and enrichment programs to enhance the academic and personal growth of African American students.
Located in Memorial Student Center, CAASP's staff assists students with problem solving, crisis management, information and referral, college and community linking services, advocacy, academic planning, employment guidance, and general student support. The CAASP also offers a variety of events and programming each year.

For more information, call Maurice Cooley, coordinator, at (304) 696-6705; visit the center, Memorial Student Center 1W25, or send e-mail to cooley@marshall.edu.

CHILDHOOD DEVELOPMENT ACADEMY

Child care services to children of Marshall students, faculty and staff are provided at the Childhood Development Academy, located at 22nd St. & 5th Ave. The center also serves as a location for Marshall students participating in various clinical experiences as part of their academic programs.

For more information, call Mary Jo Graham, president of the CDA board of directors, at (304) 696-6478, or send e-mail to graham@marshall.edu.

COMMUTER MEAL PLAN

For students who live off-campus, a commuter meal plan is available through the Campus ID office on the lower level of Memorial Student Center.

For more information, call (304) 696-6843, or stop by the Campus ID office, Memorial Student Center BW9.

COMPUTER LABS

Cabell County Career Technology Technical Center

Room 123	15 computers

Cabell Hall Lab

Room 201	20 computers

Corbly Hall

Room 335	16 computers
Room 336	16 computers
Room 433	24 computers
Room 434	23 computers
Room 438	32 computers
Room 439	20 computers

Corbly Hall UCF Labs

Room 330	40 computers
Room 332	46 computers
Room 436	23 computers
Room 437	20 computers

Community & Technical College Building

Room 136	20 computers
ASC Lab 137	18 computers

Drinko Library 206 computers

Gullickson Hall

Room 211	24 computers

Harris Hall

Room 444	24 computers

Morrow Library 6 computers

Smith Hall Labs

Room 211	40 computers
Room 532	29 computers

Note: Some of the labs are used for classes and are not always available for students' independent use.

COMPUTING SERVICES

Marshall University Computing Services (UCS) and the Help Desk are located on the fourth floor of Drinko Library and provide computing, networking and information services for students, faculty and staff.

Computer Accounts

Marshall Community & Technical College students are entitled to a computer account on MUnet at no extra cost. Students who attend Orientation are provided their MUnet account usernames and passwords. A student may also receive his or her MUnet username and password by taking his or her Marshall ID to the UCS 24-Hour Study Center or the UCS Front Desk in Drinko Library and asking one of the assistants to print out an account sheet that contains details about the student's MUnet account. The pre-assigned user-ID and password will give the student full access to the campus network and the Internet.

Help Desk

UCS provides a Help Desk for MUnet account holders, which is available by calling (304) 696-3200 in the Huntington calling area; (304) 746-1969 in the Charleston area; or toll-free (888) 689-8638.

Outside the Huntington/Charleston calling areas, MUnet account holders may also request assistance via e-mail by sending the request to helpdesk@marshall.edu. The Help Desk hours of operation are typically from 8:00 a.m. to 9:00 p.m. Monday through Friday. A technician usually is available weekends on an "on-call" basis.

Internet Access Off Campus

University Computing Services, in conjunction with WVNET (West Virginia Network for Educational Telecommuting), sponsors dial-up Internet service with tollfree (in-state) and local dial access in the entire state. There is a charge for this service. For more information, call the Help Desk (304) 696-3200 in the Huntington calling area; (304) 746-1969 in the Charleston area; or toll-free (888) 689-8638.

COUNSELING SERVICES

The Counseling Services staff provides individual and small group counseling experiences, personal and emotional health seminars, and referral services. Support groups are available to help students resolve feelings on a variety of issues. Personality testing is available to assist students in evaluating their own characteristics. These resources may be used by students to help resolve educational, personal/social, or vocational questions. All information discussed is confidential.

For more information, call (304) 696-3111, or stop by the main office on the first floor of Prichard Hall.

DISABLED STUDENT SERVICES

Staff of the Disabled Student Services program work 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 (304) 696-2271, or visit Prichard Hall 117.

HEALTH INSURANCE

Students are strongly encouraged to invest in a health care insurance policy. The university has identified a student accident and sickness group insurance plan that provides low-cost coverage for hospital and medical expenses. The plan provides annual coverage on campus and away from the college and university.

For more information, call the Student Development Office at (304) 696-3111, or visit the office on the first floor of Prichard Hall.

HIGHER EDUCATION FOR LEARNING PROBLEMS (H.E.L.P.)

The Higher Education for Learning Problems (H.E.L.P.) program provides students with Learning Disabilities and/or Attention Deficit Disorder (ADD) the rights they are guaranteed under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The program offers: assessment to determine LD and/or ADD; tutoring by graduate assistants in coursework, note-taking, study skills, organization and memory improvement; remediation, by learning disabilities specialists, in reading, math, spelling and written language skills; liaison among professors, H.E.L.P. and students; arrangement for accommodation in testing; and counseling for problems with self-esteem and severe test anxiety.

Application to H.E.L.P. must be made separately from application to the college and should be completed no fewer than six months in advance.

For more information, contact Lynne Weston, director, at (304) 696-6317, or stop by Myers Hall on 18th St. between 5th and 6th Aves.

JUDICIAL AFFAIRS

For Marshall to function effectively as an educational institution, students must assume full responsibility for their actions and behavior. Students are expected to respect the rights of others, to respect public and private property, and to obey constitutional authority. A student's admission to the college constitutes acceptance of these responsibilities and standards. Failure to adhere to the policies and conduct regulations of the college places the student in violation of the Marshall Code of Student Rights and Responsibilities and may, therefore, subject the student to disciplinary action. All admitted students are subject to the code at all times while on or about university-owned property, or at college-sponsored events. Anyone may refer a student or student organization suspected to violating the Code of Student Rights and Responsibilities to the Office of Judicial Affairs.

Should a student be charged with a violation of the code, he or she will be assured of due process, including the right for a hearing in front of an impartial body comprised of students and faculty. The judicial body hears evidence presented on both sides of the case, makes a determination of responsibility, and recommends sanctions. The Student Code of Conduct and the judicial processes are published in the Student Handbook.

For more information, call Prudy Barker, director, at (304) 696-2495; e-mail her at barkerp@marshall.edu; or visit the office, Memorial Student Center 2W38.

LIBRARIES

The Marshall University Library System consists of six libraries with combined holdings of 430,000 volumes (including audiovisual materials) and access to more than 20,000 periodical titles. Students may use books, monographs, periodicals, documents, CD-ROMS, videocassettes, sound recordings, electronic journals, online reference materials and microforms. Access to electronic resources is done via the University Libraries' Web pages. Each library operates as part of the university system and provides unique service to the clientele and programs with which it is associated. The libraries play an essential role in the educational and research activities of the individual university programs. Using the library as a gateway, students have access to the tools to search multiple resources and obtain 80 Learning Opportunities and Resources Marshall University materials from a variety of sources. A dynamic interlibrary loan and document delivery program provides materials from other libraries in electronic or print form, often in a matter of days. Courier services also enhance turnaround time and overcome geographical limitations.

MCTC students have access to five libraries:

- *The John Deaver Drinko Library*, located on Hal Greer Boulevard between Old Main and Corbly Hall, houses more than 138,000 volumes, current subscriptions, a 24-hour computer lab, multimedia presentation facilities, an assistive technology center for the visually impaired, faculty and student instructional technology rooms, and a fully-wired auditorium. Circulation, Reference, and Media are located in the Drinko Library, with extensive collections and a team of qualified personnel. The Drinko Library is a state-of-the-art facility which also houses University Computing Services and University Telecommunications.
- *The James E. Morrow Library*, situated between Smith Hall and the Science Building, houses Special Collections, Government Documents, and shelving for approximately 275,000 volumes. Special Collections features the University archives, West Virginia Collection of state and regional materials, and the distinctive Hoffman and Blake collections. Government Documents, a federal depository collection, contains more than 1.1 million items and provides materials in electronic, microform, and paper formats.
- *The Health Science Library*, specializing in medical resources for the schools of medicine and nursing, maintains a current collection of medical monographs, periodicals and electronic resources. Staff provide a variety of document delivery services

and searches on medical-related databases. The library is located in the Robert C. Byrd Center for Rural Health, next to the Cabell-Huntington Hospital on Hal Greer Boulevard.

- *The Music Library*, supporting the instruction and research needs of the Music Department, includes more than 15,800 sound recordings (tape, LP, and CD formats), 13,000 scores, music education materials, the electronic version of the *Grove Dictionary of Music and Musicians*, and a sizeable reference collection. The library is in Smith Music Hall Room 115.
- *The Hoback Chemistry Library*, consisting of chemistry journals and monographs, is accessible to students and faculty in the Chemistry Department in the Science Building. Maintained by a chemistry faculty member, access is by arrangement only and handled by department personnel; call (304) 696-2430.

For more information, visit the University Libraries' Web site, www.marshall.edu/library

NEWMAN CENTER

The Marshall Newman Center is the home of the Marshall Catholic Community, which consists of Catholic students, faculty, and staff and their children. The Newman Center is open daily and students of all denominations are welcome to come and use the facility. The Newman Center's Leadership team consists of seven students whose responsibilities include liturgy, service, fundraising, fellowship and spirituality with its community. The campus minister and assigned chaplain may be contacted for needs regarding pastoral care. During the academic year, Mass is celebrated twice on Sundays, at 11:15 a.m. and 7 p.m. Reconciliation is available each Thursday at 4 p.m. Other sacraments are scheduled as needed.

For additional information, visit the Newman Center at 1609 Fifth Avenue or call (304) 525-4618.

PSYCHOLOGY CLINIC

The MU Psychology Clinic, located in Harris Hall Room 449, was established by the Department of Psychology as a training facility for advanced graduate students enrolled in the university's clinical psychology program and to provide high-quality, low-cost, confidential psychological services to individuals on the campus and from the local community. Graduate student clinicians provide services under the supervision of qualified clinical faculty. A variety of services is offered by the clinic, including individual psychotherapy, psychological assessment, and group psychotherapy, as well as educational workshops and other events. Some faculty also provide services. Although the clinic is not a for-profit venture, nominal fees are charged for services.

For more information, contact Keith Beard, director, (304) 696-2772, or visit the clinic's Web site, http://www.marshall.edu/psych/clinic/clinic.htm.

PUBLIC SAFETY DEPARTMENT

Located in the Welcome Center, 1801 5th Ave., across from Twin Towers, the Public Safety Department is directly responsible to the University community and provides all services on an around-the-clock basis. By virtue of West Virginia State law, University 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 64357 (6-HELP) from University phones, or by using one of the emergency/service phones located throughout the campus. Marshall is ranked by *APB News* as one of the safest campuses in the country.

SPEECH AND HEARING CENTER

The Department of Communication Disorders in the College of Nursing and Health Professions operates the Speech and Hearing Center which provides quality evaluation and treatment services for people of all ages with speech and hearing problems. The center also provides special training for individuals who would like assistance with dialect change. Services are available for Marshall students, faculty and staff, and the general public. Reduced fees are available.

For information on scheduling, contact Beverly Miller, Director, Smith Hall 143; (304) 696-3640; commdis@marshall.edu.

STUDENT AFFAIRS

The various units within the office of the dean of student services are:

1. Student Activities
2. Recognized Student Organizations
3. Judicial Affairs
4. Student Governance
5. Student Legal Aid
6. Greek Affairs (fraternities and sororities)
7. Student leadership and volunteer activities

Student Activities

The student as a planner, participant, leader, and presenter is best exemplified in the area called Student Affairs. Staff strives to create environments where students can practice leadership skills and responsible citizenship, clarify their values, and generally become full participants in the learning process. Staff provides advising, leadership development, and support services in a variety of settings including but not limited to student social-cultural events, student governance, fraternities and sororities, legal aid, judicial affairs, and off-campus and commuting students.

Student Development

The Student Development Center is best described as the educational support service area of the Division of Student Affairs. Its major goal is to enhance and support a student's personal and academic development. This assistance is accomplished through developmental, remedial, and preventive programs, activities, services which include, but are not limited to personal and social counseling; educational and career counseling; study skills development; tutorial services; health education; returning students and disabled student services.

All units of the Student Development Center are located on the first floor of Prichard Hall:

1. Counseling Services assists students in the resolution of personal or emotional concerns; the center is staffed by mental health professionals and provides comprehensive services. Call (304) 696-3111 for information.
2. Women and Returning Students Programs, (304) 696-3112
3. Student Health Education/Substance Abuse Prevention, (304) 696-4800
4. Disabled Student Services, (304) 696-2271

For more information, contact Stephen Hensley, Marshall University, Dean of Student Affairs, Memorial Student Center 2W40B; phone (304) 696-6422; e-mail, student-affairs@marshall.edu; Web site, www.marshall.edu/student-affairs.

Student Government

The Marshall University Student Government Association is the representative body for all students at Marshall University and Marshall Community & Technical College. Members of SGA serve on all university standing committees and thus, participate in the institutional governance process. SGA also serves as a resource for students who seek to implement ideas for the improvement of the University, or who have areas of concern that they would like to address.

Students interested in Student Government should call or stop by the Student Government Office. Memorial Student Center 2W29B, or call (304) 696-6435.

Student Health Education and Substance Abuse Prevention Programs

Student Health Education Programs (SHEP) offers counseling and educational services, which promote the wellness concept of a balanced lifestyle. SHEP provides: workshops; films; a resource library; counseling and referral for family planning; weight-loss classes; smoking-cessation classes; education on a variety of health issues; and publishes "Wellness Ways," a preventive health newsletter. The coordinator of the program teaches a class to provide training to volunteers whose objective is to educate other students about AIDS. The Substance Abuse Education Prevention Program (SAEP) provides seminars, growth groups, and other programs to promote the responsible use of alcohol and to educate the campus community about the problems associated with the use of illegal drugs. Individual counseling and referral are an integral part of this service.

For information or service, contact the office of Student Health Education Programs in Prichard Hall; (304) 696-4800

STUDENT HEALTH SERVICES

Student Health service is provided by the Department of Family and Community Medicine, a division of the University's School of Medicine and is open from 8:00 a.m. to 4:00 p.m. Monday through Friday. Summer hours vary. Health services will be provided from the first day to the last day of each fall, spring, and summer semester to full-time students who present current validated identification cards. Part-time students may be required to pay fees for service. Services provided include: diagnosis and treatment by a physician, licensed practitioner or physician's assistant; limited routing laboratory procedure; and injections for allergies (if vaccines and dosage directions are provided by the physician of the patient and approved by the staff).

Student Health Services is located at Marshall Medical Center/Cabell-Huntington Hospital, 1600 Medical Center Drive, Suite 1500; (304) 691-1106.

STUDENT LEGAL AID CENTER

The Student Legal Aid Center employs part-time licensed attorneys and a program advisor to assist all students. The program advisor helps the student understand the various policies and procedures within the University such as grade appeals, judicial board appeals, grievances and mediation. The primary role of the program advisor is to help ensure fair and equitable treatment of students. Although the attorneys may not represent students in court, they offer advice and counseling on all legal matters which could concern students including lessor/tenant disputes, consumer rights, domestic relations, contracts, auto accidents, traffic tickets, criminal charges, employment, and civil rights. Seminars are usually offered each semester on the topics of lessor/tenant relations, consumer protection, establishing credit, and other topics of relevance. Brochures such as "A Student Guide to Renting," "Consumer Protection Tips," as well as other informative pamphlets are available at the Center.

For free and confidential advice, stop by the office, Memorial Student Center 2W23, or call (304) 696-2285. While no appointment is necessary, office hours vary each semester so student are encourage to call ahead.

Student Support Services

The Student Support Services Program is a federally funded program which provides a wide range of personal, academic and cultural enrichment programs to a specifically identified group of Marshall students. In a "home-away-from-home" atmosphere, Student Support Services students meet regularly with their assigned counselors to discuss and plan their academic, personal and career progress. Supplemental Instruction tutoring is also offered to program students for courses which they may find difficult.

For more information, contact Joseph Dragovich, Director, Prichard Hall 130; phone (304) 696-3164; e-mail, sss@marshall.edu.

STUDY ABROAD

Undergraduate students can experience life in a different culture while pursuing an approved course of study toward the baccalaureate degree. (See information on transfer of credit and grades.) This international experience will serve as excellent preparation for whatever career students choose. Marshall students have enrolled in programs of study in such countries as England, Spain, Mexico, Australia, Japan, France, Germany, and China. Students can arrange for study abroad in several ways:

- study abroad for one or more semesters or during the summer;
- enroll in another American institution's study abroad program;
- enroll in an International Exchange Program. Marshall maintains a number of these programs which involve a direct relationship with the institution abroad as well as easy transfer of credits.

The Center for International Programs Office will help find the right program for a student's needs. Study abroad is done typically in the junior year. Advance planning will ensure a successful experience. By making an early commitment to study abroad, students can plan their curriculum, save money, and prepare for living in a foreign setting, possibly with a host family or in a shared apartment.

For more information, contact Clark Egnor, Study Abroad Director, Old Main 320; phone (304) 696-6265; e-mail, cip@marshall.edu.

TUTORING SERVICES

The Academic Support Center brings together three academic support services. Through these three units, the center provides students with free programs and services to help them succeed in college and beyond. The center offers a supportive atmosphere in which students can obtain individualized tutoring in a variety of subjects as well as help with writing assignments. The Academic Support Center staff is always available to answer questions, provide materials and generally guide students to academic success. The center also serves as a clearinghouse of information about the various academic opportunities at Marshall.

- Tutoring Services: Students who are struggling in a class, or know they will be struggling soon, can get help by signing up for a Peer Tutor. Tutors are Marshall students who have demonstrated expertise in their subject areas. Tutors will meet with students individually, work with them at their own pace and give help in the specific areas students need most. Marshall students can receive up to 4 hours a week of tutoring at no charge. The student and his/her tutor will decide when to meet and every attempt will be made to work around the student's schedule. To sign up for a tutor, students should visit the Academic Support Center to fill out an application form.

- Writing Center Tutors: MU's Writing Center provides free writing consultation to students. Students can drop in without an appointment to receive help with writing, but a "draft copy" is necessary. The Writing Center tutoring staff, which consists of English graduate students and undergraduate peer tutors of all majors, can help students through the entire writing process, from discussing initial ideas to revising and editing their work. (See also Writing Center.)

For more information, contact Patricia Gallagher, Coordinator of the University College Tutoring Program, located in the lower level of the Marshall Community & Technical College building; phone (304) 696-2371; e-mail: tutoring@marshall.edu.

WOMEN'S PROGRAMS

The Women's Programs/Women's Center strive to ensure a campus community in which women and men can live and work together in a mutually respectful and supportive personal environment where equality, responsibility and personal empowerment are encouraged and fostered. The Women's Center is open weekdays and evenings and offers a quiet atmosphere where students can relax, collect themselves and study. Computers and typewriters are available for use at no cost.

For additional information, call (304) 696-3338 or (304) 696-3112 or visit Prichard Hall 143.

WRITING ACROSS THE CURRICULUM (WAC)

All Marshall undergraduates must take one Writing Intensive class, sometimes called a WAC class. Created to reinforce writing skills in classes outside of English composition, writing intensive classes engage students directly in the subject matter of the course through a variety of activities that focus on writing as a means of learning. Some of these activities are informal, ungraded class exercises that

teach (among other things) critical thinking, organization and synthesis of diverse elements, summarizing skills, and awareness among students of their own learning processes. Other activities, formal and graded, teach these same skills through careful revision and rethinking, peer evaluation, and reformulation into a finished product. Writing intensive classes make students aware that writing is a necessary and frequently used skill no matter what their occupation will be, and the classes prepare students for writing in their careers and in their personal and community lives.

For more information, contact the WAC office at (304) 696-4650 or visit Old Main 236.

WRITING CENTER

The Writing Center, administered by the Department of English, provides free writing consultation to students. Students can drop in without an appointment to receive help with writing or to use a computer. The Writing Center tutoring staff, which consists of English graduate students and undergraduate peer tutors of all majors, have been trained by the English Department to help students through the entire writing process, from discussing initial ideas to revising and editing their work.

For more information contact Mary Moore, Corbly Hall 353; (304) 696-2405; www.marshall.edu/writing.

CAMPUS ACTIVITIES

BIRKE ART GALLERY

CHORAL ENSEMBLES

DEBATE AND INDIVIDUAL EVENTS TEAMS

INSTRUMENTAL ENSEMBLES

INTERCOLLEGIATE ATHLETICS

MARCHING BAND AND AUXILIARY UNITS

MARSHALL ARTISTS SERIES

PHI THETA KAPPA

RECREATIONAL SPORTS AND FITNESS ACTIVITIES

UNIVERSITY THEATRE

W. DON WILLIAMS HEALTH AND FITNESS CENTER

CAMPUS ACTIVITIES

More than 150 active student organizations – social, religious, special interests, professional, departmental or honorary – offer students a range of opportunities for personal growth. For a complete list of student organizations, go the Web page www.marshall.edu/student-activities/MUStudentOrganizations.pdf.

BIRKE ART GALLERY

The Birke Art Gallery, located on the first floor of Smith Hall, is administered by the Art Department in the College of Fine Arts. A wide variety of programming is offered each year, including exhibitions of works by Marshall undergraduate and graduate students. For more information, call (304) 696-2296.

CHORAL ENSEMBLES

Marshall University's highly active program of choral ensembles is open to all students. All ensembles can be taken for one credit hour and may be repeated for credit. For more information, visit the Music Department in Smith Music Hall 154-A or call (304) 696-3117.

DEBATE AND INDIVIDUAL EVENTS TEAMS

Any full-time student interested in intercollegiate competition in debate or individual events may contact the Director of Forensics for additional information, (304) 696-6786.

INSTRUMENTAL ENSEMBLES

The Department of Music offers a wide variety of instrumental groups, all of which are open to all students. All ensembles can be taken for one credit hour and may be repeated for credit. For more information, call the phone numbers listed for the specific ensemble. All area codes are 304.

Flute	696-2359	Trombone	696-3109
Percussion	696-2377	Trumpet	696-6437
Piano	696-2337	Tubonium	696-3109
String	696-6609	(tuba/euphonium)	

INTERCOLLEGIATE ATHLETICS

Students who are enrolled in Marshall Community & Technical College are ineligible to play intercollegiate athletics. Student athletes enrolled in other colleges are eligible to take Marshall Community & Technical College courses.

MARCHING BAND AND AUXILIARY UNITS

Membership in the Marching Band is open to all students. Credit is offered for participation in each group. The University Band Office is located in Smith Music Hall 146. For more information, call (304) 696-2317.

MARSHALL ARTISTS SERIES

Marshall Artists Series brings nationally, and sometimes internationally, acclaimed attractions to the campus and the Tri-State Area each year, including major names and experimental acts in disciplines from Broadway, dance, music, comedy, opera, and film. Marshall Artists Series is one of the oldest "town/gown" series in the United States, operating since 1936, and has developed a far-reaching reputation as one of the best University series available today. Tickets for most events are free to all full-time students with a validated I.D. and are available to students three (3) weeks prior to each performance. Full-time students receive one free ticket with valid MUID. Part-time students receive one half-priced ticket with valid MUID. Individuals with student tickets will be required to present their Marshall I.D. at the door of the show.

PHI THETA KAPPA

Marshall 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 Marshall 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 (B+); must have achieved academic excellence as judged by the faculty; and must be of good moral character and possess recognized qualities of leadership.

RECREATIONAL SPORTS AND FITNESS ACTIVITIES

Recreational Sports, located in the university's Henderson Center, strives to make the collegiate experience for students fun and enjoyable while promoting fitness, wellness and overall well-being. Intramural activities are open to students, staff and faculty. Events range from basketball to flagg football and include volleyball and softball. All participants must have a valid Marshall I.D. For more information on manager's meetings for intramural activities, call (304) 696-6477 or 696-4652.

UNIVERSITY THEATRE

University Theatre, under the direction of the Department of Theatre/Dance, presents four full-length plays each year. In addition, several studio performances are staged annually. Students, faculty, and staff are eligible to audition for the fall and spring plays. All major productions will be presented in the Fine and Performing Arts Center/Theatre, located on Fifth Avenue directly across from the Memorial Student Center. Tickets are free to students paying the full activity fee. Tickets for part-time students are pro-rated. For more information, call the box office, (304) 696-ARTS (2787).

W. DON WILLIAMS HEALTH AND FITNESS CENTER

The W. Don Williams Health and Fitness Center, a state-of-the-art facility, houses cardiovascular and weight training equipment. Students must go through a brief orientation prior to use of the center, must show Marshall I.D. and bring a towel to the facility. The facility operates under reduced hours during summer school and when classes are not in session. Hours are posted at the Health and Fitness Center, Gullickson Hall 119.

NOTE: Tickets to MU football games, Marshall Artists Series and University Theatre are available free only to *full-time students taking on-campus classes*. Activity and Title IX fees are not charged for off-campus or electronic classes; as a result, students taking these classes are not eligible for free tickets. The privileges assigned for each student are based on the number of credit hours and the campus their classes are on.

ACADEMIC PROGRAMS

GENERAL EDUCATION ASSESSMENT PORTFOLIO

CUSTOMIZED TRAINING

ALLIED HEALTH

BUSINESS TECHNOLOGY

GENERAL/TECHNICAL STUDIES

INFORMATION TECHNOLOGY

OCCUPATIONAL DEVELOPMENT

ONE-YEAR CERTIFICATES

COLLEGE SKILL SETS

GENERAL EDUCATION ASSESSMENT PORTFOLIO

A General Education Assessment Portfolio is a graduation requirement for all Marshall Community & Technical College graduates. The portfolio will be a compilation of coursework collected throughout the program of study and submitted as a requirement in the student's capstone course.

Each student will collect examples/samples of coursework from all courses throughout his or her program of study. The portfolio must document the student's mastery of the seven general education learning outcomes. The student will determine the method (either electronic or paper) of collecting assignments/artifacts that best demonstrate each of the following general education learning outcomes:

- communicate effectively using written skills;
- communicate effectively using oral skills;
- apply mathematics and basic scientific concepts for problem-solving activities;
- utilize technology competently;
- use critical-thinking skills;
- develop an awareness of ethical behavior;
- recognize the richness of diversity.

After completion of each assignment/artifact chosen for inclusion, the student will write a short reflection paper indicating:

- which learning outcome is demonstrated;
- how the learning outcome was achieved;
- how competency of the learning outcome will impact his/her future personal and career goals;
- any other comments that are pertinent to demonstrating achievement of the required general education learning outcome.

The completed assignment/artifact and reflection paper will be saved electronically/ hardcopy for inclusion in the final portfolio. During the capstone course, the student will be asked to choose the assignments/artifacts and the accompanying reflection papers which best demonstrate the mastery of the general education learning outcomes.

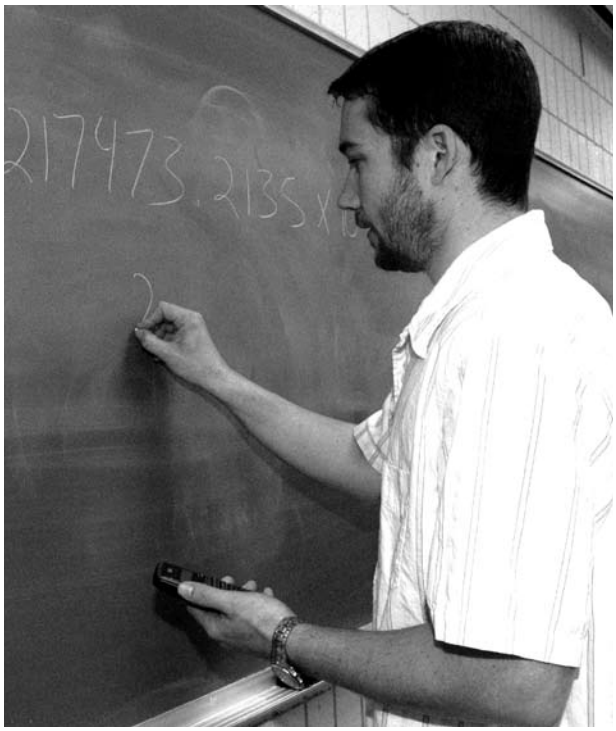
CUSTOMIZED TRAINING

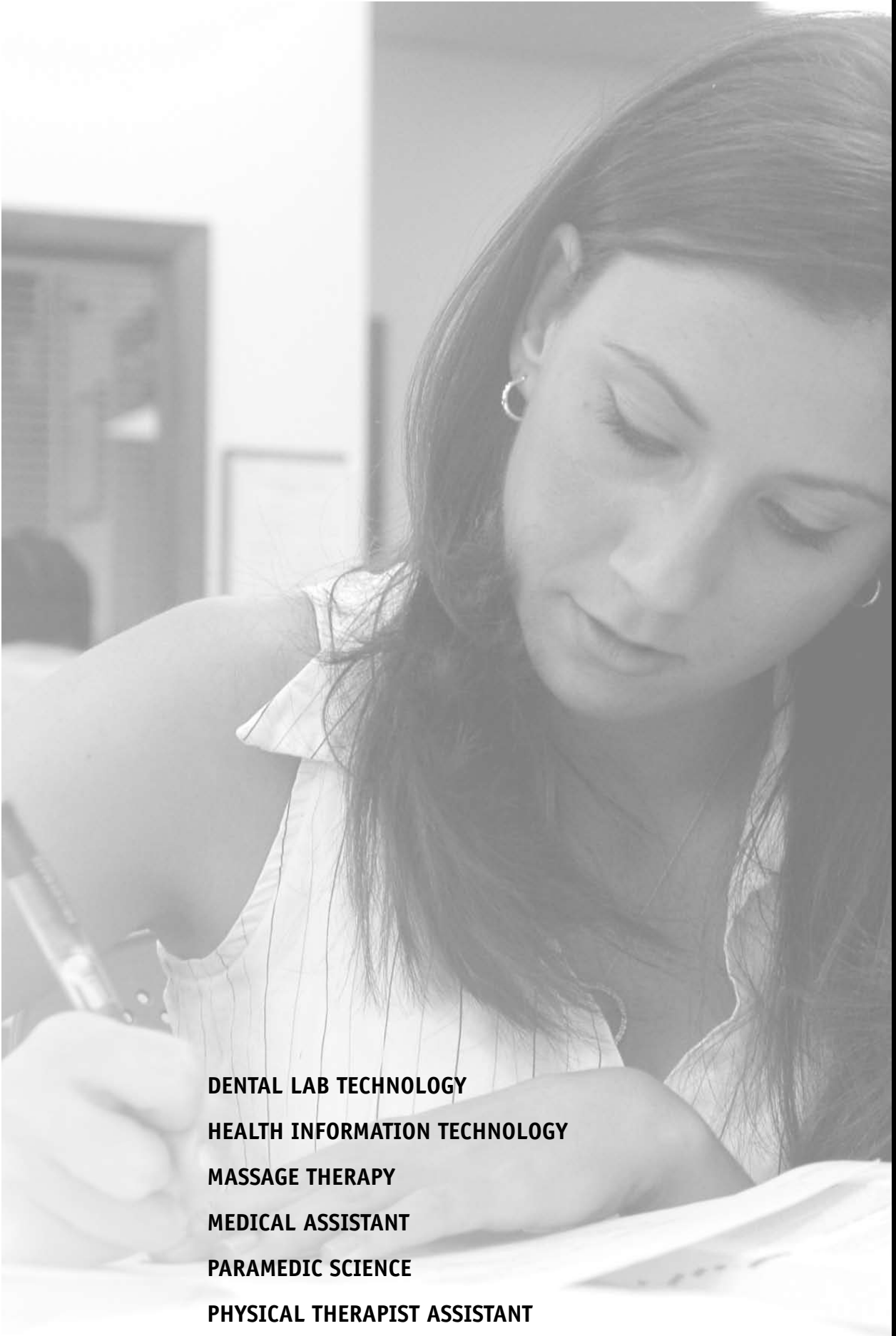
The Associate in Applied Science degree program in Technical Studies is designed to provide for cooperatively sponsored educational opportunities leading to associate degrees for employees/students participating in quality education and training programs sponsored by business, industry, labor, government, or other education agencies.

The specific course of study for each program will be determined by agreements between the employer/agency program sponsor and Marshall Community & Technical College. MCTC will form an advisory committee made up of representatives from the business or industry to be served and representatives from MCTC to provide advice in the design of the program.

Required components include general education courses, classroom instruction in the technical core and in the occupational area, as well as the option of awarding college credit for on-the-job training and/or supervised work-based learning.

For more information, contact Carol Perry, Associate Dean of General Studies, Community College building Room 129; phone, 304-696-3018; e-mail, perry@marshall.edu.





ALLIED HEALTH

DENTAL LAB TECHNOLOGY

HEALTH INFORMATION TECHNOLOGY

MASSAGE THERAPY

MEDICAL ASSISTANT

PARAMEDIC SCIENCE

PHYSICAL THERAPIST ASSISTANT

RADIOLOGIC TECHNOLOGY

DENTAL LABORATORY TECHNOLOGY

PROGRAM DESCRIPTION:

One year of training at the Putnam Career and Technical Center (PCTC) and thirty-one hours credit at Marshall Community & Technical College will result in an Associate in Applied Science degree in Dental Laboratory Technology. Students will follow the Putnam County school calendar while completing the Dental Laboratory Technology courses, and attend the PCTC every day from 8:30 a.m.-3:00 p.m. during the technical portion of the program.

CAREER OUTLOOK:

Dental Laboratory Technicians make and repair dental appliances such as dentures, crowns, and braces. Specializations are available in various aspects of the work prescribed by dentists and orthodontists: Crown and Bridge Technicians, Metal Dental Technicians, Partial Denture Technicians, Dental Ceramists and Orthodontic Technicians. Most dental laboratory technicians work in commercial dental laboratories employing 2 to 20 people. Employment opportunities are available in private dental offices, dental schools, hospitals, and companies that manufacture dental prosthetic materials.

Job opportunities for medical, dental, and ophthalmic laboratory technicians should be favorable. Most job openings will arise from the need to replace technicians who transfer to other occupations or who leave the labor force. During the last few years, demand has arisen from an aging public that is growing increasingly interested in cosmetic prostheses. For example, many dental laboratories are filling orders for composite fillings that are the same shade of white as natural teeth to replace older, less attractive fillings.

SALARY FORECAST:

Median hourly earnings of dental laboratory technicians were $14.93 in May 2004. The middle 50 percent earned between $11.18 and $19.71 an hour. The lowest 10 percent earned less than $8.86, and the highest 10 percent earned more than $25.48 an hour. Median hourly earnings of dental laboratory technicians in May 2004 were $15.95 in offices of dentists and $14.40 in medical equipment and supplies manufacturing.Dental technicians in large laboratories tend to specialize in a few procedures and, therefore, tend to be paid a lower wage than those employed in small laboratories that perform a variety of tasks.

(Information obtained from ***Occupational Outlook Handbook, 2006-2007***)

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.

MAJOR CODE - CD10

FIRST YEAR[1]

First Semester[2]

DLT	101	Introduction to Dental Technology[3] **(EDGE)** (1st 9 weeks)	6
DLT	104	Complete Dentures **(EDGE)** (2nd 9 weeks)	9
		TOTAL CREDITS	**15**

Second Semester

DLT	108	Partial Dentures **(EDGE)** (1st 9 weeks)	9
DLT	112	Inlays/Crowns/Bridges/Ceramics **(EDGE)** (2nd 9 weeks)	10
DLT	116	Clinical Experience[4] **(EDGE)** (2nd 9 weeks)	1
		TOTAL CREDITS	**20**

SECOND YEAR

Third Semester

AH	151	Medical Terminology **(EDGE)**	3
ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MG	101	Introduction to Business **(EDGE)**	3
SCI	120	Basics in Physical Science	4
		TOTAL CREDITS	**16**

Fourth Semester

COM	112	Oral Communication	3
MAT	115	Business Mathematics	3
MG	202	Business Organization & Management[5]	3
BIOL	257	Introduction to Anatomy & Physiology **(EDGE)**	3
SS	215	Lifespan Psychology	3
		TOTAL CREDITS	**15**

HOURS REQUIRED FOR GRADUATION: 66

NOTES:

1. Dental Laboratory Technology courses are delivered at Putnam Career and Technical Center at Eleanor, W. Va.
2. All first semester Dental Laboratory Technology courses must be completed with a "C" or better before student can register for second semester coursework.
3. DLT 101 has a prerequisite of admission to the Dental Laboratory Technology Program.
4. DLT 116 has a prerequisite of DLT 101, DLT 104, DLT 108 and co-requisite of DLT 112.
5. MG 202 has prerequisite of MG 101.

EMPLOYMENT OPPORTUNITIES:

- dental labs
- private dental offices
- dental schools
- dental labs that manufacture prosthetic materials

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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or
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HEALTH INFORMATION TECHNOLOGY

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. 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 67 credit hours students must earn for the associate degree, 29 credit hours of health information technology classes are required. This includes 5 credit hours of directed practice where the students will practice utilizing their skills in a health information setting.

CAREER OUTLOOK:

Job prospects should be very good. Employment of medical records and health information 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.

SALARY FORECAST:

Median annual earnings of medical records and health information technicians were $25,590 in 2004. The middle 50 percent earned between $20,650 and $32,990. The lowest 10 percent earned less than $17,720, and the highest 10 percent earned more than $41,760. Median annual earnings in the industries employing the largest numbers of medical records and health information technicians in 2004 were as follows:

general medical and surgical hospitals	$26,640
nursing care facilities	26,330
outpatient care centers	23,870
offices of physicians	22,130

(Information obtained from ***Occupational Outlook Handbook, 2006-2007***)

ADMISSION REQUIREMENTS:

1. Completion of the first year of course work with a grade point average of 2.5 or above.
2. Completion of a minimum of 20 hours of observation in a health information management department of a health care facility.
3. 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.

You may also contact the American Health Information Association at (312) 787-2672 or www.ahima.org.

MAJOR CODE - CH10

FIRST YEAR

Fall Semester

AAT	136	Introduction to Word Processing **(EDGE)**	3
AH	151	Medical Terminology **(EDGE)**	3
ENL	111	Written Communication	3
MAT	150	Applied Professional Mathematics	3
SS	215	Lifespan Psychology	3
		TOTAL CREDITS	**15**

Spring Semester

AAT	253	Medical Transcription[1]	3
BIOL	260	Applied Human Anatomy	4
COM	112	Oral Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
LAS	248	Medical Law[2]	3
		TOTAL CREDITS	**16**

SECOND YEAR[3,4]

Fall Semester

(HIT Classes Offered in Fall Only)

AH	216	Basic Pharmacology[5]	3
HIT	201	Health Information Technology I[6]	3
HIT	201L	Health Information Technology I Lab	1
HIT	203	Basic ICD-9-CM Coding	4
HIT	206	Hospital Rates & Percentages	2
HIT	210	Computer Health Information Systems	2
HIT	214	Directed Practice I[7,8]	1
		TOTAL CREDITS	**16**

Spring Semester

(HIT Classes Offered in Spring Only)

AH	205	Principles of Disease[9]	4
HIT	202	Health Information Technology II[6]	3
HIT	202L	Health Information Technology II Lab	1
HIT	204	Advance Coding Concepts	4
HIT	208	Quality Improvement in Healthcare	2
HIT	215	Directed Practice II[8,10]	2
		TOTAL CREDITS	**16**

Summer Intersession

HIT	212	Health Information Technology[11]	2

Summer

HIT	218	Directed Practice III[8,12]	2

HOURS REQUIRED FOR GRADUATION: 67

NOTES:

1. AAT 253 has prerequisite of AAT 136 and AH 151.
2. The LAS 248 prerequisite of LAS 101 is waived for Health Information Technology program majors. Please see advisor.
3. Application Process for Health Information Technology: File a Marshall University application provided by the Office of Admission. 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. Submit a complete HIT Observation Form verifying a minimum of 20 hours of observation.
4. 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.
5. AH 216 has a prerequisite of AH 151.
6. HIT 201 and HIT 202 have respective co-requisites of HIT 201L and HIT 202L.
7. HIT 214 has a co-requisite of HIT 201.
8. HIT 214, 215 and 218 should be taken in sequence.
9. AH 205 has a prerequisite of BIOL 260.
10. HIT 215 has a co-requisite of HIT 202.
11. HIT 212 has a prerequisite of HIT 201, 201L, 202, 202L, 203, 204, 206, 208, and 210.
12. HIT 218 has prerequisite of HIT 215.

EMPLOYMENT OPPORTUNITIES:

- acute care facilities
- ambulatory care facilities
- long-term care facilities
- state and local health departments
- insurance companies
- sales representatives for health information supplies
- rehabilitation centers
- professional billing companies
- physicians' offices
- attorneys' offices
- medical transcription

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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MASSAGE THERAPY

PROGRAM DESCRIPTION:

The A.A.S. degree in Massage Therapy is a cooperative program through Marshall Community & Technical College and Mountain State School of Massage in Charleston. 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. LMTs 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 2012.

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:

Median hourly earning of massage therapists, including gratuities earned, were $15.36 in May 2004. The middle 50 percent earned between $9.78 and $23.82. The lowest 10 percent earned less than $7.16, and the highest 10 percent earned more than $32.21. Generally, massage therapists earn 15 to 20 percent of their income through gratuities. For those who work in a hospital or other clinical setting, however, tipping is not common.

(Information obtained from ***Occupational Outlook Handbook, 2006-2007***)

ADMISSION REQUIREMENTS:

A prospective student applying for any program at Mountain State School of Massage must:

- be 19 years of age; (may be waived through personal interview with the Directors);
- submit an application along with a non-refundable $50 application fee;
- submit a document containing relevant biographical data, basic philosophy of health care and motivation for training in massage therapy;
- be at least a high school graduate (or equivalent) and submit transcripts from the last attended academic institution (or G.E.D.);
- submit (2) letters of reference. At least (1) must be an academic or employer reference.

Massage therapists use a number of massage therapeutic techniques to control pain, reduce stress, and promote relaxation and a sense of well-being in their clients. Working alone, or in consultation with other health care professionals (physiotherapists, physicians, chiropractors), the massage therapist will obtain medical histories, provide assessments and develop treatment plans for clients.

Massage therapy affects the circulatory, musculoskeletal, immune, respiratory, and nervous systems. The techniques and treatments of massage therapy include: assessment of joint quality and function; muscle strength and range of motion; soft tissue manipulation; application of finger and hand pressure to specific points of the body; application of hot compresses and packs; and whirlpool baths.

MAJOR CODE – CM70

Marshall Community & Technical College Allied Health Courses

ENL	111	Written Communication	3
COM	112	Oral Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	150	Applied Professional Mathematics	3
SCI	201	Integrated Science[1]	4
SS	215	Lifespan Psychology	3
		TOTAL CREDITS	**19**

Mountain State School of Massage Coursework in Massage Therapy[2,3]

MAS	205	Anatomy and Physiology for Massage Therapy	11
MAS	210	Orientation, Awareness Skills, Business & Research	4
MAS	215	Bodywork I	6
MAS	220	Bodywork II	5
MAS	225	Pathology for Massage Therapy	5
MAS	230	Kinesiology for Massage Therapy	7
MAS	235	Student Clinic Integrative Massage	3-4
		TOTAL CREDITS	**41-42**

HOURS REQUIRED FOR GRADUATION: 60-61

NOTES:

1. SCI 201 has a prerequisite of MAT 150
2. Massage Therapy courses are delivered at Mountain State School of Massage.
3. All first-semester Massage Therapy courses must be completed with a "C" or better before students can register for subsequent Massage Therapy courses.

EMPLOYMENT OPPORTUNITIES:

- doctors' offices
- chiropractors' offices
- hospitals
- physical therapy offices
- medical clinics
- massage therapy practices

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.

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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MEDICAL ASSISTANT

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 Marshall Community & Technical College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

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.

Within the 71 credit hours students must earn for the associate degree, 19 credit hours of medical assistant classes are required. This includes 3 credit hours of medical office internship where the students will practice utilizing their skills in a health-care setting.

CAREER OUTLOOK:

Employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2012 as the health services industry expands because of technological advances in medicine and a growing and aging population. Increasing utilization of medical assistants in the rapidly-growing healthcare industries will result in fast employment growth for the occupation. In fact, medical assistants are projected to be the fastest growing occupation through 2012.

SALARY FORECAST:

The earnings of medical assistants vary, depending on their experience, skill level, and location. Median annual earnings of medical assistants were $24,610 in May 2004. The middle 50 percent earned between $20,650 and $28,930. The lowest 10 percent earned less than $18,010, and the highest 10 percent earned more than $34,650. Median annual earnings in the industries employing the largest numbers of medical assistants in May 2004 were:

colleges, universities, and professional schools	$27,490
outpatient care centers	25,360
general medical and surgical hospitals	25,160
offices of physicians	24,930
offices of other health practitioners	21,930

(Information obtained from ***Occupational Outlook Handbook, 2006-2007***)

ADMISSION REQUIREMENTS:

1. completion of the first year general and support courses with a 2.5 or better GPA;
2. CPR certification (EME 105);
3. physical exam with proper inoculations.

Applications will be accepted beginning January 1 each year for the upcoming fall semester. Admission to the program will be granted starting in May. This is a limited enrollment program. For additional information about Medical Assistants, visit the American Association of Medical Assistants web site at www.aama-ntl.org.

MAJOR CODE – CM30

FIRST YEAR[1]

Fall Semester

AAT	136	Introduction to Word Processing **(EDGE)**	3
AH	151	Medical Terminology **(EDGE)**	3
ENL	111	Written Communication	3
EME	105	First on Scene	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	115	Business Mathematics	3
		TOTAL CREDITS	**18**

Spring Semester

AAT	253	Medical Transcription[2]	3
COM	112	Oral Communication	3
AH	220	Basic Nutrition	3
IT	150	Applications to Spreadsheets[3] **(EDGE)**	3
BIOL	257	Introduction to Anatomy & Physiology **(EDGE)**	3
SS	215	Lifespan Psychology	3
		TOTAL CREDITS	**18**

SECOND YEAR

Fall Semester

AAT	265	Administrative Office Procedures[4]	3
HIT	201	Health Information Technology I[5,6]	3
HIT	201L	Health Information Technology I Lab	1
LAS	248	Medical Law[7]	3
MA	201	Medical Assisting Techniques I[8]	3
MA	204	Physician's Office Medical Coding	3
		TOTAL CREDITS	**16**

Spring Semester

AC	108	Accounting for Business	3
AH	216	Basic Pharmacology[9]	3
MA	202	Medical Assisting Techniques II[10]	4
MA	203	Medical Lab Techniques	3
MA	205	Medical Office Claims Procedures	3
		TOTAL CREDITS	**16**

Summer

MA	207	Medical Office Internship[11]	**3**

HOURS REQUIRED FOR GRADUATION: 71

NOTES:

1. Students must maintain a 2.5 GPA in the first year of course work.
2. AAT 253 has a prerequisite of AAT 136 & AH 151.
3. IT 150 has a prerequisite of IT 101.
4. AAT 265 has a prerequisite of AAT 136.
5. HIT 201 has a prerequisite of admission to the Medical Assisting Program. Please see advisor.
6. HIT 201 has a co-requisite of HIT 201L
7. The LAS 248 prerequisite of LAS 101 will be waived for Medical Assistant Program majors. Please see advisor.
8. Prerequisite: Admission to MA program. Student should apply in the spring semester prior to taking MA courses.
9. AH 216 has a prerequisite of AH 151.
10. MA 202 has a prerequisite of MA 201.
11. MA 207 has a prerequisite of MA 201, MA 202, MA 203, MA 204, and MA 205.

EMPLOYMENT OPPORTUNITIES:

- physicians' offices
- clinics
- hospitals
- any other type of healthcare setting

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

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PARAMEDIC SCIENCE

PROGRAM DESCRIPTION:

The Emergency Medical Technician-Paramedic (EMT-Paramedic) is a specialist in the pre-hospital care of the sick and injured. This person bridges the gap between the emergency room physician and the critical patient in the out-of-hospital setting. Paramedics provide emergency medical treatment and stabilization, rescue of persons entrapped in life-threatening situations, transportation of critical patients to specialized treatment facilities, support and assistance to fire and law enforcement agencies, and public education and safety training to target populations.

The student completing an Associate in Applied Science Paramedic Degree will complete in addition to the Paramedic "Fast Track" courses, general education courses that will better prepare the student to enter the workforce and progress to competitive job markets and management positions.

The EMT-Paramedic 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 (Certificate) Program only if the student has maintained a letter grade of "C" or better in all Paramedic Science (Certificate) courses.

Students approved for program admission in the academic year 2007-08 will begin core coursework for the Paramedic Program (Associate of Applied Science and Fast Track) in the fall of 2007.

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:

Earnings of EMTs and paramedics depend on the employment setting and geographic location as well as the individual's training and experience. Median annual earnings of EMTs and paramedics were $25,310 in May 2004. The middle 50 percent earned between $19,970 and $33,210. The lowest 10 percent earned less than $16,090, and the highest 10 percent earned more than $43,240. Median annual earnings in the industries employing the largest numbers of EMTs and paramedics in May 2004 were:

local government	$27,710
general medical and surgical hospitals	26,590
ambulatory health care services	23,130

(Information obtained from ***Occupational Outlook Handbook, 2006-2007***)

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.

MAJOR CODE – CP30

FIRST YEAR[1,2,3]

Fall Semester

ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	150	Applied Professional Mathematics	3
SS	201	Human Relations	3
		TOTAL CREDITS	**12**

Spring Semester

COM	112	Oral Communication	3
EME	109	Emergency Medical Technician **(EDGE)**	6
EME	109L	Emergency Medical Technician Lab**(EDGE)**)	1
BIOL	260	Applied Human Anatomy	4
		TOTAL CREDITS	**14**

SECOND YEAR[2,3,4]

Fall Semester

EME	130	Introduction to EMS Systems	3
PAR	210	Patient Assessment & Airway	2
PAR	211	Principles of Trauma Management	2
PAR	212	Pre-Hospital Pharmacology	2
PAR	241	Advanced Paramedic Skills Lab I	3
PAR	251	Paramedic Clinical I[4]	3
		TOTAL CREDITS	**15**

Spring Semester

PAR	220	Cardiovascular Emergencies	4
PAR	221	OB/GYN/Neonatal/Pediatric Emergencies	2
PAR	230	Pre-Hospital Care Considerations	2
PAR	231	Medical Emergencies	4
PAR	242	Advanced Paramedic Skills Lab II	3
PAR	252	Paramedic Clinical II[4]	3
		TOTAL CREDITS	**18**

Summer Semester

EME	125	Rescue Operations	3
PAR	243	Advanced Paramedic Skills Lab III	3
PAR	253	Paramedic Clinical III[4]	3
		TOTAL CREDITS	**9**

HOURS REQUIRED FOR GRADUATION: 68

NOTES:

1. Students must be EMT-B certified and maintain EMT-B certification as prerequisite for admission to and continuation in the program. See program advisor for information on application to the Paramedic Science AAS Program.
2. Students move through paramedic coursework in sequence, beginning with the First Semester (Fall) coursework.
3. Students must receive a letter grade of "C" or above in EME & PAR courses to be eligible to graduate from the program and to sit for the National Registry Exam. A student who receives a letter grade of "D" or "F" in any course must repeat that course the next time it is offered and receive a letter grade of "C" or better to be eligible to graduate from the program and sit for the National Registry Exam.
4. Clinical Grades will be given on a Credit/Non-Credit basis. The student will be expected to pass each clinical course. No student will be eligible to graduate from the program or sit for the National Registry Exam until ALL clinical hours are successfully completed.

EMPLOYMENT OPPORTUNITIES:

- hospitals
- emergency medical service providers
- private corporations
- governmental agencies
- aeromedical flight services
- industry

Those in emergency medical services who are part of fire or police departments receive the same benefits as firefighters or police officers. For example, many are covered by pension plans that provide retirement at half pay after 20 or 25 years of service or if the worker is disabled in the line of duty.

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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PHYSICAL THERAPIST ASSISTANT

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.

Physical Therapist Assistants perform various treatment procedures as delegated by a Physical Therapist. Treatments 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 32 credit hours, focusing on General Studies. Students receive foundational courses in functional human anatomy and neuroanatomy.

Through selective admissions, students enter 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.

The student will participate in 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 through the year 2012. 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.

SALARY FORECAST:

Median annual earnings of physical therapist assistants were $37,890 in May 2004. The middle 50 percent earned between $31,060 and $44,050. The lowest 10 percent earned less than $24,110, and the highest 10 percent earned more than $52,110. Median annual earnings of physical therapist aides were $21,380 in May 2004. The middle 50 percent earned between $17,990 and $26,310. The lowest 10 percent earned less than $15,380, and the highest 10 percent earned more than $33,550. Median annual earning of physical therapist aides in May 2004 were $21,120 in general medical and surgical hospitals and $20,360 in offices of physical therapists..

(Information obtained from ***Occupational Outlook Handbook, 2006-2007***)

ADMISSION REQUIREMENTS:

The following must be met for admission consideration to the second year of the program:

- Completed program application packet with official transcripts.
- Student has completed or is in the process of completing the first year of general classes.
- Student must demonstrate a cumulative grade point average of 2.85 and a "C" or better in each of the prerequisite general education courses.
- Applicants are required to complete 30 hours of volunteer or work experience, which must be documented in their application. The 30 hours must be divided between two settings under the supervision of a Physical Therapist or Physical Therapist Assistant.
- Completion of a Health Careers Aptitude Exam.
- Submission of a writing sample and completion of an admissions interview.
- 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 opportunities for clinical education and the type of learning experiences available.
- Application packets are available after October 15 from the Allied Health Division Office, Cabell Hall Room 210.
- Annual application deadline is March 1.

ACCREDITATION:

Since October 2003, the program has been accredited by the Commission of Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE). For additional information, contact the American Physical Therapy Association, Department of Accreditation at 1-800-999-APTA or online at http://www.apta.org/.

MAJOR CODE – CP10

FIRST YEAR

Fall Semester

ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	145	Applications in Algebra	3
ESS	201	Scientific Foundations for PE	3
BSC	260	Applied Human Anatomy	4
		TOTAL CREDITS	**16**

Spring Semester

COM	112	Oral Communication	3
ESS	321	Kinesiology[2,10]	3
ESS	345	Physiology of Exercise[2]	3
SCI	110	Introductory Physics[3]	4
		Social Science Requirement[1]	3
		TOTAL CREDITS	**16**

Summer

PTA	100	Introduction to Physical Therapy[4]	**3**

SECOND YEAR[11]

Fall Semester

PTA	110	Physical Therapy Modalities	2
PTA	110L	Physical Therapy Modalities Lab[5]	1
PTA	120	Patient Care Skills	2
PTA	120L	Patient Care Skills Lab[5]	1
PTA	130	Functional Anatomy & Procedures	3
PTA	130L	Functional Anatomy & Procedures Lab[5]	1
PTA	140	Neuroanatomy and Physiology	3
PTA	150	Clinical Practice I[6,7]	1
PTA	160	Clinical Practice II[6,8]	1
		TOTAL CREDITS	**15**

Spring Semester

PTA	200	Pathological Conditions	3
PTA	220	Orthopedic Rehabilitation	3
PTA	220L	Orthopedic Rehabilitation Lab[5]	1
PTA	230	Adult Rehabilitation	2
PTA	230L	Adult Rehabilitation Lab[5]	1
PTA	240	Clinical Practice III[6,9]	4
PTA	250	Peds and Spinal Cord Rehabilitation	2
PTA	250L	Peds and Spinal Cord Rehabilitation Lab[6]	1
PTA	270	Physical Therapist Assistant Seminar[9]	1
		TOTAL CREDITS	**18**

Summer

PTA	260	Clinical Practice IV[9]	**4**

HOURS REQUIRED FOR GRADUATION: 72

NOTES:

1. Social Science Requirement: Select from SS 201, SS 210, or SS 215.
2. ESS 321 and ESS 345 have a prerequisite of ESS 201.
3. SCI 110 has a prerequisite of MAT 145.
4. Admission to PTA program is a prerequisite to all PTA coursework.
5. All PTA Lab courses have PTA course co-requisites: PTA 110/PTA 110L; PTA 120/PTA 120L; PTA 130/PTA 130L; PTA 220/PTA 220L; PTA 230/PTA 230L and PTA 240/PTA 240L.
6. Clinical grades will be given on a credit/non-credit basis. The student will be required to pass each clinical. If the students does not pass the clinical, the student may be allowed to repeat the clinical one time. Failure on the repeat will result in program dismissal.
7. PTA 150 has prerequisites of completion of PTA 100, PTA 110, PTA 110L, PTA 120, PTA 120L, PTA 130, and PTA 130 L and PTA 140 with "C" or better.
8. PTA 160 has a prerequisite of PTA 150.
9. PTA 260 and PTA 270 have a prerequisite of completion of all PTA coursework with a grade of "C" or better.
10. Beginning 2007-08 application cycle, ESS 321 should be completed prior to admission.
11. Students are required to make a "C" or better in each course in the second year before graduating from the program. The student will be allowed to repeat the 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, then the student is dismissed from the program.

EMPLOYMENT OPPORTUNITIES:

- home health
- rehabilitation hospitals
- nursing homes
- acute care hospitals
- skilled nursing units
- outpatient departments
- private practice offices
- school systems

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Travis Carlton, PTA, M.S. • Cabell Hall, Room 208
Phone: 304-696-3008 or 1-866-N-ROLLED (1-866-676-5533) • Email: carlton@marshall.edu

RADIOLOGIC TECHNOLOGY

PROGRAM DESCRIPTION:

This is a cooperative degree between Marshall Community & Technical College and St. Mary's Medical Center. St. Mary's Medical Center School of Radiography is a hospital-based educational program consisting of 24 months of competency-based clinical and didactic instruction to prepare graduates for entry-level employment as a radiographer and to sit for the American Registry of Radiologic Technologist examination upon graduation. In doing so, the program assures that the highest quality of healthcare is rendered which respects the dignity of each person.

CAREER OUTLOOK:

Job opportunities are expected to be favorable. 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 multiskilled 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 2014, 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:

Median annual earnings of radiologic technologists and technicians were $43,350 in May 2004. The middle 50 percent earned between $36,170 and $52,430. The lowest 10 percent earned less than $30,020, and the highest 10 percent earned more than $60,210. Median annual earnings in the industries employing the largest numbers of radiologic technologists and technicians in May 2004 were:

Medical and diagnostic laboratories	$46,620
General medical and surgical hospitals	43,960
Offices of physicians	40,290

(Information obtained from ***Occupational Outlook Handbook, 2006-2007***)

ADMISSION REQUIREMENTS:

Prospective students must complete an application for admission to St. Mary's Medical Center School of Radiography between January 1 and April 1 for the class beginning the following July. The application must include high school and college credits and a signed Technical Standard Review Declaration Form. A minimum ACT score of 19 on composite, math, and science will improve an applicant's chance of being accepted into the program. Minimum requirements for consideration are:

1. High school diploma or successful completion of the GED.
2. A minimum of 21 hours of college credits (100 level courses or higher) from a regionally accredited institution must be completed prior to applying to the program.
3. A letter grade of "C" or better must be obtained in each of the following Marshall Community & Technical College courses (or equivalent courses from other institutions).

    - MAT 145 Applications in Algebra
    - SCI 110 Introductory Physics
    - BIOL 260 Applied Human Anatomy
    - BIOL 265 Applied Human Physiology
    - AH 151 Medical Terminology
    - SCI 220 Basic Chemistry
4. A minimum overall GPA of 2.5 must be obtained on all college-level courses.

MAJOR CODE - CR10

FIRST YEAR[1,2]

Fall Semester

AH	151	Medical Terminology **(EDGE)**[3]	3
BIOL	260	Applied Human Anatomy[3]	4
ENL	111	Written Communication	3
MAT	145	Applications in Algebra[3]	3
SCI	220	Basic Chemistry[3,]3	
		TOTAL CREDITS	**16**

Spring Semester

COM	112	Oral Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
SCI	110	Introduction to Physics[3,4]	4
BIOL	265	Applied Human Physiology[3]	4
SS	215	Lifespan Psychology[5]	3
		TOTAL CREDITS	**17**

SECOND YEAR[6,7]

Semester I

RS	201	Fundamentals of Radiographic Science	1
RS	202	Patient Care	1
RS	203	Ethics and Law	1
RS	204	Radiographic Procedures I/Lab I	4
RS	205	Clinical Practice I	5
		TOTAL CREDITS	**12**

Semester II

RS	208	Radiographic Procedures II/Lab II	4
RS	209	Radiographic Science Pharmacology	2
RS	210	Clinical Practice II	7
RS	221	Human Diversity for Radiologic Technology	3
		TOTAL CREDITS	**16**

THIRD YEAR

Semester III

RS	211	Radiation Production and characteristics	2
RS	212	Imaging and Processing/Imaging Lab I	4
RS	213	Radiographic Pathology	2
RS	215	Clinical Practice III	6
		TOTAL CREDITS	**14**

Semester IV

RS	206	Radiobiology	2
RS	207	Radiation Protection	2
RS	214	Imaging Lab II	1
RS	216	Computers in Radiologic Science	1
RS	217	Imaging Equipment	2
RS	218	Advanced Imaging Modality Seminar	0
RS	219	Registry Review Seminar	0
RS	220	Clinical Practice IV	4
		TOTAL CREDITS	**12**

HOURS REQUIRED FOR GRADUATION: 87

NOTES:

1. Cooperative degree between Marshall Community & Technical College and St. Mary's Medical Center.
2. Pre-Radiological Admission Courses are taken at Marshall Community and Technical College.
3. It is recommended that students complete AH 151, BIOL 260, MAT 145, SCI 110, before admission into the program. Students must complete: BIOL 265 and SCI 220 prior to admission into the RADTECH program..
4. SCI 110 has a prerequisite of MAT 145.
5. SS 210 maybe substituted for SS 215.
6. Admission to Radiologic Technology program is required before beginning second and third year coursework. Students should contact St. Mary's School of Radiology at 304-526-1259 or rfisher@st-marys.org for more information.
7. Instructor permission is required for all Radiologic Technology coursework.

EMPLOYMENT OPPORTUNITIES:

- hospitals
- clinics
- commercial radiological laboratories
- physicians' offices
- mobile radiological services

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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BUSINESS TECHNOLOGY

ADMINISTRATIVE ASSISTANT

- Executive
- Legal
- Medical
- Medical Transcription

BANKING AND FINANCE

HOSPITALITY MANAGEMENT

- Advanced Pastry & Baking
- Culinary Arts
- Hotel/Lodging

INTERIOR DESIGN

LEGAL ASSISTANT

MANAGEMENT TECHNOLOGY

- Accounting
- Accounting Dual Degree
- Business Administration
- Call Center Supervision
- Industrial Management
- Management Dual Degree

ADMINISTRATIVE ASSISTANT TECHNOLOGY

EXECUTIVE

PROGRAM DESCRIPTION:

The Administrative Assistant Technology—Executive Option program maintains student learning as its main priority and is committed to excellence in a learning environment that emphasizes procedures in a business office, problem solving, and skilled use of computer business software applications to provide for workforce development, career preparation, and lifelong learning. The complexities of today's business offices have created the need for highly skilled employees who possess the knowledge and confidence necessary to handle a wide variety of administrative and office tasks. Upon completion of the Associate in Applied Science Degree in Administrative Assistant Technology—Executive Option, the graduate will be able to demonstrate knowledge that is specific to a business office and gain real-life experience through placement in a business office internship.

CAREER OUTLOOK:

Secretaries and administrative assistants held about 4.1 million jobs in 2004, ranking among the largest occupations in the U.S. economy. 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. Projected employment of administrative assistants will vary by occupational specialty. Rapidly growing industries such as administrative/support services and professional/ technical services will continue to generate most new job opportunities through 2012. In addition to those resulting from growth, numerous job openings will result from the need to replace workers who transfer to other occupations or leave this very large occupation for other reasons each year. The United States Bureau of Labor Statistics indicates that opportunities should be best for applicants with extensive knowledge of software applications.

SALARY FORECAST:

Median annual earnings of executive secretaries and administrative assistants were $34,970 in May 2004. The middle 50 percent earned between $28,500 and $43,430. The lowest 10 percent earned less than $23,810, and the highest 10 percent earned more than $53,460. Median annual earnings in the industries employing the largest numbers of executive secretaries and administrative assistants in May 2004 were:

management of companies and enterprises	$38,950
local government	36,940
colleges, universities, and professional schools	34,280
employment services	31,620
state government	30,750

(Information obtained from Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2006-2007 Editio*n, Secretaries and Administrative Assistants, on the Internet at http://www.bls.gov/oco/ocos151.htm.)

PROGRAM ADMISSION REQUIREMENT:

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.

CAREER DESCRIPTION:

As the reliance on technology continues to expand in offices, the role of the Administrative Assistant has greatly evolved. Office automation and organizational restructuring have led office professionals to assume responsibilities once reserved for managerial and professional staff. Many secretaries and administrative assistants now provide training and orientation for new staff, conduct research on the Internet, and operate and troubleshoot new office technologies. In spite of these changes, however, the core responsibilities for secretaries and administrative assistants have remained much the same: performing and coordinating an office's administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients.

MAJOR CODE - C020 • CONCENTRATION CODE - C025

FIRST YEAR

First Semester

AAT	136	Comprehensive Word Processing **(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
		TOTAL CREDITS	**15**

Second Semester

AAT	114	Keyboarding II[1] **(EDGE)**	3
AAT	160	Introduction to Presentation Software **(EDGE)**	3
AC	108	Accounting for Business	3
COM	112	Oral Communication	3
IT	150	Applications to Spreadsheets[2] **(EDGE)**	3
		TOTAL CREDITS	**15**

SECOND YEAR

Third Semester

AAT	104	Records Management	3
AAT	255	Desktop Publishing[2]	3
AAT	265	Administrative Office Procedures[3] **(EDGE)**	3
MG	202	Business Organization & Management[4]	3
		Social Science Requirement[5]	3
		TOTAL CREDITS	**15**

Fourth Semester

AAT	261	Integrated Document Formatting[6]	3
AAT	290	Internship[7]	3
ENL	231	Technical Report Writing[8,9]	3
		Elective[10]	3-4
		Math/Science Requirement[11]	3-4
		TOTAL CREDITS	**15-17**

HOURS REQUIRED FOR GRADUATION: 60-62

NOTES:

1. Students must demonstrate a minimum of 35 wpm with 5 or fewer errors before they can enroll in AAT 114. AAT 114 has a prerequisite of AAT 136 or permission.
2. IT 150 and AAT 255 have a prerequisite of IT 101.
3. AAT 265 has a prerequisite of AAT 136.
4. MG 202 has a prerequisite of MG 101 or permission.
5. Social Science Requirement: Select from EC 102, SS 201, SS 210, or SS 215.
6. AAT 261 has a prerequisite of AAT 114.
7. AAT 290 has a prerequisite of completion of 45 program credit hours, or permission.
8. ENL 231 has a prerequisite of COM 111 or ENL 111.
9. COM 235 may be substituted for COM 231 or ENL 231.
10. Elective credits must be sufficient to meet program completion requirement of 60 minimum total credits.
11. Math/Science Requirement: Select from MAT 150, MAT 210, SCI 101, or SCI 257.

EMPLOYMENT OPPORTUNITIES:

- administrative assistant
- administrative secretary
- clinics
- county court systems
- desktop publisher
- executive assistant
- executive secretary
- hospitals
- law firms
- law offices
- medical schools
- nursing homes
- physicians' offices
- rehabilitation facilities
- secretary/receptionist
- transcriptionist
- word processing specialist

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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ADMINISTRATIVE ASSISTANT TECHNOLOGY

LEGAL

PROGRAM DESCRIPTION:

The Administrative Assistant Technology—Legal Option program maintains student learning as its main priority and is committed to excellence in a learning environment that emphasizes procedures in a legal office, problem solving, and skilled use of computer business software applications to provide for workforce development, career preparation, and lifelong learning. The increasing complexities of today's legal office have created the need for highly skilled employees who possess the knowledge and confidence necessary to handle a wide variety of administrative and legal office tasks. Upon completion of the Associate in Applied Science Degree in Administrative Assistant Technology—Legal Option, the graduate will be able to demonstrate knowledge that is specific to the legal office and gain real-life experience through placement in a legal office internship.

CAREER OUTLOOK:

Secretaries and administrative assistants held about 4.1 million jobs in 2004, ranking among the largest occupations in the U.S. economy. 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. Projected employment of administrative assistants will vary by occupational specialty. Employment growth in the legal services industry should lead to average growth for legal administrative assistants through 2012. In addition to those resulting from growth, numerous job openings will result from the need to replace workers who transfer to other occupations.

Developments in office technology are certain to continue, and they will bring about further changes in the work of secretaries and administrative assistants. However, many secretarial and administrative duties are of a personal, interactive nature and, therefore, not easily automated. Responsibilities such as planning conferences, working with clients, and instructing staff require tact and communication skills. Because technology cannot substitute for these personal skills, secretaries and administrative assistants will continue to play a key role in most organizations.

SALARY FORECAST:

Median annual earnings of legal secretaries were $36,720 in May 2004. The middle 50 percent earned between $29,070 and $46,390. The lowest 10 percent earned less than $23,270, and the highest 10 percent earned more than $56,590.

(Information obtained from Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2006-2007 Editio*n, Secretaries and Administrative Assistants, on the Internet at http://www.bls.gov/oco/ocos151.htm.)

PROGRAM ADMISSION REQUIREMENT:

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.

CAREER DESCRIPTION:

Legal administrative assistants are responsible for a variety of administrative and clerical duties necessary to run a legal office effectively. They serve as information managers for the office, plan and schedule meetings and appointments, organize and maintain paper and electronic files, manage projects, and provide information by using the telephone, postal mail, and e-mail as well as handle travel arrangements. Legal administrative assistants perform highly specialized work requiring knowledge of legal terminology and procedures. Duties may include preparing correspondence and legal papers such as summonses, complaints, motions, responses, and subpoenas under the supervision of an attorney or paralegal. They also may review legal journals and assist in other ways with legal research.

MAJOR CODE - CO20 • CONCENTRATION CODE - CO26

FIRST YEAR

First Semester

AAT	136	Comprehensive Word Processing **(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
		TOTAL CREDITS	**15**

Second Semester

AAT	104	Records Management	3
AAT	114	Keyboarding II[1] **(EDGE)**	3
AC	108	Accounting for Business	3
COM	112	Oral Communication	3
LAS	101	General Law I	3
		Social Science Elective[2]	3
		TOTAL CREDITS	**18**

SECOND YEAR

Third Semester

AAT	242	Legal Terminology and Transcription[3]	3
AAT	255	Desktop Publishing[4]	3
AAT	265	Administrative Office Procedures[5] **(EDGE)**	3
LAS	102	General LawII[6]	3
LAS	213	Computer Applications to the Law Office[5]	3
		TOTAL CREDITS	**15**

Fourth Semester

AAT	261	Integrated Document Formatting[7]	3
AAT	290	Internship[8]	3
ENL	231	Technical Report Writing[9,10]	3
		Math/Science Requirement[11]	3-4
		Recommended Elective[12]	3
		TOTAL CREDITS	**15-16**

HOURS REQUIRED FOR GRADUATION: 63-64

NOTES:

1. Students must demonstrate a minimum of 35 wpm with 5 or fewer errors before they can enroll in AAT 114. AAT 114 has a prerequisite of AAT 136.
2. Social Science Elective: Select from EC 102, SS 201, SS 210, or SS 215.
3. AAT 242 has a prerequisite of AAT 114.
4. AAT 255 has a prerequisite of IT 101.
5. AAT 265 and LAS 213 have a prerequisite of AAT 136.
6. LAS 102 has a prerequisite of LAS 101.
7. AAT 261 has a prerequisite of AAT 114.
8. AAT 290 has a prerequisite of completion of 45 program credit hours or permission.
9. ENL 231 has a prerequisite of COM 111 or ENL 111.
10. COM 235 may be substituted for COM 231 or ENL 231.
11. Math/Science Requirement: Select from MAT 150, MAT 210, SCI 101, or SCI 257.
12. Select from: AAT 160, IT 150, LAS 248, MG 202, MG 226, or MK 210.

EMPLOYMENT OPPORTUNITIES:

- administrative assistant
- administrative secretary
- clinics
- county court systems
- desktop publisher
- executive assistant
- executive secretary
- hospitals
- law firms
- law offices
- medical schools
- nursing homes
- physical therapy facilities
- physicians' offices
- rehabilitation facilities
- secretary/receptionist
- transcriptionist
- word processing specialist

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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ADMINISTRATIVE ASSISTANT TECHNOLOGY

MEDICAL

PROGRAM DESCRIPTION:

The Administrative Assistant Technology—Medical Option program maintains student learning as its main priority and is committed to excellence in a learning environment that emphasizes procedures in a medical office, problem solving, and skilled use of computer business software applications to provide for workforce development, career preparation, and lifelong learning. The complexities of today's medical office have created the need for highly skilled employees who possess the knowledge and confidence necessary to handle a wide variety of administrative and medical office tasks. Upon completion of the Associate in Applied Science Degree in Administrative Assistant Technology—Medical Option, the graduate will be able to demonstrate knowledge that is specific to the medical office and gain real-life experience through placement in a medical office internship.

CAREER OUTLOOK:

Secretaries and administrative assistants held about 4.1 million jobs in 2004, ranking among the largest occupations in the U.S. economy. 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. Employment growth in the health care services industries should lead to average growth for medical administrative assistants through 2012. In addition to those resulting from growth, numerous job openings will result from the need to replace workers who transfer to other occupations or leave this very large occupation for other reasons each year. Projected employment of medical administrative assistants will vary by occupational specialty.

SALARY FORECAST:

Medical administrative assistants earned a median annual salary of $26,540 in 2004. The middle 50 percent earned between $21,980 and $32,690. The lowest 10 percent earned less than $19,140, and the highest 10 percent earned more than $39,690.

Salaries vary a great deal, however, reflecting differences in skill, experience, and level of responsibility. Certification in this field usually is rewarded by a higher salary.

(Information obtained from Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2006-2007 Editio*n, Secretaries and Administrative Assistants, on the Internet at http://www.bls.gov/oco/ocos151.htm.)

CAREER DESCRIPTION:

Medical administrative assistants are responsible for a variety of administrative and clerical duties necessary to run a medical office effectively. They serve as information managers for the office; schedule and notify patients; code patients' visits; bill insurance; process deductibles; plan and schedule meetings and appointments; organize and maintain paper and electronic files; and provide information to patients, physicians, insurance companies, and others by using the telephone, postal mail, and e-mail. Administrative assistants also may handle travel arrangements. Specific job duties vary with experience and titles. Medical administrative assistants perform highly specialized work requiring knowledge of medical terminology and procedures. They transcribe dictation, prepare correspondence, and assist physicians or medical scientists with reports, speeches, articles, and conference proceedings. They also record simple medical histories, arrange for patients to be hospitalized, and order supplies. Medical administrative assistants need to be familiar with insurance rules, billing practices, hospital or laboratory procedures, and HIPAA.

MAJOR CODE - CO20 • CONCENTRATION CODE - CO27

FIRST YEAR

First Semester

AAT	136	Introduction to Word Processing	3
AH	151	Medical Terminology **(EDGE)**	3
ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	115	Business Mathematics	3
		TOTAL CREDITS	**15**

Second Semester

AAT	104	Records Management	3
AAT	114	Keyboarding II[1] **(EDGE)**	3
AAT	253	Medical Transcription[2]	3
AC	108	Accounting for Business	3
COM	112	Oral Communication	3
BIOL	257	Introduction to Anatomy & Physiology	3
		TOTAL CREDITS	**18**

SECOND YEAR

Third Semester

IT	150	Applications to Spreadsheets[3]	3
AAT	265	Administrative Office Procedures[4] **(EDGE)**	3
LAS	248	Medical Law[5]	3
MA	204	Physician's Office Medical Coding	3
		Social Science Requirements[6]	3
		TOTAL CREDITS	**15**

Fourth Semester

AAT	261	Integrated Document Formatting[7]	3
AAT	290	Internship[8]	3
AH	216	Basic Pharmacology[9]	3
ENL	231	Technical Report Writing[10]	3
MA	205	Medical Office Claims Procedures	3
		TOTAL CREDITS	**15**

HOURS REQUIRED FOR GRADUATION: 63

NOTES:

1. Students must demonstrate a minimum of 35 wpm with 5 or fewer errors before they can enroll in AAT 114. AAT 114 has a prerequisite of AAT 136 or permission.
2. AAT 253 has a prerequisite of AAT 136 and AH 151.
3. IT 150 has a prerequisite of IT 101.
4. AAT 265 has a prerequisite of AAT 136.
5. The LAS 248 prerequisite of LAS 101 will be waived for AAT: Medical Option Program majors. Please see advisor.
6. Social Science Requirement: Select from EC 102, SS 201, SS 210, or SS 215.
7. AAT 261 has a prerequisite of AAT 114.
8. AAT 290 has a prerequisite of 45 credit hours completed in the program.
9. AH 216 has a prerequisite of AH 151.
10. ENL 231 has a prerequisite of COM 111 or ENL 111.

EMPLOYMENT OPPORTUNITIES:

- administrative assistant
- administrative secretary
- executive assistant
- executive secretary
- secretary/receptionist
- word processing specialist
- transcriptionist
- desktop publisher
- law offices
- law firms
- county court systems
- physicians' offices
- hospitals
- medical schools
- acute care facilities
- physical therapy facilities
- rehabilitation facilities
- nursing homes
- clinics

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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ADMINISTRATIVE ASSISTANT TECHNOLOGY

MEDICAL TRANSCRIPTION

PROGRAM DESCRIPTION:

The Administrative Assistant Technology—Medical Transcription Option program maintains student learning as its main priority and is committed to excellence in a learning environment that emphasizes procedures in a medical transcription office, problem solving, and skilled use of computer business software applications to provide for workforce development, career preparation, and lifelong learning. The complexities of today's medical transcription office have created the need for highly skilled employees who possess the knowledge and confidence necessary to handle a wide variety of administrative and transcription office tasks. Upon completion of the Associate in Applied Science Degree in Administrative Assistant Technology—Medical Transcription Option, the graduate will be able to demonstrate knowledge that is specific to the medical transcription field and gain real-life experience through placement in a medical transcription internship.

CAREER OUTLOOK:

Secretaries and administrative assistants held about 4.1 million jobs in 2004, ranking among the largest occupations in the U.S. economy. 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. Job opportunities will be good. Employment of medical transcriptionists is projected to grow faster than the average for all occupations through 2012. Demand for medical transcription services will be spurred by a growing and aging population. Older age groups receive proportionately greater numbers of medical tests, treatments, and procedures that require documentation. A high level of demand for transcription services also will be sustained by the continued need for electronic documentation that can be easily shared among providers, third-party payers, regulators, and consumers. Growing numbers of medical transcriptionists will be needed to amend patients' records, edit for grammar, and identify discrepancies in medical records.

SALARY FORECAST:

Medical transcriptionists had median hourly earnings of $13.64 in 2004. The middle 50 percent earned between $11.50 and $16.32. The lowest 10 percent earned less than $9.67, and the highest 10 percent earned more than $19.11. Salaries will vary by location, experience, and amount of education.

general medical and surgical hospitals	$13.83/hour
offices of physicians	13.40/hour
business support services	13.40/hour

(Information obtained from Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2006-2007 Editio*n, Secretaries and Administrative Assistants, on the Internet at http://www.bls.gov/oco/ocos151.htm.)

PROGRAM ADMISSION REQUIREMENTS:

Entrance exams in grammar, spelling, and punctuation are required. A minimum keyboarding speed of 45 wpm is required. Applicants should possess basic word processing skills. Arrangements for exams may be made through the Advising Center at (304) 696-3460.

MAJOR CODE - CO20 • CONCENTRATION CODE - CO28

FIRST YEAR

First Semester

AAT	136	Comprehensive Word Processing **(EDGE)**	3
ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MA	204	Physicians office Medical Coding	3
MAT	115	Business Mathematics	3
		TOTAL CREDITS	**15**

Second Semester

AAT	114	KeyboardingII[1] **(EDGE)**	3
COM	112	Oral Communication	3
LAS	248	Medical Law[2]	3
MA	205	Medical Office Claims Procedures	3
SS	201	Human Relations	3
		TOTAL CREDITS	**15**

SECOND YEAR

Third Semester[3,4]

AAT	220	Anatomy and Physiology for Transcription	3
AAT	221	Medical Terminology for Transcription	3
AAT	222	Pharmacology for Transcription	3
AAT	223	Beginning Laboratory Medicine Transcription	1
AAT	244	Beginning Medical Transcription	8
		TOTAL CREDITS	**18**

Fourth Semester[3,5]

AAT	224	Advanced Laboratory Medicine for Transcription	1
AAT	225	Human Diseases for Transcription	3
AAT	226	Surgical Procedures for Transcription	1
AAT	245	Pathology Transcription	2
AAT	246	Radiology Transcription	2
AAT	247	Gastroenterology Transcription	2
AAT	248	Cardiology Transcription	2
AAT	249	Orthopedics Transcription	2
AAT	250	Medical Transcription Internship	1
		TOTAL CREDITS	**16**

HOURS REQUIRED FOR GRADUATION: 64

NOTES:

1. Students must demonstrate a minimum of 35 wpm with 5 or fewer errors before they can enroll in AAT 114. AAT 114 has a prerequisite of AAT 136 or permission.
2. The LAS 248 prerequisite of LAS 101 will be waived for the Administrative Assistant Technology: Medical Transcription Option. Please see an advisor.
3. The third and fourth semesters are composed of courses from the One-Year Medical Transcription Certificate Program. Entrance exams verifying above-average grammar, spelling, and punctuation skills, basic word processing skills, minimum keyboarding speed of 45 wpm, and instructor permission are required for admission to the program and enrollment in the third semester courses. Successful completion of third semester courses (C or better) is required for entrance into fourth semester courses. Students who have completed the One-Year Medical Transcription Certificate Program may complete the first and second semester courses (or demonstrate required skills via competency exams where available) to complete the two-year degree program.
4. Third semester AAT courses have prerequisites of admission to the program and instructor permission. Please see an advisor for further information on program admission requirements.
5. Fourth semester courses have prerequisites of successful completion of third semester courses (C or better) and instructor permission.

EMPLOYMENT OPPORTUNITIES:

- secretary/receptionist
- transcriptionist
- law offices
- law firms
- county court systems
- physicians' offices/clinics
- hospitals
- medical schools
- acute care facilities
- physical therapy facilities
- rehabilitation facilities
- nursing homes
- transcription companies
- independent contractors
- work from home

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 • Corbly Hall, Room 323
Phone: 304-696-3060 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: skean@marshall.edu

BUSINESS OCCUPATIONS

BANKING AND FINANCE

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. Marshall Community & Technical College's Banking and Finance program provides these skills and provides 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:

Wage and salary employment in banking is projected to increase 2 percent between 2004 and 2014, compared with the 16 percent growth projected for the economy as a whole. 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:

median hourly earnings of selected occupations in banking:	State	National
financial managers	$31.02	$39.37
loan officers	21.38	23.48
first-line supervisors/managers of office and administrative support workers	7.78	19.72
loan interviewers and clerks	13.13	13.94
customer service representatives	12.57	12.99
office clerks, general	11.21	10.95

(Information obtained from *Occupational Outlook Handbook 2006-2007*)

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.

ACCREDITATION:

The Association of Collegiate Business Schools and Programs (ACBSP) accredits 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.

MAJOR CODE - CB10

FIRST YEAR[1]

First Semester

ENL	111	Written Communication	3
FN	151	Principles of Bank Operations	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	115	Business Mathematics	3
MG	101	Introduction to Business **(EDGE)**	3
		TOTAL CREDITS	**15**

Second Semester

AC	108	Accounting for Business[1]	3
EC	102	Basic Economics[1]	3
ISM	133	Principles of Supervision & Management	3
MAT	210	Statistics for Business and Industry[1,2]	3
MK	130	Fundamentals of Marketing	3
		Banking/Finance Elective[1,3]	3
		TOTAL CREDITS	**18**

SECOND YEAR

Third Semester

ENL	231	Technical Report Writing[4,5]	3
FN	252	Law and Banking[6]	3
IT	150	Applications to Spreadsheets[7]	3
COM	112	Oral Communication	3
		Banking/Finance Elective[1,3]	3
		Banking/Finance Elective[1,3]	3
		TOTAL CREDITS	**18**

Fourth Semester

AC	221	Computerized Accounting[1,8]	3
MG	296	Integrated Business Strategies[9]	3
MK	210	Customer Service[4]	3
		Banking/Finance Elective[1,3]	3
		Banking/Finance Elective[1,3]	3
		TOTAL CREDITS	**15**

HOURS REQUIRED FOR GRADUATION: 66

NOTES:

1. Students pursuing the dual baccalaureate degree in Finance (Banking Option) must substitute AC 201 for AC 108; ACC 210 for AC 221; ECN 250 for EC 102; MAT 145 for MAT 210; and must consult the program advisor regarding appropriate electives.
2. MAT 210 has a prerequisite of MAT 115.
3. Recommended Banking/Finance Electives: AC 234, FN 163, FN 231, FN 250, FN 251, FN 258, FN 259, FN 264, MG 226, MG 253, MG 299, and MK 255.
4. ENL 231 and MK 210 have a prerequisite of ENL 111 or COM 111.
5. COM 231 or COM 235 may be substituted for ENL 231.
6. FN 252 has a prerequisite of FN 151.
7. IT 150 has a prerequisite of IT 101.
8. AC 221 has a prerequisite of AC 108.
9. MG 296 has a prerequisite of 45 credit hours completed in the program.

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 banks

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 • Corbly Hall, 324
Phone: 304-696-3012 1-866-N-ROLLED (1-866-676-5533) • E-mail: brownr@marshall.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 traveling services, lodging, food service, and recreation services. They all possess a common future as the most dynamic employment and career fields available. 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 manger and a la carte cooking. The graduate will have the necessary training to work in a variety of culinary establishments as Sous Chef, Garde Manger, 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:

Chef | West Virginia

Low	Average	High	Bonus	Benefits	Total Compensation
$29,097	$44,046	$106,930	6.9%	19.0%	$55,462

United States of America National Average

Low	Average	High	Total Compensation
$40,378	$61,123	$148,388	$72,799

(Information obtained from *salaryexpert.com*)

PROGRAM 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 foodservice 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 6 credit-hours toward the Culinary Arts Certificate. This will leave 30 credit-hours to complete the certificate requirement of 36 credit-hours.

MAJOR CODE - CH 20 • CONCENTRATION CODE - CH21

FIRST YEAR

Fall Semester

CA	110	Mise in Place[1]	3
CA	120	A la Carte Dining Room Service[1,*] **(EDGE)**	3
CA	135	International Cuisine[2]	3
CA	200	Culinary Sanitation and Safety[1,*] **(EDGE)**	3
HM	101	Travel, Tourism & Hospitality	3
IT	101	Fundamentals of Computer **(EDGE)**	3
		TOTAL CREDITS	**18**

Spring Semester

CA	112	Garde Manger[2]	3
CA	116	Introduction to Breads and Doughs[2]	3
CA	270	Managing Culinary Operations	3
CA	275	Cost Control and Revenue Management	3
ENL	111	Written Communication	3
		Math/Science Requirement[4]	3
		TOTAL CREDITS	**18**

SECOND YEAR

Fall Semester

CA	205	A la Carte Dining Room Service II[2,5]	3
CA	245	Culinary Nutrition	3
CA	255	Advanced Pastries[2]	3
COM	112	Oral Communication	3
MAT	115	Business Mathematics	3
SS	201	Human Relations	3
		TOTAL CREDITS	**18**

Spring Semester

CA	225	Advanced Cooking and Artistry[2]	3
CA	235	Menu Planning	3
CA	257	Mixology[6]	4
CA	260	Culinary Selection and Procurement	3
HM	299	Internship Apprenticeship[7]	
		TOTAL CREDITS	**16**

HOURS REQUIRED FOR GRADUATION: 70

NOTES:

1. Students who complete the high school ProStart program and pass the ProStart examination with a score of 75% or higher will receive college credit for CA 120 and CA 200. Documentation of the test results must be provided for the student to receive credit.
2. CA 112, CA 116, CA 135, CA 205, CA 225, CA 255 have a prerequisite of CA 110. CA 110 is offered the first 8 weeks of the semester and CA 135 runs the second eight weeks of the semester.
3. CA 275 has a prerequisite of IT 101.
4. Math/Science Requirement: Select from: MAT 150, MAT 210, SCI 101, SCI 210, and SCI 220.
5. CA 205 has a prerequisite of CA 120.
6. CA 257 has a prerequisite of HM 101.
7. Students must receive permission from the program coordinator to enroll in HM 299. Students may complete this requirement between the 1st and 2nd year.

*ProStart Course

EMPLOYMENT OPPORTUNITIES:

- restaurants
- kitchen supervisor
- sous chef
- garde manger
- a la carte chef
- restaurant manger
- private clubs
- catering operations
- cruise lines
- other commercial operations
- lodging services
- travel-related services

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Phone: 304-696-5230 or 1-866-N-ROLLED (1-866-676-5533)

HOSPITALITY MANAGEMENT

ADVANCED PASTRY AND BAKING

PROGRAM DESCRIPTION:

By completing a Professional Pastry and Baking Degree program, students will be able to prepare of variety of baked goods for customers, clients, or even just family! Students will learn the basics of baking and graduate prepared to handle a variety of customers' baking requests. Students may even choose to go on and earn a degree in Culinary or Hospitality Management once finished with their Professional Pastry and Baking program.

CAREER OUTLOOK:

By combining theory and practical applications, a degree in Professional Pastry and Baking will teach students the fundamentals to prepare them for a professional career working in a bakery, pastry kitchens or other pastry and baking products business.

Because of its popularity and variety of professional options, the fields of pastries and baking are quite competitive, but the Bureau of Labor Statistics sees a good job outlook. Advanced training and experience will be helpful when looking for a career in these areas.

SALARY FORECAST:

Median annual earnings of pastry chefs in West Virginia were $53,241 in April 2007. The middle 50% earned between $42,734 and $64,025. The highest 25% earned more than $64,025 and the lowest earned less than $42,734.

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 foodservice 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 9 credit-hours toward the associate degree.

ADVANCED PASTRY AND BAKING

MAJOR CODE - CH 20 • CONCENTRATION CODE - CH24

FIRST YEAR

First Semester

BP	101	Basics of Baking and Pastries[1]	3
BP	105	Introduction to Breads and Doughs[2]	3
CA	110	Mise en Place	3
CA	200	Culinary Sanitation and Safety	3
HM	101	Travel, Toursism and Hospitality Industry	3
IT	101	Fundamentals of Computers **(EDGE)**	3
		TOTAL CREDITS	**18**

Second Semester

BP	110	Fundamentals of Cakes[3]	3
BP	115	Fundamentals of Pastries[4]	3
CA	270	Managing Culinary Operations	3
CA	275	Cost Control & Revenue Management[5]	3
ENL	111	Written Communcation	3
		Math/Science Requirements[6]	3
		TOTAL CREDITS	**18**

SECOND YEAR

Third Semester

BP	200	Advance Decorating[7]	3
BP	205	Working with Chocolate[8]	3
CA	120	A la Carte Dining Room Service I	3
CA	245	Culinary Nutrition	3
COM	112	Oral Communcation	3
SS	201	Human Relations	3
		TOTAL CREDITS	**18**

Fourth Semester

BP	210	Advanced Pastries I[9]	3
BP	215	Advanced Pastries II[10]	3
CA	235	Menu Planning	3
CA	260	Culinary Selection and Procurement	3
HM	299	Internship/Apprenticeship	3
MAT	115	Business Mathematics	3
		TOTAL CREDITS	**18**

HOURS REQUIRED FOR GRADUATION: 72

NOTES:

1. BP 101 has co-requisites of CA 200 and HM 101.
2. BP 105 has co-requisites of CA 200, HM 101 and BP 101.
3. BP 110 has prerequisites of BP 101, BP 105, CA 200 and HM 101.
4. BP 115 has a co-requisite of BP 110 and prerequisites of BP 101, BP 105 and CA 200.
5. CA 275 has a prerequisite of IT 101.
6. Math/Science Requirement: Select from: MAT 150, MAT 210, SCI 101, SCI 210 and SCI 220.
7. BP 200 has prerequisites of all 100-level BP courses, HM 101 and CA 200.
8. BP 205 has prerequisites of all 100-level BP courses, HM 101, CA 200 and a co-requisite of BP 200.
9. BP 210 has prerequisites of all 100-level BP course, BP 200, BP 205, CA 200 and HM 101.
10. Student must receive permission from the program coordinator to enroll in HM 299. Students may complete this requirement between the 1st and 2nd year.

EMPLOYMENT OPPORTUNITIES:

- bakeries
- grocery stores
- full-service restaurants
- limited-service eating establishments
- other general merchandise stores

EARN A DEGREE AND GRADUATE EARLY (EDGE)

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

CONTACT INFORMATION:

Phone: 304-696-5230 or 1-866-N-ROLLED (1-866-676-5533)

HOSPITALITY MANAGEMENT

HOTEL/LODGING MANAGEMENT

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, foodservice, and recreation services. They all possess a common future as one of the most dynamic employment and career fields available. Students will attain knowledge in foodservice disciplines, customer service, sanitation, purchasing and inventory control, business operations, marketing, retailing, accounting management, and communication skills.

CAREER OUTLOOK:

Employment of lodging management is expected to grow more slowly than the average for all occupations through 2012. Additional job openings are expected to occur as experienced managers transfer to other occupations or leave the labor force. Job opportunities are expected to be best for persons with college degrees in hotel or restaurant management

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.

SALARY FORECAST:

Median annual earnings of lodging managers were $37,660 in May 2004. The middle 50 percent earned between $28,640 and $51,030. The lowest 10 percent earned less than $22,680, while the highest 10 percent earned more than $72,160.

(Information obtained from *Occupational Outlook Handbook, 2006-2007*).

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 foodservice 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 9 credit-hours toward the associate degree. This will leave 57 credit-hours to complete the associate degree requirement of 66 credit-hours.

HOTEL/LODGING MANAGEMENT

MAJOR CODE - CH20 • CONCENTRATION CODE - CH22

FIRST YEAR

First Semester

CA	200	Culinary Sanitation and Safety[3*] **(EDGE)**	3
ENL	111	Written Communication	3
HM	101	Travel, Tourism & Hospitality	3
HM	220	Managing Catering Operations	3
IT	101	Fundamentals of Computers* **(EDGE)**	3
MAT	115	Business Mathematics[2]	3
		TOTAL CREDITS	**18**

Second Semester

HM	137	Trends in the Hospitality Industry	3
HM	145	Hotel Front Office Procedures	3
HM	155	Hospitality Information Systems[1]	3
MAT	150	Applied Professional Math[2]	3
SS	201	Human Relations	3
		TOTAL CREDITS	**15**

SECOND YEAR

Third Semester

CA	110	Mise en Place	3
CA	120	A la Carte Dining Room Service I[3*] **(EDGE)**	3
COM	112	Oral Communication	3
HM	222	Rooms Division Management[4]	3
HM	250	Managing Hospitality Marketing	3
HM	285	Legal Aspects of Hospitality Management	3
		TOTAL CREDITS	**18**

Fourth Semester

CA	257	Mixology[5]	4
CA	260	Culinary Selection and Procurement	3
CA	275	Cost Control and Revenue Management[1]	3
HM	210	Human Resources & Diversity Management	3
HM	299	Internship/Apprenticeship[6]	3
		TOTAL CREDITS	**16**

HOURS REQUIRED FOR GRADUATION: 67

NOTES:

1. HM 155 and CA 275 have a prerequisite of IT 101.
2. MAT 115 and MAT 150 has a prerequisite of ACT 19; MAT 095, MAT 097, MAT 097E, or PLAC 100.
3. Students who complete the high school ProStart program and pass the ProStart examination with a score of 75% or higher will receive college credit for CA 120, CA 200, and a 3-hour elective course. Documentation of the test results must be provided for the student to receive credit.
4. HM 222 has a prerequisite of HM 145.
5. CA 257 has a prerequisite of HM 101.
6. Students must receive permission from the program coordinator to enroll in HM 299. Students may complete this requirement between the 1st and 2nd year.

*ProStart Course

EMPLOYMENT OPPORTUNITIES:

- hotel management
- resort management
- tourism offices
- travel services
- secreation services

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Phone: 304-696-5230 or 1-866-N-ROLLED (1-866-676-5533)

INTERIOR DESIGN

PROGRAM DESCRIPTION:

The Interior Design program is a cooperative effort between Marshall Community & Technical College and Cabell County Career Technology Center (CCCTC). Students will take their interior design technical training at Cabell County Career Technology Center and their business and general education courses at Marshall Community & Technical College.

The Interior Design program is associated with the American Society of Interior Design (ASID). It is designed for individuals who wish to seek employment in interior design or related fields. The program provides students the opportunity to acquire knowledge and understanding of the equipment and supplies, principles and elements of design, and actual hands-on training required for entry-level positions. Students also learn the basics of efficient space planning, color theory, drafting, lighting, furniture, floral design, exterior design and human factors affecting interior design.

Upon completion of the Interior Design, Associate in Applied Science Degree, the graduate will be able to:

- exhibit knowledge of the terminology associated with interior design;
- apply interior design concepts to planning the space and furnishing the interiors of private homes, public buildings, and commercial or institutional establishments;
- demonstrate good interpersonal and customer service skills;
- prepare and present written and oral communication;
- gain real-life experience through placement in an internship.

CAREER OUTLOOK:

Interior designers enhance the function, safety, and quality of interior spaces of private homes, public buildings, and business or institutional facilities, such as offices, restaurants, retail establishments, hospitals, hotels, and theaters. They also plan the interiors of existing structures that are undergoing renovation or expansion.

Increasingly, designers are using computers to plan layouts because computers make it easy to change plans to include ideas received from the client. Interior designers also design lighting and architectural details: such as crown molding, built-in bookshelves, or cabinets; coordinate colors; and select furniture, floor coverings, and window treatments. Rising demand for interior design of private homes, offices, restaurants and other retail establishments, and institutions that care for the rapidly growing elderly population should spur employment growth of interior designers.

SALARY FORECAST:

Earnings for interior designers vary widely depending on the type of design they do, whether they are self-employed or salaried, years of experience, reputation, demand, regional differences, and other factors. As in many other professions, entry-level salaries are low, and senior practitioners and firm principals or partners often earn several times that of junior staff. Median annual earnings for interior designers were $40,670 in May 2004. The middle 50 percent earned between $30,890 and $53,790. The lowest 10 percent earned less than $23,440, and the highest 10 percent earned more than $71,220.

(Information obtained from *Occupational Outlook Handbook, 2006-2007*).

PROGRAM ADMISSION REQUIREMENTS:

In addition to complying with Marshall Community & Technical College's admission standards, students must also apply for admission to the Cabell County Career Technology Center and meet the Center's admission standards to be able to take the interior design courses taught at the center.

MAJOR CODE - C110

FIRST YEAR[1,2]

First Semester

ENL	111	Written Communication	3
ID	110	Perspective Drawing Techniques	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	115	Business Mathematics	3
MK	130	Fundamentals of Marketing	3
		TOTAL CREDITS	**15**

Second Semester

COM	112	Oral Communication	3
EC	102	Basic Economics	3
ID	120	Advanced Perspective Drawing[3]	3
MK	276	Advertising/Merchandising and Sales Promotion	3
		Math/Science Requirement[4]	3
		TOTAL CREDITS	**15**

SECOND YEAR

COMPONENT II - Interior Design Technical Training taught by Cabell County Career Technology Center (first or second year depending on whether students start at MCTC or CCCTC).[12]

Third Semester

CAD	111	Computer-Aided Drafting for Interior Design	3
ID	111	Interior Design Theory **(EDGE)**	3
ID	112	Design Graphics **(EDGE)**	3
ID	205	Interior Design Architecture **(EDGE)**	3
ID	211	Technical Drawing **(EDGE)**	3
ID	212	Interior Textile Materials**(EDGE)**	3
		TOTAL CREDITS	**18**

Fourth Semester

CAD	211	Advanced Computer Aided Interior Design	3
ID	115	Visual Merchandising[5] **(EDGE)**	3
ID	215	Floral Design and Application[5] **(EDGE)**	3
ID	220	Window/Wall/Floor Treatments[6] **(EDGE)**	3
ID	225	Furniture Construction/History[6] **(EDGE)**	2
ID	299	Internship[7] **(EDGE)**	3
		TOTAL CREDITS	**17**

HOURS REQUIRED FOR GRADUATION: 65

NOTES:

1. Interior Design Technical Training taught by Cabell County Career Technology Center first or second year depending on whether students start at MCTC or CCCTC.
2. Students who intend to apply for financial aid must enroll exclusively at one institution, and must apply through the institution in which they enroll. Financial aid received through one of the institutions will not apply to courses taken at the other institution.
3. ID 120 has a prerequisite of ID 110.
4. Math/Science Requirement: select from MAT 150, MAT 210, SCI 101E, or another math/science course approved by an advisor.
5. ID 115 and ID 215 have a prerequisite of ID 111.
6. ID 220 and ID 225 have a prerequisite of ID 212.
7. Students must complete a minimum of 48 credit-hours of the program before they are eligible for ID 299.

EMPLOYMENT OPPORTUNITIES:

- architectural firms
- interior design firms
- kitchen design centers
- department stores
- furniture stores

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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LEGAL OCCUPATIONS

LEGAL ASSISTANT

PROGRAM DESCRIPTION:

The Legal Assistant program was planned in accordance with the American Bar Association Guidelines with assistance from the West Virginia State Bar, and a program advisory committee consisting of attorneys and legal assistants. The program has been granted approval by the accrediting agency for law schools and legal assistant/paralegal programs.

The program offers the Associate in Applied Science degree graduates the opportunity to pursue a baccalaureate degree in Legal Studies from Marshall University's College of Liberal Arts, Criminal Justice Department.

Upon completion of the Legal Assistant Associate in Applied Science Degree, the graduate will be able to:

- exhibit knowledge of legal terminology in order 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.

A legal assistant 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 legal assistant's work environment have also created the need for individuals who possess skills including: interpersonal, communication, analytical skills, decision-making, customer service, and computer skills.

CAREER OUTLOOK:

Employment of paralegals and legal assistants is projected to grow faster than the average for all occupations through 2012. Some employment growth stems from law rooms and other employers with legal staff hiring paralegals/legal assistants 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.

SALARY FORECAST:

Earnings of paralegals and legal assistants vary greatly. Salaries depend on education, training, experience, type and size of employer, and geographic location of the job. In general, paralegals who work for large law rooms or in large metropolitan areas earn more than those who work for smaller rooms or in less populated regions. Median annual earnings in the industries employing the largest numbers of paralegals in 2004 were as follows:

federal government	$59,370
legal services	37,870
local government	38,260
state government	34,910

(Information obtained from *Occupational Outlook Handbook, 2006-2007*).

PROGRAM 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 or a GED may be admitted on a conditional basis.

MAJOR CODE - CL10

FIRST YEAR[1,13]

First Semester

AAT	136	Introduction to Word Processing **(EDGE)**	3
ENL	111	Written Communication	3
LAS	101	General Law I	3
LAS	103	Legal Assisting	3
MAT	150	Applied Professional Mathematics	3
		TOTAL CREDITS	**15**

Second Semester

COM	112	Oral Communication	3
EC	102	Basic Economics	3
LAS	102	General Law II[2]	3
LAS	213	Comp. Apps. to Law[3]	3
SCI	201	Integrated Science: Health, Law and Environment[4]	4
		TOTAL CREDITS	**16**

SECOND YEAR

Third Semester

ENL	115	Written Communication II[5]	3
LAS	209	Adm. Agency Adv.	3
LAS	211	Legal Research and Writing I[6]	3
LAS	235	Civil Litigation[6]	3
		LAS Elective[7]	3
		Social Science Elective[8]	3
		TOTAL CREDITS	**18**

Fourth Semester

ENL	231	Technical Report Writing[9]	3
FN	248	Real Estate Law	3
LAS	212	Legal Research and Writing II[10]	3
LAS	290	Internship[11]	3
		LAS Elective [7 or 12]	3
		TOTAL CREDITS	**15**

HOURS REQUIRED FOR GRADUATION: 64

NOTES:

1. The College of Liberal Arts, Marshall University, Criminal Justice Program permits students possessing an Associate Degree in Legal Assistant from Marshall Community & Technical College to apply designated credits toward a baccalaureate degree in Criminal Justice/Legal Studies. Students interested in pursuing the Legal Assistant/Legal Studies Degree Programs should contact the Chair of the Criminal Justice Department for information concerning the requirements of the College of Liberal Arts to assure timely completion.
2. LAS 102 has a prerequisite of LAS 101.
3. LAS 213 has a prerequisite of AAT 136.
4. SCI 201 has a prerequisite of MAT 150.
5. ENL 115 has a prerequisite of ENL 111 or COM 111.
6. LAS 211 and LAS 235 have a prerequisite of LAS 101.
7. Recommended Legal Assistant Electives: LAS 110, LAS 225, LAS 231, LAS 240, LAS 244, LAS 248, LAS 250 or LAS 290.
8. Recommended Social Science Electives: SS 201, SS 210, or SS 215.
9. ENL 231 has a prerequisite of ENL 111 or COM 111.
10. LAS 212 has a prerequisite of LAS 211.
11. LAS 290 has a prerequisite of permission by program coordinator.
12. Students pursuing the 4-year degree in Criminal Justice Legal Studies Track must take CJ 200.
13. Students are required to make a "C" or better in each LAS course before graduating from the program.

EMPLOYMENT OPPORTUNITIES:

- legal assistant/paralegal for law firms
- legal assistant/paralegal for a business entity's legal department
- legal assistant/paralegal for governmental agencies
- administrator for a non-profit legal services corporation
- trust administrative assistant
- editor of a legal publishing company
- criminal justice occupations on corrections and law enforcement

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

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MANAGEMENT TECHNOLOGY

ACCOUNTING

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. Marshall 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 non-supervisory 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 which 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.

SALARY FORECAST:	State Average	National Average
bookkeeping, accounting and auditing clerks	$24,810	$28,570
payroll and timekeeping clerks	25,800	30,350
billing and posting clerks	22,330	27,040

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.

(Information obtained from *Occupational Outlook Handbook, 2006-2007*).

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.

ACCREDITATION:

The Association of Collegiate Business Schools and Programs (ACBSP) accredits 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.

MAJOR CODE - CM10 • CONCENTRATION CODE - CM15

FIRST YEAR

Fall Semester

AC	103	Introduction to Accounting **(EDGE)**	3
ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	115	Business Mathematics[1]	3
MG	101	Introduction to Business **(EDGE)**	3
		TOTAL CREDITS	**15**

Spring Semester

AC	201	Financial Accounting I[2]	3
AC	221	Computerized Accounting I[3]	3
ECN	250	Principles of Microeconomics	3
IT	150	Applications to Spreadsheets[4] **(EDGE)**	3
MAT	210	Statistics for Business and Industry[6] **(EDGE)**	3
SS	215	Lifespan Psychology	3
		TOTAL CREDITS	**18**

SECOND YEAR

Fall Semester

AC	210	Managerial Accounting[5]	3
COM	112	Oral Communication	3
ENL	115	Written Communication II[7]	3
ECN	253	Principles of Macroeconomics[8]	3
MG	202	Business Organization & Management[9]	3
MK	130	Fundamentals of Marketing	3
		TOTAL CREDITS	**18**

Spring Semester

AC	234	Taxation[5]	3
ACC	318	Cost Accounting I[10]	3
FN	231	Business Finance[5]	3
MG	226	Commercial Papers & Transactions	3
MG	296	Integrated Business Strategies[11]	3
		TOTAL CREDITS	**15**

HOURS REQUIRED FOR GRADUATION: 66

NOTES:

1. Students pursuing the articulated baccalaureate degree with Lewis College of Business must take MAT 145 instead of MAT 115.
2. AC 201 has a prerequisite of AC 103 or permission.
3. AC 221 has a prerequisite of IT 101 and AC 103, or IT 101 and AC 108, or permission.
4. IT 150 has a prerequisite of IT 101.
5. AC 210, AC 234, and FN 231 have a prerequisite of AC 103 or AC 201.
6. MAT 210 has a prerequisite of MAT 115 or MAT 145.
7. ENL 115 has a prerequisite of COM 111 or ENL 111.
8. ECN 253 has a prerequisite of ECN 250.
9. MG 202 has a prerequisite of MG 101.
10. ACC 318 has a prerequisite of AC 210.
11. MG 296 has a prerequisite of 45 credit hours completed in the program.

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.

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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MANAGEMENT TECHNOLOGY

ACCOUNTING DUAL DEGREE

PROGRAM DESCRIPTION:

The increasing complexities of the business environment have created the need for individuals that possess a greater diversity of skills. Interpersonal, communication, analytical, decision-making, customer service, and computer skills are essential for success in business. Marshall Community and 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 non-supervisory 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.

Dual Degree Option: The Accounting Dual Degree option offers the associate degree graduate the opportunity to pursue a baccalaureate degree from Marshall University's Elizabeth McDowell Lewis College of Business.

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 which 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.

SALARY FORECAST:	State Average	National Average
bookkeeping, accounting and auditing clerks	$24,810	$28,570
payroll and timekeeping clerks	25,800	30,350
billing and posting clerks	22,330	27,040

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.

(Information obtained from the Bureau of Labor Statistics's *Occupational Outlook Handbook, 2006-2007*).

The **Association of Collegiate Business Schools and Programs (ACBSP)** accredits 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.

MAJOR CODE - CM10 • CONCENTRATION CODE - CM18

FIRST YEAR

First Semester

AC	103	Introduction to Accounting **(EDGE)**	3
ENL	111	Written Communication (ENG 101)	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	115	Business Mathematics (MTH 123)	3
MG	101	Introduction to Business **(EDGE)**	3
		TOTAL CREDITS	**15**

Second Semester

AC	201	Financial Accounting I[1] (ACC 215)	3
AC	221	Computerized Accounting I[2]	3
ECN	250	Principles of Microeconomics	3
IT	150	Applications to Spreadsheets[3]	3
MAT	210	Statistics for Business and Industry[4] (MGT 218)	3
SS	215	Lifespan Psychology (PSY 201)	3
		TOTAL CREDITS	**18**

SECOND YEAR

Third Semester

AC	210	Managerial Accounting[5]	3
COM	112	Oral Communication (CMM 207)	3
ENL	115	Written Communication II[6] (ENG 102)	3
ECN	253	Principles of Macroeconomics[7]	3
MG	202	Business Organization & Management[8,9]	3
MK	130	Fundamentals of Marketing[10] (MKT 340)	3
		TOTAL CREDITS	**18**

Fourth Semester

AC	234	Taxation I[5]	3
ACC	318	Cost Accounting I[11]	3
FN	231	Business Finance[12] (FIN 323)	3
MG	226	Commercial Papers & Transactions (LE 207)	3
MG	296	Integrated Business Strategies[13]	3
		TOTAL CREDITS	**15**

HOURS REQUIRED FOR GRADUATION: 66

Transfer to Lewis College of Business after Completion of Associate Degree Requirements

Fifth Semester

ACC	311	Intermediate Accounting I	3
ACC	348	Federal Taxation	3
LE	308	Commercial Law	3
MAT	203	Calculus for Business	3
		Arts/Humanities Elective	3
		CMM Elective	3
		TOTAL CREDITS	**18**

Sixth Semester

ACC	312	Intermediat Accounting II	3
ACC	341	Accounting Information Systems	3
ACC		Accounting Elective	3
		International Studies Elective	3
		ISC Science Elective	4
		TOTAL CREDITS	**16**

Seventh Semester

ACC	414	Advance Accounting Problems	3
ACC	429	Auditing I	3
ACC		Accounting Elective	3
		American Institutions Elective	3
		Arts/Humanities Elective	3
		International Elective	3
		TOTAL CREDITS	**18**

Eighth Semester

ACC	499	Senior Seminar	3
MGT	460	Strategic Management	3
ACC		Accounting Elective	3
		American Institutions Elective	3
ECN	340	or ECN 420	3
		Science Elective	3
		TOTAL CREDITS	**18**

NOTES:

1. AC 201 has a prerequisite of AC 103 or permission.
2. AC 221 has a prerequisite of AC 103, and IT 101 or permission.
3. IT 150 has a prerequisite of IT 101.
4. MAT 210 has a prerequisite of MAT 145.
5. AC 210 and AC 234 have a prerequisite of AC 201.
6. ENL 115 has a prerequisite of ENL 111.
7. ECN 253 has a prerequisite of ECN 250.
8. MG 202 has a prerequisite of MG 101.
9. MG 202 must be validated by passing MGT exam provided by LCOB or by taking MGT 422 and receiving a grade of "C" or better to receive credit for MGT 320.
10. MK 130 must be validated by passing MKT exam provided by LCOB.
11. ACC 318 has a prerequisite of AC 210.
12. FN 231 has a prerequisite of AC 201 and must be validated with a "C" or better in ECN 340 or ECN 420 to receive credit for FIN 323.
13. MG 296 has a prerequisite of 45 credit hours completed in the program.

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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MANAGEMENT TECHNOLOGY

BUSINESS ADMINISTRATION

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. Marshall 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 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:

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:

While employment growth varies among industries, the U.S. Bureau of Labor predicts demand for general managers to grow as fast as all occupations through 2008. Demand will be greatest for those who possess the right skills—the skills obtained at Marshall Community & Technical College.

retail supervisors/managers – median annual salary	$31,880
non-retail supervisors/managers – median annual salary	58,630

(Information obtained from the West Virginia, May 2005 *OES State Occupational Employment and Wage Estimates*)

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.

ACCREDITATION:

The Association of Collegiate Business Schools and Programs (ACBSP) accredits 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.

MAJOR CODE - CM10 • CONCENTRATION CODE - CM16

FIRST YEAR

First Semester

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
		TOTAL CREDITS	**15**

Second Semester

AAT	104	Records Management	3
AC	201	Financial Accounting I[1]	3
EC	102	Basic Economics	3
MAT	210	Statistics for Business and Industry[2]	3
MK	130	Fundamentals of Marketing	3
MK	210	Customer Service[3]	3
		TOTAL CREDITS	**18**

SECOND YEAR

Third Semester

COM	112	Oral Communication	3
ENL	231	Technical Report Writing[4]	3
MG	181	Retailing	3
MG	202	Business Organization & Management[5]	3
		Recommended Elective[6]	3
		TOTAL CREDITS	**15**

Fourth Semester

AC	234	Taxation I[7]	3
FN	231	Business Finance[7]	3
MG	226	Commercial Papers & Transactions	3
MG	233	Personnel Management[5]	3
MG	296	Integrated Business Strategies[8]	3
MK	279	Advertising and Sales Promotion	3
		TOTAL CREDITS	**18**

HOURS REQUIRED FOR GRADUATION: 66

NOTES:

1. AC 201 has a prerequisite of AC 103 or permission.
2. MAT 210 has a prerequisite of MAT 115.
3. MK 210 has a prerequisite of ENL 111 or COM 111.
4. ENL 231 has a prerequisite of ENL 111 or COM 111.
5. MG 202 and MG 233 have a prerequisite of MG 101.
6. Recommended Electives: AC 221, AC 222, FN 141, FN 151, FN 163, HM 200, HM 210, HM 230, HM 250, HM 275, HM 285, IT 107, IT 115, IT 120, IT 150, ISM 133, LAS 101, and other courses recommended by a program advisor.
7. AC 234 and FN 231 have a prerequisite of AC 201 or AC 103.
8. MG 296 has a prerequisite of 45 credit hours completed in the program.

EMPLOYMENT OPPORTUNITES:

Graduates with business management skills will find employment opportunities in a variety of business settings. Virtually every industry employs business managers; however, the largest employers of managers are 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 including employment prospects for business managers. Opportunities for advancement are enhanced by a student's motivation and desire to succeed.

Business Administration Option: This option offers employment opportunities in various types of profit and non-profit businesses and organizations as management trainees. The focus is on retailing establishments. The mission of the AAS Degree in Management Technology Business Administration Option is to prepare students in the fundamentals, principles, techniques and skills essential to the theory and effective practice of business.

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

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MANAGEMENT TECHNOLOGY

CALL CENTER SUPERVISION

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. Marshall 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.

SALARY FORECAST:	Huntington, WV (Median)	United States (Median)
Call Center Supervisor I (Inbound)	$38,118	$40,677
Call Center Supervisor II (Inbound)	47,371	50,662
Call Center Supervisor III (Inbound)	63,637	68,059
Call Center Supervisor I (Outbound)	33,345	35,797
Call Center Supervisor II (Outbound)	44,673	47,777
Call Center Supervisor III (Outbound)	66,764	71,403

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. 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

MAJOR CODE - CM10 • CONCENTRATION CODE - CM17

FIRST YEAR[1]

First Semester

AC	103	Introduction to Accounting **(EDGE)**	3
ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	115	Business Mathematics[2]	3
MG	101	Introduction to Business **(EDGE)**	3
		TOTAL CREDITS	**15**

Second Semester

COM	112	Oral Communication	3
MAT	210	Statistics for Business and Industry[3]	3
MG	105	Introduction to Workplace Training	3
MG	233	Personnel Management[4]	3
SS	201	Human Relations	3
		TOTAL CREDITS	**15**

SECOND YEAR

Third Semester

ENL	231	Technical Report Writing[6,7]	3
MG	202	Business Organization & Management[4]	3
MG	205	Call Center Environment/Technology[8]	3
MG	207	Managing Call Center Data[9]	3
		Recommended Elective[5]	3
		TOTAL CREDITS	**15**

Fourth Semester

MG	203	Managing Call Center Teams[10]	3
LAS	250	Employment Law[11]	3
MG	209	Occupational Safety	3
MG	299	Cooperative Work Experience [12]	3
		Recommended Elective[5]	3
		TOTAL CREDITS	**15**

HOURS REQUIRED FOR GRADUATION: 60

NOTES:

1. Students must be working for a Teleservice/Call Center organization by the start of the third semester of the Associate in Applied Science in Management Technology-Call Center Supervision.
2. A higher level mathematics class may be substituted for MAT 115.
3. MAT 210 has a prerequisite of MAT 115, MAT 145, or MAT 150.
4. MG 202 and MG 233 have a prerequisite of MG 101.
5. Recommended Electives: AC 221, AC 222, FN 141, FN 151, IT 107, IT 115, IT 120, IT 150, ISM 133, LAS 101, AAT 136, AAT 160, AAT 255 and other courses recommended by a program advisor.
6. ENL 231 has a prerequisite of ENL 111 or COM 111.
7. COM 235 may be substituted for ENL 231.
8. MG 205 has a prerequisite of IT 101.
9. MG 207 has a prerequisite of MAT 210.
10. MG 203 has a prerequisite of MG 202 or SS 201.
11. LAS 250 has a prerequisite of MG 233.
12. MG 299 has a prerequisite of permission by Division Director or Program Coordinator.

EMPLOYMENT OPPORTUNITES:

Call Center Supervision Option: This 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 Option in Management Technology is open to students who are already employed at a call center or teleservice industry and want to prepare for the opportunity for advancement.

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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MANAGEMENT TECHNOLOGY

INDUSTRIAL MANAGEMENT

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. Marshall 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:

This option offers employment opportunities in various types of profit and non-profit businesses and organizations as management trainees. The focus is on manufacturing establishments. 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.

SALARY FORECAST:

The following information is provided by Salary.com. The range of salaries for the following industrial supervisor positions in Huntington, West Virginia are:

Assembly Supervisor	$39,019 up to $71,010
Machine Shop Maintenance Supervisor I	41,543 up to 58,384
Machine Shop Production Supervisor I	31,737 up to 58,319
Materials Management Supervisor I	25,836 up to 49,331
Operations Supervisor	28,282 up to 46,031

(Note that National figures are higher then the figures shown above. Also generally speaking for individuals to receive these salaries they must have work experience.)

ACCREDITATION:

The Association of Collegiate Business Schools and Programs (ACBSP) accredits 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.

PROGRAM 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.

TECH PREP AFFILIATION:

The Business Management Technology program is aligned with the West Virginia Tech Prep Business/Marketing cluster, Management major. This career track provides the opportunity for West Virginia students to acquire college credit while attending high school.

MAJOR CODE - CM10 • CONCENTRATION CODE - CM12

FIRST YEAR

Fall Semester

AC	103	Introduction to Accounting **(EDGE)**	3
ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	145	Applications to Algebra	3
MG	101	Introduction to Business **(EDGE)**	3
		TOTAL CREDITS	**15**

Spring Semester

AAT	104	Records Management	3
AC	201	Financial Accounting I[1]	3
ISM	133	Principles of Supervision and Management	3
MAT	210	Statistics for Business and Industry[2]	3
MK	210	Customer Service[3]	3
MFE	120	Introduction to Manual Machining[4]	4
		TOTAL CREDITS	**19**

SECOND YEAR

Fall Semester

COM	112	Oral Communication	3
ENL	231	Technical Report Writing[5]	3
MK	130	Fundamentals of Marketing	3
MFE	220	Computer Aided Design I[6]	3
		Manufacturing Elective[7]	3
		Social Science Requirement[8]	3
		TOTAL CREDITS	**18**

Spring Semester

AC	234	TaxationI[9]	3
FN	231	Business Finance[9]	3
MG	226	Commercial Papers & Transactions	3
MG	233	Personnel Management[10]	3
MG	296	Integrated Business Strategies[11]	3
		TOTAL CREDITS	**15**

HOURS REQUIRED FOR GRADUATION: 67

NOTES:

1. AC 201 has a prerequisite of AC 103, or permission.
2. MAT 210 has a prerequisite of MAT 145.
3. MK 210 has a prerequisite of ENL 111 or COM 111.
4. MFE 120 has a prerequisite of MAT 145 or permission.
5. ENL 231 has a prerequisite of ENL 111 or COM 111.
6. MFE 220 has a prerequisite of permission.
7. Manufacturing Electives: all courses beginning with MT designator.
8. Social Science Requirement: Select from EC 102, SS 201, SS 210, or SS 215.
9. AC 234 and FN 231 have a prerequisite of AC 201.
10. MG 233 has a prerequisite of MG 101.
11. MG 296 has a prerequisite of least 45 credit hours completed in the program.

EMPLOYMENT OPPORTUNITES:

This option offers employment opportunities in various types of profit and non-profit businesses and organizations as management trainees. The focus is on manufacturing establishments.

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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MANAGEMENT TECHNOLOGY

DUAL DEGREE

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. Marshall 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.

This program is designed for students who wish to transfer to Marshall University's Elizabeth McDowell Lewis College of Business baccalaureate program. Its flexibility permits the students to work with their college advisors to adapt the program to the requirements of the Marshall University transfer curriculum.

CAREER OUTLOOK:

Graduates with business management skills will find employment opportunities in a variety of business settings. Virtually every industry employs business managers; however, the largest employers of managers are 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 including employment prospects for business managers. Opportunities for advancement are enhanced by a student's motivation and desire to succeed.

Business Administration Option: This option offers employment opportunities in various types of profit and non-profit businesses and organizations as management trainees. The focus is on retailing establishments. The mission of the A.A.S. Degree in Management Technology Business Administration Option is to prepare students in the fundamentals, principles, techniques and skills essential to the theory and effective practice of business.

SALARY FORECAST:

While employment growth varies among industries, the U.S. Bureau of Labor predicts demand for general managers to grow as fast as all occupations through 2008. Demand will be greatest for those who possess the right skills – the skills obtained at Marshall Community and Technical College.

financial manager	$55,070
human resources manager	49,010
marketing manager	57,300
production manager	56,300
purchasing manager	41,830
general manager	55,890

The Association of Collegiate Business Schools and Programs (ACBSP) accredits 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.

(Information obtained from *Occupational Outlook Handbook 2005*)

PROGRAM ADMISSION REQUIREMENTS:

The MCTC 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. Refer to the MU catalog for admission requirements for LCOB.

EMPLOYMENT OPPORTUNITES:

Call Center Supervision Option: This 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 Option in Management Technology is open to students who are already employed at a call center or teleservice industry and want to prepare for the opportunity for advancement.

MAJOR CODE - CM10 • CONCENTRATION CODE - CM18

FIRST YEAR

First Semester

ENL	111	Written Communication	3
ECN	250	Principles of Microeconomics	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	115	Business Mathematics	3
MG	101	Introduction to Business **(EDGE)**	3
		TOTAL CREDITS	**15**

Second Semester

ATT	104	Records Management	3
AC	201	Financial Accounting I	3
COM	112	Oral Communication	3
ENL	231	Technical Report Writing[1,2]	3
ECN	253	Principles of Macroeconomics[3]	3
MK	130	Fundamentals of Marketing	3
		TOTAL CREDITS	**18**

SECOND YEAR

Third Semester

AC	210	Managerial Accounting	3
ENL	115	Written Communication II[5]	3
MAT	145	Applications in Algebra	3
MG	181	Retailing	3
MG	202	Business Organization & Management[6]	3
SS	215	Lifespan Psychology	3
		TOTAL CREDITS	**18**

Fourth Semester

AC	234	Taxation I[4]	3
FN	231	Business Finance[4]	3
MG	226	Commercial Papers & Transactions	3
MG	296	Integrated Business Strategies[7]	3
MK	279	Advertising and Sales Promotion	3
		TOTAL CREDITS	**15**

HOURS REQUIRED FOR GRADUATION: 66

Transfer to Lewis College of Business after Completion of Associate Degree Requirements

Fifth Semester

MGT	218	Business Statistics	3
MTH	203	Calculus for Business	3
		American Institutions (Multicultural)	3
RST	205	Intro to Religious Traditions of the West	3
		CMM Studies Elective	3
		TOTAL CREDITS	**15**

Sixth Semester

FIN	323	Principles of Business Finance	3
		International Studies Elective	3
MIS	290	Principles of Management Information Systems	3
		Science Elective	3
		Management Elective	4
		TOTAL CREDITS	**15**

Seventh Semester

LE	308	Commercial Law or (MGT Elective)	3
MGT	360	Introduction to Small Business Management	3
MGT	419	Business and Society	3
MGT	420	Operations Management	3
MGT	422	Organizational Human Behavior	3
MGT	424	Human Resource Management	3
		TOTAL CREDITS	**18**

Eighth Semester

MGT	423	Organizational Development	3
MGT	425	Industrial Relations	3
MGT	460	Strategic Management	3
		ISC Science Elective	4
		American Institutions Elective	3
		International Economic Elective	3
		TOTAL CREDITS	**19**

NOTES:

1. ENL 231 has a prerequisite of ENL 111 or COM 111.
2. COM 235 may be substituted for ENL 231.
3. ECN 253 has a prerequisite of ECN 250.
4. AC 234 and FN 231 have a prerequisite of AC 201.
5. ENL 115 has a prerequisite of ENL 111 or COM 111.
6. MG 202 has prerequisite of MG 101.
7. MG 296 has a prerequisite of 45 credit hours completed in the program.

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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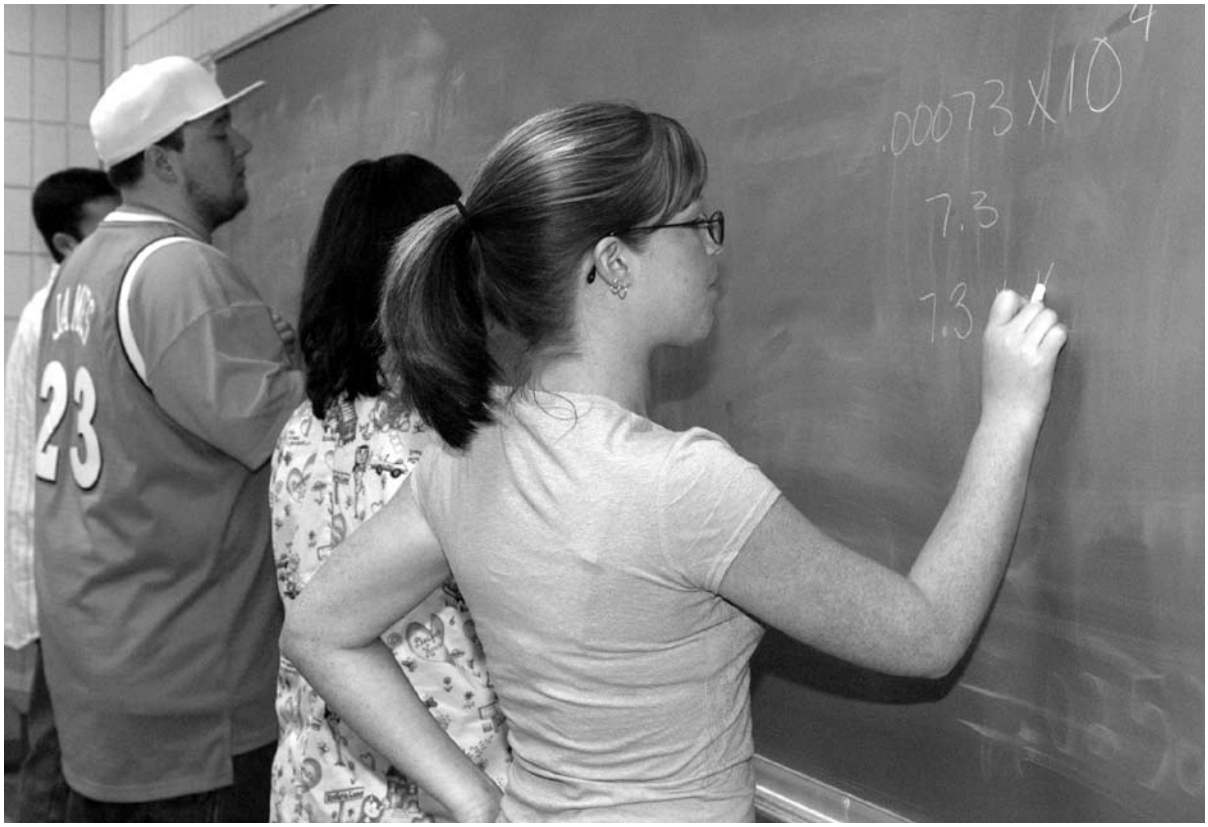
Camelot
Photography

Camelot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GENERAL/TECHNICAL STUDIES

AGRICULTURAL SCIENCE

AIR CONDITIONING/REFRIGERATION

AUTOMOTIVE TECHNOLOGY

BOARD OF GOVERNORS

EARLY CHILDHOOD EDUCATION

ELECTRONICS TECHNOLOGY

- Biomedical
- Electronics

GENERAL BUILDING CONSTRUCTION

GENERAL/TRANSFER STUDIES

GRAPHICS DESIGN/COMMUNICATION

MACHINIST TECHNOLOGY

MARITIME TRAINING

PUBLIC LIBRARY TECHNOLOGY

WELDING

TECHNICAL STUDIES

AGRICULTURAL SCIENCE

PROGRAM DESCRIPTION:

The Technical Studies Degree, limited to high school students enrolled in the EDGE program, is designed to provide for cooperatively sponsored educational opportunities leading to the Associate in Applied Science degree and/or One-Year Certificate.

Marshall 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 all normal 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 Marshall Community & Technical College and has obtained at least a 2.00 GPA.

The student who graduates with the Associate in Applied Science Degree in Technical Studies will possess:

- supervisory skills;
- computer software skills;
- relevant essential math skills;
- written and oral communication skills.

CAREER OUTLOOK:

Advancement of agricultural workers depends on motivation and experience. Farm workers who work hard and quickly, have good communication skills, and take an interest in the business may advance to crew leader or other supervisory positions. Some agricultural workers may aspire to become farm, ranch, and other agricultural managers, or farmers or ranchers themselves. In addition, their knowledge of raising and harvesting produce may provide an excellent background for becoming purchasing agents and buyers of farm products. Knowledge of working a farm as a business can help agricultural workers become farm and home management advisors. Those who earn a college degree in agricultural science could become agricultural and food scientists.

SALARY FORECAST:

Median hourly earnings in May 2004 for each of the occupations found in this statement are as follows:

agricultural inspectors	$14.92
animal breeders	13.55
agricultural workers, all other	10.15
agricultural equipment operators	8.88
farmworkers, farm and ranch animals	8.31
graders and sorters, agricultural products	7.90
farmworkers and laborers, crop, nursery, and greenhouse	7.70

(Information obtained from the *Occupational Outlook Handbook 2006-2007*)

VOCATIONAL SITE PARTNERSHIP:

In addition, Marshall Community & Technical College (MCTC) offers a One-Year Certificate Program and an Associate of Applied Science in Technical Studies in conjunction with its Vocational Site Partnerships in Cabell, Mason, and Wayne counties at Technical Centers and/or high schools through EDGE.

MAJOR CODE - C120 • CONCENTRATION CODE - CT28

COMPONENT I - GENERAL EDUCATION[1]

COM	112	Oral Communication	3
ENL	111	Written Communication	3
ENL	231	Technical Report Writing[2]	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT/ SCI		Electives[3]	6
SS		Social Science[4]	3
		TOTAL CREDITS	**21**

COMPONENT II - TECHNICAL CORE

AAT	104	Records Management	3
HMN	235	Leadership Development Studies[5]	3
ISM	133	Principles of Supervision & Management	3
MG	101	Introduction to Business **(EDGE)**	3
MG	202	Business Organization & Management[6]	3
MG	209	Occupational Safety	3
MK	210	Customer Service[2]	3
MG	226	Commercial Papers & Transactions	3
MG	233	Personnel Management	3
		TOTAL CREDITS	**9-21**

COMPONENT III - TECHNICAL/OCCUPATIONAL SPECIALTY[7]

Common Core Courses:

Agriscience & Agriculture Production System Focus:
Agriscience 11 **(EDGE)**
Agriscience 12 **(EDGE)**

Agriculture Mechanics Focus:
Agriculture Mechanics I **(EDGE)**
Agriculture Mechanics II **(EDGE)**

Animal Processing Focus:
Animal Processing **(EDGE)**
Food Science and Processing **(EDGE)**
Agriculture and Natural Resources I **(EDGE)**
Agriculture and Natural Resources II **(EDGE)**

Animal Science Focus
Animal/Veterinary Science: Large Animals
Small Animal Care and Management **(EDGE)**

Plant Systems Focus:
Greenhouse Technology **(EDGE)**
Horticulture **(EDGE)**

TOTAL COMPONENT III HOURS.....20

COMPONENT IV (OPTIONAL) ON-THE-JOB TRAINING IN THE OCCUPATION IN THE OCCUPATION (1-12 CREDIT HOURS MAY BE AWARDED)

A letter verifying completion of contact hours must be received by the Associate Dean's Office, located in the Marshall Community & Technical College Advising Center prior to applying for graduation for credit to be awarded. 160 clock hours equals 1 college credit hour.

HOURS REQUIRED FOR GRADUATION: 60

NOTES:

1. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
2. ENL 231 and MK 210 has a prerequisite of ENL 111, COM 111 or COM 111E.
3. Six total Quantitative Skills/Laboratory Science/Experience credits are required. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six credit requirement with a second college-level mathematics course or select from the following: SCI 101, SCI 120 or SCI 201.
4. Select from EC 102, SS 201, SS 210, or SS 215.
5. Required capstone course.
6. MG 202 has a prerequisite of MG 101.
7. Verification of completion of CTE classes with a score of 74% or better on the final exam must be forwarded to West Virginia Community and Technical College System in Charleston, by course instructor.

EMPLOYMENT OPPORTUNITIES:

- nurseries
- farms
- feed & seed stores
- butcher shops
- forestry

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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TECHNICAL STUDIES

AIR CONDITIONING/REFRIGERATION

PROGRAM DESCRIPTION:

The Technical Studies Degree, limited to high school students enrolled in the EDGE program, is designed to provide for cooperatively sponsored educational opportunities leading to the Associate in Applied Science degree and/or One-Year Certificate.

Marshall 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 Marshall Community & Technical College and has obtained at least a 2.00 GPA.

CAREER OUTLOOK:

Job prospects for heating, air-conditioning, and refrigeration mechanics and installers are expected to be good, particularly for those with technical school or formal apprenticeship training. Employment of heating, air-conditioning, and refrigeration mechanics and installers is expected to grow faster than the average for all occupations through the year 2012. As the population and economy grow, so does the demand for new residential, commercial, and industrial climate-control systems. Technicians who specialize in installation work may experience periods of unemployment when the level of new construction activity declines, but maintenance and repair work usually remain relatively stable. People and businesses depend on their climate-control systems and must keep them in good working order, regardless of economic conditions.

SALARY FORECAST:

Median hourly earnings of heating, air-conditioning, and refrigeration mechanics and installers were $16.78 in 2002. The middle 50 percent earned between $12.95 and $21.37 an hour. The lowest 10 percent earned less than $10.34, and the top 10 percent earned more than $26.20. Median hourly earnings in the industries employing the largest numbers of heating, air-conditioning, and refrigeration mechanics and installers in 2002 were as follows:

hardware, and plumbing and heating equipment and supplies merchant wholesalers	$18.78
direct selling establishments	17.14
elementary and secondary schools	6.80
building equipment contractors	16.03

(Information obtained from *Occupational Outlook Handbook, 2005*)

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.

VOCATIONAL SITE PARTNERSHIP:

In addition, Marshall Community & Technical College offers an Associate in Applied Science, Technical Studies in conjunction with its Vocational Site Partnerships at Technical Centers in Cabell, Mason, Putnam and Wayne counties through EDGE.

MAJOR CODE - CT20 • CONCENTRATION CODE - CT24

COMPONENT I - GENERAL EDUCATION[1]

COM	112	Oral Communication	3
ENL	111	Written Communication	3
ENL	231	Technical Report Writing[2]	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT/SCI		Electives [3]	6
SS		Social Science Elective [4]	3
		TOTAL CREDITS	**21**

COMPONENT II - TECHNICAL CORE

ENL	115	Written Communications II[2]	3
ELT	110	Basic Electronics	3
HMN	235	Leadership Development Studies[5]	3
ISM	133	Principles of Supervision & Management	3
MG	101	Introduction to Business **(EDGE)**	3
MG	202	Business Organization & Management[6]	3
MG	209	Occupational Safety	3
MK	210	Customer Service[2]	3
		TOTAL CREDITS	**9-21**

COMPONENT III- TECHNICAL/OCCUPATIONAL SPECIALITY[7]

Fundamentals of Air Conditioning/Refrigeration **(EDGE)**
Basic Control Circuits **(EDGE)**
Heating Systems **(EDGE)**
Domestic Refrigeration **(EDGE)**

TOTAL COMPONENT III HOURS.....20

COMPONENT IV - (OPTIONAL) ON-THE-JOB TRAINING IN THE OCCUPATION (1-12 CREDIT HOURS MAY BE AWARDED)

A letter verifying completion of contact hours must be received by the Associate Dean's Office, located in the Marshall Community & Technical College Advising Center prior to applying for graduation for credit to be awarded. 160 clock hours equals 1 college credit hour.

HOURS REQUIRED FOR GRADUATION: 60

NOTES:

1. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
2. ENL 115, ENL 231 and MK 210 have a prerequisite of ENL 111 or COM 111.
3. Six total Quantitative Skills/Laboratory Science/Experience credits are required. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six credit requirement with a second college-level mathematics course or select from the following: SCI 101, SCI 120 or SCI 201.
4. Select from EC 102, SS 201, SS 210, or SS 215.
5. Required capstone course.
6. MG 202 has prerequisite of MG 101.
7. Verification of completion of CTE classes with a score of 74% or better on the final exam must be forwarded to West Virginia Community and Technical College System in Charleston, by course instructor.

EMPLOYMENT OPPORTUNITIES:

- school maintenance
- direct selling establishments
- hardware/plumbing/heating equipment & supplies merchant/wholesalers
- self-employment

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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TECHNICAL STUDIES

AUTOMOTIVE TECHNOLOGY

PROGRAM DESCRIPTION:

The Technical Studies Degree, limited to high school students enrolled in the EDGE program, is designed to provide for cooperatively sponsored educational opportunities leading to the Associate in Applied Science degree and/or One-Year Certificate.

Marshall 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 Marshall Community & Technical College and has obtained at least a 2.00 GPA.

CAREER OUTLOOK:

Job opportunities in this occupation are expected to be very good for persons who complete automotive training programs in high school, vocational and technical schools, or community colleges. Persons with good diagnostic and problem-solving skills, and whose training includes basic electronics skills, should have the best opportunities. For well-prepared people with a technical background, automotive service technician careers offer an excellent opportunity for good pay and the satisfaction of highly skilled work with vehicles incorporating the latest in high technology. However, persons without formal automotive training are likely to face competition for entry-level jobs.

Employment of automotive service technicians and mechanics is expected to increase as fast as the average through the year 2014. Through 2014, demand for technicians will grow as the number of vehicles in operation increases, reflecting continued growth in the number of multi-car families. Growth in demand will be offset somewhat by slowing population growth and the continuing increase in the quality and durability of automobiles, which will require less frequent service. Additional job openings will be due to the need to replace a growing number of retiring technicians, who tend to be the most experienced workers.

SALARY FORECAST:

Median hourly earnings of automotive service technicians and mechanics, including commission, were $15.60 in 2004. The middle 50 percent earned between $11.31 and $20.75. The lowest 10 percent earned less than $8.70, and the highest 10 percent earned more than $26.22. Median annual earnings in the industries employing the largest numbers of service technicians in 2004 were as follows:

local government	$38,160
automobile dealers	38,060
gasoline stations	28,810
automotive repair and maintenance	28,030
automotive parts, accessories, and tire stores	27,180

(Information obtained from *Occupational Outlook Handbook, 2006-2007*)

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.

VOCATIONAL SITE PARTNERSHIP:

In addition, Marshall Community & Technical College offers an Associate in Applied Science in Technical Studies in conjunction with its Vocational Site Partnerships at Technical Centers in Cabell, Mason, Putnam and Wayne counties, through EDGE.

MAJOR CODE - CT20 • CONCENTRATION CODE - CT25

COMPONENT I - GENERAL EDUCATION[1]

COM	112	Oral Communication	3
ENL	111	Written Communication	3
ENL	231	Technical Report Writing[2]	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT/SCI		Electives [3]	6
SS		Social Science Elective [4]	3
		TOTAL CREDITS	**21**

COMPONENT II - TECHNICAL CORE

ENL	115	Written Communications II[2]	3
EC	102	Basic Economics	3
ELT	110	Basic Electronics	3
HMN	235	Leadership Development Studies[5]	3
MG	101	Introduction to Business **(EDGE)**	3
MG	202	Business Organization & Management[6]	3
MG	209	Occupational Safety	3
MK	210	Customer Service[2]	3
		TOTAL CREDITS	**9-21**

COMPONENT III- TECHNICAL/OCCUPATIONAL SPECIALITY[7]

Fundamentals of Automotive Technology **(EDGE)**
Syspension and Steering Diagnosis **(EDGE)**
Brakes **(EDGE)**
Basic Engine Concepts **(EDGE)**

TOTAL COMPONENT III HOURS.....20

COMPONENT IV - (OPTIONAL) ON-THE-JOB TRAINING IN THE OCCUPATION (1-12 CREDIT HOURS MAY BE AWARDED)

A letter verifying completion of contact hours must be received by the Associate Dean's Office, located in the Marshall Community & Technical College Advising Center prior to applying for graduation for credit to be awarded. 160 clock hours equals 1 college credit hour.

HOURS REQUIRED FOR GRADUATION: 60

NOTES:

1. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residence.
2. ENL 115, ENL 231 and MK 210 have a prerequisite of ENL 111 or COM 111.
3. Six total Quantitative Skills/Laboratory Science Experience credits are required for Technical Studies Degree and General Education Core. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six credit requirement with a second college-level mathematics course or select a laboratory science course from the following: SCI 110, SCI 120, or SCI 201.
4. Select from EC 102, SS 201, SS 210, or SS 215.
5. Required capstone course.
6. MG 202 has a prerequisite of MG 101.
7. Verification of completion of CTE classes with a score of 74% or better on the final exam must be forwarded to West Virginia Community and Technical College System in Charleston, by course instructor.

EMPLOYMENT OPPORTUNITIES:

- automotive technician
- repair shop owner

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Sumeeta Patnaik • Community College, Room 115
Phone: 304-696-3025 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: patnaik1@marshall.edu

TECHNICAL STUDIES

BOARD OF GOVERNORS

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 Marshall 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 Marshall 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 Director of Off-Campus Programs at (304) 696-3366.

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 in Applied Science will possess:

- ability to work collaboratively in groups;
- computer software skills;
- communication skills;
- critical thinking skills;
- 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.

MAJOR CODE - CG30

COMPONENT I - GENERAL EDUCATION[1,2]

English/Communication[3]	6
Mathematics/Sciences[4]	6
Computer Literacy[5] **(EDGE)**	3
Social Science/Humanities[6]	6
TOTAL CREDITS	**21**

COMPONENT II - GENERAL ELECTIVES

This component consists of credit hours from the following options: Area of Emphasis[6]; portfolio course (TS 101) credits[7], CLEP and DANTES exams, Military Credits, challenge exams, special assessment of licensure/certifications/formal training programs and capstone course[8].

TOTAL CREDITS 39

HOURS REQUIRED FOR GRADUATION: 60

NOTES:

1. This program is available to students who have graduated from high school two or more years prior to enrollment. For those students who earned their GED certificate, it must be two years from the date their class would have graduated from high school.
2. To fulfill residency requirements, a minimum of 12 credit hours must be completed from a regionally accredited higher educational institution. Further, 3 of these 12 credit hours must be completed with Marshall Community & Technical College.
3. ENL 111 or COM 111 and COM 112 may be used to fulfill the Communication's requirements.
4. Students must complete a total of six (6) credit hours in one or a combination of both subject areas.
5. IT 101 may be used to fulfill the Computer Literacy requirements.
6. A minimum of 15 credit hours are required for an Area of Emphasis.
7. Student desiring to submit a portfolio for credit evaluation must enroll in a portfolio development course (TS 101) that will count as one of the General Electives credits.
8. Students seeking college credit for "Adult Equivalent Learning," should contact Steven Brown, Director of Off-Campus Programs at (304) 696-3366, for more information on nontraditional education opportunities and options.

EMPLOYMENT OPPORTUNITIES:

- enhanced skills for work environment
- transferable to RBA degree

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 • Cabell Hall, Room 307
Phone: 304-696-3366 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: brown175@marshall.edu

EARLY CHILDHOOD EDUCATION

PROGRAM DESCRIPTION:

The Associate in Applied Science in Early Childhood Education degree consists of 62 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 or become certified to teach in public or private schools. Some workers 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 5 y ears 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 enrollment in private preschools as the value of formal education before kindergarten becomes more widely accepted.

SALARY FORECAST:

Pay depends on the educational attainment of the worker and the type of establishment. Although the pay generally is very low, more education usually means higher earnings. Median hourly earnings of wage and salary childcare workers were $8.06 in May 2004. The middle 50 percent earned between $6.75 and $10.01. The lowest 10 percent earned less than $5.90, and the highest 10 percent earned more than $12.34. Median hourly earnings in the industries employing the largest numbers of childcare workers in 2004 were as follows:

other residential care facilities	$9.66	other amusement and recreation industries	$7.58
elementary and secondary schools	9.22	child daycare services	7.34
civic and social organizations	7.62		

Earnings of self-employed childcare workers vary depending on the hours worked, the number and ages of the children, and the location.

Benefits vary, but are minimal for most childcare workers. Many employers offer free or discounted child care to employees. Some offer a full benefits package, including health insurance and paid vacations, but others offer no benefits at all. Some employers offer seminars and workshops to help workers learn new skills. A few are willing to cover the cost of courses taken at community colleges or technical schools. Live-in nannies receive free room and board.

(Information obtained from *Occupational Outlook Handbook 2006-2007*)

MAJOR CODE - CE30

FIRST YEAR[1,2,12]

Fall Semester

ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
COM	112	Oral Communication	3
MAT	150	Applied Professional Mathematics	3
EME	105	First on Scene*	3
		TOTAL CREDITS	**15**

Spring Semester

ENL	115	Written CommunicationII[3]	3
AH	220	Basic Nutrition	3
EDUC	105	Comp Instruction Technology in Classroom[4]	4
EDUC	120	Foundations of Early Childhood*	3
HST	103	The World Since 1850	3
		TOTAL CREDITS	**16**

SECOND YEAR

Fall Semester

ENL	240	Literature of American Pop Culture[3,5]	3
EDUC	225	Development of Young Children[6,*]	3
HMN	235	Leadership Studies[3]	3
SS	210	Fundamentals of Sociology	3
		Lab Science[7]	4
		TOTAL CREDITS	**16**

Spring Semester

EDUC	250	Family Relationships[8,*]	3
EDUC	261	The Exceptional Child[8]	3
EDUC	270	Level I Clinical Experience[9]	3
EDUC	299	Capstone[10]	3
SCI	201	Integrated Science[11]	3
SS	215	Lifespan Psychology	3
		TOTAL CREDITS	**18**

HOURS REQUIRED FOR GRADUATION: 65

NOTES:

1. Students wishing to continue onto the bachelor program in Early Childhood Education please note the Teacher Education admission requirements on the College of Education and Human Services Website http://www.marshall.edu/coehs/academics/certification/levelrequirements/default.asp
2. All ENL developmental courses must be completed prior to enrolling in EDUC courses.
3. ENL 115, ENL 240 and HMN 235 have a prerequisite of COM 111, ENL 111 or ENG 101.
4. EDUC 105 has a prerequisite of IT 101.
5. Will not be available until Spring 2008.
6. EDUC 225 has a prerequisite of EDUC 120.
7. Either SCI 110 or BIOL 260 or BIOL 265 may be taken.
8. EDUC 250 and EDUC 261 have a prerequisite of EDUC 225.
9. EDUC 270 has a co-requisite of SS 215.
10. EDUC 299 by permission
11. SCI 201 has a prerequisite of MAT 145 or MAT 150.
12. To facilitate seamless transfer to Marshall University College of Education and Human Services students must obtain a "C" or better in all EDUC courses.

*Only students who began Apprenticeship Child Development Specialist classes Fall 2002 or after will receive credit for these courses upon completion of their certificate.

EMPLOYMENT OPPORTUNITIES:

- childcare workers
- child daycare services
- preschool employment

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 • Community College, Room 127
Phone: 304-696-3180 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: crouse@marshall.edu

ELECTRONICS TECHNOLOGY

BIOMEDICAL/ELECTRONICS TECHNOLOGY

PROGRAM DESCRIPTION:

The Electronics Technology program is offered in cooperation with the Cabell County Career Technology Center (CCCTC). The CCCTC is responsible for providing the electronics courses and electronics laboratories. Marshall Community & Technical College provides support courses that enhance a student's analytical, communication, computer, customer service, and interpersonal skills.

Upon completion of the Associate of Applied Science Degree in Electronics Technology, the graduate will be able to:

- exhibit knowledge of electronic terminology;
- demonstrate a working knowledge of the proper techniques for maintaining, troubleshooting, and repairing electronic devices through proper use of schematic diagrams and common test equipment;
- apply quantitative principles to analyze and solve problems;
- make decisions after gathering and analyzing information;
- prepare and present written and oral communication;
- demonstrate teamwork and customer service skills.

CAREER OUTLOOK:

Electronics Technician is one of today's fastest growing careers, 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 industry, consumer electronics industry, robotics industry, utility companies, healthcare, broadcast, manufacturing, aerospace, automotive, mining, office equipment, waste-treatment, and any other industries that use electrical/electronic systems.

SALARY FORECAST:

- Low Range $21,710 to $27,680
- Mid Range $27,680 to $45,750
- High Range $45,750 to $62,540

(Information obtained from *Salary.com* and *Occupational Outlook Handbook 2005*)

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.

BIOMEDICAL ELECTRONICS TECHNOLOGY

MAJOR CODE - CE10 • CONCENTRATION CODE - CE13

FIRST YEAR

First Semester

ENL	111	Written Communication	3
ELT	111	Direct Current Circuit Analysis[1]	4
ELT	111L	Direct Current Electronics Lab	2
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	145	Applications in Algebra	3
SS		Social Science Elective[2]	3
		TOTAL CREDITS	**18**

Second Semester

COM	112	Oral Communication	3
ELT	121	Alternating Current Circuit Analysis[1,3]	4
ELT	121L	Alternating Current Electronics Lab	2
MAT	215	Applied Discrete Mathematics[4]	3
SCI	110	Introductory to Physics[4]	4
		TOTAL CREDITS	**16**

SECOND YEAR

Third Semester

IT	131	Introduction to Networking[5]	4
ELT	131	Analog Circuits[1,6]	5
ELT	131L	Analog Circuits Lab	1
ELT	211	Combinational Logic Circuits[1,7]	5
ELT	211L	Combinational Logic Circuits Lab	2
IT	270	Computer Repair[5] **(EDGE)**	3
		TOTAL CREDITS	**20**

Fourth Semester

AH	151	Medical Terminology **(EDGE)**	3
ELT	222	Introduction to Microprocessor[8]	4
ELT	223	Biomedical Instrumentation[9]	3
ELT	299	Electronic Technology Internship	3
SCI	257	Introduction to Anatomy & Physiology	3
		TOTAL CREDITS	**16**

HOURS REQUIRED FOR GRADUATION: 70

NOTES:

1. ELT 111, ELT 121, ELT 131 and ELT 211 must be taken concurrently with their respective labs: ELT 111L, ELT 121L, ELT 131L and ELT 211L.
2. Social Science requirement: Select from EC 102, SS 201, SS 210, or SS 215.
3. ELT 121 has a prerequisite of ELT 111.
4. MAT 215 and SCI 110 have a prerequisite of MAT 145.
5. IT 131 and IT 270 have a prerequisite of IT 101
6. ELT 131 has a prerequisite of ELT 121.
7. ELT 211 has a prerequisite of ELT 131 and MAT 215.
8. ELT 222 has a prerequisite of ELT 211.
9. ELT 223 has a prerequisite of ELT 211 and ELT 211L.

EMPLOYMENT OPPORTUNITIES:

- bench technician
- design technician
- process control technician
- bio-medical technician
- maintenance technician
- electronics trainers
- electronics sales
- installation technician

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Carol Perry • Community College, Room 129
Phone: 304-696-3018 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: perry@marshall.edu

ELECTRONICS TECHNOLOGY

ELECTRONICS

PROGRAM DESCRIPTION:

The Electronics Technology program is offered in cooperation with the Cabell County Career Technology Center (CCCTC). The CCCTC is responsible for providing the electronics courses and electronics laboratories. Marshall Community & Technical College provides support courses that enhance a student's analytical, communication, computer, customer service, and interpersonal skills.

Upon completion of the Associate of Applied Science Degree in Electronics Technology, the graduate will be able to:

- exhibit knowledge of electronic terminology;
- demonstrate a working knowledge of the proper techniques for maintaining, troubleshooting, and repairing electronic devices through proper use of schematic diagrams and common test equipment;
- apply quantitative principles to analyze and solve problems;
- make decisions after gathering and analyzing information;
- prepare and present written and oral communication;
- demonstrate teamwork and customer service skills.

CAREER OUTLOOK:

Electronics Technician is one of today's fastest growing careers, 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 industry, consumer electronics industry, robotics industry, utility companies, healthcare, broadcast, manufacturing, aerospace, automotive, mining, office equipment, waste-treatment, and any other industries that use electrical/electronic systems.

SALARY FORECAST:

- Low Range $21,710 to $27,680
- Mid Range $27,680 to $45,750
- High Range $45,750 to $62,540

(Information obtained from *Salary.com* and *Occupational Outlook Handbook 2005*)

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.

MAJOR CODE - CE10

FIRST YEAR

First Semester

ENL	111	Written Communication	3
ELT	111	Direct Current Circuit Analysis[1]	4
ELT	111L	Direct Current Electronics Lab	2
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	145	Applications in Algebra	3
SS		Social Science Elective[2]	3
		TOTAL CREDITS	**18**

Second Semester

COM	112	Oral Communication	3
ELT	121	Alternating Current Circuit Analysis[1,3]	4
ELT	121L	Alternating Current Electronics Lab	2
MAT	215	Applied Discrete Mathematics[4]	3
SCI	110	Introductory to Physics[4]	4
		TOTAL CREDITS	**16**

SECOND YEAR

Third Semester

IT	131	Introduction to Networking[5]	4
ELT	131	Analog Circuits[1,6]	5
ELT	131L	Analog Circuits Lab	1
ELT	211	Combinational Logic Circuits[1,7]	5
ELT	211L	Combinational Logic Circuits Lab	2
IT	270	Computer Repair[5] **(EDGE)**	3
		TOTAL CREDITS	**20**

Fourth Semester (Electronics Option)

ELT	222	Introduction to Microprocessor[8]	4
ELT	299	Electronic Technology Internship	3
IT	276	Computer Maintenance[9] **(EDGE)**	3
		Approved Elective	6
		TOTAL CREDITS	**16**

HOURS REQUIRED FOR GRADUATION: 70

NOTES:

1. ELT 111, ELT 121, ELT 131 and ELT 211 must be taken concurrently with their respective labs: ELT 111L, ELT 121L, ELT 131L and ELT 211L.
2. Select from EC 102, SS 201, SS 210, or SS 215.
3. ELT 121 has a prerequisite of ELT 111.
4. MAT 215 and SCI 110 have a prerequisite of MAT 145.
5. IT 131 and IT 270 have a prerequisite of IT 101.
6. ELT 131 has a prerequisite of ELT 121.
7. ELT 211 has a prerequisite of ELT 131 and MAT 215.
8. ELT 222 has a prerequisite of ELT 211.
9. IT 276 has a prerequisite of IT 270.

EMPLOYMENT OPPORTUNITIES:

- bench technician
- design technician
- process control technician
- bio-medical technician
- maintenance technician
- electronics trainers
- electronics sales
- installation technician

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Carol Perry • Community College, Room 129
Phone: 304-696-3018 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: perry@marshall.edu

TECHNICAL STUDIES

GENERAL BUILDING CONSTRUCTION

PROGRAM DESCRIPTION:

The Technical Studies Degree, limited to high school students enrolled in the EDGE program, is designed to provide for cooperatively sponsored educational opportunities leading to the Associate in Applied Science degree and/or one-year Certificate. Marshall 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 Marshall Community & Technical College and has obtained at least a 2.00 GPA.

CAREER OUTLOOK:

Job opportunities are expected to be excellent in the construction industry, especially for workers with training and experience in construction occupations, due largely to the numerous openings arising each year as experienced construction workers leave their jobs. Further, many potential workers may prefer work that is less strenuous and has more comfortable working conditions. The continued shortage of adequate training programs also will contribute to the favorable job market.

SALARY FORECAST:

Earnings in construction are significantly higher than the average for all industries. Production or non-supervisory workers in construction average $18.51 an hour, or about $712 a week. Average earnings of workers in the specialty trade contractors segment were somewhat higher than those of workers employed by building or heavy and civil engineering construction contractors.

Earnings of workers in the construction industry vary by the education and experience of the worker, type of work, the size and nature of the construction project, geographic location, and economic conditions. Earnings of construction trade workers are often affected by poor weather. Heavy rain may slow or even stop work on a construction project. Traditionally, winter is the slack period for construction activity, especially in colder parts of the country, but there is a trend toward more year-round construction even in colder areas. Because construction trades are dependent on one another—especially on large projects—work delays in one trade delay or stop work in another.

Nineteen percent of construction trades workers are union members or covered by union contracts, compared with about 15 percent of workers throughout private industry. Many different unions represent the various construction trades and form joint apprenticeship committees with local employers to supervise apprenticeship programs.

(Information obtained from *Occupational Outlook Handbook, 2005*).

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.

VOCATIONAL SITE PARTNERSHIPS:

In addition, Marshall Community & Technical College offers a One-Year Certificate Program and an Associate of Applied Science in Technical Studies in conjunction with its Vocational Site Partnerships in Cabell, Mason, Putnam and Wayne counties through EDGE.

MAJOR CODE - CT20 • CONCENTRATION CODE - CT26

COMPONENT I - GENERAL EDUCATION[1]

COM	111	Oral Communication	3
ENL	112	Written Communication	3
ENL	231	Technical Report Writing[2]	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT/SCI		Electives[3]	6
SS		Social Science Elective[4]	3
		TOTAL CREDITS	**21**

COMPONENT II - TECHNICAL CORE

HMN	235	Leadership Studies[5]	3
EC	235	Basic Economics	3
ELT	111	Direct Current Circuit Analysis	3
ELT	111L	Direct Current Electronics Lab	3
ISM	133	Principles of Supervision & Management	3
MG	101	Introduction to Business **(EDGE)**	3
MG	202	Business Organization and Management[6]	3
MK	210	Customer Service[2]	6
SS	201	Human Relations	3
		TOTAL CREDITS	**9-21**

COMPONENT III - TECHNICAL/OCCUPATIONAL SPECIALITY[7]

Fundamentals of Building Construction **(EDGE)**
Masonry and Plumbing **(EDGE)**
Foundation and Framing **(EDGE)**
Finishing Carpentry **(EDGE)**

TOTAL COMPONENT III HOURS 20

COMPONENT IV (OPTIONAL) ON-THE -JOB TRAINING IN THE OCCUPATION (1-12 CREDIT HOURS MAY BE AWARDED)

A letter verifying completion of contact hours must be received by the Associate Dean's Office, located in the Marshall Community & Technical College Advising Center prior to applying for graduation for credit to be awarded. 160 clock hours equals 1 college credit hour.

HOURS REQUIRED FOR GRADUATION: Minimum 60

NOTES:

1. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
2. ENL 231 and MK 210 have a prerequisite of ENL 111 or COM 111.
3. Six total Quantitative Skills/Laboratory Science/Experience credits are required. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six credit requirement with a second college-level mathematics course or select from the following: SCI 101, SCI 120 or SCI 201.
4. Select from SS 201, SS 210, 215 or EC 102.
5. Required Capstone Course.
6. MG 202 has a prerequisite of MG 101
7. Verification of completion of CTE classes with a score of 74% or better on the final exam must be forwarded to West Virginia Community and Technical College System in Charleston, by course instructor.

EMPLOYMENT OPPORTUNITIES:

general building construction

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Sumeeta Patnaik • Community College, Room 115
Phone: 304-696-3024 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: patnaik1@marshall.edu

TRANSFER STUDIES

GENERAL/TRANSFER STUDIES

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 63 credit hours of General Education core courses: 45 of the credit hours provide the student with a broad background in written and oral communication, humanities, social science, sciences/mathematics, and computer competency; 18 credit hours of 100-level or higher courses are required to complete the degree. The A. A. degree utilizes both on-site as well as distance education.

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 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.

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.

AVAILABLE ON-LINE:

A unique feature of the Associate in Arts in Transfer Studies is that the degree may be obtained completely on-line. Through Marshall Community & Technical College courses, MUOnline courses, and Kentucky Community and Technical College System courses offered through the Kentucky Virtual University, the student is not required to come to campus. The courses allow a flexible schedule to fit the students' busy lifestyles and personal time demands. It also allows the opportunity to obtain a degree for those students who because of transportation problems or other obligations might be unable to do so.

MAJOR CODE - CG10

COMPONENT I - GENERAL EDUCATION[1,10]

ENL	111	Written Communication	3
COM	112	Oral Communication	3
ENL	115	Written Communication II[2]	3
IT	101	Fundamentals of Computers **(EDGE)**	3
SS	210	Fundamentals of Sociology[3]	3
SS	215	Lifespan Psychology	3
		TOTAL CREDITS	**18**

GENERAL EDUCATION ELECTIVES[4]

Social Science Electives[5]	9
Humanities Electives[6]	6
Math Restricted Elective[7]	3
Natural Science Electives[8]	4-8
General Education Electives	1-5
TOTAL CREDITS	**27**

COMPONENT II - ELECTIVES
Student should select 18 hours from any course 100-level or higher[9]

HOURS REQUIRED FOR GRADUATION: Minimum 63

NOTES:

1. This degree can be completed totally on-line or in a classroom setting. Students seeking to complete an on-line degree should contact the MCTC Advising Center for assistance in planning their schedules.
2. ENL 115 has a prerequisite of ENL 111 or COM 111.
3. SS 210 is designated multicultural and fulfills the Marshall Plan requirement.
4. Students should use courses for these electives to fulfill Marshall Plan requirements if preparing to transfer to Marshall University B.A. programs.
5. Social Science Elective: Select from MCTC/KYV on-line 100/200-level social science courses or Marshall University (MU) on-campus or on-line 100/200 level social science courses. See Transfer Studies On-Line Advising Guide for approved courses.
6. Humanities Elective: Select from ENL 240, MCTC/KYV on-line arts, classics, foreign language, music, philosophy, or theater courses or MU on-campus or on-line courses. See Transfer Studies On-Line Advising Guide for approved courses.
7. Math Restricted Elective: Select from MAT 145, MAT 146, MAT 150, or MAT 210. See Transfer Studies On-Line advising guide for approved math elective.
8. Natural Science Electives: Select from SCI 201 or a MCTC/KYV lab science on-line course. See Transfer Studies On-Line Advising Guide for approved courses.
9. 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. Students should also consult their academic advisor regarding required prerequisites for coursework.
10. Students should review the list of MCTC/MU courses currently available through on-line delivery. Contact MCTC Advising Center for information.

EMPLOYMENT OPPORTUNITIES:

- transfer to 4-year program

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Betty Dennison • Community & Technical College, Room 133
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TECHNICAL STUDIES

GRAPHIC DESIGN/GRAPHIC COMMUNICATIONS

PROGRAM DESCRIPTION:

The Technical Studies Degree, limited to high school students enrolled in the EDGE program, is designed to provide for cooperatively sponsored educational opportunities leading to the Associate in Applied Science degree and/or One-Year Certificate.

Marshall 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 all normal 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 Marshall Community & Technical College and has obtained at least a 2.00 GPA.

The student who graduates with the Associate in Applied Science Degree in Technical Studies will possess:

- supervisory skills;
- computer software skills;
- relevant essential math skills;
- written and oral communication skills.

VOCATIONAL SITE PARTNERSHIPS:

In addition, Marshall Community & Technical College (MCTC) offers a One-Year Certificate Program and an Associate of Applied Science in Technical Studies in conjunction with its Vocational Site Partnerships at Technical Centers in Cabell, Mason, Putnam and Wayne counties through EDGE.

GRAPHIC DESIGN/GRAPHICS COMMUNICATION

MAJOR CODE - CT20 • CONCENTRATION CODE CT27

COMPONENT I - GENERAL EDUCATION[1]

COM	112	Oral Communication	3
ENL	111	Written Communication	3
ENL	231	Technical Report Writing[2]	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT/SCI		Electives[3]	6
SS		Social Science Elective[4]	3
		TOTAL CREDITS	**21**

COMPONENT II - TECHNICAL CORE

AAT	255	Desktop Publishing[5]	3
ENL	115	Written Communications II[2]	3
HMN	235	Leadership Development Studies[6]	3
ID	110	Perspective Drawing Techniques	3
ID	120	Advanced Perspective Drawing[7]	3
IT	107	Fundamentals of the Internet	3
IT	212	Publishing on the Internet[8]	3
IT	240	Internet Data Communications[8]	3
MG	101	Introduction to Business **(EDGE)**	3
MG	209	Occupational Safety	3
		TOTAL CREDITS	**9-21**

COMPONENT III - TECHNICAL/OCCUPATIONAL SPECIALTY[9]

Common Core Course:
Fundamentals of Graphic Design and Procedures **(EDGE)**

Graphic Design Focus:
Basic Illustration[1] **(EDGE)**
Illustration[1] **(EDGE)**
Graphic Design[1] **(EDGE)**
or
Graphic Communication Focus:
Basic Darkroom Procedures **(EDGE)**
Image Assembly and Platemaking **(EDGE)**
Offset Press and Bindery Operations **(EDGE)**

TOTAL COMPONENT III HOURS 20

COMPONENT IV - (OPTIONAL)ON-THE-JOB TRAINING IN THE OCCUPATION (1-12 CREDIT HOURS MAY BE AWARDED)

A letter verifying completion of contact hours must be received by the Associate Dean's Office, located in the Marshall Community & Technical College Advising Center prior to applying for graduation for credit to be awarded. 160 clock hours equals 1 college credit hour.

HOURS REQUIRED FOR GRADUATION: 60

NOTES:

1. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
2. ENL 115 and ENL 231 have a prerequisite of ENL 111 or COM 111.
3. Six total Quantitative Skills/Laboratory Science Experience credits are required for Technical Studies Degree and General Education Core. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six credit requirements with a second college-level mathematics course or select a laboratory science course from the following: SCI 110, SCI 120, or SCI 201.
4. Select from EC 102, SS 201, SS 210, or SS 215
5. AAT 255 has prerequisite of IT 101.
6. Required capstone course.
7. ID 120 has a prerequisite of ID 110.
8. IT 212 and IT 240 have prerequisite of IT 107.
9. Verification of completion of CTE classes with a score of 74% or better on the final exam must be forwarded to West Virginia Community and Technical College System in Charleston, by course instructor.

EMPLOYMENT OPPORTUNITIES:

- print shops

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Sumeeta Patnaik • Community College, Room 115
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MACHINIST TECHNOLOGY

PROGRAM DESCRIPTION:

The Machinist Technology Program at the Robert C. Byrd Institute for Advanced Flexible Manufacturing (RCBI) is an industry-driven, hands-on program that prepares individuals to meet the rigorous demands of the manufacturing sector. An element of the RCBI program enables students to earn an Associate in Applied Science degree in Technical Studies by completing additional course work through Marshall Community & Technical College.

Adhering to standards set by the National Institute for Metalworking Skills (NIMS), the RCBI program provides individuals the technical skills they need to enter a shop floor setting and begin work immediately upon graduation. Placement opportunities are excellent according to the Bureau of Labor Statistics which reports that 30,000 jobs go unfilled each year.

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, industrial 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 meet 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:

Median hourly earnings of machinists were $16.33 in 2004. The middle 50 percent earned between $12.84 and $20.33. The lowest 10 percent earned less than $10.08, while the top 10 percent earned more than $24.34. Median hourly earnings in the manufacturing industries employing the largest number of machinists in 2004 were:

metalworking machinery manufacturing	$17.06
machine shops; turned product; and screw, nut, and bolt manufacturing	15.87
motor vehicle parts manufacturing	17.46
employment services	11.09

(Information obtained from *Occupational Outlook Handbook, 2006-2007*)

PROGRAM ADMISSION REQUIREMENTS:

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

TECH PREP AFFILIATION:

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

MAJOR CODE - CT20 • CONCENTRATION CODE - CT21

FIRST YEAR

First Semester

IT	101	Fundamenals of Computers **(EDGE)**	3
MAT	135	Mathematics for Machinist Technology[1]	6
MT	105	Industrial Safety **(EDGE)**	2
MT	121	Introduction to Machinery[1] **(EDGE)**	4
MT	200	Blueprint Reading **(EDGE)**	3
MT	205	Precision Measurement **(EDGE)**	3
		TOTAL CREDITS	**21**

Second Semester

COM	112	Oral Communication	3
ENL	231	Technical Report Writing[2]	3
MT	215	Metal Working Theory & Applications[1]	12
		TOTAL CREDITS	**18**

SECOND YEAR

Third Semester

MFE	220	Computer-Aided Design I	4
MT	223	Advance Technical Specialization[1,3]	6
MT	233	MIMS Credentialing[1,4]	6
ISM	133	Principles of Supervision and Management[5]	3
		TOTAL CREDITS	**19**

Fourth Semester

MT	289	Internship for Machinist[1]	6
		Social Science Elective[6]	3
		TOTAL CREDITS	**9**

HOURS REQUIRED FOR GRADUATION: 67

NOTES:

1. MAT 135, MT 121, MT 215, MT 233, and MT 289 have a prerequisite of instructor permission.
2. ENL 231 has a prerequisite of ENL 111 or COM 111. This prerequisite may be waived for Machinist Technology majors. See advisor for information.
3. MT 223 has a prerequisite of MT 215.
4. NIMS Credentialing (National Institute for Metalworking Skills) students must be certified in at least three different skill areas as recognized by NIMS.
5. SS 201may be substituted for ISM 133.
6. Choose at least one of the following: on campus: EC 102, SS 210, or SS 215; online: EC 102, HST 102, HST 103, HST 230, PSC 104, PSY 201, SOC 200, SS 201.

EMPLOYMENT OPPORTUNITIES:

Entry-level positions for which graduates will compete include:

- manual machinist
- CNC machinist
- industrial sales representative
- auto plant
- machinist shop
- fabricator

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Sam Argento • RCBI Huntington
Phone: 304-781-1657 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: sargento@rcbi.org
or
Ed Black
304-781-1690 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: eblack@rcbi.org

MARITIME TRAINING OPTION

PROGRAM DESCRIPTION:

The Maritime Training in Technical Studies program provides training to career-oriented individuals interested in obtaining an Associate in Applied Science Degree in inland marine related subjects. Individuals typically start out as deckhands and can progress to positions of greater responsibility based upon experience and meeting US Coast Guard regulated licensing requirements. Deckhands are responsible for rigging barges, maintaining barges once underway, and performing routine maintenance on towboats and barges.

CAREER OUTLOOK:

The job outlook is expected to remain competitive for jobs in water transportation occupations. Increased river traffic (expected to grow 1.1% per year along the Ohio River through the year 2060) plus an aging workforce will provide opportunities for employment to both entry-level and tenured workers.

SALARY FORECAST:

The following annual pay and benefits information was provided by the inland marine industry:

Master	$90,000
Pilot	70,000
Mate	36,000
Engineer	45,000
Tankerman	41,000
Deckhand	25,000

Salaries may vary depending on location, experience, and amount of education. Workers can also expect to receive varying amounts of production and safety bonuses and cost-share medical benefits. The annual pay and benefits vary by company. Please note that inland marine workers typically work only 8 months out of the year.

(Information obtained from *Industry Surveys, 2007*)

PROGRAM ADMISSION REQUIREMENTS:

The maritime worker is responsible for movement of huge amounts of cargo, as well as passengers, within the nation. The barge and towing industry provides:

- extended time-off to its workers. When working, they are usually on duty for 6-hour periods, 24 hours a day for up to 21 days. After each completed work schedule on board a towboat, workers have several days off at a stretch totaling as much as 8 months of time off annually.
- the flexibility to live where they want. Towboat crews often live several hundred miles from the waterways where they work. This flexibility means workers can live near their family and friends, and still be able to meet the boat when it is time to head back to work.
- the opportunity for a stable, well-paid career with unlimited potential to move up to positions of greater responsibility in a dynamic industry and drug-free environment.

Maritime workers operate and maintain tugboats, dredges, excursion vessels and various waterborne craft on the Great Lakes, rivers and canals, and other waterways in harbors. After 18 months of actual deckhand experience, individuals can attend U.S. Coast Guard-approved license training that leads to a license as a Master of Towing Vessels.

MAJOR CODE - CT20 • CONCENTRATION CODE - CT22

COMPONENT I - GENERAL EDUCATION[2]

ENL	111	Written Communication[3]	3
COM	112	Oral Communication[3]	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	150	Applied Professional Mathematics	3
SCI	101	Unified Principles of Biology[4]	3
SS		Social Science[5]	3
		General Education Elective[5,6]	3
		TOTAL CREDITS	**21**

COMPONENT II - TECHNICAL CORE

EC	102	Basic Economics	3
EME	105	First on Scene	3
MT	105	Industrial Safety	2
		Deckhand Training[1]	3
		Fire School Training[7]	1
		TOTAL CREDITS	**12**

COMPONENT III - TECHNICAL/OCCUPATIONAL SPECIALITY

Choose 15 hours from following:

ENL	115	Written Communication II[8]	3
HMN	235	Leadership Development Studies[8]	3
ELT	110	Basic Electronics	3
ISM	133	Principles of Supervision & Management	3
MG	101	Introduction to Business **(EDGE)**	3
MG	202	Business Organization & Management[9]	3
MT	205	Precision Measurement	3
		TOTAL CREDITS	**15**

COMPONENT IV - ON-THE-JOB TRAINING IN OCCUPATION[10]

Maximum of 1,920 contact hours of on-the-job training can be earned for the Technical Studies Degree. Documentation 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 awarding the degree.

TOTAL CREDITS 12

HOURS REQUIRED FOR GRADUATION: Minimum 60

NOTES:

1. Must have certificate of completion of Deckhand Class or present a letter from employer confirming six (6) months employment as a deckhand.
2. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
3. Fulfills MCTC General Education and State Communication Skills requirements for Technical Studies Degree.
4. SCI 101 is currently available only as an Internet course. For information, contact advisor.
5. Select from EC 102, SS 201, SS 210, or SS 215.
6. Student may use a social science/humanities course to fulfill this requirement.
7. Must provide a certificate of completion of MCTC Fire School Training or provide proof of equivalency.
8. ENL 115 and HMN 235 have a prerequisite of ENL 111 or COM 111.
9. MG 202 has a prerequisite of MG 101.
10. A letter must be received from employer to verify employment and completed contact hours.

EMPLOYMENT OPPORTUNITIES:

- deckhand
- tankerman
- engineer
- mate
- pilot
- master

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 • Cabell Hall, Room 307
Phone: 304-696-3366 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: brown175@marshall.edu

PUBLIC LIBRARY TECHNOLOGY

PROGRAM DESCRIPTION:

The Public Library Technology program will provide critical training in areas such as cataloging, technical services, administration, children's and young adult programming, and technology as well as the general education skills needed to work in a public library. Because the program is available 100% on-line, those individuals who may be single-staff library operations in rural locations can take these courses without having to leave their libraries or homes.

CAREER OUTLOOK:

Job opportunities are expected to be very good because a large number of librarians are expected to retire in the coming decade. More than 3 in 5 librarians are aged 45 or older and will become eligible for retirement in the next 10 years, which will result in many job openings. Also, the number of people going into this profession has fallen in recent years, resulting in more jobs than applicants in some cases. Jobs for librarians outside traditional settings will grow the fastest over the decade. Nontraditional librarian jobs include working as information brokers and working for private corporations, nonprofit organizations, and consulting firms. Many companies are turning to librarians because of their research and organizational skills and their knowledge of computer databases and library automation systems. Librarians can review vast amounts of information and analyze, evaluate, and organize it according to a company's specific needs. Librarians also are hired by organizations to set up information on the Internet.

SALARY FORECAST:

Median annual earnings of library technicians in May 2004 were $24,940. The middle 50 percent earned between $18,640 and $32,600. The lowest 10 percent earned less than $14,760, and the highest 10 percent earned more than $40,730. Salaries of library technicians in the Federal Government averaged $39,647 in 2005. Median annual earnings in the industries employing the largest numbers of library technicians in May 2004 were as follows:

colleges, universities, and professional schools	$28,940
local government	23,560
other information services	22,550
elementary and secondary schools	22,510

(Information obtained from *Occupational Outlook Handbook, 2004*)

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.

EDUCATIONAL OPPORTUNITIES:

Once a student completes the A.A.S. in the Transfer Studies program, s/he can move into the Regents Bachelor of Arts in Applied Science easily. Once a student has the B.A. in hand, s/he can move on to a Master's in Library Science—the terminal credential required of professional librarians. Median annual earnings of librarians in May 2004 were $45,900. The middle 50 percent earned between $36,980 and $56,960. The lowest 10 percent earned less than $28,930, and the highest 10 percent earned more than $70,200.

MAJOR CODE - CL30

FIRST YEAR[1]

Fall Semester

ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	115	Business Mathematics	3
PLT	100	Intro to Public Libraries[3]	3
PLT	230	Public Library Reference & Young Adult Services[3]	3
PLT	240	Public Library Organization & Administration	3
		TOTAL CREDITS	**18**

Spring Semester

COM	112	Oral Communication	3
PLT	210	Public Library Cataloging	3
PLT	235	Advanced Reference Skills[3]	3
PLT	250	Public Library Technology[3]	3
SS	201	Human Relations	3
		TOTAL CREDITS	**15**

SECOND YEAR

Fall Semester

ENL	115	Written Communication II[4]	3
IT	107	Fundamentals of the Internet	3
PLT	215	Advanced Cataloging	3
PLT	255	Collection Development[3]	3
		TOTAL CREDITS	**12**

Spring Semester

ENL	231	Technical Report Writing[4]	3
ENL	240	Literature of American Pop Culture[4]	3
PLT	265	Preservation of Library Materials[4]	3
PLT	280	Sp Tp: Public Library Marketing	3
SS	215	Lifespan Psychology	3
		TOTAL CREDITS	**15**

Summer

PLT	220	Children's & Young Adults Services	3
PLT	260	Adult Library Services	3

Other Required Course

PLT	299	Capstone Experience	3

HOURS REQUIRED FOR GRADUATION: 69

NOTES:

1. All PLT courses are offered only online.
2. The complete PLT A.A.S. degree may be obtained online.
3. This is an eight-weeks' course.
4. ENL 115, ENL 231 and ENL 240 have a prerequisite of ENL 111 or COM 111.

EMPLOYMENT OPPORTUNITIES:

- library assistants
- library technicians

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Dr. Monica Brooks • Drinko Library, Room 304
Phone: 304-696-6613 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: brooks@marshall.edu

TECHNICAL STUDIES

WELDING

PROGRAM DESCRIPTION:

The Technical Studies Degree, limited to high school students enrolled in the EDGE program, is designed to provide for cooperatively sponsored educational opportunities leading to the Associate in Applied Science degree and/or One-Year Certificate.

Marshall 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 Marshall Community & Technical College and has obtained at least a 2.0 GPA.

CAREER OUTLOOK:

Employment of welding, soldering, and brazing workers is expected to grow more slowly than average for all occupations over the 2004-14 period. Despite this, job prospects should be excellent as employers report difficulty finding enough qualified people. In addition, many openings are expected to arise as a large number of workers retire over the next decade.

Despite slower-than-average job growth, technology is creating more uses for welding in the workplace and expanding employment opportunities. For example, new ways are being developed to bond dissimilar materials and nonmetallic materials, such as plastics, composites, and new alloys. Also, laser beam and electron beam welding, new fluxes, and other new technologies and techniques are improving the results of welding, making it useful in a wider assortment of applications. Improvements in technology have also boosted welding productivity, making welding more competitive with other methods of joining materials.

SALARY FORECAST:

Median hourly earnings of welders, cutters, solderers, and brazers were $14.72 in May 2004. The middle 50 percent earned between $11.90 and $18.05. The lowest 10 percent had earnings of less than $9.79, while the top 10 percent earned over $22.20. The range of earnings of welders reflects the wide range of skill levels. Median hourly earnings in the industries employing the largest numbers of welders, cutters, solderers, and brazers in May 2004 were:

motor vehicle parts manufacturing	$16.47
agriculture, construction, and mining machinery manufacturing	14.12
architectural and structural metals manufacturing	13.98
commercial and industrial machinery and equipment (except automotive and electronic) repair and maintenance	13.45
motor vehicle body and trailer manufacturing	13.45

(Information obtained from *Occupational Outlook Handbook, 2006- 2007*)

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.

VOCATIONAL SITE PARTNERSHIPS:

In addition, Marshall Community & Technical College offers an Associate in Applied Science Technical Studies in conjunction with its Vocational Site Partnerships at Technical Centers in Cabell, Mason, Putnam and Wayne counties, through EDGE.

MAJOR CODE - CT20 • CONCENTRATION CODE - CT29

COMPONENT I - GENERAL EDUCATION[1]

COM	112	Oral Communication	3
ENL	111	Written Communication	3
ENL	231	Technical Report Writing[2]	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT/SCI		Electives[3]	6
SS		Social Science Elective[4]	3
		TOTAL CREDITS	**21**

COMPONENT II - TECHNICAL CORE

ENL	115	Written Communication II[2]	3
HMN	235	Leadership Studies[5]	3
EC	102	Basic Economics	3
ELT	110	Basic Electronics	3
MG	101	Introduction to Business **(EDGE)**	3
MG	202	Business Organization and Management[6]	3
MG	209	Occupational Safety	3
MK	210	Customer Service[2]	3
		TOTAL CREDITS	**9-21**

COMPONENT III - TECHNICAL/OCCUPATIONAL SPECIALITY[8]

Fundamentals Welding Technology **(EDGE)**
Thermal Cutting and Welding **(EDGE)**
Shielded Metal Arc Welding **(EDGE)**
Gas Metal Arc Welding **(EDGE)**

TOTAL COMPONENT III HOURS.....20

COMPONENT IV - (OPTIONAL) ON-THE-JOB TRAINING IN THE OCCUPATION (1-12 CREDIT HOURS MAY BE AWARDED)

A letter verifying completion of contact hours must be received by the Associate Dean's Office, located in the Marshall Community & Technical College Advising Center prior to applying for graduation for credit to be awarded. 160 clock hours equals 1 college credit hour.

HOURS REQUIRED FOR GRADUATION: 60

NOTES:

1. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
2. ENL 115, ENL 231, and MK 210 have a prerequisite of ENL 111 or COM 111.
3. Six total Quantitative Skills/Laboratory Science Experience credits are required for Technical Studies Degree and General Education Core. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six credit requirement with a second college-level mathematics course or select a laboratory science course from the following: SCI 110, SCI 120, or SCI 201.
4. Select from EC 102, SS 201, SS 210, or SS 215.
5. Required capstone course.
6. MG 202 has a prerequisite of MG 101.
7. Verification of completion of CTE classes with a score of 74% or better on the final exam must be forwarded toWest Virginia Community and Technical College System in Charleston, by course instructor.

EMPLOYMENT OPPORTUNITIES:

- building equipment contractor
- school maintenance
- repair shop
- self-employment

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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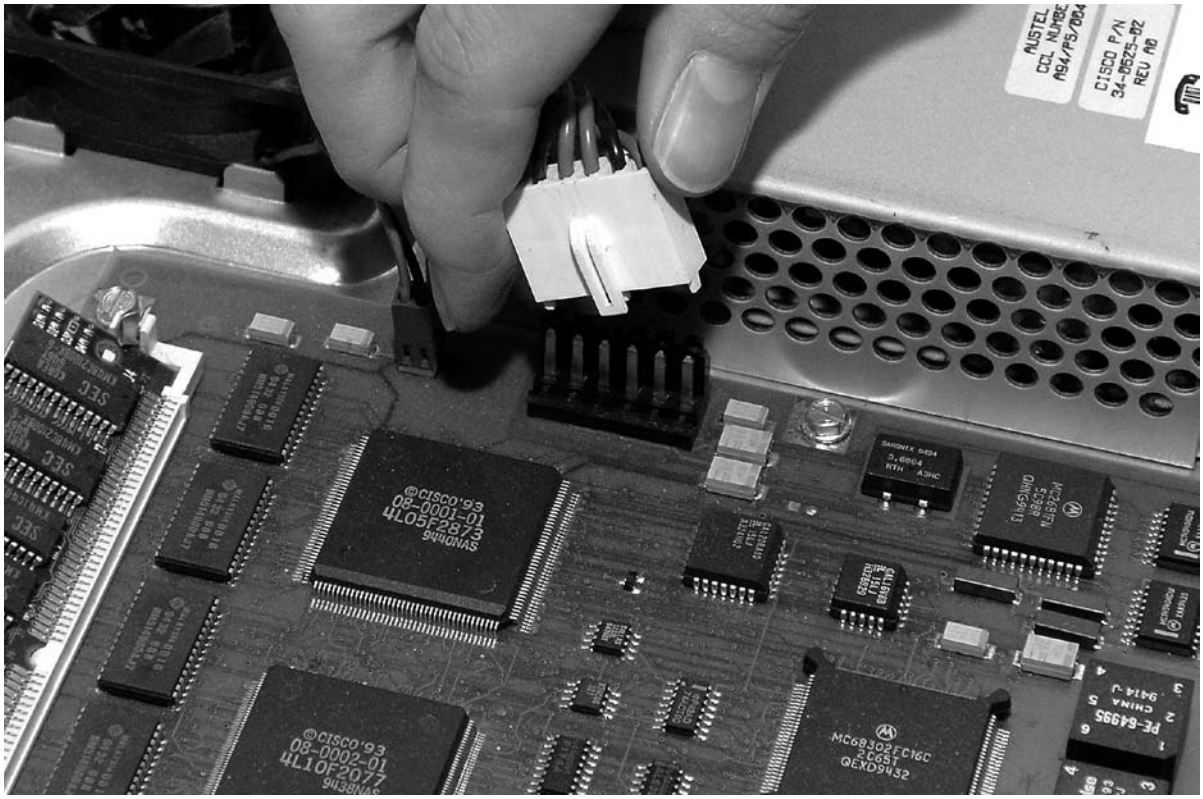
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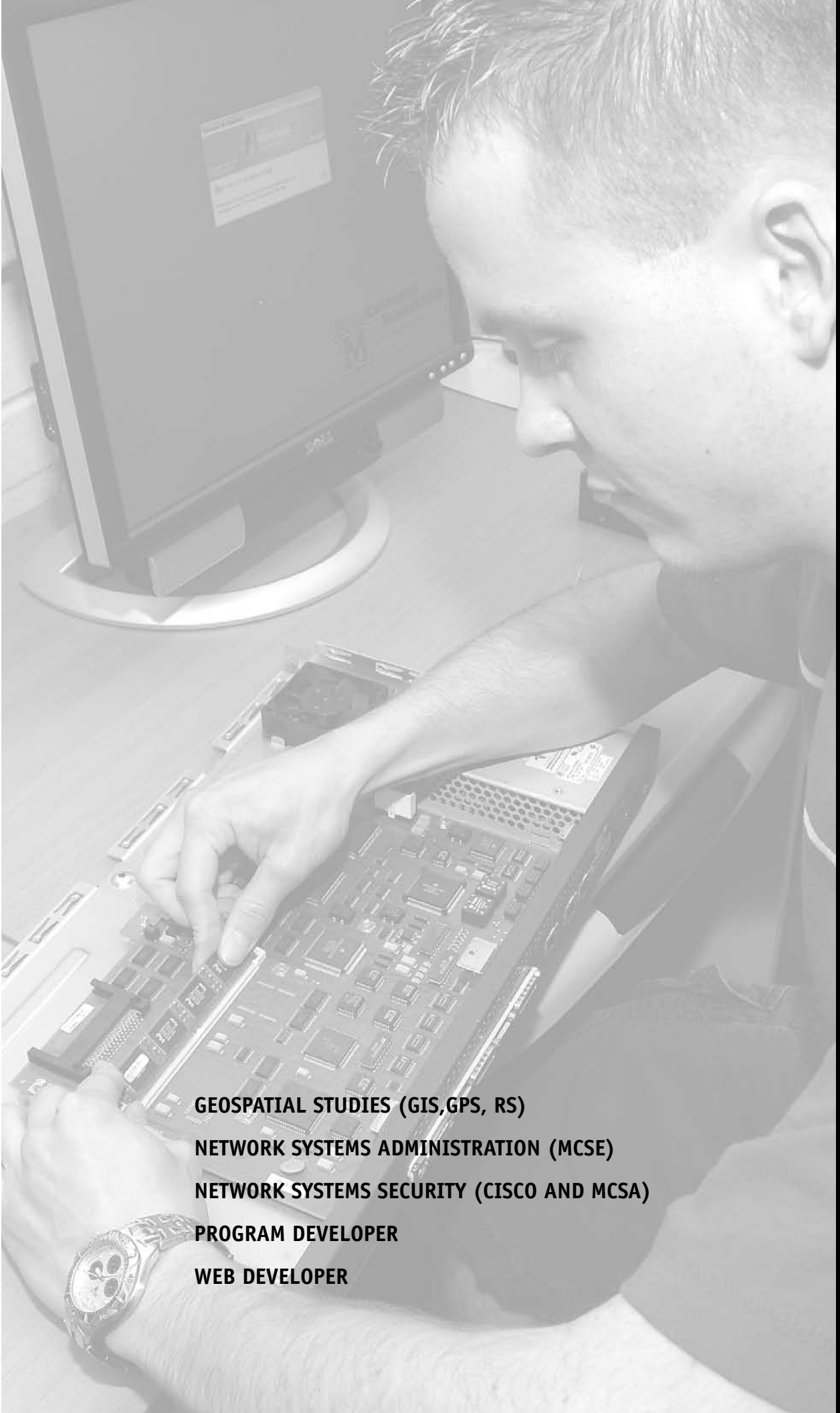

INFORMATION TECHNOLOGY

GEOSPATIAL STUDIES (GIS,GPS, RS)

NETWORK SYSTEMS ADMINISTRATION (MCSE)

NETWORK SYSTEMS SECURITY (CISCO AND MCSA)

PROGRAM DEVELOPER

WEB DEVELOPER

INFORMATION TECHNOLOGY

GEOSPATIAL STUDIES (GIS/GPS/RS)

PROGRAM DESCRIPTION:

The Marshall Community & Technical College offers the student 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 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, become 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, together 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.

SALARY FORECAST: (U.S. Department of Labor latest update, 2004)

Median annual earnings of surveying and mapping technicians were $30,380 in 2004.
Median annual earnings of cartographers and photogrammetrists were $46,080 in 2004.
Median annual earnings of surveying and mapping technicians employed in architectural, engineering, and related services were $28,610 in May 2004, while those employed by local governments had median annual earnings of $34,810.

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.

COMMON CAREER OPPORTUNITIES AND APPROXIMATE SALARIES:

- technician - junior position, generally 1 to 5 years' experience
  ($20,000 to 29,999 13%) ($30,000 to 39,999 33%) ($40,000 to 49,999 19%)

- analyst - a more senior tech. responsible for spatial analysis and more senior responsibilities on projects. Generally has 3-7 years experience.
  ($30,000 to 39,999 27%) ($40,000 to 49,999 34%) (> $50,000 28%)

- programmer - educational focus was on programming skills. Typically skilled in web programming, VB, MapBasic, AML, etc... Generally has at least 2 years experience.
  ($40,000 to 49,999 18%) ($50,000 to 59,999 24%) ($60,000 to 69,999 15%)

Source: *GeoCommunity Career Center – 02/2007*

GEOSPATIAL STUDIES (GIS/GPS/RS)

MAJOR CODE - CI20 • CONCENTRATION CODE - CI27

COMPONENT I - GENERAL EDUCATION REQUIREMENTS

COM	112	Oral Communication	3
ENL	111	Written Communication	3
ENL	115	Written Communication II	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	145	Applications to Algebra	3
MAT	146	Applications to Trigonometry	3
		TOTAL CREDITS	**18**

General Education Electives

Humanities Elective	3
Science Elective[1]	8
Social Science Elective[2]	6
TOTAL CREDITS	**17**

COMPONENT II

Geospatial Computer Requirements

IT	120	Operating Systems I	4
IT	221	Operating Systems II[3]	3
IT	250	Applications to Databases	3
IT	270	Computer Repair **(EDGE)**	3
IT	276	Computer Maintenance[4] **(EDGE)**	3
		TOTAL CREDITS	**16**

Geospatial Studies Requirements

IT	160	Geographic Information System Concepts	3
IT	165	Spatial Analysis & 3D Modeling[5]	3
IT	260	Integration of GIS & RS Systems[5]	3
IT	266	Image WebServer Development[5]	3
IT	299	Internship[6]	3
		TOTAL CREDITS	**15**

HOURS REQUIRED FOR GRADUATION: 66

NOTES:

1. SCI 110 and another 100-level or above natural science class.
2. These courses should be chosen from EC 102, SS 201, SS 210, and SS 215.
3. IT 221 has a prerequisite of IT 120
4. IT 276 has a prerequisite of IT 270
5. IT 165, IT 260, and IT 266 have a prerequisite of IT 160
6. Permission of Program Coordinator is required in order to enroll in IT 299.

EMPLOYMENT OPPORTUNITIES:

Business: financial services, insurance, real estate, retail and commercial business
cartography and map publishing
Communications: location-based services, media and press, telecommunications conservation
Defense: defense and intelligence
Education: schools, libraries, and museums
Engineering: civil engineering, surveying
Government: economic development, elections, gederal, gomeland 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 warth science, petroleum, pipeline, water resources.
Transportation: logistics, transportation systems and networks
Utilities: electric & gas, water/wastewater

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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INFORMATION TECHNOLOGY

NETWORK SYSTEMS ADMINISTRATION (MCSE)

PROGRAM DESCRIPTION:

As a leading Microsoft IT Academy, Marshall Community & Technical College offers the Network Systems Administration option to help prepare students for the Microsoft Certified Systems Engineer (MCSE) Certification examinations. The curriculum and course materials are designed by Microsoft, and the College's instructors are Microsoft Certified Trainers (MCT) 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.

(Data source: *U.S. Bureau of Labor – Bureau of Labor Statistics-http://www.bls.gov.*)

SALARY FORECAST:

Although salaries vary a great deal, reflecting differences in skill, experience, and amount of education, the salaries for the job titles in the following table reflect HR Reported data as of January 2007 for Huntington, West Virginia.

Job Title	10th Percentile	Median	90th Percentile
LAN Support I	$34,609	$44,683	$54,757
LAN Support II	40,527	52,630	64,733
LAN Support III	49,715	66,789	83,863
Network Administrator I	34,026	43,828	53,630
Network Administrator II	41,639	53,351	65,063
Network Administrator III	47,609	62,872	78,134
Network Administrator IV	54,694	71,227	87,760
Network Administrator V	64,276	81,494	98,711
Network Engineer I	37,706	54,617	71,528
Network Engineer II	48,212	63,034	77,855
Network Engineer III	58,073	75,374	92,655
Network Security Systems Manager	44,231	79,047	113,862

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 Systems Engineer (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.

NETWORK SYSTEMS ADMINISTRATION (MCSE)

MAJOR CODE - CI20 • CONCENTRATION CODE - CI24

FIRST YEAR

Fall Semester[1]

ENL	111	Written Communication	3
IT	115	Introduction to BASIC[2]	3
IT	120	Operating Systems I[2]	4
IT	270	Computer Repair[2,*] **(EDGE)**	3
MAT	145	Applications to Algebra	3
		TOTAL CREDITS	**16**

Spring Semester

COM	112	Oral Communication	3
ENL	231	Technical Report Writing[3]	3
IT	221	Operating Systems II[4]	3
IT	276	Computer Maintenance[5,*] **(EDGE)**	3
MAT	146	Applications to Trigonometry[6]	3
SS	201	Human Relations	3
		TOTAL CREDITS	**18**

SECOND YEAR

Fall Semester

IT	210	Networking Administration I[7,12]	3
IT	211	Networking Administration II[7]	3
IT	216	Networking Administration III[7]	3
IT	217	Networking Administration IV[7]	3
MAT	215	Applied Discrete Mathematics[6]	3
		TOTAL CREDITS	**15**

Spring Semester

IT	219	Networking Administration V[8,9]	3
IT	222	Networking Administration VI[8,9]	3
IT	223	Networking Administration VII[8,9]	3
IT	224	Fundamentals of Network[9]	3
IT	240	Internet Data Communications[10]	3
IT	299	Information Technology Internship[11]	3
		TOTAL CREDITS	**18**

HOURS REQUIRED FOR GRADUATION: 67

NOTES:

1. Students are expected to have basic knowledge of computers including operating systems such as Windows XP or 2003 and Microsoft Office XP or 2003 before entering this program. The student must register for IT 101 (EDGE) during his or her first semester or successfully pass a challenge exam for IT 101 (EDGE).
2. IT 115, IT 120, and IT 270 have prerequisite of IT 101.
3. ENL 231 has a prerequisite of ENL 111 or COM 111 or permission.
4. IT 221 has a prerequisite of IT 120.
5. IT 276 has a prerequisite of IT 270.
6. MAT 146 and MAT 215 have a prerequisite of MAT 145.
7. Networking Administration classes IT 210, IT 211, IT 216 and IT 217 must be taken concurrently. These classes cannot be taken individually.
8. Networking Administration classes IT 219, IT 222 and IT 223 must be taken concurrently. These classes cannot be taken individually.
9. IT 219, IT 222, IT 223, and IT 224 have a prerequisite of IT 217.
10. IT 240 has a prerequisite of IT 210.
11. Permission of Program Coordinator/Associate Dean is required in order to enroll in IT 299.
12. IT 210 has a prerequisite of IT 270 and IT 276 or permission.

* IT 270 and IT 276 prepare students for A+ Certification.

EMPLOYMENT OPPORTUNITIES:

- network administrator
- network engineer
- systems support technician
- network designer
- network security systems designer

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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NETWORK SYSTEMS SECURITY (CCNA & MCSA)

PROGRAM DESCRIPTION:

The Associate in Applied Science Degree Program in Network Systems Security offers comprehensive network training from Marshall Community and 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
CompTIA's Linux+
CompTIA's Security+
CompTIA's Server+
Cisco's Wireless LAN Support Specialist
Microsoft's MCSA (Microsoft Certified System Administrator)
Cisco's CCNA (Cisco Certified Network Associate)
CISCO Firewall Specialist
PIX Firewall Advanced exams

CAREER OUTLOOK:

Released on February 14, 2003, 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 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. For more information visit (http://www.idc.com), then search for February 4, 2003 Press Release entitled "Total IT Security Market."

SALARY FORECAST:

Salary ranges depend upon geographic location of the job. The U.S. Department of Labor listed the Huntington, WV - Ashland, KY Metropolitan Area average annual wage for Network Systems and Data Communications Analysts at $43,410 (http://stats.bls.gov/oes/current/oes_26580.htm#b15-0000). In a 2006-2007 Salary Survey conducted by *TCP Magazine* (http://tcpmag.com/salarysurveys/), CCNA's reported average annual salaries of $47,070 for individuals with at least three years of experience and Cisco Firewall Specialists reported an average salary of $86,520 for individuals with 5 to 10 years of experience.

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 Systems Administrators manage and troubleshoot system environments running the Windows 2003 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. MCTC'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 (CCNA & MCSA)

MAJOR CODE - CI20 • CONCENTRATION CODE - CI26

FIRST YEAR

Fall Semester[1]

ENL	111	Written Communication	3
IT	120	Operating Systems I	4
IT	131	Introduction to Networking **(EDGE)**	4
IT	141	Network Systems II[2] **(EDGE)**	4
MAT	145	Applications in Algebra	3
		TOTAL CREDITS	**18**

Spring Semester

COM	112	Oral Communication	3
IT	231	Networking Systems III[3] **(EDGE)**	4
IT	241	Networking Systems IV[4] **(EDGE)**	4
IT	270	Computer Repair[1] **(EDGE)**	3
MAT	215	Applied Discrete Mathematics[5]	3
		TOTAL CREDITS	**17**

SECOND YEAR

Fall Semester

IT	210	Networking Administration I[6,8]	3
IT	211	Networking Administration II[6]	3
IT	216	Networking Administration III[6]	3
IT	217	Networking Administration IV[6]	3
IT	276	Computer Maintenance[7] **(EDGE)**	3
SS	201	Human Relations	3
		TOTAL CREDITS	**18**

Spring Semester

IT	224	Network Security Fundamentals[9]	3
IT	225	Fundamentals of Wireless LANs[10]	4
IT	226	Networking Security Routers[11]	3
IT	227	Networking Security Firewalls[12]	3
IT	299	Information Technology Internship[13]	3
		TOTAL CREDITS	**16**

HOURS REQUIRED FOR GRADUATION: 69

NOTES:

1. Students are expected to have basic knowledge of computers including operating systems such as Windows XP or 2003 and Microsoft Office XP or 2003 before entering this program. The student must register for IT 101 during his or her first semester or successfully pass a challenge exam for IT 101.
2. IT 141 has a prerequisite or co-requisite of IT 131
3. IT 231 has a prerequisite of IT 141, Networking Systems II, or Cisco Semester 2, and a co-requisite of IT 241.
4. IT 241 has a prerequisite or co-requisite of IT 231.
5. MAT 215 has a prerequisite of MAT 145.
6. Networking Administration classes IT 210, IT 211, IT 216 and IT 217 must be taken concurrently. These classes cannot be taken individually.
7. IT 276 has a prerequisite of IT 270.
8. IT 210 has a prerequisite of IT 270 or permission.
9. IT 224 has a prerequisite of IT 217 or MCSA certification.
10. IT 225 has a prerequisite of IT 141 or CCNA certification or Cisco Semester 2.
11. IT 226 has a prerequisite of IT 241 or Networking Systems IV or CCNA or Cisco Semester 4.
12. IT 227 has a prerequisite of IT 241 or Networking Systems IV or CCNA or Cisco Semester 4.
13. Permission of Program Coordinator is required in order to enroll in IT 299.

EMPLOYMENT OPPORTUNITIES:

- network administrator
- web designer
- systems support technician
- network designer
- security solutions designer
- help desk technician
- hardware technician
- software applications

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Phone: 304-696-5431 or 1-866-N-ROLLED (1-866-676-5533)

INFORMATION TECHNOLOGY

PROGRAM DEVELOPER

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. In addition to completing a core curriculum including operating systems (Windows and UNIX), technical mathematics and technical report writing, the student will select an area of specialization.

One of the IT specialization options is Program Developer. Consider it "filling the computer's brain" or "creating" the computer's job description. It is the art of programming. The Information Revolution has created the need for a new kind of professional: someone skilled in locating, organizing, manipulating, filtering, and presenting information.

Courses required in the Program Developer option, such as IT 115 and IT 215 (Introduction to Programming and Advanced Programming), IT 250 (Applications to Databases), IT 212 and IT 242 (Publishing on the Internet and Advanced Internet) provide the opportunity for IT students to gain valuable and marketable skills in locating, organizing, manipulating, filtering, and presenting information. IT 299, an internship course taken in the fourth semester, requires the student to apply knowledge and skills acquired in the classroom to a real-world employment environment.

CAREER OUTLOOK:

A recent Information Technology Association of America report titled "The Employment Outlook in Today's IT" estimates the number of currently unfilled IT positions at 230,000 for businesses with 100 or more employees. This translates to 10% of the current workforce or roughly three vacancies for each company. The American Electronics Association released two key reports, "Cybernation" and "Cyberstates," that provide an in-depth view of the high-tech industry and its impact on society. The reports provide information about current employment, wages, and other industry details on a state-by-state basis. Key findings include:

- there is a major shift in the industry from electronics and computer hardware to IT services and information management. IT services and management now constitute one of the fastest-growing industries in the nation. One of the most important requirements one needs as an IT student is the willingness to learn and to keep on learning throughout one's 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.

SALARY FORECAST:

According to a 2005 Salary Survey conducted by *TCP Magazine* (http://www.tcpmag.com), the national average wage for high-tech employees with CCNA/MCSE certifications is $50,000 plus.

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.

MAJOR CODE - CI20 • CONCENTRATION CODE - CI23

FIRST YEAR

Fall Semester[1]

ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
IT	107	Fundamentals of Internet	3
IT	120	Operating Systems I[2]	4
MAT	145	Applications in Algebra	3
		TOTAL CREDITS	**16**

Spring Semester

COM	112	Oral Communication	3
IT	115	Introduction to BASIC[2]	3
IT	150	Applications to Spreadsheets[2] **(EDGE)**	3
IT	221	Computer Operating Systems[3]	3
IT	270	Computer Repair[2] **(EDGE)**	3
		Recommended Computer Elective[4]	3
		TOTAL CREDITS	**18**

SECOND YEAR

Fall Semester

ENL	231	Technical Report Writing[5]	3
IT	212	Publishing on the Internet[6]	3
IT	230	Network Communications[3]	4
IT	250	Applications to Databases[2]	3
IT	276	Computer Maintenance[7] **(EDGE)**	3
MAT	215	Applied Discrete Mathematics[8]	3
		TOTAL CREDITS	**19**

Spring Semester

IT	215	Advanced Programming[9]	3
IT	240	Internet Data Communications[6]	3
IT	242	Advanced Internet[10]	3
IT	299	Information Technology Internship[11]	3
SS	201	Human Relations	3
		Recommended Elective[12]	3
		TOTAL CREDITS	**18**

HOURS REQUIRED FOR GRADUATION: 71

NOTES:

1. Students are expected to have basic knowledge of computers including operating systems such as Windows 2000 or XP and Microsoft Office 2000 or XP before entering this program. The student must register for IT 101 during his or her first semester or successfully pass a challenge exam for IT 101.
2. IT 115, IT 120, IT 150, IT 250, and IT 270 have a prerequisite of IT 101.
3. IT 221 and IT 230 have a prerequisite of IT 120.
4. The following list of courses may be used as computer electives: IT 131, MIS 207, MIS 209, MIS 290, or IST 130.
5. ENL 231 has a prerequisite of ENL 111 or COM 111.
6. IT 212 and IT 240 have a prerequisite of IT 107.
7. IT 276 has a prerequisite of IT 270.
8. MAT 215 has a prerequisite of MAT 145.
9. IT 215 has a prerequisite of IT 115.
10. IT 242 has a prerequisite of IT 212.
11. Permission of Division Director is required in order to enroll in IT 299.
12. The following courses are recommended as electives: AAT104, AAT 136, AAT 160, AAT 255, AAT 265, AC 103, AC 108, COM 231, COM 235, EC 102, LAS 101, MG 101, MG 181, MK 130, MK 210, MK 279, or SS 215.

EMPLOYMENT OPPORTUNITIES:

- network administrator
- web designer
- systems support technician
- network designer
- security solutions designer
- help desk technician
- hardware technician
- software applications

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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WEB DEVELOPER

PROGRAM DESCRIPTION:

Students who graduate with the Web Developer option can expect to find employment at an Internet Service Provider (ISP), computer consulting firm or an entry-level position within a computer department. The student will be prepared with specific job skills that include web authoring, web developer, or database support technician.

CAREER OUTLOOK:

Organizations are increasingly using the World Wide Web for a diverse set of business purposes. Web sites are used for marketing, sales, communications, public relations, and training, just to name a few. 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.

SALARY FORECAST:

According to November 2004 West Virginia Bureau of Labor Occupational Employment and Wage Estimates for the Metropolitan Area of Huntington, median annual earnings of computer support specialists/programmers were $45,340 in 2004. The average salary for the entire state of West Virginia in the computer support specialists/programmer area was $48,480.

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.

MAJOR CODE - CI20 • CONCENTRATION CODE - CI21

FIRST YEAR

Fall Semester[1]

ENL	111	Written Communication	3
IT	101	Fundamentals of Computers[1] **(EDGE)**	3
IT	107	Fundamentals of the Internet	3
MAT	145	Applications in Algebra	3
		TOTAL CREDITS	**12**

Spring Semester

COM	112	Oral Communication	3
IT	120	Operating Systems I[2]	4
IT	212	Publishing on the Internet[3]	3
IT	213	Web Graphics/Design[3]	3
IT	270	Computer Repair[2] **(EDGE)**	3
MAT	215	Applied Discrete Mathematics[4]	3
		TOTAL CREDITS	**19**

SECOND YEAR

Fall Semester

ENL	231	Technical Report Writing[5,6]	3
IT	115	Introduction to BASIC[2]	3
IT	150	Applications to Spreadsheets[2] **(EDGE)**	3
IT	242	Advanced Internet[6]	3
IT	276	Computer Maintenance[7] **(EDGE)**	3
		Recommended Elective[8]	3
		TOTAL CREDITS	**18**

Spring Semester

IT	240	Internet Data Communications[3]	3
IT	250	Applications to Databases[2]	3
IT	299	Information Technology Intership[9]	3
SS	201	Human Relations	3
		Recommended Elective[8]	3
		TOTAL CREDITS	**15**

HOURS REQUIRED FOR GRADUATION: 64

NOTES:

1. Students are expected to have basic knowledge of computers including operating systems such as Windows XP or 2003 and Microsoft Office XP or 2003 before entering this program. The student must register for IT101 during his or her first semester or successfully pass a challenge exam for IT 101.
2. IT 115, IT 120, IT 150, IT 250, and IT 270 have a prerequisite of IT 101.
3. IT 212, IT 213, and IT 240 have a prerequisite of IT 107.
4. MAT 215 has a prerequisite of MAT 145.
5. ENL 231 has a prerequisite of ENL 111 or COM 111.
6. IT 242 has a prerequisite of IT 212.
7. IT 276 has a prerequisite of IT 270.
8. The following list of courses are recommended as electives: AAT 104, AAT 136, AAT 160, AAT 255, AAT 265, AC 103, AC 108, COM 231, COM 235, EC 102, LAS 101, MG 101, MG 181, MK 130, MK 210, MK 279, IT 215, IT 221, IT 230, or SS 215.
9. Permission of instructor is required in order to enroll in IT 299.

EMPLOYMENT OPPORTUNITIES:

- network administration
- web designer
- systems support technician
- network designer
- security solutions designer
- help desk technician
- hardware technician
- software applications

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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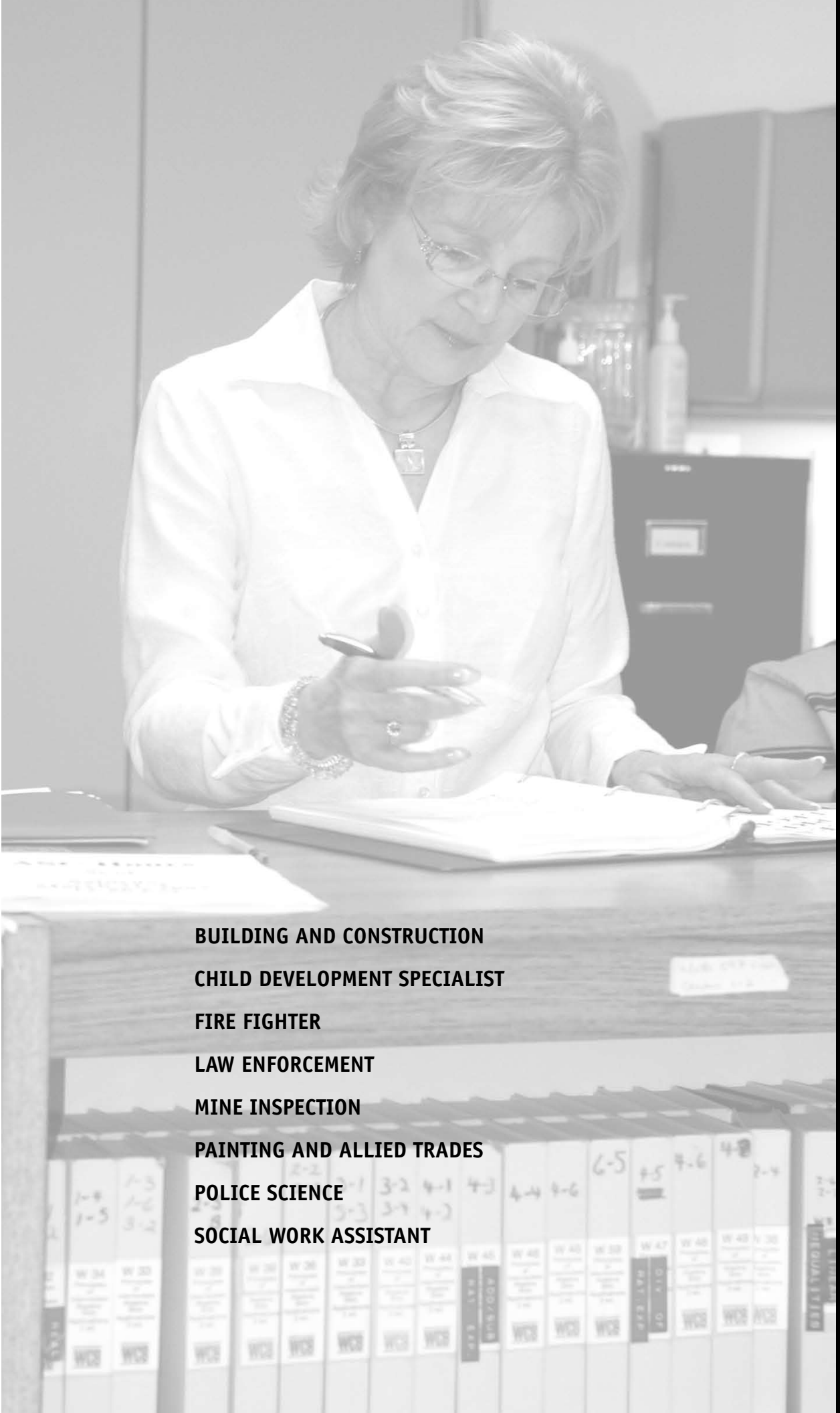
U.S. ARMY



OCCUPATIONAL DEVELOPMENT

BUILDING AND CONSTRUCTION

CHILD DEVELOPMENT SPECIALIST

FIRE FIGHTER

LAW ENFORCEMENT

MINE INSPECTION

PAINTING AND ALLIED TRADES

POLICE SCIENCE

SOCIAL WORK ASSISTANT

OCCUPATIONAL DEVELOPMENT

BUILDING AND CONSTRUCTION TRADES

PROGRAM DESCRIPTION:

The Occupational Developmental Degree in Building and Construction Trades 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 approved apprenticeship training programs;

(2) to provide a mechanism for Marshall Community & Technical College to deliver educational programs for the Building and Construction Trades field.

The United States Department of Labor, Bureau of Apprenticeships and Training (BAT) identifies eligible apprenticeships. Components of the program include the following: general education courses, classroom instruction in Building and Construction Trades, and on-the-job training.

Occupational Development students must meet 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 three program credit hours from Marshall University or Marshall Community & Technical College and have obtained at least a 2.00 GPA.

The student who graduates with the Occupational Development Degree in Building and Construction Trades will possess:

- supervisory skills;
- computer software skills;
- relevant essential math skills;
- written and oral communication skills.

CAREER OUTLOOK:

Good employment opportunities for construction managers are expected through 2012 because the number of job openings should be sufficient to accommodate the number of qualified managers seeking to enter the occupation.

SALARY FORECAST:

Earnings of salaried construction managers and self-employed independent construction contractors vary depending upon the size and nature of the construction project, its geographic location, and economic conditions. In addition to typical benefits, many salaried construction managers receive benefits such as bonuses and use of company motor vehicles.

Median annual earnings of construction managers in 2004 were $69,870. The middle 50 percent earned between $53,430 and $92,350. The lowest 10 percent earned less than $42,120, and the highest 10 percent earned more than $126,330. Median annual earnings in the industries employing the largest numbers of construction managers in 2004 were:

• nonresidential building construction	$71,700
• foundation, structure, and building exterior contractors	64,250
• building finishing contractors	72,560
• residential building construction	67,190
• other specialty trade contractors	68,110

According to a 2005 salary survey by the National Association of Colleges and Employers, candidates with a degree in construction science/management received job offers averaging $42,923 a year.

(Information obtained from *Occupational Outlook Handbook, 2006-2007*)

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.

BUILDING AND CONSTRUCTION TRADES

MAJOR CODE - C010 • CONCENTRATION CODE - C017

COMPONENT I - GENERAL EDUCATION[1]

ENL	111	Written Communication[2]	3
COM	112	Oral Communication[3]	3
IT	101	Fundamentals of Computers[4] **(EDGE)**	3
		General Education Elective	3
		Laboratory Science Course[5]	3-4
		Quantitative Skills Course[5]	3
		Social Science Course[6]	3
		TOTAL CREDITS	**21-22**

COMPONENT II - CLASSROOM INSTRUCTION IN THE OCCUPATION[7]

450-750 Classroom/Laboratory contact hours of Occupational Education converted to credit hours at the usual ration of 15:1 classroom or 30:1 laboratory.

TOTAL CREDITS 40

COMPONENT III - ON-THE-JOB TRAINING IN OCCUPATION[8,]

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.

TOTAL CREDITS 12

HOURS REQUIRED FOR GRADUATION: 60

NOTES:

1. Students must be employed in an occupation and complete an apprenticeship.
2. Fulfills state Written Communication Skills requirement for Occupational Development Degree.
3. Fulfills state Oral Communication Skills requirement for Occupational Development Degree.
4. IT 101 fulfills state General Education Elective Requirement for Occupational Development Degree and General Education Core.
5. Six total Quantitative Skills/Laboratory Science Experience credits are required for Occupational Development Degree and General Education Core. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six credit requirement with a second college-level mathematics course or select a laboratory science course from the following: SCI 110, SCI 120, or SCI 201.
6. To fulfill Social Science Course requirement for Occupational Development select from EC 102, SS 201, SS 210, or SS 215.
7. Must provided documentation of completed Building and Construction Trades classroom instruction. A statement of the total number of classroom instruction hours may be placed on the college record, with credit being recorded immediately prior to graduation from college.
8. A letter must be received from employer to verify this employment.

EMPLOYMENT OPPORTUNITIES:

- building and trades
- apprenticeship instructor

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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OCCUPATIONAL DEVELOPMENT

CHILD DEVELOPMENT SPECIALIST

PROGRAM DESCRIPTION:

The Occupational Developmental Degree in Child Development Specialist 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 approved apprenticeship training programs;

(2) to provide a mechanism for Marshall Community & Technical College to deliver educational programs in the Child Development field.

The United States Department of Labor, Bureau of Apprenticeships and Training (BAT) identifies eligible apprenticeships. Components of the program include the following: general education courses, classroom instruction in child development, and on-the-job training.

Occupational Development students must meet all 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 twelve program credit hours from Marshall Community & Technical College and have obtained at least a 2.00 GPA.

The Occupational Development Degree in Child Development Specialist will prepare the student for employment in daycare centers, Head Start Programs, and other early childhood learning centers. The Child Development Specialist graduate will possess:

- supervisory skills;
- computer software skills;
- relevant essential math skills;
- written and oral communication skills.

CAREER OUTLOOK:

High replacement needs should create good job opportunities for childcare workers. Many childcare workers must be replaced each year as they leave the occupation to take other jobs, to meet family responsibilities, or for other reasons. Qualified persons who are interested in this work should have little trouble finding and keeping a job. Opportunities for nannies should be especially good, as many workers prefer not to work in other people's homes.

SALARY FORECAST:

Pay depends on the educational attainment of the worker and the type of establishment. Although the pay generally is low, more education usually means higher earnings. Median hourly earnings of wage and salary childcare workers were $8.06 in 2004. The middle 50 percent earned between $6.75 and $10.01. The lowest 10 percent earned less than $5.90 and the highest 10 percent earned more than $12.34. Median hourly earnings in the industries employing the largest numbers of childcare workers in 2004 were as follows:

other residential care facility	$9.66
elementary and secondary schools	9.22
civic and social organizations	7.62
child daycare services	7.56
cther amusement and recreation industries	7.34

Earnings of self-employed childcare workers vary depending on the hours worked, the number and ages of the children, and the location.

(Information obtained from *Occupational Outlook Handbook, 2006-2007*)

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.

CHILD DEVELOPMENT SPECIALIST

MAJOR CODE - C010 • CONCENTRATION CODE - C012

COMPONENT I - GENERAL EDUCATION[1,3]

ENL	111	Written Communication[4]	3
COM	112	Oral Communication[4]	3
IT	101	Fundamentals of Computers **(EDGE)**	3
		General Education Elective[7]	3
		Laboratory Science Course[5]	3-4
		Quantitative Skills Course[5]	3
		Social Science/Humanities Course[6]	3
		TOTAL CREDITS	**21-22**

COMPONENT II - CLASSROOM TRAINING

Occupational Component Elective[2]	**12**
Classroom Training in Child Development[7]	**20**
TOTAL CREDITS	**32**

COMPONENT III - ON-THE-JOB TRAINING IN CHILD DEVELOPMENT[8,9]

A letter verifying completion of contact hours must be received by the Associate Dean's Office, located in the Marshall Community & Technical College Advising Center prior to applying for graduation for credit to be awarded.

TOTAL CREDITS 12

HOURS REQUIRED FOR GRADUATION: 65-66

NOTES:

1. Students may enter this program with no prior experience, but must complete approved Child Development Apprenticeship before being eligible for graduation.
2. Child Development Associate (CDA) may fulfill 12 credit hours of electives in Occupational Component Electives, otherwise contact advisor for selecting courses to fulfill this requirement.
3. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
4. Fulfills MCTC General Education and State Communication Skills requirement for Occupational Development Degree.
5. Six total Quantitative Skills/Laboratory Science Experience credits are required for Occupational Development Degree and General Education Core. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six credit requirement with a second college-level mathematics course or select a laboratory science course from the following: SCI 110, SCI 120, or SCI 201.
6. To fulfill Social Science Course requirements for Occupational Development and General Education Core Degree select from EC 102, SS 201, SS 210, or SS 215.
7. Must provide documentation of West Virginia Department of Education and the Bureau of Apprenticeship and Training "Child Development Specialist" completion to have credit recorded immediately prior to graduation.
8. A letter must be received from employer to verify this employment.
9. 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.

EMPLOYMENT OPPORTUNITIES:

- child care
- child care supervisor

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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OCCUPATIONAL DEVELOPMENT

FIRE FIGHTER

PROGRAM DESCRIPTION:

The Occupational Developmental Degree in Fire Fighting 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 approved apprenticeship training programs;
(2) to provide a mechanism for Marshall Community & Technical College to deliver educational programs for the Fire Fighting field.

The United States Department of Labor, Bureau of Apprenticeships and Training (BAT) identifies eligible apprenticeships. Components of the program include the following: general education courses, classroom instruction in Fire Fighting, and possible on-the-job training.

Occupational Development students must meet 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 twelve program credit hours from Marshall Community & Technical College and have obtained at least a 2.00 GPA.

Firefighters are government employees who help protect the public from fires and other emergencies. Firefighters administer first aid and emergency medical attention and are often the first emergency personnel on the scene of an accident. While work schedules vary greatly, firefighters typically work 24-hour shifts with one to three days off between shifts. The profession can be very rewarding and is highly regarded by the general public.

CAREER OUTLOOK:

Employment of fire fighters is expected to grow faster than the average for all occupations through 2014. Most job growth will occur as volunteer fire fighting positions are converted to paid positions in growing suburban areas. In addition to job growth, openings are expected to result from the need to replace fire fighters who retire, stop working for other reasons, or transfer to other occupations.

SALARY FORECAST:

Median hourly earnings of fire fighters were $18.43 in May 2004. The middle 50 percent earned between $13.65 and $24.14. The lowest 10 percent earned less than $9.71, and the highest 10 percent earned more than $29.21. Median hourly earnings were $18.78 in local government, $17.34 in the federal government, and $14.94 in state government.

(Information obtained from *Occupational Outlook Handbook 2006-2007)*

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.

MAJOR CODE - C010 • CONCENTRATION CODE - C013

COMPONENT I - GENERAL EDUCATION[1,2]

ENL	111	Written Communication[3]	3
COM	112	Oral Communication[3]	3
IT	101	Fundamentals of Computers[4] **(EDGE)**	3
		General Education Elective[5]	3
		Science Course[6]	3-4
		Quantitative Skills Course[6]	3
		Social Science Course[7]	3
		TOTAL CREDITS	**21-22**

COMPONENT II - CLASSROOM INSTRUCTION IN THE OCCUPATION[8]

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.

TOTAL CREDITS 30-40

COMPONENT III - ON-THE-JOB TRAINING IN THE OCCUPATION

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 letter from the employer verifying 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.

TOTAL CREDITS 9-12

HOURS REQUIRED FOR GRADUATION: 60

NOTES:

1. Student must be employed in firefighter occupation and complete an apprenticeship.
2. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
3. Fulfills MCTC General Education and State Communication Skills requirement for Occupational Development Degree.
4. IT 101 fulfills state General Education Elective Requirement for Occupational Development Degree and General Studies Core.
5. SS 201, SS 210, or SS 215 may be used to fulfill state requirements for the General Education Elective for the Occupational Development Degree.
6. Six total Quantitative Skills/Science Experience credits are required for Occupational Development Degree and General Education Core. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six credit requirement with a second college-level mathematics course or select a laboratory science course from the following: SCI 101, SCI 110, SCI 120, SCI 201, or SCI 257.
7. To fulfill Social Science Course requirements for Occupational Developmental and General Education Core Degree, select from EC 102, SS 201, SS 210, or SS 215.
8. Must provide a certificate or letter of completed Firefighter classroom instruction. A statement of the total number of classroom instruction hours may be placed on the college record, with credit being recorded immediately prior to graduation from college.

EMPLOYMENT OPPORTUNITIES:

- fire fighter
- fire fighter supervisor

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

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OCCUPATIONAL DEVELOPMENT

LAW ENFORCEMENT

PROGRAM DESCRIPTION:

The Occupational Developmental Degree in Law Enforcement is offered in cooperation with the West Virginia State Police.

Admission to this program is restricted to state and local (city/county) law enforcement personnel who have been selected to attend or have completed training at the West Virginia State Police Academy.

The State Police Academy currently serves the state of West Virginia as the only law enforcement training facility that has been approved by the Governor's Committee on Crime, Delinquency, and Correction to provide mandatory entry-level police training.

Local law enforcement officers spend 16 weeks in residence at the State Police Academy and may receive up to 18 hours of academic credits toward Associate in Applied Science degree requirements. Remaining degree requirements may be met either on the Marshall Community & Technical College campus or at another institution of higher education offering appropriate coursework in proximity of place of residence. The program requires 21-22 credit hours of general education; 18 credit hours of classroom instruction; 9 credit hours of occupation-specific college courses and/or certification of training, Military Security Training, or training received through Law Enforcement Continuing Education; and 12 credit hours of on-the-job-training.

CAREER OUTLOOK:

The opportunity for public service through law enforcement 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 will be better in local and special police departments, especially in departments that offer relatively low salaries, or in urban communities where the crime rate is relatively high. Applicants with college training in police science, military police experience, or both should have the best opportunities.

Employment of police and detectives is expected to grow faster than the average for all occupations through 2012. A more security-conscious society and concern about drug-related crimes should contribute to the increasing demand for police services.

SALARY FORECAST:

Police and sheriff's patrol officers had median annual earnings of $45,210 in May 2004. The middle 50 percent earned between $34,410 and $56,360. The lowest 10 percent earned less than $26,910, and the highest 10 percent earned more than $68,880. Median annual earnings were $44,750 in federal government, $48,980 in state government, and $45,010 in local government.
In May 2004, median annual earnings of police and detective supervisors were $64,430. The middle 50 percent earned between $49,370 and $80,510. The lowest 10 percent earned less than $36,690, and the highest 10 percent earned more than $96,950. Median annual earnings were $86,030 in federal government, $62,300 in state government, and $63,590 in local government.

(Information obtained from the *Occupational Outlook Handbook 2006-2007*)

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.

MAJOR CODE - C010 • CONCENTRATION CODE - C014

COMPONENT I- General Education[1,2]

ENL	111	Written Communication[3]	3
COM	112	Oral Communication[3]	3
IT	101	Fundamentals of Computers **(EDGE)**	3
		Science Course[4]	3-4
		Quantitative Skills Course[4]	3
		Social Science/Humanities Course[5]	3
		General Education Elective[6]	3
		TOTAL CREDITS	**21-22**

COMPONENT II - A
CLASSROOM INSTRUCTION IN THE CLASSROOM[7,8]
Classroom/Laboratory contact hours (450-750) of Occupational Education converted to credit hours at the usual ratio of 15:1 classroom or 30:1 laboratory.

PST	111	Law Enforcement Orientation	3
PST	122	Police Arsenal and Weapons	3
PST	231	Fundamentals of Criminal Law	2
PST	233	Fundamentals of Criminal	3
PST	239	Criminal Evidence and Procedure	3
PST	244	Introduction to Criminalistics	2
PST	248	Traffic Administration and Enforcement	2
		TOTAL CREDITS	**18**

COMPONENT II - B
OTHER FORMAL POLICE TRAINING
LAS 101 General Law I, LAS 102 General Law II, EME 109 Emergency Medical Technician **(EDGE)**, or other approved courses, certifications, or Military Security Training, or training received through Law Enforcement Continuing Education may be substituted

TOTAL CREDITS 9

COMPONENT III
ON-THE-JOB TRAINING IN LAW ENFORCEMENT[9]
Maximum of 2400 contact hours on-the-job training, converted to credit hours on a ratio of 200:1, can be counted toward the A.A.S. Degree. A letter from the employer verifying the total number of student contact hours on the job will be placed on the college record, with credit recorded immediately prior to graduation from the college.

TOTAL CREDITS 12

HOURS REQUIRED FOR GRADUATION: MINIMUM OF 60

NOTES:
1. Student must be employed in Law Enforcement to begin this degree.
2. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
3. Fulfills MCTC General Education and State Communication Skills requirement for Occupational Development Degree.
4. Six total Quantitative Skills/ Science Experience credits are required for Occupational Development Degree and General Education Core. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six credit requirement with a second college-level mathematics course or select a laboratory science course from the following: SCI 101, SCI 110, SCI 120, SCI 201, or SCI 257.
5. To fulfill Social Science/Humanities Course requirements for Occupational Developmental and General Education Core Degree, select from EC 102, SS 201, SS 210, or SS 215.
6. Student may use a social science/humanities course to fulfill this requirement.
7. These hours are taken at the West Virginia State Police Academy.
8. These hours can be transferred to other state institutions.
9. Director of WV State Police must approve employment site. Call 304-746-2117 for more information.

EMPLOYMENT OPPORTUNITIES:
- deputy sheriff
- city police

EARN A DEGREE AND GRADUATE EARLY (EDGE):
This program provides students the opportunity to receive credit for their high school EDGE courses.

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OCCUPATIONAL DEVELOPMENT

MINE INSPECTION

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 approved apprenticeship training programs;
2. to provide a mechanism for Marshall 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) identifies eligible apprenticeships. Components of the program include the following: general education, classroom instruction, and on-the-job training.

Occupational Development students must meet all 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 three program credit hours from Marshall Community & Technical College and have obtained at least a 2.00 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.

CAREER OUTLOOK:

Job opportunities should be favorable for construction, extraction, and production workers in coal mining and nonmetallic mineral mining. Many miners are approaching retirement age and younger miners will be hired to replace the retirees. Job turnover rates also are high in nonmetallic mineral mining because most mines are small and operate only during warm months; therefore, these mines tend to hire workers as they are needed. Jobs in nonmetallic mineral mining attract many migrant workers and those looking for summer employment. Job opportunities for professional workers, such as scientists and engineers, will be best in operations that provide exploration and mining.

SALARY FORECAST:

Average wage and salary earnings in mining were significantly higher than the average for all industries. In 2004, production workers earned $21.57 an hour in coal mining, $22.91 an hour in metal mining, and $17.74 an hour in nonmetallic minerals mining compared to the private industry average of $15.67 an hour. Workers in underground mines spend time traveling from the mine entrance to their working areas, so that their paid workday is slightly longer than that of surface mine workers, 8 hours versus 7 1/4-hour shifts.

(Information obtained from *Occupational Outlook Handbook, 2006-2007*)

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.

MAJOR CODE - C010 • CONCENTRATION CODE - C015

COMPONENT I- General Education[1,2]

ENL	111	Written Communication[3]	3
COM	112	Oral Communication[3]	3
IT	101	Fundamentals of Computers[4] **(EDGE)**	3
		Social Science/Humanities Courses[5]	3
		General Education Elective[6]	3
		Quantitative Skills Course[6]	3
		Social Science Course[7]	3-4
		TOTAL CREDITS	**21-22**

COMPONENT II
CLASSROOM INSTRUCTION IN THE OCCUPATION[,8]

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.

TOTAL CREDITS 30-40

COMPONENT III - ON-THE-JOB TRAINING IN THE OCCUPATION

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 letter from the employer verifying the total number of contact hours experienced on the job by the student will be placed on the college record. This credit will be recorded immediately prior to graduation from the college.

TOTAL CREDITS 12

HOURS REQUIRED FOR GRADUATION: MINIMUM OF 60

NOTES:

1. Students must be employed in an occupation and complete an apprenticeship.
2. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
3. Fulfills MCTC General Education and State Communication Skills requirements for Occupational Development Degree.
4. IT 101 fulfills state General Education Elective Requirement for Occupational Development Degree and General Studies Core.
5. To fulfill General Education Electives requirement for Occupational Development and General Education Core Degree, select from EC 102, SS 201, SS 210, or SS 215.
6. Six total Quantitative Skills/Science Experience credits are required for Occupational Development Degree and General Education Core. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six credit requirement with a second-college level mathematics course or select a laboratory science course from the following: SCI 101, SCI 110, SCI 120, SCI 201 and SCI 257.
7. To fulfill Social Science Course requirements for Occupational Developmental and General Education Core Degree, select from EC 102, SS 201, SS 210, or SS 215
8. Must provide a certificate or letter of completed classroom instruction. A statement of the total number of classroom instruction hours may be placed on the college record, with credit being recorded immediately prior to graduation from college.

EMPLOYMENT OPPORTUNITIES:

- mine safety inspector

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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OCCUPATIONAL DEVELOPMENT

PAINTING AND ALLIED TRADES

PROGRAM DESCRIPTION:

The Occupational Developmental Degree in Painting and Allied Trades 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 approved apprenticeship training programs;

(2) to provide a mechanism for Marshall Community & Technical College to deliver educational programs for the Painting and Allied Trades field.

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

Occupational Development students must meet admission and performance standards. Credits earned either through approved apprenticeship programs or through industry-based education and training programs will not be added to the students' collegiate transcripts until they have completed three program credit hours from Marshall Community & Technical College and have obtained at least a 2.00 GPA.

The student who graduates with the Occupational Development Degree in Painting and Allied Trades will possess:

- apprenticeship training skills;
- supervisory skills;
- computer software skills;
- relevant essential math skills;
- written and oral communication skills.

CAREER OUTLOOK:

Overall employment of painting and coating workers is expected to grow about as fast as the average for all occupations through the year 2012. Employment growth for highly skilled transportation painters and automotive refinishers is projected to be faster than for lesser skilled painting, coating, and spraying machine operators. In addition to jobs arising from growth, some jobs will become available each year as employers replace experienced operators who transfer to other occupations or leave the labor force.

SALARY FORECAST:

In May 2004, median hourly earnings of painters, construction and maintenance were $14.55. The middle 50 percent earned between $11.59 and $19.04. The lowest 10 percent earned less than $9.47, and the highest 10 percent earned more than $25.11. Median hourly earnings in the industries employing the largest numbers of painters in May 2004 were as follows:

local government	$18.36
residential building construction	15.09
nonresidential building construction	14.97
building finishing contractors	14.44
employment services	11.31

In May 2004, median hourly earnings for paperhangers were $15.73. The middle 50 percent earned between $12.23 and $20.70. The lowest 10 percent earned less than $9.57, and the highest 10 percent earned more than $26.58.

(Information obtained from *Occupational Outlook Handbook, 2006-2007*)

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.

MAJOR CODE - C010 • CONCENTRATION CODE - C016

COMPONENT I- General Education

ENL	111	Written Communication[2]	3
COM	112	Oral Communication[3]	3
IT	101	Fundamentals of Computers[4] **(EDGE)**	3
		General Education[5]	3
		Science Course[6]	3-4
		Quantitative Skills Course[6]	3
		Social Science[5]	3
		TOTAL CREDITS	**21-22**

COMPONENT II
CLASSROOM INSTRUCTION IN THE OCCUPATION[7]

450 to 750 Classroom/Laboratory contact hours of Occupational Education converted to credit hours at the usual ration of 15:1 classroom or 30:1 laboratory.

TOTAL CREDITS 30-40

COMPONENT III
ON-THE-JOB TRAINING IN THE OCCUPATION

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 letter from the employer verifying the total number of contact hours experienced on the job by the student will be placed on the college record. This credit will be recorded immediately prior to graduation from the college.

TOTAL CREDITS 12

HOURS REQUIRED FOR GRADUATION: MINIMUM OF 60

NOTES:

1. Student must complete a Department of Labor approved apprenticeship.
2. Fulfills state Written Communication Skills requirement for Occupational Development Degree.
3. Fulfills state Oral Communication Skills requirement for Occupational Development Degree.
4. IT 101 fulfills state General Education Elective Requirement for Occupational Development Degree and General Education Core.
5. To fulfill Social Science Course requirements for Occupational Development and General Education Core Degree, select from EC 102, SS 201, SS 210, or SS 215. Check with an advisor for approved Humanities courses. Three hours total of TTA 101, TTA 102, and/or TTA 103 may be used to fulfill 3 credit hours of the Social Science and General Education Electives.
6. Six total Quantitative Skills/Science Experience credits are required for Occupational Development Degree and General Education Core. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six credit requirement with a second college-level mathematics course or select a laboratory science course from the following: SCI 101, SCI 110, SCI 120, SCI 201, or SCI 257. Note: 3 credit hours of lab science can be met with specialized training listed as OD 104 through 111.
7. Must provide a certificate or letter of completed classroom instruction. A statement of the total number of classroom instruction hours may be placed on the college record, with credit being recorded immediately prior to graduation from college.

EMPLOYMENT OPPORTUNITIES:

- work as journeyman
- apprenticeship Instructor

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

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POLICE SCIENCE

PROGRAM DESCRIPTION:

The Police Science Degree is offered in cooperation with the West Virginia State Police and is located at the State Police Academy in Institute, West Virginia. This program is not designed for regular full-time or part-time students. Admission to this program is restricted to those accepted into the West Virginia State Police Cadet training corps. The State Police Academy currently serves the state of West Virginia as the only law enforcement training facility that has been approved by the Governor's Committee on Crime, Delinquency, and Correction to provide mandatory entry-level police training.

- the prospective student must be 21 years of age and meet the requirements of the State Police Academy;
- state Police personnel complete a 30-week residential program in which all degree coursework, with the exception of the internship, is completed;
- a field internship must be completed during the employee's probationary employment period before the degree is awarded.

CAREER OUTLOOK:

The opportunity for public service through law enforcement 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 25 or 30 years of service, allowing them to pursue a second career while still in their 40s or 50s. 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 will be better in local and special police departments, especially in departments that offer relatively low salaries, or in urban communities where the crime rate is relatively high. Applicants with college training in police science, military police experience, or both should have the best opportunities.

SALARY FORECAST:

West Virginia State Police Officers are set by rank and time in service. The current salary ranges are below:

Rank	Minimum	Maximum
Trooper	$28,122	$46,494
Senior Trooper	38,482	46,882
Trooper First Class	39,070	47,470
Corporal	39,658	48,058
Sergeant	43,834	52,234
First Sergeant	45,922	54,322
2nd Lieutenant	48,010	56,410
1st Lieutenant	50,098	58,498
Captain	52,186	60,586
Major	54,274	62,674
Lieutenant Colonel	56,362	64,762

(Information obtained from *West Virginia State Police, 2007*)

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.

MAJOR CODE - CP20

Police Science Training Component[1,2]

EME	105	First on Scene	3
PST	111	Law Enforcement Orientation	3
PST	113	Police Defense Tactics	2
PST	120	Patrol Operations and Procedures	3
PST	122	Police Arsenal and Weapons	3
PST	231	Fundamentals of Criminal Law	3
PST	233	Fundamentals of Criminal Investigation	3
PST	235	Police Organization and Administration	3
PST	237	Police Role in Crime and Delinquency	3
PST	239	Criminal Evidence and Procedure	3
PST	246	Police Records and Reports	3
PST	248	Traffic Administration and Enforcement	3
PST	290	Law Enforcement Internship[3]	9
		TOTAL CREDITS	**44**

General Education Component

ENL	111	Written Communication	3
COM	112	Oral Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	139	Mathematics for Police Science[4]	5
PST	242	Police Community Relations[5]	3
PST	244	Introduction to Criminalistics[4]	4
		TOTAL CREDITS	**21**

HOURS REQUIRED FOR GRADUATION: MINIMUM OF 65

NOTES:

1. Student must be accepted as a Cadet at West Virginia State Police Academy for program enrollment. Contact Personnel Director of West Virginia State Police at (304) 746-2117 or local State Police Detachment for program application information.
2. All courses are taught at West Virginia State Police Academy in Institute.
3. PST 290 has a requirement of instructor permission. Student must complete one year of full-time employment with the West Virginia State Police to fulfill course requirements.
4. MAT 139 and PST 244 fulfill degree requirements for Quantitative Skills/Science for General Education Core.
5. PST 242 fulfills degree requirement for Social Science General Education Core.

EMPLOYMENT OPPORTUNITIES:

- West Virginia State Police
- Federal Bureau of Investigation
- federal marshal

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 • Cabell Hall, Room 307
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OCCUPATIONAL DEVELOPMENT

SOCIAL WORK ASSISTANT

PROGRAM DESCRIPTION:

The Occupational Development Degree in Social Work Assistant is designed to meet three major needs:

(1) to provide for cooperatively sponsored educational opportunities leading to the Associate of Applied Science degree for students in approved apprenticeship training programs;
(2) to provide a mechanism for the Marshall Community & Technical College to deliver educational programs in the Social Work Assistant field;
(3) to provide a preparation for the Social Work Bachelor's Degree. Occupational Development students must meet admission and performance standards. Credits either earned through the approved apprenticeship programs or through industry based education and training programs will not be added to the students' collegiate transcript until they have completed three program credit hours from Marshall Community & Technical College and have obtained at least a 2.00 GPA.

CAREER OUTLOOK:

Job opportunities for social and human service assistants are expected to be excellent, particularly for applicants with appropriate postsecondary education. The number of social and human service assistants is projected to grow much faster than the average for all occupations through and 2014—ranking the occupation among the most rapidly growing. Many additional job opportunities will arise from the need to replace workers who advance into new positions, retire, or leave the workforce for other reasons. There will be more competition for jobs in urban areas than in rural areas, but qualified applicants should have little difficulty finding employment. Faced with rapid growth in the demand for social and human services, many employers increasingly rely on social and human service assistants to undertake greater responsibility for delivering services to clients.

SALARY FORECAST:

Median annual earnings of social and human service assistants were $24,270 in May 2004. The middle 50 percent earned between $19,220 and $30,900. The top 10 percent earned more than $39,620, while the lowest 10 percent earned less than $15,480.
Median annual earnings in the industries employing the largest numbers of social and human service assistants in May 2004 were:

state government	$29,270
local government	28,230
individual and family services	23,400
community food and housing, and emergency and other relief services	21,770
residential mental retardation, mental health and substance abuse facilities	20,410

(Information obtained from *Occupational Outlook Handbook, 2006-2007*)

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.

CAREER DESCRIPTION:

Social work and human service assistant is a generic term for people with a wide array of job titles, including human service worker, case management aide, social work assistant, community support worker, mental health aide, community outreach worker, life skill counselor, or gerontology aide. They usually work under the direction of professionals from a variety of fields, such as nursing, psychiatry, psychology, rehabilitative or physical therapy, or social work. The amount of responsibility and supervision they are given varies a great deal.
Social and human service assistants provide direct and indirect client services to ensure that individuals in their care reach their maximum level of functioning. They assess clients' needs, establish their eligibility for benefits and services such as food stamps, Medicaid, or welfare, and help clients to obtain these services. They also arrange for transportation and escorts, if necessary, and provide emotional support. Social work and human service assistants monitor and keep case records on clients and report progress to supervisors and case managers.

MAJOR CODE - C010 • CONCENTRATION CODE - C018

COMPONENT I - GENERAL EDUCATION[1,2]

ENL	111	Written Communication[3,4]	3
COM	112	Oral Communication[3,4]	3
IT	101	Fundamentals of Computers [4] **(EDGE)**	3
		General Education Elective[5]	3
		Science Course [3,6]	3
		Quantitative Skills Course[3,6]	3-4
		Social Science[3,7]	3
		TOTAL CREDITS	**21-22**

COMPONENT II - COMPONENT II-A CLASSROOM INSTRUCTION IN SOCIAL SERVICE

Introduction to Social Work Assistant; Groups, Organizations, and Evaluation; Individual and Family Development; Cultural Sensitivity/Special Populations; Communication and Problem Solving; Various In-Service Trainings.

TOTAL CREDITS 20

COMPONENT II-B - GENERAL EDUCATION ELECTIVES (Select 9 hours)

BSC	105	Introduction to Biology[4,9]	4
ENL	115	Written Communication II[4,10]	3
ENL	231	Technical Report Writing[10]	3
HMN	235	Leadership Development Studies[10]	3
EC	102	Basic Economics[4]	3
EC	250	Principles of Microeconomics[4]	3
PSY	201	General Psychology[4]	3
SOC	200	Introductory Sociology[4]	3
BIOL	257	Introduction to Anatomy & Physiology[4] **(EDGE)**	3
		TOTAL CREDITS	**9**

COMPONENT III - ON-THE-JOB TRAINING IN SOCIAL SERVICE-AIDE

A maximum of 12 credit hours can be earned for employment in an approved apprenticeship employment site.[10,11] Contact program advisor for more information.

TOTAL CREDITS 10-12

HOURS REQUIRED FOR GRADUATION: 63

NOTES:

1. Students may enter this program with no prior experience, but must complete approved Social Service-Assistant Apprenticeship requirements before being eligible for graduation.
2. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
3. Fulfills MCTC General Education and State Communication Skills requirement for Occupational Development Degree.
4. Fulfills requirements for Bachelor's Degree in Social Work.
5. Student may use a social science/humanities course to fulfill this requirement.
6. Six total Quantitative Skills/Science Experience credits are required for Occupational Development Degree and General Education Core. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six credit requirement with a second college-level mathematics course or select a laboratory science course from the following: SCI 101, SCI 110, SCI 120, SCI 201, or SCI 257.
7. To fulfill Social Science Course requirements for Occupational Developmental and General Education Core Degree select three (3) credits from EC 102, SS 201, SS 210, or SS 215.
8. BSC 105 has a prerequisite of BSC 104 may be waived for Social Work Assistant majors. To register, please see an advisor.
9. ENL 115, ENL 231, and HMN 235 have a prerequisite of ENL 111 or COM 111.
10. A letter must be received from employer to verify this employment.
11. 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.

EMPLOYMENT OPPORTUNITIES:

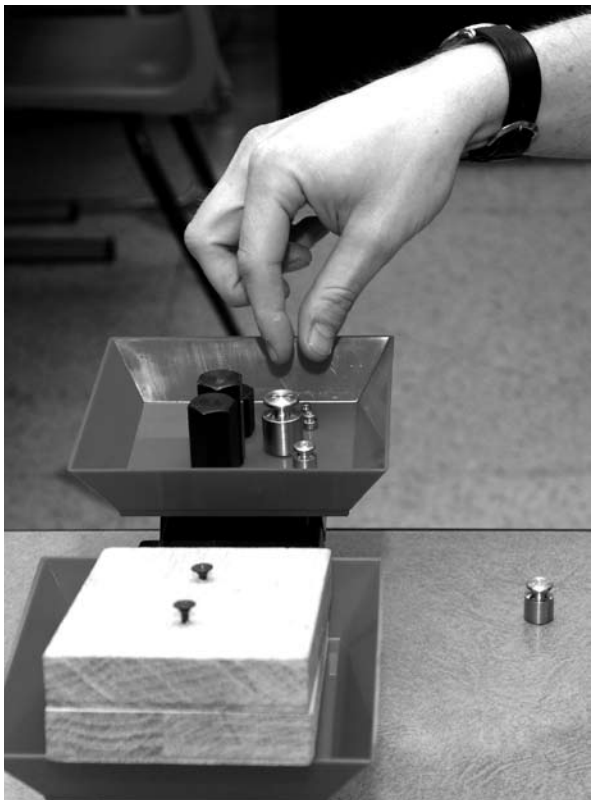
- social work assistant

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 • Cabell Hall, Room 307
Phone: 304-696-3366 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: brown175@marshall.edu



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ONE-YEAR CERTIFICATES

ACCOUNTING/BOOKKEEPING

ADMINISTRATIVE ASSISTANT TECHNOLOGY – MEDICAL TRANSCRIPTION

AGRICULTURAL SCIENCE

CERTIFIED CODING SPECIALIST

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

CULINARY ARTS

DENTAL LAB TECHNOLOGY

GRAPHIC DESIGN/COMMUNICATION

MACHINIST TECHNOLOGY

MARITIME TRAINING

MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE)

PARAMEDIC

POLICE SCIENCE

PUBLIC LIBRARY TECHNOLOGY

MANAGEMENT TECHNOLOGY

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 business. This would include clerical positions in specialized areas such as accounts payable, accounts receivable and payroll, as well as any positions 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.

Students who successfully complete the certificate program are eligible to transfer all of the 30 credit hours into the two-year Management Technology, Accounting Option, Associate in Applied Science Degree Program.

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 preparation 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."

SALARY FORECAST:

Salaries of financial clerks vary considerably. The region of the country, size of the city, and type and size of the establishment all influence salary levels. Also, the level of expertise required and the complexity and uniqueness of a clerk's responsibilities may affect earnings. Median hourly earnings of full-time financial clerks were as follows:

procurement clerks	$14.85
payroll and timekeeping clerks	14.60
bookkeeping, accounting, and auditing clerks	13.72
bill and account collectors	13.20
billing and posting clerks and machine operators	13.00
tellers	10.15

(Information obtained from the Bureau of Labor Statistics, *Occupational Outlook Handbook 2005-2006*)

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.

MAJOR CODE - CA30

First Semester[1]			
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
		TOTAL CREDITS	**15**

Second Semester			
AC	201	Financial Accounting[2]	3
AC	221	Computerized Accounting[3]	3
AC	234	Taxation[2]	3
FN	231	Business Finance[2]	3
IT	150	Applications to Spreadsheets[4] **(EDGE)**	3
		TOTAL CREDITS	**15**

HOURS REQUIRED FOR GRADUATION: 30

NOTES:

1. The one-year certificate in Accounting/Bookkeeping will allow the student to apply 30 academic credits toward the A.A.S. degree in Management Technology - Accounting.
2. AC 201, AC 234 and FN 231 have a prerequisite of AC 103 or permission.
3. AC 221 has a prerequisite of IT 101 and AC 103, or permission.
4. IT 150 has a prerequisite of IT 101.

EMPLOYMENT OPPORTUNITIES:

- accountant's assistants
- accounting clerk
- bookkeeper

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 • Corbly Hall, Room 322
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ADMINISTRATIVE ASSISTANT TECHNOLOGY

MEDICAL TRANSCIPTION

PROGRAM DESCRIPTION:

The increasing healthcare demands of today's society have created the need for highly skilled medical transcriptionists who possess the knowledge and skills necessary to succeed in this demanding profession. The One-Year Certificate Program in Medical Transcription provides a strong foundation in anatomy/physiology, medical terminology, pharmacology, human diseases, laboratory and surgical procedures, preparation of medical documents, and medical transcription.

This intensive program utilizes authentic physician dictation to prepare students to transcribe a wide variety of dictation subjects including Cardiology, Dermatology, Endocrinology, Gastroenterology, Neurology, Obstetrics and Gynecology, Urology, Ophthalmology, Pulmonary Medicine, Orthopedics, Otorhinolaryngology, Hematology/ Oncology/Immunology, Pathology, and Radiology. The student progresses from entry-level to hospital style dictation.

Upon completion of the One-Year Certificate Program in Medical Transcription, the graduate will be able to demonstrate knowledge that is specific to the medical transcription field and gain real-life experience through placement in a medical transcription internship.

CAREER OUTLOOK:

Job opportunities will be good. Employment of medical transcriptionists is projected to grow faster than the average for all occupations through 2012. Demand for medical transcription services will be spurred by a growing and aging population. Older age groups receive proportionately greater numbers of medical tests, treatments, and procedures that require documentation. A high level of demand for transcription services also will be sustained by the continued need for electronic documentation that can be easily shared among providers, third-party payers, regulators, and consumers. Growing numbers of medical transcriptionists will be needed to amend patients' records, edit for grammar, and identify discrepancies in medical records. With experience, a transcriptionist may work from home (free lance or employed for an organization).

SALARY FORECAST:

Medical transcriptionists had median hourly earnings of $13.64 in 2004. The middle 50 percent earned between $11.50 and $16.32. The lowest 10 percent earned less than $9.67, and the highest 10 percent earned more than $19.11. Salaries will vary by location, experience, and amount of education.

Employers prefer to hire transcriptionists who have completed postsecondary training in medical transcription. Completion of a certificate program is recommended.

(Information obtained from Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2006-2007 Edition*, Secretaries and Administrative Assistants, on the Internet at http://www.bls.gov/oco/ocos151.htm.)

PROGRAM ADMISSION REQUIREMENTS:

Entrance exams in grammar, spelling, and punctuation are required. A minimum keyboarding speed of 45 wpm is required. Applicants should possess basic word processing skills. Arrangements for exams may be made through the Advising Center at 696-3262.

MAJOR CODE - CM50

FIRST YEAR[1]

First Semester[2]

AAT	220	Anatomy and Physiology for Transcription	3
AAT	221	Medical Terminology for Transcription	3
AAT	222	Pharmacology for Transcription	3
AAT	223	Beginning Laboratory Medicine Transcription	1
AAT	244	Beginning Medical Transcription	8
		TOTAL CREDITS	**18**

Second Semester[3]

AAT	224	Advanced Laboratory Medicine for Transcription	1
AAT	225	Human Diseases for Transcription	3
AAT	226	Surgical Procedures for Transcription	1
AAT	245	Pathology Transcription	2
AAT	246	Radiology Transcription	2
AAT	247	Gastroenterology Transcription	2
AAT	248	Cardiology Transcription	2
AAT	249	Orthopedics Transcription	2
AAT	250	Medical Transcription Internship	1
		TOTAL CREDITS	**16**

HOURS REQUIRED FOR GRADUATION: 34

NOTES:

1. To be admitted to the program, students must take a series of entrance exams verifying above-average grammar, spelling, and punctuation skills; basic word processing skills; and a minimum keyboarding speed of 45 wpm. Students who have completed the one year Medical Transcription certificate program may apply all of the 34 credit hours to the two-year Associate of Applied Science, Administrative Assistant Technology - Medical Transcription degree program.
2. First semester AAT courses have prerequisites of admission to the program and instructor permission. Please see an advisor for further information on program admission requirements.
3. Second semester AAT courses have prerequisites of successful completion (C or better) of first semester courses and instructor permission.

EMPLOYMENT OPPORTUNITIES:

- physicians' offices
- hospitals
- medical schools
- acute care facilities
- physical therapy facilities
- rehabilitation facilities
- nursing homes
- clinics
- transcription companies
- independent contractors
- business support services
- work from home

CONTACT INFORMATION:

Wylma Skean • Corbly Hall, Room 323
Phone: 304-696-3060 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: skean@marshall.edu

TECHNICAL STUDIES

AGRICULTURAL 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.

Marshall 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 all normal 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 Marshall Community & Technical College and has obtained at least a 2.00 GPA.

The student who graduates with the One-Year Certificate Degree in Technical Studies will possess:

- computer software skills
- relevant essential math skills
- written and oral communication skills

CAREER OUTLOOK:

Advancement of agricultural workers depends on motivation and experience. Farm workers who work hard and quickly, have good communication skills, and take an interest in the business may advance to crew leader or other supervisory positions. Some agricultural workers may aspire to become farm, ranch, and other agricultural managers, or farmers or ranchers themselves. In addition, their knowledge of raising and harvesting produce may provide an excellent background for becoming purchasing agents and buyers of farm products. Knowledge of working a farm as a business can help agricultural workers become farm and home management advisors. Those who earn a college degree in agricultural science could become agricultural and food scientists.

SALARY FORECAST:

Median hourly earnings in May 2004 for each of the occupations found in this statement are as follows:

Agricultural inspectors	$14.92
Animal breeders	13.55
Agricultural workers, all other	10.15
Agricultural equipment operators	8.88
Farmworkers, farm and ranch animals	8.31
Graders and sorters, agricultural products	7.90
Farmworkers and laborers, crop, nursery, and greenhouse	7.70

(Information obtained from *Occupational Outlook Handbook 2006-2007)*

MAJOR CODE - CT10 • CONCENTRATION CODE - CT13

COMPONENT I - GENERAL EDUCATION[1]

ENL	111	Written Communication	3
IT	101	Fundamentals of Computers[1] **(EDGE)**	3
MAT	150	Applied Professional Mathematics[2]	3
MG	101	Introduction to Business[1] **(EDGE)**	3
SS		Interpersonal Relations/Social Science[3]	3
		TOTAL CREDITS	**15**

COMPONENT II - TECHNICAL/OCCUPATIONAL SPECIALTY[4] (20 CREDIT HOURS)
Note: Core and Option Courses Required

Common Core Courses
Agriculture and Natural Resources I **(EDGE)**
Agriculture and Natural Resources II **(EDGE)**

Agriscience & Agriculture Production Systems Focus:
Agriscience 11 **(EDGE)**
Agriscience12 **(EDGE)**

Agriculture Mechanics Option:
Agriculture Mechanics I **(EDGE)**
Agriculture Mechanics II **(EDGE)**

Animal Science Focus:
Animal Processing **(EDGE)**
Food Science and Processing **(EDGE)**

Plant Systems Focus:
Greenhouse Technology **(EDGE)**
Horticulture **(EDGE)**

HOURS REQUIRED FOR GRADUATION: 35

NOTES:
1. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
2. Six total Quantitative Skills/Laboratory Science/Experience credits are required. At least one college-level mathematics course must be selected from: MAT 115, MAT 145, or MAT 150. Students may complete the six-credit requirement with a second college-level mathematics course or select from the following: SCI 101, SCI 120 or SCI 201.MAT 145 may be substituted for MAT 150.
3. Select from SS 201, SS 210, or SS 215.

EMPLOYMENT OPPORTUNITIES:
- nurseries
- farms
- feed & seed stores
- butcher shops
- forestry

VOCATIONAL SITE PARTNERSHIP:
In addition, Marshall Community & Technical College (MCTC) offers a One-Year Certificate Program and an Associate of Applied Science in Technical Studies in conjunction with its Vocational Site Partnerships in Cabell, Mason, Putnam, and Wayne counties through EDGE.

EARN A DEGREE AND GRADUATE EARLY (EDGE):
This program provides students the opportunity to receive credit for their high school EDGE courses.

CONTACT INFORMATION:
Sumeeta Patnaik • Community College, Room 115
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CERTIFIED CODING SPECIALLIST

PROGRAM DESCRIPTION:

The Certified Coding Specialist (CCS) serves as a qualified technician in analyzing and classifying medical data. Using universally recognized coding systems (ICD-9-CM 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.

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 for further qualifications for taking the national certification test for the CCS.

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.

SALARY FORECAST:

Median annual earnings of medical records technicians were $25,590 in 2004. The middle 50 percent earned between $20,650 and $32,990. The lowest 10 percent earned less than $17,720, and the highest 10 percent earned more than $41,760. Median annual earnings in the industries employing the largest numbers of medical records and health information technicians in 2004 were as follows:

general medical and surgical hospitals	$26,640
nursing care facilities	26,330
outpatient care centers	23,870
physicians' offices	22,130

(Information obtained from *Occupational Outlook Handbook, 2006-2007*)

PROGRAM ADMISSION REQUIREMENTS:

1. Admission to Marshall Community & Technical College.
2. Computer competency.
3. Application to program.

CAREER DESCRIPTION:

Every time a patient receives healthcare, a record is maintained of the observations, medical or surgical interventions, and treatment outcomes. This record includes information that the patient provides concerning his or her symptoms and medical history, the results of examinations, reports of X-rays and laboratory tests, diagnoses, and treatment plans. Medical records technicians organize and evaluate these records for completeness and accuracy.

Medical records technicians ensure that all forms are completed and properly identified and signed and that all necessary information is in the computer. They regularly communicate with physicians or other healthcare professionals to clarify diagnoses or to obtain additional information. They assign a code to each diagnosis and procedure. They consult classification manuals and also rely on their knowledge of disease processes. Technicians who specialize in coding are called health information coders, medical record coders, coder/abstractors, or coding specialists. In addition to the DRG system, coders use other coding systems, such as those geared towards ambulatory settings or long-term care.

Individuals may also contact the American Health Information Association at (312)787-2672 or www.ahima.org

MAJOR CODE - CC20

FIRST YEAR

First Semester

AH	151	Medical Terminology **(EDGE)**	3
ENL	111	Written Communication	3
HIT	203	Introduction to Coding	4
BIOL	257	Introduction to Anatomy & Physiology[1] **(EDGE)**	3
		TOTAL CREDITS	**13**

Second Semester

AH	205	Principles of Disease[2]	4
AH	216	Basic Pharmacology[3]	3
HIT	204	Advanced Coding Concepts[4]	4
MAT	150	Applied Professional Mathematics[5]	3
		TOTAL CREDITS	**14**

Third Semester (Summer)

HIT	215	Directed Practice	2
HIT	220	Coding for CCS Exam	3
		TOTAL CREDITS	**5**

HOURS REQUIRED FOR GRADUATION: 32

NOTES:

1. Students who plan to ladder into the A.A.S. in Health Information Program would take BIOL 260 in place of BIOL 257.
2. AH 205 has a prerequisite of BIOL 257.
3. AH 216 has a prerequisite of HIT 151.
4. HIT 204 has a prerequisite of HIT 203.
5. IT 101 may be substituted for MAT 150.

EMPLOYMENT OPPORTUNITIES:

- acute care facilities
- ambulatory care facilities
- rehabilitation centers
- physicians' offices
- state and local health departments
- insurance companies
- professional billing companies

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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CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

PROGRAM DESCRIPTION:

The Cisco Networking Academy at Marshall 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 small networks (100 nodes or fewer). Concepts laboratory exercises focus on IP, Ethernet-based LANs, Frame Relay and Serial WANs, and interior routing protocols such as RIP and IGRP. 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 certification.

CAREER OUTLOOK:

The U.S. Department of Labor states that Network Systems and Data Communications Analysts will see an increase in employment growth of 91.4% between 2002 and 2012. 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 600,000 jobs through 2012. 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://bls.gov/oco/cg/cgs033.htm).

SALARY FORECAST:

In a 2006-2007 Salary Survey conducted by *TCP Magazine* (http://tcpmag.com/salarysurveys/), CCNA's reported average annual salaries of $47,070 for individuals with at least three years of experience. The U.S. Department of Labor listed the Huntington, WV - Ashland, KY Metropolitan Area average annual wage for Network Systems and Data Communications Analysts at $43,410 (http://stats.bls.gov/oes/current/oes_26580.htm#b15-0000).

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

MAJOR CODE - CI30 • CONCENTRATION CODE - CI31

FIRST YEAR

First Semester

ENL	111	Written Communication	3
IT	131	Introduction to Networking **(EDGE)**	4
IT	141	Networking Systems II[2] **(EDGE)**	4
IT	150	Application to Spreadsheets[3] **(EDGE)**	3
IT	270	Computer Repair **(EDGE)**	3
		TOTAL CREDITS	**17**

Second Semester

COM	112	Oral Communication	3
IT	225	Fundamentals of Wireless LANs[4]	4
IT	231	Networking Systems III[5] **(EDGE)**	4
IT	241	Networking Systems IV[6] **(EDGE)**	4
IT	276	Computer Maintenance[7] **(EDGE)**	3
		TOTAL CREDITS	**18**

HOURS REQUIRED FOR GRADUATION: 35

NOTES:

1. Students are expected to have basic knowledge of computers including operating systems such as Windows 2003 or XP and Microsoft Office 2003 or XP before entering this program. The student must register for IT 101 during his or her first semester or successfully pass a challenge exam for IT 101.
2. IT 141 has a prerequisite or co-requisite of IT 131.
3. Student may substitute IT 120, Operating Systems I, for IT 150.
4. IT 225 has a prerequisite of IT 141 or Cisco Semester 2 with minimum grade of 78%.
5. IT 231 has a prerequisite of IT 141 or Cisco Semester 2 with minimum grade of 78% and a co-requisite of IT 241.
6. IT 241 has a prerequisite or co-requisite of IT 231.
7. IT 276 has a prerequisite of IT 270.

EMPLOYMENT OPPORTUNITIES:

The U.S. Department of Labor states that Network Systems and Data Communications Analysts design and evaluate network systems, such as LANs, WANs, and the Internet. Professionals employed in Network Systems and Data Communications careers perform network modeling, analysis and planning and may deal with the interfacing of computer and communications equipment (http://bls.gov/oco/cg/cgs033.htm).

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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HOSPITALITY MANAGEMENT

CULINARY ARTS

PROGRAM DESCRIPTION:

The hospitality and foodservice 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, and 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 future 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:

Job openings for chefs, cooks, and food preparation workers are expected to be plentiful through 2012. 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:

In recent years, the public has had an increased interest in food and this has brought a lot of attention to some talented and stylish chefs. Pay for chefs and cooks depends on the location and the type of restaurant. The pay for workers who are beginning is from minimum wage to $10.75 per hour. Pay can reach $23,000 and upwards, surpassing $100,000 per year.

PROGRAM 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 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.

MAJOR CODE - CH30 • CONCENTRATION CODE - CH31

FIRST YEAR[1]

First Semester				Second Semester			
CA	110	Mise en Place	3	CA	112	Garde Manger[3]	3
CA	120	A la Carte Dining Room Service I[2] **(EDGE)**	3	CA	116	Introduction to Breads and Doughs[3]	3
CA	135	International Cuisine[3]	3	CA	235	Menu Planning	3
CA	200	Culinary Sanitation and Safety[2] **(EDGE)**	3	CA	260	Culinary Selection and Procurement	3
ENL	111	Written Communication	3	CA	270	Managing Culinary	3
IT	101	Fundamentals of Computers **(EDGE)**	3	CA	275	Cost Control and Revenue Management[4]	3
		TOTAL CREDITS	**18**			**TOTAL CREDITS**	**18**

HOURS REQUIRED FOR GRADUATION: 36

NOTES:

1. The One-Year Certificate in Culinary Arts will allow the student to transfer 36 academic credits into the A.A.S. degree in Culinary Management.
2. Students who complete the High School ProStart program and pass the ProStart examination with a score of 75% or higher will receive college credit for CA 120, CA 200, and a three-hour elective course. Documentation of the test results must be provided before the student receives credit.
3. CA 112, CA 116, and CA 135 have a prerequisite of CA 110. CA 110 runs the first eight weeks of the semester and CA 135 runs the second eight weeks of the semester.
4. CA 275 has a prerequisite of IT 101.

EMPLOYMENT OPPORTUNITIES:

- restaurants
- kitchen supervisor
- sous chef
- garde manager
- a la carte chef
- restaurant manager
- private clubs
- catering operations
- cruise lines
- other commercial operations
- lodging services
- travel-related services

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 foodservice 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 6 credit-hours toward the Culinary Arts Certificate. This will leave 30 credit-hours to complete the certificate requirement of 36 credit-hours.

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Phone: 304-696-5230 or 1-866-N-ROLLED (1-866-676-5533)

DENTAL LABORATORY TECHNOLOGY

PROGRAM DESCRIPTION:

One year of training at the Putnam Career and Technical Center (PCTC) and thirty-one hours credit at Marshall Community & Technical College will result in an Associate in Applied Science degree in Dental Laboratory Technology. Students will follow the Putnam County school calendar while completing the Dental Laboratory Technology courses, and attend the PCTC every day from 8:30 a.m.-3:00 p.m. during the technical portion of the program.

CAREER OUTLOOK:

Employment should increase slowly, as the public's improving dental health requires fewer dentures but more bridges and crowns. However, the employment is favorable because employers have difficulty filling training positions. The employment outlook is very good if the employees are willing to relocate.

SALARY FORECAST:

Median hourly earnings of dental laboratory technicians were $14.93 in May 2004. The middle 50 percent earned between $11.18 and $19.71 an hour. The lowest 10 percent earned less than $8.86, and the highest 10 percent earned more than $25.48 an hour. Median hourly earnings of dental laboratory technicians in May 2004 were $15.95 in offices of dentists and $14.40 in medical equipment and supplies manufacturing.
Dental technicians in large laboratories tend to specialize in a few procedures and, therefore, tend to be paid a lower wage than those employed in small laboratories that perform a variety of tasks.

(Information obtained from *Occupational Outlook Handbook, 2006-2007*)

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

CAREER DESCRIPTION:

Dental Laboratory Technicians make and repair dental appliances such as dentures, crowns, and braces. Specializations are available in various aspects of the work prescribed by dentists and orthodontists: Crown and Bridge Technicians, Metal Dental Technicians, Partial Denture Technicians, Dental Ceramists and Orthodontic Technicians. Most dental laboratory technicians work in commercial dental laboratories employing 2 to 20 people. Employment opportunities are available in private dental offices, dental schools, hospitals, and companies that manufacture dental prosthetic materials.

MAJOR CODE - CD20

FIRST YEAR

First Semester[2]

DLT	101	Introduction to Dental Technology[3] **(EDGE)** (1st 9 weeks)	6
DLT	104	Complete Dentures **(EDGE)** (2nd 9 weeks)	9
		TOTAL CREDITS	**15**

Second Semester[2]

DLT	108	Partial Dentures **(EDGE)** (1st 9 weeks)	9
DLT	112	Inlays/Crowns/Bridges/Ceramics **(EDGE)** (2nd 9 weeks)	10
DLT	116	Clinical Experience[4] **(EDGE)** (2nd 9 weeks)	1
		TOTAL CREDITS	**20**

In addition to the Dental Laboratory Technology curriculum, the following General Education requirements must be met:

ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MG	101	Introduction to Business **(EDGE)**	3
SCI	120	Basics in Physical Science	4
		TOTAL CREDITS	**13**

HOURS REQUIRED FOR GRADUATION: 48

NOTES:

1. Dental Laboratory Technology courses are delivered at Putnam County Technical Center at Eleanor.
2. All first semester Dental Laboratory Technology courses must be completed with a "C" or better before student can register for second semester coursework.
3. DLT 101 has a prerequisite of admission to the Dental Laboratory Technology Program.
4. DLT 116 has a prerequisite of DLT 101, DLT 104, DLT 108 and co-requisite of DLT 112.

EMPLOYMENT OPPORTUNITIES:

- dental labs
- private dental offices
- dental schools
- dental labs that manufacture prosthetic materials

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Jean Chappell • Cabell Hall, Room 209
Phone: 304-696-4645 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: jean.chappell@marshall.edu
or
Jesse Smith • Putnam County Technical Center • Phone: 304-586-3494 ext. 213

TECHNICAL STUDIES

GRAPHIC DESIGN/GRAPHIC COMMUNICATIONS

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 lifelong process.

Marshall 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 all normal 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 Marshall Community & Technical College and has obtained at least a 2.00 GPA.
The student who graduates with the Associate in Applied Science Degree in Technical Studies will possess:

- supervisory skills
- computer software skills
- relevant essential math skills
- written and oral communication skills

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.

MAJOR CODE - CT10 • CONCENTRATION CODE - CT14

COMPONENT I - GENERAL EDUCATION[1]

ENL 111 Written Communication **(EDGE)** 3
MAT 150 Applied Professional Mathematics[2] 3
TOTAL CREDITS..... 6

COMPONENT II - TECHNICAL/OCCUPATIONAL SPECIALTY
NOTE: CORE AND FOCUS COURSES REQUIRED

Common Core Course
Fundamentals of Graphic Design and Production
TOTAL CREDITS 2

Graphic Design Focus:
Basic Illustration **(EDGE)**
Illustration **(EDGE)**
Graphic Design **(EDGE)**
or
Graphic Communications Focus:
Basic Darkroom Procedures **(EDGE)**
Image Assembly and Platemaking **(EDGE)**
Offset Press and Bindery Operations **(EDGE)**

COMPONENT III - ON-THE-JOB TRAINING[3]
Maximum of 960 contact hours of on-the-job training is required for the Technical Studies Certificate. A letter from the employer verifying the total number of contact hours experienced on the job by the student will be placed on the college record. This credit will be recorded immediately prior to awarding the certificate.
TOTAL CREDITS 6

HOURS REQUIRED FOR GRADUATION: MINIMUM 32

NOTES:
1. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
2. MAT 145 may be substituted for MAT 150.
3. Verification of completion of CTE classes with a score of 74% or better on the final exam must be forwarded to West Virginia Community and Technical College System in Charleston, by course instructor.

EMPLOYMENT OPPORTUNITIES:
- print shops

VOCATIONAL SITE PARTNERSHIPS:
In addition, Marshall Community & Technical College (MCTC) offers a One-Year Certificate Program and an Associate of Applied Science in Technical Studies in conjunction with its Vocational Site Partnerships at Technical Centers in Cabell, Mason, Putnam and Wayne counties through EDGE.

EARN A DEGREE AND GRADUATE EARLY (EDGE):
This program provides students the opportunity to receive credit for their high school EDGE courses.

CONTACT INFORMATION:
Sumeeta Patnaik • Community College, Room 115
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MACHINIST TECHNOLOGY

PROGRAM DESCRIPTION:

The Machinist Technology Program at the Robert C. Byrd Institute for Advanced Flexible Manufacturing (RCBI) is an industry-driven, hands-on program that prepares 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 Marshall 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 meet 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:

Median hourly earnings of machinists were $16.33 in 2004. The middle 50 percent earned between $12.84 and $20.33. The lowest 10 percent earned less than $10.08, while the top 10 percent earned more than $24.34. Median hourly earnings in the manufacturing industries employing the largest number of machinists in 2004 were:

Metalworking machinery manufacturing	$17.06
Machine shops; turned product; and screw, nut, and bolt manufacturing	15.87
Motor vehicle parts manufacturing	17.46
Employment services	11.09

(Information obtained from *Occupational Outlook Handbook 2006-2007*)

PROGRAM ADMISSION REQUIREMENTS:

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

TECH PREP AFFILIATION:

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

MAJOR CODE - CH 20??????

FIRST YEAR

First Semester (Fall) RCBI[1,3]				Second Semester			
MAT	135	Mathematics for Machinist Technology **(EDGE)**	6	COM	112	Oral Communication	3
MT	105	Industrial Safety **(EDGE)**	2	MT	215	Metalworking Theory & Application[2]	12
MT	121	Introduction to Machinery[2] **(EDGE)**	4	MT	112	Oral Communication	6
MT	205	Precision Measurement **(EDGE)**	3			**TOTAL CREDITS**	**21**
		TOTAL CREDITS	**15**				

HOURS REQUIRED FOR GRADUATION: 36

NOTES:

1. RCBI Machinist Courses are fee waived per agreement with RCBI and will be completed as a block at RCBI sties in Huntington, WV and Bridgeport, WV.
2. MIT 121 and MT 215 have a prerequisite of instructor permission.
3. Course work may be applied toward AAS in Technical Studies: Machinist Technology.

EMPLOYMENT OPPORTUNITIES:

Entry-level positions for which graduates will compete include:

- manual machinist
- CNC machinist
- industrial sales representative
- auto plant employee
- machine shop employee
- fabricator

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Sam Argento, Program Manager/Instructor • RCBI Huntington
Phone: 304-781-1657 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: sargento@rcbi.org
or
Ed Black, Associate Manager/Instructor
304-781-1690 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: eblack@rcbi.org

MARITIME TRAINING

PROGRAM DESCRIPTION:

The Maritime Training in Technical Studies program provides training to career-oriented individuals interested in obtaining a One-Year certificate in inland marine-related subjects. Individuals typically start out as deckhands and can progress to positions of greater responsibility based upon experience and meeting U.S. Coast Guard regulated licensing requirements. Deckhands are responsible for rigging barges, maintaining barges once underway, and performing routine maintenance on towboats and barges.

CAREER OUTLOOK:

The job outlook is expected to remain competitive for jobs in water transportation occupations. Increased river traffic (expected to grow 1.1% per year along the Ohio River through the year 2060) plus an aging workforce will provide opportunities for employment to both entry-level and tenured workers.

SALARY FORECAST:

The following annual pay and benefits information was provided by the inland marine industry:

master	$90,000
pilot	70,000
mate	36,000
engineer	45,000
tankerman	41,000
deckhand	25,000

Salaries may vary depending on location, experience, and amount of education. Workers can also expect to receive varying amounts of production and safety bonuses and cost-share medical benefits. The annual pay and benefits vary by company. Please note that inland marine workers typically work only 8 months out of the year.

(Information obtained from *Industry Surveys, 2007*)

CAREER DESCRIPTION:

The maritime worker is responsible for movement of huge amounts of cargo, as well as passengers, within the nation. The barge and towing industry provides:

- extended time-off to its workers. When working, they are usually on duty for 6-hour periods, 24 hours a day, for up to 21 days. After each completed work schedule on board a towboat, workers have several days off at a stretch totaling as much as 6 months of time off annually;
- the flexibility to live where they want. Towboat crews often live several hundred miles from the waterways where they work. This flexibility means workers can live near their family and friends and still be able to meet the boat when it is time to head back to work;
- the opportunity for a stable, well-paid career with unlimited potential to move up to positions of greater responsibility in a dynamic industry and drug-free environment.

Maritime workers operate and maintain tugboats, dredges, excursion vessels and various waterborne craft on the Great Lakes, rivers and canals, and other waterways in harbors. After 18 months of actual deckhand experience, individuals can attend U.S. Coast Guard-approved license training that leads to a license as a Master of Towing Vessels.

MAJOR CODE - CT10 • CONCENTRATION CODE - CT11

COMPONENT I - GENERAL EDUCATION[2]

ENL	111	Written Communication[3]	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	150	Applied Professional Mathematics	3
SS	201	Human Relations	3
		TOTAL CREDITS	**12**

COMPONENT II - TECHNICAL CORE

ENL	235	Leadership Development Studies[4]	3
EC	102	Basic Economics	3
EME	105	First on Scene	3
MG	101	Introduction to Business **(EDGE)**	3
MT	105	Industrial Safety	2
		Deckhand Training[1]	3
		Fire Training School[5]	1
		TOTAL CREDITS	**13**

COMPONENT III - TECHNICAL OCCUPATIONAL SPECIALTY

Maximum of 960 contact hours of on-the-job training (OJT) can be earned for the Technical Studies One-Year Certificate. A letter from the employer verifying the total number of contact hours experienced on the job by the student will be placed on the college record. This credit will be recorded immediately prior to awarding the certificate.

TOTAL CREDITS 6

HOURS REQUIRED FOR GRADUATION: MINIMUM 31

NOTES:

1. Must provide a certificate of completion of Deckhand Training Class or present a letter from employer confirming six (6) months employment as a deckhand.
2. Students must complete a minimum of 3 credit hours with Marshall Community & Technical College to establish academic residency.
3. Fulfills MCTC General Education and State Communication Skills requirement for Technical Studies One-Year certificate.
4. ENL 235 has a prequisite of ENL 111 or COM 111.
5. Must provide a certificate of completion of MCTC Fire Training School or provide proof of equivalency.

EMPLOYMENT OPPORTUNITIES:

- deckhand
- tankerman
- engineer
- mate
- pilot
- master

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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MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE)

PROGRAM DESCRIPTION:

As a leading Microsoft IT Academy, Marshall Community & Technical College offers the Microsoft Certified Systems Engineer One-Year Certificate option in order to help prepare students for the Microsoft Certified Systems Engineer (MCSE) Certification examinations. The curriculum and course materials are designed by Microsoft, and the College's instructors are Microsoft Certified Trainers (MCT) with industry experience who 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 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.

(Data source: *U.S. Bureau of Labor – Bureau of Labor Statistics http://www.bls.gov.*)

SALARY FORECAST::

Although salaries vary a great deal, reflecting differences in skill, experience, and amount of education, the salaries for the job titles in the following table reflect HR reported data as of January 2007 for Huntington, West Virginia.

Job Title	10th Percentile	Median	90th Percentile
LAN Support I	$34,609	$44,683	$54,757
LAN Support II	40,527	52,630	64,733
LAN Support III	49,715	66,789	83,863
Network Administrator I	34,026	43,828	53,630
Network Administrator II	41,639	53,351	65,063
Network Administrator III	47,609	62,872	78,134
Network Administrator IV	54,694	71,227	87,760
Network Administrator V	64,276	81,494	98,711
Network Engineer I	37,706	54,617	71,528
Network Engineer II	48,212	63,034	77,855
Network Engineer III	58,073	75,374	92,655
Network Security Systems Manager	44,231	79,047	113,862

CAREER DESCRIPTION:

The Microsoft Certified Systems Engineer (MCSE) credential is the premier certification for Information Technology professionals who analyze business requirements and design and implement the infrastructure for business solutions, based on the Microsoft Windows platform and Microsoft Enterprise Server software. It is one of the most widely recognized and sought after technical certifications in the industry–demonstrating to employers, clients, and colleagues that an individual has achieved expertise in the area of Information Technology.

MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE)

MAJOR CODE - CM60 • CONCENTRATION CODE - CM60

FIRST YEAR[1]

First Semester[2]

IT	150	Applications to Spreadsheets **(EDGE)**	3
IT	210	Networking Administrations[3,8]	3
IT	211	Networking Administration II[3]	3
IT	216	Networking Administration III[3]	3
IT	217	Networking Administration IV[3]	3
IT	270	Computer Repair[4] **(EDGE)**	3
		TOTAL CREDITS	**18**

Second Semester

ENL	111	Written Communication	3
IT	219	Networking Administration V[5,6]	3
IT	222	Networking Administration VI[5,6]	3
IT	223	Networking Administration VIII[5,6]	3
IT	276	Computer Maintenance[4,7] **(EDGE)**	3
MAT	145	Applications in Algebra	3
		TOTAL CREDITS	**18**

HOURS REQUIRED FOR GRADUATION: 36

NOTES:

1. The one-year certificate in the Microsoft Certified Systems Engineer will allow the student to apply 36 academic credits toward the Information Technology A.A.S. degree in Network Administration
2. Students are expected to have basic knowledge of computers including operating systems such as Windows XP or 2003 and Microsoft Office XP or 2003 before entering this program. The student must register for IT 101 during his or her first semester or successfully pass a challenge exam for IT 101.
3. Networking Administration classes IT 210, IT 211, IT 216 and IT 217 must be taken concurrently. These classes cannot be taken individually.
4. IT 270 and IT 276 prepare students for A+ Certification tests.
5. Networking Administration classes IT 219, IT 222 and IT 223 must be taken concurrently. These classes cannot be taken individually.
6. IT 219, IT 222, and IT 223 have a prerequisite of IT 217.
7. IT 276 has a prerequisite of IT 270.
8. IT 210 has a prerequisite of IT 270 and IT 276 or permission.

EMPLOYMENT OPPORTUNITIES:

- network administrator
- network engineer
- systems support technician
- network designer
- network security systems designer

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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PARAMEDIC SCIENCE

PROGRAM DESCRIPTION:

The Emergency Medical Technician-Paramedic (EMT-Paramedic) is a specialist in the pre-hospital care of the sick and injured. This person bridges the gap between the emergency room physician and the critical patient in the out-of-hospital setting. Paramedics provide emergency medical treatment and stabilization, rescue of persons entrapped in life-threatening situations, transportation of critical patients to specialized treatment facilities, support and assistance to fire and law enforcement agencies, and public education and safety training to target populations.

The student completing an Associate in Applied Science Paramedic Degree will complete in addition to the Paramedic "Fast Track" courses, general education courses that will better prepare the student to enter the workforce and progress to competitive job markets and management positions.

The student completing the One-Year Certificate Program in Paramedic Science will have completed an intense 12-month long program of 49 credit hours. This program is 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 EMS courses specifically designed for EMS professionals. Students will be eligible to sit for the National Registry of Emergency Medical Technicians Paramedic Examination after the completion of the Paramedic Science (Fast Track) Program only if the student has maintained a letter grade of "C" or better in all Paramedic Science (Fast Track) courses.

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:

Earnings of EMTs and paramedics depend on the employment setting and geographic location as well as the individual's training and experience. Median annual earnings of EMTs and paramedics were $25,310 in May 2004. The middle 50 percent earned between $19,970 and $33,210. The lowest 10 percent earned less than $16,090, and the highest 10 percent earned more than $43,240. Median annual earnings in the industries employing the largest numbers of EMTs and paramedics in May 2004 were:

local government	$27,710
general medical and surgical hospitals	26,590
other ambulatory health care services	23,130

(Information obtained from *Occupational Outlook Handbook, 2006-2007*)

ADMISSION REQUIREMENTS:

- Current CPR Certification
- Current Emergency Medical Technician – Basic Certification

MAJOR CODE - CP40

First Semester[1,2,3]

EME	130	Introduction to EMS Systems	3
PAR	210	Patient Assessment & Airways	2
PAR	211	Principles of Trauma Management	2
PAR	212	Pre-Hospital Pharmacology	2
PAR	241	Advanced Paramedic Skill Lab I	3
PAR	251	Paramedic Clinical I[4]	3
BIOL	260	Applied Human Anatomy	4
		TOTAL CREDITS	**19**

Second Semester

PAR	220	Cardiovascular Emergencies	4
PAR	221	OB/GY/Neonatal/Pediatric Emergencies	2
PAR	230	Pre-Hospital Care Considerations	2
PAR	231	Medical Emergencies	4
PAR	242	Advanced Paramedic Skills Lab II	3
PAR	252	Paramedic Clinical II[4]	3
		TOTAL CREDITS	**18**

Third Semester

PAR	125	Rescue Operations	3
IT	101	Fundamentals of Computers**(EDGE)**	3
PAR	243	Advanced Paramedic Skills Lab III	3
PAR	253	Paramedic Clinical III[4]	3
		TOTAL CREDITS	**12**

HOURS REQUIRED FOR GRADUATION: 49

NOTES:

1. Students must be EMT-B certified and maintain EMT-B certification as prerequisite for admission to and continuation in the program. See program advisor for information on application to the Paramedic Science A.A.S. Program.
2. Students move through paramedic coursework in sequence, beginning with the First Semester (Fall) coursework.
3. Students must receive a letter grade of "C" or above in EME & PAR courses to be eligible to graduate from the program and to sit for the National Registry Exam. A student who receives a letter grade of "D" or "F" in any course must repeat that course the next time it is offered and receive a letter grade of "C" or better to be eligible to graduate from the program and sit for the National Registry Exam.
4. Clinical Grades will be given on a Credit/Non-Credit basis. The student will be expected to pass each clinical course. No student will be eligible to graduate from the program or sit for the National Registry Exam until ALL clinical hours are successfully completed.

EMPLOYMENT OPPORTUNITIES:

- hospitals
- emergency medical service providers
- private corporations
- governmental agencies
- aeromedical flight services
- industry

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 • Cabell Hall, Room 207
Phone: 304-696-207 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: bays@marshall.edu

LAW ENFORCEMENT

POLICE SCIENCE

PROGRAM DESCRIPTION:

The Police Science Degree is offered in cooperation with the West Virginia State Police and is located at the State Police Academy in Institute, West Virginia. This program is not designed for regular full-time or part-time students. Admission to this program is restricted to those accepted into the West Virginia State Police Cadet training corps. The State Police Academy currently serves the state of West Virginia as the only law enforcement training facility that has been approved by the Governor's Committee on Crime, Delinquency, and Correction to provide mandatory entry-level police training.

- the prospective student must be 21 years of age and meet the requirements of the State Police Academy;
- state police personnel complete a 30-week residential program in which all degree coursework, with the exception of the internship, is completed;
- a field internship must be completed during the employee's probationary employment period before the degree is awarded.

CAREER OUTLOOK:

The opportunity for public service through law enforcement 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 25 or 30 years of service, allowing them to pursue a second career while still in their 40s or 50s. 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 will be better in local and special police departments, especially in departments that offer relatively low salaries, or in urban communities where the crime rate is relatively high. Applicants with college training in police science, military police experience, or both should have the best opportunities.

SALARY FORECAST:

West Virginia State Police Officesr are set by rank and time in service. The current salary ranges are below:

Rank	Minimum	Maximum
Trooper	$28,122	$46,494
Senior Trooper	38,482	46,882
Trooper First Class	39,070	47,470
Corporal	39,658	48,058
Sergeant	43,834	52,234
First Sergeant	45,922	54,322
2nd Lieutenant	48,010	56,410
1st Lieutenant	50,098	58,498
Captain	52,186	60,586
Major	54,274	62,674
Lieutenant Colonel	56,362	64,762

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.

MAJOR CODE - CP60

First Semester[1,2]				Second Semester			
ENL	111	Written Communication	3	MAT	139	Mathematics for Police	5
PST	111	Law Enforcement Orientation	3	IT	101	Fundamentals of Computer Technology **(EDGE)**	3
PST	221	Fundamentals of Criminal Law	3	PST	242	Police Community Relations	3
PST	233	Fundamentals of Criminal	3	PST	244	Introduction to Criminalistics	4
PST	239	Criminal Evidence and Procedure	3	PST	248	Traffic Addministration & Enforcement	3
		TOTAL CREDITS	**15**			**TOTAL CREDITS**	**18**

HOURS REQUIRED FOR GRADUATION: 33

NOTES:

1. Student must be accepted as a Cadet at West Virginia State Police Academy for program enrollment. Contact Personnel Director of West Virginia State Police at (304) 746-2117 or local State Police Detachment for program application information.
2. Course work may be applied toward A.A.S. in Police Science

EMPLOYMENT OPPORTUNITIES:

- West Virginia State Police
- Federal Bureau of Investigation
- federal Marshal

CONTACT INFORMATION:

Steven Brown • Cabell Hall, Room 307
Phone: 304-696-3366 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: brown175@marshall.edu

PUBLIC LIBRARY TECHNOLOGY

PROGRAM DESCRIPTION:

In conjunction with the West Virginia Library Commission and the Marshall University Libraries, a 33 credit-hour certificate program is now available. The Public Library Technology program consists of six library courses and five general studies courses. All courses for this program will be available on-line. Through this program, students can obtain a certificate that enables them to be competitive in the public library market in West Virginia. Upon completion of the certificate program, the student will be half-way through completing an Associate in Applied Science degree.

CAREER OUTLOOK:

Currently, there are over 170 public libraries in West Virginia; many are staffed by individuals who do not possess an Associate's or Bachelor's degree. According to the West Virginia Occupational Projections, annually there are 18 new openings and 34 replacement openings for library assistants, and 7 new openings and 16 replacement openings for library technicians. The Public Library Technology certificate will offer critical training for individuals currently employed in the field. Monica Brooks, Associate Dean of the Marshall University Libraries, stated "Encouraging the library employees all over the state to further their education is one of our many goals. We also want to build a better workforce and provide educational offerings that are convenient and applicable to their daily work duties. Additionally, we may even entice some non-library folks to get into a wonderful career that has many opportunities for personal and professional growth." Phyllis White-Sellards, Library Technical Assistant II, in the Marshall University Drinko Library said, "Some of these classes will be beneficial to our positions here at Marshall. They can help us keep current with changing technology and library trends."

SALARY FORECAST:

Median annual earnings of library technicians in May 2004 were $24,940. The middle 50 percent earned between $18,640 and $32,600. The lowest 10 percent earned less than $14,760, and the highest 10 percent earned more than $40,730. Salaries of library technicians in the Federal Government averaged $39,647 in 2005. Median annual earnings in the industries employing the largest numbers of library technicians in May 2004 were as follows:

colleges, universities, and professional schools	$28,940
local government	23,560
other information services	22,550
elementary and secondary schools	22,510

(Information obtained from *Occupational Outlook Handbook, 2004*)

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.

MAJOR CODE - CL20

First Semester[1]			
ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	115	Business Mathematics	3
PLT	220	Public Library Children's & Young Adult Services	3
PLT	230	Public Library Reference	3
PLT	240	Public Library Organization & Administration	3
		TOTAL CREDITS	**18**

Second Semester			
COM	112	Oral Communications	3
PLT	210	Public Library Cataloging	3
PLT	250	Public Library Technology	3
PLT	260	Public Library Adult Services	3
SS	201	Human Relations	3
		TOTAL CREDITS	**15**

HOURS REQUIRED FOR GRADUATION: 33

NOTES:

1. The complete PLT certificate may be obtained online.

EMPLOYMENT OPPORTUNITIES:

- library assistants
- library technicians

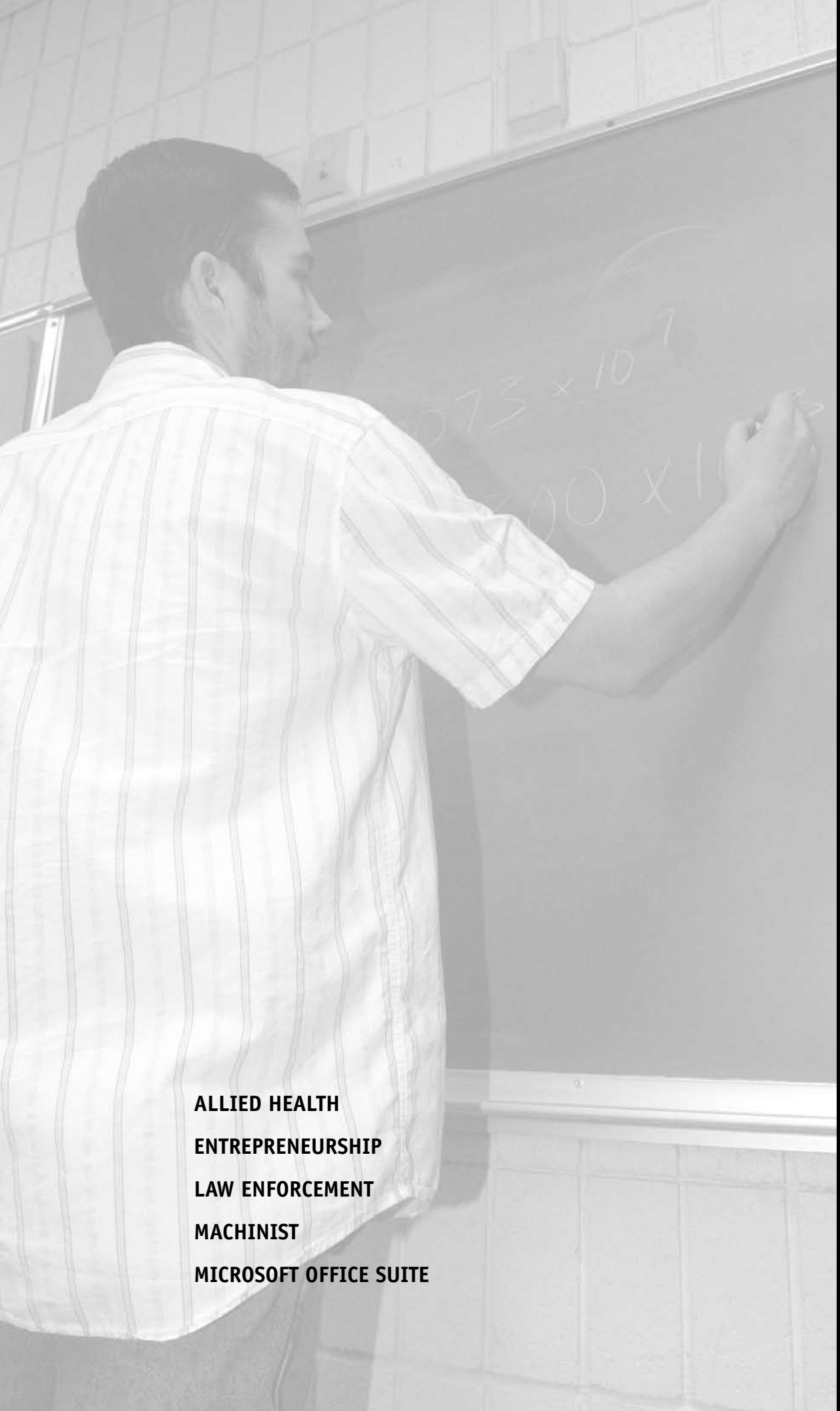
EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Dr. Monica Brooks • Drinko Library, Room 304
Phone: 304-696-6613 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: brooks@marshall.edu

MOONLIGHT BEAMS
CITY DREAMS



COLLEGE SKILL SETS

ALLIED HEALTH

ENTREPRENEURSHIP

LAW ENFORCEMENT

MACHINIST

MICROSOFT OFFICE SUITE

ALLIED HEALTH DIVISION

ALLIED HEALTH SKILL SET

CERTIFICATE REQUIRMENTS:			CREDIT HOURS
AH	151	Medical Terminology **(EDGE)**	3
BIOL	257	Introduction to Anatomy & Physiology[2] **(EDGE)**	3-8
ENL	111	Written Communication	3
IT	101	Fundamentals of Computers **(EDGE)**	3
MAT	145	Applications in Algebra[1]	3
		TOTAL HOURS REQUIRED	**15-20**

Individuals who complete the above required courses will receive a Certificate of Successful Completion in Allied Health.

1. MAT 150 may be substituted for MAT 145.
2. BIOL 260 and BIOL 265 may be substituted for BIOL 257.

EARN A DEGREE AND GRADUATE EARLY (EDGE):

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

CONTACT INFORMATION:

Jean Chappell • Cabell Hall, Room 209 • Phone: 304-696-4645 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: jean.chappell@marshall.edu

BUSINESS & INFORMATION TECHNOLOGY DIVISION

ENTREPRENEUR SKILL SET

CERTIFICATE REQUIRMENTS:			CREDIT HOURS
AC	103	Introduction to Accounting **(EDGE)**	3
LAS	110	Business Organization & Government Regulations	3
MG	101	Introduction to Business **(EDGE)**	3
MK	130	Fundamentals of Marketing	3
		Entrepreneur Elective (from list below)	3
		TOTAL HOURS REQUIRED	**15**

ENTREPRENEUR ELECTIVE (choose one of the following):

AAT	104	Records Management
AAT	265	Administrative Office Procedures (PR: AAT 136)
IT	212	Publishing on the Internet (PR: IT 107)
IT	242	Advanced Internet (PR: IT 212)
IT	270	Computer Repair (PR: IT 101 or IT 101E)
IT	276	Computer Maintenance (PR: IT 270)
MG	181	Retailing (PR: MG 101 or MG 101E)
MG	202	Business Organization & Management

Individuals who complete the above required courses will receive a Certificate of Successful Completion.

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 • Corbly Hall, Room 322 • Phone: 304-696-3019 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: doyle1@marshall.edu

LAW ENFORCEMENT

LAW ENFORCEMENT SKILL SET

CERTIFICATE REQUIRMENTS:			CREDIT HOURS
PST	111	Law Enforcement Orientation	3
PST	122	Police Arsenal and Weapons	3
PST	231	Fundamentals of Criminal Law	2
PST	233	Fundamentals of Criminal Investigation	3
PST	239	Criminal Evidence and Procedure	3
PST	244	Introduction to Criminalistics	2
PST	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.

CONTACT INFORMATION:

Steven Brown • Cabell Hall, Room 307 • Phone: 304-696-3366 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: brown175@marshall.edu

TECHNICAL STUDIES

MACHINIST SKILL SET

CERTIFICATE REQUIRMENTS:			CREDIT HOURS
MT	105	Industrial Ssafety	2
MT	121	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 comopletion of these courses these students will have earned their National Institute Metalworking Skills Level I (NIMS I) certification.

CONTACT INFORMATION:

Steven Brown • Cabell Hall, Room 307 • Phone: 304-696-3366 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: brown175@marshall.edu

MICROSOFT OFFICE SUITE SKILL SET

CERTIFICATE REQUIRMENTS:			CREDIT HOURS
AAT	104	Records Management (Access)[1]	3
AAT	136	Comprehensive Word Processing (Word) **(EDGE)**	3
AAT	160	Introduction to Presentation Graphics (PowerPoint) **(EDGE)**	3
IT	150	Applications to Spreadsheets (Excel)	3
AAT	261	Integrated Document Formatting (Integration of all applications)	3
		TOTAL HOURS REQUIRED	**15**

Individuals who complete the above required courses will receive a Certificate of Successful Completion.

1. Participants may substitute AAT 105, Computerized Database Management, for the AAT 104 requirement.

This Microsoft Office Suite Skill Set Certificate is of value for individuals in the workplace who need to upgrade their computer skills.

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 • Corbly Hall, Room 323 • Phone: 304-696-3060 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: skean@marshall.edu

DIVISION OF WORKFORCE DEVELOPMENT

OVERVIEW

CUSTOMIZED TRAINING

INDUSTRY-RECOGNIZED SKILL SET TRAINING AND CERTIFICATIONS

CONTINUING EDUCATION

THE COMPUTER LEARNING/CONTINUING EDUCATION CENTER

INLAND WATERWAYS ACADEMY

RAILROAD CONDUCTOR TRAINING PROGRAM

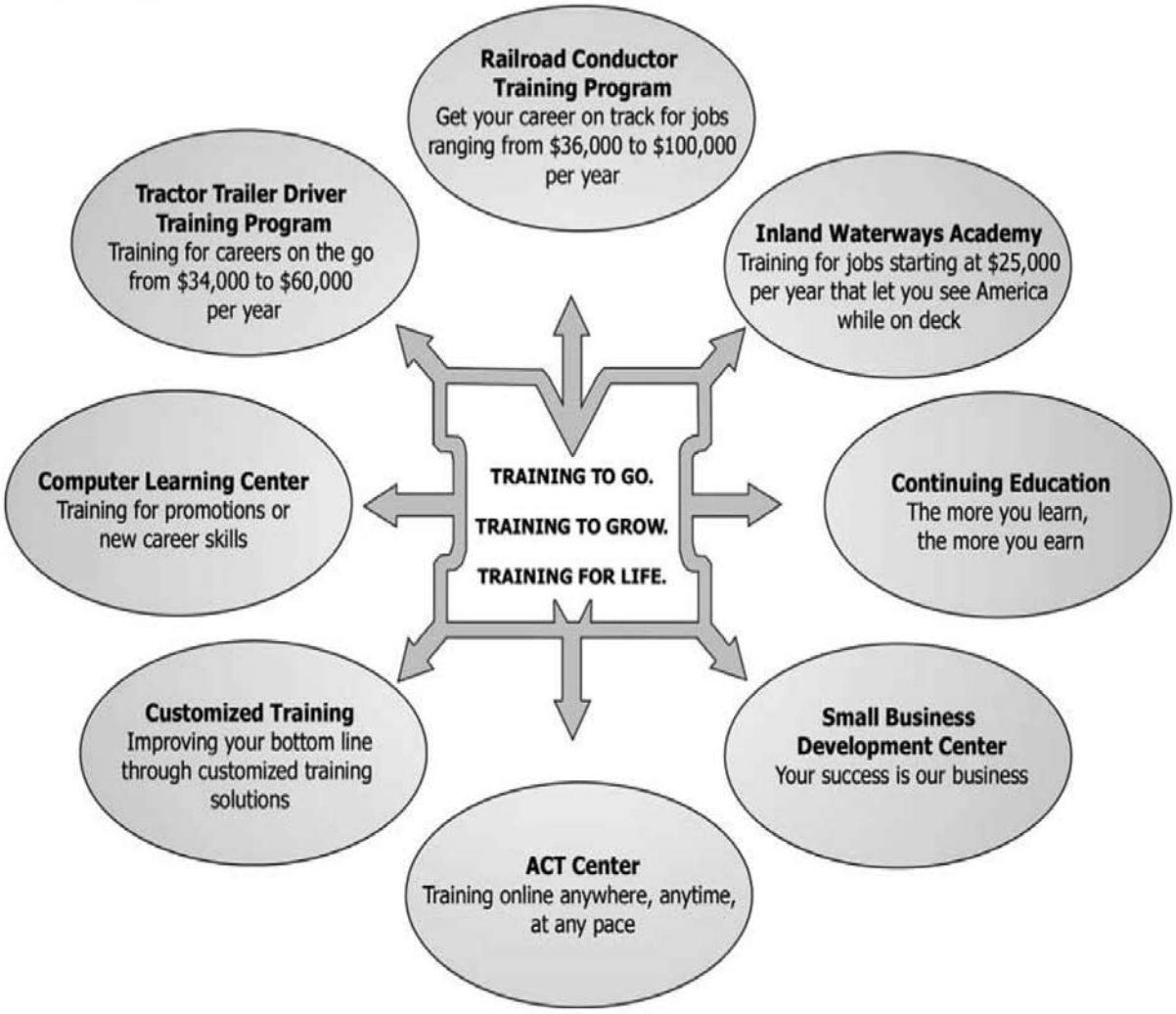
TRACTOR TRAILER DRIVER TRAINING PROGRAM

SMALL BUSINESS DEVELOPMENT CENTER

DIVISION OF WORKFORCE DEVELOPMENT

The Division 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) 696-6855** for more information on these and other training programs offered through the Division of Workforce Development at Marshall Community & Technical College. Or visit www.marshall.edu/ctc 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 DIVISION OF WORKFORCE DEVELOPMENT!



DIVISION OF WORKFORCE DEVELOPMENT OVERVIEW

Marshall Community & Technical College is the training provider of choice for professional development, industry-recognized training solutions, and personal enrichment.

The Division of Workforce Development at Marshall 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 Division of Workforce Development 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 Division 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 Division of Workforce Development design training programs that meet the specific working environment skill sets and knowledge needed by entrepreneurs, industry, agencies or professional organizations. The Division 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, delivery and evaluation of training. Cost-effective training is provided by Marshall Community & Technical College staff or contracted training specialists at a time and place convenient to the customer.

Additional business services resources include:

- The **Small Business Development Center** at Marshall Community & Technical College promotes economic development through a program of practical, interrelated services, providing assistance to existing small businesses and the emerging entrepreneur.
- **Small BIZU** online provides 20 "language of business" and important trade-skills courses to entrepreneurs requiring additional skills in money, marketing and management. The advanced master's-level program entitled "Entrepreneurial Master Class Curriculum" integrates the functional core skills into a set of "entrepreneurial mindsets" designed specifically for growing companies.
- The Division of Workforce Development is an active member of the **Region 2 Business Service Team** that identifies existing state and local agency resources that meet the needs of business, and creates the linkage to that asset.
- **ACT Center** provides access to 3,000 online courses that meet almost any professional or technical development need.
- Linkages to **Distance Education** are available from a number of resources connected to Marshall Community & Technical College.
- A **Mobile Computer Lab** is available for on-site Internet or computer skill training.
- **Industry Consortiums** are facilitated by the Division of Workforce Development to identify and solve the business needs for the emerging workforce and current employees.

For additional information, please contact Sara Chapman, Director of Continuing Education at 304-696-6855 or visit the Web site at www.marshall.edu/ctc.

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 Division of Workforce Development 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.

Inland Waterways Academy – The Inland Waterways Academy provides 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 offers five Fast Track Jobs Programs that meet the requirements for 90 days or less training that leads to immediate, direct employment in industry. The programs are:

- Marine Industry Technology Deckhand Training
- Railroad Conductor Training Program
- Tractor Trailer Driver Training Program
- Bank Teller Program
- Medical Billing and Coding Program

WorkKeys Assessments - WorkKeys Assessments are provided to students, prospective employees and incumbent workers to measure their basic skill levels and compare them to industry recognized occupational standards. Certifications are given when assessments meet the standards required by the occupational profile or the West Virginia WORKFORCE Certification levels of Gold, Silver or Bronze. The Division of Workforce Development also provides WorkKeys Job Profiling services to businesses.

ACT Center – The ACT Center provides testing for the following certifications: ACT, SAT, LSAT, Graduate Entrance Exam (GRE), Automotive Service Excellence (ASE), Association of Social Workforce Boards (ASWFB), Boston University and Capella University degree programs, Endovascular Medicine, Nuclear Medicine Technology Certification (NMTCB) and Commission on Dietetic Registration (CDR).

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

CONTINUING EDUCATION

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 Division staff facilitates the identification of desired performance levels expected of professionals in the workforce. The Division partners with highly qualified instructors that implement training solutions that improve individual performance. Many of the professional development courses include 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.

Mission Statement - The Division of Workforce Development at Marshall Community & Technical College extends non-credit courses for professional improvement, workforce development and personal enrichment to the community and beyond.

Continuing Education Units - The Division of Workforce Development provides Continuing Education Units (CEU) Certificates for courses that meet the educational requirements needed 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 Social Work, WorkKeys, ASE, CDR and NMTCB.

The Division of Workforce Development 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 304-696-6855 or visit the Web site www.marshall.edu/ctc.

THE COMPUTER LEARNING/CONTINUING EDUCATION CENTER IN SOUTH CHARLESTON

The Computer Learning/Continuing Education Center in South Charleston offers a variety of continuing education programs in both computer-related areas as well as non-computer fields. The Center also houses the ACT Training and Testing Center and provides a top-of-the line computer lab available for rental to local businesses and agencies.

Course Offerings - Computer – The Center offers a full line of computer training classes including all the Microsoft Office sections, PDF classes, Web design classes, as well as customized classes meeting the needs of the individual businesses or agencies.

Course Offerings - Non-Computer – Some of the course offerings are designed specifically to meet the needs of certain state licensure requirements, e.g., Social Work courses, CPA courses, Psychology courses, and others, all meeting the licensure board requirements for continuing education units. Other course offerings are for the general public such as Strategic Planning/ Grant Writing workshops and E-Commerce Workshops.

Continuing Education Units - The Continuing Education Center provides Continuing Education Units (CEU) Certificates for courses that meet the educational requirements needed 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.

ACT Testing Center - The testing component of the ACT Training and Testing Center is designed for a secured testing environment, meeting the needs of individuals required to take certain testing for state or national licensures.

ACT Training Center - The training section offers over 3,000 online courses in areas such as Basic Computer, Personal Development, Management, Industrial Safety, and Industrial Technology. The online component allows participants to access courses "anytime, anywhere, any place."

ACT Online Courseware Categories and Subcategories - ACT is building a vast courseware repository to meet the workforce development needs of individuals, businesses, and organizations. We have selected the highest-quality courses from premier training providers in seven major categories with numerous subcategories. ACT currently is testing a significant number of courseware titles in these areas to ensure that they meet our system and networking requirements. Check this site on a regular basis for new courseware information.

Main Categories and Subcategories:

1. Key Work Skills
- Applied Technology
- Life Skills
- Listening
- Locating Information
- Mathematics
- Observation
- Reading
- Team Communication Skills
- Writing

2. Computer Basics
- Desktop Publishing/Graphics
- Introduction to Computers
- Introduction to Databases
- Introduction to Spreadsheets
- Introduction to the Internet and World Wide Web
- Introduction to Word Processing
- Microsoft End User

3. English as a Second Language (ESL)
- Advanced
- Functional/Beginner
- Intermediate

4. Industrial Technology and Safety Skills

- Automotive Repair and Maintenance
- Basic Industrial/Technical Skills
- Building Construction
- Building Maintenance
- CAD/CAM
- Electricity/Electronics
- Heating, Refrigeration, and Air Conditioning
- Industrial Controls
- Industrial Operations Training
- Industrial Safety
- Mechanical Maintenance
- Precision Metalworking/Manufacturing
- Quality Systems

5. Information Technology

- Computer Technician
- Intermediate and Advanced Database Applications
- Intermediate and Advanced Desktop Publishing Applications
- Intermediate and Advanced Spreadsheet Applications
- Intermediate and Advanced Word Processing Applications
- Internet and World Wide Web
- IT Certification
- Network Administration
- Network Engineering
- Operating Systems
- Programming Languages
- Research and Development Tools
- Systems Administration

6. Management and Leadership

- Change Management
- Coaching and Counseling
- Conflict Management
- Customer Service
- Financial Management
- Leadership
- Management Fundamentals
- Organizational Management
- Performance Improvement
- Personnel Management
- Project Management
- Sales/Marketing Management
- Small Business Management
- Supervision
- Team Leadership/Team Building

7. Personal and Professional Development

- Business Writing
- Critical Thinking
- Cultural Diversity
- Interpersonal Communication
- Personal Finance
- Presentation Skills
- Problem Solving and Decision Making
- Sales
- Sexual Harassment Awareness
- Stress Management
- Telephone Skills
- Time Management

To preview course content on any of the available courses, visit http://www.actcenters.com/marin/centersintro/courseware.asp?si=mctc1.

Lab Rental - The Center offers a first-class computer laboratory available for rent to local businesses and agencies. There are 14 laptops, and 8 desk-top stations, along with an instructor's station. An LCD projector hooked to the instructor's station permits everyone in the room to view what the instructor is doing. Coffee is provided as part of the rental, but additional food services are also available for an additional fee, such as morning and/or afternoon breaks, and boxed lunches.

For additional information, please visit us on-line at www.marshall.edu/ctc or write: Martha Pierson, Program Manager, 100 Angus E. Peyton Drive, South Charleston, WV 25303; phone, 304-746-2062; or e-mail, mpierson@marshall.edu

INLAND WATERWAYS ACADEMY COURSE DESCRIPTIONS

Overview - The Inland Waterways Academy of Marshall Community & Technical College traces its roots back to 1999, when the Division of Workforce Development began working with the inland towboat industry to address the high turnover rate among entry-level workers. Some segments of the industry were reporting turnover rates that exceeded 67%, resulting in the need for several hundred deckhands every year. Marshall and the towboat industry formed a partnership, and the first Deckhand Class commenced at Mason County Vocational-Technical Center in March of that year.

Tri-State Fire Academy Partnership - In 2000 the Inland Waterways Academy formed a partnership with the Tri-State Fire Academy, and operations were moved to the Fire Academy's location at 4200 Ohio River Road, just outside Huntington. A deckhand training simulator was built in 2000, and as the scope of instruction widened and more classes were offered, a live fire-training simulator was constructed in 2004. In addition, the Tri-State Fire Academy location provides a number of large, airy classrooms, including a computer lab.

Certifications - The Inland Waterways Academy has perceived a need to enhance boating safety on the inland waterways and assist in building bridges between the commercial boating industry and the recreational boating industry. In 2003 a partnership was formed with the Great Kanawha River Navy, and the Inland Waterways Academy began offering classes that allowed recreational boaters to obtain a Master's license from the U.S. Coast Guard. Additionally, partnerships have been formed with the West Virginia Department of Natural Resources Enforcement Division to provide required boating safety classes to recreational boaters and with the U.S. Power Squadron to offer boating safety classes.

College Credits - Marshall Community & Technical College offers certificate and degree programs through the Inland Waterways Academy. Both programs are work-study programs designed for employees in the inland marine industry, where credit is given for work in the industry while the student pursues his or her studies.

Maritime Industry - The Inland Waterways Academy is able to provide entry-level training for workers who desire employment in the maritime industry, career enhancement training for employees who desire to improve their professional skills, and recertification training that enables employees to maintain their professional certifications. The Inland Waterways Academy is also able to develop specialized training to meet the needs of industries in the intermodal maritime field.

COMMERCIAL MASTER COURSES

The Inland Waterways Academy offers a number of Commercial Master courses that are approved by the U.S. Coast Guard.

Master of Steam or Motor Vessels upon Inland or Near Coastal Waters is a series of license preparation courses. These courses are offered for those persons who wish to be licensed by the U.S. Coast Guard to operate inspected passenger or freight vessels of up to 200 Gross Domestic Registered Tons up to 200 miles offshore. Ideal for recreational boaters who wish to document their knowledge and experience, it is usually offered as an after-hours course on weeknights and/or weekends. The length of the course ranges from 80 to 106 hours, depending on the level of license the student wishes to obtain.

Operator of Uninspected Passenger Vessels upon Inland or Near Coastal Waters is commonly referred to as the "six-pack" license. The course is designed for those persons who wish to obtain a U.S. Coast Guard license to operate vessels that carry six or fewer passengers for hire on waters up to 200 miles offshore. Similar to the Master of Steam or Motor Vessels license, this course is also designed for recreational boaters who wish to document their knowledge and experience. The length of the course ranges between 60 and 80 hours, depending on the level of license the student wishes to obtain. This course is also usually offered as an after-hours course on weeknights and/or weekends.

Auxiliary Sail Endorsement is a 4-hour course designed for those persons who already hold a license as Master of Steam or Motor Vessels or Operator of Uninspected Passenger Vessels and who wish to expand the scope of their license to allow operation of vessels propelled by sail.

Assistance Towing Endorsement is an 8-hour course designed for persons who already hold a license as Master of Steam or Motor Vessels or as Operator of Uninspected Passenger Vessels and who wish to have their license endorsed to allow assistance towing. This endorsement is not intended for personnel who operate commercial towing vessels, such as towboats that push barges or tugboats that tow barges. Instead, it is intended for personnel who assist recreational boaters who are in distress and need a tow to a safe harbor. This could be a commercial or a non-commercial operation.

DECKHAND BASIC TRAINING

This course is designed for personnel who have never worked on the Inland Waterways. It is designed to give the student a taste of what life on the river is like, both the good points and the bad points, and to give those personnel who decide that the isolation of a river life is not desirable an opportunity to leave the industry before they or the company that hires them expends too many resources. The course is also designed to familiarize the new deckhand with the unique jargon of the waterways trade, acquaint the new deckhand with some of the tools and equipment that are used in the trade, and to teach some basic waterways skills. Finally, the course is designed to instill both a sense of professionalism in the new deckhand and to emphasize safe working practices in the marine environment. The cost of the 40-hour (5 days) course is $400.

EMERGENCY CARE COURSES

The Inland Waterways Academy offers a number of emergency care for personnel courses that have been prepared by the American Red Cross. The Inland Waterways Academy is a proud provider of American Red Cross Health and Safety Courses.

Emergency Care for Inland Boatmen is the American Red Cross Wilderness First Aid Basic course with an emphasis on conditions that are likely to be encountered on board a vessel. Like when a person is in the woods or in the wilderness, a boater is often faced with a situation where medical assistance is hours away. This course gives the students the skills needed to provide immediate first aid and then maintain the patient until more advanced care can be obtained. The 16-hour course does not include CPR training, but includes advanced first aid skills.

First Aid/CPR/AED is the American Red Cross Standard First Aid course. Also known as Workplace First Aid, this course teaches basic first aid skills that a responder can use while awaiting the arrival of advanced medical care. This course is required by the U.S. Coast Guard prior to original issuance of any license.

Emergency Response is a 43-hour course that meets Department of Transportation regulations for First Responders. This is the same level of training that Police Officers and Fire Fighters obtain when they are designated as First Responders. This is also an American Red Cross course.

FIREFIGHTING

The Inland Waterways Academy offers a number of firefighting courses to meet the needs of the industry.

Basic and Advanced Firefighting is a comprehensive course in the theory and practice of marine firefighting on all types of vessels including inland waterways and offshore vessels. The course includes both classroom instructions in the theory of firefighting and practical experience in fighting live fires utilizing the Inland Waterways Academy Fire Training Facility located at the Tri-State Fire Academy in Huntington. Live fire training includes both interior and exterior fire fighting practice. The course is approved by the U.S. Coast Guard to satisfy both the requirements of Title 46, Code of Federal Regulations, and the requirements of the International Code of Standards of Training, Certification, and Watchstanding for Seafarers (STCW Code). The course is 41 hours (five days) long.

Tank Barge Firefighting is designed for Tankermen who will be serving on board barges and is required by the U.S. Coast Guard prior to issuance of a U.S. Merchant Mariners Document endorsed as Tankerman – PIC (Barge). This is a hands-on course, taught at the Inland Waterways Academy Fire Training Facility at the Tri-State Fire Academy in Huntington. The course is 16 hours (two days) long.

Marine Firefighting for Land Based Firefighters is designed to give experienced shore-based firefighters the additional knowledge and skills necessary to successfully fight fires in the marine environment. It consists of a combination of classroom instruction and hands-on training at the Inland Waterways Academy Fire Training Facility at the Tri-State Fire Academy. The course is 8 hours long.

Fire Protection for Shipyard Workers meets the requirements of the Occupational Safety and Health Administration (OSHA) contained in Title 29, Code of Federal Regulations, and Part 1915. It is designed for shipyard personnel who are assigned to firefighting duties at any level.

MARITIME SECURITY

The Inland Waterways Academy offers a number of Maritime Security courses that are designed to enhance the security of vessels and facilities. These courses meet the requirements of the U.S. Coast Guard.

Maritime Security Awareness is designed to provide company security officers, vessel security officers, and vessel crews with the knowledge and skills of their responsibilities under Title 33, Code of Federal Regulations.

Towboat Vulnerability Assessment provides the student with the knowledge required to conduct a U.S. Coast Guard approved Towboat Vulnerability Assessment. The end result of the hands-on training is a simplified risk-based assessment that can be refined and tailored to all the vessels in a company's fleet.

Waterfront Facilities Security Assessment is designed for facility and terminal operators and provides the student with the knowledge and skills necessary to conduct Waterfront Facility Assessments in accordance with U.S. Coast Guard regulatory requirements. Students gain an understanding of the federal Security Guidelines that are applicable to various levels of threat, a comprehensive set of checklists and guidelines that will enable them to conduct a waterfront security assessment, and a clear understanding of facility operator responsibilities in taking necessary security precautions to protect their facilities from terrorist acts or natural disasters.

RADAR OBSERVER (RIVERS)

The student who successfully completes this course is entitled to have his or her license endorsed as Radar Observer (Rivers). The Radar Observer endorsement is a requirement for anyone who operates a towing vessel 26 feet in length or more and for every vessel over 300 Gross Registered Tons.

The Radar Observer (Rivers) course is offered four times per year, on the three weekdays immediately following the Steersman of Towing Vessels Upon Western Rivers course. The three-day course costs $350.

SHIPBOARD INSTRUCTION AND SHIPBOARD ASSESSOR

This course is designed to provide the student with the instruction and assessment techniques required for a Qualified Instructor or a Designated Examiner as defined in Title 46, Code of Federal Regulations, Sections 10.103 and 12.01-6. The course provides the student with skills and knowledge in identifying training needs, developing training objectives, identifying performance standards, and evaluating training and performance. The length of this course is 16 hours.

STEERSMAN OF TOWING VESSELS ON WESTERN RIVERS

The Steersman of Towing Vessels on Western Rivers is an upgrade course for those personnel who can present evidence of at least 540 8-hour days (or 360 12-hour days) working on towing vessels on the Western Rivers. Successful completion of this course satisfies the U.S. Coast Guard examination requirements for issuance of a license as Steersman of Towing Vessels upon Western Rivers. This course also carries academic credit toward an Associate of Applied Science in Technical Studies – Marine Training Option degree issued by Marshall Community & Technical College.

The Steersman of Towing Vessels on Western Rivers course is offered four times per year. The length of the course is ten days (Monday through Friday for two weeks). The cost of the course is $850 all inclusive.

TANKERMAN – PERSON IN CHARGE

The Inland Waterways Academy offers two Tankerman – Person in Charge (PIC) courses.

Tankerman PIC (Barge) – Dangerous Liquids is designed for a deckhand who wishes to obtain a U.S. Merchant Mariner's Document from the U.S. Coast Guard endorsed as Tankerman PIC (Barge) – Dangerous Liquids. The holder of this document is authorized by the U.S. Coast Guard to be the person in charge and supervise the transfer of bulk liquids between a barge and a shore facility or between two barges. This course satisfies the examination requirements of Title 46, Code of Federal Regulations; the U.S. Coast Guard requires additional service requirements prior to issuance of the document. The length of the course is 41 hours (5 days), and the cost is $650.

Tankerman PIC (Barge) – Liquefied Gases is very similar to the Tankerman PIC (Barge) – Dangerous Liquids course, with the difference that this course emphasizes the properties, techniques, and hazards of the carriage of liquefied gases. The holder of a U.S. Merchant Mariner's Document endorsed as Tankerman PIC (Barge) – Liquefied Gases is authorized by the U.S. Coast Guard to be the person in charge and supervise the transfer of liquefied gases between a barge and a shore facility or between two barges. This course satisfies the examination requirements of Title 46, Code of Federal Regulations; the U.S. Coast Guard requires additional service requirements prior to issuance of the document.

For more information, please contact Inland Waterways Director/ Instructor, Captain John Whiteley at 304-697-5616 or visit the Web site, www.marshall.edu/ctc.

RAILROAD CONDUCTOR TRAINING PROGRAM

The Railroad Conductor Program is a five-week program, meeting five days a week in Huntington. The training prepares qualified men and women for entry-level positions with a Class 1 railroad.

The course includes an introduction to railroading safety, operating rules, signals, equipment, and other topics essential for success as a conductor. Students spend eight hours per day training either in class or on rail equipment. Classes are scheduled Monday through Friday. Students are provided all of the study materials and safety equipment to complete the course.

In the second, third and fourth weeks of class, job interviews, medical evaluations and strength tests are normally conducted. Background investigations and former employee releases are initiated. By the end of the fifth week, job offers are sent to those who have been selected for employment. Average hire rate for program is 95% students employed as conductors. Graduates begin employment within the two days of graduation.

Program Requirements:

- Possess high school or GED diploma.
- Minimum of two years full-time work experience (college degree or full-time coursework may be considered in partial fulfillment of work history requirement).
- Must be highly motivated and able to complete five weeks of intense, full-time training without interruption.
- Willing to relocate upon graduation to meet the railroad's employment needs.
- Possess a valid and current driver's license.
- Have no record or history of DUI's in the past three years.
- Have no felonies in past five years.
- Not be on active probation.
- Have no record or history of a positive drug test.
- Completion of a personality and reading comprehension test.
- Meet physical requirements. Lift 80 lbs to a height of 40 inches, good hearing, non-colorblind/non-colorblind deficient, and generally in good health condition. (Medical evaluation and strength test is required upon acceptance to a class.)

Funding Sources - Enrollment is not complete until all fees and tuition are paid in full. There are several payment options:

- Cash, money order or certified bank check (no personal checks)
- Credit Cards: Visa, MasterCard, or Discover Card
- Government or Program Funding (WIA): Upon approval for funding, participants will be enrolled in the class. Contact local WIA office for approval.
- SLM Financial – Career Training Loan – SLM will lend up to $4,450 for the 5-week tuition and up to $2,000 for expenses incurred while attending the school (lodging, meals, and travel). Interest rates are variable (monthly) and based on the Prime Rate + a spread which is based upon the individual's credit history (usually between 7% and 12 %). This loan does not require a co-signer; however, the individual must have a co-signer if he or she is not currently employed or if he or she is denied credit initially. Repayment of the loan starts 30 days after disbursement. The standard repayment term is 10 years with average payments of $75 to $100 month.

Interested applicants need to fill out an online application at www.marshallrailroad.com. If the applicant meets initial criteria, he or she will be selected to attend an orientation and testing session to meet with a recruiter to interview and take pre-screening testing. If qualified, the applicant will be selected for class when jobs are available in his or her local area. Course cost is $4,450. For more information, please see Web site, www.marshallrailroad.com.

TRACTOR TRAILER DRIVER TRAINING PROGRAM

The Marshall Community & Technical College Tractor Trailer Driver Training Program is a new program that provides adults or dislocated workers with marketable job skills so that they can start earning $25,000 to $45,000 a year in their first year. The average salary of the students completing the training is $17.00 per hour.

The program is designed for individuals with little or no commercial driving experience. The course includes everything needed to prepare for entry-level positions in the trucking industry which include the following:

- a Department of Transportation (DOT) physical which includes drug screen;
- learner's permit;
- understanding of DOT rules and regulations;
- map reading, trip planning, and log books;
- Class-A road test;
- certificate of completion + 16 continuing education unit credits.

Training Overview

Classroom (40 hours)

- orientation
- commercial driver's license (CDL) permit study
- endorsement study – doubles /triples /tankers /hazardous materials (federal background check required for hazardous materials endorsement)
- job procurement. (We have several recruiters from over-the-road trucking companies that come to our location and offer lifetime job placement assistance.)
- log books - hours of services
- map reading - trip planning
- DOT regulations
- hazard perception
- night operation
- extreme driving conditions
- railroad crossing safety
- accident reports
- double trailers

Yard and Road Skills (120 Hours)

- pre-trip inspection
- couple-uncouple
- straight backing
- 45- and 90-degree backing
- parallel parking
- serpentine backing
- shifting and double clutching

- turns
- ramps
- lane changes
- space management
- Class-A skills test

This program does require 30 hours of home study. Classes start every two weeks and we offer day and night classes.

Application Requirements

- 18 years or older (to drive out-of-state minimum is 21 years of age) ;
- valid driver's license ;
- ability to read and write in English;
- ability to pass DOT physical – a history of heart trouble, mental illness or bodily injuries may be a drawback – no illegal drug use;
- current motor vehicle record before class start. A good driving record is a plus for employment purposes. The image of the truck driver has changed greatly over the years. Current industry standards show that there is a shortage of 80,000 drivers per year.

There are three different types of trucking:

1. Local: this involves loading and unloading at local businesses. Pay is usually hourly and drivers are home every night.
2. Over-the-Road: delivering freight in all or part of the contiguous United States and Canada. Pay is usually by mile with 2,500 miles per week a reasonable expectation. (Examples: Werner, TMC, JB HUNT)
3. Short Haul: companies that haul freight terminal to terminal. Pay may be mileage-based or hourly. Time away is usually only one or two nights at a time. (Example UPS - the doubles on the highway)

If an individual's goal is to obtain local employment, we recommend he or she commit to 1 to 2 years of over-the-road (OTR) driving to gain experience. For additional information, call 304-696-6855 or visit the Web site, www.marshall.edu/ctc.

SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center (SBDC) at Marshall Community & Technical College is a division of the West Virginia Development Office and works with colleges, universities and other host institutions to provide free business consulting and technical assistance at 14 statewide locations. These services include business consultation, pre-venture counseling, loan packaging, business planning, workshops and the distribution of resource material. SBDCs are supported by the U.S. Small Business Administration (SBA) and extended to the public on a non-discriminatory basis. SBA cannot endorse any products, opinions or services of any external parties or activities. Arrangements for people with disabilities will be made if requested in advance.

The SBDC sponsors many business workshops throughout the year such as "How to Start Up a Small Business," "Beginning QuickBooks," "Financial Management," "OSHA General Industry Training," "Small Business Taxes 101," "Social Entrepreneurship and Social Enterprises," "How to Start a Business With Under $5,000," "To Your Credit," "Are You a Business Owner?," "OSHA Recordkeeping" and many others.

SmallBizU - SmallBizU is the first online academy created especially for small businesses and entrepreneurs and it is the largest collection of entrepreneurial training resources available on the internet.

The curriculum provides small businesses with real-world tools and information throughout the 20 core classes encompassing over 3,500 animated slides and 350 tools and resources contained in a comprehensive knowledgebase.

There is a free sample course available from any location on the SmallBiZU course menu to test drive before purchasing any module. SmallBizU link: http://www.smallbizu.org/wv/marshall/

What is The Objective of SmallBizU? SmallBizU seeks to teach entrepreneurs the 3Ms:

- Money
- Marketing
- Management

This objective is achieved through the delivery of core courses that teach the "language of business" and important trade-skills.

Beyond these core functional skills, an advanced master's-level program titled, The Entrepreneurial Master Class Curriculum (EMC2) integrates the functional core skills into a set of "entrepreneurial mindsets" designed specifically for growing companies.

Money Courses

- Creating a loan package
- Creating Financial Projections
- Finding and Attracting Investors
- Finding Money to Start a Business

Management Courses

- Crafting a Business Plan
- Choosing a Legal Structure
- Strategic Planning and Execution
- The Entrepreneurial Strategies

Marketing Courses

- Creating Buzz: Small Budget Marketing
- Marketing 101: The Fundamentals
- Market Insight and Research
- Positioning
- Pricing Strategies and Tactics
- Understanding Intellectual Property

Master-Level Courses

The Entrepreneurial-Master Class Curriculum

For additional information, please call Amber Wilson, center manager, 304-696-6789; e-mail: wilsona@marshall.edu or visit the Web site, www.marshall.edu/ctc.

COURSE DESCRIPTIONS

ACADEMIC SKILLS CENTER (ASC)
ACCOUNTING (AC)
ADMINISTRATIVE ASST. TECHNOLOGY (AAT)
AGRICULTURE & NATURAL RESOURCES (ANR)
ALLIED HEALTH (AH)
AMERICAN SIGN LANGUAGE (ASL)
BAKING AND PASTRIES (BP)
BIOLOGICAL SCIENCES (BIOL)
COMMUNICATION (COM)
COMMUNITY & TECHNICAL COLLEGE (COL)
COMPUTER-AIDED DESIGN (CAD)
CULINARY ARTS (CA)
DENTAL LABORATORY TECHNOLOGY (DLT)
ECONOMICS (EC)
EDUCATION (EDUC)
ELECTRONICS TECHNOLOGY (ELT)
EMERGENCY MEDICAL TECHNOLOGY (EME)
ENGLISH (ENL)
FINANCE AND BANKING (FN)
HEALTH INFORMATION TECHNOLOGY (HIT)
HOSPITALITY MANAGEMENT (HM)
HUMANITIES (HMN)
INDUSTRIAL SUPERVISION & MGMT. (ISM)
INFORMATION TECHNOLOGY (IT)
INLAND WATERWAYS (IW)
INTERIOR DESIGN (ID)
KENTUCKY VIRTUAL UNIVERSITY (KYV)
LEGAL ASSISTANT (LAS)
MACHINIST TECHNOLOGY (MT)
MANAGEMENT (MG)
MANUFACTURING ENGINEERING TECH (MFE)
MARKETING (MK)
MASSAGE THERAPY (MAS)
MATHEMATICS (MAT)
MEDICAL ASSISTING (MA)
MINING INFORMATION TECH. (MIT)
OCCUPATIONAL DEVELOPMENT (OD)
PAINTING AND ALLIED TRADES (PAT)
PARAMEDIC SCIENCE (PAR)
PHYSICAL THERAPIST ASST. (PTA)
POLICE SCIENCE TECH. (PST)
PUBLIC LIBRARY TECHNOLOGY (PLT)
RADIOGRAPHIC SCIENCE (RS)
READING (REA)
SCIENCE (SCI)
SOCIAL SCIENCE (SS)
TECHNICAL STUDIES (TS)
TECHNICAL TRAINING FOR ADULTS (TTA)

COURSE DESCRIPTIONS

PR = Prerequisite (must have this course before taking listed course)
CR = Corequisite (may take this course at the same time as the listed course)
CR/NC = Credit/No Credit

ACADEMIC SKILLS CENTER (ASC)

ASC 085 - 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 085 and other general education learning outcomes by an ASC instructor, graduate assistant, or student tutor; computer programs; and tutorial videos. (CR: MAT 085)

ASC 095 - 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 095 and other general education learning outcomes by an ASC instructor, graduate assistant, or student tutor; computer programs; and tutorial videos. (CR: MAT 095)

ASC 097 - 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 095 and other general education learning outcomes by an ASC instructor, graduate assistant, or student tutor; computer programs; and tutorial videos. (CR: MAT 097)

ASC 099 - 1 Credit. (CR/NC). This course is designed to allow students to work with teachers, computers, and videos to build academic skills and refresh existing skills.

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.

AC 108 - Accounting for Business 3 Credits. To provide students with a basic knowledge of accounting terms, concepts and procedures. Students will study procedures related to payroll, bank reconciliation, accounts payable, and accounts receivable. (Offered Spring Semester only)

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) (Offered Spring Semester only)

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 201 or AC 108 or AC 103) (Offered Fall Semester only)

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: IT 101 or IT 101E and AC 103; IT 101 or IT101E and AC 108; or IT 101 or IT 101E and AC 201; or Permission)

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 IT101E 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) (Offered Spring Semester only)

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)

ADMINISTRATIVE ASSISTANT TECHNOLOGY (AAT)

AAT 095 - Self-Paced Basic Keyboarding 2 Credits (CR/NC). Development of fundamental keyboarding techniques, rapid and accurate keyboarding skills. Student must key a minimum of 35 wpm with no more than 5 errors to pass this course.

AAT 104 - Records Management 3 Credits. Fundamental principles of records management including the creation, storage, retrieval, deletion, filing, and organization of information in a records management system. Applicable database management software will be introduced.

AAT 105 - Computerized Database Management 3 Credits. Use of database management software to create and maintain databases.

AAT 114 - Keyboarding II 3 Credits. Emphasis is on the development of keying speed and accuracy. Further emphasis is placed on the designing, preparing, and keying of more complex two-page manuscripts, business forms, and other types of business correspondence. (PR: AAT 136 or Permission) (Offered Fall Semester only)

AAT 136 - Comprehensive Word Processing 3 Credits. Provides hands-on training in the use of word processing software.

AAT 160 - Introduction to Presentation Software 3 Credits. Students will learn and apply presentation concepts and practices to create presentations using computer software. (Offered Spring Semester only)

AAT 220 - Anatomy and Physiology for Transcription 3 Credits. An introduction to structure and function of the human body, by body system and on the cellular level.

AAT 221 - Medical Terminology for Transcription 3 Credits. An introduction to prefixes, suffixes, root words, combining forms, Latin and Greek forms, spelling, and pronunciation, with emphasis on building a working medical vocabulary based on body systems.

AAT 222 - Pharmacology for Transcription 3 Credits. An introduction to the principles of pharmacology and a comprehensive study of drug action, routes of administration, classes of drug by body system, as well as antibiotics, antiviral drugs, IV fluids, blood products, anesthetics, emergency drugs, vaccines, and immunizations. (PR: Permission)

AAT 223 - Beginning Laboratory Medicine for Transcription 1 Credit. A comprehensive study of laboratory and pathology tests and procedures by body system, Part I. (PR: Permission)

AAT 224 - Advanced Laboratory Medicine for Transcription 1 Credit. A comprehensive study of laboratory and pathology tests and procedures by body system, Part II. (PR: Permission)

AAT 225 - Human Diseases for Transcription 3 Credits. A comprehensive study of disease processes, organized by body system. (PR: Permission)

AAT 226 - Surgical Procedures for Transcription 1 Credit. A comprehensive study of surgical techniques, instruments, and operative procedures. (PR: Permission)

AAT 242 - Legal Terminology and Transcription 3 Credits. Provides training in legal terminology and transcription. (PR: AAT 114 and AAT 136) (Offered Fall Semester only)

AAT 244 - Beginning Medical Transcription 3 Credits. Transcription of authentic physician-dictated reports organized by body systems with emphasis on development of accuracy and medical knowledge for transcription of letters, chart notes, history and physical examination reports, consultations, emergency room reports, and discharge summaries. Use of reference materials and other resources, techniques for proofing and editing, discussion of professional issues in medical transcription, and review of grammar and punctuation are integrated in the content. (PR: Permission)

AAT 245 - Pathology Transcription 2 Credits. Transcription of authentic physician-dictated reports related to pathology with emphasis on development of accuracy and medical knowledge for transcription of autopsies, gross descriptions, and microscopic descriptions. Use of reference materials and other resources, techniques for proofing and editing, and review of grammar and punctuation are integrated in the content. (PR: Permission)

AAT 246 - Radiology Transcription 2 Credits. Transcription of authentic physician-dictated reports related to radiology with emphasis on development of accuracy and medical knowledge for transcription of soft tissue and bone x-rays, contrast material and interventional radiology, nuclear medicine, ultrasound, computerized tomography, and magnetic resonance imaging. Use of reference materials and other resources, techniques for proofing and editing, and review of grammar and punctuation are integrated in the content. (PR: Permission)

AAT 247 - Gastroenterology Transcription 2 Credits. Transcription of authentic physician-dictated reports related to gastroenterology with emphasis on development of accuracy and medical knowledge for transcription of admission notes, emergency room notes, history and physical examinations, consultations, operative reports, and discharge summaries. Use of reference materials and other resources, techniques for proofing and editing, and review of grammar and punctuation are integrated in the content. (PR: Permission)

AAT 248 - Cardiology Transcription 2 Credits. Transcription of authentic physician-dictated reports related to cardiology with emphasis on development of accuracy and medical knowledge for transcription of admission notes, emergency room notes, admitting history and physical examinations, consultations, operative reports, DC cardioversions, electrocardiograms, thallium treadmill exercise stress tests, echocardiograms, echo Doppler studies, electrophysiological studies, cardiac catheterization, and discharge summaries. Use of reference materials and other resources, techniques for proofing and editing, and review of grammar and punctuation are integrated in the content. (PR: Permission)

AAT 249 - Orthopedics Transcription 2 Credits. Transcription of authentic physician-dictated reports related to orthopedics with emphasis on development of accuracy and medical knowledge

for transcription of history and physical examinations, hospital progress notes, consultations, operative reports, and discharge summaries. Use of reference materials and other resources, techniques for proofing and editing, and review of grammar and punctuation are integrated in the content. (PR: Permission)

AAT 250 - Medical Transcription Internship 1 Credit. The student is placed in a facility where medical transcription is performed (hospital, clinic, physician's office, transcription company, or a combination of these sites). The student transcribes under the supervision of the site's medical transcription administrator. (PR: Permission)

AAT 253 - Medical Transcription 3 Credits. Preparation of medical documents dictated on electronic media. (PR: AAT 136 and AH 151) (Offered Spring Semester only)

AAT 255 - Desktop Publishing 3 Credits. Study of desktop publishing concepts and techniques, and application of basic principles of design and layout using desktop publishing software. (PR: IT 101 or IT 101E) (Offered Fall Semester only)

AAT 261 - Integrated Document Formatting 3 Credits. Production of integrated documents with an emphasis on formatting, proofreading, and editing techniques and practices. (PR: AAT 114 and AAT 237) (Offered Spring Semester only)

AAT 265 - Administrative Office Procedures 3 Credits. This course focuses on promoting an understanding of office procedures, providing information on business principles, and promoting a high standard of ethics applicable to any business environment. Students are required to use e-mail, Internet, make a presentation, design their resumé, and complete other office simulations. (PR: AAT 136) (Offered Fall Semester only)

AAT 280-287 - 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)

AAT 290 - Internship 3 Credits (CR/NC). Supervised on-the-job training for Administrative Assistant Technology students. Student must successfully complete 200 hours of appropriate office experience. (PR: Complete 45 credit hours toward AAT degree, or permission) (Offered Spring Semester only)

AGRICULTURE AND NATURAL RESOURCES (ANR)

ANR 101 - Agriculture and Natural Resources I 5 credits. This area of study is designed to provide students with core skills and competencies needed for pursuing advanced careers in agriculture and natural resources. Students will utilize problem-solving techniques and participate in laboratory activities to develop an understanding of course concepts. This course is only offered at vocational partnership sites.

ANR 102 - Agriculture and Natural Resources II 5 credits. This area of study is designed to provide students with core skills and competencies needed for pursuing advanced careers in agriculture and natural resources. Students will utilize problem-solving techniques and participate in laboratory activities to develop an understanding of course concepts. This course is only offered at vocational partnership sites.

ALLIED HEALTH (AH)

AH 151 - Medical Terminology 3 Credits. Introduction to basic techniques of medical word building principles and to the language used within health care systems.

AH 205 - Principles of Disease 4 Credits. The nature, cause, diagnosis, and treatment of diseases. (PR: SCI 257 or BSC 227)

AH 207 - Infection Control for Health Professionals 4 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: AH 151)

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. (Offered Spring Semester only)

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)

AMERICAN SIGN LANGUAGE (ASL)

ASL 101 - Elementary American Sign Language I 3 credits. This course introduces students to the use and study of American Sign Language (ASL), its grammatical rules and cultural aspects of the Deaf community. Emphasis is on building beginning receptive and expressive sign vocabulary, appropriate grammatical and affective facial expressions, syntax and body modifiers.

ASL 102 - Elementary American Sign Language II 3 credits. This course continues the use and study of American Sign Language (ASL), its rules of grammar and cultural aspects of the Deaf community. Emphasis is on continued building of elementary receptive and expressive vocabulary, appropriate grammatical and affective facial expressions and body modifiers.

BAKING AND PASTRIES (BP)

(The first BP classes will be offered in Spring 2008.)

BP 101 - Basics of Pastry and Baking 3 Credits. An introduction to pastries, breads, and desserts through a discussion of the kinds of measurements and mathematical calculations necessary for baking and of the processes common to nearly all baked goods using flour, shortening, sugar, eggs, water or milk, and leavening agents. (CR: CA 200 and HM 101)

BP 105 - Breads and Doughs 3 Credits. This course focuses on the basic procedures in the production of many kinds of yeast products. Students will demonstrate the 12 steps in bread baking, utilizing breads from all three yeast product types. Proper ingredient identification and measurement will be demonstrated. (CR: BP 101, CA 200 and HM 101)

BP 110 - Fundamentals of Cakes 3 Credits. This course will focus on procedures for mixing and baking various types of cakes. It will also cover how to assemble and decorate many kinds of desserts, using baked cake layers and sheets in combination with icings, fillings, and other ingredients. (PR: BP, 101, BP 105, CA 200 and HM 101)

BP 115 - Fundamentals of Pastries 3 Credits. This course will present the principal pastry doughs and their uses. It will cover the production of baked and unbaked tarts and demonstrate a wide variety of presentation options useful in a professional setting. Procedures of preparing the various components will be covered in detail to familiarize students with identifying a correctly constructed final product. Students will use their knowledge of products and tools to create professional level pastries. (PR: BP 101, BP 105, and CA 200 and CR: BP 110)

BP 200 - Advanced Decorating 3 Credits. This course covers the advanced techniques using the mediums of pastillage, gum paste, marzipan, and sugar. Students will create each medium using its raw components and create a professionally viable showpiece that is also commercially useful. Students will employ their knowledge of ingredients and tools to create one-of-a-kind edible "works of art." (PR: All 100-level BP courses, CA 200 and HM 101; CR: BP 205)

BP 205 - Working with Chocolate 3 Credits. This course provides an in-depth study of procurement, production, use, and presentation of chocolate. The fundamentals of tempering, molding, and shaping chocolate are central themes used in this class. Students will be able to take chocolate in its raw form and convert it into perfectly tempered candies and show pieces suitable for professional presentation. Students will use their knowledge of temperature control and product selection to create visually stunning as well as delicious confections. (PR: All 100-level BP courses, CA 200 and HM 101; and CR: BP 200)

BP 210 - Advanced Pastries I 3 Credits. This course is a study in the advanced techniques and styles used by the professional pastry chef. Students will be exposed to confections with a higher level of difficulty that require knowledge of ingredients and their behaviors. Students will use their solid foundations in the pastry principles (chocolate, cakes, breads, pastries, and decorating styles) to be successful in this advanced class. (PR: All 100-level BP courses, BP 200, BP 205, CA 200 and HM 101)

BP 215 – Advanced Pastries II 3 Credits Advanced Pastries II is the culmination of all pastry courses. Students will use their knowledge of all topics covered in the preceding classes to create, execute, and present a number of plated desserts that are high restaurant quality. Students will also design a showpiece cake stand. They will choose their preferred medium, design a visually appealing yet functional cake stand, create an advanced cake for display, and present the finished product for grading. This course will use all the students' knowledge and skills in a deadline-driven situation.

BIOLOGICAL SCIENCES (BIOL)

BIOL 210 - Microbiology 3 Credits. An introduction to the role of microorganisms in the disease process. (PR: MAT 145, MAT 145E, MAT 150 or MAT 150E)

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 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.

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.

COMMUNICATION (COM)

COM 096 - Conversational Grammar 3 Credits (CR/NC). A self-help course for students who need to improve oral grammatical skills. Emphasis is on improving spoken grammar to adhere to the principles of Standard American English. (PR: Completion with passing grade of one college English course or permission)

COM 112 - Oral Communication 3 Credits. This course provides instruction and experience in preparation and delivery of presentations in public settings and group discussions. Emphasis is placed on research, preparation, delivery, and evaluation of 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.

COM 235 - Leadership Development Studies 3 Credits. This course that provides students with 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, COM 111E or ENL 111)

COM 280-283 - Special Topics 1 to 4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of division director or course instructor)

COMMUNITY & TECHNICAL COLLEGE (COL)

COL 101 - New Student Seminar – CTC 1 to 3 Credits (CR/NC). COL 101 is designed as an introduction to college life and is intended for freshman 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 110 - Math Study Strategies 1 Credit. (CR/NC) Evaluation of math strengths and weaknesses and learning style evaluation. Time management, note-taking skills, test anxiety, and other needed study strategies as they apply to math courses.

COL 138 - Academic Skills Review 3 Credits. Academic preparation to help students improve study methods, time management methods, textbook reading skills, listening and note-taking procedures, and test-taking skills.

COL 280-285 - Special Topics 1 to 6 credits. This course will consist of study of content not normally covered in other courses. (PR: Permission)

COMPUTER-AIDED DESIGN (CAD)

(Classes are taught at Cabell County Career Technology Center)

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 models.

CAD 211 - Advanced Computer Aided Interior Design 3 credits. Advanced computer 3-D drawings in perspective and elevations. (PR: CAD 111)

CULINARY ARTS (CA)

CA 101 - Fabrication and Knife Skills 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.

CA 110 - Mise en Place 3 Credits. This course covers the principles of basic food preparation and identification as well as manufacturing of products. Students will be instructed on how to identify kitchen equipment and tools. Course will help educate students in the practices of measuring, organization and proper techniques and skills used in the modern kitchen. Students will apply knowledge of rules and laws referencing sanitation and safety regulations. Proper equipment and knife-handling principles will be demonstrated.

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. 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, including decorative pieces.

CA 116 - Introduction to Breads and Doughs 3 Credits. 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 110)

CA 120 - A la Carte Dining Room Service I 3 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.

CA 135 - International Cuisine 3 Credits. This course will explore various international cuisines along with special features of geography, climate, and culture that influence regional cooking. (PR: CA 110)

CA 137 - Trends in the Hospitality Industry 3 Credits. This course provides an examination of issues and topics affecting the hospitality industry. Current and future trends in the industry will be discussed. Possible topics include but are not limited to technological advancement, gaming and casinos, internet marketing and industry globalization.

CA 200 - Culinary Sanitation and Safety 3 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.

CA 205 - A la Carte Dining Room Service II 3 Credits. This course covers advance dining room procedures. Students are exposed to advanced table service techniques, tableside preparation and the importance of guest satisfaction. (PR: CA 110 and CA 120)

CA 224 - Intermediate Cooking and Artistry 3 Credits. This course covers the principles of intermediate food preparation and identification as well as manufacturing of products. Students will learn presentation skills and menu development. (PR: CA 110 and CA 111)

CA 225 - Advanced Cooking and Artistry 3 Credits. 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. (PR: CA 110 and CA 224)

CA 235 - Menu Planning 3 Credits. 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 merchandizing a menu.

CA 245 - Culinary Nutrition 3 Credits. This course is an introduction to nutrition using dietary recommendations, food guides, food labels and Food Guide Pyramid 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.

CA 255 - Advanced Pastries 3 Credits. This course will focus on advanced baking and pastry techniques. Emphasis will be placed on wedding cakes, individual pastries, plated desserts, frozen desserts, light desserts, charlottes, Bavarian creams, mousses, soufflés, modernist desserts, chocolate artistry, sugar works, and marzipan figures. (PR: CA 110)

CA 257 - Mixology 3 Credits. (CR/NC). This course orients the student to the basics of a bar and bar equipment used in the industry. This includes bar set-up, bar equipment, glassware, condiments used, standard bar terms, standard mixing methods, and bar management. Industry standards will be explained (glassware, garnishing, and service) with an emphasis on sanitation and responsible alcohol service. (PR: CA 101)

CA 260 - Culinary Selection and Procurement 3 Credits. 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.

CA 269 - Soups, Stocks and Sauces 3 Credits. This course covers the principles of basic soups, stocks and sauces and advanced soups 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 3 Credits. 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.

CA 275 - Cost Control and Revenue Management 3 Credits. 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: IT 101)

DENTAL LABORATORY TECHNOLOGY (DLT)

(Classes are taught at Putnam County Technical Center at Eleanor)

DLT 101 - Introduction to Dental Technology 6 Credits. Introduces students to various dental materials and provides hands-on experience in the construction of basic dental appliances. Safety hazards in the lab are discussed and prevention of accidents stressed. (PR: Admission to Program) (Offered Fall Semester only)

DLT 104 - Complete Dentures 9 Credits. Students will be introduced to oral landmasks, muscles, bones, tissues, and procedures involved with dental appliances that are substitutes for all lost natural teeth and associated structures of the upper and lower arches. (Offered Fall Semester only)

DLT 108 - Partial Dentures 9 Credits. Students will build upon previously learned dental laboratory skills to survey and design the framework for partial dentures. (Offered Spring Semester only)

DLT 112 - Inlays/Crowns/Bridges/Ceramics 10 Credits. Students will learn advanced dental laboratory skills including pouring stone dyes and working casts, determining margins and defining the dyes, and demonstrating knowledge of tooth morphology. (Offered Spring Semester only)

DLT 116 - Clinical Experience 1 Credit. The clinical consists of 10 days of on-the-job training in one commercial dental laboratory location. In the lab students will work in several different departments and jobs to enhance their clinical experience. Students will utilize skills learned in the classroom while completing their clinical training. (PR: DLT 101, DLT 104, DLT 108, and DLT 112) (Offered Spring Semester only)

ECONOMICS (EC)

EC 102 - Basic Economics 3 Credits. An introduction to basic microeconomic and macroeconomic concepts and institutions, key economic relationships and terms.

EDUCATION (EDUC)

EDUC 105 - Computer Instruction Technology in the Classroom 3 Credits. This course is an examination of skill development using computer-generated media. An emphasis will be placed on its application to young children and the early childhood classroom. (PR: IT 101)

EDUC 120 - Foundations of Early Childhood 3 Credits. This is an introduction to 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.

EDUC 225 - Development of Young Children 3 Credits. This course examines young children's physical, emotional, cognitive and intellectual development, relationships with parents and peers and growth in self-direction with a primary focus on children two through five years of age. Observation and participation in an early childhood classroom are required. (PR: EDUC 120)

EDUC 250 - Parenting 3 Credits. This course examines the current challenges, problems, and issues in the field and analysis of effective strategies for parenting. This course is in no way meant to be a manual for child rearing, but a study of parenting. (PR: EDUC 225)

EDUC 261 - The Exceptional Child 3 Credits. This is an introductory course on 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 multicultural issues, high-incidence disabilities and giftedness, including characteristics and adaptations of educational procedures. (PR: EDUC 225)

EDUC 270 - Level 1 Clinical Experience 3 Credits. 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. (CR: SS 215)

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 299 - Capstone 3 Credits (CR/NC). 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: Permission)

ELECTRONICS TECHNOLOGY (ELT)

ELT 110 - Basic Electronics 3 Credits. Course focuses on fundamental concepts of electronics. Designed for the first-time student of the principles and applications of electricity and electronics. (Class offered at Cabell County Career Technology Center – Fall Semester only)

ELT 111 - Direct Current Circuit Analysis 4 Credits. Direct current circuits, electrical and magnetic phenomena, utilization of circuital theorems for the solution of circuits and networks, conductors, insulators and magnetic materials. (CR: ELT 111L and MAT 145)

ELT 111L - Direct Current Electronics Lab 2 Credits. The focus of the 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. (CR: ELT111)

ELT 121 - Alternating Current Circuit Analysis 4 Credits. Course focuses on alternating current circuits and includes peak average and effective values, capacitors, indicators and transformers, reactance, impedance, resonance and filters. (PR: ELT 111 and CR: ELT 121L)

ELT 121L - Alternating Current Electronics Lab 2 Credits. 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. (CR: ELT 121)

ELT 131 - Analog Circuits 5 Credits. The study of semiconductor devices and circuits to include thyristors, FET's and linear ICS. (PR: ELT 121 and CR: ELT131L)

ELT 131L - Analog Circuits Lab 1 Credit. 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. (CR: 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 ELT 121L or Permission)

ELT 211 - Combinational Logic Circuits 5 Credits. Analysis of combinational digital devices, circuits, and systems through the study of logic waveforms, numbering, systems, gates, Boolean Algebra and Karnaugh maps with emphasis on troubleshooting. (PR: ELT 131 and MAT 215; CR: ELT211L) (Offered Spring Semester only)

ELT 211L - Combinational 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 Logic Circuit Theory in electricity and electronics are studied. (CR: 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 CR: 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. (CR: ELT 221)

ELT 222 - Introduction to Microprocessors 4 Credits. 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 223 - Biomedical Instrumentation 3 Credits. This course is designed to help prepare the student to address biomedical instrumentation, calibration and measurement by blending electrical fundamentals 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: ELT 211 and ELT 211L)

ELT 280-283 - Special Topics 1 to 4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of division director or course instructor)

ELT 299 - Electronic Technology Internship 3 Credits (CR/NC). The student works in a supervised work situation for a specific period for practical work experience. (PR: Permission)

EMERGENCY MEDICAL TECHNOLOGY (EME)

EME 105 - First on Scene 3 Credits. This course is designed to teach the student to manage a medical 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 6 Credits. A course designed to teach the student to assess and manage medical/trauma emergencies in the pre-hospital setting. Following completion, students will be eligible to take the National Registry for EMT. (CR: EME 109L)

EME 109L - Emergency Medical Technician Lab 1 Credit. A course designed to develop competency in practical skills covered in the Emergency Medical Technician class. This course follows the guidelines set forth by the Department of Transportation and the West Virginia Office of Emergency Medical Services. (CR: EME 109)

EME 280 -283 - 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)

ENGLISH (ENL)

ENL 092 - Sentence Skills 3 Credits (CR/NC). This course provides practice in forms of sentence boundaries, correct grammar, and punctuation. (PR: ACT under 10 or permission)

ENL 094 - Developmental Communications 3 Credits (CR/NC). This is an introductory-level grammar review, sentence skills and paragraph writing course. Prepares students for ENL 095. Graduation requirement is increased by six hours for students who complete both courses. (PR: COM 092, ENL 092, ACT 10-13, or PLAC 094)

ENL 095 - Developmental Writing 3 Credits (CR/NC). This course combines a review of grammar skills and introduction to the written essay. Prepares students for ENL 111 or ENG 101. Graduation requirement is increased by three hours for students who complete this course. (PR: COM 094, ENL 094, ACT 14 or PLAC 095)

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: COM 095, ENL 095, ACT 18 or PLAC 101)

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, ENL 111 or ENG 101)

ENL 231 - Technical Report Writing 3 Credits. This course is 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: COM 111, ENL 111, ENG 101 or permission)

ENL 240 - Literature of America Popular Culture* 3 Credits. Survey course exploring the social and cultural issues arising from popular culture in America. (PR: COM 111, ENL 111 or ENG 101) *Approved for multicultural designation with Marshall University.

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. Approved as a prerequisite for licensure examination as a salesperson by the West Virginia Real Estate Commission and the Ohio Real Estate Commission.

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 to prepare for career advancement in the banking industry. (Offered Fall Semester only)

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. This course will focus on the methods of financial analysis. Emphasis is given to the time value of money, evaluation of financial statements, the stock market, investing, and consumer credit issues. (PR: AC 103; AC 108; AC 201; or ACC 215) (Offered Spring Semester only)

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.

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)

HEALTH INFORMATION TECHNOLOGY (HIT)

HIT 201 - Health Information Technology I 3 Credits. Introduction to the health information and medical assistant profession. Emphasis on health record design, content, and analysis. (PR: Admission to HIT or MA program and CR: HIT 201L) (Offered Fall Semester only)

HIT 201L - Health Information Technology I Lab 1 Credit. Lab setting with emphasis on health record design, content, analysis, release and completion. (PR: Admission to HIT or MA program and CR: HIT 201)

HIT 202 - Health Information Technology II 3 Credits. Continuation of HIT 201 with emphasis on management of health record departments, record completion, record retention, and release of information. Includes study of indexes and registers. (PR: HIT 201 and HIT 201L and CR: HIT 202L) (Offered Spring Semester only)

HIT 202L - Health Information Technology II Lab 1 Credit. Lab setting with emphasis on management of health record departments, record completion, record retention and release of information. Includes use of indexes and registers. (PR: HIT 201 and HIT 201L and CR: HIT 202)

HIT 203 - Basic ICD-9-CM Coding 4 Credits. Introduction to various classification systems with an in-depth study of ICD-9-CM coding principles and techniques. Review of coding practices under the Medicare payment system. (PR: Admission to HIT Program or Permission)

HIT 204 - Advanced Coding Concepts 4 Credits. Continuation of HIT 203 with emphasis on inpatient coding and CPT coding using patient records. Includes sequencing, DRG determination, and optimization techniques. (PR: HIT 203) (Offered Spring Semester only)

HIT 206 - Hospital Rates & Percentages 2 Credits. An in-depth study of various hospital rates and percentages including bed occupancy rates, census, death rates, and infection rates. Includes data presentation and display methods. Also includes healthcare services and statistical terms. (Offered Fall Semester only)

HIT 208 - Quality Improvement in Healthcare 2 Credits. Provides student with skills necessary to evaluate the quality of care and potential for liability in various healthcare settings. Emphasis on evaluating healthcare in light of accrediting and licensing requirements. (Offered Spring Semester only)

HIT 210 - Computerized Health Information System 2 Credits. 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. (Offered Fall Semester only)

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, 201L, 202, 202L, 203, 204, 206, 208, and 210)

HIT 214 - Directed Practice I 1 Credit. Places the student in a healthcare facility providing the opportunity for the practical application of classroom knowledge and skills. (CR: HIT 201) (Offered Fall Semester only)

HIT 215 - Directed Practice II 2 Credits. Places the student in a healthcare facility providing the opportunity for the practical application of classroom knowledge and skills. Continuation of Directed Practice I. (PR: HIT 214 and CR: HIT 202) (Offered Spring Semester only)

HIT 217 - Coding for Certified Coding Specialist 3 Credits. Review for Certified Coding Specialist examination.

HIT 218 - Directed Practice III 2 Credits. Places the student in a healthcare facility providing the opportunity for the practical application of classroom knowledge and skills. Continuation of Directed Practice II. (PR: HIT 203 and 204)

HIT 220 - Coding for CCS Exam 3 Credits. This class is a review and preparation for students taking the Certified Coding Specialist Exam through the American Health Information Management Association. (PR: Completion of CCS courses and CR: HIT 217)

HIT 280-283 - 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)

HOSPITALITY MANAGEMENT (HM)

HM 101 - Travel, Tourism, & Hospitality Industry 3 Credits. This course discusses career opportunities in various hospitality segments including hotels, restaurants and tourism operations. The importance of the different hospitality segments and how they are interrelated and interdependent will be emphasized.

HM 145 - Hotel Front Office 3 Credits. 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.

HM 155 - Hospitality Information Systems 3 Credits. This course examines the use of information systems and e-commerce in the hospitality industry. A diverse sampling of industry examples will illustrate the influence of technology on management and customer service.

HM 210 - Human Resources & Diversity Management 3 Credits. An introduction to hospitality human resources providing an overview of hospitality operations and supervision. The food service manager's role in human resources, recruiting and hiring food service employees, training and developing employees, and special challenges in food service management are explored.

HM 220 - Managing Catering Operations 3 Credits. 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: MG 101 or MG 101E)

HM 222 - Rooms Division Management 3 Credits. 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.

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: MG 101 or MG 101E)

HM 240 - Introduction to Vineyards and Breweries 3 Credits. 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 winemaking, 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.

HM 250 - Managing Hospitality Marketing 3 Credits. This course reviews marketing concepts as they apply to the hospitality industry. It will explore market research, market analysis, selling, pricing and the development of marketing plans.

HM 285 - Legal Aspects of Hospitality Management 3 Credits. An overview of hospitality law, operations and civil rights, and food service and hotel operators' liability. Considers maintaining security, legal employment, contracts, property rights, forms of hospitality business and the courts system and working with lawyers.

HM 299 - Internship/Apprenticeship 3 to 6 Credits (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 with 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 or COM 111E)

HMN 280 - 289 - Humanities Special Topics 1 to 6 Credits. Study of content not normally covered in other courses. Enrollment with permission of division associate dean or course instructor.

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 099 - Self-Paced Developmental Computer Technology 3 Credits (CR/NC). This course will be a self-paced class designed for students who have little computer experience. The course will cover the basic concepts of computer hardware and software. Once the student gains confidence and experience, he/she will be able to develop a PowerPoint presentation demonstrating basic computer concepts. The class will have exercises in word processing, spreadsheets, electronic presentations, electronic mail and the Internet.

IT 101 - Fundamentals of Computers 3 Credits. An introduction to computers and the fundamentals of operating systems and software programs. Provides hands-on experience with computer applications including word processing, spreadsheets, electronic mail, and the Internet.

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. Also included are topics on business and research on the Internet.

IT 115 - Introduction to BASIC 3 Credits. Use of the computer to teach the Visual BASIC language from a problem-oriented approach. Emphasis on the professional way to design and write programs with computers. (PR: IT 101)

IT 120 - Operating Systems I 4 Credits. Introduction to multi-user, multi-tasking network operating systems. Focus on installation procedures, security issues, and troubleshooting. (PR: IT 101)

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: IT 101 and CR: IT 141)

IT 141 - Networking Systems II 4 Credits. This course is the second in a series of four designed to prepare the student to pass the CCNA exam. Content includes the review of semester 1 concepts, routing theory, router components, router start-up and set-up, router configuration, IOS, TCP/IP addressing and routing protocols. (PR: IT 131 or CR: 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)

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 field.

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 worldwide web.

IT 210 - Networking Administration I 3 Credits. This is an introductory course designed to provide individuals who are new to Microsoft Windows 2003 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2003, with the focus on networking concepts and how they are implemented. (PR: IT 270 and IT 276 and CR: IT 211, IT 216, and IT 217)

IT 211 - Networking Administration II 3 Credits. This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2003 Professional on stand-alone computers and on-client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2003 Server to create, file, print, and Terminal servers. (CR: IT 210, IT 216, and IT 217)

IT 212 - Publishing on the Internet 3 Credits. 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. 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.

IT 215 - Advanced Programming 3 Credits. This course provides advanced Visual BASIC programming concepts and skills applied to problem-solving situations. (PR: IT 115)

IT 216 - Networking Administration III 3 Credits. This course provides students with the knowledge and skills necessary to implement, maintain and troubleshoot a Microsoft Windows Server network infrastructure. (CR: IT 210, IT 211, and IT 217)

IT 217 - Networking Administration IV 3 Credits. This course provides students with the knowledge and skills necessary to install, configure and administer Microsoft Windows Active directory services. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. (CR: IT 210, IT 211, and IT 216)

IT 219 - Networking Administration V 3 Credits. This course provides students with the knowledge and skills necessary to design a Microsoft Windows 2003 directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization and then designing an Active Directory structure that meets those needs. (PR: IT 217 and CR: IT 222, and IT 223)

IT 221 - 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)

IT 222 - Networking Administration VI 3 Credits. This course provides students with the information and skills needed to create a networking services infrastructure design that supports the required network applications. Each module provides a solution based on the needs of the organization. (PR: IT 217 and CR: IT 219 and IT 223)

IT 223 - Networking Administration VII 3 Credits. This course provides students with the knowledge and skills necessary to select and design a strategy to migrate from Microsoft Windows NT Server 4.0 directory services infrastructure to a Microsoft Windows 2003 Active Directory service infrastructure by describing the planning processes and implications involved. (PR: IT 217 and CR: IT 219 and IT 222)

IT 224 - Fundamentals of Network Security 3 Credits. 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 217 or MCSA certification)

IT 225 - Fundamentals of Wireless LANs 4 Credits. This course focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. (PR: IT 141 or Cisco Semester 2 with minimum grade of 78%)

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 - Network Communications 4 Credits. Focus of course is to provide practical applications of specific system software in the administration, analysis, and modeling of Local Area Networks (LANs). (PR: 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 CR: IT 241)

IT 240 - Internet Data Communications 3 Credits. This course will concentrate on essential Internet protocols including TCP/IP, HTTP, and Mail Protocol. Service providers, security issues, and dial-up connectivity issues will be explored. This class prepares students for the Comp TIA I-net exam. (PR: IT 107)

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 or CR: IT 231)

IT 242 - Advanced Internet 3 Credits. 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 250 - Applications to Databases 3 Credits. Study of information retrieval and database software. (PR: IT 101)

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 ERMapper, IDRISI / Kilimanjaro, and ArcGIS will be used to illustrate systems integration in solving geospatial problems with technical solutions.

IT 266 - Image WebServer Development 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 worldwide web.

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 Repair 3 Credits. Basic electronic solid-state technology utilized in computers. Emphasis on techniques for isolation and replacement of faulty units. (PR: IT 101 or IT 101E)

IT 276 - Computer Maintenance 3 Credits. Emphasis on expanding understanding of and techniques needed to upgrade, troubleshoot, and maintain computer systems and associated components. (PR: IT 270)

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 280-283 - IT Special Topics 1 to 4 Credits. Study of content not normally covered in other courses. (PR: Permission)

IT 284-289 - IT Special Topics 1 to 4 Credits. Study of content not normally covered in other courses. (PR: Permission)

IT 299 - Information Technology Internship 3 Credits (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)

INLAND WATERWAYS (IW)

(Classes are taught at Tri-State Fire Academy)

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.

IW 110 - Basic and Advanced Marine Firefighting 6 Credits. This course is designed for maritime personnel who operate 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 firefighting, firefighting equipment, and personal safety. Both classroom and hands-on training are provided, including live fire exercises. Training is conducted in accordance with NFPA regulations. The course is approved by the U.S. Coast Guard and the International Maritime Organization.

INTERIOR DESIGN (ID)

(Classes are taught at Cabell County Career Technology Center)

ID 110 - Perspective Drawing Techniques 3 Credits. This course explores freehand and perspective drawing techniques with an emphasis on accuracy, scale and presentation. It is appropriate for students who wish to increase their drawing skills. It begins with the fundamentals of drawing and works through more complicated drawings with a hands-on approach. (Offered Fall Semester only)

ID 111 - Interior Design Theory 3 Credits. Course will focus on professional practice including procedures for establishing a design business, business principles, communication skills, and professional ethics. Student will be introduced to the elements and principles of design that are related to the living environment and participate in discussions of the physiological affects that color has on the living space used in residential and commercial design.

ID 112 - Design Graphics 3 Credits. Study of space planning, furniture placement and traffic flow incorporating design concepts of creativity, space, and methodology into a physical space. Interpret architectural symbols, elevations, blueprints, and building codes for both. Executing design concepts of space planning with required specification for special needs and identifying safety considerations for universal design.

ID 115 - Visual Merchandising 3 Credits. The course will concentrate on integration of elements and principles of design to create effective and attractive displays. Students will be involved in model building and visual presentations to create the total image and selling package. Lighting will also be examined and how different types of lighting affect the interior environment. (PR: ID 111)

ID 120 - Advanced Perspective Drawing 3 Credits. This course explores advanced freehand and perspective drawing techniques with an emphasis on accuracy, scale and presentation. This course is appropriate for students who wish to increase their drawing skill. It begins with the fundamentals of drawing from life and works through two-point perspective drawings in color. The Munsell Color model is studied and applied to perspective renderings. Project work outside the classroom is required, and all projects are developed to completion. (PR: ID 110) (Offered Spring Semester only)

ID 205 - Interior Design Architecture 3 Credits. Historical study of architectural styles and embellishments from prehistoric through 21st century. Emphasis on interior architecture, architects, designers, cultural backgrounds, and current trends in architecture.

ID 211 - Technical Drawing 3 Credits. This course will focus on human needs in the interior environment using methodology and problem-solving techniques. Concentration will focus on floor plans, schematic drawings and elevations on graph paper, vellum and illustration board in pencil and ink and will apply knowledge of line-work, lettering, use of templates, and transfer letters and symbols. Good design principles in kitchen design will also be studied.

ID 212 - Interior Textile Material 3 Credits. Course will examine the origins, qualities, productions, regulations and uses of natural and manufactured fibers; their advantages and disadvantages, and their uses in both residential and commercial spaces.

ID 215 - Floral Design and Application 3 Credits. Exploration of the history of floral design, the use and effects of color and basic elements of design in floral arranging and interpretation of landscape plans. (PR: ID 111)

ID 220 - Window/Wall/Floor Treatments and Decorative Accessories 3 Credits. Course will concentrate on fundamentals in designing, measuring, calculating, fabricating, and installing soft and hard window treatments and appropriate textiles used. It will study the historical background of wallcoverings, measurements and estimations in wallcoverings, paint, paneling, tile and drywall. Students will study the functional and decorative accessories for residential and commercial use. A chronological study of visual arts in architecture, sculptures, painting, and various media from pre-historic to modern times will be included. The course also covers the production, construction, and calculations and usages of soft and hard floorcoverings in residential and commercial interiors. (PR: ID 212)

ID 225 - Furniture Construction/History 3 Credits. The study of wood types used in furniture construction, type and quality of furniture joints, methods and materials used in construction of upholstered furniture and a chronological study of furniture styles and their appropriate textiles from ancient time to present. (PR: ID 212)

ID 280-287 - 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)

ID 299 - Internship 2 Credits. 90 hours' training in the industry identifying requirements needed for the various careers in the interior design field. (PR: Must complete minimum 48 credit hours in Interior Design program)

KENTUCKY VIRTUAL UNIVERSITY (KYV)

KYV 280-285 - Special Topics 1 to 4 Credits. Online courses offered through an agreement between Community and Technical College System of West Virginia and Kentucky Virtual University.

LEGAL ASSISTANT (LAS)

LAS 101 - General Law I 3 Credits. This course is designed to teach the art of legal reasoning and analysis. Course content includes the meaning and function of law, how laws are created and enforced, the state and federal court systems, an overview of civil law and procedures, and jurisdiction.

LAS 102 - General Law II 3 Credits. Continuation of General Law I, with emphasis on the general areas of law, designed to give an overview of substantive areas of law. Areas covered include: contracts, property law, forms of business, estates and the probate process, family law, criminal law and criminal procedure. (PR: LAS 101)

LAS 103 - Legal Assisting 3 Credits. 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.

LAS 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. (PR: LAS 101 or permission)

LAS 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) (Offered Spring Semester only)

LAS 211 - Legal Research and Writing I 3 Credits. 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) (Offered Fall Semester only)

LAS 212 - Legal Research and Writing II 3 Credits. Intermediate legal research methods, analysis and writing methods. Court rules and introduction to new research methods. (PR: LAS 211) (Offered Spring Semester only)

LAS 213 - Computer Applications to the Law Office 3 Credits. 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) (Offered Fall Semester only)

LAS 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 permission)

LAS 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 permission)

LAS 235 - Civil Litigation 3 Credits. 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) (Offered Fall Semester only)

LAS 240 - Criminal Litigation 3 Credits. 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) (Offered Spring Semester only)

LAS 244 - Law of Domestic Relations 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: LAS 102 or permission) (Offered Fall Semester only)

LAS 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: LAS 101 or permission)

LAS 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) (Offered Spring Semester only)

LAS 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. (PR: Permission)

LAS 280-283 - 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.)

LAS 290 - Internship 1 to 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. 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 121 - Introduction to Machinery 4 Credits. 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 200 - Blueprint Reading 3 Credits. Students will develop the ability to read standard and GDT orthographic blueprints as required in a machine stop.

MT 205 - Precision Measurement 3 Credits. Students learn to identify select and use measuring instruments used in machining.

MT 215 - Metalworking Theory & Application 12 Credits. 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 6 Credits. The application of skills and knowledge used in turning, milling, and drilling operations with emphasis on specific types of machining. (PR: MT 215)

MT 233 - NIMS Credentialing 6 Credits. 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 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)

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.

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. (Offered Spring Semester only)

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. (Offered Fall Semester only)

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) (Offered Spring Semester only)

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. Students will explore telecommunications technology that supports Web-enabled multimedia call centers in the information age. (PR: IT 101 or IT 101E) (Offered Fall Semester only)

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) (Offered Fall Semester only)

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. (Offered Spring Semester only)

MG 226 - Commercial Papers & Transactions 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. (Offered Spring Semester only)

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) (Offered Spring Semester only)

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, ENL 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 to 4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of division director or course instructor)

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) (Offered Spring Semester only)

MG 299 - Cooperative Work Experience 1 to 9 Credits (CR/NC). Supervised on-the-job training for business students. (PR: Permission)

MANUFACTURING ENGINEERING TECHNOLOGY (MFE)

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 220 - Computer-Aided Design I 4 Credits. This course provides students with a solid foundation in reading and creating engineering drawings (blueprints) to recognized ANSI standards. Drawing standards multi-view, section and auxiliary views, dimensioning and GD&T will be at the heart of blueprint reading. The student will learn 2D computer-aided design techniques to produce engineering drawings of manufactured components to the ANSI standard. This course introduces students to 3D solid modeling software and design. (PR: Permission) (Offered Fall Semester only)

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.

MK 210 - Customer Service 3 Credits. 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 ENL 111) (Offered Spring Semester only)

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. 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. (Offered Spring Semester only)

MASSAGE THERAPY (MAS)

(Classes are taught at Mountain State School of Massage in Charleston)

MAS 205 - Anatomy and Physiology for Massage Therapy 11 Credits. This course provides a general study of the normal structure and function of the human body, with emphasis being placed on the skeletal and muscular systems, the interrelationship of the organs, and the ability of the human body to adapt to the environment. Physiological effects of massage therapy will be highlighted in this course.

MAS 210 - Orientation, Awareness Skills, Business and Research 4 Credits. This course provides the future massage therapist with a variety of skills needed to have a successful career. The focus of this class is to present information on effective communication, professionalism, ethics, business strategies and methods of locating research literature.

MAS 215 - Bodywork I 6 Credits. Bodywork I introduces the student to various types of massage and therapeutic modalities. This course emphasizes Swedish massage, Seated Chair Massage and Hydrotherapy. Proper techniques, body mechanics and situational circumstances with which to utilize the techniques are the focus of this class.

MAS 220 - Bodywork II 5 Credits. This course affords the student a deeper understanding of theories, therapies, and bodywork modalities pertaining to the profession of massage. The class focuses on Bodywork Theory, Deep Tissue Therapies and Neuromuscular Therapy, providing the student with a balanced knowledge base and preparing the student for taking the National Certification Examination for Therapeutic Massage.

MAS 225 - Pathology for Massage Therapy 5 Credits. Pathology is the study of the structural and functional changes of an organism due to disease. Students learn to become familiar with common pathological diseases that massage therapists encounter, potential challenges associated with these illnesses and understand that it is not the responsibility of the massage therapist to diagnose these various conditions.

MAS 230 - Kinesiology for Massage Therapy 5 Credits. This course integrates the massage therapy student's basic knowledge of human anatomy & 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.

MAS 235 - Student Clinic-Integrative Massage 3 to 4 Credits. 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.

MATHEMATICS (MAT)

MAT 080 - Introduction to PreAlgebra 2 Credits (CR/NC). Introduction to PreAlgebra is a self-paced course designed to improve students' skills in number concepts, whole numbers, decimals, fractions, application problems, ratios, percents, area, and volume. This will be accomplished through mastery learning aided by computer software appropriate to the course.

MAT 085 - Elementary Algebra 3 Credits (CR/NC). This course is designed to improve students' skills in algebraic expressions, integers, fractions, decimals, real numbers, linear equations, graphing on the coordinate plane, ratio, and proportion. Emphasis will be placed on skill mastery in preparation for future math courses. (PR: MAT 080, MAT 093, ACT 12-15 or PLAC 085 and CR: ASC 085 1 credit hour)

MAT 090 - Foundations for Algebra 2 Credits (CR/NC). A course designed to provide a review of arithmetic and computational skills and to provide an understanding of basic algebraic concepts and skills needed for MAT 097. (PR: Permission and CR: COL 110 and ASC 090 1 credit hour)

MAT 095 - Fundamental Mathematical Concepts 3 Credits (CR/NC). A course designed to prepare students for non-algebraic 100-level math courses. Topics include fractions, decimals, percents, order of operations, linear equations, quadratic equations, graphing, using formulas, geometry applications, exponents, multiplication rules, exponent rules, set operations, and basic probability. This course is a prerequisite for those students intending to take MAT 115 or MAT 150. (PR: MAT 085, MAT 096, ACT 16, or PLAC 097 and CR: ASC 095 1 credit hour)

MAT 097 - Intermediate Algebra 3 Credits (CR/NC). A course designed to improve students' skills in: first-degree equations and inequalities, polynomials, rational expressions, exponents, radicals, quadratic equations, linear equations in two variables, systems of linear equations and functions. Emphasis will be placed on skill mastery in preparation for future math courses. (PR: MAT 085, MAT 096, ACT 16, or PLAC 097 and CR: ASC 097 1 credit hour)

MAT 098 - Developmental Geometry 3 Credits (CR/NC). A basic presentation of geometry including constructions, measurement, lines, logic, angles, polygons, solids, right triangles and trigonometry, area, and volume. Students will be able to interpret geometry algebraically, numerically, and verbally. Graduation requirement is increased three hours for students who complete this course.

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 116 - Business Mathematics II 3 Credits. This course is designed to improve student's business math skills including such topics as installment buying, mortgages, financial reports, depreciation, inventory, taxes, insurance, stocks, bonds, and statistics. (PR: MAT 115 or MAT 115E)

MAT 135 - Mathematics for Machinist Technology 6 Credits. Designed to develop understanding of mathematical concepts required of skilled employees in the machine trade and related occupations. (PR: Permission)

MAT 139 - Math for Police Science 5 Credits. A course designed to improve the police officer's basic math and algebra skills including applications for accident reconstruction. (PR: Permission)

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 097, or PLAC 100)

MAT 146 - Applications in Trigonometry 3 Credits. This course content covers applications of trigonometric functions, graphs, and identities, solutions of right and oblique triangles, vectors, inverse trigonometric functions and complex numbers. (PR: MAT 145)

MAT 150 - 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 155 - Mathematics for Electronic Technology 3 Credits. This course is intended for those students who intend to pursue a degree in the electronics field. It is designed to provide a practical working knowledge in the areas of arithmetic, measure, algebra, geometry, and trigonometry that will enhance problem solving.

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, MAT 115E, MAT 145, MAT 145E, MAT 150 or MAT 150E)

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)

MAT 280-282 - 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)

MAT 283 - 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)

MEDICAL ASSISTING (MA)

MA 201 - Medical Assisting Techniques I 3 Credits. Introduction to clinical skills performed in medical offices with emphasis on asepsis, health history, physical examinations and assessment, vital signs, and infection control, common diseases, conditions and selected clinical skills will be emphasized. (PR: Admission to program) (Offered Fall Semester only)

MA 202 - Medical Assisting Techniques II 4 Credits. Advanced level of physical assessment, medical history, surgical procedures, common diseases, conditions and selected clinical skills will be emphasized. (PR: MA 201) (Offered Spring Semester only)

MA 203 - Medical Lab Techniques 3 Credits. This course covers the necessary OSHA regulations governing safety and CLIA regulations for laboratory testing. It will cover the fundamentals of laboratory procedures in a clinical laboratory or physician's office setting. (Offered Spring Semester only)

MA 204 - Physician's Office Medical Coding 3 Credits. Introductory course in the CPT-4 and ICD-9-CM coding systems as they relate to the physician's office and outpatient environments. (Offered Fall Semester only)

MA 205 - Medical Office Claims Procedures 3 Credits. Utilize coding systems as they apply to claims submission and accurate reimbursement from Medicaid, Medicare and third-party payers. (Offered Spring Semester only)

MA 207 - Medical Office Internship 3 Credits (CR/NC). 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, and 205)

MA 280 - 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)

MINING INFORMATION TECHNOLOGY (MIT)

MIT 201 - Electrical Safety for Coal Miners 2 credits. (CR/NC) This introductory course teaches coal inspection personnel with limited or no electrical experience to be able to properly inspect electrical components of coal mining machinery. Students will learn practical methods and techniques to be used in identifying electrical hazards and teach the appropriate enforcement actions to be taken to prevent accidents.

MIT 226 – Mine Blasting Safety 1 Credit. (CR/NC) This course is intended to provide students with the most recent blasting techniques, trends and developments used in the mining industry. In this course, students will learn how to apply their knowledge of blasting techniques to help advise mining operations in safety procedures.

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. Provides 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 (OSHA) 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. Students are also aided in completing the job at hand as well as satisfying various agencies and parties in the supervisor's world. (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, recordkeeping, 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 covers surface preparation, selection and characteristics of materials, and 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 Wallcovering 3 Credits. This course covers the basic principles of wall covering. Students will learn how to prepare a surface for wallcovering and how to apply wallcovering. Tools and materials of the wallcovering 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 also will learn the potential hazards involved with spray equipment and how to use spray equipment safely..

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, clean-up, 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, and 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, and 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. A wide variety of signs constructed to be displayed in many different settings requires the skills and knowledge to install the signs using tools that may be specific to each sign and job. 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, or the sign layout, 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. Clean-up procedures, personal protective equipment and safety precautions and the procedures for proper disposal of scrap materials will also be discussed to give the participants a foundation in the basics of vinyl applications.

PAT 160 - Methods of Tradeshow 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 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 Tradeshow 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. A satisfactory installation of carpet begins with accurate measurements. The purpose of measuring a room or a house is to compile all of the basic information pertaining to the installation dimensions and layout of the room(s), unusual features and special considerations. 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. Prior to installing carpet, the floor must be properly prepared to ensure a satisfactory job. 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, clean-up, disposal, and 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, and the 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 Wallcovering 4 Credits. This course covers the advanced techniques of wallcovering. 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, and create material lists, and cutting and optimizing schedules. This course will also discuss door hardware including locks and bolts. Fabrication techniques will include edging, removing scratches, drilling and cut outs. Students will also put into practice their blueprint reading skills to accurately determine materials for the job and common practices for cutting and optimizing schedules.

PAT 241 - Installation, Layout and Building Control 4 Credits. This course is designed to introduce the Glazier to Curtainwall 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, levers, 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. Remember why we letter vehicles. Signs are meant to convey messages or to get someone from point A to point B. So, why are some vehicle graphics pleasing to the eye and some completely ignored? The answer lies in the composition of the graphics, or the layout. 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 Tradeshows 4 Credits. This course is designed to introduce the participant to "Freight handling," which is the term commonly used to refer to the delivery process of display materials to and from the booth spaces. "Freight handling" also encompasses the removal, storage and return of the empty crates and other packaging materials. Additionally, the participant will be exposed to an array of products specific to "Freight handling" from the unusual, such as a small submarine, to the standard 10' booth packed in a wooden crate are loaded and unloaded over time, for which a number of methods are used. From manual lifting and loading by hand to the use of mechanical devices, such as pallet jacks, j-bars, hand trucks, pallet pullers, dollies, forklifts and truck mounted cranes.

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 perfectly 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 in this course, including: coving with tile, insets, electrostatic discharge control (EDC), and heat seam welding.

PARAMEDIC SCIENCE (PAR)

PAR 125 - Rescue Operations 3 Credits. A course designed to develop skills and general knowledge of rescue awareness and operations, hazardous materials, incidents, ambulance, operations, crime scene awareness and others.

PAR 130 - Introduction to EMS Systems 3 Credits. This course is designed to educate and train the student in the Introduction to EMS Systems section of the Emergency Medical Technician-Paramedic curriculum according to the standards set forth by the national and state regulatory agencies. Successful completion of this course fulfills partial educational requirements for eligibility for the National Registry of Emergency Technicians Paramedic examination. (Offered Fall Semester only)

PAR 210 - Patient Assessment & Airway Management 2 Credits. A course designed to develop skills and knowledge essential to assessing a patient in the pre-hospital setting. Students will also learn advanced airway procedures and respiratory management. (Offered Fall Semester only)

PAR 211 - Principles of Trauma Management 2 Credits. A 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 and advanced airway management. (Offered Fall Semester only)

PAR 212 - Pre-Hospital Pharmacology 2 Credits. 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 the victim(s)/patient(s). (Offered Fall Semester only)

PAR 220 - Cardiovascular Emergencies 4 Credits. A course focused on pre-hospital intervention and monitoring of patients with cardiovascular emergencies. The student will learn and practice ECG monitoring, interpretation, and various drug therapies. (Offered Spring Semester only)

PAR 221 - OB/GYN/Neonatal/Pediatric Emergencies 2 Credits. A course focused on pre-hospital monitoring skills and interventions for obstetric, gynecological, pediatric and neonatal patients. The student will learn and practice skills needed to care for a pregnant patient, delivery of a baby, care for the newborn and common pediatric emergencies. (Offered Spring Semester only)

PAR 230 - Pre-Hospital Care Considerations 2 Credits. A course focused on pre-hospital intervention and monitoring skills for patients with special considerations. Includes geriatric patients, victims of abuse and assault, patients with special challenges and acute intervention for chronic care patients. This course is also designed for the paramedic student to develop skills in Assessment-Based Management. (Offered Spring Semester only)

PAR 231 - Medical Emergencies 4 Credits. Course focused on pre-hospital intervention and monitoring skills for patients with general medical emergencies. This would include patients with pulmonary, neurological, renal, toxicological, anaphylactic or environmental emergencies. (Offered Spring Semester only)

PAR 241 - Advanced Paramedic Skills Lab I 3 Credits. This course is designed to provide lab skills practice related to the Paramedic courses EME 125, EME 130, PAR 210 and PAR 231. This class is intended to be an interactive and hands-on learning experience. (Offered Fall Semester only)

PAR 242 - Advanced Paramedic Skills Lab II 3 Credits. This course is designed to provide lab skills practice related to the Paramedic courses PAR 211 and PAR 212 of the Emergency Medical Technician - Paramedic curriculum. This class is intended to be an interactive and hands-on learning experience. (Offered Spring Semester only)

PAR 243 - Advanced Paramedic Skills Lab III 3 Credits. This course is designed to provide lab skills practice related to the Paramedic courses PAR 220, PAR 221, PAR 230 and PAR 231 of the Emergency Medical Technician - Paramedic curriculum. This class is intended to be an interactive and hands-on learning experience.

PAR 251 - Paramedic Clinical I 3 Credits. A course designed for the beginning paramedic student to gain competency in pre-hospital intervention and monitoring skills under the supervision of clinical preceptors. (Offered Fall Semester only)

PAR 252 - Paramedic Clinical II 3 Credits. 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. (Offered Spring Semester only)

PAR 253 - Paramedic Clinical III 3 Credits. 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 EMT-Paramedic and 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: EMT or LRN and CR: PAR 261)

PAR 261 - Critical Care Transport Clinical 1 Credit. A course designed for the EMT-Paramedic and 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: EMT or LRN and CR: PAR 260)

PHYSICAL THERAPIST ASSISTANT (PTA)

PTA 100 - Introduction to Physical Therapy 3 Credits. An orientation to the 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. Introductory techniques in positioning, range of motion, and vital signs are also covered. (PR: Admission to PTA program)

PTA 110 - Physical Therapy Modalities 2 Credits. Basic treatment modalities and procedures in PT are introduced. These include therapeutic hot/cold techniques, massage and electrical stimulation. (PR: Admission to PTA program; CR: PTA 110 L) (Offered Fall Semester only)

PTA 110L - Physical Therapy Modalities Lab 1 Credit. 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 CR: PTA 110)

PTA 120 - Patient Care Skills 2 Credits. 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 CR: PTA 120L) (Offered Fall Semester only)

PTA 120L - Patient Care Skills Lab 1 Credit. Lab skills practice including transportation of patients, proper mechanics, aseptic techniques, transfers and lifts, lower extremity orthotics, gait training and assistive devises, hydrotherapy and wound care. (PR: Admission to PTA Program and CR: PTA 120)

PTA 130 - Functional Anatomy and Procedures 3 Credits. 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 CR: PTA 130L) (Offered Fall Semester only)

PTA 130L - Functional Anatomy and Procedures Lab 1 Credit. Lab skills practice including evaluative techniques of palpation, goniometry, manual muscle testing and gait training. (PR: Admission to PTA program and CR: PTA 130)

PTA 140 - Neuroanatomy and Physiology 3 Credits. Structure and function of the human nervous system and basic concepts of human physiology. (PR: Admission to PTA program) (Offered Fall Semester only)

PTA 150 - Clinical Practice I 1 Credit (CR/NC). Observation and performance of basic physical therapy skills under the direct supervision of a licensed physical therapist or physical therapist assistant. (PR: Completion of PTA 100, 110, 110L, 120, 120L, 130, 130L with "C" or above) (Offered Fall Semester only)

PTA 160 - Clinical Practice II 1 Credit (CR/NC). Continuation of clinical experience utilizing new skills under the direction of a licensed PT or PTA. (PR: Completion of PTA 150) (Offered Fall Semester only)

PTA 200 - Pathological Conditions 3 Credits. 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. 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) (Offered Spring Semester only)

PTA 220L - Orthopedic Rehabilitation Lab 3 Credits. 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 CR: PTA 220)

PTA 230 - Adult Rehabilitation 3 Credits. 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) (Offered Spring Semester only)

PTA 230L - Adult Rehabilitation Lab 1 Credit. Lab skills practice to expand upon neurological principles to emphasize pathology and rehabilitation techniques for adult care. (PR: Competition of PTA 100, 120, 120L, and 140 courses with grade of "C" or better and CR: PTA 230)

PTA 240 - Peds and Spinal Cord Rehabilitation 2 Credits. Introduction principles, neurological, pathology and rehabilitation techniques for pediatric and spinal cord injury rehabilitation. (PR: Completion of 100-level PTA courses with grade of "C" or better and CR: PTA 240L) (Offered Spring Semester only)

PTA 240L - Peds and Spinal Cord Rehabilitation Lab 1 Credit. Lab skills practice to expand principles, neurological, pathology and rehabilitation techniques for pediatric and spinal cord injury rehabilitation. (PR: Competition of PTA 100, 120, 120L, and 140 courses with grade of "C" or better and CR: PTA 240)

PTA 250 - PTA Seminar 1 Credit. 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) (Offered Spring Semester only)

PTA 260 - Clinical Practice III 4 Credits. 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) (Offered Spring Semester only)

PTA 270 - Clinical Practice IV 4 Credits. Final clinical experience under the direction of a licensed PT or PTA. (PR: Completion of PTA 260)

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 or course instructor.)

POLICE SCIENCE TECHNOLOGY (PST)

(Classes are taught at the West Virginia State Police Academy, Institute)

PST 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.

PST 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.

PST 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.

PST 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.

PST 231 - Fundamentals of Criminal Law 2 to 3 Credits. 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.

PST 233 - Fundamentals of Criminal Investigation 3 Credits. 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.

PST 235 - Police Organization and Administration 3 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.

PST 237 - Police Role in 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.

PST 239 - Criminal Evidence and Procedure 3 Credits. 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.

PST 242 - Police-Community Relations 3 Credits. General orientation to the concepts of police and community relations and the need to establish good working relations between the police 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.

PST 244 - Introduction to Criminalistics 2 to 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.

PST 246 - Police Records and Reports 3 Credits. Comprehensive familiarization with types and functions of police records, the role of research in the planning process, and establishment and administration of a record bureau in enforcement 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 police planning and operation.

PST 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.

PST 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.

PST 280-283 - Special Topics 1 to 4 Credits. Content not normally covered in other courses. (PR: Enrollment with permission of division director or course instructor)

PST 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)

PUBLIC LIBRARY TECHNOLOGY (PLT)

(Classes are taught online)

PLT 100 - Introduction to Public Libraries 3 Credits. This course will introduce students to Public Library operations, principles, and applications of information technologies in public libraries.

PLT 210 - Public Library Cataloging & Technical Services 3 Credits. This course provides an introduction to current practices in descriptive cataloging and subject analysis; cataloging practices and theories for all formats; as well as the Sears List of Subject Headings, Library of Congress Subject Headings, and concepts in assigning Dewey Decimal and Library of Congress Classification numbers.

PLT 215 - Advanced Cataloging 3 Credits. Provides intensive practice in the fundamentals of library cataloging and classification, serials control, and database maintenance. Instruction on reading, interpretation, and use of current standards and documentation of the creation of MARC records. Focuses on management, policy, organizational issues, and training related to the administration of technical services in public libraries.

PLT 220 - Public Library Children's & Young Adult Services 3 Credits. This course addresses the selection and promotion of library materials that support programs in children's and young adult services. Issues of service, diversity, and a balance in acquiring and selecting materials will also be presented.

PLT 230 - Public Library Reference 3 Credits. Study of basic reference sources for public libraries with emphasis on library materials evaluation, the reference interview, search strategies, and impact of new technology on libraries.

PLT 235 - Advanced Reference Skills 3 Credits. This course will expose students to advanced research techniques and advanced online searching for specialized areas most heavily requested by public library patrons: government documents, business information (entrepreneur/investment), legal materials, career development, continuing education, and consumer health. Students will also cover basic social science research methods used in libraries and related information-based organizations with advanced search techniques and strategies for locating information resources available on the Internet.

PLT 240 - Public Library Organization & Administration 3 Credits. Course will focus on principles of administration and organization for public libraries, including planning, policy development, financial management, personnel management, and state and national library laws.

PLT 250 - Public Library Technology 3 Credits. Introduction to the function, management, and integration of computer technology in libraries. Students will learn skills in information storage and retrieval, planning and maintenance of library networks, funding and troubleshooting telecommunications services, and provision of accessible Web resources to individuals with disabilities.

PLT 255 - Collection Development for Public Libraries 3 Credits. Explores the process of acquiring, maintaining, and weeding library materials. Includes collection development policies, community analysis, materials for special needs and interests, and materials in various formats.

PLT 260 - Public Library Adult Services 3 Credits. Study of the basic principles of library programming for diverse adult populations, including how to anticipate and provide appropriate literacy programs and services. Adult populations may include minorities, job seekers, the business community, and individuals with disabilities.

PLT 265 - Preservation of Library Materials 3 Credits. This course introduces students to the preservation and conservation of library and archival collections; the physical nature of materials; causes of deterioration; techniques staff can employ for promotion longevity and restoration of materials in various formats; library disaster planning and recovery; issues regarding the preservation of digital information (electronic records and multimedia documents).

PLT 299 - Public Library Technology: Capstone Experience 3 Credits. This course will provide the capstone experience in which students will perform an internship in the field while developing and refining their general education portfolio. The portfolio will consist of samples of their work garnered from the field experience and each library course within the program.

RADIOGRAPHIC SCIENCE (RS)

RS 201 - Fundamentals of Radiographic Science 1 Credit. Content 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. (PR: Admission to Radiologic Technology Program and Instructor's Permission)

RS 202 - Patient Care 1 Credit. Content designed to provide 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. (PR: Admission to RT Program & Instructor's Permission)

RS 203 - Ethics & Law 1 Credit. Content designed to provide a fundamental background in ethics. The historical and philosophical basis of ethics, the elements of ethical behavior, and an introduction to legal terminology, concepts and principles will be presented. The student will examine a variety of ethical issues and dilemmas found in clinical practice. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent will be emphasized. (PR: Admission to RT Program & Instructor's Permission)

RS 204 - Radiographic Procedures I and Lab I 4 Credits. Content designed to provide a knowledge base necessary to perform routine radiographic procedures along with the application to special studies. Consideration will be given to the production of images of optimal diagnostic quality. Laboratory experience will be used to complement the didactic portion of Radiologic Procedures I. (PR: Admission to RT Program & Instructor's Permission)

RS 205 - Clinical Practice I 5 Credits. Students will accomplish mandatory competencies detailed in the procedures specific to Clinical Practice I. Clinical practice will be designed to provide students with experience in patient care and assessment, competent performance of radiologic imaging and total quality management ensuring the well-being of the patient preparatory to, during and following the radiologic procedure. (PR: Admission to RT Program & Instructor's Permission)

RS 206 - Radiobiology 2 Credits. Content designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

RS 207 - Radiation Protection 2 Credits. Content 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 healthcare organizations are incorporated.

RS 208 - Radiographic Procedures II and Lab II 4 Credits. Content 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. Laboratory experience will be used to complement the didactic portion of Radiologic Procedures II.

RS 209 - Radiographic Science Pharmacology 2 Credits. Content designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and the

administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

RS 210 - Clinical Practice II 7 Credits. Students will accomplish mandatory competencies detailed in the procedures specific to Clinical Practice II. Clinical practice will be designed to provide experience in provision of 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.

RS 211 - Radiation Production and Characteristics 2 Credits. Content 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.

RS 212 - Imaging and Processing and Imaging Lab I 4 Credits. Content designed to establish a knowledge base in factors that govern and influence the production and recording of radiologic images. Film and electronic imaging with related accessories will be emphasized. Class demonstrations/labs are used to demonstrate and reinforce application of theory of Imaging and Processing. Film and electronic imaging with related accessories will be emphasized.

RS 213 - Radiographic Pathology 2 Credits. Content designed to introduce theories of disease causation and the pathophysiologic disorders that compromise health systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance and management of alterations in body systems will be presented.

RS 214 - Imaging Lab II 1 Credit. Content designed to provide a basis for analyzing radiographic images specific to contrast media procedures, spine, skull & facial bones. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

RS 215 - Clinical Practice III 6 Credits. Clinical practice will be designed to provide experience in provision of 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. Students will accomplish mandatory competencies detailed in the procedures just specific to Clinical Practice III.

RS 216 - Computers in Radiologic Science 1 Credit. Content designed to introduce knowledge in computing and information processing. Computer applications in the radiologic sciences related to image capture, display, storage and distribution are presented.

RS 217 - Imaging Equipment 2 Credits. Content designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control.

RS 218 - Advanced Imaging Modality Seminar 0 Credits. Introduction to advanced imaging modalities including computed tomography, MRI, ultrasound, nuclear medicine and radiation oncology.

RS 219 - Registry Review Seminar 0 Credits. Seminar provides student with ARRT examination review.

RS 220 - Clinical Practice IV 4 Credits. Students will accomplish mandatory competencies detailed in the procedures specific to Clinical Practice IV. Clinical practice will be designed to provide experience in provision of 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.

RS 221 - Human Diversity for Radiological Technology* 3 Credits. Content designed to promote better understanding of patients, the patients' families and professional peers through comparison of diverse human populations based on their value system, cultural and ethnic influences, communication styles, socioeconomic influences, health risks and life stages. Content will include the study of factors that influence relationships with patients and professional peers.
*Approved for multicultural designation with Marshall University.

READING (REA)

REA 098 - Reading Improvement 3 Credits (CR/NC). To help students improve reading proficiency by emphasizing vocabulary development, comprehension improvement and reading rate. Group and individualized instruction. The graduation requirement is increased three hours for students who complete this course.

REA 280-283 - 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)

SCIENCE (SCI)

SCI 090 - Developmental Physical Science 3 Credits (CR/NC). A course for potential bachelor's degree students who do not meet science admissions requirements. Designed to give students experience and skills in physical science, emphasizing lab experiences. (PR: High school algebra; MAT 097 or MAT 097E)

SCI 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.

SCI 110 - Introductory Physics 4 Credits. This course is to introduce non-science majors to applications of physics in life, emphasizing conceptual understanding of basic principles in classical and modern physics that includes 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 135, 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: Health, Law and Environment 4 Credits. An issue-driven course where students will investigate health issues along with the law and environment impact related to the physics, chemistry, and biology associated with the issues. (PR: MAT 145, MAT 145E, MAT 150 or MAT 150E)

SCI 220 - Basic Chemistry 3 Credits. An introduction to chemical properties, basic concepts and relationships. (PR: MAT 145, MAT 145E, MAT 150 or MAT 150E)

SCI 280-283 - 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.

SOCIAL SCIENCE (SS)

SS 090 - Basic U.S. History Since 1865 3 Credits (CR/NC). This course is a general survey of United States history from 1865 to present. Students will critically analyze the major developments and themes of that era and interpret historical evidence.

SS 201 - Human Relations 3 Credits. A survey and interdisciplinary approach to the study of organizational behavior. The course is designed to acquaint students with concepts and/or principles of managing human behavior in an organizational setting.

SS 210 - Fundamentals of Sociology* 3 Credits. A study of the development, organization and functioning of human society. Students will focus on the nature of social life, examine social differences and social inequality, examine social institutions and focus on social dynamics and social change.
*Approved for multicultural designation with Marshall University.

SS 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 contests as possible.

SS 280-289 - Special Topics 1 to 4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of division director or course instructor)

TECHNICAL STUDIES (TS)

TS 101 - AAS Portfolio Development 1 to 3 Credits. (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 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 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 to 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 to 3 Credits. Introduction to instruction for Instructors and Coordinators of occupational training and apprenticeship. Included in this course are an introduction to computers, communication and interaction, planning, organizing and conducting training, and developing and using instructional aids.

TTA 102 - Teaching Techniques for Adults 1 to 3 Credits. Instruction for year-two Instructors and Coordinators of occupational training and apprenticeship. Included in the course are intermediate computers, laboratory safety, testing and evaluation, and advanced instructional methods.

TTA 103 - Advanced Teaching Techniques for Adults 1 to 3 Credits. Instruction for year-three Instructors and Coordinators of occupational training and apprenticeship. Included in the course are advanced use of computers, implementing the curriculum, and effective classroom leadership.

CAMPUS DIRECTORY

ACADEMIC		Area Code (304)
Admissions, Undergraduate (Old Main 125)	(toll free number in-state only)	696-3166 1-800-642-3499
Adult and Extended Education (Prichard Hall)		696-4723
Cabell County Career Technology Center		528-5106
Financial Aid (Old Main 120)		696-3162
Welcome Center (5th Ave. and 18th Street)		696-6833
DEPARTMENTS		
Allied Health (Cabell Hall)		696-3353
Business Technology (Corbly Hall)		696-5230
General Studies (Community College)		696-5229
Information Technology (Corbly Hall)		696-5230
Machinist Technology (Robert C. Byrd Institute)		696-3108
Off-Campus Programs		696-3366
STUDENT SERVICES		
Advising Center (Community College)		696-6282 1-866-N-ROLLED
Academic Skills Center (Community College 138)		696-6213
African-American Students Program (Memorial Student Center 1W23)		696-6705
Alumni Affairs (Erickson Alumni Center)		696-3134
Artists Series (Jomie Jazz Center)		696-6656
Athletic Ticket Office (Henderson Center 2002)		696-4373
Bookstore		696-3622
Bursar's Office (Old Main 101)		696-6620
Campus Christian Center		696-2444
Career Counseling		696-2370
Career Services (1681 Fifth Ave.)		696-2370
Counseling Service (Prichard Hall South Lobby)		696-3111
Disabled Students Services (Prichard Hall 120)		696-2271
Health & Fitness Center (Gullickson Hall 117		696-3633
H.E.L.P. (Myers Hall, 520 18th Street)		696-6252
I.D. Office (MSC Basement)		696-6843
Learning Disorders		696-6252
Drinko Library		696-2320
Parking (Welcome Center)		696-6406
Police, MUPD (Welcome Center)		696-4357
REGISTRAR		
Records (Old Main 106)		696-6410
Registration (Old Main B-1)		696-6413
Residence Services		696-6765
Returning Student Services (Prichard hall 120)		696-3112/3338
Student Activities (Memorial Student Center 2W38		696-6770
Student Center		696-6472
Student Financial Assistance (Old Main 122)		696-3162
Student Government (Memorial Student Center 2W29B)		696-6435
Student Health Services (Cabell Huntington Hospital)		691-1106
Student Support Services (Prichard Hall West Lobby)		696-3164
Substance Abuse Education Program		696-3315
Women's Center (Prichard Hall 143)		696-3112/3338

PRESIDENT'S OFFICE			
Robert B. Hayes (President)	CC 110	696-3064	
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CA = Cabell Hall
CC = Community & Technical College
LA = LATTA'S - Second floor
RCBI = Robert C. Byrd Institute
CCCTC = Cabell Co. Career Center
MUGC = MU Graduate College

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