



# Mountwest

Community & Technical College

**Student** Focused | **Career** Driven

## 2020-2021 College Catalog



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### Students' Responsibility

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

### Disclaimer

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

Mountwest Community & Technical College is accredited by:

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
Toll-free: 1 (800) 621-7440 or (312) 263-0456  
[www.hlcommission.org](http://www.hlcommission.org)

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

### Equal Opportunity/Affirmative Action

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

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

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

Mountwest also neither affiliates with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, sex, religion, age, disability, national origin, protected veteran status or sexual orientation. Further, the college is committed to the ideals of inclusion of students, faculty and staff and whenever appropriate, will take affirmative steps to enhance diversity. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Vice President of Student and Human Services Room 101VA Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701 or call (304) 710-3501, or Director of Diversity & Inclusion, Room 357, Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701 or call 304-710-3386.

# MISSION & GOALS

## Mission

The mission of Mountwest Community & Technical College is to prepare students for careers, civic responsibility and life-long learning.

## Mountwest Board End Statement

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

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

## Mountwest Vision Statement (CEO Policy Governance Interpretation)

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

## Mountwest Institutional Values Statement

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

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

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

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

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

## Guiding Principles

In order to operationalize and support the continuous improvement and environment values statements of the college, the college has established a set of guiding principles. The intent of these principles is to guide daily behavior and personal interactions.

### Promote a Culture of Evidence

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

### Emphasize Personal Accountability

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

### Contribute to a Trusting Environment

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

### Use a Disciplined Decision Making Process

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

# ACADEMIC CALENDAR 2020-2021

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## Fall 2020

August 6, Thursday

Last day to register for fall semester

August 10, Monday—August 13, Thursday

Schedule Adjustment for Currently Registered Students ONLY (no new registrations/schedules)

August 17, Monday

First Day of Class

August 17, Monday – August 19, Wednesday

Schedule adjustment- ONLY

August 20, Thursday

“W” period begins

August 24, Monday

Attendance Reporting due by 4pm

September 7, Monday

Labor Day, College Closed

September 15, Tuesday

Attendance Reporting due by 4pm

September 17, Thursday

Last day to Drop or do a Faculty Withdrawal for a 1st 8 weeks individual course

October 8, Thursday

End of 1st 8 weeks, December graduation applications due

October 12, Monday

2nd 8 weeks begins, Midterm grades and attendance due by 4pm

October 21, Wednesday –October 22, Thursday

Registration for Spring courses for special populations

October 22, Thursday

Last day to Drop or do a Faculty Withdrawal for a full semester individual course

October 26, Monday – December 3, Thursday

Total withdrawals only

October 26, Monday– November 5, Thursday

Registration for spring courses for currently enrolled students

November 9, Monday- January 4, Monday

Registration for new, readmitted and returning students

November 12, Thursday

Last day to drop or do a Faculty withdrawal for a 2nd 8 weeks individual course

November 23, Monday – November 27, Friday

Thanksgiving Holiday, Classes dismissed

November 26-27, Thursday-Friday

College Closed

November 30, Monday

Classes resume

December 2, Wednesday

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

December 7, Monday- December 10, Thursday

Exam days

December 10, Thursday

Official Graduation Date

December 14, Monday, Noon

Final Grades and attendance due

December 18 – January 1

Winter Break, College Closed

# ACADEMIC CALENDAR 2020-2021

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## Spring 2021

January 4, Monday  
College offices open

January 4, Monday  
Registration

January 5, Tuesday- January 7, Thursday  
Schedule Adjustment for Currently Registered Students  
ONLY (no new registrations/schedules)

January 11, Monday  
Classes begin

January 11, Monday – January 13, Wednesday  
Schedule adjustment ONLY

January 14, Thursday  
“W” period begins

January 18, Monday  
College Closed, Martin Luther King Day

January 19, Tuesday  
Attendance reporting due by 4pm

February 4, Thursday  
Last day to drop 1st eight weeks course  
Last day to do a faculty withdrawal for 1st eight weeks  
courses

February 17, Wednesday  
Attendance reporting due by 4pm

March 4, Thursday  
Midterm, 1st eight weeks ends  
Applications for May graduation due

March 8, Monday  
2nd eight weeks courses begin, Last day to add 2nd  
eight weeks, Mid-term grades and attendance due by  
4pm

March 10, Wednesday – March 11, Thursday  
Registration for special populations- Summer/Fall

March 11, Thursday  
Last day to drop an individual course for the full term  
Last day to do a Faculty Withdrawal for full term  
courses

March 15, Monday – March 25, Thursday  
Advance registration for currently enrolled students-  
Summer/Fall

March 22, Monday – March 25, Thursday  
Spring Break, Classes dismissed

March 29, Monday  
Classes resume

March 29, Monday—April 29, Thursday  
Complete withdrawal only

March 29, Monday  
Registration for Summer and Fall sessions begin  
(admitted/readmitted students)

April 8, Thursday  
Last day to drop a 2nd eight weeks course  
Last day to do a faculty withdrawal for a 2nd eight  
weeks course

April 29, Thursday  
Last day of class  
Last day to completely withdraw from Spring semester

May 3, Monday – May 6, Thursday  
Exam Days

May 7, Friday  
Graduation Ceremony and Official Graduation Date

May 10, Monday, by noon  
Grades and attendance due

# ACADEMIC CALENDAR 2020-2021

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## Summer A ( May 10 to July 15,2021)

May 10, Monday  
First Day of Classes

May 10-12, Monday- Wednesday  
Schedule Adjustment

May 13, Thursday  
“W” Withdrawal Period Begins

May 17, Monday  
Attendance Reporting due by 4pm

May 31, Monday  
Memorial Day Holiday, College Closed

June 10, Thursday  
Deadline for July Graduation Application

June 10, Thursday  
Last Day to Drop an Individual Course  
Last Day to do a Faculty Withdrawal

June 14, Monday  
Attendance Reporting due by 4pm

June 14, Monday-July 14, Wednesday  
Total Withdrawals Only

July 14, Wednesday  
Last Class Day, Last Day to Totally Withdraw from  
Summer A

July 15, Thursday  
Final Examination Day, Official July Graduation Date

July 19, Monday, Noon  
Deadline for Submitting Final Grades and Attendance

## Summer B ( May 10 to June 10, 2021)

May 10, Monday  
First Day of Classes

May 10-11, Monday – Tuesday  
Schedule Adjustment

May 12, Wednesday  
“W” Withdrawal Period Begins

May 17, Monday  
Attendance Reporting due by 4pm

May 31, Monday  
Memorial Day Holiday, College Closed

May 20, Thursday  
Last Day to Drop an Individual Course  
Last Day to do a Faculty Withdrawal

May 24, Tuesday – June 9, Wednesday  
Total Withdrawals Only

June 9, Wednesday  
Last Class Day, Last Day to Totally Withdraw from  
Summer B

June 10, Thursday  
Final Examination Day, Deadline for July Graduation  
Application

June 14, Monday, Noon  
Deadline for Submitting Final Grades and Attendance

## Summer C ( June 14 to July 19, 2021)

June 10, Thursday  
Deadline for July Graduation Applications

June 14, Monday  
First Day of Classes

June 14-15, Monday – Tuesday  
Schedule Adjustment

June 16, Wednesday  
“W” Withdrawal Period Begins

June 21, Monday  
Attendance due by 4pm

June 23, Wednesday  
Last Day to Drop an Individual Course  
Last Day to do a Faculty Withdrawal

June 24, Thursday – July 14, Wednesday  
Total Withdrawals Only

July 14, Wednesday  
Last Class Day, Last Day to Totally Withdraw from Sum-  
mer C

July 15, Thursday  
Final Examination Day, Official July Graduation Date

July 19, Monday  
Deadline for Submitting Final Grades and Attendance due  
by Noon

# PHILOSOPHY & HISTORY

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## General Education Philosophy

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

The Mountwest general education policy seeks to integrate basic principles, concepts, and methodologies throughout all our disciplines, expanding students academic experiences by promoting lifelong learning, encouraging engagement in civic activities, and fostering achievement of common goals through teamwork.

Students who completed either an Associate in Arts (AA) or Associate in Science (AS) will have successfully completed at least 24 semester hours of coursework in general education including the general education outcomes 1-4 below.

Students who complete an Associate in Applied Science (AAS) will have successfully completed at least 15 semester hours of coursework in general education including the general education outcomes 1-4 below.

Students who complete a Certificate in Applied Science (CAS) will have successfully completed at least 6 semester hours of coursework in general education, including essential communications and computation skills.

Students who complete the general education requirements of an associate degree should be able to exhibit the following outcomes:

1. Communication: Students will compose coherent, unified written documents that demonstrate correct mechanics and style, as well as appropriate documentation of course. Students will also communicate verbal and nonverbal messages appropriate to the audience and situation.
2. Critical Thinking: Students will use appropriate evidence and sound reasoning to make a judgment.
3. Cultural Intelligence: Students will demonstrate an understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices.

4. Numerical Literacy: Students will apply mathematical reasoning to solve quantitative problems.

## History

Mountwest Community & Technical College was established as Marshall Community College, a college within Marshall University that provided two-year associate degrees and continuing and community education. Classes first began in the fall of 1975 with a wide range of programs.

In 1991, the college name became Marshall Community & Technical College to better reflect the technical nature of many of the programs offered. Marshall Community and Technical College became accredited for the first time as an independent institution in 2003.

Marshall Community and Technical College became a separate institution on July 1, 2008, as a result of West Virginia House Bill 3215. This bill made the College a free-standing, independent institution no longer administratively linked to Marshall University and established a separate Board of Governors to determine, control, supervise, and manage the financial, business, educational policies, and affairs of the College.

The College adopted the designation “MCTC” until it was officially named Mountwest Community & Technical College by West Virginia Senate Bill 499 in 2010.

Today, Mountwest is one of only nine public institutions that form the West Virginia Community and Technical College System, and it continues to meet the educational needs of Tri-State students and employers through hands-on, high-quality learning, as it has for nearly four decades.



# GOVERNING & ADVISORY COMMITTEES 2020-2021

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## West Virginia Council for Community and Technical College Education

Robert L. Brown, Chair  
Christina Cameron, Vice Chair  
Steve Roberts, Secretary  
William (Bill) Baker  
Kenneth Boggs  
Dr. Kathy J. D'Antoni  
Michael Farrell  
Mike Graney  
Tracy Miller  
Charles (Chuck) Parker  
John J. Sorrenti  
Harry Keith White  
Dr. Sarah Tucker, Chancellor

## Mountwest Community & Technical College Board of Governors

Jeffrey Goad, Chair  
Melvin Miller, Vice Chair  
Thomas Gibson, Secretary  
David Earl  
Dinah Ledbetter  
Anthony E. Martin  
Mark Morgan  
Rodney Wiles  
Gabriela Lett, Student Representative  
Ed Bays, Faculty Representative  
Dee Preston, Classified Employee Representative

## Mountwest Community & Technical College Advisory Committees

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

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

## Advisory Committees for the 2020-2021 Academic Year

Accounting  
American Sign Language  
Banking and Finance  
Biomedical Instrumentation Technology  
Board of Governors' Degree  
Certified Coding Specialist  
Criminal Justice  
Culinary Arts  
Early Childhood Education  
Electronics Technology  
Engineering Design Technology  
Geospatial Science and Technology  
Graphic Design  
Healthcare Informatics  
Health Information Technology  
Health Science  
Hospitality Management  
Information Technology  
Machinist, CNC Technology  
Management Technology  
Medical Assistant  
Multimedia Design  
Occupational Development  
Paralegal  
Paramedic Science  
Pharmacy Technician  
Physical Therapist Assistant  
Radiologic Technology  
Respiratory Therapy Technology  
Technical Studies  
Transportation  
Veterinary Technology  
Welding Technology

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

The Higher Learning Commission- HLC  
230 South LaSalle St., Suite 7-500  
Chicago, IL 60604  
P: (800) 621-7440 or (312) 263-0456  
www.hlcommission.org | info@hlcommission.org

The following programs have additional specialized accreditation as indicated:

Health Information Technology  
Commission on Accreditation for Health Informatics and Information Management Education- CAHIIM  
233 N. Michigan Ave., 21st Floor  
Chicago, IL 60601-5800  
P: (312) 233-1134 | info@cahiim.org  
www.cahiim.org

Massage Therapy  
Commission on Massage Therapy  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
P: (202) 888-6790 | info@comta.org  
www.comta.org

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

Paralegal  
Approved by the American Bar Association  
321 N. Clark St. Chicago, IL 60654  
P: (800) 285-2221  
www.abanet.org

Paramedic Science  
Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19N, Suite 158,

Clearwater, FL 33763  
P: (727) 210-2350 | mail@caahep.org  
www.caahep.org

Pharmacy Technician  
American Society of Health System Pharmacists (ASHP)  
4500 East-West Highway, Suite 900  
Bethesda, MD 20814  
P: (866) 279-0681  
www.ashp.org

Physical Therapist Assistant  
Commission on Accreditation in Physical Therapy Education  
1111 N. Fairfax St. Alexandria, VA 22314-1488  
P: (703) 706-3240 | accreditation@apta.org  
www.capteonline.org

Veterinary Technician  
American Veterinary Association  
1931 North Meacham Road, Suite #100  
Schaumburg, IL 60173-4360  
P: (800) 248-2862  
www.avma.org

The following articulated programs are accredited through the hosting institutions:

Machinist Technology  
The National Institute for Metalworking Skills  
10565 Fairfax Blvd., Suite 10  
Fairfax, VA 22030  
P: (703) 352-4971  
www.nims-skills.org

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

Respiratory Therapy  
Committee on Accreditation for Respiratory Care  
PO Box 54876 Hurst, TX 76054-4876  
P: (817) 354-8519  
www.coarc.com

# GENERAL POLICIES

## Copyright Infringement - Policies and Sanctions

- Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
- Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.
- Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.
- For more information, please see the Web site of the U.S. Copyright Office at <https://www.copyright.gov/title17/>, especially their FAQ’s.

Copyright law infractions are considered by Mountwest Community and Technical College as an academic dishonesty violation and follows the Academic Dishonesty Policy found in the Academic Definitions and Procedures section of this catalog or on our website at: <http://www.mctc.edu/consumer-information/copyright-infringement/>

## Equal Opportunity/Affirmative Action Policy Statement

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

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

Mountwest 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.

Mountwest 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, color, sex, religion, age, disability, national origin, protected veteran status or sexual orientation. Further, the college is committed to the ideals

of inclusion of students, faculty and staff, and, whenever appropriate, will take affirmative steps to enhance diversity. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Vice President of Student and Human Services, Room 101VB, Mountwest Community & Technical College, One Mountwest Way, Huntington, West Virginia, 25701 or call (304) 710-3501, or Director of Diversity & Inclusion, Room 357, Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701 or call 304-710-3386.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

• Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

# GENERAL POLICIES

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920  
Liability Policy  
Mountwest Community & Technical College, as a state agency, cannot assume responsibility for loss of or damage to the personal property of students. Furthermore, the college cannot assume responsibility for personal injury to students.

## Sexual Harassment Policy

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

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

Anyone who believes he or she has been the subject of sexual harassment should report the alleged conduct immediately to the Director of Human Resources, Employee Development and Payroll, Suite G12, Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701 or call (304) 710-3401, or Director of Diversity & Inclusion, Room 357, Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701 or call 304-710-3386.

## Weather-Related and/or Emergency Closings and Delays

Generally it is Mountwest Community & Technical College’s procedure to maintain its normal schedule, even when conditions are inclement. However, this is not always possible. In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected—students, faculty, staff and the general public as expeditiously and as

comprehensively as possible in the following ways:

### Definitions

College Closed: All classes suspended and offices closed.  
Classes Canceled: All classes suspended; offices open and following normal hours of operation.

Delay: A delay in the opening of all classes AND a delay in the opening of all offices.

Class operation under delays: Students and faculty 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. For example, a two-hour delay means that classes that normally begin at 10:00 a.m. will begin on time. Classes that begin at 9:30 a.m. will begin at 10:00 a.m. and continue for the remaining period of that class. If a student determines they cannot travel to class safely by the stated delay time, they should notify their instructor of their absence. Determination of an excused or unexcused absence will be at the discretion of the instructor. If an instructor determining they cannot travel to class safely by the stated delay time may make alternative arrangements with their Program Chairs and/or Dean.

You will be notified about closings, cancellations, or delays through the Colleges Emergency Notification System. Information will also be presented on our web site, social media platforms, and local media outlets such as television and radio stations, local news outlets.

All students and employees of Mountwest are automatically enrolled in the Emergency Notification System (ConnectYard). Your MCTC e-mail address is your primary notification delivery method. However, you can link an additional e-mail address, Twitter, Facebook and LinkedIn social media accounts, as well as a cell phone number for receipt of text messages.

To get started on customizing your Emergency Notification experience, visit <http://www.connectyard.com>

Students taking classes at off campus sites not managed by the College, such as Career Centers, must contact the Career Center. Mountwest will adhere to their inclement weather schedule.

## Ethical Recruitment of Students including Military

(1) Mountwest Community and Technical College does not use third parties or agents to represent it for purposes of recruiting or enrolling students. Only appointed employees, trained students, or trained alumni of the college are authorized to officially represent the college in recruiting and enrolling students through direct contact with prospective students, their parents or legal guardians, spouses, school counselors or other entities.

(2) No one may offer an inducement (including a

## GENERAL POLICIES

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gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals or other items) to any individual or entity, or its agents, for the purpose of securing enrollment of students or obtaining access to federal financial aid or tuition assistance funds.

(3) No one may provide commissions, bonuses, or other incentive payments based directly or indirectly on securing enrollment of students or Federal financial aid funding to any person or entities engaged in student recruiting or admission activities.

(4) No one may engage in high-pressure tactics to recruit or secure enrollment of students.

(5) Substantial Misrepresentation about the nature of the college's educational programs, financial charges, or employability of graduates is prohibited.

### Definitions:

High-pressure tactics includes, but is not limited, to making three or more unsolicited contacts to an individual by phone, e-mails, texts or other electronic means or in person.

Military service means the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard and their reserve components.

Substantial misrepresentation means a false, erroneous, or misleading statements to prospective students that influences his or her decision to enroll at Mountwest Community and Technical College.

# STUDENT RIGHTS & RESPONSIBILITIES

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

## Admissions and Access

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

## The Classroom Environment

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

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

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

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

to the student. Copies of this procedure are available from division deans and other administrative offices.

## Student Records

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

## Student Organizations

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

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

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

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

## Freedom of Inquiry and Expression

Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it will be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

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

# STUDENT RIGHTS & RESPONSIBILITIES

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

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

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

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

## Institutional Authority and Civil Penalties

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

The college will take no action affecting a student's status while his/her case is before the courts, and awaiting final determination. Unless, such action is necessary to protect the safety of the college community. If the student is convicted, the college will attempt to support the intent

of the courts. If the court places a student on probation, the college will cooperate with the court to determine the most desirable course of action for the student, the college, and society. Normally when an individual is returned to society, the intent of the court is to allow him/her to return to the position held before commission of the offense for which he/she was convicted. Thus, the college will normally allow such a student to remain in the institution or return to it unless there is evidence that his/her presence imposes a clear danger to other students, faculty, staff or guests of the college or to the orderly operation of the college.

## Student Property

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

# STUDENT CODE OF CONDUCT

## Student Behavior

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

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

This list of prohibitions is not a full listing of unacceptable behavior in a college community. Other unacceptable behavior may also result in disciplinary action. Academic dishonesty (such as cheating and plagiarism) or classroom behavior considered detrimental to the teaching-learning process will be addressed by the college's academic offices. A full statement on student academic dishonesty can be found in the Academic Definitions & Procedures section of the catalog.

## COVID-19 Addendum

This section is to serve as an overview of COVID-19 policies and procedures that are expected to be followed by each Mountwest student. Please note that the information may not be all inclusive of every situation, and additional information will be released as circumstances change. Please contact [pellr@mctc.edu](mailto:pellr@mctc.edu) or [grooms@mctc.edu](mailto:grooms@mctc.edu) for further questions.

## Return to School:

ADA Accommodations – Accommodation requests

should be made through the Office of Student Services. If a student with a disability who is at high risk requests an accommodation, Mountwest may discuss with the student:

- How the disability creates a limitation, up to and including requesting medical documentation of a disability, including health records or prescriptions;
- How the requested accommodation will effectively address the limitation;
- Whether another accommodation could solve the issue;
- How the proposed accommodation will enable the student to continue to actively engage and be successful in the course.

## Direct-Threat Standard:

- Direct-Threat Standard means that a student must pose a direct threat to him/herself or others to be excluded from the classroom. MCTC defines direct threat as, “a significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation”.
- Any individualized assessment based on reasonable medical judgement about the student's disability – not the disability in general – using the most current medical knowledge and the best available objective evidence.

An attempt will be made to make other types of accommodations before preventing a student entry. Prevention of entry will only occur if no reasonable accommodation can be made.

**At Risk** – The CDC defines students with conditions that put them at a higher risk for severe illness from the coronavirus, which includes individuals who are immunocompromised, as well as people with:

- Chronic kidney disease who are undergoing dialysis.
- Chronic lung disease.
- Diabetes.
- Liver disease.
- Moderate to severe asthma.
- Severe obesity (body mass index of 40 or higher).

Mountwest acknowledges the possibility to accommodate students with these conditions. Mountwest will not ask a student if he or she has an underlying medical condition unless and until the student puts us on notice of the condition in question. If a reasonable accommodation is not requested, we are under no obligation to provide any accommodations. For more information, please visit <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>.

**General Safety** – Students are required to maintain social/physical distancing. Face coverings/PPE will be required when distancing is difficult to maintain.

**Temperature Scans** – Until such time as guided otherwise, security personnel may perform temperature scans of incoming occupants to monitor any significant deviation from “normal”. The temperature scans will be administered in compliance with



# STUDENT CODE OF CONDUCT

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EEOC and ADA guidelines. All information will be kept confidential. For students who may be experiencing higher than normal temperatures, you may be required to work with your instructor on alternative assignments.

**Screening** – Until such time as guided otherwise, general screenings may be conducted upon entrance of the building. The screening will remain confidential and will not require students to disclose any chronic health conditions or disabilities. The screening will be limited to generic questions regarding exposure and any symptoms of COVID-19 that employees may be displaying. These screenings are in compliance with EEOC guidelines.

**Distance and Face Coverings** – Students are expected to follow all CDC hygiene guidelines. Upon entering the building, occupants will be encouraged to maintain 6 feet of physical distancing. When such distancing is challenging, all occupants will be required to wear face coverings. A limited supply will be on hand to provide to those who request them. Specific distancing procedures are as follows:

- **Lobby** – The main floor lobby will remain closed for gathering space until further notice. Outdoor spaces may be created to allow for proper distancing guidelines so that there is adequate and safe space for students between class times.
- **Elevators** – A maximum of 2 per elevator; 3 with the usage of face coverings
- **Stairs** – Occupants are required to maintain single file; the West stairs are divided into “lanes” to indicate which side employees should move “up” or “down” on the staircase.
- **Hallways** – Where possible, hallways will have one-way traffic only.
- **Bathrooms** – All bathrooms will have signs to indicate social distancing or face covering recommendations.
- **Access** – At the main entrance of Mountwest, occupants are expected to use the East set of doors as an entrance ONLY. The West set of doors will be exit ONLY.
- **Limitations on Classroom/Meeting Rooms** – Social distancing will be required to maintained within any area in which multiple people are meeting. Classroom/Meeting room capacity will be limited and expected to be followed.

All of these items will be appropriately marked with directional signs to aid occupants in the navigation requirements of the building.

**Compliance with Safety Protocols** – All students are expected to be in compliance with safety protocols throughout the college. If a student does not reasonably adhere to safety protocol, the student will be in violation of the student code of conduct.

## Violation Penalties

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

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

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

# STUDENT CODE OF CONDUCT

## Student Academic Grievance

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

### Initial Resolution Process

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

### Initiation of Institutional Academic Grievance Procedure

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

Step Two- Upon receipt of a formal grievance, the Dean shall hold a hearing, within 10 days of receiving written grievance and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard.

The Dean shall consider the merits of the grievance and either:

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

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

Step Four- Each committee member will receive a copy of the written grievance with the supporting statements and evidence. After receiving the written grievance, the committee chair will hold a hearing within 10 days of receipt and both the grievant and the individual against whom the grievance is directed will be given the

opportunity to present and be heard. The grievant may have one advisor at the hearing; however, the advisor may not speak during the meeting. The Committee Chair shall be responsible for informing the CAO and appropriate Dean (or appropriate supervisor) of the committee's recommendation and the rationale for the findings in writing within 10 days of the committee hearing.

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

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

# ACADEMIC DEFINITIONS & PROCEDURES

## Academic Dishonesty Policy

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

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

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

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

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

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

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

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

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

It is the student’s responsibility to clearly distinguish his/her own work from that created by others. This includes the proper use of quotation marks, paraphrase and the

citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

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

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

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

The instructor may impose the following sanctions:

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

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

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

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

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

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

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

- A student’s record of academic dishonesty offenses will be maintained throughout his/her enrollment at Mountwest, and the period of time between offenses may have no impact on sanctions for repeated offenses.

# ACADEMIC DEFINITIONS & PROCEDURES

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- A student with a second academic dishonesty offense during his/her enrollment at Mountwest will be academically suspended for a period of time not to exceed one academic year (to include summer terms).
- A student with a third academic dishonesty offense during his/her enrollment at Mountwest will be dismissed from Mountwest Community & Technical College.

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

Notice of an act of academic dishonesty will be reported to the Office of Student Services through the completion of an Academic Dishonesty Report.

The Academic Dishonesty Report will include:

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

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

A copy of the report will be placed in the student's restricted college file maintained in the Vice President for Student Services office.

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

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

**Appeals for Academic Dishonesty:** See Student Grievance Procedures.

## Academic Forgiveness Policy

The academic forgiveness policy allows forgiveness of 'D' and 'F' grades for purposes of calculating the grade-point

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

1. The student must not have been enrolled in college on a full-time basis during any semester or term in the last four consecutive years.
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 Mountwest Community & Technical College and enrolled.
4. Grades disregarded for graduation GPA computation remain on the student's permanent transcript.
5. The student applies for academic forgiveness by submitting an "Application for Academic Forgiveness" to the Mountwest Vice President for Student Services. The "Application for Academic Forgiveness" can be accepted, modified, or rejected upon submission. Upon request, a justification will be provided for any changes made to the application.
6. If the student applies for academic forgiveness, he/she must be aware that this is a Mountwest Community & Technical College procedure that may not be recognized by other institutions of higher education to which the student may transfer.

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

## Academic Residence Requirements

"In residence" means to be enrolled in Mountwest Community & Technical College courses. Mountwest Community & Technical College Associate degree and certificate program students must earn at least 15 hours credit in residence. These 15 hours must be for college level course work and must be applicable to the degree program. Except for the AAS in Board of Governors, AAS in Technical Studies and AAS in Occupational Development which require 3 credit hours of college level coursework at Mountwest.

# ACADEMIC DEFINITIONS & PROCEDURES

## Academic Probation and Suspension Policy

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

- Students on probation must meet with the Academic Counselor or a designated advisor before registering for classes to develop an Academic Improvement Plan to achieve good academic standing each term. This plan will be binding on the student.
- Students on probation may take a maximum of 14 credit hours during the semester and should repeat courses under the D/F Repeat Rule to reduce deficiency points.
- Students on probation must earn a 2.0 GPA or higher during every semester they are on probation. Failure to achieve a 2.0 semester GPA or higher while on Academic Probation could result in suspension.
- Other requirements may be imposed in the Academic Improvement Plan. The student is returned to Academic Good Standing when his/her overall GPA is 2.0 or higher.

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

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

Table One – Suspension Quality Point Deficit

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

## Computing Quality Point Deficit

To compute Quality Point Deficit, use the following formula:

GPA Hours times 2 = X;

X – Quality Points = Quality Point Deficit.

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

$$48 \times 2 = 96$$

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

When a student returns to Mountwest Community & Technical College after any suspension, the student will be placed on probation and must follow all of the requirements of his/her Academic Improvement Plan. Failure to meet all of the requirements of the Academic Improvement Plan or exceeding the Quality Point Deficits listed in Table One will result in suspension. A second suspension will be for a period of one calendar year. Third and subsequent suspensions will be for a period of two calendar years each.

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

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

## Class Attendance

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

## Definitions of Excused Absences

Excused absences fall into five categories:

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

# ACADEMIC DEFINITIONS & PROCEDURES

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- Student Illness or Injury: Absences will be excused only for illnesses or injuries that prohibit students from participating in class.
  - Critical Illness of Immediate Family Member: Absences will be excused if the student documents that he/she had to provide needed care and/or support for a critically ill immediate family member.
  - Death of an Immediate Family Member
3. 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 Military, Veterans and Dependents section for this policy.
  4. Jury Duty or Subpoena for Court Appearance:  
This applies to absences that are a result of official requests from a court of law.
  5. Religious Holidays:  
This applies to major religious holidays.

## Academic Standing

Students receive official notification of academic standing via MCTC e-mail at the end of the regular semester.

Academic standing is defined by one of three categories:

- Good Standing: A student is in good standing when his/her cumulative Mountwest GPA is at least 2.0.
- Academic Probation: A student is placed on academic probation at the end of any regular semester or summer session when his/her cumulative Mountwest GPA is less than 2.0. The student will be notified by e-mail of probation status and that a hold has been placed on his/her registration activity. The student cannot register or make schedule changes on the web. All of his/her registration activity must take place in person with a Student Success Counselor in the Mountwest One Stop. Probation students also are limited in the number of credit hours they can take each semester and may be subject to financial aid loss.
- Academic Suspension: If a student exceeds the maximum quality point deficits in the cumulative Mountwest Community & Technical College GPA hours at the end of any given semester, he/she will be suspended for the following semester. The Vice President for Student Services notifies suspended students by US Postal Service and e-mail that a suspension hold has been placed on their registration status and that their registration for the following semester has been cancelled (excluding summer terms) when the suspension is for one semester.

## Assessment

Mountwest Community & Technical College has an ongoing assessment program that is rooted in the college's mission. The assessment process provides the college and programs with information regarding institutional

effectiveness. All segments of the college community – faculty, staff, administration and students – are to be actively involved in this process.

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

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

## Auditing Courses

Audit students enroll only for the purpose of refreshing or acquainting themselves with the material offered in the course. Students may audit a course when space is available in the class and the instructor authorizes a student's audit status. Audit students receive no academic credit. Enrollment for audit is limited to the regular registration period for the semester or term.

The audit student must enroll for the course as an Audit and must pay fees in the same way and at the same tuition rate as students enrolling for credit. Faculty members who wish to audit courses must secure approval of the instructor of the course and must enroll in the regular way. The instructor of the course will determine attendance and any other special requirements for audit students. It is the instructor's responsibility to discuss the requirements of the course with the auditor.

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

## Catalog of Record

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

## Classification of Students

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

# ACADEMIC DEFINITIONS & PROCEDURES

Classification	Semester Hours
Freshman	0-25
Sophomore	26+

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

## Commencement/Graduation Dates

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

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

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

## Core Coursework Transfer Agreement

The West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education maintain a Core Coursework Transfer Agreement that lists the general studies courses at each institution that generally will transfer to any state public higher education institution. Under the terms of the agreement, a student may transfer up to thirty five credit hours of undergraduate coursework in the areas of English composition, communications and literature, fine arts appreciation, mathematics, natural science, and social science as general studies credits. The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements. Since coursework is generally transferable among institutions in the state colleges and universities, a student could conceivably transfer more than thirty five hours of general studies from one institution to another that are provided for in this agreement. The agreement is not designed to limit the number of credits that are transferred. Its purpose is to assure that students will be able to transfer credits in accordance with the terms of the agreement. The hours of core coursework that are acceptable as counting toward fulfillment of general studies requirements are as follows:

- English Composition – 6 hours
- Communication and Literature – 6 hours
- Speech/oral communication – 3 hours
- Literature – 3 hours
- Fine Arts Appreciation – 3 hours  
Art, music, drama, or theater appreciation
- Mathematics – 3–5 hours  
College math including general math, algebra, trigonometry or calculus
- Natural Science – 8–10 hours

- Lab science including biology, chemistry, geology, physics, or physical science
- Social Science – 9 hours  
History, political science, psychology, sociology, or economics with no more than six hours from any one area.

The complete Core Coursework Transfer Agreement is located on the Mountwest website.

## College-Level Examination Program (CLEP) and DANTES (DSST)

The College Level Examination program (CLEP) and the DSST Standardized Tests are credits by examination tests that helps a student to receive college credit for what they already know. Credit earned through the CLEP and DSST exams do not automatically satisfy specific academic requirements. Students are encourage to consult with Program Chair or Dean in their area of study for specific curriculum requirements and credit. For a complete listing of available CLEP and DSST exams for which students may receive Mountwest course credit, visit the MCTC Testing web page at: [www.mctc.edu/testing-center/](http://www.mctc.edu/testing-center/).

To schedule an exam contact the MCTC Testing Center at 304.710.3395, or e-mail at [testingcenter@mctc.edu](mailto:testingcenter@mctc.edu).

For additional questions and/or information contact: Veella Grooms • Room 357 • Phone: (304) 710-3386, E-mail: [grooms@mctc.edu](mailto:grooms@mctc.edu).

## College Course Challenge Exams (CCCE)

College Course Challenge Exams, or CCCEs, are exams that test a student's proficiency of a Mountwest course. Students successfully receiving passing scores on CCCEs are considered to have "tested out" of a Mountwest course. Credit only (CR), not a letter grade will be recorded on the transcript for successful completion; no transcript will record a failed attempt of the examination. To be eligible to take an exam, a student must be fully admitted. Students are responsible for paying the \$40 proctoring fee per exam. A complete listing of available College Course Challenge Exams are available on the MCTC Testing web page at [www.exploremctc.info/TestingCenterRevised](http://www.exploremctc.info/TestingCenterRevised). To schedule and exam contact the MCTC Testing Center at 304.710.3395, or e-mail at [testingcenter@mctc.edu](mailto:testingcenter@mctc.edu).

## Credit for Experiential Learning (Prior Learning Assessment) and Portfolio Credit

Prior learning is learning that may have taken place in other settings of a student's life, perhaps during military service, independent studies, volunteer or community services, on-the-job training, or industrial certifications and licenses a student has achieved. Any of these could qualify as college level learning and could qualify a student to receive college credit, which could shorten the requirements needed to obtain a college degree.

# ACADEMIC DEFINITIONS & PROCEDURES

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

To learn if your prior learning experience qualifies for college credit, or how to get started, visit the MCTC PLA web page at [www.exploremctc.info/PLArevised](http://www.exploremctc.info/PLArevised).

For additional questions and/or information contact:  
Veella Grooms • Room 357 • Phone: (304) 710-3386,  
E-mail: [grooms@mctc.edu](mailto:grooms@mctc.edu).

## Credit Hour

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

## Course Delivery

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

## D/F Repeat Rule (Repeating Courses)

Students have the opportunity to repeat any course in which they earned a grade of D or F during the period up to and including the semester in which they attempt their 60th hour. Any course taken during the semester or term in which the 60th attempted hour is taken also may be repeated under this rule. The repeat of a course taken within the first 60 attempted hours may be made any time before graduation.

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

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

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

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

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

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

## Dean's List

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

## Degree Program

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

## Developmental Courses

Developmental courses are credit/no-credit (CR/NC) recorded on the transcript counted as earned hours, used to



# ACADEMIC DEFINITIONS & PROCEDURES

determine a student's classification and as hours attempted for financial aid. Credits earned for these courses cannot be used to satisfy graduation requirements.

## Grade Information and Regulations

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

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

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

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

## Graduation

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

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

The due dates for each graduation are listed in the current schedule of courses and also in the academic calendar section of the Mountwest Community & Technical College catalog as well as on the web.

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

## Honors Graduation (Associate Degree Only)

Associate degree candidates for graduation who have achieved special distinction in academic work are recognized at commencement. Their honor status is printed on their diploma. Honor status is determined by

this scale for the final cumulative Mountwest grade point average. Honor calculations are not rounded.

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

## Honors Eligibility for Transfer Students

(Associate Degree)

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

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

## Independent Study

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

## Internship, CO-OP, Practicum or Clinical

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

## Laboratory Courses

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

## Major

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

# ACADEMIC DEFINITIONS & PROCEDURES

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## One-Year Certificate Degree Program of Applied Science

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

## Semester Load

To make normal progress toward graduation, students should complete approximately 32 to 34 semester hours during a calendar year, which includes Fall, Spring and Summer terms. If students want to take 19 or more credit hours during Fall or Spring term, or 9 or more hours during a regular Summer term, permission must be obtained from the Mountwest Community & Technical College Vice President for Student Services.

## Special Topics

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

## Syllabus

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

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

The syllabus is not a legal contract.

## Transcript

Transcripts can be ordered online at [www.getmytranscript.com](http://www.getmytranscript.com). Students who default in the payment of any Mountwest financial obligation or have other obligations to Mountwest forfeit their right to a transcript until their obligations are resolved. Students can obtain unofficial transcripts at: [www.mctc.edu/myMCTC](http://www.mctc.edu/myMCTC), or in the Student Services One Stop.

# STUDENT RESOURCES & SERVICES

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## Academic Skills Center

A staff of qualified staff instructors and student peers offers tutorial assistance to individuals and study groups in the Academic Skills Center (ASC), located in Room 103. The ASC operates as a learning center, where students have access to computers, supplemental handouts, and videos to assist in building academic skills.

## Writing Center

The writing experience is unique for every individual. Thus, the Mountwest Community & Technical College Writing Center, located in Room 103D, promotes the development of writing by engaging students in all aspects of the writing process through the use of individualized instructional sessions. These sessions allow students to acquire the strategies, techniques, and confidence necessary to engage effectively with a variety of writing topics and assignments.

## One Stop Center

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

The One Stop Staff can assist students with:

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

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

## Disabled Student Services

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

more information, call Wendy Quattlebaum at 304-710-3384 or visit the One Stop on the main campus.

## Library & Resource Center

Mountwest Community & Technical College students may access materials, instructional resources, and computers in the library. Hands-on assistance is available for research, printing, and other computer services. Databases allow access to eBooks, periodicals, articles, and other resources through MyMCTC.

## Office of Public Safety

The Office of Public Safety is directly responsible for the College's community. By virtue of West Virginia State Law, College Police Officers have the same responsibilities and authority as those of any other law enforcement officers in the state. Uniformed officers provide patrol protection to the main campus, and all College-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 by dialing Extension 3499 from a main campus phone, or by dialing (304) 710-3499.

## Tutoring Services

Located in Room 105, Peer Tutoring is available to current students who are interested in receiving one-on-one assistance from a peer who has successfully completed the course. Faculty-recommended peer tutors are available to work individually with students on multiple subjects to elaborate on concepts and share strategies for success. Peer tutors design a plan for students to improve their understanding of course material by sharing effective study methods. Students needing assistance from a peer tutor may apply for a weekly tutoring session per course, one-time test preparation, or study groups for a common subject.

## Student Success Peer Coaches

Top notch Mountwest students are chosen to act as a liaison between new students and the institution. They are the friendly faces that help guide new students throughout the enrollment process from the initial point of inquiry until registration. Student Success Peer Coaches provide support for students, faculty and staff and are a vital part of Mountwest's three-tier model for student success. In addition to assisting faculty in COL 101 classes peer coaches serve as recruitment representatives, or ambassadors, for the entire college, promoting more than 50 programs and various support services. Located in room 233 our peer coaches are available Monday through Thursday from 8:00 a.m. to 6:00 p.m.

## STUDENT RESOURCES & SERVICES

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### Career Services:

The Office of Career Services provides a high level of personalized service to students and employers. Career Services functions as a vital component of the total educational experience for students. The innovative programs, services, and resources provide assistance to students in the following areas:

#### Career Coaching:

- One-on-one career counseling
- Career assessments and inventories
- Advice on selecting/changing major

#### Resume Assistance:

- Resume and cover letter templates and examples
- Resume and cover letter writing assistance
- Resume and cover letter reviews and edits

#### Skill Development:

- Mock interview sessions
- Job search assistance
- Job-readiness workshops
- Fall and Spring Career Fairs
- Countdown to Graduation and Transfer Fair

The Career Services Center is located on the first floor, Room 110B. Appointments are available and walk-ins are always welcome. The Center provides computers and desk space for students and alumni needing a guiding hand in resume writing or job search assistance. Plenty of resources are available to help with career planning at any stage!

Office hours are Monday – Thursday, 8 a.m. to 6 p.m., excluding college holidays. Follow Mountwest Community and Technical College on LinkedIn for up-to-date job postings and information.

Visit Mountwest on LinkedIn at:

<https://www.linkedin.com/school/mountwest-community-&-technical-college/>

# CAMPUS ACTIVITIES

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## Phi Theta Kappa

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

For additional information regarding student government or campus organizations, contact Stacey Arthur at [arthur@mctc.edu](mailto:arthur@mctc.edu) or Kim Copley at [copley17@mctc.edu](mailto:copley17@mctc.edu)

## Student Government Association

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

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

- American Sign Language Club
- Bible Club
- Book Club
- Drone Club
- Early Education Student Association
- Game Developers Association
- Phi Theta Kappa
- Physical Therapist Assistant Club
- Pride Society
- Massage Therapy Club
- Spirit Club
- Table Top Gaming
- Veterinary Technology Club

# ADMISSIONS PROCEDURE

## Admissions Information

For general information regarding Mountwest Community & Technical College programs and policies please visit [www.mctc.edu](http://www.mctc.edu).

## Admissions Policy

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

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

### A. General Admissions Information

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

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

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

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

To receive financial aid, an individual must be admitted as a degree-seeking student and have official high school transcripts or GED/TASC scores on file with the Mountwest Community & Technical College Office of Admissions. Students entering college directly from high school are strongly encouraged to complete the ACT or the SAT. For additional testing information, contact the Office of Student Services; phone (304) 710-3140.

### B. Board Policy

Regular admission to Mountwest Community & Technical College is open to any person who has a high school diploma or meets General Educational Development

(GED)/TASC requirements.

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

### C. Students Seeking Readmission

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

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

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

### D. Transfer Policy

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

- Mountwest Community & Technical College must receive official transcripts of all college level work completed at other regionally accredited colleges before formal transfer credit will be awarded. Grades earned at other institutions will not be entered into the cumulative grade-point average (GPA) at Mountwest Community & Technical College.
- Courses in which a grade of "C" or higher is earned

# ADMISSIONS PROCEDURE

are transferable for credit if coursework is relevant to the student's program at Mountwest Community & Technical College with the approval of the Division Dean.

- Credits earned at foreign post-secondary institutions may also be transferred, subject to review and approval of the Dean of the Division in which the student matriculates. Students applying for foreign credit transfer must submit an official evaluation of foreign educational credentials from an accredited evaluation agency.
- Transfer students are required to complete their academic residency requirement prior to graduation.
- The transfer evaluation is based on the declared major of the student.

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

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

## E. Early Entrance High School Students

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

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

## Programs with Specific Admission Requirements

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

### 1. Allied Health and Life Sciences:

#### A. Physical Therapist Assistant Program:

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

- Application packets are available after November 15 from the Career & Technical Division, Room 427.

- Application deadline is March 15.
- Applications are valid only for the noted academic year.

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

#### Admission Requirements:

(Applications to the CCTC Radiologic Technology program must be submitted on or before October 1) (Admission to Mountwest Community & Technical College must be complete before applying to the program.)

Prior to acceptance into the Radiologic Technology Program, a student must have completed the following:

1. Prerequisite college courses. Courses may be completed at any post-secondary institution. For courses to qualify for the Associates of Applied Science degree in Radiologic Technology through Mountwest, they must be accepted and successfully transferred to Mountwest. This transfer process is the sole responsibility of the student. A minimum of 12 hours must be taken directly on Mountwest campus to be granted the associate's degree.

The following courses must be passed with a "C" or better:

AH 151	Medical Terminology
AH 204	Legal & Ethical Issues in Healthcare
BIOL 257	Intro. to Anatomy & Physiology
BIOL 260	Applied Human Anatomy
COM 125	Interpersonal Communication
ENL 111	Written Communication
MAT 145	College Algebra
SCI 110	College Physics

2. Minimum ACT score of 21 or
3. Successful completion of the pre-entrance (Work Keys) examination with a score of four in Locating Information, and five in both Applied Mathematics and Reading for Information.

High School and Post-Secondary GPA are also weighted factors in the application process. Points will be awarded for the following:

- High School GPA of 3.0 or better
- College GPA of 2.5 or better
- Completion of College Chemistry and/or Psychology with a grade of "C" or better will be awarded additional points.

### C. Associate in Applied Science in Respiratory Therapy (Collins Career Center):

# ADMISSIONS PROCEDURE

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## Admission Requirements:

1. The Respiratory Therapy Program has selective admissions each year. The first 23 eligible applications received will be admitted to the program. If admitted, there are 48 credit hours of respiratory therapy courses to be completed at Collins Career Center. As part of the 48 credit hours, the student will be required to complete clinical practice rotations at area health care facilities.
2. Prior to admission to the Respiratory Therapist Program and/or clinical internships, students may be required to document that they have successfully passed a criminal background check and drug screen.
2. AAS in Machinist/CNC Technology  
Students must apply for admission to the Robert C. Byrd Institute for Advanced Flexible Manufacturing and pass a mathematics test for machinist with a score of 70% or above. Successful candidates will be invited for a personal interview.
3. Associate in Applied Science in Welding Technology  
Students must apply for admission to the Robert C. Byrd Institute for Advanced Flexible Manufacturing and successful candidates will be invited for a personal interview.
4. Off-Campus Programs:

Associate in Applied Science in Occupational Development: All options are available only to students who have completed the Department of Labor Apprenticeship program.

## Application Process

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

Requests for applications, and additional information can be found at [www.mctc.edu](http://www.mctc.edu).

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

## Full- and Part-Time Students

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

## Application Fees

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

## Compliance with Military Selective Service Act

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of post-secondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et. eq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship, or other financial assistance for post-secondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act.



## ADVISING INFORMATION

	Course Placement	Accuplacer	ACT	SAT
Math				
	MAT 100, 121, 144	up to 249	up to 18	up to 509
	MAT 120, 145	250+	19+	510+
	MAT 130	260+	21+	530+
Writing				
	ALPS	200 – 249	15 – 17	440 – 470
	ENL 111	250 – 300	18+	480+

### Placement Tests

Beginning Spring 2019, Mountwest Community and Technical College will no longer require students to take the placement (Accuplacer) exams. All incoming students without the required ACT/SAT scores for placement in a college level course will be eligible to register for co-requisite Math and/or English courses. However, if a student is confident they would be able to “test out” of co-requisite placement they should contact their Student Success Counselor and request to take the Accuplacer exam.

To be eligible for placement exams, a student must be a fully admitted Mountwest student, or currently enrolled in a secondary school. Students who have received a “NC”, “F”, or “W” grade, or have dropped or failed a co-requisite course are not eligible to take the Accuplacer exam.

Placement (Accuplacer) exams will be offered throughout the academic year in the Testing Center, located in Room 106. Currently admitted students requesting to take placement testing are required to get permission for testing from their Student Success Counselor prior to scheduling their appointment with the testing center at [testingcenter@mctc.edu](mailto:testingcenter@mctc.edu). Students not currently admitted to Mountwest may request placement testing during the admissions and registration process.

For more information on placement testing, or to schedule an appointment, contact the MCTC Testing Center at 304.710.3395, or e-mail the testing center at [testingcenter@mctc.edu](mailto:testingcenter@mctc.edu).

ENL 096 and ASC 099 co-requisite courses enable students to take subsequent college-level work. The hours and credit earned in these courses do not count toward the hours and grade point requirements for graduation; however, the courses do count toward full-time status and eligibility for financial aid.

Mountwest Community & Technical College’s Academic Skills Center offers instruction by computer programs, videos, cassettes, programmed materials, and teacher assistance. Some courses require a co-requisite course or supplemental visits to the Academic Skills Center as part of their standard course requirements. The Academic Skills Center hours are 8 a.m. to 6:30 p.m. Monday - Thursday.

# SPECIAL ADMISSION INFORMATION

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## College Courses in the High School

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

- Be a Junior or Senior and letter of recommendation by the principal or counselor
- Submit a completed Mountwest Community & Technical College Admissions Application.
- Have a 2.0 grade point average on a 4.0 scale.
- Submit a preliminary high school transcript.

Early admission students are not eligible for financial aid.

## College Graduates

Application procedures for college graduates seeking an associate degree:

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

## EDGE Credit

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

## Resident Aliens

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

## Transient Students

Students Visiting Mountwest from Other Institutions  
Students enrolled in a degree program at another collegiate-level institution during the previous year who would like to enroll at Mountwest Community & Technical College may be admitted as transient students. Transient students must submit an application to the Mountwest Community & Technical College Office of Admissions for each term in which they wish to enroll and have the Registrar at their home institution send a letter of good academic standing to the Mountwest Community & Technical College Office of Admissions for each term in which they wish to enroll.

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

# ENROLLMENT CHECKLIST

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## Submit an Application for Admission

Complete and submit our Application for Admission or apply online. An acceptance letter will be mailed and will include your student ID. Keep it secure!

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

## Request Documents

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

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

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

## Apply for Financial Aid

Apply for Financial Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Mountwest's school code is 040414. First-time students must complete a Master Promissory Note and entrance counseling to receive loans.

## West Virginia Residents

Find out requirements for and apply for the West Virginia Invest Grant at [www.wvinvests.org](http://www.wvinvests.org)

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

## Register for Classes

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

## Print Your Schedule

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

## Confirm Financial Aid Award

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

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

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

## Buy Your Books

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

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

Contact: Cashier's Office • Office #: 101 • 304-710-3480  
[cashier@mctc.edu](mailto:cashier@mctc.edu)

## Pay Your Tuition

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

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

Contact: Cashier's Office • One Stop Area • 304-710-3480  
[cashier@mctc.edu](mailto:cashier@mctc.edu)

## Activate Your BankMobile Account

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

Contact: Cashier's Office • Office #: 101 • 304-710-3480  
[cashier@mctc.edu](mailto:cashier@mctc.edu)

## Important Dates

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

# TUITION AND FEES

## Tuition and Fees

Mountwest Community & Technical College (the “College”) and its governing board reserve the right to change fees and rates without prior notice. For current information regarding tuition and fees, please visit the Tuition and Fees website at: [www.mctc.edu/paying-for-college/tuition-fees](http://www.mctc.edu/paying-for-college/tuition-fees).

## Payment of Fees

Tuition and fees are due and payable to the College in accordance with the due dates shown on any student billing statement, along with any due date posted in the Office of the Cashier, in or around common areas and on the College’s website. If payment of tuition and fees are not received on or before the posted due date, student registrations may be cancelled, subject to a late fee, or the student may be withdrawn from the College. Students utilizing VA Post 9-11 (Chapter 33) and Vocational Rehabilitation & Employment (Chapter 31) education benefits are exempted. (See the Withdrawal/Reinstatement Policy).

Students will receive paper billings before the date in which tuition is due for the term; however, all billing after such time will only be available electronically through the students myMCTC account. Regardless of the method in which billing is received, it is the student’s responsibility to know when tuition and fees are due and to remit payment by the posted due date.

Student deferred payment plans for tuition and fees are available; however, all available financial aid for the term must be applied to the student’s account prior to determining the amount to defer. Students electing and eligible to participate in a deferred payment plan must complete a Payment Plan Agreement and remit payment of the first installment prior to the posted due date. Payment of tuition and fees may be made online through the students myMCTC account, in person at the Office of the Cashier, or by mail.

Registration is not complete until all tuition and fees are paid unless covered by VA Post 9-11 (Chapter 33) and Vocational Rehabilitation & Employment (Chapter 31) education benefits. Payments made by check or ACH (electronic check) and returned to the College as “Non-Sufficient Funds” may result in the cancellation of the student’s registration. Returned payments will be subject to a \$25 NSF fee and assessed against the student’s account.

Students with a financial obligation to the College cannot engage in any registration activity until the obligation is satisfied. Any student account with a remaining financial obligation may be reported to a state-authorized collection agency, and the student may be responsible for any collection costs incurred by the College unless covered by VA Post 9-11 (Chapter 33) and Vocational Rehabilitation & Employment (Chapter 31) education benefits.

## Withdrawal/Reinstatement Policy for Nonpayment of Enrollment Fees

- Upon notice to the Office of the Registrar, students with remaining financial obligations after the posted due date will be subject to the “Drop for Non-Payment” withdrawal process. The withdrawal will be classified as “Administrative-Nonpayment of Enrollment”.
- Should the student satisfy the financial obligation after the “Drop for Non-Payment” process, notification will be made to the Office of the Registrar. The Associate Dean of Enrollment Management and Registrar shall have discretion to approve or disapprove registration reinstatement requests.
- A student who owes a financial obligation to the College will not be permitted to enroll in subsequent semesters or terms until the obligation is fully satisfied.
- Students may file an appeal with the Associate Dean of Enrollment Management and Registrar to dispute an “Administrative-Nonpayment of Enrollment” withdrawal.

## Refund Procedures

Information regarding the current refunding schedule may be obtained by visiting the Tuition and Fees website at: [www.mctc.edu/paying-for-college/tuition-fees](http://www.mctc.edu/paying-for-college/tuition-fees).

Refunds may occur when:

- Students are denied admission, declared academically ineligible to return, or are unable to return for medical reasons. Students who are unable to return due to medical reason may be refunded on a prorated basis.
- Students called to armed service will be refunded in accordance with issued military orders.
- Students registered for a course(s) which become necessary to cancel by administrative and/or faculty action, will be refunded the full cost of the course(s).
- Students officially requesting a complete withdrawal (CW) or total withdrawal through the Office of the Associate Dean of Enrollment Management and Registrar from all courses for the term.

## Refund Schedule

The following schedules apply for students officially withdrawn from the College and eligible to receive refunds. NOTE: Students withdrawn from the College for disciplinary reasons are ineligible to receive a refund of tuition and fees.

Academic Year (Fall and Spring)

- 90% Refund

*Changes processed during the first and second week of classes.*

- 70% Refund

*Changes processed during the third and fourth week of classes.*

- 50% Refund

*Changes processed during the fifth and sixth weeks of classes.*

- No Refund

## TUITION AND FEES

Any changes beginning with the seventh week of classes. Summer Term, Non-Traditional Periods and 8-Week Classes

- 90% Refund

Changes processed during the first three (3) days of classes (up to 13% of the term)

- 70% Refund

Changes processed during the fourth through sixth day of classes (from 14% to 25% of the term)

- 50% Refund

Changes processed during the seventh through ninth day of classes (from 26% to 38% of the term)

- No Refund

Any changes processed after the tenth day of classes (after 38% of term complete)

An entire day will be included in the refunding period should the percentage calculation result in a partial day.

The governing board of Mountwest Community & Technical College reserves the right to change refunding schedules without prior notice.

**IMPORTANT:** In order to ensure proper notice of withdrawal, it is the student's responsibility to contact their respective academic counselor to drop courses. Students who do not officially withdraw from courses according to issued procedures shall be liable for the fees incurred up to the date in which the unofficial withdrawal was processed.

The refund schedule is promulgated by: West Virginia Council for Community & Technical College Education Legislative Rule, Title 135, Series 32: Tuition and Fees, Section 6: Refunds

Mountwest Community & Technical College Institutional Board of Governors, Policy No. F - 7, Assessment, Collection, and Refund of Student Tuition and Fees

### Fall 2020 - Summer 2021

Students are assessed prorated base tuition and fees up to the 12-hour cap regardless of location and type of course, including E-Courses. An additional \$40.00 per credit hour fee will be assessed for any course designated as 100% online.

Program Fees are assessed as a flat fee based on the total number of hours enrolled. Students enrolled for seven (7) or more credit hours will be assessed 100% of the published program fee. Students enrolled for six (6) credit hours or less will be assessed 50% of the published program fee.

	BASE FEES (Per Credit Hour)	PROGRAM FEE		FULL-TIME (12+ Hours) BASE INCLUDING PROGRAM FEES
		6 Credits or Less	7 Credits or More	
<b>WV Resident</b>				
Allied Health	\$ 186.00	\$ 150.00	\$ 300.00	\$ 2,532.00
Career & Technical (General)	186.00	100.00	200.00	2,432.00
<b>Metro*</b>				
Allied Health	\$ 317.00	150.00	300.00	\$ 4,104.00
Career & Technical (General)	317.00	100.00	200.00	4,004.00
<b>Non-Resident</b>				
Allied Health	\$ 463.00	150.00	300.00	\$ 5,856.00
Career & Technical (General)	463.00	100.00	200.00	5,756.00

\* Metro counties include the following:  
Ohio: Gallia, Jackson, Lawrence, Meigs, Pike, Scioto  
Kentucky: Carter, Elliot, Floyd, Greenup, Johnson

Kentucky Reciprocity counties assessed at WV Resident rates include the following:  
Boyd, Lawrence, Martin and Pike - *Students living in eligible Kentucky Reciprocity counties must coordinate with the Office of Financial Aid to validate eligibility status.*

Additional fees may be assessed for specific course offerings. Please contact the Office of Student Accounts: Cashier at [cashier@mctc.edu](mailto:cashier@mctc.edu) or by calling 304/710.3480 for additional information.

# TUITION AND FEES

## Fall 2020 - Summer 2021

### Application Fees

Allied Health Program	\$	45.00
Physical Therapy	\$	45.00
Veterinary Tech Program	\$	45.00

### Course Fees

E-Course per credit hour	\$	40.00
Allied Health Program Certification Exams Fee	\$	150.00
Allied Health Program Accreditation Exams Fee	\$	250.00 – 325.00
Deckhand	\$	378.00
EME/PAR	\$	158.00
Life Sciences	\$	53.00
Life Sciences (Online)	\$	100.00
Machinist/Welding per credit hour	\$	155.00
MAS Capstone	\$	195.00
Medical Transcription	\$	420.00
Physical Therapy Asst	\$	53.00
Physical Therapy Asst [Clinical]	\$	63.00
PTA Capstone	\$	195.00
Tankerman	\$	378.00
Transportation Technology	\$	32.00

### Lab Fees

Allied Health	\$	53.00
Allied Health [HIT]	\$	53.00
Business, Business Law & CJ	\$	53.00
Veterinary Tech	\$	158.00
Veterinary Tech Rabies Vaccination	\$	875.00
Banking and Finance	\$	158.00
Business & Information Technology	\$	42.00
Career & Technology	\$	79.00
CISCO/Microsoft/Networking	\$	142.00
Culinary Arts	\$	210.00
Hospitality Management	\$	69.00
Liberal Arts & General Transfer Studies	\$	32.00
MIS/ Virtualization/Gaming/Net+	\$	63.00
Physical Therapy Asst.	\$	116.00

### Other Fees

Background Check Fee - Allied Health	\$	125.00
Background Check Fee - Early Childhood Education	\$	125.00
Background Check Fee - Physical Therapy Assistant	\$	125.00
Background Check Fee - Veterinary Technology	\$	125.00
Class Schedule Reinstatement Fee	\$	25.00
Credit by Exam Fee-per course	\$	40.00
Diploma Replacement Fee	\$	20.00
Equivalent Credit Evaluation/Posting Fee (per credit hour)	\$	10.00
Graduation Fee	\$	50.00
ID/Payment Card Replacement Fee	\$	20.00
IT Repair & Certification Test Fee	\$	200.00
Late Payment Fee	\$	50.00
Student Reinstatement Fee	\$	50.00
Microsoft Office Systems(MOS)-Certification Exam	\$	75.00
Off Campus Fee (per credit hour)	\$	10.00
Online Course Fee <i>*Distance Education - CT40 Major Code Only, \$140/credit hour - no cap</i>	\$	140.00
New Student Fee	\$	75.00

## TUITION AND FEES

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Payment Card (Inactive) Replacement Fee	\$	10.00
Placement Re-Test Fee	\$	10.00
Portfolio Evaluation Fee (per submission)	\$	300.00
Returned Payment Fee	\$	25.00
Test Center - Administrative Fee	\$	30.00
Transcript Fee	\$	8.00
Transfer Student Evaluation Fee	\$	20.00
Game Development Coursework Exam Fee	\$	120.00
HTML/CSS/Javascript Certification Exam Fee	\$	85.00
AutodeskUser Certification Exam Fee	\$	73.50
Adobe Certifies Associate Exam Fee (Photoshop)	\$	115.00
Adobe Certified Associate Exam Fee (Illustrator)	\$	115.00

A complete listing of all base, program and special fees can be viewed by visiting:  
**[www.mctc.edu/paying-for-college/tuition-fees](http://www.mctc.edu/paying-for-college/tuition-fees)**

## First Steps to Apply for Financial Aid

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

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

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

## Need-Based Aid

Types of financial assistance:

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

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

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

## Financial Assistance Programs at Mountwest Community & Technical College

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

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

West Virginia Higher Education Grant Program – (available to full-time students who are West Virginia residents). Applicants must complete the FAFSA. Details are available on the West Virginia Higher Education Policy Commission Web site, [www.wvhepc.edu](http://www.wvhepc.edu)

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

## Federal Work Study

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

## Federal Student Loans

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

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

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

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

Repayment begins six months after graduation or after enrollment drops to fewer than six hours. All borrowers are required to complete an interactive Exit counseling interview at <https://studentloans.gov/myDirectLoan/index>.



## Maximum Annual Loan Amounts

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

## Maximum Total Debt from Stafford Loans

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

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.

## State-Sponsored Tuition Waivers and Scholarships

West Virginia PROMISE Scholarships – The West Virginia PROMISE Scholarship Program is available to West Virginia high school graduates meeting eligibility standards. More details are available at [https://secure.cfwv.com/Financial\\_Aid\\_Planning/Scholarships/Scholarships.aspx](https://secure.cfwv.com/Financial_Aid_Planning/Scholarships/Scholarships.aspx), or by calling toll-free: 1-877-987-7664.

## Tuition Waivers and Scholarships at Mountwest Community & Technical College

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

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

## Metro Area Fees

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

Rates apply to persons residing in these counties.

## Satisfactory Academic Progress

Federal regulations require Mountwest Community &

Technical College to have a written policy for reviewing students' progress toward attaining their certificate or degree.

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

## Return of Title IV Funds

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

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

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

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

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

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

# FINANCIAL AID

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

Funds are returned to the following Title IV sources in order of priority:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants
5. Federal SEOG

## Important WebSites

Mountwest	<a href="http://www.mctc.edu">www.mctc.edu</a>
West Virginia Higher Education Policy Commission	<a href="http://www.wvhepc.edu/">http://www.wvhepc.edu/</a>
FAFSA	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
FSA ID	<a href="https://fsaid.ed.gov/npas/index.htm">https://fsaid.ed.gov/npas/index.htm</a>
FSA Programs	<a href="https://studentaid.ed.gov/sa/">https://studentaid.ed.gov/sa/</a>
Direct Stafford Loans	<a href="https://studentloans.gov/myDirectLoan/index.action">https://studentloans.gov/myDirectLoan/index.action</a>

## Important Phone Numbers

Main	1 (866) 676-5533
Mountwest Student Services	(304) 710-3140
Office of Financial Aid	1 (866) 676-5533
FSAIC (Federal Student Aid Information Center)	1 (800) 433-3243
Default Resolution Group	1(800) 621-3115
West Virginia Higher Education Policy Commission	1 (877) 987-7664

# MILITARY, VETERANS AND DEPENDENTS

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## Compliance with Military Selective Service Act

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

## Service Members Opportunity Colleges

Mountwest Community and Technical College is an institutional member of Service Members Opportunity Colleges (SOC), a group of over 1800 colleges and universities providing postsecondary education to members of the military throughout the world. As an SOC member, Mountwest Community & Technical College recognizes the unique nature of the military and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

## Training Credit

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

## Residency

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

purpose of payment of tuition and fees: Provided, the dependent applied to Mountwest during the period of the spouse's/parent's deployment and deployment orders are provided.

## Military, Veterans and Dependents

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

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

## Called To or Volunteered for Active Duty

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

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

## Contact Information

Richard Gross, Military Programs Coordinator  
Phone: (304) 710-3417 • E-mail: [gross1@mctc.edu](mailto:gross1@mctc.edu)

# WORKFORCE DEVELOPMENT

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## Department of Workforce Development

Mountwest Community & Technical College offers a wide range of short-term, non-credit, skills training that can provide you or your family members with opportunities for professional development and personal enrichment. Call (304) 710-3484 for more information on these and other training programs offered at Mountwest Community & Technical College. Or visit [www.mctc.edu](http://www.mctc.edu) for more information on current course schedules, costs, or a complete listing of professional development and personal enrichment classes.

## Customized Training

The college 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. Cost-effective training is provided by Mountwest Community & Technical College faculty or contracted training specialists at a time and place convenient to the customer.

## 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 college 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.



## Liberal Arts & Transfer Studies

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# LIBERAL ARTS & TRANSFER STUDIES

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## Associates of Arts

### Program Description:

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

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

The degree requires 60 credit hours of General Education core transferable courses and provides the student with a broad background in written and oral communication, humanities, social science, and sciences/mathematics.

### Career Outlook:

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

### Contact Information:

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

# LIBERAL ARTS & TRANSFER STUDIES

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## Associates of Arts

### General Education

COL 101	New Student Seminar	1	EC 201	Fundamentals of Microeconomics	3
COM 112	Oral Communication	3	EC 202	Fundamentals of Macroeconomics	3
COM 125	Interpersonal Communication	3	GEO 150	Introduction to Geography	
ENL 111	Written Communication	3	HIST 103	U.S. History to 1877	3
ENL 115	Written Communication II	3	HIST 104	U.S. History since 1877	3
HMN 235	Leadership Studies through the Huma.	3	HIST 114	World History until 1500	3
MAT 120/121	Applied Professional Mathematics	3-5	HIST 115	World History since 1500	3
PSYC 200	General Psychology	3	HIST 240	West Virginia History	3
SOCI 210	Fundamentals of Sociology	3	POLS 101	Introduction to American Government	3

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

ART 101	Introduction to Visual Arts	3	PSYC 215	Lifespan Psychology	3
ENL 201	Introduction to Literature	3	PSYC 225	Abnormal Psychology	3
ENL 245	Elements of the Short Story	3	PSYC 229	Elementary Behavioral Statistics	3
ENL 251	Appalachian Writers	3	SOCI 273	Contemporary Social Problems	3
ENL 260	Introduction to Creative Writing	3	Other		
RELS 130	World Religions	3	COM 130	Mass Communication and Culture	3
RELS 220	Hebrew Scriptures as Lit	3	COM 230	Principles of Public Relations	3
THEA 101	Introduction to Theatre	3	ENL 231	Business & Technical Writing	3
MUSI 101	Introduction to Music	3	IT 101	Fundamentals of Computers	3
			SPAN 101	Spanish I	3
			SPAN 102	Spanish II	3

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

MAT 130	College Algebra	4
MAT 144	Applications in Algebra Expanded	5
MAT 145	Applications in Algebra	3
MAT 146	Applications in Trigonometry	3
MAT 205	Technical Calculus	3
MAT 210	Statistics for Business and Industry	3

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

BIOL 101/101L	General Biology with Laboratory	4
BIOL 210/210L	Microbiology with Laboratory	4
BIOL 260	Applied Human Anatomy	4
BIOL 265	Applied Human Physiology	4
SCI 110	Introductory Physics	4
SCI 201	Integrated Science	4
CHEM 220	General Chemistry	4
CHEM 230	Principles of Chemistry I	4

### Social Science (choose a minimum of 12 hours from the following)

EC 102	Basic Economics	3
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EC 201	Fundamentals of Microeconomics	3
EC 202	Fundamentals of Macroeconomics	3
GEO 150	Introduction to Geography	
HIST 103	U.S. History to 1877	3
HIST 104	U.S. History since 1877	3
HIST 114	World History until 1500	3
HIST 115	World History since 1500	3
HIST 240	West Virginia History	3
POLS 101	Introduction to American Government	3
POLS 202	American State and Local Government	3
PSYC 215	Lifespan Psychology	3
PSYC 225	Abnormal Psychology	3
PSYC 229	Elementary Behavioral Statistics	3
SOCI 273	Contemporary Social Problems	3

Other		
COM 130	Mass Communication and Culture	3
COM 230	Principles of Public Relations	3
ENL 231	Business & Technical Writing	3
IT 101	Fundamentals of Computers	3
SPAN 101	Spanish I	3
SPAN 102	Spanish II	3

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

Hours required for graduation: 60 minimum

# LIBERAL ARTS & TRANSFER STUDIES

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## Behavioral Science - Concentration Associate of Arts

### Program Description:

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

### Career Outlook:

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

### Salary Forecast:

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



# LIBERAL ARTS & TRANSFER STUDIES

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## Behavioral Science - Concentration

### Associate of Arts

#### General Education Component (take all of the following)

COL 101	New Student Seminar	1
COM 112	Oral Communication	3
COM 125	Interpersonal Communication	3
ENL 111	Written Communication	3
HMN 235	Leadership Studies through the Hum. (Capstone)	3
POLS 101	Introduction to the Government	3
PSYC 200	General Psychology	3
PSYC 225	Abnormal Psychology	3
PSYC 229	Elementary Behavioral Statistics	3
SOCI 210	Fundamentals of Sociology	3
		28

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

ART 101	Introduction to Visual Arts	3
ENL 201	Introduction to Literature	3
ENL 245	Elements of the Short Story	3
RELS 130	World Religions	3
THEA 101	Introduction to Theatre	3
MUSI 101	Introduction to Music	3

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

MAT 120/121	Applied Professional Mathematics	3-5
MAT 144/145	Applications in Algebra	3-5
MAT 130	College Algebra	3
MAT146	College Trigonometry	3
MAT 205	Technical Calculus	3
MAT 210	Statistics for Business and Industry	3

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

BIOL 101/101L	General Biology with Laboratory	4
BIOL 210/210L	Microbiology with Laboratory	4
BIOL 260	Human Anatomy	4
BIOL 265	Human Physiology	4
CHEM 220	General Chemistry	4
CHEM 230	Principles of Chemistry I	4
SCI 110	Introductory Physics	4
SCI 201	Integrated Science	4

#### Social Science (Choose a minimum of 12 hours from the following)

EC 102	Basic Economics	3
EC 201	Fundamentals of Microeconomics	3
EC 202	Fundamentals of Macroeconomics	3
HIST 103	U.S. History to 1877	3
HIST 104	U.S. History since 1877	3
HIST 114	World History until 1500	3
HIST 115	World History since 1500	3
HIST 240	West Virginia History	3
POLS 101	Introduction to American Government	3
POLS 202	American State and Local Government	3
PSYC 215	Lifespan Psychology	3

#### Other

COM 130	Mass Communication and Culture	3
COM 230	Principles of Public Relations	3
ENL 115	Written Communication II	3
ENL 231	Business and Technical Writing	3
ENL 251	Appalachian Writers	3
ENL 260	Introduction to Creative Writing	3
IT 101	Fundamentals of Computers	3
RELS 130	World Religions	3
RELS 220	Hebrew Scriptures as Literature	3
SPAN 101	Spanish I	3
SPAN 102	Spanish II	3

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

Hours required for graduation: 60

#### Contact Information:

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

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

# LIBERAL ARTS & TRANSFER STUDIES

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## Elementary Education - Concentration Associate of Arts

### Program Description:

The Associate of Arts (AA) degree with a concentration in Elementary Education serves as a foundation for continued studies in education at a four-year institution. In addition to achieving general education credits, this associate degree concentration will help students gain knowledge and skills in child development, education theory, and diversity in the classroom. This concentration will also prepare students to be a paraprofessional in education.

### Career Outlook:

Students pursuing an education degree generally work as a teacher with children kindergarten through sixth grade or in secondary education, which requires a bachelor's degree in education. Students completing the associate of arts degree without pursuing a bachelor's degree, may obtain employment as a paraprofessional in elementary or secondary education.

### Salary Forecast:

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

# LIBERAL ARTS & TRANSFER STUDIES

## Elementary Education - Concentration Associate of Arts

Fall I		
ENL 111	Written Communication I	3
COM 112	Oral Communication	3
PSYC 200	General Psychology	3
MAT 145	Applications in Algebra	3
ART 101	Intro. to Visual Art	3
COL 101	New Student Seminar	1
Spring I		
ENL 115	Written Communication II	3
EDUC 201	Educational Psychology	3
EDUC 270	Level I Clinical Experience	1
EDUC 225	Development of Young Children	3
MAT 130	College Algebra	4
GEO 217	World Regional Geography	3
Fall II		
CIED 148	Intro. to Science for Elem. Education	3
HIST 103	U.S. History to 1877	3
BIOL 105	Human Biology	4
EDUC 242	Children's Literature	3
CIED 101	Math for Elementary Teachers I	3
Spring II		
EDUC 261	The Exceptional Child	3
CIED 201	Math for Elementary Teachers II	3
CIED 250	Educational Technology	3
ENL 201	Introduction to Literature	3
CIED 202	Praxis Strategies	1
HIST 104	U.S. History since 1877	3

### Contact Information:

Sarah Dick • Room 321 • Phone: (304) 710-3452 or  
1-866-676-5533 • E-mail: [crouse@mctc.edu](mailto:crouse@mctc.edu)

Hours required for graduation: 65

# LIBERAL ARTS & TRANSFER STUDIES

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## History - Concentration Associate of Arts

### Program Description:

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

### Career Outlook:

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

### Salary Forecast:

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

# LIBERAL ARTS & TRANSFER STUDIES

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## History - Concentration

### Associate of Arts

#### General Education Component (Take all of the following)

COL 101	New Student Seminar	1
HIST 103	U.S. History to 1877	3
HIST 104	U.S. History since 1877	3
HIST 114	World History until 1500	3
HIST 115	World History since 1500	3
HIST 240	West Virginia History	3
ENL 111	Written Communication	3
ENL 115	Written Communication II	3
HMN 235	Leadership Studies through the Hum. (Capstone)	3
		25

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

COM 112	Oral Communication	3
COM 125	Interpersonal Communication	3

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

ART 101	Introduction to Visual Arts	3
THEA 101	Introduction to Theatre	3
MUSI 101	Introduction to Music	3

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

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

#### Mathematics

##### (Choose a minimum of 3 hours from the following)

MAT 120/121	Applied Professional Math	3-5
MAT 144/145	Applications in Algebra	3-5
MAT 205	Technical Calculus	3
MAT 130	College Algebra	4
MAT 146	Applications in Trigonometry	3
MAT 205	Technical Calculus	3
MAT 210	Statistics for Business and Industry	3

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

BIOL 101/101L	General Biology with Laboratory	4
BIOL 260	Applied Human Anatomy	4

BIOL 265	Applied Human Physiology	4
SCI 110	Introductory Physics	4
SCI 201	Integrated Science	4

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

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

#### Other

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

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

Hours required for graduation: 60

#### Contact Information:

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

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

# LIBERAL ARTS & TRANSFER STUDIES

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## Media Studies - Concentration

### Associate of Arts

#### Program Description:

This program will provide graduates with an Associate's Degree that will lead to a Bachelor's Degree in a variety of fields dealing with the media including Broadcast Journalism, Online Journalism, Advertising, Public Relations, Print Journalism, Sports Broadcast Journalism, Video Media Production, and Radio Television Production Management.

Students will take majority of their required general education courses along with classes for their desired major in the media field including Mass Communication and Culture, Principles of Public Relations, Introduction to Business, Fundamentals of Marketing, and Photography.

#### Salary Forecast:

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

# LIBERAL ARTS & TRANSFER STUDIES

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## Media Studies - Concentration

### Associate of Arts

Fall I		
MAT 120	Applied Professional Math	3
ENL 111	Written Communication	3
COM 112	Oral Communication	3
HIST 103	U.S. History to 1877	3
PSYC 200	General Psychology	3
COL 101	New Student Seminar	<u>1</u>
		16

### Contact Information:

Kendra Bolen • Room 313 • Phone: (304) 710-3445

E-mail: [burdell1@mctc.edu](mailto:burdell1@mctc.edu)

Spring I		
ENL 115	Written Communication II	3
ART 101	Introduction to Visual Arts	3
MK 130	Fundamentals of Marketing	3
BIOL 101/101L	Unified Principles of Biology w/Lab	4
HIST 115	World History Since 1500	<u>3</u>
		16

Fall II		
COM 130	Mass Communication & Culture	3
MG 101	Introduction to Business	3
SOCI 210	Fundamentals of Sociology	3
POLS 201	Introduction to American Govt.	3
SPAN 101	Introductory Spanish I	<u>3</u>
		15

Spring II		
COM 230	Principles of Public Relations	3
ENL 201	Introduction to Literature	3
HMN 235	Leadership Studies through the Hum.	3
SPAN 102	Introductory Spanish II	3
DSGN 160	Digital Photography	<u>3</u>
		15

Hours required for graduation: 60

# LIBERAL ARTS & TRANSFER STUDIES

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## Associate of Science

### Career Outlook:

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



# LIBERAL ARTS & TRANSFER STUDIES

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## Associate of Science

General Education Component			EC 102	Basic Economics	3
COL 101	New Student Seminar	1	EC 201	Fundamentals of Microeconomics	3
COM 112	Oral Communication	3	EC 202	Fundamentals of Macroeconomics	3
ENL 111	Written Communication	3	HIST 103	U.S. History to 1877	3
ENL 115	Written Communication II	3	HIST 104	U.S. History since 1877	3
HMN 235	Leadership Studies through the Hum. (Capstone)	3	HIST 114	World History until 1500	3
MAT 145/144	Applications in Algebra/Expanded	3-5	HIST 115	World History since 1500	3
PSYC 200	General Psychology	3	POLS 101	Introduction to American Government	3
SOCI 210	Fundamentals of Sociology	3	PSYC 215	Lifespan Psychology	3
			PSYC 225	Abnormal Psychology	3

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

ART 101	Introduction to Visual Arts	3
ENL 201	Introduction to Literature	3
ENL 245	Elements of the Short Story	3
ENL 251	Appalachian Writers	3
THEA 101	Introduction to Theatre	3
MUSI 101	Introduction to Music	3

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

MAT 130	College Algebra	3
MAT 146	Applications in Trigonometry	3
MAT 205	Technical Calculus	3
MAT 210	Statistics for Business and Industry	3

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

BIOL 101/101L	General Biology with Laboratory	4
BIOL 105	Human Biology	4
BIOL 210/210L	Microbiology with Laboratory	4
BIOL 260	Applied Human Anatomy	4
BIOL 265	Applied Human Physiology	4
CHEM 230	Principles of Chemistry I	4
SCI 110	Introductory Physics	4
SCI 201	Integrated Science	4

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

### Other

COM 130	Mass Communications and Culture	3
COM 230	Principles in Public Relations	3
ENL 231	Business and Technical Writing	3
IT 101	Fundamentals of Computers	3
SPAN 101	Introductory Spanish I	3
SPAN 102	Introductory Spanish II	3

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

Hours required for graduation: 60

### Contact Information:

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

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

# LIBERAL ARTS & TRANSFER STUDIES

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## American Sign Language Associate of Applied Science

### Program Description:

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

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

### Career Outlook:

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

In addition, sign language interpreting is a rapidly expanding field. Schools, government agencies, and private businesses employ interpreters. Interpreters

work in a variety of settings including medical, legal, religious, mental health, rehabilitation, performing arts, and business. Part-time, full-time, freelance and salaried positions are available in most metropolitan areas across the country.

### Salary Forecast:

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

### Employment Opportunities:

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

### Additional Information:

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

# LIBERAL ARTS & TRANSFER STUDIES

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## American Sign Language Associate of Applied Science

Fall I		
ASL 101	American Sign Language	3
ASL 101L	ASL Lab 1	1
ASL 105	American Deaf Community	3
ASL 110	American Deaf Culture	3
ENL 111	Written Communication	<u>3</u>
		13

### Contact Information:

Leigh-Ann Brewer • Room 319 • Phone: (304) 710-3451

E-mail: brewer13@mctc.edu

Spring I		
ASL 102	American Sign Language II	3
ASL 102L	ASL Lab II	1
ASL 103	Fingerspelling	3
PSYC 215	Lifespan Psychology	3
COM 112/125	Oral Communication or Interpersonal Communication	3
IT 101	Fundamentals of Computers	<u>3</u>
		16

Fall II		
ASL 201	American Sign Language III	3
ASL 201L	ASL Lab III	1
ASL 210	Deaf People in American History	3
ASL 220	Resources for the Deaf Community	3
MAT 120	Applied Professional Mathematics	<u>3</u>
		13

Spring II		
ASL 202	American Sign Language IV	3
ASL 202L	ASL Lab IV	1
ASL 205	American Deaf Community History	3
ASL270	Introduction to Interpreting	3
ASL 290	Applied Issues Deaf Community	3
ASL	Elective	5
		<u>15</u>

Hours required for graduation: 60

# LIBERAL ARTS & TRANSFER STUDIES

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## Early Childhood Education Associate of Applied Science

### Program Description:

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

### Career Description:

Early Childhood educators and providers 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 providers 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, providers develop 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 early childhood providers 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 providers 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, early childhood

providers may become preschool teachers, become certified to teach in public or private schools, or even set up their own childcare businesses.

### Career Outlook:

Employment of childcare workers is projected to grow 7 percent from 2016 to 2026, about as fast as the average for all occupations. Job opportunities for childcare workers are expected to be favorable.

### Salary Forecast:

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

### Employment Opportunities:

- Childcare workers
- Child day care services
- Pre-K/Kindergarten
- Assistant teacher

# LIBERAL ARTS & TRANSFER STUDIES

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## Early Childhood Education Associate of Applied Science

Fall I		
COM 112	Oral Communication	3
EDUC 101	Healthy Environments	3
EDUC 105	Comp Instruction Tech in Classroom	3
EDUC 120	Foundations of Early Childhood	3
ENL 111	Written Communication	3
EME 101	CPR/First Aid	1
COL 101	New Student Seminar	<u>1</u>
		17

Spring I		
EDUC 210	Observation Assess. of Young Children	3
EDUC 215	Child, Family & Community	3
EDUC 220	Infant & Toddler Development	3
EDUC 225	Development of Young Children	3
ENL 115	Written Communication II	<u>3</u>
		15

Fall II		
EDUC 228	Early Childhood Special Ed	3
EDUC 230	Early Language & Literacy	3
EDUC 240	Child Guidance	3
EDUC 295	Early Childhood Curr. & Methods	3
MAT 145	Applications in Algebra	<u>3</u>
		15

Spring II		
BIOL 105	Human Biology	4
EDUC 235	Early Childhood Adm & Leadership	3
EDUC 299	Capstone	4
ART 101	Introduction to Visual Art	<u>3</u>
		14

Hours required for graduation: 61

### Contact Information:

Sarah Dick • Room 321 • Phone: (304) 710-3452

E-mail: [crouse@mctc.edu](mailto:crouse@mctc.edu)

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

The following program admission requirements apply:

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

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

NOTES:



## Career & Technical

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Advanced Automation Technology	76	Pharmacy Technician	128
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Geospatial Science & Technology		Respiratory Therapy	134
Drone Technology	82	Technical Studies	136
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Health Information Technology	90	Intermodal Management	142
Health Science	92	Maritime	144
Information Technology		Railway	146
Animation & Game Development	94	Roadway	148
Mobile Application Development	96	Transit	150
Network Systems Administration	98	Veterinary Technology	152
Network Systems Cybersecurity	100	Welding Technology	154
Network Systems Security	102		
Machinist/CNC Technology	104		
Management Technology			
Business Administration	106		
Call Center Supervision	108		
Hospitality Management	110		
Industrial Management	112		

## Accounting Associate of Applied Science

### Program Description:

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

The Accounting Option prepares the student for a 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 that tabulate expenditures, receipts, accounts payable and receivable, and profit and loss. They have a wide range of skills and knowledge from full-charge bookkeepers who can maintain an entire company's books to accounting clerks who handle specific accounts. All of these clerks make numerous computations each day and increasingly must be comfortable using computers to calculate and record data.

### Employment Opportunities:

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

### Salary Forecast:

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

### Admission Requirements:

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



## CAREER & TECHNICAL

### Accounting Associate of Applied Science

Fall I		
AC 103	Introduction to Accounting (EDGE)	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
MAT 100 or Higher		3
MG 101	Introduction to Business (EDGE)	<u>3</u>
		15

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

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

Spring I		
AC 201	Financial Accounting I	3
COM 112/125	Oral Communication or Interpersonal Communication	3
EC 201	Fundamentals of Microeconomics	3
IT 150	Applications to Spreadsheets (EDGE)	3
MK 130	Fundamentals of Marketing	<u>3</u>
		15

Fall II		
AC 210	Managerial Accounting	3
AC 225	Excel for Accountants or	
MAT 210	Statistics for Business and Industry	3
AC 221	Computerized Accounting I	3
EC 202	Fundamentals of Macroeconomics	3
MG 202	Business Organization & Management	<u>3</u>
		15

Spring II		
AC 202	Financial Accounting II	3
AC 234	Taxation	3
FN 231	Business Finance	3
MG 226	Commercial Papers & Transactions	3
MG 296	Integrated Business Strategies	<u>3</u>
		15

Hours required for graduation: 60

## Banking and Finance Associate of Applied Science

### Program Description:

The increasing complexities of the banking and financial environment have created the need for individuals who possess a greater diversity of skills. Interpersonal, communication, analytical, decision making, customer service, and computer skills are essential for success in banking and finance. Mountwest Community & Technical College Banking and Finance Program provides these skills and a background in subject matter relevant to institutions such as commercial banks, savings banks, credit unions, mortgage banks, and other financial institutions. The program is designed for students seeking careers with financial institutions, and for those individuals already working for financial institutions who desire career advancement.

Upon completion of the Associate of Applied Science Degree in Banking and Finance, the graduate will be able to:

- understand banking and finance terminology
- apply knowledge of business computer software to financial institution activities
- apply relevant mathematical skills to financial institution activities
- demonstrate a working knowledge of ethical, legal, and social skills that relate to the banking and finance environment
- make decisions after gathering and analyzing information
- prepare and present written and oral business communication

### Career Outlook:

Employment of business and financial operations occupations is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations, adding about 773,800 new jobs. Globalization, a growing economy, and a complex tax and regulatory environment are expected to continue to lead to strong demand for accountants and auditors. In addition, increasing usage of data and market research in order to understand customers and product demand, and to evaluate marketing strategies, will lead to growing demand for market research analysts. The Banking and Finance Program is operated in cooperation with the American Institute of Banking (AIB). Students employed by a bank or savings and loan can also receive certificates from the AIB.

### Salary Forecast:

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

### Employment Opportunities:

- Beginning personal banker
- Management trainee
- Vault teller
- Trust administrative assistant
- Marketing assistant
- Collections assistant
- Teller supervisor
- Consumer loan assistant
- Commercial loan assistant
- Credit evaluation assistant
- Commercial banks, savings and loans, credit unions and mortgage bank

## CAREER & TECHNICAL

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### Banking and Finance Associate of Applied Science

Fall I		
AC 103	Introduction to Accounting (EDGE)	3
ENL 111	Written Communication	3
FN 151	Principles of Bank Operations	3
IT 101	Fundamentals of Computers	3
MAT 100 or Higher		<u>3</u>
		15

Spring I		
AC 201	Financial Accounting	3
COM 112/125	Oral Communication or Interpersonal Communication	3
EC 201	Fundamentals of Microeconomics	3
IT 150	Applications to Spreadsheets (EDGE)	3
MAT 210	Statistics for Business and Industry	<u>3</u>
		15

Fall II		
AC 210	Managerial Accounting	3
AC 221	Computerized Accounting I	3
EC 202	Fundamentals of Macroeconomics	3
MG 202	Business Organization & Management	3
MK 130	Fundamentals of Marketing	<u>3</u>
		15

Spring II		
FN 231	Business Finance	3
MG 226	Commercial Papers & Transactions	3
MG 296	Business Law	3
	Banking/Finance Elective	3
	Banking/Finance Elective	<u>3</u>
		15

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

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

Hours required for graduation: 60

## Biomedical Instrumentation Technology Associate of Applied Science

### Program Description:

The Biomedical Instrumentation Technology Program provides the skills necessary to install, maintain, calibrate, and repair medical equipment in hospitals, doctors' offices, dental offices, and anywhere medical equipment is used.

Graduates will be prepared for direct employment within a hospital, field service for a manufacturer, and third party field service technicians.

### Career Outlook:

The field expects a 27% growth nationally and even higher in rural areas for the coming years.

### Salary Forecast:

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

### Employment Opportunities:

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

## CAREER & TECHNICAL

### Biomedical Instrumentation Technology Associate of Applied Science

#### Fall I

AH 151	Medical Terminology (EDGE)	3	
ELT 111	Direct Current Circuit Analysis	5	
ENL 231	Business and Technical Writing	3	
MAT 145	Applications in Algebra	3	
		14	

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

#### Contact Information:

#### Spring I

BMT 110	Safety in Healthcare	3	
COM 112	Oral Communication	3	
or		3	
COM 125	Interpersonal Communication	3	
ELT 121	Alternating Current Circ. Analysis & Applications	5	
IT 101	Fundamentals of Computers (EDGE)	3	
MAT 215	Applied Discrete Math	3	
		17	

Robert Adkins  
Room: 247  
Phone: 304-710-3458 or 1-8-N-ROLLED  
(1-866-676-5533)  
e-mail: [adkinsr@mctc.edu](mailto:adkinsr@mctc.edu)

William Muncy  
Room: 361  
Phone: 304-710-3429 or 1-8-N-ROLLED  
(1-866-676-5533)  
e-mail: [muncy25@mctc.edu](mailto:muncy25@mctc.edu)

#### Fall II

BMT 223	Biomedical Instrumentation	3	
ELT 131	Analog Circuits Analysis & App.	5	
ELT 211	Digital Circuits	5	
IT 270	Computer Essentials and Application	4	
		17	

#### Spring II

BMT 225	Biomedical Instrumentation II	3	
BMT 299	Biomedical Internship	3	
IT 230	Network Communications	3	
SCI 110	Introductory Physics	4	
		13	

Hours required for graduation: 61

## Board of Governors Associate of Applied Science

### Program Description:

The Board of Governors Associate of Applied Science Degree is an interdisciplinary studies degree that assist adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. This degree provides Mountwest Community & Technical College a mechanism to deliver educational programs to nontraditional students desiring to complete their post-secondary education.

This program is available to nontraditional students who have graduated from high school two or more years prior to enrollment. For those students who earned their GED certificate, program application must be at least two years from the date their class would have graduated from high school. Students who have not already earned an Associate or Bachelors degree are eligible.

This degree requires participants to complete a minimum of 12 credit hours from a regionally accredited institution of higher education of which three (3) credits hours must be earned at Mountwest Community & Technical College with a letter grade of “C” or higher .

Those students desiring to develop specific job skills may opt to earn their degree in an ‘Area of Emphasis.’ To be eligible for an ‘Area of Emphasis’ students must complete 15 credit hours of work in an approved occupational concentration. For more information on available ‘Area of Emphasis’ for this degree, contact the program coordinator at (304) 710-3414. Students must meet all admission and performance standards. Credits earned through portfolios, military credits, challenge exams, special assessment of licensure/certifications, formal training programs; and CLEP and DANTES exams will be placed on the transcript the semester that the credits are evaluated and awarded. Students must have a GPA of 2 .0 or above to graduate.

Graduates with the Board of Governors Associate of Applied Science degree will possess:

- Ability to work collaboratively in groups
- Computer software skills
- Communication skills
- Critical thinking skill
- Job skills in an optional area of emphasis

The Board of Governors Associate of Applied Science seamlessly articulates with the West Virginia Board of Regents Bachelor of Arts Degree and the Bachelor of Applied Science Degree.

Mountwest offers concentrations in the following areas under the Associate of Applied Science in Board of Governors:

- Allied Health
- Business Administration
- Criminal Justice
- Information Technology
- Maintenance Technology
- Transportation

## Associate of Applied Science in Board of Governors

The Board of Governors Associate in Applied Science will seamlessly articulate with the West Virginia Board of Regents Bachelor of Arts Degree and the Bachelor of Applied Science Degree.

### Component I: General Education Courses

Communications	3
Communications	3
Mathematics or Science	3
Mathematics or Science	3
Computer Literacy	3
Social Science or Humanities	3
Social Science or Humanities	3

### Component II: (Allied Health Concentration Electives)

This component consists of 39 credit hours from the following options: Area of Emphasis; portfolio course (TS 101) credits, CLEP and DSST exams, Military Credits, challenge exams, special assessment of licensure/certifications/formal training programs, transfer and residential course work, and capstone course.

Courses in the following 100 level or higher course (in any combination), in which students earned a letter grade “C” or higher or “CR” may be used to fulfill the concentration requirements: AH, CLIN, CLA, DA, DLT, EME, PAR, HIT, MA, MAS, PHT, PTA, RS, RAD, AND RTT.

### Contact Information:

Jenna VanHoose, Program Coordinator • Room101F  
Phone: 304-710-3414 • E-mail: [parker54@mctc.edu](mailto:parker54@mctc.edu)

## Criminal Justice Associate of Applied Science

### Program Description:

The Criminal Justice Degree is available to on-campus students and law enforcement officers who have attended an approved law enforcement academy. This program of study was developed to provide both groups of individuals the criminal justice background to successfully work in either the law enforcement field or private security. Law enforcement officers have the option of completing a field internship to earn college credit that may be applied towards earning this degree.

### Career Outlook:

The opportunity for public service through law enforcement or security work is attractive to many because the job is challenging and involves much personal responsibility. Furthermore, law enforcement officers in many agencies may retire with a pension after 20 or 25 years of service, allowing them to pursue a second career while still in their 40s. Because of relatively attractive salaries and benefits, the number of qualified candidates exceeds the number of job openings in federal law enforcement agencies and in most state police departments resulting in increased hiring standards and selectivity by employers. Competition should remain keen for higher paying jobs with state and federal agencies and police departments in more affluent areas. Opportunities for employment in the public sector will be better with local or special police departments, especially in departments that offer lower starting salaries, or in urban communities where the crime rate is relatively high. Applicants with college training in criminal justice, military police experience, or both should have the best opportunities for selection. Employment opportunities for police officers, security personnel, and private detectives are expected

to continue to grow. With the advent of a more security conscious society and citizen's concern about drug-related and property crimes should contribute to an increasing demand for more police and security services.

### Employment Opportunities:

- Police Force
- Federal Marshal
- Federal Bureau of Investigation
- Private Investigator
- Private Security

### Salary Forecast:

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

### Admission Requirements:

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



## CAREER & TECHNICAL

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### Criminal Justice Associate of Applied Science

Fall I		
CJS 101	Introduction to Criminal Justice	3
CJS 102	Introduction to Corrections	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
	Mathematics Elective	3
		15
Spring I		
BIOL 101	Unified Principles of Biology	3
BIOL 101L	Unified Principles of Biology Lab	1
COM 112/125	Oral Communication or Interpersonal Communication	3
CJS 231	Fundamentals of Criminal Law	3
CJS 233	Fundamentals of Criminal Invest. Criminal Justice Elective	3
		3
		16
Fall II		
CJS 239	Criminal Evidence	3
CJS 246	Criminal Justice Reports	3
CJS 251	Criminal Justice Ethics	3
	Criminal Justice Elective	3
	Social Science Elective	3
		3
		15
Spring II		
CJS 234	Criminology	3
CJS 254	Constitutional Law	3
CJS 298	Criminal Justice Internship	3
	Criminal Justice Elective	3
	Criminal Justice Elective	2
		2
		14

Hours required for graduation: 60

#### Contact Information:

Erin Rich • Room 223 • Phone: (304) 710-3411 or  
1-866-N-ROLLED (1-866-676-5533)  
E-mail: [riche@mctc.edu](mailto:riche@mctc.edu)

Contact for graduates of an approved police academy:  
Jenna VanHoose • Coordinator of Off-Campus Programs  
Room 101F • Phone (304) 710-3414 or 1-866-N-ROLLED  
(1-866-676-5533) • E-mail: [parker54@mctc.edu](mailto:parker54@mctc.edu)

## Culinary Arts

### Associate of Applied Science

#### Program Description:

The hospitality and food service industry is a large, diverse field that provides challenging and exciting career opportunities for people from all walks of life. The possibilities for satisfying careers are almost limitless. The rewards and satisfactions provided by the industry far exceed those of many other fields of work.

While the different segments of the hospitality and tourism industry have their own unique characteristics, they all share the same mission and heritage—serving the guest or customer. The segments of hospitality and tourism are traveling services, lodging, food service, and recreation services. The program offers advanced chef training as well as restaurant management skills. After studying the fundamentals of classical and contemporary cuisine and restaurant procedures, students will develop advanced skills in garde manager and a la carte cooking. The graduate will have the necessary training to work in a variety of culinary establishments as sous chef, garde manager, kitchen supervisor, and restaurant manager.

#### Career Description:

Chefs, cooks, and food preparation workers prepare, season, and cook a wide range of foods from soups, snacks, and salads to entrees, side dishes, and desserts in a variety of restaurants and other food services establishments. Chefs and cooks create recipes and prepare meals, while food preparation workers peel and cut vegetables, trim meat, prepare poultry, and perform other duties such as keeping work areas clean and monitoring temperatures of ovens and stove tops.

#### Career Outlook:

Employment of food and beverage serving and related workers is projected to grow 14 percent from 2016 to 2026, faster than the average for all occupations. Job prospects in most dining establishments will be excellent because many workers leave the occupation each year, resulting in numerous job openings.

#### Salary Forecast:

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

#### Admission Requirements:

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

#### Tech Prep Affiliation:

The Hospitality Management Program is aligned with the West Virginia Tech Prep Business Cluster. This career track provides the opportunity for students to acquire college credit while attending high school.

For high school students interested in food service careers and coming from applicable programs offering ProStart® curriculum, the program will provide for a seamless transition from ProStart® through the completion of the Culinary Arts Certificate.

Students who complete the high school ProStart® program and pass the ProStart® examination with a score of 75% or higher will receive six credit hours toward the Culinary Arts Certificate. This will leave 30 credit hours to complete the certificate requirement of 36 credit hours.

#### Employment Opportunities:

- Restaurants
- Sous chef
- A la carte chef
- Kitchen supervisor
- Garde manager chef
- Restaurant manager

## CAREER & TECHNICAL

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### Culinary Arts

#### Associate of Applied Science

Fall I		
CA 105	Fabrication & Knife Skills	3
CA 110	Mise en Place	3
CA 120	A la Carte Dining Room Serv I	3
CA 190	Hospitality Lab Practicum I	1
CA 200	Sanitation and Safety (EDGE)	3
ENL 111	Written Communications	3
		16

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:  
Chef Todd Cox • Center for Culinary Arts  
1648 Eighth Avenue  
Phone: (304) 399-0211 or 1-866-676-5533  
E-mail: [cox9@mctc.edu](mailto:cox9@mctc.edu)

Spring I		
CA 112	Garde Manger	3
CA 195	Hospitality Lab Practicum II	1
CA 269	Soups, Stocks & Sauces	2
CA 270	Managing Culinary Operations	2
CA 275	Cost Control and Revenue Mgt.	2
IT 101	Fundamentals of Computers	3
	Mathematics Elective	3
		16

Fall II		
CA 116	Intro. to Breads and Doughs	3
CA 135	International Cuisine	4
CA 245	Culinary Nutrition	2
CA 290	Hospitality Practicum Lab III	1
COM 112	Oral Communication	
or		
COM 125	Interpersonal Communication	3
	Social Science Elective	3
		16

Spring II		
CA 225	Advanced Cooking & Artistry	4
CA 235	Menu Planning	3
CA 259	Practical Culinary Catering	3
HM 240	Intro. to Vineyards & Breweries	2
CA 298	Coop. Culinary Arts Work Experience	1
		13

Hours required for graduation: 61

### Electronics Technology Associate of Applied Science

#### Program Description:

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

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

#### Salary Forecast:

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

#### Employment Opportunities:

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

#### Tech Prep Affiliation:

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

## CAREER & TECHNICAL

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### Electronics Technology Associate of Applied Science

Fall I		
ELT 111	DC Circuit Analysis & Applications	5
ENL 231	Business and Technical Writing	3
IT 101	Fundamentals of Computers	3
MAT 145	Applications in Algebra	3
		<hr/>
		14

#### Contact Information:

Robert Adkins • Room 247 • Phone: (304) 710-3458 or  
1-866-676-5533 • E-mail: [adkinsr@mctc.edu](mailto:adkinsr@mctc.edu)

William Muncy • Room 361 • Phone: (304) 710-3429 or  
1-866-676-5533 • E-mail: [muncy25@mctc.edu](mailto:muncy25@mctc.edu)

Spring I		
COM 112	Oral Communication	
or		
COM 125	Interpersonal Communication	3
ELT 121	Alternating Current Circuit Analysis & Applications	5
MAT 215	Applied Discrete Math	3
SCI 110	Introductory to Physics	4
		<hr/>
		15

Fall II		
ELT 131	Analog Circuit Analysis & App.	5
ELT 211	Digital Circuits	5
IT 270	Computer Essentials and Application	4
	Technical Elective	3
		<hr/>
		17

Spring II		
ELT 222	Introduction to Microprocessor	4
ELT 299	Electronic Technology Internship	3
IT 230	Network Communications	3
	Social Science Elective	3
	Technical Elective	3
		<hr/>
		16

Hours required for graduation: 62

## Advanced Automation Concentration Electronics Technology Associate of Applied Science

### Program Description:

The Advanced Automation Technology Program provides the skills necessary to install, maintain, program, upgrade, and repair automation systems. Students will know how to control conveyors, motors, robotics, and more. This degree will fall in between an automation engineer and an automation operator. Graduates will be prepared for direct employment in all automation roles in the field including automobile manufacturing, metal manufacturing, production plants, process control automation, etc.

### Career Outlook:

There is a severe lack of trained automation workers in the workforce. Most companies retrain their labor workers to perform in the automation field due to lack of pretrained workers. With 26% of all manual labor jobs projected to go to robotics and automation in the next ten years, workers are scrambling to find automation training.

### Salary Forecast:

Automation operators make an average of \$45,230 per year. Automation Engineers make an average of \$79,609. The Advanced Automation employee will have an income that falls between these two. Currently the Bureau of Labor Statistics does not have figures on this occupation as it is too new to the industry. Robotics technician is the closest title and their average income is \$56,740.

### Employment Opportunities:

- Toyota Manufacturing Plant
- Bimbo Bakery
- Mountain State Metalworks
- Huntington Steel/Special Metals
- Martin Steel
- Aero Fab
- Swift Manufacturing
- Jenmar/McSweeney Inc.
- N Compass Networks
- Appalachian Electric Power

## CAREER & TECHNICAL

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### Advanced Automation Concentration Electronics Technology Associate of Applied Science

Fall I		
MAT 145	Applications in Algebra	3
ELT 150	Introduction to PLC/PAC	4
ELT 111	DC Circuit Analysis	5
ENL 231	Business and Technical Writing	3
		15
Spring I		
MAT 215	Applied Discrete Math	3
ELT 121	AC Circuit Analysis	5
ELT 180	Ladder Logic	4
COM Elective	COM 112 or COM 125	3
		15
Fall II		
ELT 131	Analog Circuit Analysis & App.	5
ELT 211	Digital Circuits	5
ELT 250	Motion Control Fundamentals	4
	Technical Elective	3-4
		17-18
Spring II		
ELT 160	Electronic Communications	4
ELT 260	Automation Project Development	4
ELT 299	Electronic Technology Internship	3
SCI 110	Introduction to Physics	4
		15

Hours required for graduation: 62-63

#### Contact Information:

Robert Adkins • Room 247 • Phone: (304) 710-3458 or  
1-866-676-5533 • E-mail: [adkinsr@mctc.edu](mailto:adkinsr@mctc.edu)

William Muncy • Room 361 • Phone: (304) 710-3429 or  
1-866-676-5533 • E-mail: [muncy25@mctc.edu](mailto:muncy25@mctc.edu)

### Engineering Design Technology Associate of Applied Science

#### Program Description:

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

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

New manufacturing, engineering, medical, and visual effect processes require the skills students will obtain using state-of-the-art computer programs and prototyping equipment. Students will have access to the most up-to-date Autodesk computer programs, including AutoCAD, Inventor, 3ds Max, Revit, and Maya, as well as the latest scanning and prototyping equipment, including a digital printer. Three-dimensional printing is no longer just a prototyping technique, but is now the latest manufacturing process. This process is expected to eventually replace all other manufacturing processes, and the Engineering Design Technology Program trains students in all aspects of this

technique. An integrated curriculum, including classes on design and entrepreneurship, allows each graduating class the opportunity to identify, develop and create a prototype for a new product, from conception to construction.

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

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

#### Employment Opportunities:

Entry-level positions for which graduates will compete include:

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



## CAREER & TECHNICAL

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### Engineering Design Technology Associate of Applied Science

Fall I		
ENL 111	Written Communication	3
MAT 145	Applications in Algebra	3
MFE 116	Manufacturing Processes	3
MFE 220	Computer Aided Design I	<u>4</u>
		13

Contact Information:  
Theodore Triplett • Room 251 • Phone: (304) 710-3438 or  
1-866-676-5533 • E-mail: [triplett@mctc.edu](mailto:triplett@mctc.edu)

Spring I		
COM 112	Oral Communication	3
MAT 205	Calculus	3
MFE 230	Computer Aided Design II	4
MFE 248	Statistical Process & Control	3
MFE 255	Rapid Prototyping Techniques	<u>3</u>
		16

Fall II		
MFE 240	Statics	3
MFE 258	Intro to Visual Digitalization	4
MFE 262	Engineering Design	4
SCI 110	Introductory Physics	<u>4</u>
		15

Spring II		
MFE 103	Entrepreneurship in MFE	3
MFE 245	Mechanics of Materials	3
MFE 253	3D Scanning for Reverse Engineering	4
MFE 290	Manufacturing Capstone	3
SOCI 210	Fundamentals of Sociology	<u>3</u>
		16

Hours required for graduation: 60

### Additive Manufacturing Concentration Associate of Applied Science in Engineering Design Technology

#### Program Description:

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

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

New manufacturing, engineering, medical, and visual effect processes require the skills students will obtain using state-of-the-art computer programs and prototyping equipment. Students will have access to the most up-to-date Autodesk computer programs, including AutoCAD, Inventor, 3ds Max, Revit, and Maya, as well as the latest scanning and prototyping equipment, including a digital printer. Three-dimensional printing is no longer just a prototyping technique, but is now the latest manufacturing process. This process is expected to eventually replace all other manufacturing processes, and the Engineering Design Technology Program trains students in all aspects of this

technique. An integrated curriculum, including classes on design and entrepreneurship, allows each graduating class the opportunity to identify, develop and create a prototype for a new product, from conception to construction.

The Engineering Design Technology Program incorporates coordination with a broad-based advisory board of local business representatives, and is designed to prepare graduates with state-of-the-art skills required in the rapidly changing manufacturing, engineering design, health and visual effects fields. Upon completion of the Engineering Design Technology Associate of Applied Science degree, the graduate will be able to:

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

## CAREER & TECHNICAL

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### Additive Manufacturing Concentration

#### Associate of Applied Science in Engineering Design Technology

MT 105	Industrial Safety (RCBI)	2
MAT 135	Math for Machinists (RCBI)	3
MFE 116	Manufacturing Processes	3
MFE 230	Computer Aided Design II	4
MT 200	Blueprint Reading	<u>3</u>
		15
MAT 205	Calculus	3
MFE 235	Computer Aided Manufacturing (RCBI)	4
MFE 248	Statistical Process & Control	3
MFE 255	Rapid Prototyping Techniques	<u>3</u>
		13
EC 102	Basic Economics	3
MFE 201	Comp. Materials, Tool/Mold Design	3
MFE 240	Statics	3
MFE 262	Engineering Design	4
SCI 110	Introductory Physics	<u>4</u>
		16
COM 125	Interpersonal Communication	3
ENL 231	Business & Technical Writing	3
MFE 103	Entrepreneurship in MFE	3
MFE 202	Additive Manufacturing Techniques	3
MFE 245	Mechanics of Materials	3
MFE 253	3D Scanning for Reverse Engineering	<u>4</u>
		19

Hours required for graduation: 61

#### Contact Information:

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

## Drone Technology Concentration

### Associate of Applied Science in Geospatial Science and Technology

#### Concentration Description:

The Drone Technology Concentration prepares individuals for careers as Remote Unmanned Aerial System (UAS) Pilots. Students will focus on the safe and effective use of commercial drones in the National Air Space. Students will explore various types and applications for drone technology, build, program and fly sport drones, obtain the FAA UAS Remote Pilot Certificate, gain in-air UAS flight hours, learn best practices for pre and post flight procedures, obtain aerial imagery using UAS, process acquired imagery using photogrammetry software, and analyze the imagery output using a GIS.

#### Career Outlook:

AUVSI's The Economic Impact of Unmanned Aircraft Systems Integration in the United States report shows the economic benefit of UAS integration. AUVSI's findings show that in the first three years of integration more than 70,000 jobs will be created in the United States with an economic impact of more than \$13.6 billion. This benefit will grow through 2025 when AUVSI foresees more than 100,000 jobs created and economic impact of \$82 billion.

#### Employment Opportunities:

- Mapping
- Search and Rescue
- Construction
- Photography
- Journalism
- Utilities
- Inspection

#### Salary Forecast:

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

#### Program Admission Requirements:

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

**Common Career Opportunities and Approximate Salaries:**  
Career opportunities in many different areas exist; however the career field is too new to approximate salaries.

## CAREER & TECHNICAL

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### Drone Technology Concentration

#### Associate of Applied Science in Geospatial Science and Technology

Fall I		
GST 100	Sport Drones	3
IT 101/102	Fundamentals of Computers	3
GEO 150	Introduction to Geography	3
GST 150	Intro. to Drone Technology	3
GST 140	WebGIS	<u>3</u>
		15

Spring I		
COM 125	Interpersonal Communication	3
DSGN 160	Digital Photography	3
GST 110	UAS Pilot Certification Prep	3
GST 160	GIS Concepts	3
	Approved Math Elective	<u>3</u>
		15

Fall II		
GST 210	UAS Flight School	3
GST 230	2D and 3D GIS	3
ENL 231	Business and Technical Writing	3
MG 102	Introduction to Entrepreneurship	3
	Approved Elective	<u>3</u>
		15

Spring II		
GST 220	Image Acquisition and Data Proc.	3
GST 240	GIS WebApps	3
GST 266	Digital Cartography	3
GST 299	Geospatial Science & Tech Internship	<u>3</u>
		15

Hours required for graduation: 60

#### Contact Information:

Megan Click • Room 221 • Phone: (304) 710-3405 or  
1-866-676-5533 • E-mail: [clickm@mctc.edu](mailto:clickm@mctc.edu)

## Geographic Information Science

### Associate of Applied Science in Geospatial Science and Technology

#### Program Description:

The Geographic Information Science concentration prepares students for careers in the wide ranging field of Geospatial Science and Technology. Students will learn the fundamentals of Geospatial Science and Technology, including Geographic Information Systems (GIS), Global Positioning Systems (GPS) and Remote Sensing (RS). Students will use various Esri ArcGIS software packages to collect, create, edit, manage, store, program, and process spatial data using geospatial analysis techniques to solve problems and make decisions.

#### Career Outlook, Salary Forecast and Common Career Opportunities:

Employment of surveying and mapping technicians is projected to grow 5 percent from 2018 to 2028, about as fast as the average for all occupations. Increased demand for mapping technology is expected to require additional technicians to gather and prepare the data.

In May 2018, the median annual wages for surveying and mapping technicians in the top industries in which they worked were as follows:

Utilities	\$61,780
Mining, quarrying, and oil and gas extraction	\$57,130
Local government, excluding education and hospitals	\$50,620
Architectural, engineering, and related services	\$40,620

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Surveying and Mapping Technicians, on the Internet at:  
<https://www.bls.gov/ooh/architecture-and-engineering/surveying-and-mapping-technicians.htm>

#### 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 & TECHNICAL

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### Geographic Information Science

#### Associate of Applied Science in Geospatial Science and Technology

Fall I		
ENL 111	Written Communication	3
GEO 150	Introduction to Geography	3
IT 101/102	Fundamentals of Computers	3
GST 140	WebGIS	3
GST 150	Intro. to Drone Technology	<u>3</u>
		15

#### Contact Information:

Megan Click • Room 221 • Phone: (304) 710-3405 or  
1-866-676-5533 • E-mail: [clickm@mctc.edu](mailto:clickm@mctc.edu)

Spring I		
COM 112	Oral Communication	3
IT 120	Network Operating Systems	4
GST 160	Geo. Information Systems Concepts	3
	Approved Elective	3
	Approved Math Elective	<u>3</u>
		16

Fall II		
MFE 220	Computer Aided Design I	4
MAT 210	Statistics for Business & Industry	3
IT 250	Applications to Databases	3
GST 230	2D & 3D GIS	3
	Approved Elective	<u>3</u>
		16

Spring II		
GST 240	GIS WebApps	3
GST 266	Digital Cartography	3
GST 299	Geospatial Science & Tech Internship	3
	Approved Elective	<u>4</u>
		13

Hours required for graduation: 60

## Graphic Design Associate of Applied Science

### Program Description:

Students who receive an A.A.S. in Graphic Design will possess the knowledge and skills needed to create and communicate ideas that inspire, inform and attract consumers. The curriculum provides students up-to-date, industry-standard design education and computer training making them highly employable in today's workforce. A wide variety of occupations and industries benefit from the unique skills graphic designers possess, including but not limited to, specialized design services, advertising, public relations and corporations. The Graphic Design program emphasizes portfolio development that demonstrates creative thinking and design skills. Students study the history of the profession, principles and elements of design, typography, illustration, identity design, advertising design, web design and simulated real-world work situations.

### Salary Forecast:

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

### Employment Opportunities:

- Specialized design firms
- Advertising agencies
- Public relations firms
- Printing and publishing companies
- Tech Companies
- Corporations
- Self Employment



## CAREER & TECHNICAL

### Graphic Design Associate of Applied Science

Fall I		
ART 101	Introduction to Visual Arts	3
DSGN 120	Graphic Design I	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
IT 110	Computer Skills for Designers	3
IT 298	Game & Design Internship/Coop.	1
		16
Spring I		
COM 112	Oral Communication	3
DSGN 150	Graphic Design II	3
IT 212	Publishing on the Internet	3
IT 298	Game & Design Internship/Coop.	1
	Approved Elective	3
	Approved Math Elective	3
		16
Fall II		
DSGN 210	Digital Illustration	3
DSGN 220	Typography	3
DSGN 230	New Media	3
IT 213	Web Graphic/Design	3
IT 298	Game & Design Internship/Coop.	1
PSYC 200	General Psychology	3
		16
Spring II		
DSGN 250	Graphic Design III	3
DSGN 260	Interactive Design	3
DSGN 270	Brand Identity Design	3
IT 242	Emerging Web Technologies	
or		
IT 252	Advanced Web Publishing	
or		
SCI 201	Integrated Science	3
IT 298	Game & Design Internship/Coop.	1
		13

Hours required for graduation: 61

#### Contact Information:

Julie Terry • Room 213 • Phone: (304) 710-3439

Email: [terryj@mctc.edu](mailto:terryj@mctc.edu)

Students are required to make a “C” or better in ALL core classes (IT 110, IT 213, DSGN 120, DSGN 220, DSGN 230, DSGN 260, and DSGN 270) in order to progress in the Graphic Design program. The student may be allowed to repeat a course one time before being dismissed from the program. Sequencing of courses and progression will be determined by the program faculty. If a student receives a “D” or “F” in more than one course in the same semester, then the student will be dismissed from the program.

### Health Informatics (HINF) Associate of Applied Science

#### Program Description:

The Healthcare Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems. Students study the field through multidisciplinary coursework, including the study of terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archival and retrieval of information, and healthcare computer infrastructure support.

#### Career Outlook:

According to the United States Department of Labor, the employment projection on the average for all Health Science professions is expected to grow as fast as other occupations. However, selective specialties within this field are expected to grow faster.

#### Employment Opportunities:

Areas of employment include database/data warehouse analysts, technical support professionals, informatics technology professionals, systems analysts, networking and security technicians, and computer maintenance professionals in the healthcare field.

## CAREER & TECHNICAL

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### Health Informatics (HINF) Associate of Applied Science

Fall		
AH 151	Medical Terminology (EDGE)	3
HIT 206	Medical Statistics	3
HINF 101	Intro to Health Informatics	3
HIT 210	Computerized Health Info	3
IT 102	Advanced Computer Apps.	3
		<hr/> 15

Contact Information:  
Melinda Booton • Room 447 • Phone: (304) 710-3424 or  
1-866-676-5533 • E-mail: [booton6@mctc.edu](mailto:booton6@mctc.edu)

Spring		
HINF 102	Practical Guide to Health Info	3
COM 125	Interpersonal Communication	3
HIT 208	Quality Improvement in Health Care	2
IT 120	Networking Operating Systems	4
ENG 231	Business and Technical Writing	3
		<hr/> 15

Fall		
	General Education Elective	3
IT 250	Applications to Databases	3
AH 204	Legal & Ethical Issues in Healthcare	3
AT 104	Records Management	3
HINF 201	Analyzing Healthcare Data	3
		<hr/> 15

Spring		
HIT 218	Directed Practice III	2
IT 270	Computer Essentials & App.	4
HINF 202	Enterprise HI Management	3
IT 210	Networking Administration I	3
HINF 204	Research Methods for HI	3
		<hr/> 15

Hours required for graduation: 60

## Health Information Technology Associate of Applied Science

### Program Description:

The health information technician is the professional responsible for maintaining components of health information systems in a manner consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. The record may be kept in a paper, hybrid, or electronic format. In all types of facilities, and in various locations within a facility, the technician possesses the technical knowledge and skill necessary to process, maintain, compile, and report data for reimbursement, facility planning, marketing, risk management, quality assessment, and research; to abstract and code clinical data using appropriate classification systems; and to analyze health records according to standards. The health information technician may be responsible for functional supervision of the various components of the health information system. Within the 64 credit hours students must earn for the associate degree, 36 credit hours of health information technology classes are required. This includes 4 credit hours of directed practice where the students will practice their skills in a health information or simulated setting.

### Career Outlook:

Job prospects are very good. Employment of medical records and health information technicians is expected to grow much faster than the average for all occupations through 2024, due to rapid growth in the number of medical tests, treatments, and procedures that will be increasingly scrutinized by third-party payers, regulators, courts, and consumers ([www.bls.gov](http://www.bls.gov)).

### Salary Forecast:

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

### Admission Requirements:

1. Completion of the first year of course work with a grade point average of 2.5 or above with a grade of at least C in all courses.
2. Applications will be accepted from January 1 of each year for the upcoming fall semester. Admission to the program will be granted starting in May. This is a limited enrollment program.
3. Students seeking admission into the Health Information Technology program must arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection.

### Employment Opportunities:

- Acute care facilities
- Long-term care facilities
- Insurance companies
- Rehabilitation centers
- Physicians’ offices
- Medical transcription and coding
- Ambulatory care facilities
- State and local health departments
- Sales representatives for health information supplies
- Professional billing companies
- Attorneys’ offices

## CAREER & TECHNICAL

### Health Information Technology Associate of Applied Science

Fall I		
AH 151	Medical Terminology (EDGE)	3
AH 216	Basic Pharmacology	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
PSYC	Psychology approved elective	3
		15

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:  
Janet B. Smith • Room 433 • Phone: (304) 710-3516 or 1-866-676-5533 • E-mail: smithjan@mctc.edu

Spring I		
AH 204	Legal and Ethical Issues in Healthcare	3
AH 205	Principles of Disease	3
BIOL 257/259	Principles of Anatomy & Physiology with Lab	4
COM 112/125	Oral Communication or Interpersonal Communication	3
		13

\*Application process for Health Information Technology: file a Mountwest Community & Technical College application provided by the Office of Admissions. File a Health Information Technology Program application provided by the HIT Program Coordinator in the spring of the first year in the program prior to starting classes in the fall.

Fall II		
HIT 201	Health Information Tech	4
HIT 205	ICD-10-CM Diagnostic Coding	4
HIT 206	Healthcare Statistics	3
HIT 210	Computer Health Info Systems	3
		14

\*\*Academic policy for Health Information Technology: each HIT course must be completed with a grade of C or better. Students earning a grade of less than C in an HIT course must repeat the course. Evidence of a current satisfactory health record must be submitted prior to participation in the directed practice experience. Students are responsible for transportation to and from the directed practice sites. Students must complete drug screening and a criminal background check prior to completing their directed practice in the healthcare facility.

Spring II		
HIT 202	Health Information Tech II	4
HIT 207	ICD-10-PCS Procedural Coding	4
HIT 208	Qual. Improvement in Healthcare	2
HIT 209	CPT- Procedural Coding	3
HIT 215	Directed Practice II	2
MA 205	Medical Office Claims Procedures	3
		18

Summer		
HIT 212	Health Information Technology	2
HIT 218	Directed Practice III	2
		4

Hours required for graduation: 64

## Health Science Associate of Applied Science

### Program Description:

The Health Science A.A.S. Program is a unique opportunity for students holding a national certification in a professional field to build on that experience and earn an associate's degree. The associate degree often allows students greater flexibility in their chosen field of study and opportunities for advancement in their jobs. Health Science A.A.S. graduates have a wide range of career options within the health science industries. Graduates work in professional, scientific, or technical services firms. Health science graduates also work in education services, federal, state, and local governments, or pharmaceutical and medicine manufacturing.

The A.A.S. Health Science Degree includes a minimum of 21 general education credits, at least 9 allied health and/or life science credits and a maximum of 30 credit hours earned through national certification. The credits earned through national certification can be from a variety of careers, including but not limited to, medical records, phlebotomy, patient care technician, certified nurse assistant, massage therapy, cardiovascular technician, EKG technician, DOT drug testing, and many more.

### Career Outlook:

According to the United States Department of Labor, the employment projection on the average for all Health Science professions is expected to grow as fast as other occupations. However, selective specialties within this field are expected to grow faster.

### Salary Forecast:

Hourly wages for health science technicians averages over \$8.00 to \$35.00/ hour with benefits depending on certification. (Information obtained from the Occupational Outlook Handbook 2010-2011)

### Admission Requirements:

1. Mountwest Community & Technical College is an open enrollment institution.
2. Applicants must complete all general education and prerequisite courses with a "C" or better, and must have a cumulative GPA of 2.0 or higher.
3. Prior to admission to the Health Science Program and/or clinical internships, students may be required to document that they have successfully passed a criminal background check and drug screen. For more information concerning the Allied Health Criminal background check and drug screen procedure, please contact the Dean of Allied Health & Life Sciences.

### National Areas of Emphasis include, but are not limited to:

- EMT
- Clinical laboratory (MLT, HT, Phleb)
- EKG tech
- Massage therapy
- Nursing (CAN, LPN, PCT, PCS)
- Pharmacy technician
- Radiology technology
- Respiratory therapy
- Surgical technology
- Ophthalmic technician
- Ultrasound
- Veterinary technician

### Employment Opportunities:

- Acute care facilities
- Long-term care facilities
- Insurance companies
- Rehabilitation centers
- Physicians' offices
- Medical transcription
- Ambulatory care facilities
- State and local health departments
- Sales representatives for health information supplies
- Professional billing companies
- Attorneys' offices

# CAREER & TECHNICAL

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## Health Science

### Associate of Applied Science

BIOL 257	Intro. to Anatomy and Physiology	3
IT 101	Fundamentals of Computers	3
COM 112	Oral Communication	3
ENL 111	Written Communication	3
	Math Elective	3
	General Education Elective	3
	Humanities or Social Science Elective	3
		<u>21</u>

Earn a Degree and Graduate Early (EDGE):

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

Contact Information:

Janet Smith • Room 433 • Phone: (304) 710-3516 or  
1-866-676-5533 • E-mail: smithjan@mctc.edu

Choose a minimum of 9 hours from the following:

AH 151	Medical Terminology (EDGE)	3
AH 205	Principles of Disease	3
AH 207	Infection Control for Health Prof.	3
AH 216	Basic Pharmacology	3
AH 217	Personal Fitness Training	4
AH 220	Basic Nutrition	3
EME 105	First on Scene	3

Nationally Certified Credentialed Area of Emphasis 15-30

Hours required for graduation: 60

### Animation and Game Developer Concentration Associate of Applied Science in Information Technology

#### Program Description:

Students who receive an A.A.S. in Information Technology (IT) will possess a broad base of computer skills and knowledge. The curriculum is designed to maintain maximum flexibility in order to compete in the changing workforce. Today's games are very complex. They require teams of programmers, designers, artists, testers, advertisers, and producers to organize and develop them. Training needed for game development is enormous, warranting a complex education of multiple courses in multiple fields. The Animation and Game Developer curriculum is designed to provide training in principles and techniques used to create interactive 2D and 3D computer games. Students can learn:

- Design software
- Programming languages
- Modeling and animation skills
- Web graphic design
- Game engines used to design and develop games

IT 298, an internship course taken over the course of a student's four semesters, requires the student to apply knowledge and skills acquired in the classroom to a real-world employment environment.

#### Career Outlook:

Employment of multimedia artists and animators is projected to grow 8 percent from 2016 to 2026, about as fast as the average for all occupations. Projected growth will be due to increased demand for animation and visual effects in video games, movies, and television.

One of the most important requirements of an IT student is their willingness to learn throughout their professional career. The IT Division can provide students with the knowledge and skills to start on that path. The successful student will provide the energy, enthusiasm, and drive to continue to acquire new knowledge and skills in order to succeed in the rapidly changing world of Information Technology.

#### Employment Opportunities:

- Programmer
- Web /game designer
- Product tester
- Animation designer
- Project manager
- Software publishers
- Educational support services

#### Salary Forecast:

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



## CAREER & TECHNICAL

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### Animation and Game Developer Concentration Associate of Applied Science in Information Technology

Fall I		
ENL 111	Written Communication	3
IT 101/102	Fundamentals of Computers or Advanced Computer Applications	3
IT 110	Computer Skills for Designers	3
IT 171	Introduction to Gaming I	3
IT 298	Game & Design Internship/Coop	1
	Approved Math Elective	<u>3</u>
		16

Contact Information:  
Cory Brown • Room 207 • Phone (304) 710-3531  
E-mail: brown129@mctc.edu  
or  
Patrick Smith • Room 209 • Phone (304) 710-3398  
E-mail: smith288@mctc.edu

Spring I		
COM 112/125	Oral Communication or Interpersonal Communication	3
IT 107	Fundamentals of the Internet	3
IT 115	Introduction to Programming	3
IT 212	Publishing on the Internet	3
IT 271	Introduction to Gaming Concepts II	3
IT 298	Game & Design Internship/Coop	1
		<u>1</u>
		16

Fall II		
ENL 231	Technical Report Writing	3
IT 213	Web Graphic/Design	3
IT 215	Advanced Programming	3
IT 250	Applications to Database	3
IT 298	Game & Design Internship/Coop	1
	IT Elective	<u>3</u>
		16

Spring II		
IT 242	Emerging Web Technologies	3
IT 272	Intro to 3D Modular Programming	3
IT 277	Management Information Systems	3
IT 298	Game & Design Internship/Coop	1
	IT Elective	<u>3</u>
		13

Hours required for graduation: 61

## Mobile Application Development Concentration Associate of Applied Science in Information Technology

### Program Description:

Students who receive this A.A.S. in Information Technology (IT) concentration will have a broad technical knowledge and a specific application programming skill set used in the Mobile Application Development areas. The curriculum is designed to maintain maximum flexibility in order to compete in the changing workforce.

Students who graduate with the Mobile Application development concentration can expect to find employment as an application developer, software engineer, applications system analyst, user interface designer, etc.

Mobile Application Developers design and create mobile applications. They are responsible for the look and the interaction of the mobile application. They are also responsible for the technical aspects, such as performance and how much traffic an application can handle. In addition, they may be asked to create content for the mobile app.

### Career Outlook:

According to the U.S. Bureau of Labor Statistics, March 2019, Employment of software developers is projected to grow 24 percent from 2016 to 2026, much faster than the average for all occupations. Employment of applications developers is projected to grow 31 percent, and employment of systems developers is projected to grow 11 percent. The main reason for the growth in both applications developers and systems developers is a large increase in the demand for computer software.

Systems developers are likely to see new opportunities because of an increase in the number of products that use software. For example, more computer systems are being built into consumer electronics and other products, such as cell phones and appliances.

### Salary Forecast:

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

## CAREER & TECHNICAL

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### Mobile Application Development Concentration Associate of Applied Science in Information Technology

Fall I		
ENL 111	Written Communication	3
IT 102	Advanced Computer Apps.	3
IT 107	Fundamentals of the Internet	3
IT 212	Publishing on the Internet	3
IT 298	Game & Design Internship/Coop	1
	Approved Math Elective	<u>3</u>
		16

**Contact Information:**

Cory Brown • Room 207 • Phone: (304) 710-3531 or  
1-866-676-5533 • E-mail: brown129@mctc.edu

Patrick Smith • Room 209 • Phone: (304) 710-3398 or  
1-866-676-5533 • E-mail: smith288@mctc.edu

Spring I		
ENL 231	Technical Report Writing	3
IT 262	Mobile App. Development	3
IT 242	Emerging Web Technologies	3
COM 125	Interpersonal Communication	3
IT 250	Applications to Databases	3
IT 298	Gaming & Design Internship/Co-op	<u>1</u>
		16

Fall II		
IT 237	Mobile App. Programming	3
IT 215	Advanced Programming	3
IT 256	Mobile App. Design	3
IT 277	Management Information Systems	3
IT 298	Gaming & Design Internship/Co-op	1
	IT Elective	<u>3</u>
		16

Spring II		
IT 252	Advanced Web Publishing	3
IT 247	Advanced Mobile Programming	3
IT 257	Mobile App. Deployment	3
IT 296	Mobile App. Entrepreneurship	3
IT 298	Gaming & Design Internship/Co-op	<u>1</u>
		13

Hours required for graduation: 61

## Network Systems Administration (Microsoft)- Concentration Associate of Applied Science in Information Technology

### Program Description:

As a leading Microsoft IT Academy, Mountwest Community & Technical College offers the Network Systems Administration Option to help prepare students for the Microsoft Certified Solutions Expert (MCSE) certification examinations. The curriculum and course materials are designed by Microsoft, and the College's instructors are Microsoft Certified Solutions Experts (MCSE) with industry experience that take a personal interest in mentoring students through every step of the certification process.

### Career Outlook:

Employment of network and computer systems administrators is projected to grow 5 percent from 2018 to 2028, about as fast as the average for all occupations. Demand for information technology (IT) workers is high and should continue to grow as firms invest in newer, faster technology and mobile networks.

### Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

### Salary Forecast:

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

### Career Description:

The Microsoft Certified Solutions Expert (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft Server software. It is one of the most widely recognized and sought after technical certifications in the IT industry, demonstrating to employers, clients and colleagues that an individual has achieved expertise in the area of Information Technology.

# CAREER & TECHNICAL

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## Network Systems Administration (Microsoft) Concentration Associate of Applied Science in Information Technology

Fall I		
ENL 231	Business and Technical Writing	3
IT 270	Computer Essentials and Application	4
IT 120	Network Operating Systems	4
IT 230	Network Communications	3
	Approved Math Elective	3
IT 297	Co-Curricular Experiences in Net.	<u>0</u>
		17

### Contact Information:

Patrick Smith • Room 209 • Phone: (304) 710-3398 or  
1-866-676-5533 • E-mail: smith288@mctc.edu

Spring I		
COM 125	Interpersonal Communication	3
SOCI 210	Fundamentals of Sociology	3
IT 221	Advanced Operating Systems	3
IT 224	Fundamentals of Network Security	3
IT 297	Co-Curricular Experiences in Net.	<u>0</u>
		12

Fall II		
IT 210	Networking Administration I	3
IT 211	Networking Administration II	3
IT 216	Networking Administration III	3
IT 217	Networking Administration IV	3
IT 245	Information Storage and Management	3
IT 297	Co-Curricular Experiences in Net.	<u>0</u>
		15

Spring II		
IT 219	Networking Administration V	3
IT 222	Networking Administration VI	3
IT 223	Networking Administration VII	3
IT 255	Virtualization Technologies	3
PSYC 200	General Psychology	3
IT 299	Information Technology Internship/ Cooperative Work Experience	<u>3</u>
		18

Hours required for graduation: 62

## Network Systems Cybersecurity Concentration Associate of Applied Science in Information Technology

### Program Description:

The Associate in Applied Science Degree Program in Network Systems Cybersecurity offers comprehensive network training from Mountwest Community and Technical College's Cisco Networking Academy. Within the two-year Associate Degree program, students take courses developed by CompTIA, Cisco, and the EC Council, providing specialized skills in network administration, defense and cybersecurity. Students will take courses preparing them for the following certifications:

CompTIA's A+  
CompTIA's Security+  
CompTIA's Linux+  
Cisco's CCNA (Cisco Certified Network Associate)  
Certified Ethical Hacker (CEH)

### Career Outlook:

Employment of information security analysts is projected to grow 32 percent from 2018 to 2028, much faster than the average for all occupations. Demand for information security analysts is expected to be very high, as these analysts will be needed to create innovative solutions to prevent hackers from stealing critical information or causing problems for computer networks. (<https://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts.htm>)

### Salary Forecast:

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

### Program Admission Requirements:

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

### Career Description:

- Information security analysts typically do the following:
- Monitor their organization's networks for security breaches and investigate a violation when one occurs
- Install and use software, such as firewalls and data encryption programs, to protect sensitive information
- Prepare reports that document security breaches and the extent of the damage caused by the breaches
- Conduct penetration testing, which is when analysts simulate attacks to look for vulnerabilities in their systems before they can be exploited

Information security analysts must stay up to date on IT security and on the latest methods attackers are using to infiltrate computer systems. Analysts need to research new security technology to decide what will most effectively protect their organization. MCTC's Network Systems Cybersecurity option provides the fundamental cybersecurity knowledge and skills with specific network security training crucial for entry into information security positions in public corporations and government entities.

### Contact Information:

Patrick Smith  
Room 209  
Phone: 304-710-3398 or 1-866-N-ROLLED (1-866-676-5533)  
E-mail: [smith288@mctc.edu](mailto:smith288@mctc.edu)

Scott Nicholas  
Room 203  
Phone: 304-710-3423 or 1-866-N-ROLLED (1-866-676-5533)  
E-mail: [nicholas@mctc.edu](mailto:nicholas@mctc.edu)

# CAREER & TECHNICAL

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## Network Systems Cybersecurity Concentration Associate of Applied Science in Information Technology

Fall I		
IT 121	Fund.of Network Cybersecurity	3
IT 131	Introduction to Networking	4
IT 141	Network Systems II	4
IT 270	Computer Essentials and Application	4
IT 297	Co-Curricular Experiences in Net.	<u>0</u>
		15

### Contact Information:

Patrick Smith • Room 209 • Phone: (304) 710-3398 or  
1-866-676-5533 • E-mail: smith288@mctc.edu

Spring I		
ENL 231	Business and Technical Writing	3
IT 221	Advanced Operating Systems	3
IT 224	Fundamentals of Network Security	3
IT 231	Networking Systems III	4
IT 241	Networking Systems IV	4
IT 297	Co-Curricular Experiences in Net.	<u>0</u>
		17

Fall II		
COM 125	Interpersonal Communication	3
SOCI 210	Fundamentals of Sociology	3
IT 232	Network Systems Cybersecurity I	4
IT 251	Advanced Operating Systems II	3
IT 297	Co-Curricular Experiences in Net.	<u>0</u>
		13

Spring II		
IT 233	Network Systems Cybersecurity II	4
IT 254	Advanced Network Security	4
IT 299	Information Tech. Internship/Coop	3
MAT	Approved Math Elective	3
PSYC 200	General Psychology	<u>3</u>
		17

Hours required for graduation: 62

## Network Systems Security Concentration Associate of Applied Science in Information Technology

### Program Description:

The Associate in Applied Science Degree Program in Network Systems Security offers comprehensive network training from Mountwest Community & Technical College's Microsoft Information Technology Academy and Cisco Networking Academy. Within the two-year associate degree program, students take courses developed by Microsoft and Cisco, providing specialized skills in network administration, design, and security. Students will take courses preparing them for the following certifications:

- CompTIA's A+
- Microsoft MCSA (Microsoft Certified Solutions Associate)
- Cisco's CCNA (Cisco Certified Network Associate)
- CompTIA's Security+

### Career Outlook:

Employment of network and computer systems administrators is projected to grow 5 percent from 2018 to 2028, about as fast as the average for all occupations. Demand for information technology (IT) workers is high and should continue to grow as firms invest in newer, faster technology and mobile networks.

### Salary Forecast:

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

### Employment Opportunities:

- Network administrator
- Systems support technician
- Network designer
- Security solutions designer
- Help desk technician
- Hardware technician

### 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 Solutions Associate manage and troubleshoot system environments running the Windows 2016 operating system. Cisco Certified Network Associates design, build, and maintain computer networks using a variety of network devices. CompTIA Security+ Specialists design and implement security solutions that reduce network vulnerability. Mountwest Community & Technical College's Network Systems Security Option provides fundamental networking knowledge and skills with specific network security training crucial for entry into information security positions in public corporations and government entities.



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### Network Systems Security Concentration Associate of Applied Science in Information Technology

Fall I		
ENL 231	Business and Technical Writing	3
IT 270	Computer Essentials and Application	4
IT 120	Network Operating Systems	4
IT 131	Introduction to Networking (EDGE)	4
IT 297	Co-Curricular Experiences in Networking	<u>0</u>
		15

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:  
Patrick Smith • Room 209 • Phone: (304) 710-3398 or  
1-866-676-5533 • E-mail: smith288@mctc.edu

Spring I		
COM 125	Interpersonal Communication	3
IT 141	Networking Systems II (EDGE)	4
IT 224	Fundamentals of Network Security	3
MAT	Approved Math Elective	3
IT 297	Co-Curricular Experiences in Networking	<u>0</u>
		13

Fall II		
IT 210	Networking Administration I	3
IT 211	Networking Administration II	3
IT 216	Networking Administration III	3
IT 217	Networking Administration IV	3
IT 231	Networking Systems III (EDGE)	4
IT 297	Co-Curricular Experiences in Networking	<u>0</u>
		16

Spring II		
SOCI 210	Fundamentals of Sociology	3
IT 225	Fundamentals of Wireless LANs	4
IT 241	Networking Systems IV (EDGE)	4
PSYC 200	General Psychology	3
IT 299	Information Technology Internship/ Cooperative Work Experience	<u>3</u>
		17

Hours required for graduation: 61

## Machinist/CNC Technology Associate of Applied Science

### Program Description:

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

### Career Outlook:

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

### Salary Forecast:

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

### Tech Prep Affiliation:

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

### Employment Opportunities:

Entry-level positions for which graduates will compete include:

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

## CAREER & TECHNICAL

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### Machinist/CNC Technology Associate of Applied Science

Fall I		
ENL 231	Technical Report Writing	3
MAT 135	Mathematics for Machinists	3
MT 105	Industrial Safety	2
MT 121	Introduction to Machinery	6
MT 200	Blueprint Reading, Precision Measurement & Inspection	4
		<hr/> 18

#### Contact Information:

Tracey Straub • RCBI • Phone: (304) 781-1678  
E-mail: brownr@mctc.edu

Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 • E-mail: woods25@mctc.edu

Spring I		
MT 215	Metal Working Theory and App.	6
MT 233	NIMS Credentialing/ Manual Mach.	6
MT 246	Computer Aided Man. & Design	6
		<hr/> 18

Summer		
MT 241	Intro. to CNC Machining	4
MT 244	CNC Setup/Operation	6
		<hr/> 10

Fall II		
MT 248	NIMS Credentialing/CNC Project	4
COM 125	Interpersonal Communication	3
IT 101	Fundamentals of Computers	3
ISM 133	Industrial Supervision	3
		<hr/> 14

Hours required for graduation: 60

## Business Administration Concentration Associate of Applied Science in Management Technology

### Program Description:

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

The flexibility of the Management Technology curriculum allows students to tailor a course of study to meet their own career goals and interests. The Business Administration Option is designed to train students who seek supervisory positions in a retail environment. Upon completion of the Associate of Applied Science Degree in Management Technology, the graduate will be able to:

- Demonstrate fundamental supervisory skills
- Apply knowledge of business computer software to business activities
- Apply relevant mathematical skills to business activities
- Demonstrate a working knowledge of ethical, legal, and social skills that relate to the business environment
- Make decisions after gathering and analyzing information
- Prepare and present written and oral communication
- Demonstrate knowledge specific to the specialized option

### Career Outlook:

The Business Administration Option provides an avenue for immediate employment and for advancement to upper levels of management. Employers seek graduates for positions ranging from business manager and sales representative to production supervisor and project planner. Graduates of the program obtain positions in manufacturing, retailing, construction, financial institutions, government and a host of other fields.

### Salary Forecast:

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

## CAREER & TECHNICAL

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### Business Administration Concentration

#### Associate of Applied Science in Management Technology

Fall I		
AC 103	Introduction to Accounting (EDGE)	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
MAT 100 or Higher		3
MG 101	Introduction to Business (EDGE) or	
MG 102	Intro. to Entrepreneurship	<u>3</u>
		15

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Rick Brown • Room 243 • Phone: (304) 710-3408 or  
1-866-676-553 • E-mail: brownr@mctc.edu

Spring I		
AC 201	Financial Accounting I	3
AT 104	Records Management	3
COM 112	Oral Communication	3
EC 201	Fundamentals of Microeconomics	3
MAT 210	Statistics for Business and Industry or	
IT 150	Applications to Spreadsheets	<u>3</u>
		15

Fall II		
AC 210	Managerial Accounting	3
AC 221	Computerized Accounting I	3
EC 202	Fundamentals of Macroeconomics	3
MG 202	Business Organization & Management	3
MK 130	Fundamentals of Marketing	<u>3</u>
		15

Spring II		
AC 234	Taxation	3
FN 231	Business Finance	3
MG 181	Retailing	3
MG 226	Business Law	3
MG 296	Integrated Business Strategies	<u>3</u>
		15

Hours required for graduation: 60

## Call Center Supervision Concentration Associate of Applied Science in Management Technology

### Program Description:

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

The flexibility of the Management Technology curriculum allows students to tailor a course of study to meet their own career goals and interests. The Call Center Management Program is designed to train students who seek management positions in a call center or the teleservice industry. Students completing these courses will be proficient in all facets of communication and will tailor their communication skills to the call center environment.

This program provides students with a deeper knowledge of current contact center management topics, operations and practices. Courses focus on the analytical skills to determine the needs of the call center industry and problem-solving skills to apply management to meet those requirements. Emphasis is placed on communication, teamwork, ethics, and the skills for managing diversity within the contact center industry. Upon completion of the Associate in Applied Science Degree in Management Technology, the graduate will be able to:

- Demonstrate fundamental supervisory skills
- Apply knowledge of business computer software to business activities
- Apply relevant mathematical skills to business activities

- Demonstrate a working knowledge of ethical, legal, and social skills that relate to the business environment
- Make decisions after gathering and analyzing information
- Prepare and present written and oral communication
- Demonstrate knowledge specific to the specialized option

### Career Outlook:

Employment of customer service representatives is projected to grow 5 percent from 2016 to 2026, about as fast as the average for all occupations. Overall job opportunities should be good. Candidates with good customer-service skills and who have experience using computer software applications should have the best job prospects.

### Employment Opportunities:

The Call Center Supervision Option offers employees of call center and teleservice industries the skills and knowledge they will need to move into supervisory positions. The Call Center Supervisor in Management Technology Program is open to students who are already employed at a call center or teleservice industry and want to prepare for the opportunity for advancement.

### Salary Forecast:

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

### Admission Requirements:

Students admitted to the program must be employed in a call center or teleservice industry by the start of the third semester.

## CAREER & TECHNICAL

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### Call Center Supervision Concentration Associate of Applied Science in Management Technology

Fall I		
AC 103	Introduction to Accounting (EDGE)	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
MAT 100 or Higher		3
MG 101	Introduction to Business (EDGE)	3
		<u>15</u>

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

#### Contact Information:

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

Spring II		
MAT 210	Statistics for Business and Industry	3
MG 105	Introduction to Workplace Training	3
MG 233	Personnel Management	3
	Social Science Elective	3
COM 112/125	Oral Communication or Interpersonal Communication	3
		<u>15</u>

Fall II		
ENL 115/231	Written Communication II or Technical Report Writing	3
MG 202	Business Organization & Management	3
MG 205	Call Center Environment/Technology	3
MG 207	Managing Call Center Data	3
	Recommended Elective	3
		<u>15</u>

Spring II		
MG 203	Managing Call Center Teams	3
LAW 250	Employment Law	3
MG 209	Occupational Safety	3
MG 299	Cooperative Work Experience	3
	Recommended Elective	3
		<u>15</u>

Hours required for graduation: 60

## Hospitality Management Concentration Associate of Applied Science in Management Technology

### Program Description:

The hospitality and tourism industry is a large, diverse field that provides challenging and exciting career opportunities for people from all walks of life. The possibilities for satisfying careers are almost limitless. The rewards and satisfactions provided by the industry far exceed those of many other fields of work.

While the different segments of the hospitality and tourism industry have their own unique characteristics, they all share the same mission and heritage, serving the guest or customer. The segments of hospitality and tourism are traveling services, lodging, food service, and recreation services. Students will attain knowledge in food service disciplines, customer service, sanitation, purchasing and inventory control, business operations, marketing, retailing, accounting management, and communication skills.

### Career Outlook:

Employment of lodging managers is projected to grow eight percent from 2014 to 2024, about as fast as the average for all occupations. Applicants with a degree in hotel or hospitality management are expected to have the best job opportunities. Applicants can expect strong competition for most jobs.

A comfortable room, good food, and a helpful staff can make time away from home an enjoyable experience for both vacationing families and business travelers. While most lodging managers work in traditional hotels and motels, some work in other lodging establishments, such as camps, inns, boarding houses, dude ranches, and recreational resorts. In full-service hotels, lodging managers help their guests have a pleasant stay by providing many of the comforts of home, including cable television, fitness equipment, voice mail, as well as specialized services such as health spas. Lodging managers often schedule available meeting rooms and electronic equipment for business travelers, including internet connections, smartboards, and overhead projectors. Lodging managers are responsible for keeping their establishments efficient and profitable. In a small establishment with a limited staff, the manager may oversee all aspects of operations. However, large hotels may employ hundreds of workers, and the general manager

usually is aided by a number of assistant managers assigned to the various departments of the operation. In hotels of every size, managerial duties vary significantly by job title.

### Employment Opportunities:

- Hotel Management
- Resort Management
- Tourism Offices
- Travel Services
- Recreation Services

### Salary Forecast:

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

### Tech Prep Affiliation:

The Hospitality Management Program is aligned with the West Virginia Tech Prep Business/Marketing Cluster. This career track provides the opportunity for students to acquire college credit while attending high school.

For high school students interested in food service careers and coming from applicable programs offering ProStart® curriculum, the program will provide for a seamless transition from ProStart® through the completion of an Associate in Applied Science Degree in Hospitality Management.

Students who complete the high school ProStart® program and pass the ProStart® examination with a score of 75% or higher may receive 6 credit hours toward the associate degree. This will leave 54 credit hours to complete the associate degree requirement of 60 credit hours.



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## Hospitality Management Concentration

### Associate of Applied Science in Management Technology

Fall I		
CA 200	Culinary Sanitation and Safety	3
ENL 111	Written Communication	3
HM 101	Travel, Tourism & Hospitality	3
IT 101	Hotel Front Office Procedures	3
HM 145	Hotel Front Office Procedures	3
		15

#### Contact Information:

Chef Lawrence E. Perry, M.S. • Room 255

Phone: (304) 710-3433 • E-mail: [perry149@mctc.edu](mailto:perry149@mctc.edu)

Spring I		
AC 103	Introduction to Accounting	3
AT 104	Records Management	3
HM 165	Fundamentals of Event Management	3
HM 222	Rooms Division Management	3
	Mathematics Elective	3
		15

Fall II		
CA 120	A la Cart Dining Rm Service I	3
COM 112	Oral Communications	3
or		
COM 125	Interpersonal Communications	
MG 226	Business Law	3
MK 130	Fundamentals of Marketing	3
	Social Science Elective	3
		15

Spring II		
CA 270	Managing Culinary Operations	2
CA 275	Cost Control and Revenue Mgmt	2
HM 220	Managing Catering Operations	3
HM 240	Intro to Vineyards & Breweries	2
HM 299	Internship/Apprenticeship	3
MG 202	Business Organizational Mgmt	3
		15

Hours required for graduation: 60

## Industrial Management Concentration Associate of Applied Science in Management Technology

### Program Description:

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

The Industrial Management Technology option is specifically designed to provide students with the skills necessary to be successful in a position of supervisory leadership. Students can benefit from this program by becoming qualified for advancement into a supervisory position or a position of greater responsibility and influence. Upon completion of the Associate in Applied Science Degree in Management Technology, the graduate will be able to:

- Demonstrate fundamental supervisory skills
- Apply knowledge of business computer software to business activities
- Apply relevant mathematical skills to business activities
- Demonstrate a working knowledge of ethical, legal, and social skills that relate to the business environment
- Make decisions after gathering and analyzing information
- Prepare and present written and oral communication
- Demonstrate knowledge specific to their specialized option

### Career Outlook:

Employment of management occupations is projected to grow 8 percent from 2016 to 2026, about as fast as the average for all occupations, which will result in about 807,300 new jobs. Employment growth is expected to be driven by the formation of new organizations and expansion of existing ones, which should require more workers to manage these operations.

### Employment Opportunities:

This option offers employment opportunities in various types of profit and nonprofit businesses and organizations as management trainees. The focus is on manufacturing establishments.

### Salary Forecast:

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

## CAREER & TECHNICAL

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### Industrial Management Concentration

#### Associate of Applied Science in Management Technology

##### Fall I

AC 103	Introduction to Accounting (EDGE)	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
MAT 100 or Higher		3
MG 101	Introduction to Business (EDGE)	<u>3</u>
		15

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

##### Contact Information:

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

##### Spring I

AC 201	Financial Accounting I	3
AT 104	Records Management	3
MT 200	Blueprint Reading	3
MFE 120	Introduction to Manual Machining	4
MAT 210	Statistics for Business and Industry	<u>3</u>
		16

##### Fall II

AC 210	Managerial Accounting	3
COM 112/125	Oral Communication or Interpersonal Communication	3
ENL 231	Technical Report Writing	3
MFE 220	Computer Aided Design I	4
MG 202	Business Organization & Mgt.	<u>3</u>
		16

##### Spring II

MK 130	Fundamentals of Marketing	3
FN 231	Business Finance	3
MG 226	Business Law	3
MG 296	Integrated Business Strategies	3
	Social Science Requirement	<u>3</u>
		15

Hours required for graduation: 62

### Massage Therapy Associate of Applied Science

#### Program Description:

The A.A.S. Degree in Massage Therapy offers two options for students to earn their associate degree in massage therapy. Licensed Massage Therapists (LMTs) offer a range of services from relaxation massage to precise clinical soft tissue treatment. Massage techniques can release scar tissue, increase joint range of motion, enhance circulation of blood and lymph and increase the supply of oxygen and nutrients to cells, eliminating toxic waste products resulting in a healthier person. A holistic approach to massage therapy integrates an understanding that there are physical, mental, emotional, and spiritual components to each individual. LMT's are currently employed through private practice, chiropractic offices, hospitals, health clubs, day spas, cruise ships, fitness centers, beauty salons, and more.

#### Career Outlook:

Employment of massage therapists is projected to grow 26 percent from 2016 to 2026, much faster than the average for all occupations. Continued growth in the demand for massage services will lead to new openings for massage therapists.

#### Salary Forecast:

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

#### Program Admission Requirements:

Students seeking admission into the Massage Therapy Program must arrange an appointment with the Mountwest Community & Technical College program coordinator prior to submitting the application packet. This is to ensure that students receive current information requirements and the criteria for selection.

#### Employment Opportunities:

- Doctors' offices
- Chiropractors' offices
- Hospitals
- Physical therapy offices
- Medical clinics
- Massage therapy practices

## CAREER & TECHNICAL

### Massage Therapy Associate of Applied Science

Fall I		
AH 151	Medical Terminology (EDGE)	3
BIOL 257	Intro. to Anatomy and Physiology	3
ENL 111	Written Communication	3
MAS 101	Introduction to Massage Therapy	1
		<u>10</u>

Spring I		
BIOL 260	Human Anatomy	4
COM 112	Oral Communication	3
	IT Elective	3
	Math Elective	3
		<u>13</u>

Fall II		
MAS 230	Kinesiology for MAS	4
MAS 201	Eastern Theory	3
MAS 212	Body Works I for MAS	2
MAS 212L	Body Works I for MAS Lab	1
MAS 240	Muscle Palp I	3
		<u>13</u>

Spring II		
MAS 214	Body Works II for MAS	2
MAS 214L	Body Works II for MAS Lab	1
MAS 228	Pathology and Pharmacology for MAS	3
MAS 245	Muscle Palp II	3
MAS 250	Shiatsu	3
MAS 255	Deep Tissue	3
		<u>15</u>

Summer II		
MAS 222	Business and Ethics for MAS	3
MAS 235	Student Clinical Integrative Massage	3
MAS 270	Spa Theory for MAS	2
MAS 275	MAS Board Review/Capstone	2
		<u>10</u>

Hours required for graduation: 61

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

#### Contact Information:

Mary Jo Perdue • Room 455 • Phone: (304) 710-3519 or  
1-866-676-5533 • E-mail: perduem@mctc.edu

## Medical Assistant Associate of Applied Science

### Program Description:

Medical Assistants are allied health professionals who assist physicians in their offices or other medical settings. In accordance with respective state laws, they perform a broad range of administrative and clinical duties, as indicated by the American Association of Medical Assistants recent role delineation study. The Mountwest Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), on recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Educational Programs

### Contact information:

25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763 (727) 210-2350 [www.caahep.org](http://www.caahep.org)

Administrative duties include scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls and writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patient for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician.

Both administrative and clinical duties involve maintenance of equipment and supplies for the practice. A medical assistant who is sufficiently qualified by education and/or experience may be responsible for supervising personnel, developing and conducting public outreach programs to market the physician's professional services, and participating in the negotiation of leases and of equipment and supply contracts.

### Career Outlook:

Employment of medical assistants is projected to grow 29 percent from 2012 to 2022, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to spur demand for preventive medical services, which are often provided by physicians.

As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. ([www.bls.gov](http://www.bls.gov)).

### Salary Forecast:

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

### Admission Requirements:

Students seeking admission into the Medical Assistant program must arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection. Application packets are available in the Allied Health and Life Sciences Division, (304) 710-3513 for more information.

1. Completion of the first year general and support courses with a grade of "C" or better and with a 2.5 or better GPA and must have at least a "C" in all MA courses;
2. CPR certification (EME 105);
3. Physical exam with proper documentation of vaccinations, prior to practicum.
4. A background check and drug screen will be administered upon admission into the program and the cost of this is the responsibility of the student.

Applications will be accepted beginning March 1 each year for the upcoming fall semester. Admission to the program will be granted starting in June. This is a limited enrollment program.

For additional information about careers as a Medical Assistants, visit the American Association of Medical Assistants web site at [www.aama-ntl.org](http://www.aama-ntl.org).

### Employment Opportunities:

- Physicians' offices
- Clinics
- Hospitals
- Any other type of healthcare setting

## CAREER & TECHNICAL

### Medical Assistant Associate of Applied Science

Fall I		
AH 151	Medical Terminology (EDGE)	3
ENL 111	Written Communication	3
EME 105	First on Scene	3
IT 101	Fundamentals of Computers	3
MAT 100 or above		3
		<u>15</u>

Spring I		
AH 220	Basic Nutrition	3
BIOL 257	Intro. to Anatomy & Physiology	3
COM 125	Interpersonal Communication	3
IT 150	Application to Spreadsheets	3
PSYC 215	Lifespan Psychology	3
		<u>15</u>

Fall II		
AH 204	Legal & Ethical Issues in Healthcare	3
MA 201	Medical Assisting Techniques I	4
MA 204	Physician's Office Med. Coding	3
MA 206	Medical Office Procedures I	3
AH 216	Basic Pharmacology	3
		<u>16</u>

Spring II		
MA 202	Medical Assisting Tech II	4
MA 203	Medical Lab Techniques	3
MA 205	Medical Office Claims Procedure	3
MA 208	Medical Office Procedures II	3
		<u>13</u>

Summer		
MA 210	Medical Office Practicum	3

Hours required for graduation: 62

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:  
Donna Roy • Room 453 • Phone: (304) 710-3526 or  
1-866-676-5533 • E-mail: nance2@mctc.edu

## Multimedia Design Associate of Applied Science

### Program Description:

Students who received an A.A.S. in Multimedia Design will possess the knowledge and skills required to create compelling animation, digital media and motion graphics. Students will explore the principles of design and animation, storyboarding, video editing, sound design, 3D modeling and motion graphic design. A wide variety of occupations utilize multimedia design including, but are not limited to, marketing, advertising, broadcast design, visual effects, motion design, web and UI/UX design. The Multimedia Design program emphasizes portfolio development through the principles of design and animation for all digital platforms.

### Career Outlook:

According to the Bureau of Labor Statistics, Multimedia Design and Animators employment is projected to grow 4 percent from 2018-2028, about as fast as the average for all occupations. Projected growth will be due to increased demand for animation and visual effects in video games, movies and television. With the Internet and digital screens being a primary source of information, Multimedia Designers are needed to create designs and animations for portable devices, websites, electronic publications, video entertainment, marketing and advertising. Local growth will depend upon factors such as training, experience, and area of expertise.

### Salary Forecast:

For the most current salary information please refer to the Creative Group-roberthalf.com "Salary Guide 2020-Creative & Marketing" found at <https://www.roberthalf.com/salary-guide/creative-and-marketing> Bureau of Labor Statistics - Multimedia Artists and Animators: <https://www.bls.gov/ooh/arts-and-design/multimedia-artist-andanimators.htm>

### 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 & TECHNICAL

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### Multimedia Design Associate of Applied Science

#### Fall I

ART 100	Introduction to Visual Arts	3
DSGN 101	Motion Design I	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
IT 110	Computer Skills for Designers	3
IT 298	Game & Design Internship/Coop	<u>1</u>
		16

#### Contact Information:

Julie Terry • Room 213 • Phone: (304) 710-3439

Email: [terryj@mctc.edu](mailto:terryj@mctc.edu)

#### Spring I

COM 112	Oral Communication	3
DSGN 102	Motion Design II	3
DSGN 103	Introduction to 3D Arts	3
IT 298	Game & Design Internship/Coop	1
DSGN 104	Visual Communication	3
Approved Math Elective		<u>3</u>
		16

#### Fall II

DSGN 201	Motion Design III	3
DSGN 203	Advanced 3D Arts	3
DSGN 230	New Media	3
DSGN 204	Digital Video Editing	3
IT 298	Game & Design Internship/Coop	1
PSYC 200	General Psychology	<u>3</u>
		16

#### Spring II

DSGN 205	Professional Practice	3
DSGN 260	Interactive Design	3
DSGN 202	Motion Design IV	3
DSGN 250	Entrep. for Creative Professionals	3
IT 298	Game & Design Internship/Coop	<u>1</u>
		13

Hours required for graduation: 61

## Occupational Development Associate of Applied Science

### Program Description:

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

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

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

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

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

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

Employment Opportunities:

- Work as a journeyman

## CAREER & TECHNICAL

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### Occupational Development Associate of Applied Science

ENL 231	Business and Technical Writing	3
COM 125	Interpersonal Communication	3
IT 101	Fundamentals of Computers	3
MAT 100	Occupational Math	3
PSYC 200	General Sychology	3

Classroom Instruction in the Occupation                      Up to 33  
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.

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

Hours required for graduation: 60

## Occupational Development Child Development Specialist Concentration

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 registered apprenticeship training programs;
- (2) To provide a mechanism for Mountwest Community & Technical College to deliver educational programs to individuals employed in the Child Development field.

The United States Department of Labor, Bureau of Apprenticeships and Training (BAT) identify 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 registered 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 Mountwest 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 day care 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.

Employment Opportunities:

- Child care
- Child care supervisor

Salary Forecast:

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

## CAREER & TECHNICAL

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### Occupational Development

#### Child Development Specialist Concentration

ENL 111	Written Communication	3
COM	Communication	3
IT 101	Fundamentals of Computers	3
	General Education Elective	3
	Laboratory Science Course	3-4
	Quantitative Skills/Science Course	3
	Social Science Course	3
	Occupational Component Electives	7
	Classroom Training in Child Development	20

On-The-Job Training in Occupation 12

A letter verifying completion of contact hours must be received by the Dean's Office, located in room 321 prior to applying for graduation for credit to be awarded.

Hours required for graduation: 60

## Paralegal

### Associate of Applied Science

#### Program Description:

A paralegal is a highly skilled paraprofessional with specialized training who works under the direct supervision of an attorney. Job responsibilities require knowledge of law and legal procedures in rendering direct assistance to lawyers and clients. Tasks may include interviewing, case investigation, the preparation of pleadings, and legal research. The increasing complexities of the paralegal's work environment have also created the need for individuals who possess skills including interpersonal, communication, analytical, decision-making, customer service, and computer skills. Paralegals cannot provide legal services directly to the public except as permitted by law.

The Paralegal Program was planned with assistance from the West Virginia State Bar and a program advisory committee consisting of attorneys and paralegals. The program has been granted approval by the American Bar Association. The Paralegal Studies graduate will be able to:

- Exhibit knowledge of legal terminology to communicate with attorneys, peers, managers, and other professionals
- Develop specific skills in those areas of law practice in which legal assistants customarily function
- Assist attorneys with client interviews, legal research, preparation of documents and pleadings for trial and other professional activities normally undertaken by paraprofessionals to assist with the practice of law
- Exhibit knowledge of appropriate ethical behavior for legal assistants

#### Career Outlook:

Employment of paralegals and legal assistants is projected to grow 15 percent from 2016 to 2026, much faster than the average for all occupations. Formally trained paralegals with strong computer and database management skills should have the best job prospects.

#### Employment Opportunities:

- Paralegal for law firms
- Paralegal for a business entity's legal department
- Paralegal for governmental agencies
- Administrator for a nonprofit legal services corporation
- Trust administrative assistant
- Editor of a legal publishing company

#### Salary Forecast:

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

## CAREER & TECHNICAL

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### Paralegal Associate of Applied Science

IT 101	Fundamentals of Computers	3
ENL 111	Written Communication	3
LAW 101	General Law I	3
LAW 103	Introduction to Paralegal Skills	3
LAW 104	Legal Ethics	1
	Mathematics Requirement	3
		<hr/> 16

Contact Information:  
Heather R. Hussell • Room 249 • Phone: (304) 710-3412  
or 1-866-676-5533 • E-mail: [hussell8@mctc.edu](mailto:hussell8@mctc.edu)

COM 112/125	Oral Communication or Interpersonal Communication	3
ENL 115	Written Communication II	3
LAW 102	General Law II	3
LAW 213	Law Office Technology	3
	Social Science Elective	3
		<hr/> 15

LAW 211	Legal Research and Writing I	3
LAW 235	Civil Litigation	3
LAW 240	Criminal Litigation	3
	Law Elective	3
	Science, Humanities or Language Elective	3
		<hr/> 15

LAW 212	Legal Research and Writing II	3
LAW 290	Internship	3
	Law Elective	3
	Law Elective	3
	Science, Humanities or Language Elective	3
		<hr/> 15

Hours required for graduation: 61

## Paramedic Science Associate of Applied Science

### Program Description:

A paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

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

The Paramedic Science Associate Degree program is an intense program designed for individuals involved in both career and volunteer aspects of the emergency medical services realm. The program consists of classroom lectures, practical labs and approximately 400 hours of clinical internships, as well as core courses and EMS courses specifically designed for EMS professionals. Students will be eligible to sit for the National Registry of Emergency Medical Technicians Paramedic Examination after completion of the Paramedic Science Program only if the student has maintained a letter grade of “C” or higher in all Paramedic Science courses and credit “CR” in all Paramedic clinical courses.

### Career Outlook:

Employment of emergency medical technicians (EMTs) and paramedics is projected to grow 15 percent from 2016 to 2026, much faster than the average for all occupations. Emergencies, such as car crashes, natural disasters, and

acts of violence, will continue to require the skills of EMTs and paramedics.

### Salary Forecast:

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

### Admission Requirements:

Students seeking admission into the Paramedic Science Program must arrange an appointment with the program faculty to obtain the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection.

Students must be EMT certified and maintain EMT certification as prerequisite for admission to and continuation in the program.

Students must successfully pass a criminal background and drug screen prior to placement in a clinical setting.

### Employment Opportunities:

- Hospitals
- Emergency medical service providers
- Private corporations
- Governmental agencies
- Aeromedical flight services
- Industry



# CAREER & TECHNICAL

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## Paramedic Science Associate of Applied Science

Fall I		
BIOL 257	Intro. Anatomy and Physiology	3
BIOL 259	Anatomy and Physiology Lab Module	1
ENL 111	Written Communication	3
	Math Elective (100-level or above)	3
	Elective (100-level or above)	<u>3</u>
		13

Contact Information:  
Edward Bays • Room 431 • Phone: (304) 710-3528 or  
1-866-676-5533 • E-mail: bays@mctc.edu

Spring I		
EME 109	Emergency Medical Technician	10
	Elective (100-level or above)	<u>3</u>
		13

Fall II		
EME 201	Intro. to Medical Emergencies	3
EME 202	Airway/Trauma Management	4
PAR 212	Pre-Hospital Pharmacology	2
PAR 225	Rescue Operations	3
EME 251	EMS Clinical I	<u>3</u>
		14

Spring II		
PAR 220	Cardiovascular Emergencies	4
PAR 230	Special Patient Considerations	3
PAR 231	Medical Emergencies	3
PAR 251	Paramedic Clinical I	2
PAR 252	Paramedic Clinical II	2
PAR 270	EME Emergencies	<u>4</u>
		18

Summer II		
PAR 253	Paramedic Clinical III	3
PAR 205	EMS Preparatory	3
PAR 290	Paramedic Capstone	<u>3</u>
		9

Hours required for graduation: 67

## Pharmacy Technician Associate of Applied Science

### Program Description:

Pharmacy technicians help licensed pharmacists provide medication and other health care products to patients. Technicians usually perform routine tasks to help prepare prescribed medication, such as counting tablets and labeling bottles. They also perform administrative duties, such as answering phones, stocking shelves, and operating cash registers. Technicians refer any questions regarding prescriptions, drug information, or health matters to a pharmacist.

Pharmacy technicians who work in retail or mail-order pharmacies have varying responsibilities depending on state rules and regulations. Technicians receive prescriptions or requests for prescription refills from patients. They must verify that information on the prescription is complete and accurate. To prepare a prescription, technicians must retrieve, count, pour, weigh, measure, and sometimes mix the medication. Then, they prepare the prescription labels, select the type of prescription container, and affix the prescription and auxiliary labels to the container. Once the prescription is filled, technicians price and file the prescription, which must be checked by a pharmacist before it is given to the patient. Technicians may establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications. In hospitals, nursing homes, and assisted-living facilities, technicians have responsibilities, including reading patients' charts and preparing the appropriate medication.

The A.A.S. Pharmacy Technician Degree includes a total of 61 credit hours, of which 30 credit hours are pharmacy technician specific courses. Successful completion of the PHT program will include a clinical internship at an affiliated health-care and retail facility. Many states require licensure in order to perform pharmacy technician work. The West Virginia Board of Pharmacy currently required licensure of all pharmacy technicians. Upon completion of the PHT program, graduates will be eligible to sit for the national board examination.

For more information about West Virginia requirements and the national certification exam, please visit [www.wvbop.com](http://www.wvbop.com) and [www.ptcb.org](http://www.ptcb.org). Currently, the PTCE pass rate for program graduates is 42%.

### Career Outlook:

Employment of pharmacy technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services.

### Admission Requirements:

1. Completion of Pharmacy Technician admission packet, which may be found in the Allied Health & Life Sciences Division.
2. Applicants must complete all general education and prerequisite courses with a grade of "C" or better, and must have a cumulative GPA of 2.0 or higher.
3. Proof of medical insurance coverage is required for internship.
4. Prior to internship, students must submit proof of Tuberculosis testing and Hepatitis B vaccination, or sign a waiver refusing vaccination.
5. Some clinical facilities may require random drug screen testing or background checks prior to acceptance into internship.
6. The PHT program is a limited enrollment program. Program admission for the upcoming fall semester will be granted beginning in June.
7. Convicted felons or misdemeanor drug charges are not eligible for this program.

### Additional Requirements:

In order to graduate from the A .A .S. PHT program, students must maintain a minimum grade of "C" or better in all PHT courses. They will be allowed to repeat the course one time before dismissal from the program. The cost of tuberculosis testing, vaccinations, background checks and registration with the WV Board of Pharmacy are the responsibility of the student. Students are responsible for room and board, as well as transportation during clinical internship.

### Employment Opportunities:

- Hospitals
- Health care clinics
- Physician's office laboratories
- Reference laboratories

# CAREER & TECHNICAL

## Pharmacy Technician Associate of Applied Science

Fall		
AH 151	Medical Terminology I (EDGE)	3
BIOL 257	Intro. Anatomy & Physiology	3
IT 101	Fundamentals of Computers	3
MAT	Approved MAT course	3
COM 125	Interpersonal Communication	3
ENL 111 or	Written Communication	3
ENL 231	Business and Technical Writing	3
		<hr/>
		18
Spring		
AH 205	Principles of Disease	3
AH 207	Infection Control Health Prof	3
PHT 201	Intro to Pharmacy Technician	3
PSYC 215	Lifespan Psychology	3
AH 204	Legal and Ethical Issues in Healthcare	3
		<hr/>
		15

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:  
Melissa Ballard, BA, CPhT • Room 435  
Phone: (304) 710-3517 or 1-866-676-5533  
E-mail: ballard@mctc.edu

Second Year Registration Requirements  
“C” or better in all 1st year curriculum classes, a cumulative GPA of 2.0, admission to the Pharmacy Technician A.A.S. Program

Fall		
PHT 204	Pharmacy Practice I	3
PHT 206	Pharmacy Calculations	3
PHT 208	Sterile Products	2
PHT 216	Pharmacology for PHT I	3
	General Education Elective	3
		<hr/>
		14
Spring		
PHT 255	Pharmacy Technician Seminar	2
PHT 250	Pharmacy Practice II	3
PHT 260	Practice Management	3
PHT 240	Point of Care	2
PHT 290	Technician Experiential Training	4
		<hr/>
		14

Hours required for graduation: 61

## Physical Therapist Assistant Associate of Applied Science

### Program Description:

Physical therapist assistants (PTA) are educated, skilled healthcare workers who work under the supervision of a physical therapist (PT). PTA's assist in implementing physical therapy interventions in accordance with an established plan of care, treatment procedures which may involve the therapeutic use of water, massage, ultrasound, and the thermal properties of light and electricity to promote healing and relieve pain. The assistant also implements exercise programs designed for the restoration of strength, endurance, coordination, relaxation, and range of motion.

The program is designed to facilitate problem-solving, critical thinking, group interaction and improved self-assessment skills. The program is designed in a 1 + 1 curricular format. The first year's general prerequisite courses total 31 credit hours, focusing on general studies. Students receive foundational courses in functional human and neuroanatomy.

Through selective admissions, students are admitted into the second year of the program. This year consists of Physical Therapist Assistant Technical Education courses. Second-year courses include a comprehensive curriculum in adult, orthopedic, pediatric and spinal cord rehabilitation. Student will be required to complete 720 hours of full-time clinical education. The costs of clinical education (travel, housing, incidentals) are the responsibility of the student.

### Career Outlook:

Overall employment of physical therapist assistants and aides is projected to grow 30 percent from 2016 to 2026, much faster than the average for all occupations. Demand for physical therapy is expected to increase in response to the healthcare needs of an older population and individuals with chronic conditions, such as diabetes and obesity.

### Employment Opportunities:

- Home health
- Outpatient departments hospitals
- Acute care hospitals
- Private practice offices
- Nursing homes
- Rehabilitation
- School systems
- Skilled nursing units

### Admission Requirements:

Admission to the PTA Program is selective. Students seeking admission into the PTA Program at Mountwest may arrange an appointment with the program faculty prior to submitting their application packet.

- Application packets are available after November 15
- Application deadline is March 15
- Applications are valid only for the noted academic year

### Accreditation:

The PTA program is accredited by the Commission of Accreditation in Physical Therapy Education (CAPTE). For additional information, contact the American Physical Therapy Association, Department of Accreditation at: 703-706-3245 or online at [www.capteonline.org](http://www.capteonline.org).

### Requirement Associated With Completion of the Prerequisite Courses:

If you have already taken the basic science courses they must have been successfully completed with the last 7 years in order to receive credit. Regardless of the grade achieved, students must re-take any course not meeting these timelines in order to receive credit toward meeting this admission criterion. Courses completed prior to admission into the PTA Program must have been completed with a minimum grade of "C" in order to be considered "successfully" completed.

Students are required to make a "C" or better in each course in the second year before graduating from the program.

Admission to PTA program is a prerequisite to all PTA coursework. Admission notifications will only be announced after final spring grades have been posted to the transcripts and should occur in mid-May.

# CAREER & TECHNICAL

## Physical Therapist Assistant Associate of Applied Science

Fall I		
BIOL 260	Human Anatomy	4
BIOL 265	Human Physiology	4
ENL 111	Written Communication	3
MAT 144/145	Applications in Algebra	3-5
	Social Science Elective	3
		<u>17-19</u>

### Contact Information:

Travis H. Carlton, PTA, ED.S. MS • Room 449  
 Professor/Program Director  
 Phone: 1-866-676-5533 • E-mail: carltont@mctc.edu

Spring I		
COM 112	Oral Communication	
or		
COM 125	Interpersonal Communication	3
BIOL 221	Structural Kinesiology	4
BIOL 245	Physiology of Exercise	3
SCI 110	Introductory Physics	4
		<u>14</u>

Summer I		
PTA 100	Introduction to Physical Therapy	<u>3</u>
		3

Fall II		
PTA 110	Physical Therapy Modalities	2
PTA 110L	Physical Therapy Modalities Lab	1
PTA 120	Patient Care Skills	3
PTA 120L	Patient Care Skills Lab	1
PTA 130	Functional Anatomy and Procedures	3
PTA 130L	Functional Anatomy and Proc. Lab	1
PTA 150	Clinical Practice I	2
PTA 160	Neuroanatomy and Physiology	3
		<u>17</u>

Spring II		
PTA 200	Pathological Conditions	3
PTA 220	Orthopedic Rehabilitation	3
PTA 220L	Orthopedic Rehabilitation Lab	1
PTA 230	Adult Rehabilitation	3
PTA 230L	Adult Rehabilitation Lab	1
PTA 240	Clinical Practice II	4
PTA 250	Specialized PT Interventions	3
PTA 270	PTA Seminar	3
		<u>21</u>

Summer II		
PTA 260	Clinical Practice III	<u>4</u>
		4

Hours required for graduation: 75-77

## Radiologic Technology Associate of Applied Science

### Program Description:

The Radiologic Technology program is a cooperative effort between Mountwest and Collins Career Technical Center (CCTC). The student should complete or be enrolled in all pre-radiologic admission courses before applying to the program. Admission requirements to Collins Career Technical Center Radiologic Technology program may vary year to year. It is important to obtain the most updated version of the CCTC Radiologic Technology program Application at the Main Campus location of CCTC. The CCTC Radiologic Technology program provides the students with a total of 1,000 classroom hours and 1,420 hours of clinical experience.

### Career Outlook:

Overall employment of radiologic technologists is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations. As the population grows older, there will be an increase in medical conditions that require imaging as a tool for making diagnoses.

### Salary Forecast:

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

### Employment Opportunities:

- Hospitals
- Physicians' offices
- Clinics
- Mobile radiological services
- Commercial radiological laboratories

### Admission Requirements:

(Applications to the CCTC Radiologic Technology program must be submitted on or before October 1)  
(Admission to Mountwest Community & Technical College must be complete before applying to the program.)

Prior to acceptance into the Radiologic Technology Program, a student must have completed the following:

1. Prerequisite college courses. Courses may be completed at any post-secondary institution. For courses to qualify for the Associates of Applied Science degree in Radiologic Technology through Mountwest, they must be accepted and successfully transferred to Mountwest. This transfer process is the sole responsibility of the student. A minimum of 12 hours must be taken directly on Mountwest campus to be granted the associate's degree.

The following courses must be passed with a "C" or better:

AH 151	Medical Terminology
AH 204	Legal & Ethical Issues in Healthcare
BIOL 257	Intro. to Anatomy & Physiology
BIOL 260	Applied Human Anatomy
COM 125	Interpersonal Communication
ENL 111	Written Communication
MAT 145	College Algebra
SCI 110	College Physics

2. Minimum ACT score of 21 or
3. Successful completion of the pre-entrance (Work Keys) examination with a score of four in Locating Information, and five in both Applied Mathematics and Reading for Information.

High School and Post-Secondary GPA are also weighted factors in the application process.

Points will be awarded for the following:

- High School GPA of 3.0 or better
- College GPA of 2.5 or better
- Completion of College Chemistry and/or Psychology with a grade of "C" or better will be awarded additional points.

## CAREER & TECHNICAL

### Radiologic Technology Associate of Applied Science

AH 151	Medical Terminology (EDGE)	3
BIOL 257	Intro. to Anatomy and Physiology	3
ENL 111	Written Communication	3
MAT 145	Applications in Algebra	3
		12

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

**Contact Information:**

Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 • E-mail: woods25@mctc.edu

AH 204	Legal & Ethical Issues in Healthcare	3
BIOL 260	Human Anatomy	4
COM 125	Interpersonal Communication	3
SCI 110	Introduction to Physics	4
		14

David McGlone • Radiology Program Director  
Collins Career Center  
Phone: (740) 867-6641 • Ext: 435  
E-mail: mcglonedn@collins-cc.edu

RAD 201	Introduction to Radiology	3
RAD 202	Clinical Practice I	3
RAD 202-S	Clinical Practice I Summer	3
RAD 204	Radiographic Procedures I	3
RAD 204L	Radiographic Procedures I Lab	2
RAD 205	Clinical Practice II	5
RAD 206	Radiation Protection/Radiobiology	3
RAD 207	Physics & Imaging I	2
RAD 208	Radiographic Procedures II	3
RAD 208L	Radiographic Procedures II Lab	2
RAD 209	Radiologic Pharmacology	2
RAD 210	Clinical Practice III	3
RAD 210-S	Clinical Practice III Summer	3
RAD 212	Physics & Imaging II	3
RAD 213	Radiographic Pathology	3
RAD 214	Radiographic Image Analysis	3
RAD 215	Clinical Practice IV	5
RAD 217	Quality Assurance	2
RAD 218	Advanced Imaging Procedures	3
RAD 219	Registry Review	6
RAD 222	Radiographic Procedures III	3
		65

Hours required for graduation: 91

Earn a Degree and Graduate Early (EDGE):

### Respiratory Therapy Associate of Applied Science

#### Program Description:

Respiratory therapy is an allied health program whose practitioners are employed under medical direction to provide treatment, management, diagnostic evaluation, and care to patients with problems associated with the cardiopulmonary system. Job responsibilities vary from the administration of oxygen, humidity, aerosols and the drainage of lung secretions, mechanical ventilation, to the use of technologically sophisticated monitoring devices and treatment techniques to enhance the survival of patients in intensive care units. Respiratory therapists may also perform pulmonary function testing.

The Respiratory Therapy Program is a cooperative effort between Collins Career Center and Mountwest Community & Technical College. There are 23 semester credit hours required from Mountwest Community & Technical College. The student may either complete the Mountwest courses prior to application to the program or finish the courses while completing the respiratory therapy courses at Collins Career Center.

#### Career Outlook:

Employment of respiratory therapists is projected to grow 23 percent from 2016 to 2026, much faster than the average for all occupations. Growth in the middle-aged and elderly population will lead to an increased incidence of respiratory conditions such as chronic obstructive pulmonary disease (COPD) and pneumonia. These respiratory disorders can permanently damage the lungs or restrict lung function.

#### Salary Forecast:

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

#### Admission Requirements:

1. The Respiratory Therapy Program has selective admissions each year. The first 23 eligible applications received will be admitted to the program. If admitted, there are 48 credit hours of respiratory therapy courses to be completed at Collins Career Center. As part of the 48 credit hours, the student will be required to complete clinical practice rotations at area health care facilities.
2. Prior to admission to the Respiratory Therapist Program and/or clinical internships, students may be required to document that they have successfully passed a criminal background check and drug screen.

#### Employment Opportunities:

- Home health
- Skilled nursing homes
- Skilled nursing units within an acute care hospital
- Outpatient centers
- Rehabilitation hospitals
- Acute care hospitals
- Physicians office



## CAREER AND TECHNICAL

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### Respiratory Therapy Associate of Applied Science

AH 151	Medical Terminology (EDGE)	3
BIOL 257	Intro. to Anatomy and Physiology	3
ENL 111	Written Communication	3
AH 226	Respiratory Therapy Pharmacology	3
MAT 133	Algebra for Allied Health	5
RTT 100	Intro. to Respiratory Care	1
PSYC 215	Lifespan Psychology	3
COM 112	Oral Communication	3
CLIN 101	Clinical Practice I	3
RTT 101	Respiratory Care Procedures I	3
RTT 101L	Respiratory Care Procedures I Lab	1
RTT 110	Cardiopulmonary Evaluation I	3
CLIN 102	Clinical Practice II	2
RTT 111	Cardiopulmonary Pathophysiology	3
RTT 201	Cardiopulmonary Evaluation II	3
CLIN 103	Clinical Practice III	3
RTT 202	Respiratory Care Procedures II	3
RTT 202L	Respiratory Care Procedures II Lab	1
RTT 103	Mechanical Ventilatory Tech	3
RTT 103L	Mechanical Ventilatory Tech Lab	1
CLIN 204	Clinical Practice IV	3
RTT 204	Mechanical Vent Management	3
RTT 204L	Mechanical Vent Management Lab	1
RTT 205	Neonatal/Pediatric Respiratory Care	3
RTT 207	Respiratory Home Care/Rehab	3
CLIN 205	Clinical Practice V	2
RTT 206	Seminar/Board Review	3

Hours required for graduation: 71

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

#### Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 • E-mail: woods25@mctc.edu

Tommie Weaver • Collins Career Center  
Phone: (740) 867-6641 • Ext: 415  
E-mail: weavertr@collins-cc.edu

### Technical Studies Associate of Applied Science

#### Program Description:

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

#### Program Focus:

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

# CAREER & TECHNICAL

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## Technical Studies Associate of Applied Science

### Component I: General Education

ENL 231	Business and Technical Writing	3
COM 125	Interpersonal Communication	3
IT 101	Fundamentals of Computers	3
MAT 100	Occupational Math	3
PSYC 200	General Psychology	3
		15 total

### Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 • E-mail: woods25@mctc.edu

### Component II: Technical Core

Each program of study must include a general technical core that meets the goal of developing skills that may be applied to a variety of occupations or that may be specific to an occupation.

Max 39

### Component III: Technical/ Occupational Specialty

This component consists of a technical concentration specific to an occupational area, and should consist of at least 12 hours.

Max 39

### Component IV: On-the-Job Training in the Occupation or Supervised Work Based Learning

Maximum of 1,920 contact hours of on-the-job training, converted to credit hours on a ratio of 160:1, can be counted toward the A.A.S. Degree. A statement of the total number of contact hours experienced on the job by the student may be placed on the college record. This credit will be recorded immediately prior to graduation from the college.

Max 12

Minimum hours required for graduation: 60

### Surgical Technology Concentration Associate of Applied Science in Technical Studies

#### Program Description:

The technical studies degree is designed to meet three major needs:

1. To provide for cooperatively sponsored educational opportunities leading to the associate in applied science degree and/or one-year certificate for students in quality education and training programs.
2. To increase the abilities of employees to use technology effectively and responsibly.
3. To assist those employed in the workforce to understand that education is a life-long process. Mountwest Community & Technical College delivers educational programs in a variety of occupational fields to businesses and industries having an immediate need for such programs.

Components of the program include the following: general education, classroom instruction in both the technical core and 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 three program credit hours from Mountwest Community & Technical College, and has obtained at least a 2.00 GPA.

#### Career Outlook:

Employment of surgical technologists is projected to grow 12 percent from 2016 to 2026, faster than the average for all occupations. Advances in medical technology have made surgery safer, and more operations are being done to treat a variety of illnesses and injuries.centers.

#### Program Admission Requirements:

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

#### Salary Forecast:

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

## CAREER & TECHNICAL

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### Surgical Technology Concentration Associate of Applied Science in Technical Studies

AH 151	Medical Terminology (EDGE)	3
COM 112	Oral Communication	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
MAT 145	Applications in Algebra	3
		15
AH 207	Infection Control for Health Pro.	3
BIOL 257	Introduction to Anatomy & Physiology	3
ENL 231	Technical Report Writing	3
PSYC 215	Lifespan Psychology	3
		13
ST 100	Introduction to Surgical Technology	4
ST 101	Asepsis and Sterile Technique/Lab	2
ST	Pharmacology for Surgical Technology	1
ST 200	Surgical Case Management	8
ST 201	Clinical	2
		17
ST 300	Surgical Procedures I	5
ST 301	Clinical	4
ST 400	Surgical Procedures II	5
ST 401	Clinical	4
		18

Hours required for graduation: 62

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

**Contact Information:**

Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 • E-mail: woods25@mctc.edu

### Intelligent Transportation Systems Concentration Associate of Applied Science in Transportation Technology

#### Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student having an interest in management and wishing to pursue a career in the intermodal transportation industry. All forms of business and industry are tethered to a trade and transportation skilled workforce for their own success. This unique on-line, distance learning, and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out lifelong learning philosophy of continuing education and laddered degree options from a certificate of achievement for specific skill sets to a master's degree in transportation studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exam, industry recognized certifications, and/or continuing education units (CEU's).

#### Career Outlook:

Employment of transportation and material moving occupations is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations, adding 634,300 new jobs. Material moving workers are expected to be needed to move materials in nearly all sectors of the economy. Additionally, the economy depends on truck drivers to transport freight and keep supply chains moving.

#### Salary Forecast:

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

## CAREER & TECHNICAL

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### Intelligent Transportation Systems Concentration Associate of Applied Science in Transportation Technology

ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
IT 131	Introduction to Networking (EDGE)	4
IT 160	Geographic Infor. System Concepts	3
MAT/IT	Mathematics Elective or IT 150	3
		16
	English or Communication Elective	3
IT 165	Spatial Analysis & 3D Modeling	3
TRAN 101	Transportations Systems Overview	3
TRAN 230	Transportation Geography	3
TRAN 270	Intelligent Transportation Systems	3
		15
MG 232	Supply Chain Management	3
TRAN 200	Transportation Law & Policy	3
TRAN 210	Transportation Economics	3
TRAN 220	Transportation Security	3
TRAN 272	Intermodal Transportation Systems	3
		15
IT 277	Management Information Systems	3
TRAN 250	Transportation Information Systems	3
TRAN 273	ITS Systems and Applications	3
TRAN 274	ITS Project Management	3
TRAN 279	ITS Capstone	3
		15

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 • E-mail: wood25@mctc.edu

Hours required for graduation: 61

### Intermodal Management Concentration Associate of Applied Science in Transportation Technology

#### Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student having an interest in management and wishing to pursue a career in the intermodal transportation industry. All forms of business and industry are tethered to a trade and transportation industry skilled workforce for their own success. This unique online, distance learning, and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/ drop-out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to a Master's degree in Transportation Studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exams, industry recognized certifications, and/or continuing education units (CEU's).

#### Career Outlook:

Employment of transportation and material moving occupations is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations, adding 634,300 new jobs. Material moving workers are expected to be needed to move materials in nearly all sectors of the economy. Additionally, the economy depends on truck drivers to transport freight and keep supply chains moving.

#### Salary Forecast:

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



## CAREER & TECHNICAL

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### Intermodal Management Concentration

#### Associate of Applied Science in Transportation Technology

ENL 111	Written Communication	3
	English/Communications Elective	3
	General Education Elective	3
	Math Elective	3-5
AC 103	Introduction to Accounting (EDGE)	3
EC 102	Basic Economics or	
EC 201	Microeconomics	3
FN 231	Business Finance	3
IT 101	Fund. of Computers	3
IT 150	Applications to Spreadsheets	3
IT 277	Management Info. Systems	3
MG 101	Intro. to Business (EDGE)	3
MG 202	Business Organization & Mgt.	3
MG 232	Supply Chain Management	3
TRAN 101	Intro. Transportations Systems	3
TRAN 265	Trans. Mgt. & Operations	3

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

#### Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 • E-mail: wood25@mctc.edu

#### Choose Five Electives from the following:

GST 160	Geo. Info. Systems Concepts	3
MG 105	Intro. to Workplace Training	3
MG 209	Occupational Safety	3
TRAN 200	Transportation Law & Policy	3
TRAN 210	Transportation Economics	3
TRAN 220	Transportation Security	3
TRAN 230	Transportation Geography	3
TRAN 250	Transportation Info. Systems	3
TRAN 270	Intelligent Trans. Systems	3

Hours required for graduation: 60

### Maritime Concentration

#### Associate of Applied Science in Transportation Technology

##### Program Description:

The Maritime Technology Option provides training for becoming a captain, deckhand or engineer who works on a vessel. These employees operate and maintain civilian-owned deep-sea merchant ships, tugboats, towboats, ferries, barges, offshore supply vessels, cruise ships and other waterborne crafts.

- Some merchant mariners spend extended periods at sea while others operate boat close to port and can go home at night.
- Entry, training, and educational requirements for many water transportation
- Excellent job opportunities are expected, especially for marine officers.

##### Salary Forecast:

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

##### Career Outlook:

Employment of transportation and material moving occupations is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations, adding 634,300 new jobs. Material moving workers are expected to be needed to move materials in nearly all sectors of the economy. Additionally, the economy depends on truck drivers to transport freight and keep supply chains moving.

## CAREER & TECHNICAL

### Maritime Concentration

#### Associate of Applied Science in Transportation Technology

Component I General Education Core (online)		CA 200	Culinary Sanitation and Safety	2	
ENL 111	Written Communication	3	Emergency Procedures (Operational)	2	
IT 101	Fundamentals of Computers	3	Proficiency in Survival Craft (Lifeboat)	2	
	Math Elective	3	QMED Oiler (Steam and Motor)	18	
	General Education Elective	3	QMED FOWT 18		
	Communication/English Elective	3	MG 101	Introduction to Business	3
Component II—Maritime Occupation Specialty Courses (minimum 15-21 hours from the courses below),*		CA 260	Culinary Selection and Procurement	2	
Deckhand	3	Upgrade OUPV to 100 GRT Master		2	
100 GRT Master	6	ISM 133	Principles of Supervision and Mgmt.	3	
Able Seaman	3	CA 120	A la Carte I	2	
Apprentice Mate (Inland)	9	Watchkeeping and Bridge Res. Mgt.		6	
Auxiliary Sailing	1	Apprentice Mate (Inland and NC)		1-12	
CA 235	Menu Planning	2	Upgrade 100GRT to 200 GRT Master	2	
CA 245	Culinary Nutrition	2	Flashing Light/Visual Communication	1	
DDE 1000	12	Tankerman Assistant (Familiarization)		2	
EC 102	Basic Economics	3	Component III – Transportation Core (online)		
Electronic Navigation	3	TRAN 101	Intro Transportation Systems	3	
GMDSS	5	Choose five additional courses from the list below:			
Meteorology (Operational)	3	TRAN 200	Transportation Law & Policy	3	
MT 105	Industrial Safety	2	TRAN 210	Transportation Economics	3
QMED (Restricted)	5	TRAN 220	Transportation Security	3	
QMED Oiler (Motor)	6	TRAN 230	Transportation Geography	3	
RFPEW	3	TRAN 250	Transportation Information Systems	3	
Rules of the Road	3	TRAN 265	Transportation Mgmt. & Operations	3	
Search and Rescue	1	TRAN 270	Intelligent Trans. Systems (ITS)	3	
Tank Barge Firefighting	1	TRAN 273	ITS Systems & Applications	3	
Towing Assistance	1	TRAN 274	ITS Project Management	3	
200 GRT Celestial Navigation	6	MG 232	Supply Chain Management	3	
Celestial Navigation (Operational)	9	Component IV-OJT/Fieldwork			
Piloting and Navigation	3	TS 102	On-The-Job Training/Fieldwork	6-12	
Trankerman-PIC (Barge)	3	*Other Coast Guard approved coursework may be accepted.			
Medical Care First Aid Provider	2	Contact Information:			
Terrestrial and Coastal Navigation	6	Kristy Wood • Room 205 • Phone: (304) 710-3396 or			
Shipboard Deck Operations	3	1-866-676-5533 • E-mail: wood25@mctc.edu			
200 GRT Rules of the Road	3				
RFPNW (Lookout only)	1				
Wheelhouse Resource Management	3				
Radar Observer (Unlimited)	3				
Operator Uninspected Vessels	4				
Upgrade Steersman WR to Inland	7				
Tankerman Assistant (Familiarization)	2				
Automated Radar Plotting Aids (ARPA)	2				
CA 270	Managing Culinary Operations	2			
Cargo Handling and Stowage (Operation)	3				

## Railway Concentration

### Associate of Applied Science in Transportation Technology

#### Program Description:

The Railroad Technology Option is designed to provide the basic skills for entry into a railroad employee career path. Most railroad transportation workers begin as laborers, brake operators, or conductors after completing training on signals, timetables, operating rules, and related subjects. Although new employees may be hired as conductors, seniority determines whether an employee may hold a conductor position full-time. Employers almost always fill engineer positions with workers who have experience in other railroad-operating occupations.

- Opportunities are expected to be good for qualified applicants since a large number of workers are expected to retire or leave these occupations by 2018.
- 76% of these workers are members of unions, and earnings are relatively high.

#### Career Outlook:

Employment of transportation and material moving occupations is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations, adding 634,300 new jobs. Material moving workers are expected to be needed to move materials in nearly all sectors of the economy. Additionally, the economy depends on truck drivers to transport freight and keep supply chains moving.

#### Salary Forecast:

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

#### Entrance Requirements:

Entry into this program requires acceptance by third party railroad agencies. Please contact Dr. Kristy Wood at [wood25@mctc.edu](mailto:wood25@mctc.edu).

## CAREER & TECHNICAL

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### Railway Concentration

#### Associate of Applied Science in Transportation Technology

ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
MAT	Math Elective	3
ENL/COM	English/Communication Elective	3
	General Education Elective	3

Contact Information:  
Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 E-mail: wood25@mctc.edu

WFD/TRAN	Misc. Workforce Development Courses	
TBD		
WFD/TRAN	Approved Company Onsite	TBD
WFD/TRAN	Training—Craft Specific	TBD
	Minimum Total Credits	15

TRAN 101 Intro Transportation Systems (Required)3

Choose five additional courses from list below:

TRAN 200	Transportation Law & Policy	3
TRAN 210	Transportation Economics	3
TRAN 220	Transportation Security	3
TRAN 230	Transportation Geography	3
TRAN 250	Transportation Information Systems	3
TRAN 265	Transportation Management & Operations	3
TRAN 270	Intelligent Transportation Systems	3
TRAN 273	ITS Systems & Applications	3
TRAN 274	ITS Project Management	3
MG 232	Supply Chain Management	3
TS 102	On-The-Job Training/Fieldwork	6-12

Hours required for graduation: 60

## Roadway Concentration

### Associate of Applied Science in Transportation Technology

#### Program Description:

The Roadway Technology Program provides a specialized distance learning education and training for the student having an interest in highway transportation. This unique online, distance learning, and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out lifelong learning philosophy of continuing education and laddered degree options from a certificate of achievement for specific skill sets to a Master's degree in Transportation Studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exams, industry recognized certifications, and/or continuing education units (CEU's).

#### Career Outlook:

Employment of transportation and material moving occupations is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations, adding 634,300 new jobs. Material moving workers are expected to be needed to move materials in nearly all sectors of the economy. Additionally, the economy

depends on truck drivers to transport freight and keep supply chains moving.

#### Salary Forecast:

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

## CAREER & TECHNICAL

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### Roadway Concentration

#### Associate of Applied Science in Transportation Technology

ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
MAT	Math Elective	3
ENL/COM	English/Communication Elective	3
	General Education Elective	3

Contact Information:  
Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-N-ROLLED (1-866-676-5533)  
E-mail: wood25@mctc.edu

WFD/TRAN	Misc Workforce Development Courses	
TBD		
WFD/TRAN	Approved Company Onsite	TBD
WFD/TRAN	Training-Craft Specific	TBD
	Minimum Total Credits	15-21

TRAN 101	Intro. Transp. Systems (Required)	3
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Choose five additional courses from the list below:

TRAN 200	Transportation Law & Policy	3
TRAN 210	Transportation Economics	3
TRAN 220	Transportation Security	3
TRAN 230	Transportation Geography	3
TRAN 250	Transportation Information Systems	3
TRAN 265	Transportation Mgt. & Operations	3
TRAN 270	Intelligent Transportation Systems	3
TRAN 273	ITS Systems & Applications	3
TRAN 274	ITS Project Management	3
MG 232	Supply Chain Management	3

TS 102	On-The-Job Training/Fieldwork	6-12
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Hours required for graduation: 60

## Transit Concentration

### Associate of Applied Science in Transportation Technology

#### Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student having an interest in highway transportation. This unique online, distance learning, and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to a Master's degree in Transportation Studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exams, industry recognized certifications, and/or continuing education units (CEU's). The Transit option provides transit employees, such as transit drivers and maintenance personnel, with the opportunity to earn college credit for their industry, company, and on-the-job training, while brushing up general education skills and expanding their knowledge about the transportation industry through online or live courses.

#### Career Outlook:

In addition to providing overall direction and supervision, transportation managers' work may include scheduling transportation, providing safety and other training, providing service support, and resolution of logistical problems. These highly-skilled workers may be first-line managers who work directly with the employees they supervise, or may be higher up in the firm's management structure, working as a middle manager. Occupations that satisfy this work value offer job security and good working conditions

#### Salary Forecast:

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



## CAREER & TECHNICAL

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### Transit Concentration

#### Associate of Applied Science in Transportation Technology

ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
MAT	Math Elective	3
ENL/COM	English/Communication Elective	3
	General Education Elective	3

Contact Information:  
Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-N-ROLLED (1-866-676-5533)  
E-mail: wood25@mctc.edu

WFD/TRAN	Workforce Development Courses	TBD
WFD/TRAN	Approved Company Onsite	TBD
WFD/TRAN	Training-Craft Specific	TBD
	Minimum Total Credits	15-21

TRAN 101	Intro. Transportation Systems	3
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Choose five additional courses from the list below:

TRAN 200	Transportation Law & Policy	3
TRAN 210	Transportation Economics	3
TRAN 220	Transportation Security	3
TRAN 230	Transportation Geography	3
TRAN 250	Transportation Information Systems	3
TRAN 265	Transportation Mgmt. & Operations	3
TRAN 270	Intelligent Transportation Systems	3
TRAN 273	ITS Systems & Applications	3
TRAN 274	ITS Project Management	3
MG 232	Supply Chain Management	3

TS 102	On-The-Job Training/Fieldwork	6-12
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Hours required for graduation: 60

## Veterinary Technology Associate of Applied Science

### Program Description:

Veterinary technicians are an integral part of veterinary medicine and they work under the supervision of veterinarians. Veterinary technicians are employed to assist in many veterinary tasks. They cannot diagnose, prescribe medications or perform surgery. Most veterinarians consider their technicians to have the same role as nurses would to general doctors and surgeons. They must be knowledgeable in many areas of veterinary care including anesthesia, surgery, bandaging, radiology, pharmacology, dentistry, nutrition, laboratory procedures, and animal care and handling. They are also required to communicate with clients and must possess office and management skills.

The Veterinary Technician program at Mountwest Community & Technical College consists of 78 credit hours. This is a two-year associate program and is not to be considered a pre-veterinary medicine program. The course of study will include biology, chemistry, anatomy and physiology, parasitology, nutrition, animal disease, anesthesia, pharmacology along with animal care, restraint and handling.

Students will work with client pets, small animals and farm animals. Students will gain experience by completing two practicums and an externship in veterinary facilities. Students will be placed in facilities at the program directors discretion so that they may obtain experience in different types of settings. Students will obtain approximately 440 hours of clinical experience.

### Career Outlook:

Employment of veterinary technologists and technicians is projected to grow 20 percent from 2016 to 2026, much faster than the average for all occupations. Employment is expected to grow as veterinarians continue to utilize technicians and technologists to do general care and lab work on household pets.

### Salary Forecast:

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

### Admission Requirements:

Students must submit an application for this program as it is selective admission. Students must also have:

- 2.5 GPA from the institution currently or previously enrolled
- A minimum ACT Math score of 19 or COMPASS algebra score of 36 or Accuplacer score of 85
- A minimum ACT English score of 18 or COMPASS English score of 71 or Accuplacer score of 5
- A minimum Reading Accuplacer score of 79
- Must also have 120 hours of documented voluntary or work experience in a veterinary hospital or animal clinic prior to starting the program in the fall semester. This must include a minimum of 20 hours at an animal shelter.

### Accreditation:

Accredited by the CVTEA through the American Veterinary Association (AVMA)

### Employment Opportunities:

- Veterinary clinics and animal hospitals
- Biomedical Research Facilities
- Animal Shelters/Humane Organizations
- Zoos/wildlife facilities
- Clinical Laboratories
- Pharmaceutical sales

## CAREER & TECHNICAL

### Veterinary Technology Associate of Applied Science

<b>Fall I</b>			<b>Spring II</b>		
VET 101	Intro to Veterinary Technology	3	VET 235	Vet. Office Technician Procedures	2
VET 210	Veterinary Nursing I	2	VET 240	Veterinary Nursing IV	2
VET 210L	Veterinary Nursing I Lab	1	VET 240L	Veterinary Nursing IV Lab	1
VET 215	Clinical Lab I	2	VET 265	Vet. Emergency and Critical Care	2
VET 215L	Clinical Lab I	1	VET 265L	Vet. Emergency and Critical Care Lab	1
VET 227	Anatomy and Physiology for Vet Tech	4	VET 275	Small Animal Vet Dentistry	2
	Math Elective	<u>3</u>	VET 275L	Small Animal Vet Dentistry Lab	1
		16	VET 290	Vet. (VTNE) Seminar	<u>2</u>
					13
<b>Spring I</b>			<b>Summer II</b>		
AH 151	Medical Terminology (EDGE)	3	VET 295	Veterinary Technology Externship	<u>5</u>
CHEM 230	Principles of Chemistry I	4			5
VET 216	Veterinary Pharmacology	2			
VET 220	Veterinary Nursing II	2			
VET 220L	Veterinary Nursing II Lab	1			
VET 225	Clinical Lab II	2			
VET 225L	Clinical Lab II	1			
VET 260	Veterinary Imaging	2			
VET 260L	Veterinary Imaging Lab	<u>1</u>			
		18			
<b>Summer I</b>					
ENL 111	Written Communications				
or		3			
ENL 231	Business and Technical Writing				
VET 285	Vet Tech Practicum I	3			
COM 125	Interpersonal Communication	<u>3</u>			
		9			
<b>Fall II</b>					
BIOL 210	Introduction to Clinical Microbiology	3			
VET 217	Veterinary Pharmacology	2			
VET 230	Veterinary Nursing III	2			
VET 230L	Veterinary Nursing III Lab	1			
VET 245	Veterinary Anesthesia	2			
VET 245L	Veterinary Anesthesia Lab	1			
VET 250	Veterinary Nutrition and Disease	3			
VET 255	Veterinary Surgery	2			
VET 255L	Veterinary Surgery Lab	<u>1</u>			
		17			

Hours required for graduation: 78

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

#### Contact Information:

Amanda Clark • Room 443 • Phone: 304-710-3492 or  
1-866-676-5533 • Email: [clarka@mctc.edu](mailto:clarka@mctc.edu)

### Welding Technology Associate of Applied Science

#### Program Description:

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

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

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

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

#### Career Outlook:

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

#### Salary Forecast:

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

#### Program Admission Requirements:

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

#### Employment Opportunities:

Entry-level positions for which graduates will compete include:

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

## CAREER & TECHNICAL

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### Welding Technology Associate of Applied Science

Fall I		
MAT 135	Mathematics for Machinists	3
MT 105	Industrial Safety	2
WELD 110	Blueprint Reading for Welding	3
WELD 120	Shielded Metal Arc Welding (SMAW)	6
WELD 120L	Shielded Metal Arc Welding Lab	<u>4</u>
		18

Spring I		
IT 101	Fundamentals of Computers	3
WELD 210	Stick Pipe Welding	6
WELD 210L	Stick Pipe Welding Lab	<u>4</u>
		13

Fall II		
EC 102	Basic Economics	3
MFE 220	Computer Aided Design	4
WELD 121	Gas Metal/Flux Cored Welding	6
WELD 121L	Gas Metal/Flux Cored Welding Lab	<u>4</u>
		17

Spring II		
COM 125	Interpersonal Communication	3
ENL 231	Technical Report Writing	3
HMN 235	Leadership Studies through the Hum.	3
WELD 299	Welding Theory	<u>3</u>
		12

Hours required for graduation: 60

Earn a Degree and Graduate Early (EDGE):

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

Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 • E-mail: woods25@mctc.edu

NOTES:



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# ONE-YEAR CERTIFICATES

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## Accounting/Bookkeeping

### Program Description:

The Accounting/Bookkeeping Certificate Program is designed to prepare students for entry-level positions in the accounting/bookkeeping field. The completion of the certificate program prepares students to work for CPA firms, corporate accounting departments, and small businesses. This includes clerical positions in specialized areas such as accounts payable, accounts receivable, payroll, and any position involved in the accounting functions of a business.

Students who successfully complete the certificate program will be able to demonstrate the following competencies:

- Identify and describe the fundamental principles and practices of accounting;
- Apply fundamental accounting principles and practices to prepare common income statements, balance sheets, and cash flow statements;
- Utilize microcomputer accounting software systems for the purpose of maintaining a general ledger, accounts receivable, accounts payable, and payroll;
- Identify, describe, and prepare a variety of tax records and reports necessary to maintain a business and to meet local, state, and federal requirements;
- Develop and analyze accounting information for managerial planning and control;
- Complete computer applications including word processing, spreadsheets, databases, electronic mail, and the Internet;
- Identify and apply the techniques of effective oral and written communication in a business setting;
- Perform business mathematical operations utilizing the calculator for computations.

### Career Outlook:

Accounting paraprofessionals are qualified for numerous career opportunities such as accountant's assistants, accounting clerks, bookkeepers, banking support staff, finance support staff, and income tax preparations clerks. According to the Bureau of Labor Statistics, "The large size of this occupation ensures plentiful job openings, including many opportunities for temporary and part-time work."

### Employment Opportunities:

- Accountant's assistants
- Accounting clerk
- Bookkeeper

### Salary Forecast:

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

### Program Admission Requirements:

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

### Gainful Employment:

This program are considered by the U.S. Department of Education to be a "Gainful Employment" program. Important information about program length, cost, loan debt, graduates, and related occupations can be found on the college's website by searching gainful employment.



## ONE-YEAR CERTIFICATES

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### Accounting/Bookkeeping

Fall		
AC 103	Introduction to Accounting (EDGE)	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
MAT 100 or Higher		3
MG 101	Introduction to Business (EDGE)	3
		<hr/>
		15

Spring		
AC 201	Financial Accounting	3
AC 221	Computerized Accounting	3
AC 234	Taxation	3
FN 231	Business Finance	3
IT 150	Applications to Spreadsheets (EDGE)	3
		<hr/>
		15

Hours required for graduation: 30

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

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

# ONE-YEAR CERTIFICATES

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## Allied Health Occupations

### Program Description:

The Allied Health Occupations Certificate Program is a unique opportunity for students interested in the health care field to earn a certificate that will help them further this goal. Health Occupations Certificate graduates have a wide range of career options within the health science industry. Graduates work in educational services, federal, state, and local governments, or pharmaceutical and medical facilities. The Health Occupations Certificate includes a minimum of 18 general education credits and 12 credit hours of Allied Health credits.

### Career Outlook:

According to the United States Department of Labor, the employment projection on the average for all health occupations professions is expected to grow as fast as other occupations. However, selective specialties within this field are expected to grow faster.

### Salary Forecast:

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

### Program Admission Requirements:

- Mountwest is an open enrollment institution. Please contact Student Services Division at (304) 710-3364 for specific admission requirements.
- Applicants must complete all general education and prerequisite courses with a grade of “C” or better, and must have a cumulative GPA of 2.0 or higher.

# ONE-YEAR CERTIFICATES

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## Allied Health Occupations

Fall		
AH 151	Medical Terminology (EDGE)	3
BIOL 257	Intro. To Anatomy & Physiology	3
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
	Math Elective	<u>3</u>
		15

### Contact Information:

Janet Smith • Room 433 • Phone: (304) 710-3516 or  
1-866-676-5533 • E-mail: smithjan@mctc.edu

Spring		
	Allied Health Electives (3 Classes)	9
COM 112/125	Oral Communication or Interpersonal Communication	3
	Social Science Elective	<u>3</u>
		15

Hours required for graduation: 30

# ONE-YEAR CERTIFICATES

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## Assistant Teacher

### Program Description:

The Assistant Teacher Program is a one year certificate consisting of 31 credit hours. The program is approximately one half of the curriculum of the Early Childhood Education Associate's in Applied Science degree. This certificate program is designed to prepare students to be an assistant teacher in a variety early childhood programs including but not limited to child care, Head Start, Pre-K, Preschool Special Needs and Kindergarten. It is also designed to meet the West Virginia Early Childhood Classroom Assistant Teacher Requirements.

### Career Description:

Assistant teachers serve in a support capacity in the early childhood classroom; their role is crucial as interactions with children through relationships and daily instruction contribute to the overall quality of the program. In addition, assistant teachers nurture and care for young children. These individuals also work with groups of children and help all children acquire the skills for school readiness as well as the social skills needed to help them interact with others. These individuals are needed in a variety of early childhood classrooms including child care, Head Start, Pre-K, Preschool Special Needs and

Kindergarten.

### Career Outlook:

Employment of childcare workers is projected to grow 7 percent from 2016 to 2026, about as fast as the average for all occupations. Job opportunities for childcare workers are expected to be favorable.

### Salary Forecast:

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

### Gainful Employment:

This program are considered by the U.S. Department of Education to be a "Gainful Employment" program. Important information about program length, cost, loan debt, graduates, and related occupations can be found on the college's website by searching gainful employment.

# ONE-YEAR CERTIFICATES

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## Assistant Teacher

Fall		
COM 112	Oral Communication	3
EDUC 120	Foundations of Early Childhood	3
EDUC 215	Child, Family, and Community	3
EME 101	CPR/First Aid	1
ENL 111	Written Communication	3
MAT 120	Applied Professional Mathematics	3
		<hr/>
		16

### Contact Information:

Sarah Dick • Room 321 • Phone: (304) 710-3452 or  
1-866-676-5533 • E-mail: [crouse@metc.edu](mailto:crouse@metc.edu)

Spring		
EDUC 210	Observation Assess. Of Young Children	3
EDUC 225	Development of Young Children	3
EDUC 228	Early Childhood Special Ed	3
EDUC 230	Early Language and Literacy	3
EDUC 295	Early Childhood Curr. and Methods	3
		<hr/>
		18

Hours required for graduation: 31

# ONE-YEAR CERTIFICATES

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## Certified Coding Specialist

### Program Description:

The Certified Coding Specialist serves as a qualified technician in analyzing and classifying medical data. Using universally recognized coding systems (ICD-10-CM/PCS and CPT-4), the Certified Coding Specialist 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 enables the student to become familiar with the coding systems, medical terminology, and medical background of anatomy and diseases that will give the student a basis on which to build. Students also have the opportunity to complete a directed practice of 60 hours in a virtual healthcare environment or healthcare setting. Successful completion of this program will prepare students to sit for the CCA or CCS exam administered by the American Health Information Association. Please refer to their website at [www.ahima.org](http://www.ahima.org) for further qualifications for taking the national certification test for CCA or CCS.

### Career Outlook:

Job prospects should be very good. Employment of health information technicians and certified coders is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, and procedures. This will mean more claims for reimbursement from insurance companies.

### Salary Forecast:

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

### Gainful Employment:

This program is considered by the U.S. Department of Education to be a "Gainful Employment" program. Important information about program length, cost, loan debt, graduates, and related occupations can be found on the college's website by searching gainful employment.

# ONE-YEAR CERTIFICATES

## Certified Coding Specialist

Summer		
AH 151	Medical Terminology (EDGE)	3
BIOL 257	Intro. to Anatomy & Physiology	3
BIOL 259	Basic A&P Lab	<u>1</u>
		7
Fall		
HIT 201	Health Information Technology	4
HIT 205	ICD-10-CM Diagnostic Coding	4
HIT 209	Intro. to CPT Procedural Coding	3
AH 205	Principles of Disease	<u>3</u>
		14
Spring		
HIT 207	ICD-10-PCS Procedural Coding	4
HIT 211	Coding and Reimbursement for Physician Services	3
AH 216	Basic Pharmacology	3
HIT 206	Healthcare Statistics	3
AH 204	Legal and Ethical Issues in Healthcare	<u>3</u>
		16
Summer		
ENL 1xx	College Level English	3
HIT 219	Professional Practice Experience (60 coding hrs/60 exam prep)	<u>2</u>
		5

Hours required for graduation: 42

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

### Contact Information:

Jane Barker • Room 431 • Phone: (304) 710-3481 or  
1-866-676-5533 • E-mail: [barker@mctc.edu](mailto:barker@mctc.edu)

# ONE-YEAR CERTIFICATES

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## CISCO Certified Network Associate

### Program Description:

The CISCO Networking Academy at Mountwest Community & Technical College offers CISCO Certified Network Associate (CCNA) training that prepares individuals to install, configure, and operate LAN, WAN, and dial access services for enterprise organizations with networks from 100 to more than 500 nodes. The CISCO Networking Academy Program is a comprehensive-learning program that provides students with the IT skills essential in a global economy. The Networking Academy delivers web-based content, online assessment, student performance tracking, hands-on labs, instructor support, and preparation for the CCNA industry-standard certifications.

### Career Discription:

The CISCO Certified Network Associate (CCNA) credential validates the knowledge and skills an entry-level network technician needs to know. It is an associate-level CISCO Career certification. It is one of the most widely recognized technical certifications in the IT industry.

### Employement Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

### Career Outlook:

Employment of network and computer systems administrators is projected to grow 5 percent from 2018 to 2028, about as fast as the average for all occupations. Demand for information technology (IT) workers is high and should continue to grow as firms invest in newer, faster technology and mobile networks.

### Salary Forecast:

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



# ONE-YEAR CERTIFICATES

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## CISCO Certified Network Associate

ENL 111	Written Communication	3
IT 131	Introduction to Networking	4
IT 141	Networking Systems II	4
IT 270	Computer Essentials & App	4
IT 225	Fundamentals of Wireless LANs	4
IT 231	Networking Systems III	4
IT 241	Networking Systems IV	4
	Math Elective	3
	Hours required for graduation	30

### Contact Information:

Patrick Smith • Room 209 • Phone: (304) 710-3398 or  
1-866-676-5533 • E-mail: [smith288@mctc.edu](mailto:smith288@mctc.edu)

Jack Locher • Room 215 • Phone: (304) 710-3402 or  
1-866-676-5533 • E-mail: [jlocher@mctc.edu](mailto:jlocher@mctc.edu)

# ONE-YEAR CERTIFICATES

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## Deaf Studies

### Program Description:

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

- effectively communicate with Deaf persons in informal settings such as teaching, human services, or health care;
- enhance their credentials for employment opportunities which do not require interpreter certification, but do assign value to skills in ASL and knowledge of Deaf culture;
- earn the academic qualifications for entry into advanced studies at universities offering sign language programs.

### Salary Forecast:

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

### Employment Opportunities:

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

### Additional Information:

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

### Gainful Employment:

This program are considered by the U.S. Department of Education to be a “Gainful Employment” program. Important information about program length, cost, loan debt, graduates, and related occupations can be found on the college’s website by searching gainful employment.

# ONE-YEAR CERTIFICATES

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## Deaf Studies

Fall		
ASL 101	American Sign Language	3
ASL 101L	American Sign Language	1
ASL 105	American Deaf Community	3
ASL 110	American Deaf Culture	3
ASL 220	Resources for the Deaf Community	3
MAT 120	Applied Professional Math	3
ENL 111	Written Communication	3
		<hr/>
		19

Spring		
ASL 102	American Sign Language II	3
ASL 102L	American Sign Language II	1
ASL 103	Fingerspelling	3
ASL 205	American Deaf Community History	3
IT 101	Fundamentals of Computers	3
		<hr/>
		13

Hours required for graduation: 32

### Contact Information:

Leigh-Ann Brewer • Room 319 • Phone: (304) 710-3451  
or 1-866-676-5533 • E-mail: brewer13@mctc.edu

# ONE-YEAR CERTIFICATES

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## Exercise Science

### Program Description:

The Exercise Science Certificate Program will provide the skills necessary to become a certified personal trainer in conjunction with obtaining prerequisite coursework required for advancement in other Allied Health Associate Degree Programs. Students obtaining the certificate will be prepared for direct employment within a health club, fitness center, or for individual private pay consultation.

### Career Outlook:

Employment of fitness trainers and instructors is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations. As businesses, government, and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, incentives to join gyms or other types of health clubs are expected to increase the need for fitness trainers and instructors.

### Salary Forecast:

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

### Gainful Employment:

This program are considered by the U.S. Department of Education to be a “Gainful Employment” program. Important information about program length, cost, loan debt, graduates, and related occupations can be found on the college’s website by searching gainful employment.

# ONE-YEAR CERTIFICATES

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## Exercise Science

Fall		
BIOL 260	Human Anatomy	4
BIOL 265	Human Physiology	4
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
	Social Science Elective	<u>3</u>
		17

### Contact Information:

Janet Smith • Room 433 • Phone: (304) 710-3516 or  
1-866-676-5533 • E-mail: smithjan@mctc.edu

Spring		
AH 217	Personal Fitness Training	4
BIOL 221	Structural Kinesiology	4
BIOL 245	Physiology of Exercise	3
MAT 145	Applications in Algebra	<u>3</u>
		14

Hours required for graduation: 31

# ONE-YEAR CERTIFICATES

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## Hospitality Management – Culinary Arts

### Program Description:

The hospitality and food service industry is a large, diverse field that provides challenging and exciting career opportunities for people from all walks of life. The possibilities for satisfying careers are almost limitless. The rewards and satisfactions provided by the industry far exceed those of many other fields of work.

While the different segments of the hospitality and tourism industry have their own unique characteristics, they all share the same mission and heritage-serving the guest or customer. The segments of hospitality and tourism are fine dining, catering, hotel and motel food service, casual family restaurants, chef-owned bistros, quick-service dining, national chains, national parks, resorts, casinos, stadiums, theme parks, cruise lines, and on-site foodservice operations such as hospital, collegiate, and company cafeterias. They all possess a common feature as one of the most dynamic employment and career fields available. The Culinary Arts Certificate prepares individuals for entry-level chef positions. Students will study the fundamentals of classical and contemporary cuisine, sanitation, nutrition, purchasing, cost control, kitchen management, and restaurant procedures. A range of different cuisines are taught from basic levels, to intermediate, to advanced. The curriculum is designed for the entry-level student with no previous work experience or formal training in the profession, as well as for industry professionals seeking to raise their skills.

### Career Outlook:

Competition for jobs in the top kitchens of higher-end restaurants should be keen. While job growth will create new positions, the overwhelming majority of job openings will stem from the need to replace workers who leave this large occupational group. Minimal education and training requirements, combined with a large number of part-time positions, make employment as chefs, cooks, and food preparation workers attractive to people seeking first time or short-term employment, a source of additional income, or a flexible schedule.

### Salary Forecast:

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

### Admission Requirements:

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

### Career Description:

Chefs, cooks, and food preparation workers prepare, season, and cook a wide range of foods- from soups, snacks, and salads, to entrees, side dishes, and desserts- in a variety of restaurants and other food services establishments. Chefs and cooks create recipes, menus, and prepare meals, while food preparation workers peel and cut vegetables, trim meat, prepare poultry, and perform other duties such as keeping work areas clean and monitoring temperatures of ovens and stovetops.

### Gainful Employment:

This program are considered by the U.S. Department of Education to be a “Gainful Employment” program. Important information about program length, cost, loan debt, graduates, and related occupations can be found on the college’s website by searching gainful employment.

# ONE-YEAR CERTIFICATES

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## Hospitality Management – Culinary Arts

Fall		
CA 105	Fabrication & Knife Skills	3
CA 110	Mise en Place	3
CA 120	A la Carte Dining Rm. Serv.	2
CA 190	Hospitality Lab Practicum I	1
CA 200	Sanitation and Safety	2
ENL 111	Written Communication	3
HM 101	Travel, Tourism & Hospitality Industry	2
		<hr/>
		16

Spring		
CA 112	Garde Manager	3
CA 195	Hospitality Lab Practicum II	1
CA 269	Soups, Stocks & Sauces	2
CA 275	Cost Control and Revenue Mgmt.	2
IT 101	Fundamentals of Computers	3
MAT	Mathematics Elective	3
		<hr/>
		14

Hours required for graduation: 30

### Contact Information:

Todd Cox • 1648 8th Avenue • Phone: (304) 399-0210 or  
1-866-676-5533 • E-mail: [cox9@mctc.edu](mailto:cox9@mctc.edu)

Larry Perry • Room 255 • Phone: (304) 710-3433 or  
1-866-676-5533 • E-mail: [perry149@mctc.edu](mailto:perry149@mctc.edu)

# ONE-YEAR CERTIFICATES

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## Legal Support

### Program Description:

The Legal Support Certificate in Applied Science provides students basic skills used for legal support.

Upon completion of the certificate, the graduate will be able to :

- Exhibit knowledge of legal terminology
- Assist attorneys

Providing legal support requires knowledge of law and legal procedures. Tasks may include preparation of pleadings, other legal documents, organization and maintenance of files, and case management. Individuals providing legal support cannot provide legal services directly to the public except as permitted by law.

### Career Outlook:

Some employment growth for individuals with legal support skills stems from employers with staff hiring assistants to lower the cost and increase the availability and efficiency of legal services.

### Salary Forecast:

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



## ONE-YEAR CERTIFICATES

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### Legal Support

IT 101	Fundamentals of Computers (EDGE)	3
LAW 101	General Law I	3
LAW 103	Introduction to Paralegal Skills	3
	Communication Elective	3
	AT or LAW Elective	3
LAW 102	General Law II	3
LAW 213	Law Office Technology	3
LAW 235	Civil Litigation	3
	Mathematics Elective	3
	AT or LAW Elective	3

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

#### Contact Information:

Heather Hussell • Room 249 • Phone: (304) 710-3412 or  
1-866-N-ROLLED (1-866-676-5533)  
E-mail: [hussell8@mctc.edu](mailto:hussell8@mctc.edu)

Hours required for graduation: 30

# ONE-YEAR CERTIFICATES

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## Machinist Technology

### Program Description:

The machinist Technology Program at the Robert C. Byrd Institute for Advance Flexible Manufacturing (RCBI) is an industry-driven, hands on program that prepared individuals to meet the rigorous demands of the manufacturing sector. An element of the RCBI program enables students to earn a certificate degree in Technical Studies by completing additional course work through Mountwest Community & Technical College.

Participants in the Machinist Technology Program receive technical skills training to work in industrial machining. Course work includes manual machine operation and technical support, introductory CNC (computer-numerical-control) machine operation and technical support, oral communications and organizational skills, mathematics for machinists, and safety issues.

Working closely with an 11 member industry-based advisory board, RCBI designed the program's core technical components so they met the manufacturing sector's needs.

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

### Career Outlook:

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

### Salary Forecast:

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

### Tech Prep Affiliation:

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

# ONE-YEAR CERTIFICATES

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## Machinist Technology

ENL 231	Technical Reporting Writing	3
MAT 135	Math for Machinist Technology	3
MT 105	Industrial Safety	2
MT 121	Introduction to Machinery	6
MT 200	Blueprint Reading, Precision Management & Inspection	<u>4</u> 18
MT 215	Metalworking Theory & Application	6
MT 233	NIMS Credentialing/Manual Mach.	<u>6</u> 12

### Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 • E-mail: woods25@metc.edu

Hours required for graduation: 30

# ONE-YEAR CERTIFICATES

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## Maritime

### Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student or current industry employee having an interest in the transportation field. This unique on-line, distance learning and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out life long learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to an Associate's, Bachelor's and Master's degree in transportation studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exam, industry recognized certifications, and/or continuing education units (CEU's). The Maritime Technology option provides training for becoming a deckhand, tanker man, captain, or engineer who works on a vessel. These employees operate and maintain civilian owned deep-sea merchant ships, tugboats, towboats, ferries, barges, offshore supply vessels, cruise ships and other waterborne crafts. Some merchant mariners spend extended periods at sea while others operate boats close to port and can go home at night.

### Career Outlook:

Overall employment of water transportation workers is projected to grow 8 percent from 2016 to 2026, about as fast as the average for all occupations. Initiatives to expand the use of water transportation and federal laws and subsidies to ensure that there always will be a fleet of merchant ships with U.S. flags for national defense should increase the need for these workers.

### Salary Forecast:

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

# ONE-YEAR CERTIFICATES

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## Maritime

English or Communications Elective	3
Approved Math Elective	3
Inland Waterways Specialty Courses*	6
Transportation Electives*	18

Hours required for graduation: 30

For a list of Inland Waterways Specialty Course and Transportation Electives, please contact one of the below:

Jenna Vanhose • Room 101 • Phone: (304) 710-3414  
E-mail: [parker54@mctc.edu](mailto:parker54@mctc.edu)

Dr. Kristy Wood • Room 205 • Phone: (304) 710-3396  
E-mail: [wood25@mctc.edu](mailto:wood25@mctc.edu)

# ONE-YEAR CERTIFICATES

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## Microsoft Certified Solutions Associate (MCSA)

### Program Description:

As a leading Microsoft IT Academy, Mountwest Community & Technical College offers the Network Systems Administration option to help prepare students for the Microsoft Certified Solutions Associate (MCSA) Certification examinations. The curriculum and course materials are designed by Microsoft, and the College's instructors are Microsoft Certified Solutions Experts (MCSE) with industry experience that take a personal interest in mentoring students through every step of the certification process.

### Career Outlook:

Employment of network and computer systems administrators is projected to grow 5 percent from 2018 to 2028. About as fast as the average for all occupations. Demand for information technology (IT) workers is high and should continue to grow as firms invest in newer, faster technology and mobile networks.

### Salary Forecast:

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

### Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

### Program Admission Requirements:

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

### Career Description:

The Microsoft Certified Solutions Associate (MCSA) credential is the industry standard for demonstrating competence in managing and troubleshooting network environments based on the Microsoft Windows platform and Microsoft Server software. It is one of the most widely recognized and sought after technical certifications in the IT industry demonstrating to employers, clients and colleagues that an individual has achieved expertise in the area in Information Technology.

# ONE-YEAR CERTIFICATES

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## Microsoft Certified Solutions Associate (MCSA)

ENL 111	Written Communication	3
or		
ENL 231	Business and Technical Writing	
IT 120	Network Operating Systems	3
IT 210	Networking Administration I	3
IT 211	Networking Administration II	3
IT 216	Networking Administration III	3
IT 217	Networking Administration IV	3
IT 219	Networking Administration V	3
IT 230	Network Communications	
or		3
IT 270	Computer Essentials & Applications	
IT 224	Fundamentals of Network Security	
or		3
IT 293	Networking Practicum	
	Math Elective	3

### Contact Information:

Patrick Smith • Room 209 • Phone: (304) 710-3398 or  
1-866-676-5533 • E-mail: [smith288@mctc.edu](mailto:smith288@mctc.edu)

Hours required for graduation: 30

# ONE-YEAR CERTIFICATES

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## Microsoft Certified Solutions Expert (MCSE)

### Program Description:

As a leading Microsoft IT Academy, Mountwest Community & Technical College offers the Network Systems Administration option to help prepare students for the Microsoft Certified Solutions Expert (MCSE) Certification examinations. The curriculum and course materials are designed by Microsoft, and the College's instructors are Microsoft Certified Solutions Experts (MCSE) with industry experience that take a personal interest in mentoring students through every step of the certification process.

### Career Outlook:

Employment of computer and information technology occupations is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations. These occupations are projected to add about 557,100 new jobs. Demand for these workers will stem from greater emphasis on cloud computing, the collection and storage of big data, and information security.

### Salary Forecast:

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

### Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

### Career Description:

The Microsoft Certified Solutions Expert (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft Server software. It is one of the most widely recognized and sought after technical certifications in the IT industry demonstrating to employers, clients and colleagues that an individual has achieved expertise in the area in Information Technology.

### Gainful Employment:

This program are considered by the U.S. Department of Education to be a "Gainful Employment" program. Important information about program length, cost, loan debt, graduates, and related occupations can be found on the college's website by searching gainful employment.



# ONE-YEAR CERTIFICATES

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## Microsoft Certified Solutions Expert (MCSE)

Fall		
ENL 111	Written Communication	3
IT 210	Networking Administration I	3
IT 211	Networking Administration II	3
IT 216	Networking Administration III	3
IT 217	Networking Administration IV	<u>3</u>
		15

### Contact Information:

Patrick Smith • Room 209 • Phone: (304) 710-3398 or  
1-866-676-5533 • E-mail: [smith288@mctc.edu](mailto:smith288@mctc.edu)

Spring		
IT 219	Networking Administration V	3
IT 222	Networking Administration VI	3
IT 223	Networking Administration VII	3
IT 224	Fundamentals of Network Security	3
	Elective	<u>3</u>
		15

Hours required for graduation: 30

# ONE-YEAR CERTIFICATES

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## Paramedic Science

### Program Description:

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

The student completing the three semester Certificate Degree Program, will have completed an intense 11-month long program consisting of 45 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 successful completion of the Paramedic Science Program only if the student has maintained a letter grade of "C" or higher in all Paramedic Science courses and earned credit "CR" for all Paramedic Clinical courses. Students must have earned a letter grade of "C" or better in all PAR courses and a "CR" in clinical courses to be eligible for registration in the following semester PAR courses.

### Career Outlook:

Employment of Paramedics is expected to grow faster than the average for all occupations through 2021. 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 EMS services as they become more likely to have medical emergencies. There will still be demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas. In addition to those arising from job growth, openings will occur because of replacement needs.

### Salary Forecast:

For the most current salary information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at [www.bls.gov/ooh/](http://www.bls.gov/ooh/)

### Admission Requirements:

Students seeking admission into the Paramedic Science program must arrange an appointment with the program faculty to obtain the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection. Students must be EMT certified and maintain EMT certification as prerequisite for admission to and continuation in the program. Students must successfully pass a criminal background and drug screen prior to placement in a clinical setting.

# ONE-YEAR CERTIFICATES

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## Paramedic Science

BIOL 257	Principles of Anatomy & Physiology	3
BIOL 259	Prin. of Anatomy & Physiology Lab	1
EME 201	Intro. to Medical Emergencies	3
EME 202	Airway/Trauma Management	4
PAR 212	Pre-Hospital Pharmacology	2
PAR 225	Rescue Operations	3
EME 251	EMS Clinical I	<u>2</u>
		18
PAR 220	Cardiovascular Emergencies	4
PAR 230	Special Considerations	3
PAR 231	Medical Emergencies	3
PAR 251	Paramedic Clinical I	2
PAR 252	Paramedic Clinical II	2
PAR 270	EMS Emergencies	<u>4</u>
		18
PAR 205	EMS Preparatory	3
PAR 253	Paramedic Clinical III	3
PAR 290	Paramedic Capstone	<u>3</u>
		9

Hours required for graduation: 45

### Contact Information:

Edward Bays, B.S., NRP • Room 431 • Phone: (304) 710-3528 or 1-866-676-5533 • E-mail: [bays@mctc.edu](mailto:bays@mctc.edu)

# ONE-YEAR CERTIFICATES

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## Pharmacy Technician

### Program Description:

As pharmacies expand patient care services, the role of and need for pharmacy technicians will also expand. Pharmacy Technicians are highly skilled individuals who play a critical role in pharmacies. They assist Pharmacists with day-to-day operations so that Pharmacists can spend the time they need to provide quality counseling and care to their patients.

Pharmacy technicians who work in retail or mail-order pharmacies have varying responsibilities, depending on State rules and regulations. Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor's office. To prepare the prescription, technicians must retrieve, count, pour, weigh, measure, and sometimes mix the medication. Technicians may establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications.

In hospitals, nursing homes, and assisted-living facilities, technicians have added responsibilities. They read patient charts and prepare and deliver the medicine to patients. The pharmacist must check the order before it is delivered to the patient. The technician then copies the information about the prescribed medication onto the patient's profile.

With the appropriate amount of training and experience, pharmacy technicians may be promoted to supervisory roles, may seek specialization (e.g. oncology, nuclear pharmacy), or may pursue further education and training to become a pharmacist. Some technicians gain specialized skills in sterile products admixture, pharmacy automation, and health information systems.

The Pharmacy Technician Certificate Degree includes a total of 30 credit hours. Successful completion of the PHT program will include a clinical internship at an affiliated health-care and retail facility. Many states required licensure in order to perform pharmacy technician work.

The West Virginia Board of Pharmacy currently requires licensure of all pharmacy technicians. Beginning July 1, 2015, newly hired technicians in West Virginia must be nationally certified. Upon completion of the PHT program,

graduates will be eligible to sit for the national board examination. For more information about West Virginia requirements and the national certification exam please visit, [www.wvbop.com](http://www.wvbop.com) and [www.ptcb.org](http://www.ptcb.org). Currently, the PTCE pass rate for program graduates is 42%.

### Admission Requirements:

Students must submit an application for this program as it is selective admission. Students must also have:

1. A 2.5 GPA from the institution or previously enrolled or high school diploma or GED
2. A minimum ACT Math score of 19 or Accuplacer score of 85
3. A minimum ACT English score of 18 or Accuplacer score of 5
4. A minimum Reading Accuplacer score of 79

### Additional Requirements:

- In order to graduate from the Certificate PHT program, students must maintain a minimum grade of "C" or better in all PHT courses. They will be allowed to repeat the course one time before dismissal from the program
- Proof of medical insurance coverage is required for internship
- Prior to internship, students must submit proof of Tuberculosis testing and Hepatitis B vaccination, or sign a waiver refusing vaccination
- The cost of tuberculosis testing, vaccinations, background checks and registration with WV Board of Pharmacy are the responsibility of the student.
- Students are responsible for room and board, as well as transportation during clinical internship
- Convicted felons or misdemeanor drug charges are not eligible for this program.

# ONE-YEAR CERTIFICATES

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## Pharmacy Technologist

Fall		
PHT 204	Pharmacy Practice I	3
PHT 206	Pharmacy Calculations	3
PHT 208	Sterile Products	2
PHT 216	Pharmacology for PHT I	3
COM 125	Interpersonal Communication	3
		<hr/>
		14

### Contact Information:

Melissa Ballard, CPhT • Room 435 • Phone: (304) 710-3517 or 1-866-676-5533 • E-mail: ballard@mctc.edu

Spring		
PHT 240	Point of Care	2
PHT 250	Pharmacy Practice II	3
PHT 255	Pharmacy Technician Seminar	2
PHT 260	Practice Management	3
PHT 290	Technician Experiential Training	4
		<hr/>
		14

Hours required for graduation: 28

# ONE-YEAR CERTIFICATES

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## Technical Studies

### Program Description:

The Certificate of Applied Science is a 30 credit hour state modeled degree developed to provide a stackable credential for student in approved training/educational programs. This credential enhances student's hard skill education by offering collegiate level general education courses. The goal of this certificate is to not only recognize the completion of an intermediate step towards earning an Associate degree, but to also encourage students to embrace life-long learning.

### Program Focus:

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

# ONE-YEAR CERTIFICATES

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## Technical Studies

### Component I: General Education (6-11 Credit Hours)

ENL/COM	Communication Skills (appropriate to Occupational Area)	3
MAT	Quantitative Skills	3

Optional General Education Electives 0-5

### Component II: Technical/ Occupational Specialty (Maximum of 24 credit hours)

This component consists of technical specialty courses specific to an occupational area. Technical courses developed by the college, approved courses included in a business, industry, labor, or agency-based education/training program, or combinations of credit courses and/or non-credit training modules evaluated for credit equivalency by an identified college body can be included in this component. Externally based education and training programs which are equivalent to college level classroom/ laboratory courses are to be converted to college credit hours at no less ratio than 15:1 contact to credit hours for lecture, and at a rate consistent with the lab contact hour/credit hour ratio of the degree granting institution for laboratory credit. Credit equivalencies for non-credit training modules will be converted at no less ratio than 30:1 contact to credit hours. Credit for externally based education and training will be awarded upon completion of the college work required in Component 1, above.

### Component III: Supervised Worksite-Based Learning (Maximum of 6 credit hours)

Credit for worksite-based training is optional in the certificate in Technical Studies program. When incorporated, such training consists of a paid or unpaid internship, practicum, or OJT experience performed in a business, industry, labor, or agency setting in the occupational area related to the certificate. The credit value of internships included in the CP in Technical Studies will be determined by the same process and contact to credit hour ratio as that in traditional programs. Business, industry and agency-based on-the-job training experience is to be converted to credit hours at a ratio of 160:1, with a maximum of 960 contact hours allowable. A statement of the total number of contact hours experienced in this component may be placed on the college record. This credit may be recorded immediately prior to graduation from college.

Minimum hours required for graduation: 30

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

#### Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 • E-mail: woods25@mctc.edu

# ONE-YEAR CERTIFICATES

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## Transportation

### Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student or current industry employee having an interest in the transportation field. This unique on-line, distance learning and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to an Associate's, Bachelor's and Master's degree in transportation studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exam, industry recognized certifications, and/or continuing education units (CEU's).

### Career Outlook:

Jobs in the transportation field are expected to increase.

### Salary Forecast:

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

### Entrance Requirements:

Entry into this program requires acceptance by third party railroad agencies. Please contact the Workforce Development office for application instructions.



# ONE-YEAR CERTIFICATES

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## Transportation

ENL or COM	English or Communication Elective	3
MAT	Approved math elective	3
TRAN	Transportation Electives	24

### Contact Information:

Dr. Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 • E-mail: [wood25@mctc.edu](mailto:wood25@mctc.edu)

Hours required for graduation: 30

## ONE-YEAR CERTIFICATES

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### Transportation Railway

#### Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student or current industry employee having an interest in the transportation field. This unique on-line, distance learning and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to an Associate's, Bachelor's and Master's degree in transportation studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exams, industry recognized certifications, and/or continuing education units (CEU's).

The Railway option provides current and former railway employees with the opportunity to earn college credit for their company, industry and on-the-job training, while brushing up general education skills and expanding their knowledge about the transportation industry through online or live courses.

#### Career Outlook:

For the most current career outlook information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at <http://www.bls.gov/ooh/transportation-and-material-moving/railroad-occupations.htm#tab-6>.

#### Salary Forecast:

For the most current salary information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at <http://www.bls.gov/ooh/transportation-and-material-moving/railroad-occupations.htm#tab-5>.

#### Entrance Requirements:

Entry into this program requires former or current employment by a railroad company. Please e-mail Dr. Wood, Transportation Program Coordinator, for admissions information.

# ONE-YEAR CERTIFICATES

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## Transportation Railway

TRAN 101	English or Communications Elective	3
	Introduction to Transportation Systems	3
	Approved Math Elective	3

### Contact Information:

Dr. Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 • E-mail: wood25@mctc.edu

Minimum 21 hours of additional TRAN courses, six of which must be in the following ranges: TRAN 150-199, 211, 221, 222, 265–269, 21

Hours required for graduation: 30

# ONE-YEAR CERTIFICATES

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## Welding Technology

### Program Description:

The Welding Technology Program is an industry-driven, hands-on program that prepares individuals to meet the rigorous demands of the manufacturing sector.

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

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

### Career Outlook:

Employment of welders, cutters, solderers, and brazers is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations. The nation's aging infrastructure will require the expertise of welders, cutters, solderers, and brazers to help rebuild bridges, highways, and buildings.

### Salary Forecast:

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

### Program Admission Requirements:

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

### Employment Opportunities:

Entry-level positions for which graduates will compete include:

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

# ONE-YEAR CERTIFICATES

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## Welding Technology

MAT 135	Mathematics for Machinist	3
MT 105	Industrial Safety	2
WELD 120	Shield Metal Arc Welding (SMAW)	6
WELD 120L	Shield Metal Arc Welding Lab	4
COM/ENL	Communication/English Elective	3
WELD 110	Blueprint Reading for Welding	3
	Advance Welding Course	9

### Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or  
1-866-676-5533 • E-mail: [woods25@mctc.edu](mailto:woods25@mctc.edu)

Hours required for graduation: 30

## 3D Printing

### Program Description:

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

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

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

The Engineering Design Technology Program incorporates coordination with a broad-based advisory board of local business representatives, and is designed to prepare graduates with state-of-the-art skills required in the rapidly changing manufacturing, engineering, design, health and visual effects fields. Upon completion of the Engineering Design Technology Associate in Applied Science Degree, the graduate will be able to:

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

# ONE-YEAR CERTIFICATES

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## 3D Printing

Fall		
ENL 111	Written Communication	3
MAT 145	Applications in Algebra	3
MFE 116	Manufacturing Processes	3
MFE 220	Computer Aided Design I	4
	Elective	1-3
Spring		
COM112	Oral Communication	3
MAT 205	Calculus	3
MFE 230	Computer Aided Design II	4
MFE 248	Statistical Process & Control	3
MFE 255	Rapid Prototyping Techniques	3

### Contact Information:

Theodore Triplett • Room 251 • Phone: (304) 710-3438 or  
1-866-676-5533 • E-mail: [triplettt@mctc.edu](mailto:triplettt@mctc.edu)

Hours required for graduation: 30–32



## College Skill Sets

Allied Health	199
CNC Machinist	199
CNC Operator	199
Community Pharmacy Technician	199
EMT for Health Professionals	200
Entrepreneur	200
Event Management	200
Law Enforcement	201
Manual Machinist/CNC Technology	201
Patient Care Technician	201
Personal Training	202
Workforce Readiness	202



# COLLEGE SKILL SETS

## Allied Health

Certificate Requirement		Credit Hours
AH 151	Medical Terminology (EDGE)	3
BIOL 257	Introduction to Anatomy & Physiology	3-8
ENL 111	Written Communication	3
IT 101	Fundamentals of Computers	3
MAT 145	Applications in Algebra	3

Total hours required: 15-20

1. MAT 150 may be substituted for MAT 145.
2. BIOL 260 and BIOL 265 may be substituted for BIOL 257.

Individuals who complete the above required courses will receive a Certificate of Successful Completion in Allied Health.

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

Contact Information:

Janet Smith • Room 433 • Phone: (304) 710-3516 or 1-866-676-5533 • E-mail: smithjan@mctc.edu

## CNC Machinist Skill Set

Certificate Requirement		Credit Hours
MT 241	Introduction to CNC Machining	4
MT 244	CNC Setup/Operations	4
MT 248	NIMS Credentialing/CNC Projects	5

Total hours required: 13

NIMS Certified CNC machinist that successfully complete these courses will be capable of setting up, designing projects, and running a Computer Numerical Control (CNC) machine in a manufacturing setting.

Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or 1-866-676-5533 • E-mail: woods25@mctc.edu

## CNC Operator Skill Set

Certificate Requirement		Credit Hours
MT 105	Industrial Safety	2
MT 121	Introduction to Machinery	6
MT 200	Blueprint Reading, Precision Measurement & Inspection	4

Total hours required: 12

Individuals who successfully complete these courses will be prepared to to become a Computer Numerical Control (CNC) machine operator in a manufacturing setting.

Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or 1-866-676-5533 • E-mail: woods25@mctc.edu

## Community Pharmacy Technician

Certificate Requirement		Credit Hours
PHT 204	Pharmacy Practice I	3
PHT 206	Pharmacy Calculations	3
PHT 216	Pharmacology I	3
PHT 255	Pharmacy Technician Seminar	3
PHT 290	Esperiential Learning	4

Total hours required: 16

Individuals who complete the above courses will receive a Certificate of Successful Completion from Mountwest Community & Technical College.

Individuals who successfully complete the above required courses will be eligible for the Pharmacy Technician Certification Exam (PTCE) issued by the Pharmacy Technician Certification Board (PTCB)

Contact Information:

Mellisa Ballard • Room 435 • Phone: (304) 710-3517 or 1-866-N-ROLLED (1-866-676-5533)  
E-mail: ballard@mctc.edu

## EMT for Health Professionals

Certificate Requirement		Credit Hours
EME 109	Emergency Medical Technician	10

Total hours required: 10

Individuals who complete the above required courses will receive a Certificate of Successful Completion from Mountwest.

Individuals who successfully complete the above required courses will be eligible for the National Registry of EMT's EMT Exam.

### Contact Information:

Edward Bays • Room 431 • Phone: (304) 710-3528 or 1-866-N-ROLLED (1-866-676-5533)  
E-mail: bays@mctc.edu

## Entrepreneur

Certificate Requirement		Credit Hours
AC103	Introduction to Accounting (EDGE) <sup>1</sup>	3
LAS 110	Business Organization to Government Regulations	3
MG 101	Introduction to Business (EDGE) <sup>1</sup>	3
MK 130	Fundamentals of Marketing	3
	Entrepreneur Elective (from list below)	3

Total hours required: 15

### Entrepreneur Elective

AT 104	Records Management <sup>1</sup>
AT 265	Administrative Office Procedures <sup>2</sup>
IT 212	Publishing on the Internet <sup>3</sup>
IT 242	Advanced Internet <sup>4</sup>
IT 270	Computer Essentials and Application
MG 181	Retailing
MG 202	Business Organization & Management <sup>5</sup>

Individuals who complete the above required courses will receive a Certificate of Successful Completion from Mountwest Community & Technical College.

### Earn a Degree and Graduate Early (EDGE):

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

### Contact Information:

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

1. AT 265 has a prerequisite of AAT 136.
2. IT 212 has a prerequisite of IT 107.
3. IT 265 has a prerequisite of IT 212.
4. MG 202 has a prerequisite of MG 101.

## Event Management

Certificate Requirement		Credit Hours
CA 120	A la Carte Dining Room Service I	3
CA 200	Culinary Sanitation and Safety	3
HM 101	Travel, Tourism & Hospitality	3
HM 165	Fundamentals of Event Management	3

Total hours required: 12

Individuals who complete the above required courses will receive a Certificate of Successful Completion from Mountwest Community & Technical College.

### Contact Information:

Chef Lawrence E. Perry, M.S. • Room 255  
Phone: (304) 710-3433 or 1-866-676-5533  
E-mail: perry149@mctc.edu

# COLLEGE SKILL SETS

## Law Enforcement

Certificate Requirement		Credit Hours
CJS 111	Law Enforcement Orientation)	3
CJS 122	Police Arsenal and Weapons	3
CJS 231	Fundamentals of Criminal Law	2
CJS 233	Fundamentals of Criminal Investigation	3
CJS 239	Criminal Evidence and Procedure	3
CJS 244	Introduction to Criminalistics	2
CJS 248	Traffic Administration and Enforcement	2

Total hours required: 18

This Law Enforcement Skill Set is only available to basic cadets enrolled at the West Virginia State Police Academy. Individuals who complete the above required courses will receive a certificate of successful completion.

### Contact Information:

Jenna VanHoose • Room 101F • Phone: (304) 710-3414  
E-mail: [parker54@mctc.edu](mailto:parker54@mctc.edu)

## Manual Machinist/CNC Technology

Certificate Requirement		Credit Hours
MT 105	Industrial Safety	2
MT 121	Introduction to Machinery	6
MT 200	Blueprint Reading, Precision Measurement & Inspection	4
MT 215	Metalworking Theory & Application	6
MT 233	NIMS Credentialing/Man. Machining	6

Total hours required: 26

These skill set courses are taken as a block by Robert C. Byrd Institute machinist students during a school year. After completion of these courses students will have earned their National Institute Metalworking Skill Level I (NIMS I) certification.

### Contact Information:

Kristy Wood • Room 205 • Phone: (304) 710-3396 or 1-866-676-5533 • E-mail: [woods25@mctc.edu](mailto:woods25@mctc.edu)

## Patient Care Technician

Certificate Requirement		Credit Hours
PCT 200	Patient Care Tech	9
AH 151	Medical Terminology	3

TOTAL HOURS REQUIRED 12

Individuals who complete the above courses with a grade of “B” or better will receive a Skill Set Certificate of Successful Completion in Workforce Readiness.

Individuals who successfully complete the required courses will be eligible for the Certified Patient Care Technician (CPCT/A) national certification exam issued by the National Health Career Association (NHA).

### Contact Information:

Donna Roy • Room 453 • Phone: (304) 710-3526  
E-mail: [nance2@mctc.edu](mailto:nance2@mctc.edu)

# COLLEGE SKILL SETS

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## Personal Trainer

Certificate Requirement		Credit Hours
AH 151	Medical Terminology (EDGE)	3
AH 217	Personal Fitness Training.	4
BIOL 257	Introduction to Anatomy & Physiology	3
EME 105	First on Scene	3

Total hours required: 13

Individuals who complete the above required courses will receive a Certificate of Successful Completion in Personal Training. National certification as a personal trainer may be obtained through national accrediting agencies.

Earn a Degree and Graduate Early (EDGE):  
This program provides students the opportunity to receive credit for their high school EDGE courses.

### Contact Information:

Janet Smith • Room 433 • Phone: (304) 710-3516 or  
1-866-676-5533 • E-mail: smithjan@mctc.edu

## Workforce Readiness

Certificate Requirement		Credit Hours
BUS 105	Career Preparation	3
COM 125	Interpersonal Communication	3
IT 101	Fundamentals of Computers	3

Total hours required: 9

Students will also be evaluated in the following areas in order to successfully complete the skill set certificate:

- build a solid career foundation
- improve resume and interviewing skills
- develop teamwork and interviewing skills
- practice time and project management
- learn basic computer skills

Students will also be evaluated in the following areas in order to successfully complete the skill set certificate:

- Communication- use of oral and written skills to clearly communicate thoughts and ideas
- Effort- demonstrate a strong work ethic
- Quality of Work- applicable to classroom work and academic performance
- Time Management- punctuality, preparedness, handing in assignments on time
- Professionalism- image demonstrated by student in terms of behavior, appearance and attitude

Individuals who complete the above courses with a grade of “B” or better will receive a Skill Set Certificate of Successful Completion in Workforce Readiness.





## Course Descriptions

Academic Skills Center (ASC)  
 Accounting (AC)  
 Administrative Technology (AT)  
 Allied Health (AH)  
 American Sign Language (ASL)  
 Art (ART)  
 Biological Sciences (BIOL)  
 Biomedical Instrumentation Technology (BMT)  
 Business (BUS)  
 Chemistry (CHEM)  
 Clinical (CLIN)  
 College Studies (COL)  
 Communication (COM)  
 Criminal Justice (CJS)  
 Culinary Arts (CA)  
 Curriculum Instruction Education (CIED)  
 Economics (EC)  
 Education (EDUC)  
 Electronics Technology (ELT)  
 Emergency Medical Technology (EME)  
 English (ENL)  
 Finance and Banking (FN)  
 Geography (GEO)  
 Geospatial Science and Technology (GST)  
 Graphic Design (DSGN)  
 Health Informatics (HINF)  
 Health Information Technology (HIT)  
 History (HIST)  
 Hospitality Management (HM)  
 Humanities (HMN)  
 Industrial Supervision and Management (ISM)  
 Information Technology (IT)  
 Inland Waterways (IW)  
 Machinist Technology (MT)  
 Maintenance Technology (MTEC)  
 Management (MG)  
 Manufacturing Engineering Technology (MFE)  
 Marketing (MK)  
 Massage Therapy (MAS)  
 Mathematics (MAT)  
 Medical Assisting (MA)  
 Military Science (MILS)  
 Mining Information Technology (MIT)  
 Multi-Craft Technology (MTEC)  
 MTEC 280-289 – Special Topics.  
 Music (MUSI)  
 Occupational Development (OD)  
 Painting and Allied Trades (PAT)  
 Paralegal Studies (LAW)  
 Paramedic Science (PAR)  
 Patient Care Technician (PCT)  
 Pharmacy Technician (PHT)  
 Physical Therapist Assistant (PTA)  
 Political Science (POLS)  
 Psychology (PSYC)  
 Radiology (RAD)  
 Religious Studies (RELS)  
 Respiratory (RTT)  
 Safety (SFT)  
 Science (SCI)  
 Social Science (SS)  
 Sociology (SOCI)  
 Spanish (SPAN)  
 Technical Studies (TS)  
 Technical Training for Adults (TTA)  
 Theatre (THEA)  
 Transportation Systems (TRAN)  
 Veterinary Technology (VET)  
 Welding (WELD)  
 Workforce Development (WFD)

# COURSE DESCRIPTIONS

## Academic Skills Center (ASC)

ASC 098 – Academic Skills Center Tracking.  
0 Credits (CR/NC). Tracking course for better communication between advisors, ASC and student.

ASC 099 – Academic Skills Center.

1 Credit (CR/NC). This course provides the student the opportunity to work on academic skills and assignments, as well as fulfilling academic goals using a variety of supplemental materials, including one-on-one assistance in MAT classes and other general education learning outcomes by ASC instructors, computer programs, and tutorial videos. (CR: MAT 100, MAT 121, MAT 144)

## 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 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. The significance of the accounting information contained within the financial statements, potential investors, creditors and other users of the information is emphasized. PR: AC 103

AC 202 – Financial Accounting II.  
3 Credits. A continuation of Financial Accounting I, AC 202 is a study of accounting principles and procedures relating to capital budgeting and cost systems of corporations and partnerships from an external perspective. (PR: AC 201 or AC 108)

AC 210 – Managerial Accounting.  
3 Credits. Presentation and application of the concepts and procedures of managerial accounting to enhance critical thinking and analytical skills. The course focuses on the use of accounting information to make internal managerial decisions. (PR: AC 103 or AC 108 or AC 201)

AC 221 – Computerized Accounting I.  
3 Credits. Application of the small business computer and existing accounting software programs to the solution of accounting problems. Emphasis on extension of previously learned accounting principles. (PR: AC 103, AC 108 or AC 201 and IT 101)

AC 225 – Excel for Accountants  
3 Credits. Students learn to create advanced accounting models using Microsoft Excel. Content includes creating models for financial and managerial accounting, using multiple sheets with Excel formulas, preparing professional quality financial reports, creating graphs to interpret business results, using Excel functions to evaluate accounting data, and identifying quality control issues. (PR: AC 103 or AC 201, and IT 150.)

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 AC 215)

## Administrative Technology (AT)

AT 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.

## Allied Health (AH)

AH 100 – Careers in Health Care.  
3 Credits. This course is designed to educate the student with respect to the healthcare profession, along with specific programs offered by Mountwest. This course covers subjects such as healthcare economics/management, employee relations, informal organizations, communications, and the work environment. Guest Speakers from the healthcare field are featured for an open forum of discussion.

AH 151 – Medical Terminology.  
3 Credits. Introduction to basic techniques of medical word building principles and to the language used within health care systems.

AH 204 – Legal and Ethical Issues in Health Occupations.  
3 Credits. Legal and Ethical Issues in Health Occupations provides allied health students with knowledge and references on legal issues in health care, ethical issues and common areas of liability and litigation. This course covers issues in both administrative and medical records, clinical laboratory, medical equipment, patient care and conflict management. This class focuses on legal and ethical dilemmas to aid the health care professional developing critical thinking skills to resolve issues commonly encountered in the workplace.

AH 205 – Principles of Disease.  
3 Credits. This course has been designed to introduce students to the principles and issues of disease in a manner that will be both significant for understanding the disease process and relevant to allied health careers. Students will learn the cause and transmission of diseases, host response to the disease process, and their impact on social and political issues. (PR: BIOL 257, 258 or 260)

AH 207 – Infection Control for Health Professionals.  
3 Credits. This course will provide the learner with an overview and understanding of the fundamentals of communicable diseases. Students will be presented with information on the microbiology of contagious pathogens, disease transmission, and infection control measures to prevent or stop the spread of communicable diseases. Emphasis will be placed on the pathogens that are likely to be encountered in new or re-emerging infectious diseases.

AH 216 – Basic Pharmacology.  
3 Credits. An introduction to the study of drugs, including mechanisms of actions, therapeutic effects, and their role in treating disease.

AH 217 – Personal Fitness Trainer.  
4 Credits. This course is designed to prepare and qualify students to work as personal trainers. The course bridges the gap between exercise science related course work and the practical application skills of personal training. The students will learn how to properly screen and evaluate clients for safe successful goal attainment; and successfully sell and manage personal trainer services. Information on eligibility for a Personal Training Certification is provided.

# COURSE DESCRIPTIONS

## 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.

## 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 240 - Phlebotomy.

3 Credits. This course covers the necessary OSHA regulations governing safety and CLIA regulations for phlebotomy testing. It covers the fundamentals of phlebotomy procedures commonly performed in a clinical laboratory or physician's office laboratory (POL) setting.

## AH 280-281 – Special Topics.

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of program coordinator or course instructor)

## AH 284-289.

1-5 Credits. These courses are designed to present various topics in the field of Allied Health.

## American Sign Language (ASL)

### ASL 101 – American Sign Language I.

3 Credits. This course takes a functional-notational approach to learning American Sign Language (ASL), a language used by Deaf people in North America. Materials on basic conversational aspects in ASL will be introduced, such as introducing oneself, exchanging personal information, talking about surroundings, where you live, and your family and various activities. Students will acquire skills in receptive and expressive language functions in interactive contexts, in getting attention, negotiating a signing environment, and exchanging, confirming and correcting information, using appropriate phonological, lexical, syntactical, semantical, and pragmatic aspects of American Sign Language. (CR: ASL 101L) Fall Only.

### ASL 101L – ASL Lab I.

1 Credit. This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (CR: ASL 101) Fall Only.

### ASL 102 – American Sign Language II.

3 Credits. This course is a continuation of ASL 101 - American Sign Language I. Materials on basic conversational aspects in ASL will be introduced, such as giving directions, describing others, making requests, talking about family and occupations, attributing qualities to others, and talking about routines. Students will acquire skills in receptive and expressive language functions in interactive contexts, in not only getting attention, negotiating a signing environment, and exchanging, confirming and correcting information, but also expressing degrees of uncertainty, and asking for clarification and repetition, using appropriate phonological, lexical, syntactical, semantical, and pragmatic aspects of

ASL. (PR: ASL 101 and ASL 101L) Spring Only.

### ASL 102L – ASL Lab II.

1 Credit. This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (PR: ASL 101, ASL 101L; CR: ASL 102) Spring only.

### ASL 103 – ASL Fingerspelling.

3 Credits. This course concentrates on developing expressive and receptive fluency in the usage of the American manual alphabet, a wide variety of numbering systems, lexically borrowed signs, and acronyms within natural American Sign Language discourse. The basic principles and skills of ASL are employed through the use of non-verbal instruction. Emphasis is placed on the fostering of fluid, proper production, as well as recognition and application of rules and common patterns related to fingerspelling, numbering, loan signs, and acronyms with ASL.

### ASL 105 – American Deaf Community.

3 Credits. This course provides an overview of concepts and studies on deafness, deaf people, the deaf community in America, and the current issues facing the deaf community. The course includes descriptions of specific cultural values, norms, traditions, and criteria for membership. This course explores the experiences of deaf individuals throughout the lifespan. Fall only.

### ASL 110 – American Deaf Culture.

3 Credits. This course provides an overview of concepts and studies on American Deaf culture, and current issues facing the American Deaf culture. Fall only.

### ASL 115 – Deaf and ASL Art & Literature.

3 Credits. This course will study and apply literary analysis and criticism to literary and artistic works on deafness by individuals who are deaf. Topics on the meaning of deafness, presentations and representations of deafness, American Sign Language, and deaf people in society are explored through literary approaches. Through examination and application of literary theories, students will develop an appreciation of the complexities of meanings that deaf individuals develop during the course of experiencing, living and identifying with and reflecting on deafness. This class uses a discussion format, with students analyzing literary and artistic works and developing ideas.

### ASL 120 – Religious Signs.

1 Credit. Introduces the fundamentals of Religious ASL signs used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and non-manual signals. Course focuses on communicative competence. Introduces cultural knowledge and increases understanding of the Deaf Community within the religious setting. Spring only.

### ASL 125 – Medical Signs.

3 Credits. Introduces the fundamentals of Medical ASL signs used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and non-manual signals. Course focuses on communicative competence. Introduces cultural knowledge and increases understanding of the Deaf Community within the medical setting. Spring only.



# COURSE DESCRIPTIONS

## ASL 201 – American Sign Language III.

3 Credits. This course is a continuation of ASL II. It covers topics on locating things around the house; complaining, making suggestions and requests, and provides a cumulative review of the units studies. (PR: ASL 101, 101L and ASL 102, 102L) (CR: ASL 102L) Fall Only.

## ASL 201L – ASL Lab III.

1 Credit. This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (PR: ASL 102, ASL 102L; CR: ASL 201) Fall only.

## ASL 202 – American Sign Language IV.

3 Credits. This course is a continuation of ASL 201- American Sign Lang III. It covers topics on times of employment, work relationships, personal job experiences, job market, and deaf employment. (PR: ASL 101/101L, 102/102L and ASL 201/201L) (CR: ASL 202L) Spring Only.

## ASL 202L – ASL Lab IV.

1 Credit. This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (PR: ASL 201/201L; CR: ASL 202) Spring only.

## ASL 205 – American Deaf Community History.

3 Credits. This course provides a historical overview of deaf community history in America from the seventeenth to the twenty-first centuries. Spring only.

## ASL 210 – Deaf People in American History.

3 Credits. This course provides an overview of deaf people in American history from the eighteenth to the twenty-first centuries. (PR: ASL 105, ASL 110 and ASL 205) Fall Only.

## ASL 215 – ASL Visual Music.

2 Credits. Course will teach students how to perform songs in ASL. Techniques including Visual Vernacular, Mouthing Morphemes, Acting and visual gestural skills and use of classifiers will be addressed. (PR: ASL 101 and 102) Fall only.

## ASL 220 – Resources for the Deaf Community.

3 Credits. This course provides an overview of resources concerning the American deaf community. Course will include guest speakers and field trips. Fall only.

## ASL 270 - Introduction to Interpreting

3 Credits. This course is designed to provide students with the knowledge of the interpreting profession. Topics include: The history of interpreting, roles and responsibilities of an interpreter, the Code of Ethics, relevant organizations, interpreter skills and competencies, overview of various settings, terminology, the interaction of American Deaf and Hearing Cultures, business practices and systems of evaluation and certification.

## ASL 280-285 – Special Topics.

1-6 Credits. Study of content not normally covered in other courses. Enrollment with permission of the Associate Dean, Program Coordinator or course instructor. (PR: Permission)

## ASL 290 – Applied Issues Concerning the Deaf Community.

3 Credits. This course provides an overview of research issues concerning the American Deaf community and its history, American Deaf culture and its history, and American Sign Language and its history. (PR: ASL 101, ASL 101L, ASL 102, ASL 102L, ASL 105, ASL 110, ASL 115, ASL 201, ASL 201L, ASL 205, and ASL 220) Spring only.

## Art (ART)

### ART 101 – Introduction to the Visual Arts.

3 Credits. This course is an introduction to the understanding of visual art by exploring ways in which works of art are made and discovering the language used to discuss them. The course provides definitions of relevant terms that students will use to learn the processes of art making and the historical and cultural contexts for their development.

## Biological Sciences (BIOL)

### BIOL 101 – Unified Principles of Biology.

3 Credits. A consideration of how processes of life are related and how the principles of biology are important in the everyday life of man. Emphasis will center on current scientific issues that face human life.

### BIOL 101L – Unified Principles of Biology Laboratory.

1 Credit. The laboratory component of Unified Principles of Biology is an introductory biology lab course. Basic biological principles and how these principles affect the everyday life of man will be examined. (CO: BIOL 101)

### BIOL 102 – Introduction to Human Biology.

3 Credits. This course explores the principles of biology as it relates to humans. This concept provides the student with a practical understanding of their bodies, as well as, their role in the environment. Emphasis is placed on scientific method, all biology, human anatomy, human physiology, genetics, disease and the aging process.

### BIOL 105 – Human Biology.

4 Credits. This course is designed to develop an understanding of basic biology as it relates to human beings. The lecture component includes discussions on the organization of the human body, the basic anatomy and physiology of the human body system, genetics, human evolution and ecology. The laboratory component is designed to reinforce and expand on the topics that are introduced in the lectures.

### BIOL 210 – Introduction to Clinical Microbiology.

3 Credits. An introduction to the role of microorganisms in the disease process. (PR: MAT 120)

### BIOL 210L – Microbiology Lab.

Laboratory class designed to reinforce concepts covered in the lecture provided in BIOL 210. This lab component is required for transfer.

### BIOL 221 – Structural Kinesiology.

4 Credits. This course presents a working knowledge of biomechanical principles for use in the evaluation and treatment of musculoskeletal dysfunction. It will address the biomechanics of musculoskeletal tissues and structures, the biomechanics of the most commonly injured human joints, and applied biomechanics. Special emphasis will be placed on musculoskeletal anatomy and physiology as each student will be responsible for learning

# COURSE DESCRIPTIONS

origins, insertions, and actions of the prime movers of the primary articulation. (PR: BIOL 260)

## BIOL 245 – Physiology of Exercise.

3 Credits. This course presents a working knowledge of the physiology of exercise as it relates to the function of the body in the state of, and the adaptations from, the application of exercise. Emphasis will be placed on bioenergetics and energy metabolism as well as the contributions and adaptations of the nervous, skeletal, muscular, circulatory, and respiratory systems. A review of testing for adaptation as well as various population will also be assessed. (PR: BIOL 265)

## BIOL 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 259 – Basic A & P Lab Module.

1 Credit. This is an introductory anatomy and physiology laboratory course. Case studies based on anatomical dysfunction will be examined. Basic physiological principles will be applied in a laboratory setting. (PR: BIOL 257 or equivalent)

## BIOL 260 – Human Anatomy.

4 Credits. This course is designed for the student to acquire a basic working knowledge of the functional structure of the human body. It is designed for students in pursuit of professional health programs such as nursing, med. tech., dietetics, cardiac rehab, and physical therapy assistant. (PR: Successful completion of BIOL 257 with a "C" or better or ACT 19)

## BIOL 265 – Human Physiology.

4 Credits. This course is designed to introduce the student to the function of the various physiological systems in humans and have the student perform lab exercises to demonstrate these concepts. (PR: Passing grade of C or better in BIOL 257 or BIOL 260 or a minimum composite score of 18 on the ACT)

## BIOL 280-285 – Biology Special Topics.

1-8 Credits. Study of content not normally covered in ordinary courses.

## BIOL 286-289 – Special Topics in Biology.

1-5 Credits. These courses are designed to present various topics in the field of Biology.

## Biomedical Instrumentation Technology (BMT)

### BMT 110 – Safety in Healthcare.

3 Credits. Spring only. This course is a study of safe operative procedures that are required to be performed in the workplace. Students will be instructed on how to interpret OSHA safety standards as they pertain to industry.

### BMT 223 – Biomedical Instrumentation.

3 Credits. Fall only. This course is designed to help prepare the student to address biomedical instrumentation, calibration and measurement by blending electrical fundamental with the unique demands of the patient care and laboratory environment. Students will experience hands-on training with various patient care monitors and sensors as well as many types of diagnostic therapeutic and clinical laboratory equipment.

### BMT 225 – Biomedical Instrumentation II.

3 Credits. Spring only. This course will prepare students with the skills to work with biomedical instrumentation, calibration, maintenance, and repair by blending the electrical fundamental with the unique demands of the patient care and laboratory environment. Students will experience hands-on training with various patient care monitors and sensors as well as many types of diagnostic, therapeutic and clinical laboratory equipment. (PR: BMT 223)

### BMT 299 – Biomedical Internship.

3 Credits. Spring only. This course places the student in a work situation in order to gain practical work experience prior to seeking permanent employment. It correlates classroom instruction with real-world experience. (PR: Permission)

## Business (BUS)

### BUS 105 – Career Preparation.

3 Credits. This course introduces students to the skills needed for workplace employability. Students will be introduced to critical workplace readiness skills such as: communication and reasoning, teamwork, personal finance, work place ethics, employer expectations.

## Chemistry (CHEM)

### CHEM 220 – General Chemistry.

4 Credits. An introduction to chemical properties, basic concepts, and relationships demonstrated by laboratory experiments. (PR: MAT 120, MAT 121, MAT 144 or MAT 145)

### CHEM 230 – Principles of Chemistry.

4 Credits. A study of the properties of materials and their interactions with each other, and the development of theories and applications of the principles of energetics, dynamics, and structure. The course develops the principles of chemical sciences and provides a foundation for general chemistry and related sciences. (PR: MAT 144, MAT 145 or MAT 130)

### CHEM 280-289

Special Topics in Chemistry: 1-6 credits. These courses are designed to present various topics in the field of Chemistry not normally covered in other courses.

## Clinical (CLIN)

### CLIN 101 – Clinical Practice I.

3 Credits - This course is designed to introduce the student to the clinical facility and to clinical education. Opportunity is given for observation of the various aspects of respiratory care. Practice in gathering information from the patient record, patient evaluation, oxygen administration, and record keeping is provided. Techniques of cardiopulmonary resuscitation are covered with laboratory practice and evaluation. (CO: RTT 101 and RTT 101L)

### CLIN 102 – Clinical Practice II.

2 Credits. This course is designed to introduce the student to aspects of Respiratory Procedures I and in Cardiopulmonary Evaluation I. Opportunity of respiratory care techniques such as oxygen therapy, humidity and aerosol therapy, aerosol drug therapy, and lung inflation therapy is provided. Opportunities for observation and supervised practice in the techniques used in electrocardiography are provided. (PR: CLIN 101)

### CLIN 103 – Clinical Practice III.

3 Credits. This course is designed to provide the student with additional experience in the practice of fundamental respiratory care

# COURSE DESCRIPTIONS

techniques. Emphasis is given to the development of efficiently in the practice of these techniques. Opportunities for observation and strictly supervised practice in the techniques of arterial blood gas sampling and analysis are also provided. Also included is critical care observation. (PR: CLIN 102)

## CLIN 204 – Clinical Practice IV.

3 Credits. This course is designed to provide opportunity for supervised practice of techniques used in electrocardiography and observation of hemodynamic measurement and monitoring are provided, as are those used in the critical care of cardiopulmonary patients. Additional experiences in the application of all previously covered respiratory care techniques are also provided. (PR: CLIN 103)

## CLIN 205 – Clinical Practice V.

2 Credits. This course is designed to provide experiences and skill development in critical care of adult and neonatal patients is provided. The student will gain the experiential base for improved clinical problem solving skills within the scope of the respiratory therapist. Additional practice in the performance of pulmonary function testing and sleep studies. Emphasis is placed on Neonatal/Pediatric assessment and care. (PR: CLIN 204)

## CLIN 206 – Clinical Practice VI/Lab

1.330 Credits. This course is designed to provide the student to practice techniques and procedures previously learned with limited supervision. Special attention is given with close supervision in the following areas: mechanical ventilation, airway management, ABG Sampling and analysis, and critical care respiratory therapy, pulmonary function testing and sleep studies. Emphasis will be placed in pulmonary rehab/home care and neonatal/pediatric respiratory care. (PR: CLIN 205)

## CLIN 207 – Clinical Practice VII.

2.670 Credits. This course provides the student the opportunity to practice techniques and procedures previously learned with limited supervision. Special attention is given with close supervision in the following areas: mechanical ventilation, airway management, ABG sampling and analysis, and critical care respiratory therapy, pulmonary function testing and sleep studies. Emphasis is placed in pulmonary rehab/home care and neonatal/pediatric respiratory care. The student of this course will maintain daily records of all activities. Students will actively develop special rotations in such areas as pulmonary rehab, home care, sleep apnea labs, PFT labs, or other specific areas of interest. This specialty rotation will be a minimum of 40 hours. All other areas of clinical rotation will continue. (PR: CLIN 205)

## College Studies (COL)

### COL 100 – EZ Start – New Student Seminar.

COL 100 EZ Start bundles all of the pre-enrollment phases into a three-hour college success course. During the course, students will identify their areas of interest and learn more about academic program options, the FAFSA and Financial Aid, placement test review and testing, career services assessment, and course registration. The course also meets student requirements for the college success course, incorporating topics such as making wise decisions, college textbook reading, note taking and test taking strategies, college culture, self-assessment, successful student discussions, and time management.

### COL 101 – New Student Seminar.

1 Credit. COL 101 is designed as an introduction to college life and is intended for freshmen and new transfer students. The course provides students with an opportunity to adjust to the academic and social environment of college under the guidance of a faculty/staff mentor and in the presence of a small group of peers.

### COL 138 – College Study Skills.

3 Credits. COL 138 provides academic preparation to help students improve study methods including textbook reading skills, note taking skills, listening procedures, and test taking skills.

## Communication (COM)

### 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 extemporaneous, informative, persuasive, and special occasion public speaking. Upon completion, students will be able to design and deliver well-organized presentations and participate in group discussions with appropriate audiovisual support.

### COM 125 – Interpersonal Communication.

3 Credits. This course is designed to give students the interpersonal skills to communicate effectively in the workplace. It will help build and enhance communication skills through active listening, verbal and nonverbal communication, managing conflict, critical thinking, understanding diversity and the effects of culture, and understanding how the imbalance of power can lead to difficulties within a workplace.

### COM 130 – Mass Communication and Culture.

3 Credits. Spring only. This course is an overview of mass communication, which focuses on media history and critical media literacy. Students will investigate the relationship between mass culture and mass communication while learning the evolution of major US media channels (newspaper, TV, radio, internet, etc.). Students will also learn to distinguish between objective/critical and subjective/consumer relationships with the media. Fall only.

### COM 230 – Principles of Public Relations.

3 Credits. Spring only. This course provides an overview of the public relations (PR) profession from its historic beginnings to its contemporary role in society. This course provides a foundation the public relations by exploring its definitions, history, theories, principles, strategic planning, management practices, and career possibilities

### 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.)

## Criminal Justice (CJS)

### CJS 101 – Introduction to Criminal Justice.

3 Credits. This course will teach students the philosophy, history, development of public safety institutions in a democratic society. The course introduces various public safety agencies and their organization and jurisdiction, reviews court processes, orients the student to a career in public safety, and identifies and explores current trends in the field.

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## CJS 102 – Introductions to Corrections.

3 Credits. This course will teach students the knowledge and skills necessary to enter the field of corrections. Students will learn about professional and ethical behavior, the structure of the American corrections system, law and corrections procedure, and possible career opportunities.

## CJS 111 – Law Enforcement Orientation.

3 Credits. Philosophy, history, and development of law enforcement in a democratic society. Introduces various law enforcement agencies and their organization and jurisdiction, reviews court processes, orients the student to a law enforcement career, and identifies and explores current trends in the field. (Taught at the WV State Police Academy only)

## CJS 113 – Police Defense Tactics.

2 Credits. Demonstration of methods of physical protection from persons armed with dangerous weapons and restraint of prisoners and mentally ill persons. Drills in a limited number of holds and come alongs and training in the use of baton and other special, disarmament, and defensive techniques. A practical application of the methods of self-protection. (Taught at the WV State Police Academy only)

## CJS 120 – Patrol Operations and Procedures.

3 Credits. Covers the duties, extent of authority, and responsibilities of a uniformed law enforcement officer. Patrol philosophy and practices are outlined, and field techniques and their practical application are presented. (Taught at the WV State Police Academy only)

## CJS 122 – Police Arsenal and Weapons.

3 Credits. Handling, care and use of firearms in police work. Lectures supplemented by an intensive range program in deliberate, point, and defense shooting. (Taught at the WV State Police Academy only)

## CJS 231 – Fundamentals of Criminal Law.

3 Credits. Spring only. Study of the elements of law and proof in crimes of frequent concern in law enforcement. Rules of criminal liability; elements of specific, commonly violated laws; and development and application of local, state, and federal laws.

## CJS 233 – Fundamentals of Criminal Investigation.

3 Credits. Spring only. Analysis of theory and techniques of an investigation, conduct at crime scenes, collection and preservation of physical evidence and testing employed by the police science laboratory. Emphasizes fingerprints, ballistics, documents, serology, photography, crime scenes and duties of a criminal investigator.

## CJS 234 – Criminology.

3 Credits. Spring only. This course examines the question of crime causation from legal, social, political, psychological, and theoretical perspectives. It introduces the nature of crime, statistics of criminal behavior, and explanations of criminal sanctions. (PR: CJS 101)

## CJS 235 – Police Organization and Administration.

2 Credits. Principles of organization and management of law enforcement agencies. Concepts of organizational behavior and an understanding of the departmental planning process. The role of and components involved in responsible planning and executing procedures related to personnel, equipment budget, records, com-

munications, and management. (Taught at the WV State Police Academy only)

## CJS 237 – Crime and Delinquency.

3 Credits. Study of the development and causes of criminal behavior, social deviancy and crime. Criminological theories and the extent, variation and patterns of crime. Crime prevention techniques and specific pathological problems related to enforcement. Individual personality differences and their relationships to crime as well as recognizing and handling emotionally and mentally disturbed persons. (PR: CJS 101)

## CJS 239 – Criminal Procedure.

3 Credits. Fall only. Study of the rules of evidence at the operational level in law enforcement and criminal procedure in such areas as arrest, force, search and seizure, collection of evidence and discretion. Rules and types of evidence, constitutional law and criminal procedure most often affecting police personnel. (PR: CJS 101)

## CJS 242 – Community Relations in Criminal Justice.

3 Credits. General orientation to the concepts of criminal justice professionals and community relations and the need to establish good working relations between them and the public. Offers an understanding of the complex factors involved in human relations: the nature of prejudice and discrimination, its effects, the interactions of changing society, the requirements of individual rights, the maintenance of peace and order and the changing police role. (PR: CJS 101)

## CJS 244 – Introduction to Criminalistics.

2-4 Credits. Scientific aspects of criminal investigation. The role of the crime laboratory in the law enforcement organization, the value of physical evidence, and the need for understanding scientific crime detection. Emphasis on recording the crime scene; collection, identification, preservation and transportation of evidence and techniques of examining physical evidence. (Taught at the WV State Police Academy only)

## CJS 246 – Criminal Justice Reports.

3 Credits. Fall only. Comprehensive familiarization with types and functions of criminal justice records, the role of research in the planning process and establishment and administration of a record bureau in criminal justice agencies. Includes form records, analysis and report writing; role and use of uniform crime reporting system forms and essential data required. Review of electronic data processing and the computer as related to criminal justice planning and operation. (PR: CJS 101)

## CJS 248 – Traffic Administration and Enforcement.

2 to 3 Credits. History, development, and economics of the modern transportation system. Coping with traffic problems to include use of modern technology in accident investigation and reporting. Police responsibilities as they relate to traffic engineering, education, enforcement, and enactment. (Taught at the WV State Police Academy only)

## CJS 251 – Criminal Justice Ethics.

3 Credits. This course explores ethical considerations and dilemmas facing criminal justice professionals. Topics covered include identifying appropriate moral and ethical behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, the ethics of punishment, and professionalism. (PR: CJS 101)

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## CJS 254 – Constitutional Law.

3 Credits. Spring only. This course examines the powers of the government as they are allocated and defined by the United States Constitution with an intensive analysis of United States Supreme Court Decisions as they impact the criminal justice system. (PR: CJS 101)

## CJS 263- Probation and Parole

This course is a study of the history, development, use, and value of both probation and parole as alternatives to incarceration for convicted criminal defendants as part of the Criminal Justice System. Students will also study the role of the professional agents who supervise probationers and parolees.

## CJS 265- Narcotics Investigation

This course is the study of narcotics identification and investigation from the criminal justice professional's viewpoint. Topics include investigative techniques, identification of drugs, and legal aspects of narcotic investigations and enforcement.

## CJS 275 – Law Enforcement On-the-Job Training.

1-12 Credits. This course consists of supervised paid OJT, internship or practicum performed in a law enforcement setting. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports and providing written and verbal evidence in courts of law. On-the-job credit hours are earned at a ration of 200:1 with the maximum of 12 credit hours allowed. Successful completion of on-the-job training and achievement of program learning outcomes will be verified by an employer.

## CJS 280-283 – Special Topics.

1 to 4 Credits. Content not normally covered in other courses. (PR: Permission)

## CJS 291 – Police Science Internship I.

5 Credits. This course is designed to blend classroom education with practical experience. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports, and providing written and verbal evidence in courts of law. Interns must complete the on-the-job training under the supervision of a law enforcement officer. (PR: Permission)

## CJS 292 – Police Science Internship II.

4 Credits. This course is designed to blend classroom education with practical experience. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports, and providing written and verbal evidence in courts of law. Interns must complete the on-the-job training under the supervision of a law enforcement officer.

## CJS 298 – Internship.

3 Credits (CR/NC). Places students in a criminal justice related field for a specific period to gain experience prior to employment. Correlates theory and classroom instruction with experience. (PR: Permission)

## Culinary Arts (CA)

### CA 105 – Knife Skills and Fabrication.

3 Credits. This course covers the principles of basic knife skills and the techniques for the production and fabrication of meats, game, poultry and seafood in the culinary industry to the stan-

dards present in the field. Students will learn recipe conversions and proper measuring skills in both standard U.S. measurements and metric measurements. (CO: CA 110, and CA 200)

### CA 110 – Mise en Place.

3 Credits. This introductory course covers the principles of food service operations, basic sauces, stocks, salads, and sandwiches and other food preparation techniques and procedures. Students will apply knowledge of rules and laws referencing sanitation and safety regulations. Proper equipment and knife handling principles will be demonstrated. (CO: CA 105 and CA 200)

### CA 112 – Garde Manger.

3 Credits. Spring only. The focus of this course is to develop skills in providing a variety of cold food products. Students will also learn to prepare appropriate buffet presentations and decorative pieces. (PR: Pass CA 105/ CA 110, CA 200, CA 269 with a letter grade of C or higher)

### CA 116 – Introduction to Breads and Doughs.

3 Credits. Fall only. An introduction to the fundamentals of baking science in the preparation of a variety of products. Use and care of equipment normally found in the bake shop or baking area. (PR: CA 112)

### CA 120 – A la Carte Dining Room Service I.

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.

4 Credits. Spring only. This course will explore various international cuisines along with special features of geography, climate and culture that influence regional cooking. (PR: CA 116)

### CA 190 – Hospitality Lab Practicum I.

1 Credit. This course provides the student an opportunity to apply knowledge and practice the skills developed during the first semester from introductory courses such as: CA 105, CA 110, CA 120 and CA 200. The student will complete 40 hours of service, practice and preparation at The Cooking and Culinary Institute and selected events chosen by the program coordinator.

### CA 195 – Hospitality Lab Practicum I.

1 Credit. This course provides for the practical application of culinary production techniques in a catering setting. Participation in an observation of production and management controls in a culinary venue will provide an opportunity to hone skills. Students will gain enhanced competency in performance of skills covered to date from courses CA 112, CA 269, CA 270 and CA 275. The student will complete 50 hours of service, practice preparation at The Cooking and Culinary Institute and selected events chosen by the program coordinator. 200 hours are required for graduation.

### CA 200 – Culinary Sanitation and Safety.

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. (CR: CA 105 and CA 110)

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## CA 205 – A la Carte Dining Room Service II.

3 Credits. Fall only. This course covers advance dining room procedures. Students are exposed to advanced table service techniques, table side preparation and the importance of guest satisfaction. (PR: CA 116)

## CA 225 – Advanced Cooking and Artistry.

4 Credits. Spring only. This course will focus on the more advanced techniques of culinary arts and menu planning for chefs or restaurant owners. Students will become familiar with the advanced techniques of food selection, storage, menu planning, preparation and service. This course will introduce the students to the requirements necessary to successfully compete in culinary competition. American Culinary Federation culinary standards will be discussed and practiced for product development. Capstone Class. (PR: CA 135)

## CA 235 – Menu Planning.

3 Credits. Spring only. This course focuses on the principles of menu planning, lay-out, and development for a variety of facilities and services. It also provides a foundation in costing, marketing, and merchandising a menu.

## CA 245 – Culinary Nutrition.

2 Credits. Fall only. This course is an introduction to nutrition using dietary recommendations, food guides, food labels and My Pyramid Guide to plan menus. Complex carbohydrates, lipids (fats and oils), protein, vitamins, water and minerals will be reviewed. Development of nutritional menus and recipes, marketing healthy menu options, light beverages and foods for the beverage operation, nutrition and health, weight management and exercise, and nutrition over the life span, from pregnancy to the infant, child, adolescent and older adult will be studied.

## CA 259 – Practical Culinary Catering.

3 Credits. This course will study traditional service styles used in dining room operations. The course will provide knowledge of service equipment and proper set-up of various catering venues. The course also focuses on service organizations, American service, French service, Russian service, and English service. (PR: CA 120)

## CA 269 – Soups, Stocks and Sauces.

2 Credits. Spring only. This course covers the principles of basic soups, stocks and sauces and their preparations, techniques, and procedures. Students will apply knowledge of rules and laws referencing sanitation and safety regulations. (PR: CA 200)

## CA 270 – Managing Culinary Operations.

2 Credits. Spring only. This course will consider restaurant operations, the menu, cost control, and financial matters. It will explore legal issues specific to restaurant staff, customer service, laws and regulations, and sanitation.

## CA 275 – Cost Control and Revenue Management.

2 Credits. Spring only. An overview of financial management in food service. This course will explore food and beverage cost control, managing production, labor and expense cost control, analyzing financial data, managing security, and using computers in cost control.

## CA 280-289 – Culinary Arts Special Topics.

1-3 Credits. Culinary Arts Special Topics courses available for majors and for non-majors as an introduction to the field of Culinary Arts.

## CA 290 – Hospitality Lab Practicum III.

1 Credit. This course will provide an opportunity for shadowing hospitality instructors during skill development and service production labs. This experience will present situations where lab assistants can emulate the role of trainer within a controlled environment. The student will complete 40 hours of service, practice and preparation at The Cooking and Culinary Institute and selected events chosen by the program coordinator.

## CA 298 – Cooperative Culinary Arts Work Experience.

1-3 Credits. Supervised, paid, on-the-job training for students working in Culinary Arts occupational field. (PR: Permission)

## Curriculum Instruction Education (CIED)

### CIED 101 - Math for Elementary Teachers I.

3 Credits. This course is designed to expose student to the study of mathematics, specifically the areas of number sense and problem solving. Instruction emphasizes discovery teaching or learning by inquiry. Of primary importance is providing the opportunity for future teachers to be taught and to learn according to the views of constructivism. (PR: A grade of C or better in MAT 130.)

### CIED 148 - Introduction to Science for Elementary Educators.

3 Credits. The class introduces teaching science in elementary schools using inquiry based approach to learning and other effective research-based teaching strategies. Topics include earth and space science. (PR: MAT 130.)

### CIED 201 - Mathematics for Elementary Teachers II.

3 Credits. In this course, students study the foundations of elementary mathematics emphasizing an inquiry and discovery approach. Topics include basic algebraic operations, simple and analytical geometry, informal metric and non-metric geometry, probability, and statistics. (PR: A grade of C or better in CIED 101.)

### CIED 202 - Praxis Strategies.

1 Credit. This course is designed to help students understand areas of strengths and weakness for the Praxis Core Components Reading, Writing, and Math; and to prepare students to take the Praxis Core exam. (PR: CIED 101 with a grade of C or better or by permission.)

### CIED 250 - Educational Technology.

3 Credits. This course examines various uses of technology in the classroom. Application to teaching and learning is emphasized.

## Economics (EC)

### EC 102 – Basic Economics.

3 Credits. An introduction to basic microeconomic and macroeconomic concepts and institutions, key economic relationships and terms.

### EC 201 – Fundamentals of Microeconomics.

3 Credits. The purpose of this course is to provide an introduction to the study of microeconomics as it examines the decision making processes of allocating scarce resources for specific segments of the economy. Topics that will be covered include supply and demand, production, pricing, taxes, distribution, market structures, labor markets, marginal utility, public goods, externalities, and international trade.

### EC 202 – Fundamentals of Macroeconomics.

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3 Credits. The purpose of this course is to provide an introduction to the study of macroeconomics as it examines the decision making processes of allocating scarce resources in the overall economy. Topics that will be covered include an overview of basic economic concepts, gross domestic product and economic growth, inflation, unemployment, aggregate supply and demand, fiscal policy, money and monetary policy, national deficits and debt, and international trade.

## Education (EDUC)

EDUC 101 – Healthy Environment for Young Children.

3 Credits. This course is an introduction to the basic requirements and regulations for health, safety in early childhood programs serving young children. This course is intended to prepare students to follow the practices required of all individuals who participate in early childhood programs. (CO EME 101)

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 computer skills and their application to young children and the early childhood classroom. This course will also explore administrative technology and assistive technology in the early childhood classroom. This course will be taught utilizing 3 components.

EDUC 120 – Foundations of Early Childhood.

3 Credits. This is an introductory course of the history, philosophy and theoretical foundations of early childhood programs with specific attention to current programs serving children prior to school entry. Concepts for providing developmentally appropriate practices are introduced. Observation hours in an early childhood classroom outside of classroom instruction will be required. (PR: ENL 094 or ENL 095 or ENL 111)

EDUC 201 - Educational Psychology.

3 credits. A study of the principles of learning, theory, and classroom application based on children's emotional, social, cognitive, and physical development. (ENL 111 with a grade of C or better) (CR: EDUC 270.)

EDUC 210 – Observation and Assessment of Young Children.

3 Credits. Examines the skills and methods used to observe and assess young children in various early childhood environments. An emphasis will be placed on authentic assessment practices, the appropriate use of assessment and observation strategies to document the development, play, and learning of young children. Observation and participation in an early childhood setting is required. (PR: EDUC 120 grade of “C” or better and ENL 111)

EDUC 215 – Child, Family and Community.

3 Credits. This course examines the relationships of the young child, the family and community programs. An emphasis will be placed on family lifestyles and cultures and family-centered practices. (PR: ENL 111 and grad “C” or better in EDUC 120)

EDUC 220 – Infant & Toddler Development.

3 Credits. Spring only This course will examine the application of the theories of child development and research. Course emphasis will be placed on prenatal development and the physical, social, emotional, cognitive and language development of the child from conception to age three. Observation in an infant/toddler classroom required. (PR: EDUC 120 and ENL 111)

EDUC 225 – Development of Young Children.

3 Credits. This course examines the physical, emotional, cognitive and intellectual development of young children. This course will examine relationships with parents and peers, and growth in self-direction with a primary focus on young children birth through five years of age. Observation and participation in an early childhood classroom required. This course requires a 30-hour clinical. (PR: ENL 111 and a grade of “C” or better in EDUC 120.)

EDUC 228 – Early Childhood Special Education.

3 Credits. This course will discuss the practical strategies for working with young children with special needs and disabilities including infants, toddlers and preschoolers. An emphasis will be placed on instruction, curriculum design and service delivery of the inclusive classroom with a family-centered approach. (PR: A grade of “C” or better in EDUC 225 and ENL 111)

EDUC 230 – Early Language and Literacy.

3 Credits. Fall Only. An overview of the foundations of early childhood language and emergent literacy within an emphasis on developmentally appropriate environments.

EDUC 235- Early Childhood Adm. & Leader

This course emphasizes the director's responsibility for administrative and leadership roles in child development and education programs. Business and interpersonal skills will be emphasized. Practical information on directing a program will be covered. Accrediting and licensing an early childhood program, carrying out a program evaluation, and quality improvement strategies will also be addressed. (PR: A grade of “C” or better in ENL 111 and a grade of “C” or better in EDUC 225)

EDUC 240 – Child Guidance.

3 Credits. This course examines theories of early childhood education with emphasis on classroom management, teaching methods, assessment and behavior guidance. Best practices and appropriate environments will be emphasized with techniques on problem -solving and adult-child interaction. (PR: A grade of “C” or better in both ENL 111 and EDUC 225.)

EDUC 270 – Level I Clinical Experience.

1 Credits. Spring only. This clinical experience will provide students with an opportunity to observe in an elementary, middle, or secondary school setting. It will also provide students with the opportunity to work with faculty, staff, and students in a teaching/ learning environment. Students will complete 35 hours of observation. (CR: EDUC 201)

EDUC 275 – Level II Clinical Experience.

1 Credit. Fall only. This course will provide students with field experience inside an infant/toddler and preschool classroom. Students will conduct observation and have an opportunity to obtain hands on learning experiences with young children under the supervision of a qualified professional. (CO: EDUC 295)

EDUC 280-284 – Special Topics.

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of program coordinator or course instructor)

EDUC 295 – Early Childhood Curriculum & Methods.

3 Credits. This course examines developmentally appropriate curriculum for young children. Preparing and implementing

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developmentally appropriate environments and curriculum will be emphasized. Students will have hands-on experience with infants/toddlers and preschooler children. This course requires a 30-hour clinical. (PR: ENL 111 and a grade C or better in EDUC 225.)

EDUC 299 – Capstone.

4 Credits. Spring only. This course involves the application of coursework, theories, and practice. Places the student in a practicum based experience where classroom instruction applies to real experiences in the field. (PR: EDUC 295)

## Electronics Technology (ELT)

ELT 111 – Direct Current Circuit Analysis & Applications.

5 Credits. Fall only. Students will study direct current circuits, electrical and magnetic phenomena, utilization of circuit theorems for the solution of circuits and networks, conductors, insulators and magnetic materials. They will then apply this knowledge to project based applications. (PR or CR: MAT 144 or MAT 145)

ELT 121 – Alternating Current Circuit Analysis & Applications.

5 Credits. Spring only. This course is an introduction to alternating current circuits. It covers sinusoidal waveforms, phase relationships, reactance, impedance, fundamental methods of analyzing simple ac circuits, capacitance, inductance, basic resonant circuits, RC/LC time constants, and passive filters. Electrical nomenclature, component identification and marking, and passive component characteristics are discussed. Laboratory exercises will be used to verify circuit theory and provide experience in using basic electronic test equipment. (PR: ELT 111)

ELT 131 – Analog Circuits Analysis & Applications.

5 Credits. Fall only. This is an introductory course in analog devices and circuits. It exposes the student to the common devices found in analog circuit design and explains device function and performance. The student will learn to perform basic calculations to evaluate circuit performance. Laboratory exercises will permit the student to explore device characteristics and attributes, and develop basic troubleshooting skills. (PR: ELT 121)

ELT 150 – Introduction to PLC/PAC Systems.

4 Credits. This course introduces students to Programmable Logic Controllers (PLC) and Programmable Automated Controllers (PAC).

ELT 160 – Electronic Communications.

4 Credits. This course introduces students to electronic communications, including amplitude modulation, frequency modulation, single-sideband communications, satellite communications, digital communications, network communications, transmission lines, wave propagation, antennas, waveguides, radar, microwaves, lasers, television transmission, and fiber optics. Students will learn the design, workings, and how to troubleshoot and repair these systems.

ELT 170 – Fiber Optics Communications.

4 Credits. This course prepares students for the ETA Fiber Installer Certification. Topics include light propagation, types of optical fibers, the building blocks for a fiber system, light sources, photodetectors, connectors, SONET, OTN, ethernet over passive optical networks, various FTTx methods, systems design, cost and loss budgets, OTDRs, and safety.

ELT 180 - Ladder Logic.

4 Credits. In this course, students will learn how to execute programming of Ladder Logic components, troubleshoot pro-

gramming errors and clear faults, and apply logic in a simulated automated industrial environment. (PR: ELT 150)

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 211 – Digital Circuits.

5 Credits. Fall only. This is an introductory course in digital technology. The student will be introduced to binary number systems, digital devices and circuits, and troubleshooting techniques. The fundamental logic functions will be explored along with common applications. The student will learn to evaluate circuit function using Boolean algebra, and logic theorems. Memory and storage device types, signal interfacing, and various integrated circuit technologies are discussed. (PR: permission and MAT 215 or equivalent)

ELT 222 – Introduction to Microprocessors.

4 Credits. Spring only. A combination of classroom and lab experience designed to teach the student how to work with microprocessors as they apply to consumer, industrial and business equipment. (PR: ELT 211)

ELT 250 – Motion Control Fundamentals.

4 Credits. In this course, the student will program motors, simulate the programming of field items, program warning, and error lights, program fault control, and create a simulated industrial project to control a plant. (PR: ELT 150 and ELT 180)

ELT 260 – Automation Project Development.

4 Credits. In this course, the student will identify the components of an automation project, follow the designated procedure for project development, and design, build and implement a simulated project. (PR: ELT 150, ELT 180, and ELT 250)

ELT 280-283 – Special Topics.

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Permission)

ELT 299 – Electronic Technology Internship.

3 Credits. Spring only. Supervised on-the-job training for Electronics Technology students. Students must successfully complete 150 hours of appropriate experience

## Emergency Medical Technology (EME)

EME 101 – CPR/First Aid.

1 Credit. This course is designed to give laypersons and professionals the education and confidence they need to effectively provide emergency care.

EME 105 – First on Scene.

3 Credits. This course is designed to teach the student to manage a medical/trauma emergency until other EMS personnel arrive. An emphasis is placed on victim/patient stabilization using supplies available to the layperson.

EME 109 – Emergency Medical Technician.

10 Credits. A lecture/lab course designed to teach basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Students will learn basic knowledge and skills necessary to provide patient care and transportation. Students will also learn how to function as part of the comprehensive EMS response, under medical over-



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sight and perform interventions with the basic equipment typically found on an ambulance. Students will learn how to perform as a link from the scene to the emergency health care system. Following completion, students will be eligible to take the National Registry of EMTs or the State of West Virginia EMT exam.

**EME 201 – Introduction to Medical Emergencies.**  
3 Credits. An introductory lecture/lab course focused on pre-hospital interventions and monitoring skills of patients with general medical emergencies including but not limited to: seizures, allergic reactions, diabetic emergencies, and geriatric and pediatric patients. This course is also focused on information concerning patient assessment, the Emergency Medical Services system, as well as communication and documentation, all at the Advanced Emergency Medical Technician (AEMT) level.

**EME 202 – Airway/Trauma Management.**  
4 Credits. An introductory lecture/lab course focused on pre-hospital interventions and monitoring skills of patients with airway related and/or traumatic emergencies at the Advanced Emergency Medical Technician (AEMT) level. The focus of this course will include respiratory emergency identification and management, including ventilation techniques, medications, and monitoring devices at the AEMT level. Furthermore, this course will focus on assessment, identification, and management of traumatic emergencies at the AEMT level.

**EME 251 – EMS Clinical I.**  
2 Credits. A course designed for the advanced EMS student to gain competency in pre-hospital interventions and skills in the field/clinical setting. All skills are performed under the supervision of a field/clinical preceptor.

**EME 280-283 – Special Topics.**  
1 to 4 Credits. Study of content not normally covered in other courses. (PR: Permission)

## English (ENL)

**ENL 095 – Developmental Writing.**  
3 Credits. This course assists students in developing and improving writing proficiency by emphasizing the utilization of correct grammar and punctuation, as well as basic writing skills related to paragraph and essay development. (CR: ENL 111 or ENL 231)

**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: Placement in 100 level English or CR: ENL 095)

**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: C or better in ENL 111)

**ENL 201 – Introduction to Literature.**  
3 Credits. This course is an introduction to literature through original works of prose, fiction, poetry and drama. It introduces students to the interpretive approaches to literature, and to some of the specialized terms, such as sonnet, antagonist, and epiphany, that will help them articulate their thoughts and observations about what they read. (PR: ENL 115)

**ENL 231 – Business and Technical Writing.**  
3 Credits. A course designed to prepare students to write technical reports. Emphasis is on good writing principles and the use of supplementary illustrations as they apply to technical reports. (PR: Placement in 100 level English or CR: ENL 095)

**ENL 245 – Elements of the Short Story.**  
3 Credits. This course will examine the art of short fiction in American History. It will delineate the structure of short story writing, theme, and characterization with information on the authors studied. (PR: ENL 115)

**ENL 251 – Appalachian Writers.**  
3 Credits. A survey of the various literary genres, with a focus on classical and contemporary Appalachian writers.

**ENL 260 – Introduction to Creative Writing.**  
3 Credits. This course is designed to facilitate the student's creative faculties and abilities. The course serves as an introduction to the writing of original poetry, short fiction, and drama. Instruction in literary techniques will direct the student's writing. In addition to working with literary conventions to produce manuscripts, students will be exposed to exemplary texts by selected authors. Students will learn to critique their own work and the work of others by participating in writing workshops. Students will be introduced to markets for creative writing and be encouraged to submit some work for publication. (PR: ENL 111)

**ENL 280-289 – Special Topics.**  
1–4 Credits. Study of English content not normally covered in other courses. (PR: Permission)

## Finance and Banking (FN)

**FN 151 – Principles of Bank Operations.**  
3 Credits. Fundamentals of bank functions presented in a descriptive fashion so that the beginning banker may acquire a broad perspective of the banking operation so as to prepare for career advancement in the banking industry.

**FN 201 – Personal Finance.**  
3 Credits. To assist the consumer in management of personal financial affairs. Topics are consumerism, insurance, savings instruments, banking, and personal expenditures and budgeting, personal taxes, house buying, introduction to investments, and estate planning.

**FN 231 – Business Finance.**  
3 Credits. Spring only. This course will focus on the methods of financial analysis. Emphasis is given to the time value of money, evaluation of financial statements, international issues, the stock market, investing, and consumer credit issues. (PR: AC 103; AC 108; AC 201; or AC 215)

**FN 248 – Real Estate Law.**  
3 Credits. Study of the principles of law governing interests in real estate including acquisition, encumbrance, transfer rights and obligations of parties, and state and federal regulations thereof. This course is approved as a prerequisite for licensure examination as a salesperson by the West Virginia Real Estate Commission.

**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.

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(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 280-289 – Special Topics.

1–4 Credits. Study of Finance content not normally covered in other courses. (PR: Permission)

## Geography (GEO)

### GEO 150 – Introduction to Geography.

3 Credits. Fall Only. This is an introductory survey course to many of the major human and physical geographic themes, including environment, landscape, climate, culture, economics, spatial interactions, population, urbanization and globalization.

### GEO 155- ~Economic Geography

This course introduces the student to geographic tools and methods while exploring fundamental concepts of geography from an economic standpoint. Lecture material, exercises, assignments focus on spatial elements of economic activities and their change over time, the goal of which is to provide students with a basic understanding of the economic systems of the world in which they live and work. )

### GEO 217- World Regional Geography.

3 Credits. World regions examined using a synthesis of physical and human geographical themes including environment, culture, landscape, climate, landforms, globalization, population patterns, urbanization, economies, and political geography.

### GEO 280-283 – Special Topics.

1–4 Credits. Study of Geography content not normally covered in other courses. (PR: Permission)

## Geospatial Science and Technology (GST)

### GST 100 - Sport Drones.

3 Credits. This course introduces the concept of drone racing. Skills such as building, programming, operating, repairing and maintaining the quadcopters for sport performance are taught.

### GST 110 - UAS Pilot Certification Prep

3 Credits. This course prepares students to take the FAA 107 UAS Pilot Certification Exam. Topics covered include FAA UAS rules and regulations, National Air Space, interpreting sectional charts, airport operations, weather and micrometeorology and UAS flight operations, and UAS safety.

### GST 140 - WebGIS.

3 Credits. Introduction to Online Geospatial Information Systems (GIS) for capturing, storing, checking, and displaying data related to positions on Earth's surface.

### GST 150 – Introduction To Drone Technology.

3 Credits. This course introduces Unmanned Aircraft Systems (UAS) and Unmanned Aerial Vehicles (UAV) technology, remote sensing applications, integration to GIS, and FAA compliance.

### GST 160 – Geographic Information System Concepts.

3 Credits. This course introduces GIS application software and its uses. The course takes a hands-on approach to teaching how to create, edit, and manipulate georeferenced spatial and tabular data. It provides an introduction to geospatial concepts and tools for persons presenting data in maps, charts and reports. It introduces the student to the use of image processing and remote sensing technologies in his or her career fields.

### GST 165 – Spatial Analysis & 3D Modeling.

3 Credits. This course will demonstrate how remote sensing and GIS integration within a database of imagery for multistage, multivariate sampling, and geobiophysical modeling, involving modeling systems and environmental development, may be used across the world wide web. (PR: GST 160)

### GST 210 - Advanced UAS Flight School.

3 Credits. UAS Flight School student remote pilots fly additional flight hours to advance their drone flying skills with additional in air training hours. Students will fly independently while being evaluated for adherence to all FAA rules, regulations, performing preflight checks and maintaining an accurate logbook record.(PR: GST 110, FAA UAS Certification)

### GST 220 - UAS Image Acquisition and Data Processing.

3 Credits. This course reinforces principles of UAS flight, image collection, and data processing. Students will learn proper methods for data acquisition and management. Students learn how to process remotely sensed data acquired by the UAS to create meaningful maps utilizing GIS and photogrammetry software. (PR: GST 210, FAA UAS Certification)

### GST 230 - 2D and 3D GIS.

3 Credits. Utilizing GIS software organize, edit, and manage geospatial data. Visualize and display geospatial data in 2D and 3D maps. Use geoprocessing tools and models to solve spatial problems. Create professional cartographic products. (PR: GST 160)

### GST 240 - GIS WebApps.

3 Credits. This course utilizes previous GIS knowledge to implement the use of GIS WebApps. This web mapping technology allows students to combine authoritative maps with narrative texts, images, and multimedia content. Student will gain an understanding of how GIS web apps work, best practices for building GIS web apps, and the most meaningful way to convey information using this new medium.(PR: GST 230)

### GST 260 – Integration of GIS and IS Systems.

3 Credits. This course is designed to integrate Geographic Information System (GIS) and Remote Sensing (IS) concepts utilized with GIS and Image Processing software. Various software systems such as ER Mapper, IDRISI / Kilimanjaro, and ArcGIS will be used to illustrate systems integration in solving geospatial problems with technical solutions. (PR: GST 165)

### GST 263 – GIS Programming.

3 Credits. Knowledge of Python programming is vital for ArcGIS professionals interested in furthering their automation and analysis skills. Python allows users to create custom data management or analysis tools ranging from single functions to complex multifunctional processes with validation, which can be easily reused, shared, and even executed. Python builds upon previously acquired GIS skills and takes them to the next level with the use

# COURSE DESCRIPTIONS

of Python. Python is a key tool for scripting geoprocessing functions and tasks in ArcGIS for Desktop and is expanded through hands-on programming geared to automating GIS applications. (PR: IT 160 and IT 250)

## GST 266 – Digital Cartography.

3 Credits. This course will demonstrate how remote sensing and GIS integration within a database of imagery for multistage, multivariate sampling, and geobiophysical modeling, involving modeling systems and environmental development, may be used across the world wide web. (PR: 160)

## GST 280-289 – Special Topics.

1–4 Credits. Study of Geospatial Science content not normally covered in other courses. (PR: Permission)

GST 299 – Information Technology Internship/Cooperative Work Experience. 3 Credits. Places the student in a work environment in order to gain practical work experience prior to seeking permanent employment. Correlates classroom instruction with real-world experience. (PR: Permission)

## Graphic Design (DSGN)

### DSGN 101 – Motion Design I.

3 Credits. Motion Design I is an introduction to the fundamental principles of animation by providing theory, concept and terms as well as hands-on exercises that explore motion design techniques. Students will learn about the 12 principles of animation and various software to create animated graphics.

### DSGN 102 –Motion Design II.

3 Credits. Motion Design II is an intermediate 2D animation and design course focusing on technical and conceptual approaches to the art of motion design. Provides industry insight and professional practices using hands-on exercises and motion design techniques. Emphasis on building 2D animation concepts and design practices, storyboarding, animatics, basic video editing, sound design and animation. (PR: DSGN 101) (CR: DSGN 103 and DSGN 104)

### DSGN 103 –Introduction to 3D Arts.

3 Credits. The Introduction to 3D Arts course uses the principles of three-dimensional computer graphics and familiarizes students with leading industry software. Students will explore the methods and techniques for 3D animation, modeling and texturing. Emphasis on basic 3D skills such as, modeling, UV mapping, 3D camera settings, lighting and rendering. (PR: DSGN 101) (CR: DSGN 102 and DSGN 104)

### DSGN 104 –Visual Communication.

3 Credits. In the Visual Communication course, students will develop technical design expertise for the organization of imagery and typography for animation. Students will communicate data driven information in both the two-dimensional and three-dimensional form. Emphasis on producing design work for web, video and interactive experiences. (PR: DSGN 101) (CR: DSGN 102 and DSGN 103)

### DSGN 120 – Graphic Design I.

3 Credits. This course is an introduction to the profession of graphic design. It explores the history of the occupation, the major art movements, changes from traditional techniques to digital media, and job categories in design. The course introduces the principles and elements of design, color theory, typography, and

the creative process from generating ideas into creative concepts that can become final works. This class also introduces the use of symbolism, storytelling conventions, metaphor, and montage to accomplish effective communication. (CR: IT 110)

### DSGN 150 – Graphic Design II.

3 Credits. This course explores how design elements and principles work together to create effective communication. Students practice using typography, imagery, color, and grid systems in preparing effective layouts and graphics. Students apply design research tools and methods to have an informed basis for producing work. The psychological effect of design is also presented, as well as how design is used in support of a communication goal. An overview of the industry and career options is included, as well as advice on self-promotion, portfolio preparation, and interview strategies. (PR: DSGN 120.)

### DSGN 160 – Digital Photography.

3 Credits. An introduction to photography through the use of digital cameras. The course develops the principles of exposure control, lighting, composition, digital editing, and the creative approach.

### DSGN 170 – Digital Filmmaking.

3 Credits. An introduction to filmmaking using digital camcorders and cameras. Principles of exposure control, lighting, composition, audio, editing, and the creative approach will be covered and practiced.

### DSGN 201 –Motion Design III.

3 Credits. Motion Design III is an advanced 2D animation and design course that focuses on technical and conceptual approaches to the professional practices of motion design. This course provides industry insight into professional methodologies using real-world project-based exercises. Emphasis on building 2D animation and design practices such as storyboarding, animatics, boardomatics, sound design and final animation. (PR: DSGN 102) (CR: DSGN 203 and DSGN 204)

### DSGN 202 –Motion Design IV.

3 Credits. In the Motion Design IV course students explore concepts in post-production techniques in both animation and visual effects for film and television. Students will learn advanced concepts in visual effects and composite imagery through simulated professional scenarios. Emphasis on creative problem solving and critical thinking through the development of animated motion graphics and visual effects. (PR: DSGN 201) (CR: DSGN 204)

### DSGN 203 –Advanced 3D Arts.

3 Credits. The Advanced 3D Arts course explores advanced 3D modeling, rendering and 3D animation concepts and techniques. Students will learn advanced approaches to 3D sculpting, UV mapping, lighting and graphics concepts, techniques and professional practices. (PR: DSGN 103) (CR: DSGN 201 and DSGN 204)

### DSGN 204 –Digital Video Editing.

3 Credits. The Digital Video Editing course explores video editing for post-production in online content, film and television. Students will learn practical techniques and concepts in color grading, video composition, sound, arrangement, editing and assembly. Emphasis on creative problem solving through digital film editing. (PR: DSGN 102) (CR: DSGN 201 and DSGN 203)

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## DSGN 205 – Professional Practice.

3 Credits. The Professional Practice course leads students through a process of creating, developing and practicing “real world” projects that will prepare them for obstacles they may face in their professional career. Students will learn about project budgeting, client communication, deadlines and professionalism. Emphasis on real world-based assignments and professionalism. (PR: DSGN 201) (CR: DSGN 202)

## DSGN 210 – Digital Illustration.

3 Credits. Fall only. This course focuses on conceptual and technical development of illustrations for editorial, advertising, artistic and educational purposes. Students utilize hand-drawn techniques combined with digital processes such as scanning; and Adobe Creative Suite applications such as Photoshop, Illustrator, and InDesign. Students work in a problem-based learning environment with regularly assigned projects, presentations, and discussions to develop a greater understanding of the creative and problem-solving process and production of professional works for graphic design, visual communication and layout. (PR: DSGN 150.)

## DSGN 220 – Typography.

3 Credits. Fall only. This course provides an overview of the history of typography and extensively explores different typefaces. The course reviews historic and contemporary uses of typography and micro and macro typography concepts, finding and using specialty fonts from various sources, modifying text, adding special effects, and using letterforms effectively as part of a design layout, utilizing both manual and digital skills. (PR: DSGN 150.)

## DSGN 230 – New Media.

3 Credits. Fall only. This course focuses on art and design considerations in creating Web sites, apps, eBooks, graphics, video and audio for the Web; and the interplay among technology, images and sound. (PR: DSGN 150 or DSGN 102.)

## DSGN 250 – Graphic Design III.

3 Credits. Spring only. This course continues the study of graphic design, with particular emphasis on strengthening and expanding marketable skills for the workplace. Students create a variety of works in various media, and refine their portfolios and resumes. The course reviews various titles, roles and responsibilities, career paths, and salary ranges for graphic design jobs, including launching oneself as an entrepreneur/freelancer. Students hone their speaking and presentation skills, as well as professional writing and client communication skills. At the end of the course, students present their portfolios to an audience for feedback and critique. (PR: DSGN 150 or DSGN 102)

## DSGN 260 – Interactive Design.

3 Credits. Spring only. This course emphasizes consideration of the user’s experience in applying technology creatively and inventing new approaches to interaction and design. Students are encouraged to design interactions that are useful, innovative and user-friendly- blending context, personality, and message with technological components of design. Students create a fully functioning Web site implementing these attributes. (PR: DSGN 150 or DSGN 102)

## DSGN 270 – Brand Identity Design.

3 Credits. Spring only. This course explores the process of researching the client, generating ideas, and creating unique and effective brand applications through graphic design and adver-

tising. From research and analysis through brand strategy and design development, this course covers the processes for creating and implementing effective brand identity. This class provides students with a detailed look at traditional methods as well as the latest trends in branding, including social networks, mobile devices, apps, and video. (PR: DSGN 220)

## DSGN 280 – Special Topics.

1–4 Credits. Study of Graphic Design content not normally covered in other courses. (PR: Permission)

## Health Informatics (HINF)

### HINF 101 – Introduction to Healthcare Informatics.

3 Credits. This class will explore the study of a field of information science concerned with the management of all aspects of health data and information through the application of computers and computer technologies.

### HINF 102 – Healthcare Informatics Practical Guide.

3 Credits. This class focuses on the application of information technology in health care to improve individual and population health, education, and research about the key topics in the rapidly changing field of health informatics.

### HINF 201 – Analyzing Healthcare Data.

3 Credits. This course teaches how to analyze, categorize, and manage the data that are encountered in the healthcare industry which is becoming more dependent on the management of information for analytic and risk adjustment. Students examine the methods and tools used to study the data in health care. (PR: HIT 206, HINF 101, and HINF 102)

### HINF 202 – Enterprise HI Management.

3 Credits. This class provides the foundation and guide for learning the roles, functions, and practices for successfully managing healthcare data. The class takes an integrative approach to the traditional roles of health information management (HIM), offering challenging opportunities for enriching the practice domain and leveraging the benefits of quality data for the healthcare sector. (PR: HINF 01 and HINF 102)

### HINF 204 – Research Methods for Informatics.

3 Credits. This course teaches research methods that focus on the practical applications of research in health informatics and health information management. It provides real-life examples of research with samples of survey instruments, step-by-step listings of methodology for several types of research designs, and examples of statistical analysis tables and explanations. Students are guided through the process of conducting research specific to health informatics concepts and functions. (PR: HIT 206, HINF 101, and HINF 102)

## Health Information Technology (HIT)

### HIT 201 - Health Information Technology I.

4 Credits. Fall only. (3 lecture/ 1 lab) Fall only. Introduction to the health information profession. Lecture/lab with emphasis on health record design, content, analysis, release, and completion. This course also covers regulatory requirements regarding confidentiality, HIPAA, and the electronic health record.

### HIT 202 – Health Information Technology II.

4 Credits. Spring only. This lecture/lab class is a continuation of HIT 201 with emphasis on management of health information departments, record completion, record retention, release of infor-

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mation, indexes, and registers. This course also covers regulatory requirements regarding confidentiality, HIPAA, and the electronic health record. (PR: HIT 201)

**HIT 205 – ICD-10 CM Diagnostic Coding.**  
4 Credits. This course introduces the student to the ICD-10 CM classification system with an emphasis on the correct process of utilizing the alphabetic index and tabular list for code assignment. The focus is on rules, conventions, and instructions in ICD-10 CM, as well as chapter-specific guidelines. The criteria for the proper assignment of principal and additional diagnosis in all applicable patient settings is addressed. Proper code assignment and impact on MS-DRGs and reimbursement are discussed. Coding scenarios are utilized to determine sequencing and optimization. (PR: BIOL 257/259 and AH 151)

**HIT 206 – Healthcare Statistics.**  
3 Credits. Fall Only. Descriptive healthcare statistics for all types of healthcare facilities utilizing statistical applications with healthcare data. Will cover data selection, interpretation and presentation.

**HIT 207 – ICD-10 PCS Procedural Coding.**  
4 Credits. Students will be introduced to the ICD-10-PCS coding/classification system with an emphasis on the current tables to assign procedure codes. Coding characteristics, conventions, and guidelines will be applied in identifying procedural codes. Reimbursement systems such as DRGs are covered. Coding scenarios will also be utilized to determine sequencing and optimization techniques. (PR: HIT 205)

**HIT 208 – Quality Improvement in Health Care.**  
2 Credits. Spring only. Provides student with skills necessary to evaluate the quality of care and potential for liability in various health care settings. Emphasis on evaluating health care in light of accrediting and licensing requirements.

**HIT 209 – CPT Coding & Healthcare Reimbursement.**  
3 Credits. Student are introduced to Current Procedural Terminology (CPT) coding/terminology system, which is a listing of descriptive terms and identifying codes for reporting medical services and procedures performed by physicians and healthcare providers. This course includes a comprehensive review of healthcare reimbursement methodologies. (PR: BIOL 257/259 and AH 151)

**HIT 210 – Computerized Health Information System.**  
3 Credits. Fall only. Evaluation of hardware and software components of computers for health information systems. Emphasis on computerized health records, record linkage, data sharing and methods of controlling accuracy and security. Includes all phases of the development of the electronic health record (EHR) and policies and procedures associated with EHR. CPR: must be admitted in the HIT Program.

**HIT 211 – Coding Reimbursement for Physician Services.**  
3 Credits. Principles of diagnostic and procedural code assignment and reimbursement methodologies pertaining to physician professional billing in outpatient, hospital, ER, observation, home health and other healthcare settings. (PR: HIT 209)

**HIT 212 – Health Information Tech Seminar.**  
2 Credits. Students learn methods of preparing resumes and interviewing techniques. Provides a comprehensive review for the

RHIT examination. (PR: HIT 201, 202, 205, 206, 207, 208, 209, 210, 215)

**HIT 215 – Directed Practice II.**  
2 Credits. Spring only. Places the student in a health care facility or simulation providing the opportunity for the practical application of classroom knowledge and skills. (PR: Adm. to HIT program, CO: HIT 202)

**HIT 218 – Directed Practice III.**  
2 Credits. Summer only. Places the student in a health care facility providing the opportunity for the practical application of classroom knowledge and skills. Continuation of Directed Practice II. (PR: HIT 201, 202, 205, 206, 207, 208, 209, and 210)

**HIT 219 – Professional Practical Experience.**  
2 Credits. This course simulates responsibilities a coding professional may be required to perform on the job. The student applies the competencies learned in the program by coding from inpatient, ambulatory, ancillary, ER, and physician practice health records using code books and the encoder/grouper software. Course includes a comprehensive review for the CCS national certification exam. (PR: HIT 201, HIT 205, HIT 207, HIT 209, and HIT 211)

**HIT 280-283 – Special Topics.**  
1-4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of program coordinator of course instructor)

**HIT 284-289 – Special Topics.**  
1-5 Credits. These courses are designed to present various topics in the field of Health Information Technology.

## History (HIST)

**HIST 103 – United States History to 1877.**  
3 Credits. Fall only. This analytical survey course examines the social, cultural, economic, and political developments of United States history from approximately 1492 to 1877.

**HIST 104 – United States History Since 1877.**  
3 Credits. Spring only. This analytical survey course examines the social, cultural, economic, and political developments of United States history from 1877 until the present.

**HIST 114 – World History Until 1500.**  
3 Credits. Fall only. This analytical survey course examines the social, cultural, economic, and political developments of World History until approximately 1500.

**HIST 115 – World History Since 1500.**  
3 Credits. Spring only. This analytical survey course examines the social, cultural, economic, and political developments of World History since approximately 1500.

**HIST 240 – West Virginia History.**  
3 Credits. This course examines the social, cultural, economic, and political developments of West Virginia history from the time exploration and settlement until the present.

**HIST 280-289 – Special Topics.**  
1-4 Credits. Study of History content not normally covered in other courses. (PR: Permission)

# COURSE DESCRIPTIONS

## Hospitality Management (HM)

HM 101 – Travel, Tourism, & Hospitality Industry.  
3 Credits. Fall only. This course is a comprehensive survey of the hospitality industry: travel and tourism; lodging; food and beverage service; meetings and conventions; and leisure and recreation. Other ancillary subjects will involve hospitality marketing, human resources (HR), and leadership and management. This course is designed for aspiring hospitality management professionals of tomorrow, due to the increase in hospitality markets globally.

HM 145 – Hotel Front Office.  
3 Credits. Fall only. This course presents a systematic approach to hotel front office procedures by detailing the flow of business. This course examines the various elements of effective front office management and covers in detail the procedures and duties of the manager, desk agent, night auditor, reservations, credit and cash handling. Interdepartmental roles are also discussed.

HM 165 - Fundamentals of Event Management  
3 Credits. Spring only. This course introduces students to the process of information gathering, planning, coordinating, marketing, and evaluating festivals, entertainment events, corporate events, cultural events, and other special events. (PR: HM 101)

HM 220 – Managing Catering Operations.  
3 Credits. Spring only. This course will consider the essential aspects of catering operations in the food service industry. It will include an overview of banquets and catering, food service and menu development, menu design, using computers, and marketing in catering management.

HM 222 – Rooms Division Management.  
3 Credits. Spring only. This course will focus on the rooms division of a hotel, including housekeeping, engineering, concierge and front office. All aspects of these departments will be emphasized in this course. (PR: HM 145)

HM 240 – Introduction to Vineyards and Breweries.  
2 Credits. Spring only. This course introduces the history of alcoholic beverages, why beverages were created, and how they spread across cultures and socioeconomic lines. The earliest and the latest versions of fermentation, aging, brewing, and rectification will be discussed. The course also introduces wine making, major wine names and regions, proper wine service and accessories, wine storage guidelines, types of beers, beer making basics and the importance of ingredients, types of distilled spirits and how they are made.

HM 284, 286-289 – Hospitality Management Special Topics.  
1-3 Credits. Hospitality Management Topics courses available for majors and for non-majors as an introduction to the field of Hospitality management.

HM 298 – Cooperative Hotel/Lodging Work Experience.  
1-3 Credits. Supervised, paid, on-the-job training for students working in Hotel/Lodging occupational field. (PR: Permission)

HM 299 – Internship/Apprenticeship.  
1 Credit (CR/NC). Places the student in a work situation in order to gain practical work experience prior to seeking permanent employment. Correlates classroom instruction with real-world experience. (PR: Permission)

## Humanities (HMN)

HMN 235 – Leadership Studies through the Humanities.  
3 Credits. This course provides students the opportunity to explore the concept of leadership while developing and improving leadership skills. Integrated humanities readings, experiential exercises, films and contemporary readings are used. (PR: ENL 111 with a grade of “C” or better)

HM 280-289 – Humanities Special Topics.  
1-6 Credits. Study of content not normally covered in ordinary courses.

## 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. (Spring Semester only)

## Information Technology (IT)

IT 100 – Computer Skills for Nontraditional Students.  
3 Credits. This course will serve as the introductory course for the nontraditional student. In this course, the student will be instructed on how to utilize the computer user names/passwords; 942 and PIN; e-mail; word processing and electronic presentation basic applications. (Upon successful completion of this course, the student will be required to take the IT 101 class in order to meet the computer literacy requirement in the general education courses.)

IT 101 – Fundamentals of Computers.  
3 Credits. An introductory computer literacy course designed to enable the student to understand the terminology, applications, processes, and effects of computers and the environments in which they are utilized.

IT 102 – Advanced Computer Applications.  
3 Credits. This course is a practical, project-driven course utilizing Microsoft Office programs such as Access, Project, and Visio. (PR: IT 101 or equivalent)

IT 107 – Fundamentals of the Internet.  
3 Credits. This course deals with fundamentals of the internet. Topics considered include electronic mail, sending and receiving data across networks and navigating the internet.

IT 110 – Computer Skills for Designers.  
3 Credits. This course serves as an introduction to the concepts, structure, and methodologies of key Adobe software programs-Photoshop, Illustrator, and InDesign, plus the connector program, Bridge. This course provides a brief history of traditional design tools and how they have been transformed and made more powerful in the digital age. The class also introduces the principles and elements of design and typography to create clear, appealing visual messages for intended audiences.

IT 115 – Introduction to Programming.  
3 Credits. Use of the computer to teach C++ programming language from a problem-oriented approach. Emphasis on the professional way to design and write programs with computers (PR: IT 101 or IT 102)

IT 120 – Network Operating Systems I.  
4 Credits. Introduction to multi-user, multi-tasking network operating systems. Focus on installation procedures, security issues, and troubleshooting.

# COURSE DESCRIPTIONS

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## IT 121 – Fundamentals of Network Cybersecurity

3 Credits. An introduction to cybersecurity. Focuses on technologies and techniques that help protect confidentiality, ensure integrity, and provide high availability of intellectual property.

## IT 131 – Introduction to Networking.

4 Credits. This course focuses on network terminology, protocols, and standards, Ethernet LAN technologies, introductory WAN technologies, TCP/IP addressing, cabling, and basic routing principles. (CR: IT 141)

## IT 141 – Networking Systems II.

4 Credits. This course focuses on basic router configuration and trouble shooting, managing IOS software, configuring routed and routing protocols, TCP/IP protocols, and router Access Control. (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 or IT 102)

## IT 171 – Introduction to Gaming I.

3 Credits. Fall only. This course will introduce computer game theories, methods and practice. We will utilize Macromedia Flash to create web-based interactions and games at the beginner to intermediate level. Assigned readings and projects will cover various aspects of computer game production, thought and application.

## IT 210 – Networking Administration I.

(Fall only) 3 Credits. Intended for students who want to learn how to install and configure Windows Server 2016, as well as those individuals seeking Microsoft certification. Maps to the Microsoft 740 exam, and needed to attain an MSCA: Server 2016 certification. (PR: IT 120) (CO: IT 211, IT 216, and IT 217)

## IT 211 – Networking Administration II. (Fall only)

3 Credits. Intended for students who want to learn how to network with Windows Server 2016, as well as those individuals seeking Microsoft certification. Maps to Microsoft 741 exam, and needed to attain an MCSA: Server 2016 certification. (PR: IT 120) (CO: IT 210, IT 216, and IT 217)

## IT 212 – Publishing on the Internet.

3 Credits. Spring only. This course will familiarize the student with issues related to publishing on the Internet. Topics covered include basic design skills, multimedia issues, and development of web pages. (PR: IT 107)

## IT 213 – Web Graphics/Design.

3 Credits. Fall only. Explores the use of a variety of tools and computer graphics techniques to produce professional graphic designs. Utilizes various hardware and software to create visually-pleasing and professional-looking graphics for web pages. (Students are required to make a “C” or better in this course in order to progress in the Graphic Design program and take the following courses: DSGN 150, DSGN 250, DSGN 210, DSGN 220, DSGN 230, DSGN 260 and DSGN 270.)

## IT 215 – Advanced Programming.

3 Credits. Fall only. This course provides advanced programming concepts and skills applied to problem-solving situations using current industry standards and programming languages. (PR: a

“C” or better in IT 115)

## IT 216 – Networking Administration III.

3 Credits. Fall only. Intended for students who want to learn identity with Windows Server 2016 services, as well as those individuals seeking Microsoft certification. Maps to the Microsoft 742 exam, and needed to attain an MCSA: Server 216 certification. (CO: IT 210, IT 211, and IT 217)

## IT 217 – Networking Administration IV.

(Fall Only) 3 Credits. Intended for students who want to learn how to design and implement a server infrastructure, as well as those individuals seeking Microsoft certification. Maps to the Microsoft 413 exam, and needed to attain an MCSE: Cloud platform and infrastructure certification. (CO: IT 210, IT 211, and IT 216)

## IT 219 – Networking Administration V.

(Spring Only) 3 Credits. Intended for students who want to learn how to implement an advanced server infrastructure, as well as those individuals seeking Microsoft certification. Maps to the Microsoft 414 exam, and needed to attain an MCSE: Cloud platform and infrastructure certification. (PR: IT 217) (CO: IT 222 and IT 223)

## IT 221 – Advanced Operating Systems.

(Spring Only) 3 Credits. Focus of the course is to provide practical applications of specific system software in multi-tasking environments. Advance operating system concepts are presented from an application programmer’s perspective. (PR: IT 120 or IT 131)

## IT 222 – Networking Administration VI.

(Spring Only) 3 Credits. Intended for students who want to learn how to secure Windows Server 2016, as well as those individuals seeking Microsoft certification. Maps to the Microsoft 744 exam, and needed to attain an MCSE: Cloud platform and infrastructure certification. (PR: IT 217) (CO: IT 219 and IT 223)

## IT 223 – Networking Administration VII.

(Spring Only) 3 Credits. Intended for students who want to learn how to design and deploy Microsoft Exchange Server 2016, as well as those individuals seeking Microsoft certification. Maps to the Microsoft 345 exam, and needed to attain an MSCE: Productivity certification. (PR: IT 217) (CO: IT 219 and IT 222)

## IT 224 – Fundamentals of Network Security.

3 Credits. Spring only. This course provides the knowledge and skills necessary to identify network security threats and vulnerabilities, and to respond and recover from security incidents. Maps to the Comptia Security+ exam. (PR: IT 101 or IT 102 or IT 270)

## IT 225 – Fundamentals of Wireless LANs.

4 Credits. This course focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. (PR: IT 131 or IT 230 or Permission)

## IT 230 – Networking Communications.

3 Credits. Focus of course is to provide practical applications of specific system software in the administration, analysis, and modeling of Local Area Networks (LANs). (CR: IT 120 or permission)

## IT 231 – Networking Systems III.

4 Credits. This course focuses on LAN IP addressing including

# COURSE DESCRIPTIONS

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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 232 - Network Cybersecurity I.**  
4 Credits. Focus on network security principles, including fire-wall technologies, AAA, intrusion prevention, securing LANs, implementing VPNs, and managing secure networks. Maps to the CCNA Security Certification exam. (PR: IT 141 and IT 224)

**IT 233 - Network Cybersecurity II.**  
4 Credits. Cover the knowledge and skills necessary for students to successfully manage the tasks, duties, and responsibilities of an associate-level Security Analyst working in a Security Operations Center (SOC). Maps to the CCNA Cybersecurity Operations Certification exam. (PR: IT 232)

**IT 237 - Mobile Application Programming.**  
3 Credits. In this course, student learn mobile application development programming with emphasis on using industry standards to create and write programs specifically for use on mobile devices. (PR: "C" or higher in IT 262)

**IT 241 – Networking Systems IV.**  
4 Credits. This course focuses on LAN IP addressing and network management techniques and WAN PPP, ISDN, DDR, and Frame Relay connections and protocols. (CR: IT 231)

**IT 242 – Emerging Web Technologies.**  
3 Credits. Spring only. This course will investigate advanced Internet concepts and state-of-the-art technology in developing web pages. Emphasis will be on design, utilizing current industry standards. (PR: IT 212)

**IT 245 - Information Storage and Management.**  
3 Credits. This course provides students with the knowledge and skills necessary to plan, implement, and deploy storage system and different storage system models - ranging from basic storage models such as Direct Attached Storage (DAS) to networked storage models such as Network Attached Storage (NAS), Storage Area Network (SAN) and Content Addressed Storage (CAS). (CR: IT 210)

**IT 247 - Advanced Mobile Application Programming.**  
3 Credits. In this course, students learn advanced mobile application development programming. Mobile device advanced programs are created and written using industry standards. (PR: "C" or higher in IT 237) (CR: IT 257)

**IT 250 – Applications to Databases.**  
3 Credits. Fall only. Study of information retrieval and database software. (PR: IT 101 or IT 102)

**IT 251 – Advanced Operating Systems II.**  
3 Credits. Provides the knowledge and skills necessary to install, configure and customize Linux computers in a complex-networking environment. Maps to the Linux+ certification.

**IT 252 – Advanced Web Publishing.**  
3 Credits. Spring only. This course will provide students with the knowledge and skills for advanced publishing on the Internet. Students will learn how to use the latest technologies such as

HTML5 elements and attributes to structure web content. They will learn how to create semantically meaningful page structures and use CSS to control design and layout properties. (PR/CO: IT 212)

**IT 254 – Advanced Network Security II**  
4 Credits. Provides the advanced knowledge and skills necessary to protect against social engineering, malware, and other advanced network attacks. Maps to the Certified Ethical Hacker certification.

**IT 255 - Virtualization Technologies.**  
3 Credits. This course provides students with the knowledge and skills necessary to plan, implement, and deploy virtualization technologies. Various software options will be installed and explored, such as Virtual PC, Virtual Server, Hyper-V, VMWare, and Terminal Services. (PR: IT 210 or permission)

**IT 256 - Mobile Application Design.**  
3 Credits. This course investigates the modern concepts of mobile application design by researching and developing applications. Emphasis on industry standards for design of mobile applications. (CR: IT 237)

**IT 257 - Mobile Application Deployment.**  
3 Credits. Across the most popular mobile operating systems, students learn how to create Mobile Application deployment strategies. Students will deploy mobile applications with emphasis on industry standards for proper deployment of mobile applications. (PR: "C" or higher in IT 237) (CO: IT 247)

**IT 261 – Digital Forensics.**  
3 Credits. This course covers the basic concepts used in a digital forensics examination; and introduces techniques required for conducting a forensic analysis on systems and data. The course also explores methods of recovering and restoring data for various situations ranging from litigation to fraud based investigations. (PR/CO: IT 101)

**IT 262 – Mobile Operating System Application Development.**  
3 Credits. This course provides students with the knowledge and skills necessary to plan, implement, and deploy applications to be used on mobile devices ranging from applications used on platforms such as IOS to Android. Students will also learn the programming languages involved with the creation of these applications. (PR/CO: IT 215 or Permission)

**IT 270 – Computer Essentials and Application.**  
4 Credits. This course provides students with the basic skills needed to any entry-level service technician and covers information on basic hardware and operating systems, including installation, repair, troubleshooting, preventative maintenance and security of computer hardware and systems; as well as the communication skills and professionalism now required of all entry-level IT professionals. Maps to the Comptia A+ exams.

**IT 271 – Introduction to Gaming II.**  
3 Credits. Spring only. This course is a follow-up course to Gaming 1. This course will continue computer game theories, methods and practices. We will utilize Macromedia Flash to create web-based interactions and games at the beginner to intermediate level. Assigned readings and projects will cover various aspects of computer game production, thought and application. (PR: a "C" or better in IT 171)



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IT 272 – Introduction to 3-D Modular Programming.  
3 Credits. Spring only. This course is a follow-up course to Advanced Programming. This course will continue computer game theories, methods and practices. We will utilize current programming tools such as Microsoft XNA, Alice, 3-D game engines, and DirectX programming. These resources will be used to create 3-D games and game environments. Assigned readings and projects will cover various aspects of computer game production, thought, and application. (PR: a C or better in IT 215)

IT 277 – Management Information Systems.  
3 Credits. Provides understanding of information needs of management and information technology used by various business subsystems and demonstrates how technology can be utilized for competitive advantage. (CO: IT 299 or permission)

IT 278 – CCNP 3 - Multilayer Switching.  
4 Credits. This course is to prepare the student to pass the Building Cisco Multilayer Switched Networks (BCMSN) exam. Content includes design criteria for multilayer switched networks, including the current Cisco recommendation for designing a campus network. The network is built from cabling connections to implementing VLANs, Spanning Tree, and routing. After the cable has been built, optimization of the network is made to ensure its availability. (PR: IT 241 or CCNA certification, and permission)

IT 279 – CCNP 4 - Network Troubleshooting.  
4 Credits. This course is designed to prepare the student to pass the Cisco Internetwork Troubleshooting (CIT) exam. Content includes diagnosis and troubleshooting of WAN cabling, protocols, advanced routing configurations, switching, asynchronous connections with modems, PPP, Dialup, ISDN, X.25, and Frame Relay access, network performance with queuing and compression, NAT access control, and emerging network technologies. (PR: IT 268, IT 269, IT 278, and permission)

IT 280-289–Special Topics.  
1-4 Credits. These courses are designed to present various topics in the field of Information Technology.

IT 293 – Networking Practicum.  
3 Credits. This course provides students with the knowledge and hand-on troubleshooting skills necessary to work in a heterogeneous computing environment. This lab-based course will cover such topics as interoperability between PCs and Macs on a domain, working in a heterogeneous Windows Server environment, and working in a heterogeneous Exchange environment (PR: IT 210)

IT 296 - Mobile Application Entrepreneurship.  
3 Credits. This course will introduce students to project management, teamwork skills, and how to position ideas in the broader marketplace. By the end of the course, student will develop an impactful portfolio of work and/or develop an effective business plan to bring an application to market. (PR: “C” or higher in IT 277) (CR: IT 257)

IT 297– Co-Curricular Experiences in Networking.  
0 Credits. Allows student immersion in the Computer Networking field. Experiences will include guest speakers, hands-on activities, and networking opportunities. Correlates classroom instruction with actual experience.

IT 298 – Game and Design Internship/ Cooperative Work Experience.

1 Credit. In this internship/cooperative class the student works on a project in the Gaming and Design field. Emphasis is on the application of knowledge gained and skills attained in the classroom to a real-world job experience.(PR: Permission)

IT 299 – Information Technology Internship/Cooperative Work Experience.

3 Credits. Places the student in a work situation/cooperative work experience in order to gain practical work experience prior to seeking permanent employment. Correlates classroom instruction with real-world experience. (PR: Permission)

## Inland Waterways (IW)

(Classes are taught at Tri-State Fire Academy)

IW 100 – Deckhand Basic Training.

3 Credits. This is an introductory training course for entry level workers in the inland maritime industry. It covers the unique jargon of the maritime industry, safe working practices, and basic skills such as line throwing, laying wires, and knot tying.

IW 101 – Steersman of Towing Vessels - Western Rivers.

6 Credits. This course is designed for experienced deckhands on the inland waterways who desire to obtain a license to pilot vessels on the Western Rivers. The 80-hour course includes training in deck general, safety and environmental subjects, theoretical and practical inland navigation and Rules of the Road. This course is approved by the U.S. Coast Guard. (PR: Permission)

IW 102 – Basic Marine Firefighting.

1 Credit. This is an entry level course for maritime workers designed to teach students the avoidance of fires on board boats and the science and theory of marine fire fighting at the awareness level. (PR: Permission)

IW 103 – First Aid in Remote Locations.

1 Credit. This course provides training in first aid procedures in situations where advanced medical assistance is not readily available.

IW 104 – Tankerman-PIC Barge.

3 Credits. Students learn the requirements and regulations regarding loading, transporting, and discharging dangerous liquids on barges. Classroom training is reinforced in a field environment. Upon successful completion of the course, students will be prepared to take the United States Coast Guard certification exam.

IW 105 – Ship Construction.

3 Credits. This course provides the student with the general knowledge of modern ship construction techniques that can be applied to loading and stability calculations and to emergency damage control procedures.

IW 110 – Basic and Advanced Marine Fire Fighting.

6 Credits. This course is designed for maritime personnel who operates vessels of any size in any location. It is a U.S. Coast Guard prerequisite for licensing as a Marine Engineer, and for licensing as a Deck Officer of any vessel of 200 Gross Registered Tons or more. Topics covered include chemistry of fire, theory of fire fighting, fire fighting equipment, and personal safety. Both classroom and hands-on training are provided, including live fire exercises. Training is conducted in accordance with NPPA regula-

# COURSE DESCRIPTIONS

tions. The course is approved by the U.S. Coast Guard and the International Maritime Organization.

## IW 202 – Advanced Marine Firefighting.

2 Credits. This course teaches maritime students advanced marine fire fighting theory. Students receive classroom instruction on the theory and principles of fire fighting and how to properly supervise a ship's crew to put out an on-board fire. Theoretical training will be reinforced through hands-on fire suppression practice on an on-site mock up trainer. (PR: IW 102)

## IW 207 – Steersman/Apprentice Mate of Towing Vessels.

6 Credits. This course prepares the student in the academic subjects required for the first Coast Guard license in the progression to Master of Towing Vessels. This course is approved by the U.S. Coast Guard. (PR: Permission)

## IW 209 – Marine Navigation Rules.

3 Credits. This course covers the regulations that govern the marking, lighting, signaling and maneuvering of all vessels on U.S. rivers and international waterways. (PR: Permission)

## IW 211 – Piloting and Navigation.

3 Credits. This course covers the art and science of navigation on inland and near coastal waters. Students learn how to pilot a vessel in open waters both with and without reference to landmarks avoiding known submerged and visible obstacles. Students are required to determine the vessel's position using navigation charts, visual references, and radar. (PR: Permission)

## IW 213 – Shipboard Dock Operations.

3 Credits. This course teaches effective utilization and management of all resources to ensure the safe completion of a vessel's voyage. The course focuses on bridge officers' skills such as teamwork, team building, communication, leadership, decision making, and resource management and incorporates this into the larger picture of organizational and regulatory management. This course addresses issues such a management of operational tasks, stress, attitudes and risk.

## IW 215 – Radar Observer (Inland).

2 Credits. This course instructs students on how to utilize marine radar to safely navigate on inland waterways. Students learn how to use radar to navigate in good and inclement weather, as well as during periods of limited visibility, and upon discovery of an obstacle, take the appropriate action to avoid a collision. Students taking this course are eligible for a U. S. Coast Guard certification.

## IW 280-289 - Special Topics.

1-6 Credits. This course presents various topics in marine transportation.

## IW 290 – Maritime OJT Training Phase I.

1-6 Credits. This course consists of an entry level supervised paid on-the-job training (OJT), internship, or practicum performed in a maritime setting. Students will apply maritime science theory in real life situations while serving a member of a crew and by performing deckhand duties.

## IW 291 – Maritime OJT Training Phase II.

1-6 Credits. This course consists of an advanced supervised paid on-the-job training (OJT), internship, or practicum performed in a maritime setting. Students will apply maritime science theory in real life situations with minimal supervision while serving

a member of a crew and by performing deckhand duties. (PR: Permission)

## Machinist Technology (MT)

(Classes are taught at Robert C. Byrd Institute for Advanced Flexible Manufacturing)

## MT 105 – Industrial Safety.

2 Credits. Fall only. An introductory course designed to develop safe workplace practices and to become familiar with OSHA standards. Students will be required to demonstrate safe handling of work materials, operation of machines and tooling, and storage and disposal of hazardous materials.

## MT 121 – Introduction to Machinery.

6 Credits. This course is a hands-on laboratory experience to acquaint the student with machinery and the industrial environment. The application of tool skills, knowledge of blueprint reading and precision measurement will be stressed. Specific projects will be completed based on industry recommendations from aerospace, automotive and other advanced manufacturing employers to build the students level of expertise applicable to meet required quality standards. (PR: Permission)

## MT 200 – Blueprint Reading, Precision Measurement & Inspection

4 Credits. Students will develop the knowledge, abilities and skills to use standard and GDT orthographic blueprints as required in a machine shop and proper identification/selection and use of measurement instruments to ensure machined projects meet the blueprint specifications.

## MT 205 – Precision Measurement.

3 Credits. Fall only. Students learn to identify select and use measuring instruments used in machining.

## MT 215 – Metalworking Theory & Application.

6 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 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 241 – Introduction to Computer Numerical Control Machining.

4 Credits. Fall only. Students will be provided an overview of the history of CNC machining, operation, setup, G-code programming and coordinate systems used on CNC machines. Students will have the opportunity to work with up-to-date CNC equipment after learning the basics. (PR: Permission)

## MT 244 – CNC Setup/Operation.

6 Credits. Students will receive comprehensive instruction on CNC lathe and mill operations including machine setup and tooling selection. They will receive instruction on work coordinates, tool length offsets, coordinate settings, program entering and editing, tool wear compensation, setting zero, and part set up. Milling operations will cover X, Y, and Z axes, and lathe opera-

# COURSE DESCRIPTIONS

tions will cover X and Z axes. Including industry specific hands on projects aligned to prepare students for work in aerospace, automotive, and other manufacturing fields. (PR: Permission)

**MT 246 – Computer Aided Manufacturing and Design (CAD/CAM).**

6 Credits. This course will introduce CNC Programming via computer aided design (CAD) and computer aided manufacturing (CAM). Students will learn to use industry recognized software programs such as Mastercam as well as conversational programming. Basic parametric modeling and design will be taught, process layout, tool selection and how to post a program. Students will receive instruction in program verification and how to analyze it. Course focus will be 2 and 3 axis programming. (PR: Permission)

**MT 248 – NIMS Credentialing/CNC Projects**

5 Credits. Student will be required to pass the 2 NIMS CNC Machining Level I tests, both written and performance. During this course, the student will also be required to produce parts from drawings on a project basis to ensure competency in all aspects of CNC operation and programming, some of these could possible be prototypes for industry. (PR: MT 246)

**MT 280-283 – Machinist Special Topics.**

1-4 Credits. Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor. (PR: Permission)

**MT 284-288 – Machinist Technology Special Topics.**

1-6 . Machinist Technology Special Topics. Study and skill development not normally covered in other courses.

## Maintenance Technology (MTEC)

**MTEC 101 – Machine Shop I.**

3 Credits. This course designed to teach students the proper use of power-operated shop equipment including metal turning lathes, milling machines, shapers, saws, and drills as well as standard safety practices and operating procedures.

**MTEC 105 – Fundamentals of Industrial Maintenance.**

3 Credits. This course is designed to teach students the knowledge and skills necessary to enter the field of industrial maintenance. Students will learn about workplace safety, measurement and calculation, proper use of tools, fasteners, lubrication, bearings, mechanical alignment, and vibration.

**MTEC 107 – Welding.**

3 Credits. This course introduces students to the fundamentals of welding/cutting. Students will become familiar with general safety, welding terms and joints, and oxyfuel welding techniques.

**MTEC 110 – Print and Schematic Reading.**

3 Credits. Teaches students the basics of reading mechanical prints, schematics for electrical/electronic circuits, hydraulic/pneumatic circuits, and piping schematics

**MTEC 113 – Fundamentals of Welding Technology.**

3 Credits. Fundamentals of Welding Technology teaches students the knowledge and skills necessary to become proficient in welding techniques. Students learn welding terms and processes, how to perform oxyfuel cutting, and the proper safety techniques to be used in all welding situations.

**MTEC 121 – Machine Tool Operation.**

3 Credits. This course introduces students working with intermediate hand and power tools to the skills related to machine tool technology including vertical band hand saws, grinders, metal lathes, and milling machines. Students will learn how to measure and to scribe circles, radian, and parallel lines on a work piece. (PR: Permission)

**MTEC 171 – Hydraulic and Pneumatic Systems.**

3 Credits. Teaches students the principles and practical application of pneumatic and hydraulic systems.

**MTEC 250 – Electricity Basics I.**

3 Credits. This course is designed to teach the principles of electricity, AC circuits, series and parallel circuits, resistors, Ohm's Law, magnetism, electrical measurement, and DC circuits.

**MTEC 251 – Electrical Maintenance.**

3 Credits. Teaches students the knowledge and base technical skills for entry into the field of electrical industrial maintenance. Students will learn basic electrical theory and calculations; how to use electrical tools, instruments, and equipment; how to read electrical schematics and diagrams; and how to safely work with electrical systems.

**MTEC 280-289 – Special Topics.**

1-6 Credits. This course presents various topics in maintenance technology field.

## Management (MG)

**MG 101 – Introduction to Business.**

3 Credits. Study of the nature of business activities and problems regarding ownership, organization, management and control. Course content is designed to emphasize business vocabulary and explore personal characteristics and training most desirable for various areas of specialization in business.

**MG 102 – Introduction to Entrepreneurship.**

3 Credits. This course introduces individuals desiring to start and run their own business to the principles of entrepreneurship. Students will learn how to develop and draft business, marketing, sales, and financing plans while learning how to determine product/service pricing. Discussions will focus on best business practices for start-up and future growth considerations.

**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.

**MG 131 – Leadership and Construction Management.**

3 Credits. This interdisciplinary course prepares students to take an active managerial/leadership role in the construction industry by learning to use: effective interpersonal communication, the planning process to better utilize human and physical resources in the work place, form and lead a highly motivated team, and how to foster a safe and productive work environment. (PR: Permission)

**MG 181 – Retailing.**

3 Credits. Introduction to retailing with managerial and supervisory insights. Includes topics of franchising, location and layout, organization, sales, and customer services.

# COURSE DESCRIPTIONS

**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 HM101)

**MG 203 – Managing Call Center Teams.**  
3 Credits. Provides skills on how to build effective work teams within the call center environment. (PR: SS 201 or MG 202)

**MG 205 – Call Center Environment/Technology.**  
3 Credits. This course covers call center technology equipment and systems. Students will learn telecommunications terminology, theory, infrastructure and troubleshooting techniques. Student will explore telecommunications technology that supports web-enabled multimedia call centers in the information age. (PR: IT 101)

**MG 207 – Managing Call Center Data.**  
3 Credits. Focus on how to collect, interpret and manage data that is generated in a call center environment. Students will learn how to define and interpret data from efficiency, productivity, attendance and log-in reports. Forecasting and budgeting techniques will also be discussed. (PR: MAT 210)

**MG 209 – Occupational Safety.**  
3 Credits. This course will provide students with a basic understanding of the nature of occupational safety, accident prevention and loss reduction. Topics to be discussed include accident causation, strategies for minimizing injuries and losses, sources of assistance in resolving safety problems, and Occupational Safety and Health Act (OSHA) standards, policies, and procedures.

**MG 220 – Introduction to Data Analytics.**  
3 Credits. An introduction and overview of information resources commonly used in business including secondary and syndicated data resources. The focus of the course is enabling students to identify, locate, analyze, and report on business data sources both qualitatively and quantitatively. (PR: IT 150)

**MG 226 – Business Law.**  
3 Credits. Focus on various business forms and laws governing businesses and business transactions. Students learn to analyze business transactions such as those dealing with sales, insurance, real estate, bankruptcy, and financial statements, with emphasis on commercial documents.

**MG 232 – Supply Chain Management.**  
3 Credits. This course introduces students to the field of logistics. Topics include careers in logistics, the development of logistics systems, modes of transportation, distribution planning, supply chain security, and customer service. The roles and functions of purchasing packaging, materials handling, inventory management, warehousing, and logistics software are also explored. (PR: Permission)

**MG 233 – Personnel Management.**  
3 Credits. Designed to acquaint the student with principles of managing personnel in business. Personnel recruitment, selection, and evaluation; job analysis and evaluation; employee retention; wage and salary administration; and labor relations and legislation are studied. (PR: MG 101 or Permission)

**MG 280-287 – Special Topics.**  
1-4 Credits. Study of content not normally covered in other courses. (PR: Permission)

**MG 296 – Integrated Business Strategies.**  
3 Credits. A capstone course in which students work in teams, using their skills and knowledge to develop and implement simulated business strategies. (PR: Students must have completed at least 45 credit hours in their program)

**MG 299 – Cooperative Work Experience.**  
1-9 Credits (CR/NC). Supervised on-the-job training for business students. (PR: Permission)

## **Manufacturing Engineering Technology (MFE)**

**MFE 103 – Entrepreneurship for Manufacturing.**  
3 Credits. Spring only. This course teaches students the requisite steps to develop a feasible new product. A possible product will be identified using the Quest process, followed by actual Focus Groups and surveys. Feasibility will be checked through product research, patent searches, business plans, etc., using the expertise of the local SCORE. Finally the process required to start a business in WV will be explained, using state employee expertise.

**MFE 116 – Manufacturing Processes.**  
3 Credits. Fall only. This course introduces students to the wide variety of manufacturing strategies and processes in the creation of consumer and industrial goods. Topics include: milling, turning, casting, forging, stamping, punching, bending, welding, water jet, laser cutting, plasma cutting, injection molding, blow molding, thermoforming, and rotational molding. Offered Fall Semester only

**MFE 201 – Composite Materials, Tooling and Mold Design.**  
3 Credits. This course covers the basic materials used to make composites, how composites are processed, and the applications of composites in various markets. This course covers the basic considerations for composite mold and tooling design as well as the future use of Additive Manufacturing (AM) for alternative tool and mold fabrication.

**MFE 202 – Additive Manufacturing Techniques.**  
3 Credits. This course provides an introduction to the processes and equipment used in the Additive Manufacturing (AM) processes. Through hands-on exercises, students will learn how to program and operate additive manufacturing equipment, as well as perform necessary preventative maintenance tasks. The course consists of lectures, demonstrations and project-based learning activities which will help prepare students to obtain Society of Manufacturing Engineers (SMEs) Additive Manufacturing Certificate.

**MFE 220 – Computer Aided Design I.**  
4 Credits. Fall only. This course provides students with a solid foundation in reading and creating engineering drawings using AutoCAD. The student will learn 2D computer aided design techniques through 3D solid modeling software and design (PR: Permission)

**MFE 230 – Computer Aided Design II.**  
4 Credits. Spring only. This course challenges students to design in the 3D solid modeling world. Students rapidly create 3D component parts, assemblies, and produce 2D detailed engineering drawings using a single database of information in AutoCad and Inventor. Students will use their 3D designs to create rapid prototypes in concurrent course work. 3D solid modeling is required for production using modern manufacturing techniques. (PR: Permission)

# COURSE DESCRIPTIONS

## MFE 240 – Statics.

3 Credits. This course examines the application of forces in equilibrium. Students will use force vector analysis to solve problems involving resultant force and distributed load, center of gravity, moment, trusses and frames. Free body diagrams will be used in the problem solving process. (PR: SCI 110)

## MFE 245 – Mechanics of Materials.

3 Credits. Spring only. This course builds on the force analysis used in Statics. Students will determine the level of stress that beams and structural members experience under a variety of point and distributed loading conditions. Course topics include: stress, strain, Poisson's ratio, Hooke's law, shear and bending moment diagrams, and moment of inertia. (PR: MT 240)

## MFE 248 – Statistical Process and Control.

3 Credits. Spring only. This course teaches students the necessary statistical concepts to perform quality studies for manufacturing, mining and similar processes, as well as comparative devices to compare actual to predicted product properties. Students also will learn the historical precedents for these studies, including TQM, Six Sigma, and Lean Manufacturing.

## MFE 253 – 3D Scanning for Reverse Engineering.

4 Credits. Spring only. This course teaches students the required skills to produce files that can be used in 3D CAD programs and digital rapid prototypers from three-dimensional scans. The student first will learn to use a 3D scanner to produce a point cloud. The student will then learn to use 3D CAD programs to repair these files, as required, to produce a working 3D prototype form a digital rapid prototyper.

## MFE 255 – Rapid Prototyping Techniques.

3 Credits. Spring only. This course teaches students the requisite steps to successfully create a rapid prototyping ABS-Plus model. Students will create three-dimensionally coherent STL files, and then print actual ABS models. Products also will be reverse-engineered by first scanning the object. Finally, the models will be used to assess the engineering and functional appropriateness of the proposed product.

## MFE 258 – Introduction to Visual Digitalization.

4 Credits. Fall only. This course focuses on training students in the contemporary techniques of 3D modeling, rendering, and animation. Topics include visualization (photo-realism), which allows the student to create presentation drawings for realistic, three-dimensional architectural designs, product designs, etc. Also 3D-animation will be covered, allowing realistic spatial viewing of the particular design product.

## MFE 262 – Engineering Design.

4 Credits. Fall only. Students work in teams to complete projects that cover problem definition, solution, and presentation. The teams will learn modeling and visual representation, spreadsheet applications to scientific computations, basic project management, written and oral communication, professionalism, and ethics. (PR: MFE 220, MFE 230)

## MFE 280-281 – Special Topics.

1-4 Credits. Study of content not normally covered in other courses. (PR: Permission)

## MFE 290 – Manufacturing Capstone.

3 Credits. This course will challenge the student to utilize the combined knowledge and experience gained in the program.

Students will work individually and in small teams to design and manufacture parts and assemblies. CAD, stress and strain calculations, and material selection experience will be applied in the course. (PR: MFE 230, MFE 240, MFE 245 and MFE 255)  
Offered Spring 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. Spring only. A study of how to deliver excellent customer service. Students will learn how to maintain control over troublesome internal and external customer situations, methods for reducing negative stress, the importance of ethics in the work environment, and techniques for motivating employees to provide excellent customer service. (PR: ENL 111)

## Massage Therapy (MAS)

### MAS 101 – Introduction to Massage Therapy.

1 Credit. Fall only. This course provides a general overview of the massage therapy career and the science of complementary medicine.

### MAS 201 – Introduction to Eastern Theory.

3 Credits. Fall only. This course introduces the student to the basic philosophy of Eastern medicine as it relates to medicine. This course introduces the five branches of Traditional Chinese Medicine (TCM), the macrocosmic and microcosmic principles of Qi, the theory of Yin/Yang, the five element theory, the eight principles, and other key philosophies of Eastern medicine.

### MAS 212 – Body Works I for Massage Therapy.

2 Credits. Fall only. Body Works I presents an integral approach to teaching the core and fundamental knowledge base of therapeutic massage. The course presents the four layers of the existing spectrum of touch, the continuum of the three paradigms of possible levels of practice, and the skills and categories which represent universal and recurring concepts from varied schools of thought. Strong emphasis is placed on the importance of the student developing coordination, balance, and stamina. (CO: MAS 201, 232, and 240)

### MAS 212L – Body Works I for MAS.

1 Credit. Fall only. Students perform hands on manipulation techniques introduced in Body Works I. (PR: AH 151 and BIOL 260) (CO: MAS 212)

### MAS 214 – Body Works II for Massage Therapy.

3 Credits. Spring only. Body Works II continues the foundations laid in Body Works I. Developing deeper, the power of intention and body mechanics. This course will go into a more profound understanding of each modality within the four layers of touch. Different assessment strategies including charting, SOAP notes, and record keeping will be explored. Student competence will be developed as they learn to integrate skills learned into their practice of message. (CO: MAS 228, 245, 250, and 255)

### MAS 214L – Body Works II for MAS.

1 Credit. Spring only. Students perform hands on manipulation techniques introduced in Body Works II. (PR: MAS 212 and

# COURSE DESCRIPTIONS

## MAS 212L)

### MAS 222 – Business and Ethics.

3 Credits. Summer only. Business and Ethics for MAS is a professional growth and development course designed to help student graduates transition into professional practice with knowledge of ethical business practices and good decision making skills specific to the massage therapy practice. This course combines discussion of the complex issues concerning the ethics of touch with all aspects of operating a massage therapy practice. Students will learn how to maintain the highest ethical and professional standards in their practices and to identify ways that they can engage in a successful, profitable and ethical business. (PR: Acceptance into the Massage Therapy Program)

MAS 228 – Pathology and Pharmacology for Massage Therapy. 3 Credits. Spring only. Pathology and Pharmacology for the Massage Therapist provides a scientific background for developing an appropriate treatment plan based on a clients medical history. The course will review basic anatomy and function. Pathologies will be identified for each major organ system and drug protocols for each will be discussed. Cautions and contraindications for massage will also be discussed at length. (CO: MAS 214, 245, 250 and 255)

### MAS 235 – Student Clinic Massage.

3 Credits. Summer only. This course provides the student an opportunity to work with patients in a supervised environment. Interpreting patient medical information, developing treatment plans, practicing proper communication skills and utilizing the various techniques learned. The class offers the opportunity to build the confidence level and professionalism of the student. (PR: Admission to the MAS program, BIOL 260 and AH 151; CO: MAS 240)

### MAS 240 – Muscle Palp I.

3 Credits. Fall only. Muscle Palpation I is a course that offers an in-depth look at the human muscular system. This course deals with the characteristic of muscle tissue, connective tissue, components of skeletal muscle, the nerve and blood supply, contraction and relaxation of skeletal muscle fibers and muscle metabolism. During this course, students will learn to superficially outlined the shape and fiber direction of the various muscles and muscle groups studies. The muscles covered in this course will focus on the lower extremity. Additionally, the student will learn to physically locate, palpate, and demonstrate the actions of the major muscle groups, related bones and boney landmarks. (CO: MAS 201, MS 212, MAS 232)

### MAS 245 – Muscle Palp II.

3 Credits. Spring only. Muscle Palpation II is a course that offers an in-depth look at the human muscular system. This course deals with the characteristics of muscle tissue, connective tissue, components of skeletal muscle, the nerve and blood supply, contraction and relaxation of skeletal muscle fibers and muscle metabolism. During this course, students will learn to superficially outline the shape and fiber direction of the various muscles and muscle groups studied. The muscles covered in this course will focus on the upper extremity. Additionally, the student will learn to physically locate, palpate, and demonstrate the actions of the major muscle groups, related bones and boney landmarks. (CO: MAS 214, 228, 250, 255)

### MAS 250 – Shiatsu for MAS.

3 Credits. Spring only. Shiatsu provides the specific foundation,

context and technical hands-on skills for basic Shiatsu practice. During this course the basic philosophy, specific channels and points, as well as the principles of assessment, patterns of imbalance and organ dysfunction are reviewed as it relates to the practice of Shiatsu. This course also provides students with a more in depth study of the pathways of the 12 regular channels and two of the eight extraordinary vessels studied in the course introduction to Eastern Theory including selected points on each channel essential to the Shiatsu treatment process. Basic point palpation and location will also be practiced to help students develop the sensitivity and skills necessary for effective Shiatsu treatment. (CO: MAS 214, MAS 228, MAS 245, and MAS 255)

### MAS 255 – Deep Tissue for Massage Therapy.

3 Credits. Spring only. This course will teach the student an understanding of the layers of the musculoskeletal system and the ability to work with tissue in these layers to relax, lengthen and release holding patterns in the most effective and energy efficient manner. The history and evolution of Deep Tissue Massage with also be covered. (CO: MAS 214, 228, 245, and 250)

### MAS 270 – Spa Theory for MAS.

2 Credits. Summer only. Course provides a working knowledge of the most commonly practiced spa techniques performed in both dry and wet room settings without the need for full spa facilities. Course includes the theory, contraindications, and the benefits of each treatment including the history of spas, bathing and spa models as they develop over time. In addition, students will learn spa-specific customer service how to work in teams, proper body mechanics for preserving one's body, and resume development for obtaining employment as a spa therapist. (CO: MAS 235)

### MAS 275 - MAS Board Review Capstone.

2 Credits. Summer only. This course focuses on correct issues in the message profession and prepares students for the Massage Therapy Board Examinations. (PR: Admission into the MAS program)

### MAS 280-289 – Special Topics.

1-8 Credits. Study of content not normally covered in other courses. (PR: Permission)

## Mathematics (MAT)

### MAT 100 – Occupational Mathematics.

3 Credits. This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematic-intensive programs. Topics include applications to percent, ratio and proportion, statistics, finance, and probability. Upon completion, students should be able to solve practical problems; reason and communicate with mathematics; and work confidently, collaboratively, and independently. Applications may be drawn from the fields of business, human services, and health fields. (CO: ASC 099)

### MAT 115 – Business Mathematics.

3 Credits. Mathematical operations applied to negotiate instruments, payroll, discounts, interest, merchandising, commissions and other business topics. Calculators will be used in making computations. (PR: MAT 097; ACT 19 or PLAC 100)

### MAT 120 – Applied Professional Mathematics.

3 Credits. Content consists of marketplace mathematics, introductory statistics, the mathematics of sets, prediction, mathematical relationships, optimization, geometry, graph theory and introductory logic. (PR: ACT 19; MAT 097; or PLAC 100)

# COURSE DESCRIPTIONS

**MAT 121 – Applied Professional Math Expanded.**  
5 Credits. Consists of marketplace mathematics, introductory statistics, and the mathematics of sets, prediction, mathematical relationships, optimization, geometry, graph theory and introductory logic. This class also incorporates “just in time” developmental math needs. (PR: ACT 12-15 or PLAC 096) (Requisite: ASC 099)

**MAT 130 – College Algebra.**  
4 Credits. This course covers equations, inequalities, graphs, polynomial functions, exponential and logarithmic functions, systems of equations and inequalities, matrices, conic sections, sequences, series, and mathematical induction. (PR: MAT 144 or MAT 145 or ACT 21 or Placement or Permission)

**MAT 133 – Math for Applied Health.**  
5 Credits. This course presents basic math and algebra principles used daily in the applied health careers. Topics covered will include the metric system with focus on unit conversions by proportionalities and dimensional analysis; representations of linear functions verbally, graphically, numerically, and algebraically; exponential growth and decay; logarithmic functions; analysis of proportionality of quantities; and formula manipulation.

**MAT 135 – Mathematics for Machinist Technology.**  
3 Credits. Fall only. Designed to develop understanding of mathematical concepts required of skilled employees in the machine trade and related occupations. (PR: MAT 096, ACT 19; MAT 097, PLAC 100 or Boot camp; and permission)

**MAT 137- Culinary Math**  
This course presents basic math principles used daily in food service and hospitality careers. Along with mathematical principles, this course utilizes word problems and examples exclusive to food service including, but not limited to, the study of recipe conversion and yields, production formulas, weights and measures, the metric system, and recipe and food cost analysis. Skills developed in this course are critical to the successful control of food costs and effective culinary management.

**MAT 144 – Applications in Algebra Expanded.**  
5 Credits. Algebraic applications needed by technicians including equation solving, inequalities, functions, quadratic equations, systems, logarithmic functions, graphing and statistics. This course includes introductory skills needed to be successful including integer and rational number operations, exponent rules, and simplifying algebraic expressions. (PR: ACCUPLACER Scores: Arithmetic 36 and Elementary Algebra 23; CR: ASC 099)

**MAT 145 – Applications in Algebra.**  
3 Credits. Algebraic applications needed by technicians including equation solving, inequalities, functions, quadratic equations, systems, logarithmic functions, graphing and statistics. (PR: ACT 19; MAT 096; MAT 097; or PLAC 100)

**MAT 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.

**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)

**MAT 210 – Statistics for Business and Industry.**  
3 Credits. An introduction to basic statistical concepts and applications. Content includes the nature of statistics and data; data descriptions and representations, basic probability, random sampling, distributions, non-parametric methods, time series and quality control. (PR: MAT 115 or MAT 145 or MAT 120)

**MAT 215- Applied Discrete Math**  
3 Credits. This course is an introduction to logic, set theory, number theory, combinatorics, and Boolean algebra. The course will provide foundation for computer science courses and electronics courses. (PR: MAT 135, MAT 144 or MAT 145)

**MAT 280-283 – Special Topics.**  
1-6 Credits. Study of content not normally covered in other courses. (PR: Permission)

## Medical Assisting (MA)

**MA 201 – Medical Assisting Techniques I.**  
4 Credits. Fall only. A lecture (3)/lab (1) introduction course to clinical skills performed in medical offices with emphasis on asepsis, infection control, OSHA Standards, health history and physical examinations and assessment, vital signs, and common diseases and conditions. Students practice skills needed to work in the clinical area of an ambulatory healthcare setting.

**MA 202 – Medical Assisting Techniques II.**  
4 Credits. Spring only. This lecture (3)/lab (1) course provides continued instruction in advanced level clinical skills performed in medical offices. This course emphasizes instruction of assisting with assessment in specialty area such as eye and ear, gynecologic, pediatric, minor office surgical procedures and administration of medication including subcutaneous, intramuscular, intradermal injections and cardiopulmonary procedures including electrocardiogram and pulmonary function test. Students practice advanced level skills needed to work in the clinical area of an ambulatory healthcare setting. (PR: MA 201)

**MA 203 – Medical Lab Techniques.**  
3 Credits. Spring only. A lecture (2)/lab (1) course providing instruction to a medical lab including quality control, specimen collection, and analysis. Includes urinalysis, hematology, microbiology, chemistry, and immunology procedures and testing. Regulatory guidelines including OSHA and CLIA standards are also taught in this course. Students practice skills needed to perform many laboratory tests common to a medical office.

**MA 204 – Physician’s Office Medical Coding.**  
3 Credits. Fall only. Introduction to physician’s office medical coding. The student will learn coding systems including CPT-4 and ICD-10-CM as they apply to physician billing, claim submission and accurate reimbursement from Medicare, Medicaid and third party payers.

**MA 205 – Medical Office Claims Procedures.**  
3 Credits. Spring only. Use of CPT, HCPCS, ICD-9-CM coding systems as they apply to physician claim submission and accurate reimbursement from all payer sources. Explore proper documentation to optimize reimbursement.

**MA 206 – Medical Office Procedures I for Medical Assistants.**  
3 Credits. Fall only. This class is an introduction to the admin-

## COURSE DESCRIPTIONS

istrative area of a medical office or ambulatory care setting designed to cover entry-level administrative and general competencies as designated by the American Association of Medical Assistants. Administrative and clerical functions will emphasize ethics and law, interaction with patients and the medical record, reception duties, telephone techniques, and electronic health records.

### MA 208 – Medical Office Procedures II.

3 Credits. Spring only. This course is a continuation of MA 206 to the administrative area of a medical office or ambulatory care setting designed to cover entry-level administrative and general competencies as designated by the American Association of Medical Assistants. Administrative and clerical functions will emphasize appointment scheduling, medical record management, written and electronic communication, medical accounting, insurance and financial duties, and the electronic health record functions. (PR: MA 206)

### MA 210 – Medical Office Practicum.

3 Credits (CR/NC). Summer only. Supervised learning experience in Medical Assisting designed to provide students with an opportunity to obtain technical experience under the supervision of competent practitioners. (PR: MA 201, 202, 203, 204, 205, 206, 208, and AH 216)

### MA 280-285 – Special Topics.

1-4 Credits. Study of content not normally covered in other courses. (PR: Permission)

### Military Science (MILS)

#### MILS 101 – Foundation of Officership.

1 Credit. Students learn fundamental concepts of leadership and team development. The fundamentals of leadership development are reinforced through classroom and outdoor laboratory environments that are designed to increase individual self-confidence through team interactions and physical fitness activities, training in land navigation, first aid, and basic drill and ceremonies. (CO: 101L)

#### MILS 101L – Military Science Basic Course Leadership.

1 Credit. Students learn and practice basic soldier skills and field craft. Students use team building leadership activities in drill and ceremonies, rappelling, and basic marksmanship. (CO: MILS 101)

#### MILS 110 – Introduction to Military Science.

3 Credits. This course prepares future service members for military service. Topics include history of the US military, military branch history, basic First Aid, land navigation, military protocol and procedures, the military education benefits, military transcripts and personal finance. (PR: Permission)

MILS 201 – Individual Leadership Studies. 2 Credits. This course teaches students how ethics-based leadership is used to develop leadership abilities and how these skills contribute to the small-unit team-building process. Students will further develop their skills with participation in communication exercises, event planning, group coordination, advanced first aid, land navigation, and basic tactical exercises. (PR: MILS 102 or permission; CO: MILS 201)

#### MILS 201L – Individual Leadership Studies Lab.

1 Credit. This lab course is used to develop individual leadership abilities by providing practical application exercise for student

participation in team building activities, which include communication exercises, event planning, group coordination, advanced first aid, land navigation, and basic tactical exercise. (PR: MILS 102 or permission; CO: MILS 201)

#### MILS 280-283 - Special.

1-6 Credits. Study of content not normally covered in other Military Science Courses.

### Mining Information Technology (MIT)

#### MIT 275 – Mine Safety Inspector On-the-Job Training.

1-12 Credits. This course consists of supervised paid OJT, internship, or practicum performed in a mine safety inspecting setting while working for the U.S. Department of Labor. Students will apply their knowledge in real life situations by performing safety inspections of surface and/or underground mine sites, investigating accidents, reporting violations, and assessing penalties for non-compliance. On-the-job training and attainment of program learning outcomes will be verified by an employer. (PR: Permission)

### Multi-Craft Technology (MTEC)

#### MTEC 101 – Machine Shop I.

3 Credits. Machine Shop I teaches students the proper use of power-operated shop equipment including metal turning lathes, milling machines, shapes, saws and drills as well as standard safety practices and operating procedures.

#### MTEC 105 – Fundamentals of Industrial Maintenance.

3 Credits. Fundamentals of Industrial Maintenance teaches students the knowledge and skills necessary to enter the field of industrial maintenance. Students will learn about workplace safety, measurement and calculation, proper use of tools, fasteners, lubrication, bearings, mechanical alignment and vibration.

#### MTEC 107 – Welding.

3 Credits. This course introduces students to the fundamentals of welding/cutting. Students will become familiar with general safety, welding terms and joints, and oxyfuel welding techniques.

#### MTEC 110 – Print and Schematic Reading.

3 Credits. Print and schematic teach the basics of reading mechanical prints and schematics for electrical/electronic circuits, hydraulic/pneumatic circuits, and piping systems.

#### MTEC 114 – Fundamentals of Welding Technology.

3 Credits. Fundamentals of Welding Technology teach students the knowledge and skills necessary to become proficient in welding techniques. Students learn welding terms and processes, how to perform oxyfuel cutting, and the proper safety techniques to be used in all welding situations.

#### MTEC 121 – Machine Tool Operations.

3 Credits. This course introduces students working with intermediate hand and power tools to the skills related to machine tool technology including vertical band saws, grinders, metal lathes, and milling machines. Students will learn how to measure and to scribe circles, radian, and parallel lines on a work piece. (PR: Permission)

#### MTEC 171 – Hydraulic and Pneumatic Systems.

3 Credits. Hydraulic and Pneumatic Systems teach students the principles and practical applications of pneumatic and hydraulic systems.



# COURSE DESCRIPTIONS

## MTEC 250 – Electricity Basics I.

3 Credits. Electricity Basics I teach the principles of electricity, AC circuits, series and parallel circuits, resistors, Ohm's Law, magnetism, electrical measurement, and DC circuits.

## MTEC 251 – Electrical Maintenance.

3 Credits. Electrical Maintenance teaches students the knowledge and base technical skills for entry into the field of electrical industrial maintenance. Students will learn about basic electrical theory and calculations; how to use electrical tools, instruments, and equipment; how to read electrical schematics and diagrams, and how to safely work with electrical systems.

## MTEC 280-289 – Special Topics.

1-6 Credits. This course presents various topics in maintenance technology field.

## Music (MUSI)

### MUSI 101 – Introduction to Music.

3 Credits. Spring only. This introductory music course furnished the student with information on the basic elements of music and its major forms, genres, and stylistic periods, which can be used for intelligent appreciation and understanding of music.

## Occupational Development (OD)

### OD 100 – Introduction to Occupational Development.

1 to 3 Credits. An introduction to the occupational field and responsibilities of the professional in the field. Provide a foundation for employment and further coursework in the chosen field.

### OD 104 – Specialized Occupational Training.

1 to 3 Credits. Instruction for occupational leaders of curriculum needed in the occupation for self improvement or for teaching to fellow employees in the field. This curriculum will vary with the needs of the students. Some classes covered are OSHA 500, OSHA 501, Air Monitoring, Metal and Non-metal Mining, and others.

### OD 105 – OSHA 500.

2 to 3 Credits (CR/NC). A course for persons in the construction industry who are interested in developing safety and health programs in the private sector. Using OSHA standards as a guide, special emphasis is placed on becoming knowledgeable about the most hazardous areas of industry. (PR: Permission)

### OD 106 – OSHA 501.

2 to 3 Credits (CR/NC). Designed for private sector personnel from all types of industries, this course presents detailed information on how the provisions of the Occupational Safety and Health Act may be implemented in the workplace. (PR: Permission)

### OD 107 – Lead Abatement.

2 Credits (CR/NC). This course is to train the trainer to teach what regulations are required to have a safe and healthy job site while working with the hazards of lead. The instructor will be preparing students for state certification examinations as well as fulfill training requirements as dictated by EPA Title X, and state legislative requirements. (PR: Permission)

### OD 108 – First Aid/CPR/AED Instructor.

2 Credits (CR/NC). The purpose is to train instructor candidates to teach American Red Cross First Aid/CPR/AED Program courses and modules. (PR: Permission)

### OD 109 – Scaffolding.

2 Credits (CR/NC). Introduces students to the four hazard classifications related to scaffolding. Teaches students to associate the classifications with actual injury statistics from OSHA and the BLS. Includes the identification of various scaffold components. (PR: Permission)

### OD 110 – Confined Space.

2 Credits (CR/NC). Teaches major legal requirements of OSHA's permit-required confined space standard to ensure that members of the building and construction trades understand what it is to work safely in confined spaces. (PR: Permission)

### OD 111 – Science Air Monitoring.

2 Credits (CR/NC). Focus on air monitoring of common occupational health hazards in the painting industry. The course includes maintenance and calibration of air monitoring equipment, record keeping, quality control instruments, calibration and other engineering controls. (PR: Permission)

### OD 112 – Blueprints, Codes and Specifications.

2 to 8 Credits (CR/NC). Upon successful completion of this course, the student will be able to locate and identify engineered specifications within a set of plans; locate and identify engineered scaled and unscaled drawings; order and manage construction materials from a set of plans; increase creditability and communication between the job foreman and job-site engineers; identify National Building Codes pertaining to their trade. Available to students through partnerships with Department of Labor approved apprenticeship programs.

### OD 120 – On-the-Job Training.

1 to 12 Credits. This course consists of paid or unpaid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The on-the-job training component is converted to credit hours at a ratio of 200:1 with a maximum of 2,400 contact hours allowable. A statement of the total number of contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college record. This credit will be recorded immediately prior to graduation from college. (PR: Must major in Occupational Development degree programs)

## Painting and Allied Trades (PAT)

### PAT 120 – Introduction to Painting.

3 Credits. This class will orient individuals to the painting profession. The topics to be covered include painting materials, tools, equipment and terminology. An overview of the characteristics of light and color will also be provided.

### PAT 121 – Techniques of Painting.

4 Credits. This course covers surface preparation, selection and characteristics of materials, standards and specifications related to abrasive blasting, H2O blasting, and painting. Special emphasis will be placed on characteristics of normal and abnormal surface deterioration and thermal spraying for metal substrates.

### PAT 122 – Introduction to Wall covering.

3 Credits. This course covers the basic principles of wall covering. Students will learn how to prepare a surface wall covering and how to apply wall covering. Tools and materials of the wall covering trade will also be discussed.

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## PAT 130 – Introduction to Industrial Painting.

4 Credits. This class will orient individuals to the industrial painting profession. Topics to be covered include coating materials, tools, equipment and terminology. The differences between industrial painting and commercial painting will be identified and described.

## PAT 131 – Surface Preparation.

4 Credits. This course covers the tools, materials and methods used for cleaning and preparing surfaces using solvents, hand tools and power tools. Content in this course is based on the methods and procedures specified by SSPC and NACE.

## PAT 132 – Materials for Industrial Painting.

3 Credits. This course covers the basic components and film forming processes of paints and coatings. The different systems and functions of paints and coatings are described. The criteria for selecting a coating system based on surface environment and preparation requirements are outlined.

## PAT 133 – Techniques of Spraying.

3 Credits. This course covers the fundamentals of spray painting with a detailed discussion of the most common spray painting systems: electrostatic, turbine, airless, conventional, air, HVLP, and turbine. Student will also learn how to safely use spray equipment and the potential hazards involved.

## PAT 134 – Safety Measures for Industrial Painting.

3 Credits. This course covers the dangers related to working with lead and the procedures for safe exposure and abatement. In particular, this course will cover what lead is, where it can be found, its health effects, its hazards, worker and community rights related to lead, abatement methods, cleanup, disposal, and laws, regulations and standards.

## PAT 140 – Introduction to Glazing.

3 Credits. This course is designed to provide an introduction to glazing and the tools of the trade. Students will learn fundamentals of the glazing industry including the different purposes windows serve in a building's design, trade terminology, symbols, trade tools and materials. Students will learn the management of glass cutting projects.

## PAT 141 – Sealant Theory & Application.

4 Credits. This course is designed to provide an introduction to sealants used in the glazing trade. Students will learn sealant terminology, selection, forms, and their proper and most effective use for a given project. The basic principles regarding joint design and measurements as well as the proper substrate preparation techniques will be discussed. Additionally, students will learn the basics of structural glazing including its methods, applications and safety factors.

## PAT 142 – Basic Glass Fabrication.

3 Credits. This course is designed to build basic skills and knowledge necessary for fabricating glass including mirrors, spandrel glass, architectural panels and Ribbon Window Systems. Students will also learn the purpose and techniques for anodizing aluminum surfaces that often surround glass installations.

## PAT 143 – Math & Blueprint Reading for Glaziers.

3 Credits. This course will build upon the students' basic mathematics, trigonometry, measurement skills and knowledge by accurately using math when reading blueprints. Reading blueprints,

measuring, layout, fabrication and other functions specific to the glazing trade require accurate calculations and measurements for the success of any glazing job. Reading blueprints and tape rules or taking other measurements accurately will lead to properly cut glass or aluminum and will contribute to a timely and successful job.

## PAT 150 – Introduction to Sign and Display.

4 Credits. The display installers' profession is part of one of the fastest growing industries in the country. Convention Centers are expanding and improving facilities to attract more clientele while support service industries such as hotels, restaurants and entertainment industries provide numerous job opportunities around trade show locations. Display workers assemble and build large and small exhibits in the shops as well as install and dismantle them at the show locations. This course is intended to provide the display installer with basic skills in organization, tools of the trade and safe and efficient work practices. The apprentice installer will learn the various jobs available or expected of him, identify and describe commonly used tools, use proper terminology and describe the steps involved in planning, installing and dismantling a trade show.

## PAT 151 – Tools of the Sign and Display Trade.

4 Credits. Tradesmen in the sign industry need an infinite number of tools to bring the signs we see to life. Participants in this course will work with many stretch, tape and seam carpet and the show the proper techniques for dismantling the setup pieces. Also discussed will be the responsibilities of the lead person for storing deco equipment and keeping track of the equipment being used during the show.

## PAT 152 – Methods of Layout for Sign and Display.

4 Credits. Signs are meant to convey messages or to get someone from point A to point B. The composition of the sign determines whether a sign is pleasing to the eye or completely ignored. There are six interdependent components of a good sign. Each component needs the other five for a layout to succeed. Upon completion of this course, the participants should be able to create a sign that incorporates the six components of a good layout and conveys the intended message while meeting the clients' needs.

## PAT 153 – Techniques of Sign and Display.

4 Credits. This course will introduce the participant to the process of applying vinyl designs to a variety of substrates. Vinyl designs can be used for advertising and displaying information and can be applied on vehicles, windows, doors, wood or metal. Participants will learn the types of vinyl that can be used in given situations, the use of application tools, and the ability to identify and complete any preparations to various substrates prior to applying the vinyl. The sign and display apprentice will be taught how to inspect the applied vinyl for wrinkles, bubbles, adhesion, etc. and the resolution for any imperfections found. Cleanup procedures, personal protective equipment, safety precautions and the procedures for proper disposal of scrap metals will also be discussed to give the participants a foundation in the basics of applications.

## PAT 160 – Methods of Trade Show Floor Layout.

4 Credits. The first job at a show site is to transfer the floor plan to the floor of the facility. This must be accomplished before the equipment can be unloaded. In this course, the participant will learn to read and interpret the floor plan and its symbols that show how the floor space is to be divided into a basic framework desired by the association organizing the show. They will move

## COURSE DESCRIPTIONS

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 Trade Show Carpet Installation.**  
4 Credits. Using the proper tools and equipment for installing carpet at a trade show can make the difference between acceptable and unacceptable results. Having the proper tools and using them correctly will make the job easier, require less installation time and standardize every installation. The participant will be exposed to a myriad of skills and knowledge that will help him perform the job proficiently. Topics to be discussed include tools and equipment, carpet, booth carpet and aisle carpet installation procedures as well as the identification and practice of safety with respect to using tools, cutting, transporting and ergonomics when installing carpets.

**PAT 170 – Introduction to Floor Covering.**  
3 Credits. This course will provide the participant with a solid introduction to the floor covering trade. Participants will explore the rewards and benefits of working in the floor covering trade. Additionally, participants will be introduced to the many different types of materials from which they and their customers can choose when laying a new floor or replacing an old floor. Participants will learn to describe and determine which floor covering materials are appropriate for the job at hand and how the job can be accomplished safely and efficiently.

**PAT 171 – Sketching for Floor Coverers.**  
3 Credits. In this course, participants will learn to describe and demonstrate various drawings and sketches using both tools and freehand techniques. The participants will apply all newly learned skills to draw and sketch sections of storefront installation as well as a complex storefront.

**PAT 172 – Procedures for Floor Covering Prep.**  
3 Credits. This course describes the procedure for preparing concrete and other masonry surfaces to receive resilient floor coverings. Additionally, participants in this course will learn the requirements for preparing a wood surface for covering. Similar to the preparation for concrete work, the wood surface must be dry, clean, and level. The methods by which the wood surfaces

are prepared are more complex because of the many wood surfaces with which the installer must work.

**PAT 173 – Introduction to Carpet Installation.**  
3 Credits. In this course, participants will learn the history of the carpet industry in North America. Participants will learn that identifying the various types of carpet construction is essential to the installer and the installation process since each type determines which technique will be used for installation. Additionally, this course will provide a foundation of the tools and materials used when installing carpet.

**PAT 174 – Techniques of Floor Covering I.**  
3 Credits. This course will discuss the installation procedures and considerations for woven carpets and vinyl back carpet or carpet tiles. The participants will also learn techniques for installing stair carpet from which the basic principles can be applied to other installations of carpet on varying styles and dimensions of stairs.

**PAT 175 – Techniques of Floor Covering II.**  
3 Credits. This course will provide the floor coverer with a working knowledge of the appropriate procedures for preparing and installing laminate flooring, sheet goods, and resilient floor tile. Participants will be exposed to the types of surfaces on which the above mentioned types of flooring can be applied. Additionally, this course will discuss the importance of planning the layout, preparing the room and choosing specialty tools and other equipment needed to properly and efficiently install laminate flooring, sheet goods, and resilient floor tile.

**PAT 180 – Confined Space.**  
3 Credits. In this course, students will study OSHA's permit-required confined spaces standard (29 cfr 1910.146). The term "confined space" will be defined and the potential hazards involved in permit-required confined spaces and safe entry procedures will be discussed.

**PAT 181 – Hazardous Materials.**  
4 Credits. This course covers the dangers related to working with hazardous materials and the procedures for safe exposure and abatement. In particular, this course will cover what lead and asbestos are, where they can be found, their health effects, their hazards, worker and community rights related to these hazardous materials, abatement methods, cleanup, disposal, laws, regulations, and standards.

**PAT 183 – Elevated Platforms.**  
4 Credits. The main objective of this course is to prevent workplace injuries and fatalities related to falls. This course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.

**PAT 184 – Respiratory Protection.**  
3 Credits. This course covers OSHA's requirements for respiratory protection in 29 cfr 1910.134. The primary objective of this course is to reduce workers' exposure to airborne contaminants. This course will cover how the human respiratory system works, respiratory hazards, the purpose of respiratory protection, different types of respirators and their purposes, appropriate use, inspection, cleaning and storage of respirators.

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## PAT 187 – Techniques for First Aid Instruction.

3 Credits. This course is designed to provide basic safety awareness and practices for workers within all trade areas. Students will gain useful exposure and knowledge to basic safety practices including but not limited to First Aid/CPR, First Aid/AED (Automatic External Defibrillator), respiratory protection, fall protection and safety protocol when using power tools.

## PAT 220 – Techniques and Applications of Spray Painting.

4 Credits. This course covers the fundamentals of spray painting with a detailed discussion of the most common spray painting systems: electrostatic, turbine, airless, conventional, air, and hvlp. Students will also learn the potential hazards involved with spray equipment and how to use spray equipment safely:

## PAT 221 – Techniques of Wall Covering.

4 Credits. This course covers the advanced techniques of wall covering. Specialized decorative techniques such as glazing, antiquing, wood graining, marbledizing, texturing, gilding, stenciling, and stipple finishing will be discussed.

## PAT 230 – Testing and Quality Control.

3 Credits. This course covers quality control and quality assurance. Students will learn how to recognize failures of paint coatings, causes of failures and their remedies. Students will also learn to conduct a quality control inspection and the standards that apply to the various tasks performed during the inspection process.

## PAT 231 – Advanced Safety Measures For Industrial Painting.

4 Credits. This course covers the potential hazards of working with toxic and flammable materials and the related use of personal protective equipment. Additionally, this course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.

## PAT 240 – Advanced Fabrication.

3 Credits. This course is designed to provide the glazier with the skills and knowledge to fabricate glass and mirror, install door hardware, create material lists and optimize schedules. This course will also discuss door hardware including locks and bolts. Fabrication techniques will include edging, removing scratches, drilling and cut outs.

## PAT 241 – Installation Layout and Building Control.

4 Credits. This course is designed to introduce the glazier to curtain wall installation methods, practices and testing standards. Students will also learn the basics of aluminum entrances, storefront installations, Ribbon window installations and the use of transits, levels and lasers. All aspects of installation and layout will be discussed as well as building control basics.

## PAT 242 – Welding Techniques.

3 Credits. This course is designed to teach the principles of welding, flame cutting and brazing with emphasis on mastering basic welding techniques.

## PAT 243 – Specialties in the Glazing Trade.

3 Credits. This course is designed to enhance the basic skills of a glazier in performing specialty work. Specialized glazing work may include aquarium and shower door installation, auto glass work, glass shelving, Herculites, stained glass and clear story.

Glaziers will learn techniques and procedures as well as safety regulations and safe handling of all materials and installations.

## PAT 250 – Techniques of Vehicle Signage.

4 Credits. This course will introduce the participant to the appropriate procedures to vehicle signage. The participant will be exposed to the six components of a good layout that conveys the intended message while meeting the clients' needs.

## PAT 260 – Steward's Training.

4 Credits. A steward is a union member elected or appointed as the union representative in dealings with management on the job site. There must always be a steward on every job. This short course on stewarding will better prepare the participant for the task of being a trade show steward. Some of the topics covered are generic in nature; others are trade show specific. Participants will summarize and discuss the affect or influence on union activities by The Labor Management Relations Act (NLRA). You will learn the roles and responsibilities of a steward to effectively perform the job and to abide by the governing laws, whether as a trade show steward or on a regular job site.

## PAT 261 – Techniques of Freight Handling for Trade Shows.

4 Credits. This course is designed to introduce the student to "freight handling." Freight handling encompasses the removal, storage and return of the empty crates and other packaging materials. The student will be exposed to a variety of products specific to freight handling from a small submarine to the standard 10" wooden crate.

## PAT 270 – Advanced Techniques of Floor Covering I.

3 Credits. Participants in this course will look at the use of covering to finish a sheet-goods installation. Covering not only enhances the floor's installation but also eliminates sharp corners and crevices and makes cleaning easier. Finishing or trimming an installation will provide a smooth clean finish to the floor and a smooth transition at the wall. Participants will learn the importance of using underlays and perfect bonding adhesives for a successful installation.

## PAT 271 – Advanced Techniques of Floor Covering II.

3 Credits. In this course, participants will learn of the various materials by which safety flooring is made. They will also develop an understanding of the purpose of safety flooring and the process by which it is manufactured to withstand various underfoot traffic. Finally, some of the special jobs a floor covering installer may encounter are discussed, including: covering with tile, insets, electrostatic discharge control (EDC) and heat seam welding.

## Paralegal Studies (LAW)

### LAW 101 – General Law I.

3 Credits. Designed to teach the art of legal reasoning and analysis. Appellate court opinions are briefed in order to discern the legally relevant facts, the legal issues involved, the decision of the court and the reason for that decision.

### LAW 102 – General Law II.

3 Credits. Spring only. Continuation of General Law I, with emphasis on the general practice of law within the State of West Virginia, designed to give a broad overview of the various law specializations.

### LAW 103 – Legal Assisting.

3 Credits. Fall only. Study of the various roles played by paralegals in the legal system and the skills required to work as a

# COURSE DESCRIPTIONS

paralegal in several major areas of law. Also covered are legal ethics, interviewing and investigation skills, litigation skills, trial preparation and employment information.

## LAW 104 – Legal Ethics.

1 Credit. Fall only. Introduction to legal ethics, ethical requirements for non lawyer employees and regulation of paralegals/legal assistants. Includes information regarding the process of handling ethics complaints against lawyers and employees.

## LAW 211 – Legal Research and Writing I.

3 Credits. Fall only. Basic legal research sources and methods. Techniques of legal analysis with emphasis on specific cases, issues, and research. Students will be introduced to legal writing and use of a law library. (PR: LAS 102 or LAW 102)

## LAW 212 – Legal Research and Writing II.

3 Credits. Spring only. Intermediate legal research methods, analysis and writing methods. Court rules and introduction to new research methods. (PR: LAS 211 or LAW 212)

## LAW 213 – Computer Applications to the Law Office.

3 Credits. Spring only. Overview of software applications to the law office including calendar, docket control, litigation support, billing, timekeeping, pleadings preparation, legal research, and other applications. (PR: AAT 136 or AT 136 or IT 101)

## LAW 235 – Civil Litigation.

3 Credits. Fall only. Overview of civil case preparation before trial, including examination of various procedures to be completed and documents to be filed; working up trial documents for counsel's assistance. (PR: LAS 102 or LAW 102)

## LAW 240 – Criminal Litigation.

3 Credits. Fall only. Overview of criminal case preparation before trial: including examination of various procedures to be completed and documents to be filed, working up trial documents for counsel's assistance. (PR: LAS 102 or LAW 102)

## LAW 244 – Family Law.

3 Credits. Prepares the student to undertake tasks associated with the laws of domestic relations, including preparation of documents of complaint, answer and summons; pleas; research reports; conclusions of law; and judgment orders. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

## LAW 250 – Employment Law.

3 Credits. The study of the law in the workplace as it applies to the regulation of employment, employer-employee relationship, Title VII of Civil Rights Act of 1964, affirmative action, testing evaluations, privacy, ERISA, workers compensation and the Fair Labor Standards Act. (PR: LAS 101 for Legal Assistant students; MG 233 for management tech students or permission)

## LAW 255 – Interviewing and Investigation.

3 Credits. Study and practice of job duties for paralegals in interviewing and investigation of civil and criminal cases. Material covered includes initial and follow-up interviewing techniques for clients and witnesses, development of interview materials, and investigation techniques for civil and criminal cases. This course has an information literacy focus. (PR: LAS 102, LAS 103, or LAW 102 and LAW 103 or permission)

## LAW 280–283 – Special Topics.

1-4 Credits. Study of content not normally covered in other

courses. (PR: Enrollment with permission of program coordinator or course instructor.)

## LAW 290 – Internship.

3-6 Credits (CR/NC). Places student in work situation for a specific period for work experience prior to employment. Correlates classroom instruction with experience. (PR: Permission)

## Paramedic Science (PAR)

### PAR 205 – EMS Preparatory.

3 Credits. Fall only. This lecture/lab course is designed to educate and train the students in preparing for a career in the EMS systems. Students will also gain knowledge in workforce safety and wellness, public health, medical/legal issues, communications, and documentation. Students will reinforce basic patient assessment, as well as develop critical thinking and clinical decision making skills.

### PAR 210 – Airway Management.

3 Credits. Fall only. A lecture/lab course where students will develop skills in advanced airway procedures and respiratory management, the importance of artificial ventilation, BIPAP/CPAP, percutaneous cricothyrotomy, monitoring devices including waveform capnography, chemistry analysis; arterial blood gas interpretation, and medications essential for airway management.

### PAR 211 – Principles of Trauma Management.

3 Credits. Fall only. A lecture/lab course designed to develop skills and knowledge essential to assessing the trauma patient in the pre-hospital setting. The course focuses on both physical exam and initial treatment and management of the trauma patient, including spinal immobilization, splinting, hemorrhage control, high pressure injection, blast injuries, monitoring and management of chest tubes, use of a Morgan lens, and National Trauma Triage Protocol and trauma scoring.

### PAR 212 – Pre-Hospital Pharmacology.

2 Credits. A lecture/lab course focused on an integration of pathophysiological principles of pharmacology and assessment findings to formulate a pre-hospital impression and implement a pharmacological management plan for the benefit and improvement of victims. Skills such as Intramuscular, subcutaneous, Intraosseous and Intravenous medication administration will be included.

### PAR 220 – Cardiovascular Emergencies.

4 Credits. A lecture/lab course focused on pre-hospital intervention and monitoring of patients with cardiovascular emergencies. The student will learn and practice ECG monitoring, interpretation, 12-lead ECG interpretation, updated information on heart failure/acute coronary syndrome, central line monitoring, and various drug therapies.

### PAR 225 – Rescue Operations.

3 Credits. Summer only. A course designed to develop awareness of rescue operations, hazardous materials, incidents, ambulance operations, crime scenes and others.

### PAR 230 – Special Patient Considerations.

3 Credits. Spring only. A lecture/lab course focused on pre-hospital intervention and monitoring skills for patients with special considerations. Includes geriatric patients, victims of abuse and assault, patients with special challenges, acute intervention for chronic care patients, obstetrics, gynecological emergencies, and pediatric and neonatal patients. The student will learn and practice

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skills needed to care for a pregnant patient, delivery of a baby, care for newborn, common pediatric emergencies, and develop skills in Assessment-Based Management.

## PAR 231 – Medical Emergencies.

3 Credits. A lecture/lab course focused on pre-hospital intervention and monitoring skills for patients with general medical emergencies. This would include patients with neurological, renal, toxicological, anaphylactic, environmental or psychiatric emergencies as well as infectious diseases such as drug-resistant bacteria and other emerging diseases.

## PAR 251 – Paramedic Clinical I.

3 Credits. A course designed for the beginning paramedic student to gain competency in pre-hospital intervention and monitoring skills in field and hospital settings. All skills are performed under the supervision of a clinical preceptor.

## PAR 252 – Paramedic Clinical II.

2 Credits. A course designed for the advancing paramedic student to apply skills learned in the classroom/ laboratory to the field/ clinical setting. All skills are performed under the supervision of a clinical preceptor. (PR: PAR 251)

## PAR 253 – Paramedic Clinical III.

3 Credits. Summer only. A course designed for the advancing paramedic student to apply skills learned in the classroom to the clinical setting. All skills are performed under the supervision of a clinical preceptor. Summer Only (PR: PAR 252)

## PAR 260 – Critical Care Transport.

5 Credits. A course designed for the Paramedic or Registered Nurse to obtain the knowledge and skills necessary to manage the critical patient during transfers between hospitals, specialty referral centers and extended care facilities. (PR: Paramedic or RN and CO: PAR 261)

## PAR 261 – Critical Care Transport Clinical.

1 Credit. A course designed for the Paramedic or Registered Nurse to gain clinical transport experience in specialized units such as Intensive Care, Pediatric Intensive Care, Neonatal Intensive Care, Critical Care Ambulances and Labor & Delivery. (PR: Paramedic or RN and CO: PAR 260)

## PAR 270 – Airway/Trauma Management.

4 Credits. An advanced lecture/lab course designed to provide students with an increased knowledge base, including depth and breadth, concerning the anatomy and physiology, pathophysiology, assessment, identification, and treatment of traumatic injuries, airway management interventions, pharmacological interventions, cardiac emergencies, and other differences noted between the Advanced Emergency Medical Technician and Paramedic provider levels.

## PAR 280-289 – Special Topics in Paramedic Science.

1-5 Credits. These courses are designed to present various topics in the field of Paramedic Science.

## PAR 290 – Paramedic Capstone.

3 Credits. Summer only. This course provides students with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through labs and scenario – based practice and evaluations prior to taking the National Registry written and practical examinations. Knowledge and skills from the core cur-

riculum courses will be incorporated into the review process to include skills testing, practice test review and scenario testing.

## Patient Care Technician (PCT)

### PCT 200 – Patient Care Technician.

9 Credits. This course teaches students basic nursing and phlebotomy skills, and ECG monitoring. Skills acquired include bathing, bed making, transferring, assisting with activities of daily living, monitoring and recording vital signs, CPR and first aid, proper infection control procedures, performing venipuncture, processing specimens, applying ECG electrodes properly, identifying signs and symptoms of an abnormal ECG, uploading ECG to patient record, and practicing safety procedures with patients. This course also includes a 60-hour practicum utilizing these skills in local healthcare facilities.

## Pharmacy Technician (PHT)

### PHT 201 – Introduction to Pharmacy Technician.

3 Credits. Spring only. This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance and utilize pharmacy references.

### PHT 204 – Pharmacy Practice I.

3 Credits. Fall only. This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings. Topics include drug packaging and labeling, outpatient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and nonsterile compounding. Upon completion, students should be able to perform basic dispensing techniques in a variety of pharmacy setting.

### PHT 206 – Pharmacy Calculations.

3 Credits. Fall only. This course provides the specific information pharmacy technicians require when working with metric, avoirdupois, and apothecary systems of measurement and how these relate to the specific applications in pharmacy.

### PHT 208 – Sterile Products.

2 Credits. Fall only. This course provides an introduction to intravenous admixtures preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques, facilities, equipment and supplies utilized in admixture preparation, incompatibility and stability, laminar flow hoods, immunizations and irrigation solutions and quality assurance.

### PHT 216 – Pharmacology for Pharmacy Tech I.

3 Credits. Fall only. This course provides an overview of the major systems of the body; diseases that occur within those systems; and the prescription, non-prescription, and alternative medicines used to treat those diseases. The course will cover mechanisms of action, pharmacokinetic principles, therapeutic effects, adverse reactions, dosage forms, and routes of administration.

### PHT 240 – Point of Care.

2 Credits. Spring only. This course covers content not normally covered in other PHT courses, such as, immunizations record keeping, diabetes monitoring, blood pressure, MTM management and Medication Reconciliation.

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### PHT 250 – Pharmacy Practice II.

3 Credits. Spring only. This course provides continued instruction in the technical procedures for preparing and dispensing drugs in the hospital setting. Topics include more detailed coverage of unit-dose dispensing, ward stock systems, materials management, automated dispensing and quality assurance. (PR: PHT 204 with “C” or better)

### PHT 255 – Pharmacy Technician Seminar.

2 Credits. Spring only. This course focuses on current issues in the pharmacy profession and prepares students for the Pharmacy Technician National Certification Exam.

### PHT 260 – Pharmacy Technician Practice Management.

3 Credits. Spring only. This course covers the major issues, trends and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement and the latest developments in pharmacy technician practice.

### PHT 290 – Pharmacy Technician Experiential Training.

6 Credits. Spring only. This course provides an opportunity to work in pharmacy settings under a pharmacist’s supervision. Emphasis is on communicating effectively with personnel, developing proper employee attitude, and dispensing medications. (PR: PHT 201, PHT 204, PHT 206, PHT 208, PHT 216, PHT 240, PHT 250, PHT 255, PHT 260 with “C” or better.)

### Physical Therapist Assistant (PTA)

#### PTA 100 – Introduction to Physical Therapy.

3 Credits. Fall only. An orientation to physical therapy profession including historical background, philosophy, and function of the American Physical Therapy Association, professional ethics, documentation, legal responsibilities and interpersonal relationships among health team are covered. (PR: Admission to PTA Program)

#### PTA 110 – Physical Therapy Modalities.

2 Credits. Fall only. Basic treatment modalities and procedures in PT are introduced. These include therapeutic hot/cold techniques, massage and electrical stimulation. Evaluation techniques of blood pressure, reflexes, limb girth and history introduced. (PR: Admission to PTA Program; CO: PTA 110L) (Offered Fall Semester only)

#### PTA 110L – Physical Therapy Modalities Lab.

1 Credit. Fall only. Basic treatment modalities and procedures in PT are introduced in a laboratory setting. These include therapeutic hot/cold massage and electrical simulation. (PR: Admission to PTA Program) (CR: PTA 110L) Offered: Fall Only

#### PTA 120 – Patient Care Skills.

3 Credits. Fall only. Rationale and skills for patient therapeutic techniques, including transportation of patients, proper body mechanics, aseptic techniques, transfers and lifts, lower extremity orthotics, gait training with assistive devices, hydrotherapy and wound care. (PR: Admission to PTA Program and CO: PTA 120L)

#### PTA 120L – Patient Care Skills Lab.

1 Credit. Fall only. Lab skills practice including transportation of patients, proper mechanics, aseptic techniques, transfers and lifts, lower extremity orthotics, gait training and assistive devices, hydrotherapy and wound care. (PR: Admission to PTA Program and CO: PTA 120)

#### PTA 130 – Functional Anatomy and Procedures.

3 Credits. Fall only. Structure and function of the musculoskeletal system with an introduction of the evaluative techniques of palpation, goniometry, manual muscle testing and gait patterns. (PR: Admission to PTA program and CO: PTA 130L)

#### PTA 130L – Functional Anatomy and Procedures Lab.

1 Credit. Fall only. Lab skills practice including evaluative techniques of palpation, goniometry, manual muscle testing and gait training. (PR: Admission to PTA Program and CO: PTA 130)

#### PTA 150 – Clinical Practice I.

3 Credits (CR/NC). Fall only. Supervised clinical experience (160 hours, based upon clinic) involving introduction to physical therapy services to include an orientation to treatment, preparation and assistance to the Physical Therapist along with an introduction to medical issues, documentation and professional development. (PR: PTA 100, Concurrent 110, 110L, 120, 120L, 130, 130L, 160)

#### PTA 160 – Neuroanatomy and Physiology.

3 Credits. Fall only. Structure and function of the human nervous system and basic concepts of human physiology. (PR: Admission to PTA Program)

#### PTA 200 – Pathological Conditions.

3 Credits. Spring only. Basic pathophysiology and reaction to disease and injury of commonly treated physical therapy conditions, including burns, neoplasm, hereditary and congenital conditions, blood, respiratory infections, skin, musculoskeletal and aging diseases. (PR: Completion of PTA 100, with grade of “C” or better) (Offered Spring Semester only)

#### PTA 220 – Orthopedic Rehabilitation.

3 Credits. Spring only. Emphasizes therapeutic procedures utilized by physical therapist assistants for patients with orthopedic and soft tissue injury, degenerative disorders, nerve injuries and orthotic needs for hand and foot disorders. (PR: Completion of PTA 100, 110, 110L, 130, and 130L with grade of “C” or better and CR: PTA 220L)

#### PTA 220L – Orthopedic Rehabilitation Lab.

1 Credit. Spring only. Application of therapeutic procedures for patients in orthopedic and cardiopulmonary rehabilitation in a laboratory setting. (PR: Completion of PTA 100, 110, 110L, 130, and 130L with grade of “C” or better and CO: PTA 220)

#### PTA 230 – Adult Rehabilitation.

3 Credits. Spring only. Expands upon neurological principles to emphasize pathology and rehabilitation techniques for adult care. (PR: Completion of PTA , 100, 110, 110L, 130, and 130L courses with grade of “C” or better and CR: PTA 230L)

#### PTA 230L – Adult Rehabilitation Lab.

1 Credit. Spring only. Lab skills practice to expand upon neurological principles to emphasize pathology and rehabilitation techniques for adult care. (PR: Completion of PTA 100, 120, 120L, and 140 courses with grade of “C” or better and CR: PTA 230)

#### PTA 240 – Clinical Practice II.

4 Credits. (CR/NC) Spring only. Continuation of clinical experience under the direction of a licensed PT or PTA. (PR: Completion of all previous 200 level coursework with a grade of “C” or better)

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## PTA 250 – Specialized PT Interventions.

3 Credits. Spring only. Introduction to principles, neurological, pathology and rehab techniques for spinal cord injury, pediatrics, lymphedema, pelvic health, vestibular dysfunction, manual therapies and diabetes. (PR: Completion of PTA 150, PTA 160)

## PTA 260 – Clinical Practice III.

4 Credits. (CR/NC). Summer only. Final clinical experience under the direction of a licensed PT or PTA. (PR: Completion of PTA 240)

## PTA 270 – PTA Seminar.

3 Credits. Familiarizes students with alternative employment opportunities. Students learn methods of preparing resumes and interviewing techniques. Students participate in round table discussions to include current topics within the profession. Students will begin preparations for applying to take the national licensure examination. Course culminates with students conducting a literature research project that results in both a written paper and formal, evaluated presentation to a clinical audience. (PR: Completion of all 100 level PTA courses with a grade of “C” or better) (Offered Spring Semester only)

## PTA 280-283 – Special Topics.

1 to 4 Credits. Study of concepts not normally covered in other courses. (PR: Enrollment with permission of program coordinator.)

## PTA 284-289. – Special Topics.

1-5 Credits. These courses are designed to present various topics in the field of Physical Therapist Assistant.

## Political Science (POLS)

### POLS 101 - Introduction to American Government

3 Credits. This course is an introduction to the United States constitution, federalism, government structure, and the political process. This course also provides techniques for civic engagement. Fall Only

### POLS 202 – American State & Local Government.

3 Credits. Spring only. This course is a general survey of the history, philosophy, functions and performances of American state and local political institutions and processes. State and local government systems in West Virginia will be examined. This course also emphasizes ethical and civic responsibility.

## Psychology (PSYC)

### PSYC 200 – General Psychology.

3 Credits. This course is an introduction to psychology. It is designed to provide an overview of the scientific study of human behavior and mental processes. Topics include a brief history of psychology, research methods and statistics, human development, learning and memory, sensation and perception, motivation, intelligence, psychopathology, various therapies, and careers in psychology. This course also provides a knowledge base for subsequent courses in the field of psychology. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology and apply the principles to everyday life.

### PSYC 215 – Lifespan Psychology.

3 Credits. The study of human development and age-related changes in behavior, thinking, emotion and personality with a focus on observations and explanations that can be applied to as wide a range of human beings and in as many contexts as possible.

### PSYC 225 – Abnormal Psychology.

3 Credits. This course explores the major topics of abnormal behavior. This course focuses on description of various psychological disorders, classification, diagnosis, assessment techniques and methods of treatment and prevention. Historical theories as well as current research and findings in the field of abnormal psychology will be discussed. Spring only.

### PSYC 229 – Elementary Behavior Statistics.

3 Credits. This course introduces students to the wide array of statistical techniques used by psychologists in both academic and applied settings. The course is designed to give students a greater understanding of value and use of statistics in scientific research and its use in daily life. Descriptive statistics is covered, but the main emphasis is on inferential statistics.

### PSYC 247 – Psychology of Criminal Justice.

3 Credits. This course examines criminal behavior from a developmental, cognitive-behavioral, and psychological perspective. The course focuses on the multiple systems believed to influence delinquency and criminal behavior. The behavioral, cognitive, and emotional aspects of crime are examined, focusing primarily on the offender. Fall only.

## Radiology (RAD)

(In conjunction with Collins Career Technical Center)

### RAD 201 – Introduction to Radiology.

3 Credits. Course is designed to provide an overview of the foundations in radiography and the practitioner’s role in the health care delivery system. Principles, practices and policies of the health care organization(s) will be examined and discussed in addition to the professional responsibilities of the radiographer. Also, the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified.

### RAD 202 – Clinical Practice I.

3 Credits. Introductory clinical practice to include the design of the radiology department to include paperwork, desk procedures, transport, filing and successfully completed laboratory check-off. Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated. Clinical practice experiences will be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during the following the radiologic procedure. (PR: Orientation at Clinical Sites and maintenance of a C or better in preceding coursework)

### RAD 204– Radiographic Procedures I.

3 Credits. Content is designed to provide a knowledge base necessary to perform standard 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



# COURSE DESCRIPTIONS

## Radiographic Positioning I.

### RAD 204L– Radiographic Procedures Lab I.

2 Credits. Laboratory experience is used to complement the didactic portion of Radiographic Positioning I. (PR: Admission into the Radiologic Technology Program)

### RAD 205 – Clinical Practice II.

5 Credits. Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated. Clinical practice experiences will be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure. (PR: Completion of RAD 201, 202, 204 & 204L with a C or better)

### RAD 206 – Radiology Protect/Radiobiology.

3 Credits. Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. An overview of the principles of the interaction of radiation with living systems is discussed. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. (PR: RAD 205, 208, 208L and 212)

### RAD 207 – Physics & Imaging I.

2 Credits. Content is designed to establish a knowledge base in factors that govern and influence the production and recording of radiographic images. Film and electronic imaging with related accessories will be emphasized. Knowledge of radiographic, fluoroscopic, mobile and tomographic equipment requirements and design will be included. The content will also provide a basic knowledge of quality control. Class demonstrations/labs are used to demonstrate application on theory.

### RAD 208 – Radiographic Procedures II.

3 Credits. Content is designed to provide a knowledge base necessary to perform special radiographic procedures along with the application to special studies. Consideration will be given to the production of images of optimal diagnostic quality. (PR: Completion of RAD 201, 202, 204 & 204L with a C or better)

### RAD 208L – RAD Procedures II.

2 Credit. Laboratory experiences is used to complement the didactic portion of Radiographic Positioning II. (PR: RAD 201, RAD 202, RAD 204 and RAD 204L with a C or better)

### RAD 209 – Radiologic Pharmacology.

2 Credits. Study of the general principles of pharmacology, including drug types, methods of administration, dosage, effects, indications, contra indications, and regulation. Drug groups related to respiratory care are emphasized, including bronchodilators, wetting agents, mucolytics, antibiotics, muscle relaxants, and

corticosteroids. (PR: Completion of RAD 206, 210, 211, 213 & 222 with a C or better)

### RAD 210 – Clinical Practice III.

3 Credits. Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated. Clinical practice experiences will be designed to provide patient care of assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure. (PR: Completion of RAD 205, 208, 208L & 212 with a “C” or better)

### RAD 212 – Physics & Imaging II.

3 Credits. Content is designed to establish a knowledge base in factors that govern and influence the production and recording of radiographic images. Film and electronic images with related accessories will be emphasized. Knowledge of radiographic, fluoroscopic, mobile and tomographic equipment requirements and design will be included. The content will also provide a basic knowledge of quality control. Class demonstrations/labs are used in demonstrate application of theory. (PR: Completion of RAD 201, 202, 204 and 204L with a “C” or better)

### RAD 213 – Radiographic Pathology.

3 Credits. Content is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance and management of alterations in body systems will be presented. (PR: Completion of RAD 205, 208, 208L and 212 with a “C” or better)

### RAD 214 – Radiographic Image Analysis

3 Credits. Content is designed to provide knowledge of base necessary to perform digital imaging procedures along with the application to special studies. Consideration will be given to the production of digital images of optimal diagnostic quality.

### RAD 215 – Clinical Practice IV.

5 Credits. Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical settings, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated. Clinical practice experiences will be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure. (PR: Completion of RAD 206, 210, 211, 213 & 222 with a “C” or better)

### RAD 217 – Quality Assurance.

2 Credits. Content will provide a basic knowledge of quality control and the factors that govern and influence the production and recording of radiographic procedures. (PR: Completion of RAD

# COURSE DESCRIPTIONS

206, 210, 211, 2134 & 222 with a “C” or better)

## RAD 218 – Adv. Imaging Procedures.

3 Credits. Content will provide the student with an introduction to advanced imaging modalities, to include computed tomography, MRI, ultrasound, nuclear medicine, and radiation oncology. (PR: Completion of RAD 206, 210, 211, 213, & 222 with a “C” or better)

## RAD 219 – Registry Review.

6 Credits. Content is designed to provide students with a comprehensive review of the five areas covered in the national ARRT examination. The areas covered are Patient Care, Image Production and Evaluation, Radiographic Procedures, Radiation Protection and Equipment Operations and Quality Control. (PR: RAD Completion of RAD 206, 210, 211, 213 and 222 with a “C” or better)

## RAD 222 – Rad Procedures III.

3 Credits. Content is designed to provide a knowledge base necessary to perform special radiographic procedures along with the application to special studies. Consideration will be given to the production of images of optimal diagnostic quality. (PR: Completion of RAD 205, 208, 208L and 212 with a “C” or better)

## Religious Studies (RELS)

### RELS 130 – World Religions.

3 Credits. Spring only. This course is a general study of the basic teachings; the ethical, ceremonial, and devotional practices, and the cultural norms of the major religions of the world. Some historical developments and some of the most influential leaders of each faith are highlighted.

### RELS 220 – Hebrew Scriptures as Literature.

3 Credits. Fall only. This course offers examination of the Hebrew Scriptures as literature. It makes use of all of the writings contained in the Septuagint, which would include those considered canonical in Jewish and Protestant Christian traditions, along with the additional Jewish writings originally composed in Greek prior or the Common Era, which are considered canonical Old Testament in Orthodox and Roman Catholic tradition. Focus will be on the literary value of the works, with respect to human authorship, genre, themes and significant ideas, and influence, within the context of their original Hebrew and Jewish audiences. The course will consider modern critical approaches to the study of scriptures. (PR: ENL 115)

## Respiratory (RTT)

(In conjunction with Collins Career Center)

### RTT 100 – Introduction to Respiratory Care.

1 Credit. This course is designed to introduce the student into the field of respiratory care. History of respiratory care and professional organizations will be introduced. Emphasis is on exploring the role of the respiratory therapist as a member of the health care team. The class will also cover issues of ethical principles and legal implications of practice as well as diversity. Principles of infection prevention and control will also be introduced. Quality and evidence based respiratory care will be discussed. The student will begin the process of critically thinking in clinical situations.

### RTT 101 - Respiratory Care Procedures I.

3 Credits. This course covers the administration of medical gases, humidity and aerosol therapy. Emphasis is placed on the safe holding of medical gases and safety in administration. Principles

and techniques of therapeutic procedures used in basic respiratory care are covered. Also included are techniques of chest inflation therapy, chest physical therapy, breathing exercises, and bronchial hygiene. This physiologic effects, indications, and contraindications of each therapy are stressed. Detailed study of isolation, equipment, and supplies used in these therapies is included. (PR: RTT 102 and 110)

### RIT 101L – Respiratory Care Procedures I Lab.

1 Credit. Practice of techniques and use of technology covered in Respiratory Care Procedures I and Cardiopulmonary Evaluation I is provided.

### RTT 102 – Respiratory Care Physics.

2 Credits. This course is an in-depth study of physics including gas laws, behavior of gases, and application of the principles of physics. Emphasis is placed on respiratory care principles. (PR: RTT 104)

### RTT 103 – Mechanical Ventilation Techniques.

3 Credits. An introduction to the fundamentals of mechanical ventilation techniques and terminology is presented. Various classes of mechanical ventilators are discussed and compared, emphasizing the differences required in their uses. The technology of adult continuous mechanical ventilation is covered. The design, function, and operation of representative mechanical ventilators of the various classifications are examined in detail. (PR: RTT 111 and RTT 202)

### RTT 103L – Mechanical Ventilation Technology Lab.

1 Credits. Practice in the operation of mechanical ventilators covered in mechanical ventilation technology is provided. (CO: RTT 103)

### RTT 104 – Cardiopul. Renal Anatomy and Physiology.

2.670 Credits. The anatomy and physiology of the respiratory and circulatory systems are explored in detail. Emphasis is placed on the interaction of systems in gas exchange renal and acid base balance. The structure and function of the chest cage, mechanics of breathing, and control of respiration are also included.

### RTT 110 – Cardiopulmonary Evaluation I.

3 Credits. History of respiratory care and professional organizations is discussed. Emphasis is on exploring the role of the respiratory therapist or techniques of patient evaluation are covered. Included are chest physical examination, measurement of the vital signs, patient interview and history, evaluation of the chest x-ray and spirometry. (PR: RTT 104)

### RTT 111 – Cardiopulmonary Pathophysiology.

3 Credits. The etiology, pathogenesis, manifestations, and management of common cardiopulmonary diseases are discussed. Focus of the course is on respiratory therapy management of diseases. The student will be able to describe the pathophysiology of common respiratory diseases, the indication for therapeutic intervention, and the management of these diseases.

### RTT 201 – Cardiopulmonary Evaluation II.

3 Credits. Advanced techniques of pulmonary function testing are covered including lung volume determination, tests of small airways, diffusion, and distribution of ventilation. Invasive and noninvasive methods of arterial blood gas sampling, analysis, and interpretation are also covered. The technology and methodology of invasive and noninvasive cardiovascular testing, including electrocardiography and hemodynamic monitoring, are presented.

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Fundamental interpretation of these tests is covered. (PR: RTT 102 and RTT 110)

## RTT 202 – Respiratory Care Procedures II.

3 Credits. This advanced course provides the student with detailed knowledge of the principles and techniques of therapeutic procedures used in respiratory care. Topics include airways management, transtracheal oxygen therapy and aspiration, bronchoscopy, thoracentesis and plural chest tubes, arterial lines, ABG interpretation and analysis, transports and electrocardiogram interpretation. (PR: RTT 101 and RTT 201)

## RTT 202L – Respiratory Care Procedure II Lab.

1 Credits. This course includes practice of techniques covered in Respiratory Care Procedure II, including airway management, arterial line insertion and management, pleural chest tube placement and management, and EKG interpretation. (CO: RTT 202)

## RTT 203 – Emergency Management.

2.670 Credits. This course emphasizes the emergency respiratory management of the adult and pediatrics patients. This course consist of basic life support (BLS), advanced cardiac life support (ACLS), and pediatric advanced life support (PALS). This course also consists of the role of the respiratory therapist in natural disasters, hazardous material exposure, and bioterrorism. (PR: RTT 111 and RTT 202)

## RTT 204 – Mechanical Ventilation Management.

3 Credits. Management of continuous adult mechanical ventilation is covered with emphasis on the physiologic effects of various techniques and selection of optimal methods. Monitoring, quality control, and the ability to solve clinical problems relation to mechanical ventilation are emphasized. (PR: RTT 103 and RTT 203)

## RTT 204L – Mechanical Ventilation Management Lab.

1 Credit. Laboratory practice of the techniques and technology covered in Mechanical Ventilator Management.

## RTT 205 – Neonatal and Pediatric Respiratory Care.

3 Credits. This advanced course provides the student with detailed knowledge to the needs of neonatal and pediatric patients. Fetal cardiopulmonary development and changes at birth are covered. Equipment, procedures, and methods used in the care and evaluation of neonatal pediatric patients are also covered. Also included are cardiopulmonary conditions and diseases particular to neonate and pediatric patients. (PR: RTT 103 and RTT 203)

## RTT 206 – Seminar/Board Review.

3 Credits. This course introduces the student to National Board of Respiratory Care (NBRC) exam taking skills, mock examinations of the NBRC matrix, and self-evaluation studies. Study methods and applications are also covered. This course includes a study of realistic clinical problems and situations, with emphasis on analyzing and evaluation these problems to formulate acceptance respiratory care modalities. Practice will be provided in the necessary techniques to take the NBRC clinical simulation examination. Computer simulations are an integral part of this course. (PR: RTT 207 and RTT 210)

## RTT 207– Respiratory Home Care/Rehabilitation.

3 Credits. Care of the patient with long-term pulmonary disability is covered. Psychosocial and physical needs of the patient are addressed with emphasis on motivating and condition the patient with the goal of improving both quality of life and cardiopulmo-

nary reserve. Special requirements for the patient, who required respiratory care in the home, are covered. (PR: RTT 204 and RTT 205)

## RTT 208 – Clinical Application of Critical Thinking.

2.670 Credits. This course is designed to give the student additional skills in critical thinking through the use of patient case studies. (PR: RTT 207 and RTT 210)

## RTT 210 – Respiratory Professional Strategies.

1.330 Credits. This course introduces the student in management responsibilities. Employee scheduling, assignment development and analysis, budget planning and analysis, diversity in the workplace and transition into practice is covered with emphasis placed on employment opportunities and employment-seeking guidelines. (PR: RTT 204 and RTT 205)

## Safety (SFT)

### SFT 110 – Safety in the Construction Trades.

3 Credits (CR/NC). This course provides students with an OSHA 10 certification as well as a First Aid/CPR/AED certificate. Students become familiar with personal protective equipment (PPE), learning how to properly fit their PPE for use on the job site. Students also learn about workplace safety and accident reporting and the role of OSHA in enforcing workplace safety regulations. To pass this course the students are required to pass the OSHA 10 certification and First Aid/CPR exams.

### SFT 210 – Advanced Safety Techniques.

3 Credits (CR/NC). This course covers the potential hazards of working with toxic and flammable materials and the related use of personal protective equipment. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques, and proper maintenance of equipment are discussed. Students who complete this course meet the requirement for OSHA 30 certification as well as the recertification in First Aid/CPR/AED. (PR: SFT 110)

### SFT 214 – Lead Abatement Cert.

3 Credits (CR/NC). This course covers the dangers related to working with lead and the procedures for safe exposure and abatement. In particular, this course will cover what lead is; where it can be found; its health effects; its hazards; worker and community rights related to lead; abatement methods; cleanup; disposal; and laws, regulations, and standards. The content of this course meets the State of New Jersey certification requirements.

## Science (SCI)

### SCI 110 – Introduction to Physics.

4 Credits. This course introduce's non-science majors to applications of physics in life, emphasizing conceptual understanding of basic principles in classical and modern physics that include critical thinking and problem solving exercises. The problem solving exercises will not require memorization of formulas but rather the understanding and application of them. (PR: MAT 125 or MAT 135, or MAT 145)

### SCI 201 – Integrated Science.

4 Credits. Spring only. A multidisciplinary course which integrates the areas of biology, chemistry, the environment, forensics, mathematics and technology. Course topics and activities relate science to the issues and aspects of the everyday world. (PR: MAT 144, MAT 145, or MAT 120)

## Social Science (SS)

# COURSE DESCRIPTIONS

## 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. (PR: REA 098 or ACT 18 or SAT 421 or ACCUPLACER Reading 098)

## Sociology (SOCI)

### SOCI 210 – Fundamentals of Sociology.

3 Credits. This course introduces students to the basic concepts and methods of sociology including the causes and consequences of human behavior, social groups, and institutions. Students will explore significant research and theory in areas such as socialization, culture, group dynamics, gender roles, stratification, and deviance.

### SOCI 273 – Contemporary Social Problems.

3 Credits. Spring only. Students will analyze contemporary social problems, and their potential causes, using various sociological perspectives. They will examine how contemporary social problems affect societies, (American and global), as well as possible solutions. (PR: SOCI 210)

## Spanish (SPAN)

### SPAN 101 – Introductory Spanish I.

3 Credits. Fall only. This course is designed for students with no previous knowledge of Spanish. With an emphasis on grammar and communication skills, this course introduces a basic mastery of listening, speaking, reading, and writing.

### SPAN 102 - Introductory Spanish II.

3 Credits. Spring only. Spanish 102 is the continuation of SPAN 101. With an emphasis on grammar and communication skills, this course continues to build a basic mastery of listening, speaking, reading, and writing. (PR: SPAN 101)

## Technical Studies (TS)

### TS 100 – Careers in Technical Fields.

This course is designed to help students identify technical careers in the following career fields, which include, but are not limited to: graphic design/communication, air conditioning/refrigeration, automotive technology, general building construction and agricultural science. In the course, students will learn basic skills needed for these career fields, listen to lectures from those working in these fields and complete career exploration.

### TS 101 – AAS Portfolio Development.

(CR/NC). This course is designed to assist adult students with the development of a comprehensive portfolio documenting knowledge acquired through life/work experiences and other formal or informal learning experiences. (PR: Permission)

### TS 102 – On-the-Job Training.

1-12 Credits. This course consists of paid or unpaid OJT, internship, or practicum performed in a business, industry, trade or technical career setting within the student's occupational area. The on-the-job training component is converted to credit hour at a ratio of 160:1 with the maximum of 1920 contact hours allowable. A statement of the total number of contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college record. This credit will be recorded immediately prior to graduation from college. (PR: Must major in Technical Studies or Occupational Development degree programs)

## TS 280-285 – Special Topics.

1-5 Credits. This course consists of special topics of course work that will develop skills that may be applied to a variety of occupations or that may be specific to an occupation. Typically courses are technical specialty courses specific to an occupational/technical area. Courses include technical courses developed and delivered by the college, apprenticeship courses, or an approved course that can be included in a business or industry training program. (PR: Permission)

## Technical Training for Adults (TTA)

TTA 101 – Introduction to Teaching Techniques for Adults. 1-3 Credits. This course is an introduction of teaching techniques and adult learning theories to instructors of occupational, adult education, and apprenticeship training programs. Included in this course are an introduction to adult learning and motivation theories, communications and interaction, planning, organizing and conducting training and developing and using instructional aids.

### TTA 102 – Teaching Techniques for Adults.

1-3 Credits. This teaching techniques course is designed to teach adult learning theories to instructors of occupational, adult education, and apprenticeship training programs. Included in this course are laboratory safety; testing and evaluation; and advanced instructional techniques. Students will be required to develop, write, and teach a lesson plan.

### TTA 203 – Advanced Teaching Techniques for Adults.

1-3 Credits. This advanced teaching techniques course is designed for instructors of occupational, adult education, and apprenticeship training programs. Included in the course are advanced use of teaching aids; implementing the curriculum and advanced instructional techniques. Students will be required to review and critique curriculum.

## Theatre (THEA)

### THEA 101 – Introduction to Theater.

3 Credits. This course is designed to further an understanding and appreciation of the elements of drama. Students will explore the cultural and historical perspectives of theatre through an examination of the major periods of dramatic literature, from the Greeks to modern Broadway. Students will examine the role of the actor, director, playwright, designer, technician, and audience in a theatrical production. Class consists of lecture/discussion, group activities, and video examples that supplement course content.

## Transportation Systems (TRAN)

### TRAN 101 - Transportation Systems.

3 Credits. Students learn about the world of personal and freight transportation including technology, systems, institutions, and how transportation systems fit into broader contexts. Additionally, students learn how the domestic and global transportation systems work, how to analyze and design transportation systems and select the most efficient means to transport freight.

### TRAN 169 – Basic Electricity and Safety.

5 Credits (CR/NC). This course examines general principles of electricity to ensure compliance with all railroad rules and regulations for safety, operations, and the Federal Railroad Administration (FRA). Topics include basic electrical theory (Ohm's Law), FRA tests and inspections, switch machines, locking circuits, and crossing maintenance. (PR: Permission)

### TRAN 170 – Signal Systems and Wiring.

# COURSE DESCRIPTIONS

2 Credits (CR/NC). This course examines signal systems and wiring. Topics include signals and their use, forms and foundations for signal equipment, hydraulic and pneumatic systems, and communication/signal and electrical equipment. (PR: Permission)

## TRAN 178 – Remote Control Operator.

4 Credits. This course consists of classroom instruction and hands-on field training covering locomotive management, train air brake systems, Remote Control Operator (RCO) equipment familiarization, operator control unit set up and testing, RCO operation, troubleshooting, and Positive Stop Protection (PSP). Field exercises include performing calendar day inspection, inspecting remote control equipment, performing brake tests, and operating locomotives.

## TRAN 179 – Designated Trainer of Remote Control Operators.

2 Credits. This course consists of classroom and hands-on field training for becoming a trainer of Remote Control Operators (RCO) for a terminal. While this course covers material for Remote Control Operations, the focus of this course is on learning to teach Remote Control Operation and demonstrating the ability to do so. Topics for this course include adult learning principles, instruction techniques, administration and planning of RCO training, and annual and recertification evaluation rides. Teaching locomotive familiarization; set up and testing of the RCO system; operation rules; troubleshooting procedures; Hump, PSP and RCO rules; air break inspections and tests, and RCO simulation are covered. Evaluating and assessing students' understanding of RCO topics is also examined.

## TRAN 187 – Advanced Mechanical Locomotive Electrician III.

5 Credits. This course offers an advanced review of locomotive safety, GE transportation system schematics, electronic controls, auxiliary system starting sequence, and electronic fuel injection. Students will learn the components of diesel engine cranking, voltage regulators, propulsion, and self-load. (PR: Permission)

## TRAN 188 – Basic Rail Track Welding.

5 Credits. The basic welding course will familiarize the student with welding safety, terminology, electrode classification, welding processes, welding guidelines, shop guidelines, and welding shop orientation. Additional topics include shielded metal arc welding in the flat position and the flux-cored welding technique. (PR/CO: Permission)

## TRAN 189 – Pier Safety Training.

5 Credits (CR/NC). This course teaches the fundamentals of safety rules and operations that encompass transportation, engineering, and mechanical-type work in a pier industrial environment. (PR: Permission)

## TRAN 200 – Transportation Law and Policy.

3 Credits. This course describes the different modes of transportation and the regulating bodies for each. Topics include contracts, tariffs, liability for loss and damage to cargo, tort liability of shippers, carriers, customers, and brokers during and after the transportation of freight and a comprehensive understanding of insurance and the various policy forms that exist.

## TRAN 201 – Track Safety Standards.

3 Credits. This course studies the minimum FRA trans safety standards of basic track structure, track inspection frequencies, rail defects, and trans geometry as to ensure compliance set forth

in Federal Code Regulations Part 213 of the Federal Railroad Administration. (PR: Permission)

## TRAN 202 – Advanced Track Inspection.

3 Credits. This advanced course prepares the student for advanced track inspection techniques. Topics include brush chart familiarization, case studies, FRA track defects, track inspection responsibilities, walking joint bar and switch inspections, pull apart, rail lubrication systems, curve stake monitoring, IT IS functionality, track disturbance, root cause analysis of derailments. (PR: Permission)

## TRAN 203 – Frog and Switch Track Welding.

3 Credits. This advanced course evaluates the skills to successfully perform Frog and Switch Track Welding. Topics include torch safety and set up, air arc gouging, grinding, and welding points. (PR: Permission)

## TRAN 204 – Thermite Rail Welding.

3 Credits. Students will learn how to successfully perform thermite welding including torch safety and set up, thermite procedures, and aluminothermic reactions. Field exercises include performing weld tasks, insulated joints, relay rail, road crossing renewal, turnouts and repair of miscellaneous defects. (PR: Permission)

## TRAN 206 – Concrete Bridge Structures.

3 Credits (CR/NC). This course will provide the student an understanding of different types of concrete structures. Topics to include hand tool operation, bridge components, and blueprint reading. (PR: Permission)

## TRAN 207 – Bridge Inspection.

3 Credits (CR/NC). This course will examine the three major components or sections that comprise a bridge structure and identify those substructures by name, location, and specific problematic areas. (PR: Permission)

## TRAN 208 – Steel Bridge Structures.

3 Credits (CR/NC). This course will provide the student an understanding of different types of steel bridge structures and their components. Instruction includes identification of required materials, necessary equipment, steel bridge maintenance procedures, and blueprint reading. (PR: Permission)

## TRAN 209 – Timber Structures.

3 Credits (CR/NC). This course will provide the basic knowledge for working on different types of timber structures. Instruction includes identification of required materials, necessary equipment, maintenance procedures, and blueprint reading. (PR: Permission)

## TRAN 210 – Transportation Economics.

3 Credits. This course provides an overview of the characteristics and structure of transportation markets including aggregate demand, vehicle and mode choice, surface freight and air travel. It explores the principles of modern transport economics from a neoclassical economics perspective. It uses macroeconomic tools to explore the underpinnings of transport economics and applies micro principles to transportation issues and problems of interest.

## TRAN 211 – Bridge Supervision.

3 Credits (CR/NC). This advanced course is to provide the student with the details and duties of a bridge foreman including

# COURSE DESCRIPTIONS

leadership essentials, specific planning tasks, project development and reading blueprints. (PR: Permission)

## TRAN 220 – Transportation Security.

3 Credits. This course covers the assessment of challenges and threats relating to national and international transportation security frameworks. Laws, regulations, policies, conventions, organizations, procedures, and technologies intended to ensure freedom of movement of people and commerce by ground, air, sea, and water will be reviewed. Analytical concepts and methods are applied to case studies with an emphasis on vulnerability and risk reduction.

## TRAN 230 – Transportation Geography.

3 Credits. This course introduces the relationship between transportation and spatial organization, selected analytical models dealing with traffic demand, network configuration, allocation of transport facilities, and application to selected problems. Topics include network development, movement patterns of people and commodities and the impact of transportation on other activities.

## TRAN 250 – Transportation Inform Systems.

3 Credits. This course provides an understanding of the foundation concepts of information technologies in the transportation information technology.

## TRAN 260 – Commercial Driver’s License.

3 Credits (CR/NC). This course is designed to prepare the student for the Commercial Driver’s License (CDL). Training involves: map reading, trip planning, vehicle control, driving skills, rules and regulations associated with the commercial vehicle profession, logistics, and pre and post-trip inspections. (PR: Permission)

## TRAN 265 – Transportation Management & Operations.

3 Credits. Transportation Management and Operations introduces and differentiates between supply chain management, logistics, and transportation. Best practices in leadership, trends, technology, sustainability, and strategy in supply chain management, logistics, and transportation are explored.

## TRAN 270 – Intelligent Transportation Systems.

3 Credits. This course is designed to introduce Intelligent Transportation Systems to the student. Course content will include concepts, training, and educational needs of ITS professionals. Elements of this course will include fundamentals of traffic flow and control, ITS user services, ITS applications and benefits, ITS architecture, ITS planning, ITS standards, ITS evaluation, and ITS challenges and opportunities. (PR/CO: TRAN 101)

## TRAN 272 – Intermodal Transportation Systems.

3 Credits. This course is focused on intermodal freight transportation issues. Students are introduced to components of intermodal transportation systems, emerging trends in freight transportation, the role of logistics, and advanced technologies used in intermodal transportation. (PR/CO: TRAN 270)

## TRAN 273 – Intelligent Transportation Systems and Applications.

3 Credits. This course focuses on ITS systems and applications for the efficient movement of travelers and goods and services including Advanced Transportation Management Systems (ATMS); National ITS Architecture; ITS user services; traffic control devices; telecommunications; and networking fundamentals. This course also addresses technical issues involved in the design and operation of ITS services. (PR/CO: TRAN 270)

## TRAN 274 – Intelligent Transportation Systems Project Management.

3 Credits. This course focuses on project management issues associated with the planning, implementation and assessment of technology-intensive transportation projects. Topics include project management principles, project phases, and types of project management tools available. Corridor management, transit management weather responsive traffic management, incident and emergency management, and risk management are explored. Examples of successful ITS implementations are also presented. (PR/CO: TRAN 270)

## TRAN 279 – Intelligent Transportation Systems (ITS) Capstone.

3 Credits. This course will challenge the student to utilize the combined knowledge and skills gained in the program to demonstrate the ability to work through real-world transportation issues. Students will utilize modeling and simulation software to work through transportation issues. Case studies will be heavily relied upon, and current and future trends in Intelligent Transportation Systems will be addressed. (PR/CO: TRAN 274)

## TRAN 280-284 – Special Topics: Transportation.

1-6 Credits. This course sequence is designed to offer special topic transportation courses on a short-term basis that are under development or are of such a specialized category or timeliness they are only offered once.

## TRAN 290 – Transportation OJT.

1-12 Credits (CR/NC). This course is designed to provide equivalent college credit for on-the-job training of transportation professionals. A statement of the total number of contact hours experienced through on-the-job training will be verified by an employer and will be placed on college record. (PR: Permission)

## Veterinary Technology (VET)

### VET 101 – Introduction to Veterinary Technology.

3 Credits. This course introduces the student to the field of veterinary technology. Topics will include the history of veterinary medicine and the role the veterinary technician plays as a part of the veterinary health care team. Common business procedures including fundamental record keeping and medico-legal requirements will be discussed. Basic procedures such as handling, restraint, animal assessment, and medicating techniques for canine and feline species will be covered.

### VET 210 – Veterinary Nursing I.

2 Credits. This course will introduce the area of animal nursing care that includes patient history and record keeping, kennel sanitation, animal restraint, syringe and needle identification handling, injection techniques, physical exam and administration of medication. (PR: Admission to Vet Tech Program)(CO: VET 210L, 215, 215L, 227) Offered: Fall Only

### VET 210L – Veterinary Nursing Lab I.

1 Credit. Fall only. This course will allow for hands-on experience and assessment of skills discussed in VET 210. (CO: VET 210)

### VET 215 – Clinical Laboratory I.

2 Credits. Fall only. This course introduces the clinical laboratory, including its records, equipment, and equipment maintenance, hematology and serology, and internal and external parasites. (PR: Admission to Vet Tech Program) (CO: VET 210, 210L, 215L, 227)

# COURSE DESCRIPTIONS

## VET 215L – Clinical Laboratory I

1 Credit. Fall only. This course will allow for hands-on experience and assessment of skills discussed in VET 215. (CO: VET 215)

## VET 216 – Veterinary Pharmacology.

2 Credits. Spring only. This course covers the regulations controlling the use of drugs and biological classifications and mechanisms of action of pharmaceuticals, dosage calculations, labeling, packaging, and dispensing of veterinary products. (PR: Admission to Vet Tech Program)

## VET 217 – Veterinary Pharmacology II.

2 credits. Fall only. This course is a continuation of VET 216 and covers the regulations controlling the use of drugs and biological classifications and mechanisms of action of pharmaceuticals, dosage calculations, labeling, packaging, and dispensing of veterinary products. (PR: VET 216, VET 220, VET 285, CO: VET 230, VET 245, VET 250, and VET 255)

## VET 220 – Veterinary Nursing II.

2 Credits. Spring only. This course builds on skills learned in Veterinary Nursing I on skills learned in VET 210 introduces the physical examination, blood vessel and urinary catheterization, venipuncture, fluid therapy, wound care, and bandaging. (PR: VET 210, 210L, 215, 215L, 227) (CO: VET 216, 220L, 225, 225L, 260, 260L)

## VET 220L – Veterinary Nursing Lab II

1 Credit. Spring only. This course will allow for hands-on experience and assessment of skills discussed in VET 220. (CO: VET 220)

## VET 225 – Clinical Laboratory II.

2 Credits. Spring only. This course is a continuation and application of skills from Clinical Lab I including hematology, serology, urinalysis, cytology, and other laboratory skills. (PR: VET 210, 210L, 215, 215L, 227) (CO: VET 216, 220, 220L, 225L, 260, 260L)

## VET 225L – Clinical Laboratory II

1 Credit. Spring only. This course will allow for hands-on experience and assessment of skills discussed in VET 225. (CO: VET 225)

## VET 227 – Anatomy and Physiology for Veterinary Technology.

4 Credits. Fall only. This course covers the study of cells, tissues, organs, and organ systems in the functional animal body. Utilizing a dissection based approach, students will use canine, feline, equine, and bovine species as models. All body systems will be examined (integumentary, musculoskeletal, nervous, endocrine, circulatory, respiratory, urinary, and reproductive) with emphasis on comparative structures and clinical significance of each body stem. (PR: Admission to Vet Tech Program)

## VET 230 – Veterinary Nursing III.

2 Credits. Fall only. This course continues application of nursing skills and techniques with an emphasis on large animal species in such areas of restraint, venipuncture, behavior, breeds, food safety, medications, preventative care, surgical and anesthetic procedures, and lameness. (PR: VET 285) (CO: VET 217, 230L, 245, 245L, 250, 255, 255L)

## VET 230L – Veterinary Nursing Lab III.

1 Credit. Fall only. This course will allow for hands-on experi-

ence and assessment of skills discussed in VET 230. (CO: VET 230)

## VET 235 – Vet Tech Office/Tech Procedures.

2 Credits. Spring only. This course covers procedures performed by a veterinary technician in a hospital environment including office and computer applications, medical record keeping, client relationships, financial transactions, inventory control, and facility management. The roles of appropriate regulatory agencies and maintenance of sanitation and nosocomial protocols for the facility are also covered.

## VET 240 – Veterinary Nursing IV.

2 Credits. Spring only. This course develops skills in basic husbandry, restraint, physical examine, venipuncture, diagnostics, and medications as they specifically apply to exotic and laboratory type animals, especially rabbits, rodents, birds, and reptiles. (PR: VET 217, 230, 230L, 245, 245L, 250, 255, 255L) (CO: VET 235, 240L, 265, 265L, 275, 275L, 290.)

## VET 240L - Veterinary Nursing Lab IV.

1 Credit. This course will allow for hands-on experience and assessment of skills discussed in VET 240. (CO: VET 240) Offered: Spring Only.

## VET 245 – Veterinary Anesthesia.

1 Credits. Fall only. This course covers the principles and application of the use of sedatives, anesthetics, peri-operative pain management, and patient monitoring. (CO: VET 285) (CO: VET 217, 230, 230L, 245L, 250, 255, 255L.)

## VET 245L – Veterinary Anesthesia Lab

1 Credit. Fall only. This course will allow for hands-on experience and assessment of skills discussed in VET 245. (CO: VET 245)

## VET 250 – Veterinary Nutrition and Disease.

3 Credits. Fall only. This course focuses on principles of the disease process, disease control, and prevention of common diseases of domestic animals. Nutrition principles for clinical diseases are also covered.

## VET 255 – Veterinary Surgery.

1 Credit. Fall only. This course introduces the area of veterinary surgical care with sterilization techniques, equipment maintenance, pre-surgical and surgical preparation, surgical assistance, and post-surgical patient care. (CO: VET 285) (CO: VET 217, 230, 230L, 245, 245L, 250, 255L)

## VET 255L – Veterinary Surgery Lab

1 Credit. Fall only. This course will allow for hands-on experience and assessment of skills discussed in VET 255. (CO: VET 255)

## VET 260 – Imaging Techniques.

2 Credits. Spring only. This course introduces the principles and applications for the production of radiographs including processing, radiation safety, storage, patient positioning, and other imaging techniques. (PR: VET 210, 210L, 215, 215L, 227.) (CO: VET 216, 220, 220:, 225, 225L, 260L.)

## VET 260L – Imaging Techniques Lab.

1 Credit. Spring only. This course will allow for hands-on experience and assessment of skills discussed in VET 260. (CO: VET 260.)

# COURSE DESCRIPTIONS

## VET 265 – Veterinary Emergency and Critical Care.

1 Credit. Spring only. This course will allow for hands-on experience and assessment of skills discussed in VET 265. (PR: VET 217, 230, 230L, 245, 245L, 250, 255, 255L.) (CO: VET 235, 240, 240L, 265L, 275, 275L, 290.)

## VET 265L – Veterinary Emergency and Critical Care Lab.

1 Credit. Spring only. This course will allow for hands-on experience and assessment of skills discussed in VET 265. (CO: VET 265.)

## VET 275 – Small Animal Dentistry for Technicians.

2 Credits. Spring only. This course develops skills in oral examination and anatomy, dental cleaning, dental radiology, and common dental diseases as they apply to the dog and cat species. (PR: VET 217, 230, 230L, 245, 245L, 250, 255, 255L.) (CO: VET 235, 240, 240L, 265, 265L, 275L, 290.)

## VET 275L – Small Animal Vet Dentistry Lab

1 Credit. Spring only. This course will allow for hands-on experience and assessment of skills discussed in VET 275. (CO: VET 275)

## VET 285 – Veterinary Hospital Practicum I.

3 Credits. Summer only. This course provides practical experience in an approved veterinary clinic or other approved clinical site to focus on mastery of clinical skills covered thus far in the curriculum. The focus will be on small animal medicine and laboratory procedures. (PR: VET 210 and VET 215 and VET 216 and VET 220 and VET 260)

## VET 290 – Veterinary Technology (VTNE) Seminar.

2 Credits. Spring only. This capstone course reviews all aspects of academic and applied techniques taught in the Veterinary Technology program. Students must successfully complete a mock exam in preparation for the Veterinary Technical National Examination. Students are required to prepare a resume and present a research paper. (PR: All Vet Tech classes) (CO: VET 235 and VET 240 and VET 265)

## VET 295 – Veterinary Technology Externship.

5 Credits. Summer only. Students in this course are expected to function as working members of the staff of an approved veterinary hospital or other approved veterinary facility. This course provides practical experience in an approved veterinary clinic or other approved clinical site to focus on mastery of clinical skills. This course is a continuation of Vet Tech Practicum I. Focus extends to large animals as well as laboratory and exotic animal medicine and laboratory procedures.

## Welding (WELD)

### WELD 110 – Blueprint Reading for Welders.

3 Credits. Fall only. This course is designed to develop a technical understanding of the information contained on engineering drawings and the use of the information to communicate setup and welding instructions from the designer to the welder and fitter. (PR/CO: none)

### WELD 120 – Shielded Metal Arc Welding.

6 Credits. Fall only. This course provides a thorough technical understanding of arc welding, welding safety, are welding power sources, electrode classifications and selection. (PR: WELD 120L)

### WELD 120L – Shielded Metal Arc Welding Lab.

4 Credits. Fall only. This lab course provides students opportunities to perform production welding, millwright production, and general maintenance welding. (CO: WELD 120)

### WELD 121 – Gas Metal & Flux Cored Arc Welding

6 Credits. Fall only. This course is designed to provide a thorough technical understanding of welding safety, gas metal arc welding, equipment adjustments, metal transfer and shielding gases. It also provides the training to make quality gas metal arc welds in all positions on mild steel from ¼” to 3/8” plate, single and multiple pass. (CO: WELD 121L)

### WELD 121L – GMAW & FCAW Welding Lab.

4 Credits. Fall only. This course is designed to demonstrate a thorough technical understanding of welding safety and hands-on application of gas metal arc welding, equipment adjustments, metal transfer and shielding gases. It also provides the training to make quality gas metal arc welds in all positions on mild steel from ¼” to 3/8” plate, single and multiple pass. (CO: WELD 121)

### WELD 210 – Stick Pipe Welding.

6 Credits. Spring only. This course will provide students welding safety with the Shield Metal Arc Welding process (SMAW-Stick), proper techniques and electrode selection for welding pipe to meet ASME (vertical up) welding code. Students will weld using E6010 and E7018. Blueprint reading and developing a technical understanding of the information contained on engineering drawings is contained in the course. (PR: Permission)

### WELD 210L– Stick Pipe Welding Lab.

This lab course provides students opportunities to perform hands-on shielded metal arc welding processes (SMAW-stick) using proper techniques and electrode selection for welding pipe to meet ASME (vertical up) welding code.

### WELD 280 - Special Topics.

1-6 Credits. Study of content not normally covered in other courses.

### WELD 299 – Welding Theory.

3 Credits. Spring only. This course is a culmination of welding safety, processes, application, symbols and codes, power sources, electrode selection, weld types, and metals and alloys. This course is the capstone course for the AAS degree.

## Workforce Development (WFD)

WFD 100-119 – Specialized Workforce Training in Allied Health. 1-6 Credits. This course provides instruction for employees seeking self-improvement or skills to meet new best practices in the Allied Health career field. This curriculum will vary with the needs of the students, employers, or changing labor market.

WFD 120-129 – Specialized Workforce Training in General Studies. 1-6 Credits. This course provides instruction for employees seeking self-improvement or skills to meet new best practices in the General Education field. This curriculum will vary with the needs of the students, employers or changing labor market. (PR: Permission)

WFD 130-139 – Specialized Workforce Training in Business. 1-6 Credits. This course provides instruction for employees seeking self-improvement or skills to meet new best practices in the Business Management field. This curriculum will vary with the



## COURSE DESCRIPTIONS

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needs of the students, employers or changing labor market. (PR: Permission)

WFD 140-149 – Specialized Workforce Training in Info Tech.  
1-6 Credits. This course provides instruction for employees seeking self-improvement or skills to meet new best practices in Information Technology. This curriculum will vary with the needs of the students, employers or changing labor market. (PR: Permission)

WFD 150-299 – Specialized Workforce Development Training.  
1-6 Credits. This course provides instruction for employees seeking self-improvement or skills to meet new best practices in their specific career field. This curriculum will vary with the needs of the students, employers or changing labor market. (PR: Permission)

WFD 222-229 – Specialized Workforce Training in Green Technology.  
1-6 Credits (CR/NC). This course provides instruction for employees seeking self-improvement or skills to meet the new best practices in the Green Technology Industry. The curriculum will vary with the needs of the students, employers, or changing labor market. (PR: Permission)

WFD 230-249 – Specialized Workforce Training in Manufacturing.  
1-6 Credits (CR/NC). This course provides instruction for employees seeking self-improvement or skills to meet the new best practices in the manufacturing field. This curriculum will vary with the needs of the students, employers, or changing labor market. (PR: Permission)





## Administration & Staff

# ADMINISTRATION AND STAFF

## President's Office

Michael G. Sellards, Interim President  
B.S. - State University of New York  
MBA - Michigan State University

Latrenda D. Clay, Executive Secretary to the President  
A.A.S. – Occupational Development, Marshall University

## Business Services and Workforce Development

S. Derek Adkins, VP of Finance & Workforce Development  
B.S. – Accounting, Coastal Carolina University  
B.S. – Economics and Management, Coastal Carolina University

Maria Boskovic, Accounting Assistant I  
A.A.S.– Business Administration Mountwest Community & Technical College  
A.A.S. – Accounting- Mountwest Community & Technical College

Angela Casey-Bradshaw, Controller  
B.B.A. – Business Administration, Marshall University

Kathy Chaffin, Assistant Accountant  
B.A. – Political Science, Ohio University

Carey Dunfee, Assistant Bursar  
B.B.A. – Accounting, Marshall University

Calesha Frieson, Accounting Assistant II  
A.A.S. – Business Administration, Mountwest Community & Technical College

Rebecca Maynard, Assistant Accountant

Charlotte D. Preston, Payroll Accountant  
B.B.A. – Finance, Marshall University

Sherri Sowards, Program Specialist – Maritime Academy

## Communications & Marketing

Matthew Crutchfield, Director of Communications & Marketing  
M.A. – Graphic Design/ New Media, Marshall University  
B.F.A. – Graphic Design, Marshall University

## Foundation and Alumni Relations

Jim Wilkerson, Executive Director, Foundation & Alumni Relations  
B.A. – Counseling and Rehabilitation, Marshall University

## Strategic Initiatives and Institutional Effectiveness

Terri Tomblin-Byrd, VP for Strategic Initiatives and Institutional Effectiveness/CIO  
M.S. – Technology Management, Marshall University  
B.S. – Computer Science, Marshall University

Tommie Kelley, Manager of Information Services  
M.S. – Adult and Technical Education, Marshall University  
R.B.A. – Marshall University  
A.A.S. – Computer Technology, Marshall University  
A.A.S. – Industrial Supervision and Management, Marshall University

Jared Bruce, Applications Systems Analyst Programmer, Senior  
B.A. – Information Technology, Ohio University

Adam Edens, Applications Systems Analyst Programmer  
B.S. – Management Information Systems, Marshall University  
A.A.S. – Information Technology, Mountwest Community & Technical College

Kelly Ingels, LAN Specialist  
A.A.S. – Network Systems Administration, Mountwest Community & Technical College

Jason Leor, IT Consultant Senior  
A.A.S. – Network Systems Administration, Mountwest Community & Technical College

Jason Lovejoy, Information Systems Specialist  
R.B.A. – Marshall University  
A.A.S. – Information Technology, Marshall University

Joey Wellman, Applications Systems Analyst Programmer, Senior  
B.S. – Safety Technology, Marshall University  
A.S. – Nursing, Marshall University

## Safety and Facilities

Rodney Pell, Director – Environmental Health, Safety & Facilities  
B.A. – Criminal Justice, Law Enforcement, Marshall University  
sUAS Part 107 Pilot

Taylor Bailey – Food Service Lead Worker II

Jenny Gilkerson – Receiving/Inventory Assistant  
A.A.S.–Information Technology, Mountwest Community & Technical College

Daniel Porterfield – Maintenance Worker II  
Certificate of Electrical Technology

Stacy McCallister – Food Services Manager II  
A.A.S. – Hospitality Management, Mountwest Community & Technical College

Michael Smith – Trades Specialist Lead

Edward Sowards – Food Service Lead Worker II

Pete Walters – Security Guard I

Steven Walters – Security Guard I

## Academic Affairs

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

Jennifer Porter, Institutional Effectiveness Coordinator  
B.A. – Family and Consumer Science, Marshall University  
A.A.S. – Administrative Assistant Technology, Marshall University

Rhonda Rappold, Administrative Assistant

## Career and Technical Division

Lisa Beckett, Administrative Assistant  
R.B.A. – Marshall University  
A.A.S. – Administrative Assistant Technology, Marshall University

Jill Sansom, Administrative Assistant  
A.A.S. – Board of Governors, Mountwest Community & Technical College  
A.A.S. – Executive Administrative Assistant, Mountwest Community & Technical College

# ADMINISTRATION AND STAFF

Patricia Young, Administrative Assistant

## Distance Education

Kim Schroeder, Associate Professor – Director for Distance Education

M.A. – Mathematics, University of Wisconsin – Madison

B.S. – Mathematics, University of Wisconsin – Parkside

## Liberal Arts and Transfer Division

Kathryn Beckett, Administrative Assistant

## Student Services & Human Resources

Mesha Shamblin, VP of Student Services & Human Resources

M.B.A. – Marshall University

B.B.A. – Accounting, Marshall University

Stacey Arthur, Program Manager

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

R.B.A. – Marshall University

A.A.S. – Medical Assisting, Marshall University

Douglas Bailey, Testing Proctor

A.A.S. - Healthcare Informatics, Mountwest Community & Technical College

Stacy Carroll, HR Representative

B.S. Organizational Management, Ohio Valley University

A.A.A. Business Management, Ashland Community and Technical College

Dean Crawford, Director of Student Recruitment

M.P.A. – Masters of Public Administration, Ohio University

B.S. – Communications, Ohio University

Jamie Clevenger, HR Representative

M.S. Human Resources Management

B.S. Health Services Admin.

Tereka Eanes – Student Services Coordinator

A.A.S. – Graphic Design, Mountwest Community & Technical College

Veella Grooms, Director of Diversity and Inclusion

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

B.A. – Counseling and Rehabilitation, Marshall University

Richard Gross, Program Coordinator Sr.

B.S. – Environmental Science, Marshall University

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

Shelly Hensley, Records Assistant III

A.A. – University Studies, Morehead State University

Betty Hundley, Executive Administrative Assistant

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

Jennifer Judge, Director – Career Services

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

B.S. – Psychology, Ohio Valley University

Susan Levering, Financial Aid Counselor, Sr.

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

Chris Mantzel, Associate Registrar

B.S. – Computer Science, Marshall University

Lisa Penix, Associate Dean/Financial Aid Manager

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

R.B.A. – Marshall University

Wendy Quattlebaum

Director, Advising Services

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

B.A. – Board of Regents, Marshall University

Angela Ross, Associate Dean/Registrar

M.B.A. – Morehead State University

B.A. – Organizational Management, Midway College

A.A.S. – Accounting, Maysville Community College

Chris Stevens, Student Success Software Specialist

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

Krista Tooley, Program Specialist

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

Jenna VanHoose, Program Coordinator – Off Campus Programs

B.B.A. – Management, Marshall University

A.A.S. – Board of Governors, Marshall University

Shanice Wooding, Financial Aid Counselor

R.B.A. – Marshall University

## Faculty

Robert Adkins, III

Instructor, ELT/BMT

B.S. – Technical Management, Devry University

A.A.S. – Electrical Engineering Technology, ITT Technical Institute

Melissa Ballard

Assistant Professor, Health Information Technology

R.B.A. – Marshall University

Certified Pharmacy Technician

Jane Barker

Assistant Professor, Health Information Technology

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

B.S. – Medical Records Administration, Illinois State University

Jamie Bayne

Librarian, Associate Professor, Library Science

M.L.I.S. – University of Washington

M.A. – English, University of South Florida

B.A. – English, University of South Florida

Edward Bays

Associate Professor, Paramedic Science

B.S. – Business, West Virginia Wesleyan College

Paramedic Certification, Mountwest Community & Technical College

Instructor Certification: ACLS, PALS, BCLS; EMS-C, NREMT-P,

WV EMT – Paramedic; KY EMT – Paramedic

Jason Black

Professor, Anatomy and Physiology

Ph.D. – Biomedical Sciences, Marshall University School of Medicine

B.S. – Biochemistry, Ohio Northern University

Kendra Bolen

Professor, Communications, Chair

M.A. – Communication Studies, Marshall University

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

B.A. – Counseling, Marshall University

# ADMINISTRATION AND STAFF

---

Melinda Booton

Assistant Professor, Health Informatics  
M.S. – Health Informatics, Marshall University  
R.B.A. – Marshall University  
A.A.S. – Health Information Technology, Marshall Community & Technical College

Leigh-Ann Brewer

Associate Professor, American Sign Language  
M.A. – Education, Marshall University  
M.A. Certificate – Deaf & HH Infants, Toddlers and Families:  
Collaboration and Leadership Interdisciplinary Certificate,  
Gallaudet University  
B.A. – Elementary Education and Early Childhood  
Education, Marshall University  
NIC and NADIII, Registry of Interpreters for Deaf

Cory Brown

Instructor, Mobile Application Development  
R.B.A. – Marshall University  
A.A.S. – Animation and Game Development, Mountwest  
Community and Technical College

Richard Brown

Professor, Chair – Business & Legal Studies  
M.B.A. – Finance, Marshall University  
B.A. – Sociology, West Virginia Wesleyan College

Kristen Brumfield

Assistant Professor – Early Childhood Education  
M.A. – Special Education, Marshall University  
R.B.A. – Marshall University

Julia Butler

Assistant Professor, Math  
M.A. – Mathematics, Appalachian State University  
B.A. – Psychology, Wayne State University

Travis Carlton

Professor, Physical Therapist Assistant Program and  
Academic Director  
Ed.S. – Adult and Technical Education, Marshall University  
M.S. – Health Services Administration, Southwest Baptist  
University  
B.S. – Psychology, Southwest Missouri State University  
Licensed PTA, State of WV

Amanda Clark

Assistant Professor, Veterinary Technology Program  
B.S. – Veterinary Technology, Morehead State University  
A.A.S. – Veterinary Technology, Morehead State University

Megan Click

Assistant Professor, Geographic Information Systems  
M.A. – Geography, Marshall University  
GIS Certificate, Marshall University  
B.A. – Classics, University of Kentucky  
UAS Remote Pilot Certificate

Kimberly Copley

Associate Professor, Information Technology  
Ed.S. – Adult & Technical Education, Marshall University  
M.S. – Adult & Technical Education, Marshall University  
R.B.A. – Marshall University  
A.A.S. – Information Technology, Marshall University

Michael Todd Cox

Assistant Professor, Culinary Arts  
R.B.A. – Marshall University  
A.A.S. – Hospitality Management, Marshall University

Sarah Dick

Interim Dean of Liberal Arts and Transfer Studies  
Professor, Early Childhood Education,  
M.A. – Special Education, Marshall University  
B.A. – Elementary Education and Early Childhood  
Education, Marshall University

Gerald Doyle

Professor, Management Technology  
M.B.A. – Marketing, Marshall University  
B.A. – Business and Science Education, Marshall University  
Certified Public Accountant

Nathan Full

Assistant Professor, English  
M.A. – English, Marshall University  
B.A. – Literacy Studies, Marshall University

Kelli Hall

Assistant Professor, Mathematics, Director ASC  
M.A. – Mathematics, Marshall University  
B.S. – Mathematics, Marshall University

Kathryn Hopkins

Associate Professor, History  
M.A. – History, Marshall University  
B.A. – History, Marshall University

Sean Hughes

Assistant Professor, Psychology  
M.A. – Psychology, Marshall University  
R.B.A. – Marshall University

Heather Hussell

Professor, Paralegal Studies  
J.D. – West Virginia University College of Law  
B.A. – Political Science, West Virginia University

Linda Johnson

Instructor, American Sign Language and Deaf Studies  
B.A. – English, Marshall University  
Certified NAD V – Registry of Interpreters for the Deaf, Inc.

Jack Locher

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

Casie McGee

Assistant Professor – Mathematics  
Ed.S. – Education, Marshall  
M.A. – Mathematics, Marshall  
J.D. – Holstra University School of Law  
B.S. – Math, Marshall  
B.S. – English, Marshall

James Mitchell

Associate Professor, Paramedic Science  
M.A. – Pastoral Counseling Crisis and Response,  
Liberty University  
M.A. – Theology, Liberty University  
B.A. – Psychology, West Virginia State University  
A.A.S. – Paramedic Science, West Virginia State Community &  
Technical College  
Certificate in: Christian Leadership  
Certifications: BLS, PALS, ACLS, AMLS, PHTLS

# ADMINISTRATION AND STAFF

---

William Muncy  
Instructor, ELT/BMT  
M.S. – Information Technology Management, Western Governors University  
B.S. – Integrated Science and Technology, Marshall University  
A.B.A. – Business Management, Ashland Community & Technical College

R. Scott Nicholas  
Professor, Information Technology  
M.S. – Technology Management, Marshall University  
B.S. – Computer Information Systems, Excelsior College

Kimberly Nisky  
Professor, Communications  
M.A. – Communication Studies, Marshall University  
B.A. – Communication Studies, Marshall University

Heather Pack  
Associate Professor, Chair  
M.A. – Mathematics, Marshall University  
B.S. – Mathematics, Marshall University

Larry E. Perry  
Associate Professor, Hospitality Management  
M.S. – Adult and Technical Education, Marshall University  
B.A. – Management, Marshall University  
A.A.S. – Culinary Arts, Marshall Community and Technical College

Mary Jo Perdue  
Instructor, Massage Therapy  
B.S. – Pharmacy, Ohio Northern University  
Licensed Massage Therapist, IN Touch School of Massage

Kimberly Preece  
Professor, Information Technology  
M.B.A. – Business Management, Marshall University  
B.B.A. – Computer Science, Marshall University

Zachery Rakes  
Assistant Professor, English  
M.A. – English, Marshall University  
B.A. – English, Marshall University

Donna Roy  
Assistant Professor, Medical Assisting  
M.A. – Adult Education and Training, University of Phoenix  
A.B.A. – Marshall University  
A.A.S. – Clinical Laboratory Services, Marshall University  
CCMA, MLT, CDT

Rebecca Settle  
Assistant Professor, English, Director of Assessment  
M.A. – English Studies and Cultural Criticism, University of Manchester  
B.A. – English, Marshall University

Janet Smith  
Professor, Allied Health –Chair  
M.S. – Adult and Technical Education, Marshall University  
B.S. – Health Record Administration, York College of Pennsylvania

Patrick Smith  
Associate Professor, Information Technology  
M.S. – Technology Management, Marshall University  
R.B.A. – Marshall University  
A.A.S. – Information Technology, Marshall Community and Technical College

Zoe Stokes  
Instructor, Physics  
M.S. – Physical Science, Marshall University  
B.S. – Physics, Marshall University

Adam Swolsky  
Professor, Anatomy and Physiology  
Doctor of Chiropractic, Palmer College of Chiropractic  
B.S. – Biology, University of Cincinnati

Benjamin Taylor  
Associate Professor, English  
M.A. – English, Marshall University  
B.A. – English, Marshall University

Julie Terry  
Associate Professor, Graphic Design  
M.S. – Strategic Leadership, Mountain State University  
M.A. – Journalism, Marshall University  
B.F.A. – Art Graphic Design, Marshall University

Kelly Terry  
Professor, Physical Therapist Assistant Program, Clinical Director  
Ph.D. – Physical Therapy, Slippery Rock University  
M.S. – Health and Physical Education/Athletic Training, Marshall University  
B.A. – Athletic Training, Marshall University  
Licensed DPT, State of WV

Theodore L. Triplett  
Assistant Professor, Engineering Design  
M.S. – Mining Engineering, Virginia Tech  
B.S. – Mining Engineering, Virginia Tech

Meagan Valentine  
Assistant Professor Biology  
Ph. D. – Biomedical Sciences, Marshall University  
M.S. – Biological Sciences, Marshall University  
B.S. – Biological Sciences, Marshall University

Amanda Webb  
Assistant Professor, Math  
M.A. – Special Education, Marshall University  
M.A. – Secondary Education, Marshall University  
B.A. – Secondary Education

Kristy Wood  
Professor, Transportation Technology, Chair  
Ed.D. – Curriculum and Instruction, Marshall University  
M.A.T. – Master of Arts in Teaching, Marshall University  
B.S. – Business and Economics, West Virginia University



1 Mountwest Way  
Huntington, WV 25701  
866.676.5533 • mctc.edu

