



MOUNTWEST

COMMUNITY AND TECHNICAL COLLEGE

2021-2022 COLLEGE CATALOG

MCTC.EDU

A State Community and Technical College of West Virginia. An Equal Opportunity/Affirmative Action Employer.



For more than 40 years, Mountwest has been helping students succeed in high-demand career fields through a high-quality academic experience, a friendly and helpful student services department and a multitude of career pathways from which to choose. Mountwest offers an easy to navigate campus, one-stop student services, free parking, free tutoring, access to computer labs, financial aid assistance, and faculty mentors and college transition programs. Additionally, classrooms are equipped with state-of-the-art technology and free Wi-Fi access.

GO FAR...
close to
HOME

➤ **FOUNDED** in 1975

➤ **PRESIDENT** Dr. Joshua Baker

➤ **LOCATED** in Huntington, WV

➤ **STUDENT TO FACULTY RATIO** 14:1

➤ **DEGREE LEVELS OFFERED:**
Certificate, Associate

➤ **CARNEGIE CLASSIFICATION:**
Associate Colleges: High Career
& Technical-Mixed
Traditional/Nontraditional



COST OF ATTENDANCE

Average Tuition
& Fee Rates

\$4,182 In-state

\$10,392 Out-of-state

FINANCIAL AID

Recipients | Awards



39%
Financial Aid
Participation Rate

9 | \$31,365
PROMISE

294 | \$656,959
HEGP

913 | \$3,478,556
PELL

592 | \$2,108,299
FEDERAL LOANS

20.1% 3-Year Default Rate

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

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.

TABLE OF CONTENTS

Mission & Goals.....	8
Academic Calendar.....	9-11
Philosophy & History.....	12
Governing Bodies & Advisory Committees.....	13
Accreditation.....	14
General Policies.....	15-18
Student Rights & Responsibilities.....	19-21
Student Code of Conduct.....	22-25
Academic Definitions & Procedures.....	26-37
Student Resources & Services.....	38-39
Campus Activities.....	40
Admissions Procedure.....	41-44
Advising Information.....	45
Special Admission Information.....	46
Enrollment Checklist.....	47-48
Tuition & Fees.....	49-52
Financial Aid.....	53-55
Military, Veterans and Dependents.....	56
Workforce Development.....	57
 Academic Programs Overview.....	 58
Allied Health	
Applied Technology	
Business Programs	
Culinary & Hospitality	
General Education & Transfer	
Human Services & Education	
Information Technology	
Legal Studies	
Non-Traditional Degrees	
Transportation	
Administration & Staff	

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 middleskill 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 predetermined solution

Academic Calendar

FALL 2021

August 5 | Thursday

Last day to register for fall semester

August 9 | Monday - August 12 | Thursday

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

August 16 | Monday

First Day of Class

August 16, Monday - August 18, Wednesday
Schedule adjustment- ONLY

August 19 | Thursday

"W" period begins

August 24 | Tuesday

Attendance Reporting due by 4pm

September 6 | Monday

Labor Day, College Closed

September 14 | Tuesday

Attendance Reporting due by 4pm

September 16 | Thursday

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

October 7 | Thursday

End of 1st 8 weeks, December graduation applications due

October 11 | Monday

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

October 20 | Wednesday -

October 21 | Thursday

Registration for Spring courses for special populations

October 21 | Thursday

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

October 25 | Monday -

December 2 | Thursday

Total withdrawals only

October 25 | Monday -

November 4 | Thursday

Registration for spring courses for currently enrolled students

November 8 | Monday -

January 3 | Monday

Registration for new, readmitted and returning students

November 11 | Thursday

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

November 22 | Monday -

November 26 | Friday

Thanksgiving Holiday, Classes dismissed

November 25-26 | Thursday-Friday

College Closed

November 29 | Monday

Classes resume

December 2 | Thursday

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

December 6 | Monday -

December 9 | Thursday

Exam days

December 9 | Thursday

Official Graduation Date

December 13 | Monday, Noon

Final Grades and attendance due

December 20 | January 1

Winter Break, College Closed

SPRING 2022

January 3 | Monday

College offices open

January 3 | Monday

Registration

January 4 | Tuesday- January 6 | Thursday

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

Academic Calendar

January 10 | Monday

Classes begin

January 10 | Monday -
January 12 | Wednesday
Schedule adjustment ONLY

January 13 | Thursday
"W" period begins

January 17 | Monday
College Closed, Martin Luther King Day

January 18 | Tuesday
Attendance reporting due by 4pm

February 3 | Thursday
Last day to drop 1st eight weeks course
Last day to do a faculty withdrawal for 1st eight weeks courses

February 8 | Wednesday
Attendance reporting due by 4pm

March 3 | Thursday
Midterm, 1st eight weeks ends
Applications for May graduation due

March 7 | Monday
2nd eight weeks courses begin, Last day to add 2nd eight weeks, Mid-term grades and attendance due by 4pm

March 9 | Wednesday -
March 10 | Thursday
Registration for special populations-

March 10 | Thursday
Last day to drop an individual course for the full term
Last day to do a Faculty Withdrawal for full term courses

March 14 | Monday -
March 24 | Thursday
Advance registration for currently enrolled students-

March 21 | Monday -
March 24 | Thursday
Spring Break, Classes dismissed

March 28 | Monday
Classes resume

March 28 | Monday-
April 28 | Thursday
Complete withdrawal only

March 28 | Monday
Registration for Summer and Fall sessions begin (admitted/readmitted students)

April 7 | Thursday
Last day to drop a 2nd eight weeks course
Last day to do a faculty withdrawal for a 2nd eight weeks course

April 28 | Thursday
Last day of class
Last day to completely withdraw from Spring semester

May 2 | Monday - May 5 | Thursday
Exam Days

May 6 | Friday
Graduation Ceremony and Official Graduation Date

May 9 | Monday, by noon
Grades and attendance due

SUMMER A (May 9 to July 14, 2022)

May 9 | Monday
First Day of Classes

May 9-11 | Monday- Wednesday
Schedule Adjustment

May 12 | Thursday
"W" Withdrawal Period Begins

May 16 | Monday
Attendance Reporting due by 4pm

May 30 | Monday
Memorial Day Holiday, College Closed

Academic Calendar

June 13 | Thursday

Deadline for July Graduation Application

June 13 | Thursday

Last Day to Drop an Individual Course

Last Day to do a Faculty Withdrawal

June 13 | Monday

Attendance Reporting due by 4pm

June 13 | Monday - July 13 | Wednesday

Total Withdrawals Only

July 13 | Wednesday

Last Class Day, Last Day to Totally

Withdraw from

July 14 | Thursday

Final Examination Day, Official

July Graduation Date

July 18 | Monday, Noon

Deadline for Submitting Final Grades

and Attendance

SUMMER B

(May 9 to June 9, 2021)

May 9 | Monday

First Day of Classes

May 9-10 | Monday - Tuesday

Schedule Adjustment

May 11 | Wednesday

"W" Withdrawal Period Begins

May 16 | Monday

Attendance Reporting due by 4pm

May 19 | Thursday

Last Day to Drop an Individual Course

Last Day to do a Faculty Withdrawal

May 23 | Tuesday - June 8 | Wednesday

Total Withdrawals Only

May 30 | Monday

Memorial Day Holiday, College Closed

June 8 | Wednesday

Last Class Day, Last Day to Totally

Withdraw from Summer B

June 9, | Thursday

Final Examination Day, Deadline for July

Graduation Application

June 13 | Monday, Noon

Deadline for Submitting Final Grades and

Attendance

SUMMER C

(June 13 to July 14, 2021)

June 9 | Thursday

Deadline for July Graduation Applications

June 13 | Monday

First Day of Classes

June 13-14 | Monday - Tuesday

Schedule Adjustment

June 15 | Wednesday

"W" Withdrawal Period Begins

June 20 | Monday

Attendance due by 4pm

June 22 | Wednesday

Last Day to Drop an Individual Course

Last Day to do a Faculty Withdrawal

June 23 | Thursday - July 13, Wednesday

Total Withdrawals Only

July 13 | Wednesday

Last Class Day, Last Day to Totally

Withdraw from Summer C

July 14 | Thursday

Final Examination Day, Official July

Graduation Date

July 18 | Monday

Deadline for Submitting Final Grades

and Attendance due by Noon

Philosophy & History

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 life-long 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

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
Daniel Adkins, 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 2021-2022 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

Accreditation

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.captionline.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

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

General Policies

the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CFR 99 .31):
 - School officials with legitimate educational interest; Other schools to which a student is transferring;

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

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

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

you may contact us at the following address:

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

It is the policy of Mountwest Community & Technical College to maintain a work and educational environment free from all forms of sexual harassment of any employee, applicant for employment, or student. Sexual harassment in any manner or form is expressly prohibited. It is the responsibility of the College to provide educational opportunities to create this free environment and to take immediate and appropriate corrective action when sexual harassment is reported or becomes known. Supervisors at every level are of primary importance in the implementation and enforcement of this rule.

Sexual Harassment Defined

Sexual harassment is intended to be defined consistent with EEOC and United States Department of Education guidelines. Sexual harassment includes any unwelcome sexual

advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is an explicit or implicit condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions or;
- Such conduct has the purpose or effect of:
 - a. Unreasonably interfering with an individual's work or educational performance, or;
 - b. Creating an intimidating, hostile or offensive work or educational environment.

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.connect-yard.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.

General Policies

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 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

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 Rights & Responsibilities

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. 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.)

Student Rights & Responsibilities

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.

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

Student Code of Conduct

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-rehabilita->

[tion-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 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.

Student Code of Conduct

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 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

The student must first present his/her grievance to the individual against whom the grievance exists.

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.

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:

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 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)

Academic Definitions & Procedures

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.

- 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.

Academic Definitions & Procedures

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 for 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 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.

Academic Definitions & Procedures

- 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 Pt Deficit	20	15	12	9

Computing Quality Point Deficit

To compute Quality Point Deficit, use the following formula:

$$\text{GPA Hours times } 2 = X;$$
$$X - \text{Quality Points} = \text{Quality Point Deficit.}$$

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.

Academic Definitions & Procedures

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.

- 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.

Academic Definitions & Procedures

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:

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:

Academic Definitions & Procedures

- 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 encouraged 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/.

To schedule an exam contact the MCTC Testing Center at 304.710.3395, or e-mail at testingcenter@mctc.edu.

For additional questions and/or information contact:

Veella Grooms • Room 357 • Phone: (304) 710-3386, E-mail: 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. To schedule and exam contact the MCTC Testing Center at 304.710.3395, or e-mail at 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.

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.

For additional questions and/or information contact:

Veella Grooms • Room 357 •

Phone: (304) 710-3386, E-mail: grooms@mctc.edu

Academic Definitions & Procedures

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."

Academic Definitions & Procedures

Degree Program

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

Developmental Courses

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

Grade Information and Regulations

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

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

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

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

Graduation

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

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.get-mytranscript.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, or in the Student Services One Stop.

Academic Definitions & Procedures

Academic Rigor Statement

This statement clarifies the attributes of a rigorous curriculum at Mountwest and defines the traits of corequisite courses, 100-level courses, and 200-level courses.

The purpose of this statement is to:

Ensure consistency of rigor across the curriculum, both in General Education courses and programmatic courses.

Create transparency for students, so that they are aware of the expectations of courses regardless of the level of learning.

By doing so, it is our belief that students will be better able to: achieve course and program-level outcomes, become lifelong learners, and meet the demands of the workplace after completion of a degree.

Traits of a Rigorous Curriculum at Mountwest (C.H.A.S.E.)

Challenging Content

When appropriate, coursework should emphasize analysis, evaluation, application, and synthesis, including applying knowledge between different courses and disciplines.

Higher-Order Thinking

Learning outcomes for a course express demonstrable goals appropriate to the course level and use verbs from the corresponding level of Bloom's Taxonomy, while operating within the constraints of the discipline.

Active Learning

To the extent that it is appropriate to the discipline, students are actively involved in the learning process. Instead of simply receiving information, as in a teacher-centered model, students will instead work to apply what is being taught and assume a participatory role, both in and out of the classroom.

Sufficient Academic Support

Learners must be provided with adequate additional support outside of the classroom to help them achieve learning goals and comprehend course material. This is a college-wide effort and will be achieved by (1) Student Success Counselors placing students in courses that are at an appropriate level and delivered via the appropriate modality; (2) both counselors and instructors referring students to support services as needed; (3) instructors and counselors using early intervention software to communicate about students' needs; and (4) learners are expected to utilize the Academic Support Services available on campus and/or virtually when needed.

Expectations That Are Clearly Articulated

Students are made aware of the expectations of a particular course by way of information in the syllabus and within assignment instructions. Instructors strive to be as transparent as possible regarding the expectations of their courses, assignments, and the manner in which they assign grades.

Definitions of Course Levels

Corequisite Courses – These courses' numeric designators begin with "0." Corequisite courses equip learners with the skills necessary to successfully complete 100-level courses. Enrollment in these courses may be determined by a placement test. Corequisite courses are taken concurrently with the corresponding 100-level course to provide the additional academic support needed to complete the corresponding 100-level course successfully.

100-level Courses – These courses impart disciplinary knowledge and skills at a foundational level and are normally taken in the first year of study. To complete these courses successfully, students should possess adequate writing skills to be able to compose college-level assignments on their own or with the aid of the Writing Center. 100-level courses may require no prerequisite, or they may be taken in the same semester as a corequisite course.

Academic Definitions & Procedures

200-level Courses – These are intermediate courses that expand upon introductory knowledge and skills, may require a prerequisite, and are normally taken after the first year of study. When they enter these courses, students will possess adequate skills acquired from General Education and other prerequisite courses to help them be successful. Students will be acquainted with the basic terminology or methodology of the subject of the course and will be able to accomplish a substantial amount of work at a more advanced level.

Student Resources & Services

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 342. 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 304, 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 342, 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.

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

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.

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

For additional information regarding student government or campus organizations, contact Stacey Arthur at arthur@mctc.edu

Admissions Information

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

Admissions Policy

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

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

A. General Admissions Information

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

tions 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

Admissions Information

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

Admissions Policy

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

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

A. General Admissions Information

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

tions 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

Admissions Procedure

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 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

Early Admission students must be Junior or Seniors in high school. Any exception must be approved by the institution's chief academic officer. 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):

West Virginia Community & Technical College Policy:

6.1 High school students desiring to enroll in a college credit-bearing course must apply for early enrollment admission status and meet all early enrollment admission requirements for the institution which is offering the college credit course.

6.2 Students must meet all course requirements and prerequisites. In addition to meeting these requirements, all students who enroll must have the approval of the high school principal or designee.

6.3 Opportunities for early enrollment are for students of junior and senior status in the high schools. Any exception must be approved by the institution's chief academic officer.

6.4 Alternative admission requirements may be applicable for specific statewide academic initiatives.

6.5 Early enrollment students have the same rights and responsibilities as on-campus students and have the same level of access to learning resources such as libraries, laboratories, and databases.

Admissions Procedure

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.
3. 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.
4. 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. 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.

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.

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. Students not currently admitted to Mountwest may request placement testing during the admissions and registration process.

	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+

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.

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

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

College Courses in the High School

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

Request Documents

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

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

Contact: Office of Student Services

One Stop Area
304-710-3060 or 866-676-5533
admissions@mctc.edu

Apply for Financial Aid

Apply for Financial Aid at www.fafsa.ed.gov.
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

Contact: Office of Financial Aid

One Stop Area
304-710-3370 or 866-676-5533
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

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

Enrollment Checklist

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

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

Important Dates

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

Tuition and Fees

Mountwest Community & Technical College (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.

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.

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

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 2021 - Summer 2022

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.

FULL-TIME (12+ Hours)	BASE FEES (Per Credit Hour)	PROGRAM FEE		BASE INCLUDING PROGRAM FEES
		6 Credits or Less	7 Credits or More	
WV Resident				
Allied Health	\$195.50	\$150.00	\$300.00	\$2,496.00
Career & Technical (General)	\$195.50	\$100.00	\$200.00	\$2,446.00
Metro*				
Allied Health	\$333.00	\$150.00	\$300.00	\$4,146.00
Career & Technical (General)	\$333.00	\$100.00	\$200.00	\$4,096.00
Non-Resident				
Allied Health	\$487.00	\$150.00	\$300.00	\$5,994.00
Career & Technical (General)	\$487.00	\$100.00	\$200.00	\$5,994.00

*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 or by calling 304.710.3480 for additional information.

Tuition & Fees

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)	\$ 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 *Distance Education -	
CT40 Major Code Only, \$140/credit hour - no cap	\$ 140.00
New Student Fee	\$ 75.00
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
Autodesk User 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

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. 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

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

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%.

Financial Aid

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

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

Repayment begins six months after graduation or after enrollment drops to fewer than six hours. All borrowers are required to 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.cfwmv.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.

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 - www.mctc.edu

West Virginia Higher Education Policy Commission
www.wvhepc.edu/

FAFSA - www.fafsa.ed.gov

FSA ID - fsaid.ed.gov/npas/index.htm

FSA Programs - studentaid.ed.gov/sa/

Direct Stafford Loans
studentloans.gov/myDirectLoan/index.action

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
=(877) 987-7664

Military, Veterans, and Dependents

Compliance with Military Selective Service Act

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

Service Members Opportunity Colleges

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

Training Credit

The Commission on Accreditation of Service Experiences of the American Council on Education has developed equivalence credit recommendations for educational experiences in the Armed Forces. This is credit in addition to that awarded for physical education. Veterans should contact the Military Programs Coordinator for evaluation of their armed services educational experiences and should submit the Joint Services Transcript (JST) or CCAF transcript by bringing a copy to the Office of Military Programs.

JST transcript request forms are available in the Office of Military Programs or can be retrieved at the secure website <https://jst.doded.mil/official.html>.

Residency

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

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

participating in the Recruiter Education Incentive Program shall be classified as an in-State student for the purpose of payment of tuition and fees.

Called To or Volunteered for Active Duty

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

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

Contact Information

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

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 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.



Find the
right career for you.

PROGRAMS OF STUDY

mctc.edu/programs

ALLIED HEALTH

2 Year Degrees

A.A.S. Health Information Technology
A.A.S. Health Science
A.A.S. Massage Therapy
A.A.S. Medical Assistant
A.A.S. Paramedic Science
A.A.S. Pharmacy Technician
A.A.S. Physical Therapy Assistant
A.A.S. Radiologic Technology
A.A.S. Respiratory Therapy
A.A.S. Surgical Technology
A.A.S. Veterinary Technology

1 Year Certificates

C.A.S. Allied Health Occupations
C.A.S.. Certified Coading Specialist
C.A.S. Health Data Management
C.A.S. Paramedic
C.A.S. Pharmacy Technician

APPLIED TECHNOLOGY

2 Year Degrees

A.A.S. Biomedical Instrumentation Technology
A.A.S. Drone Technology Concentration
A.A.S. Electronics Technology
A.A.S. Engineering Design Tech
A.A.S. Engineering Design Tech
• Additive Manufacturing
A.A.S. Geographic Information Science
A.A.S. Machinist/CNC Technology
A.A.S. Welding Technology

1 Year Certificates

C.A.S. 3D Printing Concentration
C.A.S. Machinist
C.A.S. Welding Technology

BUSINESS PROGRAMS

2 Year Degrees

A.A.S. Accounting
A.A.S. Banking and Finance
A.A.S. Management Technology
• Business Administration
• Call Center Supervisor
• Hospitality Management
• Industrial Management

1 Year Certificates

C.A.S. Accounting/Bookkeeping

CULINARY & HOSPITALITY

2 Year Degrees

A.A.S. Culinary Arts

1 Year Certificates

C.A.S. Hospitality Management
Event Management Skillset

GENERAL EDUCATION & TRANSFER

2 Year Degrees

A.S. General Transfer Studies
• Healthcare Professions Concentration

A.A. Transfer Studies

- Behavior Science Concentration
- Elementary Education Concentration
- Media Studies Concentration
- Secondary Education Social Studies Concentration

HUMAN SERVICES & EDUCATION

2 Year Degrees

A.A.S. American Sign Language
A.A.S. Early Childhood Education

1 Year Certificates

C.A.S. Deaf Studies
C.A.S. Assistant Teacher

INFORMATION TECHNOLOGY

2 Year Degrees

A.A.S. Animation & Game Developer
A.A.S. Graphic Design
A.A.S. Mobile Application Development
A.A.S. Network Systems & Security
• Network Systems Administration
• Network Systems Cyber Security
• Network Systems Security

1 Year Certificates

C.A.S. Cisco Certified Network Associate
C.A.S. Microsoft Certified Solutions Associate
C.A.S. Microsoft Certified Solutions Expert

LEGAL STUDIES

2 Year Degrees

A.A.S. Criminal Justice
A.A.S. Paralegal

1 Year Certificates

C.A.S. Legal Support

NON-TRADITIONAL DEGREES

2 Year Degrees

A.A.S. Board of Governors
• Allied Health
• Business
• Criminal Justice
• Information Technology
• Maintenance Technology
• Transportation

1 Year Certificates

C.A.S. Technical Studies

A.A.S. Occupational Development

- Child Development Specialist Concentration

A.A.S. Technical Studies

- Surgical Technology Concentration

TRANSPORTATION

1 Year Certificate

Maritime Academy

- Deckhand
- Tankerman
- Steersman
- Radar Observer

GO FAR...
close to
HOME

ALLIED HEALTH

mctc.edu/programs

2 Year Degrees

A.A.S. Health Information Technology
A.A.S. Health Science
A.A.S. Massage Therapy
A.A.S. Medical Assistant
A.A.S. Paramedic Science
A.A.S. Pharmacy Technician
A.A.S. Physical Therapy Assistant
A.A.S. Radiologic Technology
A.A.S. Respiratory Therapy
A.A.S. Surgical Technology
A.A.S. Veterinary Technology

1 Year Certificates

C.A.S. Allied Health Occupations
C.A.S. Certified Coding Specialist
C.A.S. Health Data Management
C.A.S. Paramedic
C.A.S. Pharmacy Technician

Skill sets

Allied Health
Community Pharmacy Technician
Emergency Medical Technician
Exercise Science
Patient Care Technician
Personal Trainer

Program Description:

The health information technician is the professional responsible for maintaining components of health information systems in a manner consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. In all types of facilities, and in various locations within a facility, the technician possesses the technical knowledge and skill necessary to process, maintain, compile, and report data for reimbursement, facility planning, marketing, risk management, quality assessment, and research; to abstract and code clinical data using appropriate classification systems; and to analyze health records according to standards. The health information technician may be responsible for functional supervision of the various components of the health information system. Within the 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:

Employment of health information technicians is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations. The demand for health services is expected to increase as the population ages.

Salary Forecast:

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

Admission Requirements:

1. Completion of the first year of course work with a grade point average of 2.5 or above with a grade of at least C in all courses.
2. Applications will be accepted from January 1 of each year for the upcoming fall semester. Admission to the program will be granted starting in May. This is a limited enrollment program.
3. Students seeking admission into the Health Information Technology program must arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection. Application packets are available in the Allied Health Main Office, Room 455.

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

Contact Information:

Janet B. Smith

Room 433

Phone: 304-710-3516 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: smithjan@mctc.edu

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

Health Information Technology - Major Code CH 10

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SE M	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology		3				
MATH 100	Occupational Mathematics		3				
ENL 111	Written Communication		3				
HIT 201	Health Information Tech I		3				
HINF 101	Intro to Health Informatics		3				
			15				
AH 216	Basic Pharmacology ¹		3				
AH 204	Legal and Ethical Issues in Healthcare		3				
BIOL 257/259	Principles of Anatomy & Physiology and Lab		4				
COM 125	Interpersonal Communication		3				
HIT 206	Healthcare Statistics ⁶		3				
			15				
AH 205	Principles of Disease ²		3				
HIT 205	ICD-10-CM Diagnostic Coding I ³		3				
HINF 201	Analyzing Healthcare Data ⁷		3				
HIT 210	Computer Health Information Systems		3				
	Gen Ed Elective		3				
			15				
HIT 202	Health Information Tech II		3				
HIT 207	ICD-10-CM/PCS Coding II ⁸		3				
HINF 202	Enterprise HI Management ⁹		3				
HIT 209	CPT-Procedural Coding ⁴		3				
HIT 215	Data Analytics ¹⁰		3				
			15				
HIT 212	HIT Capstone ⁵		3				
HIT 218	HIT Practicum		3				
			6				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

HOURS REQUIRED FOR GRADUATION: 67

Earn A Degree Graduate Early (EDGE):

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

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

**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 a course must repeat the course. Evidence of a current satisfactory health record must be submitted prior to participation in the HIT Practicum. Students are responsible for transportation to and from the HIT practicum sites.

¹ AH 216 has a prerequisite of AH 151

² AH 205 has a prerequisite of BIOL 257 or BIOL 260 and AH 151.

³ HIT 205 has a prerequisite of BIOL 257/259

⁴ HIT 209 has a prerequisite of BIOL 257/259 and AH 151

⁵ HIT 212 has a co-requisite of HIT 218 and completion of all core curriculum

⁶ HIT 206 has a prerequisite of HINF 101 and Math 100 (CR: ASC 099)

⁷ HINF 201 has a prerequisite of HINF 101 and HIT 206.

⁸ HIT 207 has a prerequisite of HIT 205.

⁹ HINF 202 has a prerequisite of HINF 201.

¹⁰ HIT 215 has a prerequisite of HIT 201 and HINF 201.

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:

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

Admission Requirements:

1. Mountwest Community and Technical College is an open enrollment institution. Please contact Student Services (304) 710-3361 for specific admission requirements.
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.

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

Contact Information:

Janet Smith
Room 433
Phone 304-710-3516 or 1-866-N-ROLLED (1-866-676-5533)
Email: smithjan@mctc.edu

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

Health Science—Major Code CH 70	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
BIOL 257	Intro to Anatomy and Physiology ¹		3				
IT 101	Fundamentals of Computers		3				
COM 112	Oral Communication		3				
ENL 111	Written Communication ²		3				
	Math Elective		3				
	General Education Elective		3				
	Humanities or Social Science Elective		3				
			21				
	Please choose a minimum of 9 hours from the following:						
AH 151	Medical Terminology (EDGE)		3				
AH 205	Principles of Disease ³		3				
AH 207	Infection Control for Health Professionals ⁴		3				
AH 216	Basic Pharmacology ⁵		3				
AH 217	Personal Fitness Training		4				
AH 220	Basic Nutrition		3				
EME 105	First on Scene		3				
			22				
	Nationally Certified Credentialed Area of Emphasis ^{6,7}		15-30				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	HRS COMPLETED OF THE 60 CREDIT HOURS FOR GRADUATION
--	---

Earn A Degree Graduate Early (EDGE):

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

1. BIOL 257 or suitable substitute.
2. ENL 111 has a prerequisite of placement in 100-level English.
3. AH 205 has a prerequisite of BSC 227 or BIL 257 or BIOL 260.
4. AH 207 has a prerequisite of AH 151.
5. AH 216 has a prerequisite of AH 151.
6. Equivalency hours based on the WV Board of Governor's Credit Equivalency Guidelines: "Summary of credit awards for certified credentials," or credit recommendation from the American Council for Education.
7. Students must complete a minimum of 60 hours including the nationally certified credential.

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

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 2016-2026, 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/.

Program Admission Requirements:

Students seeking admission into the Massage Therapy program must arrange an appointment with the Mountwest Community and 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. Application packets are available in the Allied Health and Life Sciences Division, Room 455 or call (304) 710-3513 for more information

Contact Information:

Janet Smith

Room 433

Phone: 304-710-3516 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: smithjan@mctc.edu

or

Mary Jo Perdue, LMT, BSPH

Room 455

Phone: 304-710-3519 or 1-866-N-ROLLED (1-866-676-5533)

Email: perduem@mctc.edu

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

Massage Therapy ¹ —Major Code CM70	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology ² (Edge)		3				
BIOL 257	Intro to Anatomy & Physiology		3				
ENL 111	Written Communication ²		3				
MAS 101	Introduction to Massage Therapy ³		1				
			10				
BIOL 260	Human Anatomy		4				
COM 112	Oral Communication ²		3				
	IT Elective ⁴		3				
	Math Elective ⁵		3				
			13				
MAS 230	Kinesiology for MAS ^{3,6}		4				
MAS 201	Eastern Theory ³		3				
MAS 212	Body Works I for MAS ³		2				
MAS 212L	Body Works I for MAS Lab ³		1				
MAS 240	Muscle Palp I ³		3				
			13				
MAS 214	Body Works II for MAS ³		2				
MAS 214L	Body Works II for MAS Lab ³		1				
MAS 228	Pathology and Pharmacology for MAS ³		3				
MAS 245	Muscle Palp II ³		3				
MAS 250	Shiatsu ³		3				
MAS 255	Deep Tissue ³		3				
			15				
MAS 222	Business and Ethics for MAS ³		3				
MAS 235	Student Clinical Integrative Massage ³		3				
MAS 270	Spa Theory for MAS ³		2				
MAS 275	MAS Board Review/Capstone ³		2				
			10				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	HOURS FOR GRADUATION: 61
--	--------------------------

Earn A Degree Graduate Early (EDGE):

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

¹ Criminal Background check and drug screen are required prior to admission to summer clinical courses.

² COM 112, and ENL 111 have a prerequisite of placement in 100-level English.

³ MAS courses are by permission of the Program Coordinator pending admission to program. Successful completion of all MAS courses with a "C" or better is required for transition in the MAS program. Students receiving a D or F in any program course will be required to repeat that course before continuing in the program. ALL MAS courses must be taken in sequence and completed within 3 years.

⁴ Choose from any 100-level or above Instructional Technology course.

⁵ Choose from any 100-level or above mathematics course.

⁶ BIOL 221 is an accepted substitute for MAS 230.

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

Program Description:

Medical Assistants are allied health professionals who assist physicians in their offices or other medical settings. In accordance with respective state laws, they perform a broad range of administrative and clinical duties, as indicated by the American Association of Medical Assistants recent role delineation study. The Mountwest Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), on recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Educational Programs

Contact information:

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

(727) 210-2350

www.caahep.org

Administrative duties include scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls and writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patient for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician.

Both administrative and clinical duties involve maintenance of equipment and supplies for the practice. A medical assistant who is sufficiently qualified by education and/or experience may be responsible for supervising personnel, developing and conducting public outreach programs to market the physician's professional services, and participating in the negotiation of leases and of equipment and supply contracts.

Career Outlook:

Employment of medical assistants is projected to grow 29 percent from 2012 to 2022, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to spur demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. (www.bls.gov).

Salary Forecast:

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

Admission Requirements:

Students seeking admission into the Medical Assistant program must arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection.

Application packets are available in the Allied Health and Life Sciences Division, (304) 710-3513 for more information.

1. Completion of the first year general and support courses with a 2.5 or better GPA with at least a C in all courses;
2. CPR certification (EME 105);
3. Physical exam with proper documentation of vaccinations, prior to practicum.
4. Applications are available after February 1 on the MA page of the MCTC website or pick up in room 427.

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

Contact Information:

Donna Roy

Room 453

Phone 304-710-3526 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: nance2@mctc.edu

Medical Assistant^{1 8}—Major Code CM30	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology (EDGE)		3				
ENL 111	Written Communication ²		3				
EME 105	First on Scene		3				
IT 101	Fundamentals of Computers		3				
	Math 100 or above		3				
			15				
AH 220	Basic Nutrition ¹		3				
BIOL 257	Intro to Anatomy & Physiology		3				
COM 125	Interpersonal Communications		3				
IT 150	Application to Spreadsheets ³		3				
PSYC 215	Lifespan Psychology ²		3				
			15				
AH 204	Legal & Ethical Issues in Healthcare ²		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 ⁵		3				
			16				
MA 202	Medical Assisting Tech II		4				
MA 203	Medical Lab Techniques		3				
MA 205	Medical Office Claims Procedure ⁷		3				
MA 208	Medical Office Procedures II ⁴		3				
			13				
MA 210	Medical Office Practicum ⁵		3				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

HOURS REQUIRED FOR GRADUATION: 62

Earn A Degree Graduate Early (EDGE):

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

¹ All MA courses have a prerequisite of admission to the program, and a "C" or better in all courses, and 2.5 overall GPA.

² ENL 111 has a prerequisite of placement in 100-level English.

³ IT 150 has a prerequisite of IT 101 or IT 102.

⁴ MA 208 has a prerequisite of MA 206.

⁵ MA 210 has a prerequisite of MA 201, MA 202, MA 203, MA 204, MA 205, MA 206, MA 208, and AH 216 and a current BLS CPR certification

⁷ MA 205 has the prerequisite of MA 204

⁸ If student has taken COM 112 prior to Fall 2021 it will be accepted until Fall 2023.

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

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 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 is an intense program designed for individuals involved in pursuing a career in the Emergency Medical Services field. The program consists of classroom lectures, practical labs and approximately 400 hours of clinical internships. Students will be eligible to sit for the National Registry of Emergency Medical Technicians Examination after the successful completion of the core courses for the level they will be testing, only if the student has maintained a letter grade of “C” or better in all EME/PAR courses and a “CR” in all clinical courses.

Career Outlook:

Employment of emergency medical technicians and paramedics is expected to grow faster than the average for all occupations through 2028. 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/.

Admission Requirements:

Students seeking admission into the Paramedic Science program should arrange an appointment with the program faculty to obtain current admission requirements. This is to ensure that students receiving up to date 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.

Contact Information:

Edward Bays, B.S., NRP
One Mountwest Way
Huntington, WV 25701
Room 431
Phone: 304-710-3528
Email: bays@mctc.edu

Paramedic Science ^{1,2,3,4,5} – Major Code CP 30				
Name:			ID Number 942-	
CAPS SCORES:	MATH:	ENGLISH:	READ:	DOE:
COL 101 Faculty:				
Educational Counselor:				
Faculty Advisor:				

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
Fall (First) Semester							
BIOL 257	Principles of Anatomy & Physiology ⁷		3				
BIOL 259	Principles of A & P Lab		1				
ENL 111	Written Communication ⁸		3				
	Math Elective (100-level or above)		3				
	Gen Ed Elective (100-level or above)		3				
Spring (Second) Semester			13				
EME 109	Emergency Medical Technician		10				
	Gen Ed Elective (100-level or above)		3				
Fall (Third) Semester			13				
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		2				
Spring (Fourth) Semester			14				
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		4				
Summer (Fifth) Semester			18				
PAR 253	Paramedic Clinical III		3				
PAR 205	EMS Preparatory		3				
PAR 290	Paramedic Capstone		3				
			9				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	Hours required for Graduation: 67						

¹ Students move through paramedic (EME/PAR) coursework in sequence, beginning with the Third Semester (Fall) coursework.

² Students must receive a letter grade of “C” or higher in “EME/PAR” courses to be eligible to be eligible for the National Registry Exam.

³ Students who hold a current National Registry AEMT certification and meet all General Education requirements may begin the program in the Spring (Fourth) semester.

⁴ Clinical Grades will be given on a Credit/Non-Credit basis. Students must earn a credit grade in all “EME/PAR” clinical courses to be eligible for the National Registry Exam.

⁵ Students who at any time during the program earn a letter grade below “C” in “EME/PAR” courses, or receive a non-credit in “EME/PAR” clinical courses will be dismissed from the program.

⁶ Students who are dismissed from the program may reapply the next time the program begins.

⁷ Students who are EMT certified may begin coursework during the third semester of the A.A.S. Degree Program. If a student has not completed BIOL 257 & 259 it must be taken during the Fall (Third) Semester.

⁸ ENL 111 has a prerequisite of ENL 095, or placement in 100 – level English.

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

Pharmacy Technician AAS

Career & Technical Division

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 providing optimal patient care in medication management. They assist Pharmacists with day-to-day operations so that Pharmacists can devote additional time to provide high level care to patients in a vast array of patient care settings.

Pharmacy technicians who work in retail or mail-order pharmacies have varying responsibilities, depending on State rules and regulations.

In hospitals, nursing homes, ambulatory care clinics, specialty pharmacy, nuclear pharmacy and compounding pharmacies, technicians have added responsibilities. They interpret patient charts, complete prior authorizations, obtain financial assistance, and medication reconciliation.

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 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 required licensure in order to perform pharmacy technician work. The West Virginia Board of Pharmacy currently requires licensure of all pharmacy technicians. Upon completion of the PHT program, graduates will be eligible to sit for the national board examination. For more information about West Virginia requirements and the national certification exam please visit, www.wvbop.com and www.ptcb.org. Currently, the PTCE pass rate for program graduates is 42\$.

Career Outlook:

According to the [Bureau of Labor and Statistics](http://www.bls.gov) (BLS), employment of pharmacy technicians is expected to increase by 7% from 2018 to 2028. The BLS also suggests that pharmacy technicians with formal education or training, previous work experience, and national certification will be specifically sought after to meet these demands.

Admission Requirements:

1. Completion of Pharmacy Technician admission packet, which may be found in the Allied Health 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 externship, students must submit proof of Tuberculosis testing and Hepatitis B vaccination, or any additional vaccines required by the site.
5. Prior to externship, students must pass a drug screen and background check.
6. The PHT program is a limited enrollment program. Program admission for the upcoming fall semester will be granted beginning in June.
7. Convicted felons or Misdemeanor Drug Charges are not eligible for this program.

Additional Requirements:

- In order to graduate from the A.A.S. PHT program, students must maintain a minimum grade of "C" or better in all PHT courses. They will be allowed to repeat the course one time before dismissal from the program.
- The cost of tuberculosis testing, vaccinations, and registration with the Board of Pharmacy are the responsibility of the student.
- Students are responsible for room and board, as well as transportation during clinical internship.
- Prior to the end of the first semester, students must be registered as a pharmacy technician trainee in WV, KY, and OH.

Contact Information:

Melissa Ballard, CPhT
Pharmacy Technician Program Coordinator
Room 435
Phone: 304-710-3517
Email: ballard@mctc.edu

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

Pharmacy Technician-Major Code CP 70	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology (EDGE)		3				
BIOL 257	Intro Anatomy & Physiology		3				
COM 125	Interpersonal Communication		3				
ENL 111 or ENL 231	Written Communication or Business and Technical Writing		3				
IT 101	Fundamentals of Computers		3				
MAT	Approved MAT course		3				
			18				
AH 205	Principles of Disease ¹		3				
AH 207	Infection Control Health Prof ²		3				
PHT 201	Intro to Pharmacy Technician		3				
PSYC 215	Lifespan Psychology		3				
AH 204	Legal & Ethical Iss Healthcare		3				
			15				

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

PHT 204	Pharmacy Practice I		3				
PHT 206	Pharmacy Calculations		3				
PHT 260	Practice Management		3				
PHT 216	Pharmacology for PHT I		3				
	General Education Elective		3				
			15				
PHT 255	Pharmacy Technician Seminar		2				
PHT 250	Pharmacy Practice II ³		3				
PHT 208	Sterile Products		2				
PHT 240	Point of Care		2				
PHT 290	Technician Experiential Training ⁴		4				
			13				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	Hours Required for Graduation: 61
--	--

¹ AH 205 has a prerequisite of BIOL 257 or BIOL 260.

² AH 207 has a prerequisite of AH 151.

³ PHT 250 has a prerequisite of PHT 204.

⁴ PHT 290 has a prerequisite of PHT 201, 204, 206, 208, 216, 240, 250, 255 and 260.

Physical Therapist Assistant AAS

Career & Technical Division

ACCREDITATION:

The Physical Therapist Assistant Program at Mountwest Community & Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 111 North Fairfax Street, Alexandria, Virginia 22314; Telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

Program Description:

Physical Therapist Assistants (PTA) are educated, skilled healthcare workers who work under the supervision of a Physical Therapist (PT). PTA's assist in implementing physical therapy interventions in accordance with an established plan of care. Physical Therapist Assistants perform various treatment procedures 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.

Employment Opportunities:

- Home health
- Rehabilitation hospitals
- Nursing homes
- Acute care hospitals
- Skilled nursing units
- Outpatient departments
- Private practice offices
- School systems

Admission Requirements:

Admission to the PTA Program is **selective**. The program seeks to admit 24 students new annually, however this number is not guaranteed.

- Application packets are available after **November 15** from the Allied Health & Life Sciences Division, MB, Room 427
- Application deadline is **March 15**
- Applications are valid only for the noted academic year
- **Note:** Applicants must demonstrate a min cum GPA of 2.5 at the time of submitting the application. This means spring coursework will not be applicable toward meeting this admission requirement.

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. For the application cycle 2021-2022, the completion date would be no earlier than the spring of **2015** to meet this expectation. 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.

Admission Decisions:

Admission notifications will only be announced after the final spring grades have been posted to the transcript and should occur in mid-May. Admission to PTA program is a prerequisite to all "PTA" coursework.

Contact Information:

Janet Smith
Room 433
Phone 304-710-3516
Email: smithjan@mctc.edu

Kelly Terry, DPT, ATC
Professor and Academic Coordinator of Clinical Education
MB, Room 451
Email: odell8@mctc.edu

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

Physical Therapist Assistant¹,*—Major Code CP 10

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
BIOL 260	Applied Human Anatomy ²		4				
BIOL 265	Applied Human Physiology ²		4				
ENL 111	Written Communication ³		3				
MAT 144 or MAT 145	Application/Algebra Expanded or Applications in Algebra		3				
	SS Elective ⁴		3				
Total Semester Hours			17				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
BIOL 221	Structural Kinesiology ⁵		4				
BIOL 245	Physiology of Exercise ⁶		3				
SCI 110	Introductory Physics ⁷		4				
Total Semester Hours			14				
PTA 100	Introduction to Physical Therapy ¹		3				
Total Semester Hours			3				
PTA 110	Physical Therapy Modalities		2				
PTA 110L	Physical Therapy Modalities Lab ⁸		1				
PTA 120	Patient Care Skills		3				
PTA 120L	Patient Care Skills Lab ⁸		1				
PTA 130	Functional Anatomy and Procedures		3				
PTA 130L	Functional Anatomy and Proc. Lab ⁸		1				
PTA 150	Clinical Practice I ⁹		2				
PTA 160	Neuroanatomy and Physiology		3				
Total Semester Hours			16				
PTA 200	Pathological Conditions		3				
PTA 220	Orthopedic Rehabilitation		3				
PTA 220L	Orthopedic Rehabilitation Lab ⁸		1				
PTA 230	Adult Rehabilitation		3				
PTA 230L	Adult Rehabilitation Lab ⁸		1				
PTA 240	Clinical Practice II ¹⁰		4				
PTA 250	Specialized PT Interventions		3				
PTA 270	PTA Seminar		3				
Total Semester Hours			21				
PTA 260	Clinical Practice III ¹⁰		4				
Total Semester Hours			4				

Hours Required for Graduation: 75
--

¹ Admission to PTA program is a prerequisite to all PTA coursework.² BIOL 260 and BIOL 265 have a prerequisite of BIOL 257, or BIOL 258 or ACT 19.³ ENL 111 has a prerequisite of placement in 100-level English.⁴ Select from SS 201, PSYC 200, or PSYC 215.⁵ BIOL 221 has a prerequisite of BIOL 260.⁶ BIOL 245 has a prerequisite of BIOL 265.⁷ SCI 110 has a prerequisite of MAT 125, or MAT 135, or MAT 145, or MAT 146.⁸ All PTA Lab courses have a co-requisite: PTA 110/PTA 110L; PTA 120/PTA 120L; PTA 130/PTA 130L; PTA 220/PTA 220L; PTA 230/PTA 230L.⁹ PTA 150 has a prerequisite of PTA 100, and co-requisite of PTA 110, PTA 120, PTA 130, and PTA 160 with a "C" or better.¹⁰ PTA 240 and PTA 260 have a prerequisite of completion of all PTA coursework with a grade of "C" or better.

*See advisor if planning to seek advanced degree before enrolling as course(s) may not be transferable.

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

Radiologic Technology (CCTC) AAS

Career & Technical Division

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 course before applying to the program. Admission requirements to Collins Career Center Radiologic Technology program may vary year to year. 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/.

Admission Requirements: (Applications to Radiologic 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 15 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	COM 125	Interpersonal Communication
AH 204	Legal & Ethical Issues in Healthcare	ENL 111	Written Communication
BIOL 257	Introduction to Anatomy & Physiology	MAT 145	College Algebra
BIOL 260	Human Anatomy	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.

Contact Information:

Janet Smith
One Mountwest Way
Huntington, WV 25701
Room 433
Phone 304-710-3516 or 1-866-N-ROLLED (1-866-676-5533)
Email: wood25@mctc.edu

David McGlone- Radiology Program Director
11627 State Route 243
Chesapeake, OH 45619
Phone: 740-867-6641 Ext. 435
Email: mcglonedn@collins-cc.edu

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

Radiologic Technology^{1,2}—Major Code CR 10	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology ³ (EDGE)		3				
BIOL 257	Intro to Anatomy and Physiology ³		3				
ENL 111	Written Communication ³		3				
MAT 145	Applications in Algebra ^{3,4}		3				
			12				
AH 204	Legal & Ethical Issues in Healthcare ³		3				
BIOL 260	Human Anatomy ^{3,5}		4				
COM 125	Interpersonal Communication ³		3				
SCI 110	Introduction to Physics ^{3,6}		4				
			14				
RAD 201	Introduction to Radiology		3				
RAD 202	Clinical Practice I		3				
RAD 202-S	Clinical Practice I Summer		3				
RAD 203	Ethics and Law		2				
RAD 204	Radiographic Procedures I		3				
RAD 204L	Radiographic Procedures I Lab		2				
RAD 205	Clinical Practice II		5				
RAD 206	Radiation Protection/Radiobiology		3				
RAD 207	Physics & Imaging I		2				
RAD 208	Radiographic Procedures II		3				
RAD 208L	Radiographic Procedures II Lab		2				
RAD 209	Radiologic Pharmacology		2				
RAD 210	Clinical Practice III		3				
RAD 210-S	Clinical Practice III Summer		3				
RAD 212	Physics & Imaging II		3				
RAD 213	Radiographic Pathology		3				
RAD 214	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				
			67				
	Hours Required for Graduation:		93				

Earn A Degree Graduate Early (EDGE):

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

¹ Pre-Radiological Admission Courses are taken at Mountwest Community & Technical College.

² Admission to the Radiologic Technology program is required before beginning the second and third year RAD courses.

³ AH 151, AH 204, BIOL 257, BIOL 260, COM 125, ENL 111, MAT 145, and SCI 110 must be completed with a "C" or better.

⁴ MAT 145 has a prerequisite of placement in 100-level mathematics.

⁵ BIOL 260 has a prerequisite of BIOL 257.

⁶ SCI 110 has a prerequisite of MAT 125, or MAT 135, or MAT 145.

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

Respiratory Therapy AAS

Career & Technical Division

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 MCTC 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/.

Admission Requirements:

1. The Respiratory Therapy program has selective admissions each year. The first 24 eligible applications received will be admitted to the program. If admitted, there are 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

Contact Information:

Janet Smith
Room 433
Phone: 304-710-3516 or 1-866-N-ROLLED (1-866-676-5533)
Email: smithjan@mctc.edu

Tommie Weaver – Collins Career Center
Phone: 740-867-6641 ext. 415
Email:
weavertr@collins-cc.edu

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

Respiratory Therapy ^{1,2,3,4} —Major Code CR 20							
Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology ⁵ (EDGE)		3				
BIOL 257	Intro to Anatomy and Physiology		3				
ENL 111	Written Communication ⁵		3				
AH 226	Respiratory Therapy Pharmacology		3				
MAT 133	Algebra for Allied Health		5				
RTT 100	Intro to Respiratory Care		1				
			18				
PSYC 215	Lifespan Psychology		3				
COM 112	Oral Communication		3				
CLIN 101	Clinical Practice I		3				
RTT 101	Respiratory Care Procedures I ⁶		3				
RTT 101L	Respiratory Care Procedures I Lab		1				
RTT 110	Cardiopulmonary Evaluation I		3				
			16				
CLIN 102	Clinical Practice II ⁷		2				
RTT 111	Cardiopulmonary Pathophysiology ⁸		3				
RTT 201	Cardiopulmonary Evaluation II ⁹		3				
			8				
CLIN 103	Clinical Practice III ¹⁰		3				
RTT 202	Respiratory Care Procedures II		3				
RTT 202L	Respiratory Care Procedures II Lab		1				
RTT 103	Mechanical Ventilatory Tech ¹²		3				
RTT 103L	Mechanical Ventilatory Tech Lab		1				
			11				
CLIN 204	Clinical Practice IV ¹²		3				
RTT 204	Mechanical Vent Management ¹³		3				
RTT 204L	Mechanical Vent Management Lab		1				
RTT 205	Neonatal/Pediatric Respiratory Care		3				
RTT 207	Respiratory Home Care/Rehab ¹⁴		3				
			13				
CLIN 205	Clinical Practice V ¹⁵		2				
RTT 206	Seminar/Board Review ¹⁶		3				
			5				
HOURS REQUIRED FOR GRADUATION: 71							

Earn A Degree Graduate Early (EDGE):

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

¹ Cooperative degree between Mountwest Community & Technical College and Collins Career Center.

² Respiratory classes (RTT) have a prerequisite of admission to Respiratory Therapy Program and are taught by Collins Career Center faculty.

³ For information on admission to Respiratory Therapy program contact, Tommie Weaver at Collins Career Center (740) 867-6641 Ext. 415.

⁴ Students move through Respiratory Therapy coursework in sequence, beginning with first semester coursework.

⁵ ENL 111 has a prerequisite of placement in 100-level English.

⁶ RTT 101 has a prerequisite of RTT 102.

⁷ CLIN 102 has a prerequisite of CLIN 101.

⁸ RTT 111 has a prerequisite of RTT 101 and RTT 201.

⁹ RTT 201 has a prerequisite of RTT 102.

¹⁰ CLIN 103 has a prerequisite of CLIN 102.

¹¹ RTT 203 has a prerequisite of RTT 111 and RTT 202.

¹² CLIN 204 has a prerequisite of CLIN 103.

¹³ RTT 204 and RTT 205 has a prerequisite of RTT 103 and RTT 203.

¹⁴ RTT 207 has a prerequisite of RTT 204, and RTT 205.

¹⁵ CLIN 205 has a prerequisite of CLIN 204.

¹⁶ RTT 206 has a prerequisite of RTT 207, and RTT 210.

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

Technical Studies AAS

Surgical Technology – Concentration

Career & Technical Division

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 and 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.

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/.

Contact Information:

Michael McComas
One Mountwest Way
Huntington, WV 25701
Room 427
Phone: 304-710-3453
Email: McComas2@mctc.edu

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

Technical Studies - Major Code CT20– Surgical Technology¹ Concentration Code- CTA1	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology ¹ (EDGE)		3				
COM 112	Oral Communication		3				
ENL 111	Written Communication ²		3				
IT 101	Fundamentals of Computers		3				
MAT 145	Applications in Algebra ³		3				
			15				
AH 207	Infection Control for Health Professionals ⁴		3				
BIOL 257	Introduction to Anatomy & Physiology		3				
ENL 231	Technical Report Writing ²		3				
PSYC 215	Lifespan Psychology		3				
			12				
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 ⁵		4				
			18				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	HOURS REQUIRED FOR GRADUATION: 62
--	--

¹ Prior to acceptance into the Surgical Technology Program, a student must complete an application through Collins Career Center, be accepted, and meet all program prerequisites.

² ENL 111, and ENL 231 have a prerequisite of placement in 100-level English.

³ MAT 145 has a prerequisite of placement in 100-level mathematics.

⁴ AH 207 has a prerequisite of AH 151.

⁵ ST 401 has a prerequisite of successful completion of ST 100, ST 101, ST 200, and ST 201 with a grade of "C" or better.

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

Veterinary Technology AAS

Career & Technical Division

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/.

Admission Requirements: Students must submit an application for this program as it is selective admission. Students must also:

- be accepted to Mountwest Community and Technical College prior to program admission
- have a 2.5 GPA from the institution currently or previously enrolled
- provide copy of ACT scores or other comparable testing
- have a minimum ACT math score of 19 or COMPASS algebra score of 36 or Accuplacer score of 85
- have a minimum ACT English score of 18 or COMPASS score of 71 or Accuplacer score of 5
- have a minimum Reading Accuplacer Score of 79
- must have 120 hours of documented voluntary/work experience in veterinary hospital or animal clinic with a minimum of 100 hours in clinic or hospital and 20 hours in an animal shelter
- consent to a background check and drug testing upon admission to the program (associated costs are responsibility of the applicant), with random drug testing and background checks during the course of the program. Once accepted the program, we will schedule for the drug testing and background checks to be completed.
 - Must pass drug test and background check for admittance into program
 - Must pass random drug testing and background check for continuation of program study
- Conviction of crimes such as felonies and misdemeanors may affect the ability of a Graduate to obtain state licensure
- must have proof of health insurance
- must receive or be willing to receive the Rabies pre-exposure vaccinations and Tetanus vaccination. If not completed prior to admission the student must receive the series upon admissions to the program (student is responsible for associated costs)
 - record of the Tetanus vaccination
 - record of pre-exposure Rabies vaccination
 - Rabies vaccinations are expensive so prepare for the associated costs
 - Three injections over a month. Cost range for the series (\$600-\$900)

Accreditation: The program is accredited through the American Veterinary Association (AVMA) based on accreditation requirements.

Contact Information: Amanda Clark clarka@mctc.edu 304 710-3492

COURSE REQUIRED

COURSE		SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	Math Elective ²		3				
VET 101	Intro to Veterinary Technology		3				
VET 210	Veterinary Nursing I ³	F	2				
VET 210L	Veterinary Nursing I Lab ³	F	1				
VET 215	Clinical Lecture I ³	F	2				
VET 215L	Clinical Lecture I Lab ³	F	1				
VET 227	Anatomy and Physiology for Vet Tech ³	F	4				
			16				
AH 151	Medical Terminology ⁴		3				
CHEM 230	Chemistry ⁵		4				
VET 216	Veterinary Pharmacology	S	2				
VET 220	Veterinary Nursing II ^{6,7}	S	2				
VET 220L	Veterinary Nursing II Lab ⁶	S	1				
VET 225	Clinical Lecture II ^{6,7}	S	2				
VET 225L	Clinical Lecture II Lab ⁶	S	1				
VET 260	Veterinary Imaging ^{6,7}	S	2				
VET 260L	Veterinary Imaging Lab ⁶	S	1				
	(Summer Session)		18				
ENL 111 or ENL 231	Written Communications ⁴ or Business & Technical Writing ⁴		3				
VET 285	Vet Tech Practicum I ⁸		3				
COM 125	Interpersonal Communication ⁴		3				
			9				
BIOL 210	Introduction to Clinical Microbiology		3				
VET 217	Veterinary Pharmacology ⁹	F	2				
VET 230	Veterinary Nursing III ^{10,11}	F	2				
VET 230L	Veterinary Nursing III Lab ¹¹	F	1				
VET 245	Veterinary Anesthesia ¹⁰	F	2				
VET 245L	Veterinary Anesthesia Lab	F	1				
VET 250	Veterinary Nutrition and Disease	F	3				
VET 255	Veterinary Surgery ¹⁰	F	2				
VET 255L	Veterinary Surgery Lab	F	1				
			17				
VET 235	Veterinary Office Technician Procedures ¹²	S	2				
VET 240	Veterinary Nursing IV ^{12,13}	S	2				
VET 240L	Veterinary Nursing IV Lab ¹²	S	1				
VET 265	Veterinary Emergency and Critical Care ¹²	S	2				
VET 265L	Veterinary Emergency and Critical Care Lab ¹²	S	1				
VET 275	Small Animal Vet Dentistry ^{12,14}	S	2				
VET 275L	Small Animal Vet Dentistry Lab ¹²	S	1				
VET 290	Veterinary Technology (VTNE) Seminar ¹²	S	2				
	(Summer Session)		13				
VET 295	Veterinary Technology Externship ¹⁵		5				
	HOURS REQUIRED FOR GRADUATION: 78						

¹ All courses must be completed with a grade of C or better.² Choose from MAT 130, MAT 144 or MAT 145.³ VET 210, VET 210L, VET 215, VET 215L, and VET 227 are co-requisites.⁴ AH 151, ENL 111 and ENL 231 have a prerequisite of placement in 100-level English.⁵ CHEM 230 has a prerequisite of MAT 130, MAT 134 or MAT 145.⁶ VET 220, VET 220L, VET 225, VET 225L, VET 260, VET 260L are co-requisites.⁷ VET 220, VET 225 and VET 260 have a prerequisite of VET 210, VET 210L, VET 215, VET 215L, VET 227.⁸ VET 285 has a prerequisite of VET 210, VET 215, VET 216, VET 220 and VET 260.⁹ VET 217 has a prerequisite of VET 216, VET 220 and VET 285.¹⁰ VET 230, VET 245 and VET 255 have a prerequisite of VET 285.¹¹ VET 217, VET 230, VET 230L, VET 245, VET 245L, VET 250, VET 255, and VET 255L are co-requisites.¹² VET 235, VET 240L, VET 265, VET 265L, VET 275, VET 275L and VET 290 are co-requisites.¹³ VET 240 has a prerequisite of VET 210, VET 220 and VET 230.¹⁴ VET 275 has a prerequisite of VET 217, VET 230, VET 245, VET 250 and VET 255.¹⁵ VET 295 is a capstone course.

Allied Health Occupations CP

Career & Technical Division

Program Description:

The Allied Health Occupations Certificate Program is a unique opportunity for students, interested in the health care field, to earn a certificate that will help them further this goal. Health Occupations Certificate graduates have a wide range of career options within the Health Science industry. Graduates work in educational services, federal, state, and local governments, or pharmaceutical and medical facilities. The Health Occupations Certificate includes a minimum of 18 general education credits and 12 credit hours of Allied Health credits.

Career Outlook:

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

Salary Forecast:

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

Program Admission Requirements:

- Mountwest is an open enrollment institution. Please contact Student Services Division at (304) 710-3361 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.

Contact Information:

Janet Smith

Room 433

Phone: 304-710-3516 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: smithjan@mctc.edu

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

Allied Health Occupations—Major Code CA70	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology (EDGE)		3				
BIOL 257	Intro. To Anatomy & Physiology		3				
ENL 111	Written Communication ¹		3				
IT 101	Fundamentals of Computers		3				
	Math Elective ²		3				
			15				
	Allied Health Electives ³ (3 courses)		9				
COM 112 or COM 125	Oral Communication		3				
	Interpersonal Communication						
	Social Science Elective ⁴		3				
			15				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	Hours Required for Graduation: 30
--	--

Earn A Degree Graduate Early (EDGE):

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

1. ENL 111 has a prerequisite of placement in 100-level English.
2. Choose from MAT 115, 145 and 150 or higher. MAT 115, MAT 145, and MAT 150 have a prerequisite of placement in 100-level mathematics.
3. Recommended Allied Health electives include: AH 205, AH 207, AH 216, AH 220, CLA 200, CLA 203, EME 105, EME 109 and others with permission.
4. Choose from EC, HIST, PSYC, SS at the 100-level or above.

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

Certified Coding Specialist CP

Career & Technical Division

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 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/.

Career Description:

Certified Coding Specialists are professionals skilled in classifying medical data from patient records, generally in the hospital setting. These coding practitioners review patients' records and assign alphanumeric codes for each diagnosis and procedure. To perform this task, they must possess expertise in the ICD-10-CM/PCS coding system and the surgery section within the CPT coding system. In addition, the Certified Coding Specialist is knowledgeable of medical terminology, disease processes, and pharmacology.

Hospitals or medical providers report coded data to insurance companies or to the government, for Medicare and Medicaid recipients, for reimbursement of their expenses. Researchers and public health officials also use coded medical data to monitor patterns and explore new interventions. Coding accuracy is thus highly important to healthcare organizations because of its impact on revenues and describing health outcomes. Accordingly, the CCA and CCS credentials demonstrate tested data quality and integrity skills in a coding practitioner. The CCS certification exam assesses mastery or proficiency in coding rather than entry-level skills. Individuals may also contact the American Health Information Association at (800) 335-5535 or www.ahima.org.

Gainful Employment Information can be found at: <http://www.mctc.edu/academics/gainful-employment/>

Contact Information:

Jane Barker, MS, RHIA, CCS

Room 441

Phone: 304-710-3481 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: barker@mctc.edu

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

www.mctc.edu

Mountwest Community & Technical College

06/15/2021

Academic Year 2021-2022

Name:

ID Number 942-

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology		3				
BIOL 257/259	Principles of Anatomy & Physiology & Lab		4				
MAT 100	Occupational Mathematics ¹		3				
HIT 201	Health Information Tech I		3				
			13				
AH 205	Principles of Disease ²		3				
AH 216	Basic Pharmacology ³		3				
HINF 101	Introduction to Healthcare Informatics		3				
HIT 205	ICD-10-CM/PCS Coding I ⁴		3				
HIT 209	CPT – Procedural Coding ⁵		3				
			15				
COM 125	Interpersonal Communication		3				
HIT 207	ICD-10-CM/PCS Coding II ⁶		3				
HIT 206	Healthcare Statistics ⁷		3				
HIT 211	Coding and Reimbursement for Physician Services ⁸		3				
HIT 219	Professional Practice Experience ⁹		3				
			15				

HOURS REQUIRED FOR GRADUATION: 43

- 1 MAT 100 has a corequisite of ASC 099.
- 2 AH 205 has a prerequisite of BIOL 257, or BIOL 258, or BIOL 260.
- 3 AH 216 has a prerequisite of AH 151
- 4 HIT 205 has prerequisites of BIOL 257/259, AH 151.
- 5 HIT 209 has prerequisites of BIOL 257/259, AH 151
- 6 HIT 207 has a prerequisite of HIT 205.
- 7 HIT 206 has prerequisites of MAT 100, HINF 101.
- 8 HIT 211 has a prerequisite of HIT 209.
- 9 HIT 219 has a prerequisite of HIT 201, HIT 205, HIT 209

*All coursework must be completed with a grade of “C” or better.

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

Healthcare Data Management Certificate

Career & Technical Division

Career & Technical Division

Program Description:

HIM Professionals in healthcare data management require skills in statistics, data analysis, and medical coding. These skills facilitate retrieval of information within the electronic medical record. The ability to gather and report data from the HER will result in better patient outcomes, well-defined financial documentation and aid in quality improvement. The skill set in Healthcare Data Management Certification prepares students for career in the Healthcare environment.

Career Outlook:

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

Salary Forecast:

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

Admission Requirements:

Accreditation:

Contact Information:

Melinda Booton
Room 447
Phone: 304-710-3424
E-mail: booton6@mctc.edu

Healthcare Data Management Certificate				
Name:			ID Number 942-	
CAPS SCORES:	MATH:	ENGLISH:	READ:	DOE:
COL 101 Faculty:				
Educational Counselor:				
Faculty Advisor:				

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology		3				
BIOL 257/259	Principles of Anatomy & Physiology and Lab		4				
COM 125	Interpersonal Communications		3				
HINF 101	Introduction to Healthcare Informatics		3				
MATH 100	Occupational Mathematics		3				
			16				
AH 205	Principles of Disease ¹		3				
HIT 201	Health Information Tech I		3				
HIT 205	ICD-10CM/PCS Coding I ²		3				
HIT 206	Healthcare Statistics ³		3				
			12				
AH 204	Legal and Ethical Issues in Healthcare		3				
HINF 201	Analyzing Healthcare Data ⁴		3				
HIT 209	CPT Procedural Coding ⁵		3				
HIT 210	Computer Health Information System		3				
			12				

	HOURS REQUIRED FOR GRADUATION: 40
--	-----------------------------------

Earn a Degree Graduate Early (EDGE):

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

¹ AH 205 has a prerequisite of BIOL 257, or BIOL 258, or BIOL 260

² HIT 205 has a prerequisite of BIOL 257/259, AH 151

³ HIT 206 has a prerequisite of HINF 101 and Math 100 (CR: ASC 099)

⁴ HINF 201 has a prerequisite of HINF 101 and HIT 206

⁵ HIT 209 has prerequisites of BIOL 257/259 and AH 151

*All coursework must be completed with a grade of "C" or better.

Program Description: HIM professionals in healthcare data management require skills in statistics, data analyst and medical Coding these skills facilitate retrieval of information within the electronic medical record. The ability to gather and report Data from the EHR will result in better patient outcomes, well-defined financial documentation and aid in quality improvement. The skill set in the Healthcare Data Management Certificate prepares students for careers in the Healthcare Environment.

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 Examination after the successful completion of the core courses for the level they will be testing, only if the student has maintained a letter grade of "C" or better in all EME/PAR courses and "CR" in all Clinical courses.

Career Outlook:

Employment of Paramedics is expected to grow faster than the average for all occupations through 2028. 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/

Admission Requirements:

Students seeking admission into the Paramedic Science program should arrange an appointment with the program faculty to obtain current admission requirements. This is to ensure that students receive up to date 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.

Contact Information:

Edward Bays, B.S., NRP
One Mountwest Way
Room 431
Phone: 304-710-3528
Email: bays@mctc.edu

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

Paramedic Science Certificate^{1,2,3,4,5,6,7}—Major Code CP40

Name:	ID Number 942-
-------	----------------

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
Fall Semester							
BIOL 257	Intro to Anatomy & Physiology		3				
BIOL 259	Basic 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		2				
Spring Semester			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		4				
Summer Semester			18				
PAR 205	EMS Preparatory		3				
PAR 253	Paramedic Clinical III		3				
PAR 290	Paramedic Capstone		3				
			9				

Hours Required for Graduation: 45

¹Student must be EMT certified and maintain EMT certification as prerequisite for admission to and continuation in the program. See program advisor for information on application to the Paramedic Science Certificate Program.

²Students who hold a current National Registry AEMT certification may begin the program in the Spring semester.

³Students move through paramedic coursework in sequence, beginning with the first semester (fall) coursework.

⁴Students must receive a letter grade of “C” or higher in “EME/PAR” courses to be eligible for the National Registry of EMT’s exam.

⁵Clinical Grades will be given on a Credit/Non-Credit basis. Students must earn a credit grade in all “EME/PAR” clinical courses to be eligible for the National Registry of EMT’s exam.

⁶Students who at any time during the program earn a letter grade below “C” in “EME/PAR” courses, or receive a non-credit in “EME/PAR” clinical courses will be dismissed from the program.

⁷Students who are dismissed from the program may reapply the next time the program begins.

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

www.mctc.edu

Mountwest Community & Technical College

06/15/2021

Academic Year 2021-2022

Pharmacy Technician CP

Career & Technical Division

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 providing optimal patient care in medication management. They assist Pharmacists with day-to-day operations so that Pharmacists can devote additional time to provide high level care to patients in a vast array of patient care settings.

Pharmacy technicians who work in retail or mail-order pharmacies have varying responsibilities, depending on State rules and regulations.

In hospitals, nursing homes, ambulatory care clinics, specialty pharmacy, nuclear pharmacy and compounding pharmacies, technicians have added responsibilities. They interpret patient charts, complete prior authorizations, obtain financial assistance, and medication reconciliation.

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. Upon completion of the PHT program, graduates will be eligible to sit for the national board examination. For more information about West Virginia requirements and the national certification exam please visit, www.wvbop.com and www.ptcb.org. Currently, the PTCE pass rate for program graduates is 42%

Career Outlook:

According to the [Bureau of Labor and Statistics](https://www.bls.gov) (BLS), employment of pharmacy technicians is expected to increase by 7% from 2018 to 2028. The BLS also suggests that pharmacy technicians with formal education or training, previous work experience, and national certification will be specifically sought after to meet these demands.

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:

- 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

Contact Information:

Melissa Ballard, CPhT
Pharmacy Technician Program Coordinator
Room 435
Phone: 304-710-3517
Email: ballard@mctc.edu

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

Pharmacy Technician-Major Code – CP71	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
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				
			14				
PHT 240	Point of Care		2				
PHT 250	Pharmacy Practice II ¹		3				
PHT 255	Pharmacy Technician Seminar		2				
PHT 260	Practice Management		3				
PHT 290	Technician Experiential Training ²		4				
			14				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	Hours Required for Graduation: 28
--	--

¹ PHT 250 has a prerequisite of PHT 204.

² PHT 290 has a prerequisite of PHT 201, 204, 206, 208, 216, 240, 250, 255 and 260.

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

Allied Health Skill Set

CERTIFICATE REQUIREMENTS			
AH	151	Medical Terminology	3
BIOL	257	Introduction to Anatomy & Physiology	3
ENL	111	Written Communication	3
IT	101	Fundamentals of Computers	3
MAT	145	Applications in Algebra	3

TOTAL HOURS REQUIRED 15

CONTACT INFORMATION:

Janet Smith

Room 433

Phone 304-710-3516 or 1-866-N-ROLLED (1-866-676-5533)

Email: smithjan@mctc.edu

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

Community Pharmacy Technician Skill Set Certificate

CERTIFICATE REQUIREMENTS

PHT	204	Pharmacy Practice I	3
PHT	206	Pharmacy Calculations	3
PHT	216	Pharmacology I	3
PHT	255	Pharmacy Technician Seminar	3
PHT	290	Experiential Training	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:

Melissa Ballard

Room 435

Phone: 304-710-3517

Email: ballard@mctc.edu

EMT

CERTIFICATE REQUIREMENTS			
EME 109	Emergency Medical Technician		10
TOTAL HOURS REQUIRED			10

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 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)

Email: bays@mctc.edu

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

Exercise Science, Certificate of Applied Science

Career & Technical Division

Program Description:

The Exercise Science Certificate Program will provide the skills necessary to become a Certified Personal Trainer in conjunction with obtaining pre-requisite 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 or Fitness Center or for individual private pay consultation.

Career Outlook:

Employment of fitness trainers and instructors is expected to grow by 24 percent from 2010 to 2020, faster than the average for all occupations. As businesses and insurance organizations continue to recognize the benefits of health and fitness programs for their employees, incentives to join gyms or other fitness facilities will increase the need for workers in these areas.

Salary Forecast:

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

Gainful Employment Information can be found at: <http://www.mctc.edu/academics/gainful-employment/>

Contact Information:

Janet Smith

Room 433

Phone: 304-710-3516 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: smithjan@mctc.edu

Exercise Science Certificate Major Code-CE40

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
BIOL 260	Human Anatomy ¹		4				
BIOL 265	Human Physiology ²		4				
ENL 111	Written Communication ³		3				
IT 101	Fundamentals of Computers		3				
	Social Science Elective ⁴		3				
			17				
AH 217	Personal Fitness Training		4				
BIOL 221	Structural Kinesiology ⁵		4				
BIOL 245	Physiology of Exercise ⁶		3				
MAT 145	Applications in Algebra ⁷		3				
			14				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	HOURS REQUIRED FOR GRADUATION: 31
--	--

1. BIOL 260 has a prerequisite of BIOL 257, or 258 (grade of "C" or better) or ACT 19 or BIOL 258 (grade of "C" or better).
2. BIOL 265 has a prerequisite of BIOL 257, or BIOL 258, or BIOL 260 (grade of "C" or better) or ACT 18 or BIOL 258 (grade of "C" or better).
3. ENL 111 has a prerequisite of placement in 100-level English, and placement in 100-level math.
4. Select from EC, HIST, PSYC, SS 100-level or above.
5. BIOL 221 has a prerequisite of BIOL 260 (grade of "C" or better).
6. BIOL 245 has a prerequisite of BIOL 265 (grade of "C" or better).
7. MAT 145 has a prerequisite of MAT 096, or MAT 097, or placement in 100-level math.

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

Patient Care Technician

CERTIFICATE REQUIREMENTS			
PCT	200	Patient Care Tech	9
AH	151	Medical Terminology	3

TOTAL HOURS REQUIRED 12

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 Certified Patient Care Technician (CPCT/A) national certification exam issued by the National Health Career Association (NHA).

Students must be able to pass a drug screen & background check.

CONTACT INFORMATION:

Donna Roy

Room 453

Phone 304-710-3526

Email: nance2@mctc.edu

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

Personal Training

CERTIFICATE REQUIREMENTS			
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 courses will receive a Certificate of Successful Completion in Personal Training. National certification as a personal trainer may be obtained through national accrediting agencies. Students will take the “National Council for Strength and Fitness exam.

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-N-ROLLED (1-866-676-5533)

Email: smithjan@mctc.edu

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

APPLIED TECHNOLOGY

mctc.edu/programs

2 Year Degrees

A.A.S. Biomedical Instrumentation Technology
A.A.S. Drone Technology Concentration
A.A.S. Electronics Technology
A.A.S. Engineering Design Tech
A.A.S. Engineering Design Tech
 • Additive Manufacturing
A.A.S. Geographic Information Science
A.A.S. Machinist/CNC Technology
A.A.S. Welding Technology

1 Year Certificates

C.A.S. 3D Printing Concentration
C.A.S. Machinist
C.A.S. Welding Technology

Skill sets

CNC Machinist
CNC Operator
Manual Operator

Biomedical Instrumentation Technology AAS

Career & Technical Division

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/.

Employment Opportunities:

BMT I, II, III
Maintenance Technician
Equipment Specialist
Process Control
Technician
Installation Technician
BMT Supervisor

Earn A Degree Graduate Early (EDGE)

Contact Information:

Robert Adkins
Room: 247
Phone: 304-710-3458 or 1-8-N-ROLLED (1-866-676-5533)
e-mail: 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

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

Biomedical Instrumentation Technology – Major Code CB30	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology (EDGE)		3				
ELT 111	Direct Current Circuit Analysis & Applications ¹		5				
ENL 231	Business and Technical Writing ²		3				
MAT 145	Applications in Algebra ³		3				
			14				
BMT 110	Safety in Healthcare		3				
COM 112 or COM 125	Oral Communication Interpersonal Communication		3				
ELT 121	Alternating Current Circuit Analysis & Applications ⁴		5				
IT 101	Fundamentals of Computers (EDGE)		3				
MAT 215	Applied Discrete Math		3				
			17				
BMT 223	Biomedical Instrumentation		3				
ELT 131	Analog Circuits Analysis & Applications ⁶		5				
ELT 211	Digital Circuits ⁷		5				
IT 270	Computer Essentials and Applications ⁸		4				
			17				
BMT 225	Biomedical Instrumentation II ⁹		3				
BMT 299	Biomedical Internship ¹⁰		3				
IT 230	Network Communications ¹¹		3				
SCI 110	Introductory Physics ¹²		4				
			13				
	HOURS REQUIRED FOR GRADUATION: 61						

1. ELT 111 has a prerequisite of MAT 144 or 145.
2. ENL 231 has a prerequisite of placement in 100-level English.
3. MAT 145 has a prerequisite of placement 100-level mathematics.
4. ELT 121 has a prerequisite of ELT 111.
5. MAT 210 has a prerequisite of MAT 135 or MAT 145.
6. ELT 131 has a prerequisite ELT 121.
7. ELT 211 has a prerequisite of MAT 215.
8. IT 270 has a prerequisite of IT 101 or IT 102.
9. BMT 225 has a prerequisite of BMT 223.
10. BMT 299 has a prerequisite of permission.
11. IT 230 has a co-requisite of IT 120 or permission.
12. SCI 110 has a prerequisite of MAT 125, MAT 135 or MAT 145.

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

Geospatial Science and Technology AAS

Drone Technology – Concentration

Career & Technical Division

Program Description:

The Drone Technology Concentration prepares individuals for the safe and effective use of drones in the National Air Space. The completion of this 60 credit hour AAS degree prepares students to gain their FAA UAS Remote Pilot Certificate, in-air UAS flight training, and develop the skills to process drone imagery in photogrammetry software for output use in GIS. Individuals are trained on best practices for flight focused on the safe operation of drones for use in agriculture, inspection, entertainment, and sport. Graduates of the Drone Technology concentration have the option to seek entrepreneurial ventures, complete contract work based on desired location, or seek other career opportunities in drone delivery.

The MCTC Drone Technology concentration is a member of the Consortium for Small Unmanned Aircraft Systems Technology Training as a part of the Federal Aviation Administration Unmanned Aerial System Collegiate Training Initiative (FAA UAS-CTI). For more information concerning the FAA UAS CTI and to view the list of member institutions click here:

https://www.faa.gov/uas/educational_users/collegiate_training_initiative/

[UAS Collegiate Training Initiative - FAA](#)

U.S. Department of Transportation Federal Aviation Administration 800 Independence Avenue, SW Washington, DC 20591
(866) tell-FAA ((866) 835-5322)

www.faa.govhttps://www.faa.gov/uas/educational_users/collegiate_training_initiative/

Career Outlook:

AUVSI's *The Economic Impact of Unmanned Aircraft Systems Integration in the United States* report show 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 we foresee 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/).

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.

Contact Information:

Megan Click

Room: 221

Phone: 304-710-3405 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: clickm@mctc.edu

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

Geospatial Science and Technology Major Code – CG60 • Drone Technology Concentration Code – CG61	
Name:	ID Number 942-
Student Success Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
GST 100	Sport Drones		3				
II 101/102	Fundamentals of Computers ¹		3				
GEO 150	Introduction to Geography		3				
GST 150	Intro. To Drone Technology		3				
GST 140	WEBGIS		3				
			15				
COM 125	Interpersonal Communication ²		3				
DSGN 160	Digital Photography		3				
GST 110	UAS Pilot Certification Prep.		3				
GST 160	GIS Concepts		3				
	Approved Math Elective ³		3				
			15				
GST 210	UAS Flight School ⁴		3				
GST 230	2D and 3D GIS ⁵		3				
ENL 231	Business and Technical Writing ⁶		3				
MG 102	Introduction to Entrepreneurship		3				
	Approved Elective ⁷		3				
			15				
GST 220	Image Acquisition and Data Processing ⁸		3				
GST 240	GIS WebApps ⁹		3				
GST 266	Digital Cartography ⁹		3				
GST 299	Geospatial Internship ¹⁰		3				
	Approved Elective ⁷		3				
			15				
	Hours Required for Graduation: 60						

¹IT 101 or IT 102 will meet the Fundamentals of Computers requirement.

²COM 125 has a prerequisite of REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80.

³Approved Math electives are MAT 120, 121, 130, 144, 145, 205, 210 or 215 (select one based on program track-see advisor).

⁴GST 210 has a prerequisite of GST 110 and FAA UAS Pilot Certification.

⁵GST 230 has a prerequisite of GST 160.

⁶ENL 231 has a co-requisite of ENL 095, or placement in 100-level English.

⁷Choose from the following: ART 101, ENL 115, GST 165, GST 260, GST 263, GST 280-289, IT 1XX, IT 2XX, BIOL 101, EC 102, EC 201, EC 202, HIST 103, HIST 104, HIST 114, HIST 115, POLS 101, PSYC 200, PSYC 215, and SOCI 210.

⁸GST 220 has a prerequisite of GST 210 and FAA UAS Pilot Certification.

⁹GST 240 and GST 266 have prerequisite of GST 230.

¹⁰Permission of Program Coordinator/Dean is required in order to enroll in GST 299.

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

Electronics Technology AAS

Career & Technical Division

Career Outlook:

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

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

Salary Forecast:

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

Employment Opportunities:

- Bench technician
- Design technician
- Process control technician
- Bio-medical 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.

Contact Information:

Robert Adkins

Room: 247

Phone: 304-710-3458 or 1-8-N-ROLLED (1-866-676-5533)

e-mail: 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

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

Electronics Technology – Major Code CE10	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ELT 111	DC Circuit Analysis & Applications ¹		5				
ENL 231	Business and Technical Writing ²		3				
IT 101	Fundamentals of Computers		3				
MAT 145	Applications in Algebra ³		3				
			14				
COM 112 or COM 125	Oral Communication Interpersonal Communication		3				
ELT 121	Alternating Current Circuit Analysis & Applications ⁴		5				
MAT 215	Applied Discrete Math		3				
SCI 110	Introductory Physics ⁶		4				
			15				
ELT 131	Analog Circuits Analysis & Applications ⁷		5				
ELT 211	Digital Circuits ⁸		5				
IT 270	Computer Essentials and Application ⁹		4				
	Technical Elective ¹⁰		3				
			17				
ELT 222	Introduction to Microprocessors ¹¹		4				
ELT 299	Electronic Technology Internship ¹²		3				
IT 230	Network Communications ¹³		3				
	Social Science Elective ¹⁴		3				
	Technical Elective ¹⁰		3				
			16				

HOURS REQUIRED FOR GRADUATION: 62
--

1. ELT 111 has a prerequisite/co-requisite of MAT 144 or MAT 145.
2. ENL 231 has a prerequisite of placement in 100-level English.
3. MAT 145 has a prerequisite of placement in 100-level math.
4. ELT 121 has a prerequisite of ELT 111.
5. MAT 210 has a prerequisite of MAT 135 or MAT 145.
6. SCI 110 has a prerequisite of MAT 125, MAT 135 or MAT 145.
7. ELT 131 has a prerequisite of ELT 121.
8. ELT 211 has a prerequisite of MAT 215.
9. IT 270 has a prerequisite of IT 101 or IT 102.
10. Choose from any of the following: ELT 150, 160, 170, 210, ELT 280-283, IT 115, IT 120, IT 141, IT 271
11. ELT 222 has a prerequisite of ELT 211.
12. ELT 299 has a prerequisite of Permission
13. IT 230 has a co-requisite of IT 120 or permission.
14. Choose from EC, HIST, PSYC, SOCI at the 100-level or above.

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

Engineering Design Technology AAS

Career & Technical Division

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.

Contact Information:

Triplett, Theodore

Room 251

Phone: 304-710-3438 or 1-866-N-ROLLED (1-866-676-5533)

triplett@mctc.edu

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

Engineering Design Technology – Major Code CE50

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 111	Written Communication ¹		3				
MAT 145	Applications in Algebra ²		3				
MFE 116	Manufacturing Processes		3				
MFE 220	Computer Aided Design I		4				
			13				
COM112	Oral Communication		3				
MAT 205	Calculus ³		3				
MFE 230	Computer Aided Design II		4				
MFE 248	Statistical Process & Control		3				
MFE 255	Rapid Prototyping Techniques		3				
			16				
MFE 240	Statics ⁴		3				
MFE 258	Intro to Visual Digitalization		4				
MFE 262	Engineering Design		4				
SCI 110	Introductory Physics ⁵		4				
			15				
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		3				
			16				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

REQUIRED HOURS FOR GRADUATION: 60

1. ENL 111 has a prerequisite of placement in 100-level English.
2. MAT 145 has a prerequisite of placement in 100-level math.
3. MAT 205 has a prerequisite of MAT 146.
4. MFE 240 has a prerequisite of MAT 205.
5. SCI 110 has a prerequisite of MAT 125, MAT 135 or MAT 145.

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

Engineering Design Technology AAS

Additive Manufacturing Concentration

Career & Technical Division

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.

Contact Information:

Triplett, Theodore
Room 251
Phone: 304-710-3438 or 1-866-N-ROLLED (1-866-676-5533)
triplett@mctc.edu

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

Engineering Design Technology – Major Code CE50 · Additive Manufacturing Concentration CE45							
Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
MT 105	Industrial Safety (RCBI)		2				
MAT 135	Math for Machinists ¹ (RCBI)		3				
MFE 116	Manufacturing Processes		3				
MFE 230	Computer Aided Design II (RCBI)		4				
MT 200	Blueprint Reading		3				
			15				
MAT 205	Calculus ²		3				
MFE 235	Computer Aided Manufacturing ³ (RCBI)		4				
MFE 248	Statistical Process & Control		3				
MFE 255	Rapid Prototyping Techniques ⁴		3				
			13				
EC 102	Basic Economics		3				
MFE 201	Composite Materials, Tooling/Mold Design		3				
MFE 240	Statics ⁵		3				
MFE 262	Engineering Design ⁶		4				
SCI 110	Introductory Physics ⁷		4				
			17				
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		4				
			19				
	REQUIRED HOURS FOR GRADUATION: 64						

¹ MAT 135 has a prerequisite of placement in 100-level or above.

² MAT 205 has a prerequisite of MAT 146.

³ MFE has a prerequisite of MT 225 and MT 230.

⁴ MFE 255 has a prerequisite of MFE 230.

⁵ MFE 240 has a prerequisite of MAT 205.

⁶ MFE 262 has a prerequisite of MFE 220 and MFE 230.

⁷ SCI 110 has a prerequisite of MAT 125, or MAT 135, or MAT 145.

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

Geospatial Science and Technology AAS

Geographic Information Science – Concentration

Career & Technical Division

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.

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.

Contact Information:

Professor Megan Click

Suite: 221

Phone: 304-710-3405 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: clickm@mctc.edu

Geospatial Science & Technology Major Code – CG60 • Geographic Information Science Concentration Code – CG62	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 101/102	Fundamentals of Computers ² (EDGE)		3				
GST 140	Web GIS		3				
GST 150	Intro to Drone Technology		3				
GEO 150	Introduction to Geography		3				
ENL 111	Written Communication ¹		3				
			15				
COM 112	Oral Communication		3				
IT 120	Network Operating Systems		4				
GST 160	Geographic Information System Concepts		3				
MAT 1XX	Any 100 Level Math ⁵		3				
	Approved Elective ^{4, 11}		3				
			16				
MFE 220	Computer Aided Design I ⁸		4				
MAT 210	Statistics for Business & Industry ⁶		3				
IT 250	Applications to Databases ⁷	F	3				
GST 230	2D and 3D GIS ³		3				
	Approved Elective ^{4, 11}		3				
			16				
GST 240	GIS WebApps ⁹		3				
GST 266	Digital Cartography		3				
GST 299	Information Technology Internship ¹⁰		3				
	Approved Elective ^{4, 11}		4*				
			13				

	Hours Required for Graduation: 60
--	--

Earn A Degree Graduate Early (EDGE):

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

¹ ENL 111 has a prerequisite of ENL 095 or placement in 100-level English.

² IT 101 or IT 102 will meet the Fundamentals of Computers requirement.

³ GST 230 has a prerequisite of GST 160.

⁴ Choose from the following: ART 101, ENL 115, GST 100, GST 110, GST 210, GST 220, GST 165, GST 260, GST 263, GST 280-289, IT 1XX, IT 2XX, BIOL 101, EC 102, EC 201, EC 202, HIST 103, HIST 104, HIST 114, HIST 115, POLS 101, PSYC 200, PSYC 215, and SOCI 210.

⁵ Choose from MAT 100 or MAT 115 or MAT 145 or MAT 120. MAT 100 has a co-requisite of ASC 099.

⁶ MAT 210 has a prerequisite of MAT 100 or MAT 115 or MAT 145 or MAT 120

⁷ IT 250 has a prerequisite of IT 101 or IT 102, and is offered fall semesters only

⁸ MFE 220 has a prerequisite of permission.

⁹ GST 240 has a prerequisite of GST 230

¹⁰ Permission of Program Coordinator/Dean is required in order to enroll in GST 299.

¹¹ Suggested Electives for MU 2+2: Choose from ART 101; ENL 115; BIOL 101/101L

*If a student does not take a 4 credit hour course in this elective slot they will need to take two 3 credit hour courses to have the required 60 credit hours for graduation.

Machinist/CNC Technology AAS

Career & Technical Division

Program Description:

The CNC Specialist 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.

Participants in the CNC Specialist program receive technical skills immediately useful in the workplace requiring CNC knowledge. They receive hands-on instruction in set up, operation, programming, maintenance, etc. on state-of-the-market CNC equipment used every day in industry. They also receive instruction in industrial communications, organizational skills, mathematics for machinists and safety. Before graduation, each individual is required to pass all Level 1 NIMS CNC credentials.

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.

The program adheres to the standards of the National Institute for Metalworking Skills (NIMS);

Career Outlook:

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

Salary Forecast:

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

Program Admission Requirements:

The CNC Specialist 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. Manual machinist
2. CNC machinist
3. Industrial sales representative
4. Auto plant
5. Machinist shop
6. Fabricator

Contact Information:

Jill Goheen
Robert C. Byrd Institute
Phone: 304-781-1678
Email: goheen14@rcbi.org

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

Machinist/CNC Technology - Major Code CM80				
Name:			ID Number 942-	
CAPS SCORES:	MATH:	ENGLISH:	READ:	DOE:
COL 101 Faculty				
Educational Counselor:				
Faculty Advisor:				

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
Fall Term 1							
ENL 231	Technical Report Writing	Fall	3				
MAT 135	Math for Machinist Tech	Fall	3				
MT 105	Industrial Safety	Fall	2				
MT 121	Introduction to Machinery	Fall	6				
MT 200	Blueprint Reading, Precision Measurement & Inspection	Fall	4				
			18				
Spring Term 2							
MT 215	Metal Working Theory and Application	SP	6				
MT 233	NIMS Credentialing/Manual Machining	SP	6				
MT 241	Introduction to CNC Machining	SM	4				
			16				
Summer Term 3							
MT 244	CNC Set UP/Operations	SM	6				
MT 248	NIMS Credentialing/CNC Project	SM	5				
			11				
Fall Term 4							
	Restricted Elective (MT, MFE, WELD)	Fall	6				
COM 125	Interpersonal Communication	Fall	3				
IT 101	Fundamentals of Computers	Fall	3				
ISM 133	Industrial Supervision	Fall	3				
			15				

	HOURS REQUIRED FOR GRADUATION: 60
--	--

Restricted Electives include:

Choose any 6 hours from the following list:

Any MT class not already included in the curriculum

Any MFE course

WELD 112 metallurgy

WELD 115 Introduction to Welding

Successful completion of the first semester MT courses, students will be awarded a skill set for CNC Operator

Successful completion of the second semester MT courses, students will be awarded a skill set for Manual Machinist

Successful completion of the first and second semester including General Education, students will be awarded the certificate degree option

Successful completion of the summer term MT courses and MT 241 from prior spring term, students will be awarded a skill set for CNC Machinist.

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

Welding Technology

Career and Technical Division

Program Description:

The Welding Technology Program is an industry-driven, hands-on program that prepares individuals to meet the rigorous demands of the manufacturing sector.

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

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

Career Outlook:

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

Salary Forecast:

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

Program Admission Requirements:

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

Employment Opportunities:

Entry-level positions for which graduates will compete include:

1. General purpose machinery manufacturing
2. Agriculture, construction, and mining machinery manufacturing
3. Commercial and industrial machinery and equipment (excluding automotive and electronic) repair and maintenance
4. Architectural and structural metals manufacturing
5. Motor vehicle body and trailer manufacturing
6. Fabricator
- 7.

Contact Information:

Jill Goheen
Robert C. Byrd Institute
Phone: 304-781-1678
Email: goheen14@rcbi.org

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

Welding Technology – Major Code CW10				
Name:			ID Number 942-	
CAPS SCORES:	MATH:	ENGLISH:	READ:	DOE:
COL 101 Faculty:				
Educational Counselor:				
Faculty Advisor:				

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COM 125	Interpersonal Communication		3				
MT 105	Industrial Safety		2				
WELD 112	Basic Metallurgy		3				
WELD 115	Introduction to Welding		8				
			16				
MAT 135	Math for Machinist Tech		3				
WELD 120	Shield Metal Arc Welding (SMAW)		5				
WELD RE	Restricted Elective 1		4				
IT 101	Fundamentals of Computers		3				
			15				
EC 102	Basic Economics		3				
WELD 130	Gas Meta Arc Welding		5				
WELD 140	Flux Cored Arc Welding		5				
WELD RE	Restricted Elective2		4				
			17				
ENL 231	Technical Report Writing		3				
HMN 235	Leadership Studies through the Humanities		3				
WELD RE	Restricted Elective 3		4				
WELD 298	Welding Capstone		2				
			12				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	HOURS REQUIRED FOR GRADUATION: 60
--	--

1. Restricted Elective 1 will be a choice between WELD 210 Stick Pipe Welding (SMAW-Pipe) or WELD 125 Advanced SMAW Plate Welding. (each course offered on 8 week schedule). Students with advanced skills or those with EDGE credits may complete WELD 130 or WELD 140 during the second term.

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

3D Printing CP

Career & Technical Division

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.

Contact Information:

Triplett, Theodore

Room 251

Phone: 304-710-3438 or 1-866-N-ROLLED (1-866-676-5533)

triplett@mctc.edu



This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>



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

3D Printing – Major Code CE55	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 111	Written Communication ¹		3				
MAT 145	Applications in Algebra ²		3				
MFE 116	Manufacturing Processes		3				
MFE 220	Computer Aided Design I		4				
	Elective ³		1-3				
			14-16				
COM112	Oral Communication		3				
MAT 205	Calculus ⁴		3				
MFE 230	Computer Aided Design II		4				
MFE 248	Statistical Process & Control		3				
MFE 255	Rapid Prototyping Techniques ⁵		3				
			16				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	REQUIRED HOURS FOR GRADUATION: 30-32
--	---

1. ENL 111 has a prerequisite of placement in 100-level English.
2. MAT 145 has a prerequisite of placement in 100-level Math.
3. Choose from one of the following: COL 100, COL 101, COL 138, IT 101, IT 107, or any MFE course (with permission).
4. MAT 205 has a prerequisite of MAT 146.
5. MFE 255 has a prerequisite of MFE 230.

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

Machinist/CNC Technology AAS

Career & Technical Division

Program Description:

The CNC Specialist 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.

Participants in the CNC Specialist program receive technical skills immediately useful in the workplace requiring CNC knowledge. They receive hands-on instruction in set up, operation, programming, maintenance, etc. on state-of-the-market CNC equipment used every day in industry. They also receive instruction in industrial communications, organizational skills, mathematics for machinists and safety. Before graduation, each individual is required to pass all Level 1 NIMS CNC credentials.

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.

The program adheres to the standards of the National Institute for Metalworking Skills (NIMS);

Career Outlook:

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

Salary Forecast:

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

Program Admission Requirements:

The CNC Specialist 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. Manual machinist
2. CNC machinist
3. Industrial sales representative
4. Auto plant
5. Machinist shop
6. Fabricator

Contact Information:

Jill Goheen
Robert C. Byrd Institute
Phone: 304-781-1678
Email: goheen14@rcbi.org

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

Machinist/CNC Technology - Major Code CM80				
Name:			ID Number 942-	
CAPS SCORES:	MATH:	ENGLISH:	READ:	DOE:
COL 101 Faculty				
Educational Counselor:				
Faculty Advisor:				

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
Fall Term 1							
ENL 231	Technical Report Writing	Fall	3				
MAT 135	Math for Machinist Tech	Fall	3				
MT 105	Industrial Safety	Fall	2				
MT 121	Introduction to Machinery	Fall	6				
MT 200	Blueprint Reading, Precision Measurement & Inspection	Fall	4				
			18				
Spring Term 2							
MT 215	Metal Working Theory and Application	SP	6				
MT 233	NIMS Credentialing/Manual Machining	SP	6				
MT 241	Introduction to CNC Machining	SM	4				
			16				
Summer Term 3							
MT 244	CNC Set UP/Operations	SM	6				
MT 248	NIMS Credentialing/CNC Project	SM	5				
			11				
Fall Term 4							
	Restricted Elective (MT, MFE, WELD)	Fall	6				
COM 125	Interpersonal Communication	Fall	3				
IT 101	Fundamentals of Computers	Fall	3				
ISM 133	Industrial Supervision	Fall	3				
			15				

	HOURS REQUIRED FOR GRADUATION: 60
--	--

Restricted Electives include:

Choose any 6 hours from the following list:

Any MT class not already included in the curriculum

Any MFE course

WELD 112 metallurgy

WELD 115 Introduction to Welding

Successful completion of the first semester MT courses, students will be awarded a skill set for CNC Operator

Successful completion of the second semester MT courses, students will be awarded a skill set for Manual Machinist

Successful completion of the first and second semester including General Education, students will be awarded the certificate degree option

Successful completion of the summer term MT courses and MT 241 from prior spring term, students will be awarded a skill set for CNC Machinist.

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

Welding Technology CP

Career and Technical Division

Program Description:

The Welding Technology Program is an industry-driven, hands-on program that prepares individuals to meet the rigorous demands of the manufacturing sector.

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

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

Career Outlook:

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

Salary Forecast:

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

Program Admission Requirements:

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

Employment Opportunities:

Entry-level positions for which graduates will compete include:

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

Contact Information:

Jill Goheen
Robert C. Byrd Institute
Phone: 304-781-1678
Email: goheen14@rcbi.org

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

Welding Technology Certificate – Major Code CW12

Name:				ID Number 942-	
CAPS SCORES:	MATH:	ENGLISH:	READ:	DOE:	
COL 101 Faculty:					
Educational Counselor:					
Faculty Advisor:					

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COM 125	Interpersonal Communication		3				
MT 105	Industrial Safety		2				
WELD 112	Basic Metallurgy		3				
WELD 115	Introduction to Welding		8				
			16				
MAT 135	Math for Machinist Tech		3				
WELD 120	Shield Metal Arc Welding (SMAW)		3				
WELD RE	Restricted Electives		3				
IT 101	Fundamentals of Computers		3				
			14				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	HOURS REQUIRED FOR GRADUATION: 30
--	--

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

CNC Machinist Skill Set

REQUIREMENTS			
MT	241	Introduction to CNC Machining	4
MT	244	CNC Setup/Operations	4
MT	248	NIMS Credentialing/CNC Projects	5
TOTAL HOURS REQUIRED			15

CONTACT INFORMATION:

Jill Goheen

Robert C. Byrd Institute

Phone 304-781-1678

Email: goheen14@rcbi.org

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

www.mctc.edu

Mountwest Community & Technical College

06/15/2021

Academic Year 2021-2022

CNC Operator Skill Set

REQUIREMENTS			
MT	105	Industrial Safety (Fall)	2
MT	121	Introduction to Machinery (Fall)	6
MT	200	Blueprint Reading, Precision Measurement & Inspection (Fall)	4
TOTAL HOURS REQUIRED			12

CONTACT INFORMATION:

Jill Goheen

Robert C. Byrd Institute

Phone 304-781-1678

Email: goheen14@rcbi.org

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

www.mctc.edu

Mountwest Community & Technical College

06/15/2021

Academic Year 2021-2022

Manual Machinist

REQUIREMENTS			
MT	105	Industrial Safety (Fall)	2
MT	121	Introduction to Machinery (Fall)	6
MT	200	Blueprint Reading, Precision Measurement & Inspection (Fall)	4
MT	215	Metal Working Theory and Application (Spring)	6
MT	233	NIMS Credentialing/Manual Machining (Spring)	6
TOTAL HOURS REQUIRED			24

After completion of these courses' students will have earned their National Institute Metalworking Skill Level I (NIMS I) certification for manual machinist.

CONTACT INFORMATION:

Jill Goheen

Robert C. Byrd Institute

Phone 304-781-1678

Email: goheen14@rcbi.org

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

www.mctc.edu

Mountwest Community & Technical College

06/15/2021

Academic Year 2021-2022

BUSINESS PROGRAMS

mctc.edu/programs

2 Year Degrees

A.A.S. Accounting

A.A.S. Banking and Finance

A.A.S. Management Technology

- Business Administration
- Call Center Supervisor
- Hospitality Management
- Industrial Management

1 Year Certificates

C.A.S. Accounting/Bookkeeping

Skill sets

Entrepreneur

Event Management

Program Description:

The increasing complexities of the business environment have created the need for individuals who possess a greater diversity of skills. Interpersonal, communication, analytical, decision-making, customer service, and computer skills are essential for success in business. 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 degree prepares the student for a nonsupervisory position. This person performs a variety of complex clerical and entry level accounting activities applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports to ensure accurate accounting records.

Career Outlook:

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

Employment Opportunities:

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

Salary Forecast: State Average National Average

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

Admission Requirements:

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

Contact Information:

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

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

Accounting Code – CA25	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 111	Written Communication ¹		3				
IT 101	Fundamentals of Computers		3				
MAT 100 or Higher	Mathematics ³		3				
MG 101	Introduction to Business (EDGE)		3				
			15				
AC 201	Financial Accounting I ²		3				
COM 112 or COM 125	Oral Communication Interpersonal Communication		3				
EC 201	Fundamentals of Microeconomics		3				
IT 150	Applications to Spreadsheets ³ (EDGE)		3				
MK 130	Fundamentals of Marketing		3				
			15				
AC 210	Managerial Accounting ⁴		3				
AC 221	Computerized Accounting I ⁵		3				
AC 225 or MAT 210	Excel for Accounts ⁶ or Statistics for Business and Industry ⁷		3				
EC 202	Fundamentals of Macroeconomics		3				
MG 202	Business Organization & Management ⁸		3				
			15				
AC 202	Financial Accounting II ⁹		3				
AC 234	Taxation ¹⁰		3				
FN 231	Business Finance ¹¹		3				
MG 226	Business Law		3				
MG 296	Integrated Business Strategies ¹²		3				
			15				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
HOURS REQUIRED FOR GRADUATION: 60							

Earn A Degree Graduate Early (EDGE):

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

¹ ENL 111 has a prerequisite of placement in 100-level English.

² AC 201 has a prerequisite of AC 103 or permission.

³ IT 150 has a prerequisite of IT 101 or IT 102.

⁴ AC 210, has a prerequisite of AC 103 or AC 108 or AC 201.

⁵ AC 221 has a prerequisite of AC 103, AC 108 or AC 201, and IT 101 or permission.

⁶ AC 225 has prerequisites of AC 103, AC 201, and IT 150.

⁷ MAT 210 has a prerequisite of MAT 115, MAT 120, MAT 145, or MAT 150.

⁸ MG 202 has a prerequisite of MG 101.

⁹ AC 202 has a prerequisite of AC 201 or AC 108.

¹⁰ AC 234 has a prerequisite of AC 103, AC 108, AC 201, ACC 215, or ACC 216.

¹¹ FN 231 has a prerequisite AC 103, AC 108, AC 201, or ACC 215.

¹² MG 296 has a prerequisite of 45 credit hours completed in the program.

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

Banking and Finance AAS

Career & Technical Division

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 provides a background in subject matter relevant to institutions such as commercial banks, savings banks, credit unions, mortgage banks, and other financial institutions. The program is designed for students seeking careers with financial institutions and for those individuals already working for financial institutions, who desire career advancement. Upon completion of the Associate of Applied Science Degree in Banking and Finance, the graduate will be able to:

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

Career Outlook:

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/.

Program Admission Requirements:

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

EMPLOYMENT OPPORTUNITIES:

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

Contact Information:

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

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

Banking and Finance Major Code –CB10	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 111	Written Communication ¹		3				
FN 151	Principles of Bank Operations		3				
IT 101	Fundamentals of Computers		3				
MAT 100 or Higher	Mathematics ²		3				
			15				
AC 201	Financial Accounting ³		3				
COM 112 or COM 125	Oral Communication Interpersonal Communication		3				
EC 201	Fundamentals of Microeconomics		3				
IT 150	Applications to Spreadsheets ⁴ (EDGE)		3				
MAT 210	Statistics for Business and Industry ⁵		3				
			15				
AC 210	Managerial Accounting ⁶		3				
AC 221	Computerized Accounting I ⁷		3				
EC 202	Fundamentals of Macroeconomics		3				
MG 202	Business Organization & Management ⁸		3				
MK 130	Fundamentals of Marketing		3				
			15				
FN 231	Business Finance ⁹		3				
MG 226	Business Law		3				
MG 296	Integrated Business Strategies ¹⁰		3				
	Banking/Finance Elective ¹¹		3				
	Banking/Finance Elective ¹¹		3				
			15				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	HOURS REQUIRED FOR GRADUATION: 60						

Earn A Degree Graduate Early (EDGE):

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

¹ ENL 111 has a prerequisite of placement in 100-level English.

² MAT 100 has a co-requisite of ASC 099. Students pursuing an articulated baccalaureate degree should take MAT 130, which has a prerequisite of MAT 144, 145, ACT 21, Placement or Permission.

³ AC 201 has a prerequisite of AC 103 or permission.

⁴ IT 150 has a prerequisite of IT 101 or IT 102.

⁵ MAT 210 has a prerequisite of MAT 115, MAT 120, MAT 145 or MAT 150.

⁶ AC 210 has a prerequisite of AC 103, AC 108 and AC 201.

⁷ AC 221 has prerequisites of AC 103, or AC 108, and IT 101.

⁸ MG 202 has a prerequisite of MG 101.

⁹ FN 231 has a prerequisite of AC 103, or AC 108, AC 201 or AC 215.

¹⁰ MG 296 has a prerequisite of 45 credit hours completed in the program.

¹¹ The following are recommended electives: AC 234, FN 141, FN 163, FN 248, FN 250, FN 252, FN 254, FN 258, and FN 259.

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

Management Technology AAS

Business Administration – Concentration

Career & Technical Division

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 and Technical College's Management Technology program provides these skills and prepares students for entry-level positions in organizations with career paths that eventually lead to supervisory and management positions. The program also prepares employed individuals for upward mobility within their organization.

The flexibility of the Management Technology curriculum allows students to tailor a course of study to meet their own career goals and interests. The Business Administration option is designed to train students who seek supervisory positions in a retail environment. Upon completion of the Associate in Applied Science Degree in Management Technology, the graduate will be able to:

- Demonstrate fundamental supervisory skills
- Apply knowledge of business computer software to business activities
- Apply relevant mathematical skills to business activities
- Demonstrate a working knowledge of ethical, legal, and social skills that relate to the business environment
- Make decisions after gathering and analyzing information
- Prepare and present written and oral communication
- Demonstrate knowledge specific to the specialized option

Career Outlook:

The Business Administration option provides an avenue for immediate employment and for advancement to upper levels of management. Employers seek graduates for positions ranging from business manager and sales representative to production supervisor and project planner. Graduates of the program obtain positions in manufacturing, retailing, construction, financial institutions, government and a host of other fields. Students also find this major to be of value in preparation for law school.

Salary Forecast:

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

Admission Requirements:

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

Contact Information:

Rick Brown, MBA

Room 243

Phone: 304-710-3408 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: brownr@mctc.edu

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

Management Technology Major Code - CM10 • Business Administration Concentration Code - CM16	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 111	Written Communication ¹		3				
IT 101	Fundamentals of Computers		3				
MAT 115 or MAT 145	Business Mathematics ² or Applications in Algebra ²		3				
MG 101 or MG 102	Introduction to Business (EDGE) or Introduction to Entrepreneurship ³		3				
			15				
AT 104	Records Management		3				
AC 201	Financial Accounting ³		3				
COM 112	Oral Communication		3				
EC 201	Fundamentals of Microeconomics		3				
IT 150 or MAT 210	Applications to Spreadsheets or Statistics for Business and Industry ⁴		3				
			15				
AC 210	Managerial Accounting ⁵		3				
AC 221	Computerized Accounting I ⁶		3				
EC 202	Fundamentals of Macroeconomics		3				
MG 202	Business Organization & Management ⁷		3				
MK 130	Fundamentals of Marketing		3				
			15				
AC 234	Taxation ⁸		3				
FN 231	Business Finance ⁹		3				
MG 181	Retailing		3				
MG 226	Business Law		3				
MG 296	Integrated Business Strategies ¹⁰		3				
			15				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	HOURS REQUIRED FOR GRADUATION: 60
--	-----------------------------------

- ¹ ENL 111 has a prerequisite of placement in 100-level English.
- ² MAT 115, and MAT 145 have a prerequisite of placement in 100-level math.
- ³ AC 201 has a prerequisite of AC 103 or permission.
- ⁴ MAT 210 has a prerequisite of MAT 115, MAT 145, or MAT 120.
- ⁵ AC 210, and FN 231 have a prerequisite of AC 103 or AC 108 or AC 201.
- ⁶ AC 221 has a prerequisite of AC 103 or AC 108 or AC 201, and IT 101 or permission.
- ⁷ MG 202 has a prerequisite of MG 101.
- ⁸ AC 234 has a prerequisite of AC 103, AC 108, AC 201, ACC 215.
- ⁹ FN 231 has a prerequisite of AC 103, AC 108, AC 201, or ACC 215.
- ¹⁰ MG 296 has a prerequisite of 45 credit hours completed in the program.

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

Management Technology AAS

Call Center Supervision – Concentration

Career & Technical Division

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 and Technical College's Management Technology program provides these skills and prepares students for entry-level positions in organizations with career paths that eventually lead to supervisory and management positions. The program also prepares employed individuals for upward mobility within their 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:

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.

Employment Opportunities:

Call Center Supervision Option: This option offers employees of call center and teleservice industries the skills and knowledge they will need to move into supervisory positions. The Call Center Supervisor Option in Management Technology is open to students who are already employed at a call center or teleservice industry and want to prepare for the opportunity for advancement.

Salary Forecast:

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

Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis. Students admitted to the program must be employed in a call center or teleservice industry by the start of the third semester.

Contact Information:

Rick Brown, MBA
Room 243
Phone: 304-710-3408 or 1-866-N-ROLLED (1-866-676-5533)
E-mail: brownr@mctc.edu

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

Management Technology Major Code - CM10 • Call Center Supervision Concentration Code - CM17	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 111	Written Communication ¹		3				
IT 101	Fundamentals of Computers		3				
MAT 100 or Higher	Mathematics ²		3				
MG 101	Introduction to Business (EDGE)		3				
			15				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
MAT 210	Statistics for Business and Industry ²		3				
MG 105	Introduction to Workplace Training		3				
MG 233	Personnel Management ³		3				
	Social Science Elective ⁴		3				
			15				
ENL 115 or ENL 231	Written Communication II ⁵ or Technical Report Writing ¹		3				
MG 202	Business Organization & Management ³		3				
MG 205	Call Center Environment/Technology ⁶		3				
MG 207	Managing Call Center Data ⁷		3				
	Recommended Elective ⁸		3				
			15				
MG 203	Managing Call Center Teams ⁹		3				
LAW 250	Employment Law ¹⁰		3				
MG 209	Occupational Safety		3				
MG 299	Cooperative Work Experience ¹¹		3				
	Recommended Elective ⁹		3				
			15				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	Hours required for graduation: 60						

Earn A Degree Graduate Early (EDGE):

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

¹ ENL 111 and ENL 231 have a prerequisite of placement in 100-level English.

² MAT 100 has a co-requisite of ASC 099. Students pursuing an articulated baccalaureate degree should take MAT 130, which has a prerequisite of MAT 144 or 145 or ACT 21 or Placement or Permission.

³ MG 202 and MG 233 have a prerequisite of MG 101.

⁴ Choose from EC, HIST, PSYC, SS 100-level or above.

⁵ ENL 115 has a prerequisite of ENL 111.

⁶ MG 205 has a prerequisite of IT 101.

⁷ MG 207 has a prerequisite of MAT 210.

⁸ Recommended Electives: AC 221, AC 222, FN 141, FN 151, IT 107, IT 115, IT 120, IT 150, ISM 133, LAW 101, AT 136, AT 160, AT 255 and other courses recommended by a program advisor.

⁹ MG 203 has a prerequisite of MG 202 or SS 201.

¹⁰ LAW 250 has a prerequisite of LAS 101, or LAW 101 and MG 233.

¹¹ MG 299 has a prerequisite of permission by Division Director or Program Coordinator.

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

Management Technology AAS

Hospitality Management -Concentration

Program Description:

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

While the different segments of the hospitality and tourism industry have their own unique characteristics, they all share the same mission and heritage, serving the guest or customer. The segments of hospitality and tourism are traveling services, lodging, foodservice, and recreation services. They all possess a common future as one of the most dynamic employment and career fields available. Students will attain knowledge in foodservice disciplines, customer service, sanitation, purchasing and inventory control, business operations, marketing, retailing, accounting management, and communication skills.

Career Outlook:

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

A comfortable room, good food, and a helpful staff can make time away from home an enjoyable experience for both vacationing families and business travelers. While most lodging managers work in traditional hotels and motels, some work in other lodging establishments, such as camps, inns, boarding houses, dude ranches, and recreational resorts. In full-service hotels, lodging managers help their guests have a pleasant stay by providing many of the comforts of home, including cable television, fitness equipment, voice mail, as well as specialized services such as health spas. Lodging managers often schedule available meeting rooms and electronic equipment for business travelers, including slide projectors and fax machines. Lodging managers are responsible for keeping their establishments efficient and profitable. In a small establishment with a limited staff, the manager may oversee all aspects of operations. However, large hotels may employ hundreds of workers, and the general manager usually is aided by a number of assistant managers assigned to the various departments of the operation. In hotels of every size, managerial duties vary significantly by job title.

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/.

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 credit hours toward the associate degree.

Contact Information:

Chef Lawrence Perry, M.S.
Hospitality Management/ Culinary Arts
Program Director
1648 8th Avenue
Suite 1
Huntington, WV 25701
304-399-0211
Perry149@mctc.edu

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

Management Technology Major Code - CM10 • Hospitality Management Concentration Code – CM25	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
CA 200	Culinary Sanitation and Safety		3				
ENL 111	Written Communication		3				
HM 101	Travel, Tourism & Hospitality		3				
IT 101	Fundamentals of Computers		3				
HM 145	Hotel Front Office Procedures		3				
			15				
AC 103	Introduction to Accounting		3				
AT 104	Records Management		3				
HM 165	Fundamentals of Event Management ¹		3				
HM 222	Rooms Division Management ²		3				
	Mathematics Elective ³		3				
			15				
CA 120	A la Cart Dining Rm Service I (EDGE)		3				
COM 112 or COM 125	Oral Communications or Interpersonal Communication		3				
MG 226	Business Law		3				
MK 130	Fundamentals of Marketing		3				
	Social Science Elective ⁴		3				
			15				
CA 270	Managing Culinary Operations		2				
CA 275	Cost Control and Revenue Management		2				
HM 220	Managing Catering Operations		3				
HM 240	Intro to Vineyards & Breweries		2				
HM 299	Internship/Apprenticeship ⁵		3				
MG 202	Business Organizational Management ⁶		3				
			15				

	HOURS REQUIRED FOR GRADUATION: 60
--	--

¹ HM 165 has a prerequisite of HM 101.

² HM 222 has a prerequisite of HM 145.

³ Choose from any 100-level or above Mathematics course.

⁴ Choose from any EC, PSYC, or SOCI 100 level or higher course.

⁵ HM 299 is by permission only.

⁶ MG 202 has a prerequisite of MG 101 and HM 101.

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

Management Technology AAS

Industrial Management – Concentration

Career & Technical Division

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:

This option offers employment opportunities in various types of profit and nonprofit businesses and organizations as management trainees. The focus is on manufacturing establishments. Employment of industrial production managers is expected to grow more slowly than the average for all occupations. Job openings will stem from the need to replace workers who transfer to other occupations or leave the labor force. Projected job growth varies by industry.

Employment Opportunities:

This option offers employment opportunities in various types of profit and nonprofit businesses and organizations as management trainees. The focus is on manufacturing establishments.

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/.

Contact Information:

Rick Brown, MBA
Room 243
Phone: 304-710-3408 or 1-866-N-ROLLED (1-866-676-5533)
E-mail: brownr@mctc.edu

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

Management Technology Major Code - CM10 • Industrial Management Concentration Code - CM12	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 111	Written Communication ¹		3				
IT 101	Fundamentals of Computers		3				
MAT 100 or Higher	Mathematics ²		3				
MG 101	Introduction to Business (EDGE)		3				
			15				
AC 201	Financial Accounting ¹³		3				
AT 104	Records Management		3				
MAT 210	Statistics for Business and Industry ⁴		3				
MFE 120	Introduction to Manual Machining ⁵		4				
MT 200	Blueprint Reading		3				
			16				
AC 210	Managerial Accounting ⁶		3				
COM 112/125	Oral Communication or Interpersonal Communication		3				
ENL 231	Technical Report Writing ⁷		3				
MFE 220	Computer Aided Design 1		4				
MG 202	Business Organization & Management ⁸		3				
			16				
FN 231	Business Finance ⁶		3				
MG 226	Business Law ¹		3				
MG 296	Integrated Business Strategies ⁹		3				
MK 130	Fundamentals of Marketing		3				
	Social Science Requirement ¹⁰		3				
			15				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	HOURS REQUIRED FOR GRADUATION: 62
--	-----------------------------------

Earn A Degree Graduate Early (EDGE):

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

¹ ENL 111 has a prerequisite of placement in 100-level English.

² MAT 100 has a co-requisite of ASC 099. Students pursuing an articulated baccalaureate degree should take MAT 130, which has a prerequisite of MAT 144, 145, ACT 21, Placement or Permission.

³ AC 201 has a prerequisite of AC 103 or permission.

⁴ MAT 210 has a prerequisite of MAT 115, MAT 120, MAT 145 or MAT 150.

⁵ MFE 120 has a prerequisite of MAT 145 or permission.

⁶ AC 210, AC 234, and FN 231 have a prerequisite of AC 103 or AC 108 or AC 201

⁷ ENL 231 has a prerequisite of ENL 095, or placement in 100-level English.

⁸ MG 202 has a prerequisite of MG 101

⁹ MG 296 has a prerequisite of 45 credit hours completed in the program.

¹⁰ Social Science Requirement: Select from EC 102; SS 201; SOCI 210; or PSYC 215.

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

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 would include clerical positions in specialized areas such as accounts payable, accounts receivable, and payroll, as well as any positions involved in the accounting functions of a business.

Students who successfully complete the certificate program will be able to demonstrate the following competencies:

- Identify and describe the fundamental principles and practices of accounting;
- Apply fundamental accounting principles and practices to prepare common income statements, balance sheets, and cash flow statements;
- Utilize microcomputer accounting software systems for the purpose of maintaining a general ledger, accounts receivable, accounts payable, and payroll;
- Identify, describe, and prepare a variety of tax records and reports necessary to maintain a business and to meet local, state, and federal requirements;
- Develop and analyze accounting information for managerial planning and control;
- Complete computer applications including word processing, spreadsheets, databases, electronic mail, and the internet;
- Identify and apply the techniques of effective oral and written communication in a business setting;
- Perform business mathematical operations utilizing the calculator for computations.

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".

Salary Forecast:

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

Program Admission Requirements:

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

Contact Information:

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

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

Accounting/Bookkeeping One-Year Certificate Major Code – CA30	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 111	Written Communication ¹		3				
IT 101	Fundamentals of Computers		3				
MAT 100 or Higher	Mathematics ²		3				
MG 101	Introduction to Business (EDGE)		3				
			15				
AC 201	Financial Accounting ³		3				
AC 221	Computerized Accounting ⁴		3				
AC 234	Taxation ⁵		3				
FN 231	Business Finance ⁶		3				
IT 150	Applications to Spreadsheets ⁷ (EDGE)		3				
			15				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	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.

¹ ENL 111 has a prerequisite of placement in 100-level English.

² MAT 100 has a co-requisite of ASC 099. Students pursuing an articulated baccalaureate degree should take MAT 130, which has a prerequisite of MAT 144, 145, ACT 21, Placement or Permission.

³ AC 201 has a prerequisite of AC 103.

⁴ AC 221 has a prerequisite of AC 103, or AC 108, or AC 201, and IT 101.

⁵ AC 234 has a prerequisite of AC 103, or AC 108, or AC 201.

⁶ FN 231 has a prerequisite of AC 103, or AC 108, or AC 201.

⁷ IT 150 has a prerequisite of IT 101 or IT 102.

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

Entrepreneur

CERTIFICATE REQUIREMENTS			
AC	103	Introduction to Accounting (EDGE)	3
LAS	110	Business Organization to Government Regulations	3
MG	101	Introduction to Business (EDGE)	3
MK	130	Fundamentals of Marketing	3
		Entrepreneur Elective ¹	3
TOTAL HOURS REQUIRED			15

Individuals who complete the above courses will receive a Certificate of Successful Completion from Mountwest.

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-N-ROLLED (1-866-676-5533)

Email: doyle@mctc.edu

¹ Choose from one of the following:

- AT 104 Records Management
- AT 265 Administrative Office Procedures (PR: AT 136)
- IT 212 Publishing on the Internet (PR: IT 107)
- IT 242 Advanced Internet (PR: IT 212)
- IT 270 Computer Essentials and Application
- MG 181 Retailing
- MG 202 Business Organization & Management

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

Event Management Skills Set

CERTIFICATE REQUIREMENTS

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 ¹	3

TOTAL HOURS REQUIRED 12

Individuals who complete the above course will receive a Certificate of Successful Completion of the Event Management Skill Set from Mountwest Community & Technical College

CONTACT INFORMATION:

Chef Lawrence Perry, M.S.
Hospitality Management/ Culinary Arts
Program Director
1648 8th Avenue
Suite 1
Huntington, WV 25701
304-399-0211
Perry149@mctc.edu

¹ HM 165 has a prerequisite of HM 101 or permission.

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

CULINARY & HOSPITALITY

mctc.edu/programs

2 Year Degrees

A.A.S. Culinary Arts

1 Year Certificates

C.A.S. Hospitality Management
Event Management

Culinary Arts AAS

Career & Technical Division

Program Description:

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

While the different segments of the hospitality and tourism industry have their own unique characteristics, they all share the same mission and heritage—serving the guest or customer. The segments of hospitality and tourism are traveling services, lodging, food service, and recreation services. They all possess a common future as the most dynamic employment and career fields available. The program offers advanced chef training as well as restaurant management skills. After studying the fundamentals of classical and contemporary cuisine and restaurant procedures, students will develop advanced skills in garde manger and a la carte cooking. The graduate will have the necessary training to work in a variety of culinary establishments as Sous Chef, Garde Manger, Kitchen Supervisor, and Restaurant Manager.

Students are required to make a grade of “C” or better in each CA and HM course before graduation from the program.

Career Description:

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

Career Outlook:

Employment of chefs and cooks is projected to experience little or no change from 2010 to 2020. Although overall job opportunities are expected to be good, competition is expected to be high for jobs at upscale restaurants, hotels, and casinos, where the pay tends to be greater. (Information obtained from *Occupational Outlook Handbook*, 2012-2013)

SALARY FORECAST:

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

Admission Requirements

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

Tech Prep Affiliation:

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

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

Students who complete the high school ProStart© program and pass the ProStart© examination with a score of 75% or higher may receive credit hours toward the Culinary Arts Degree.

Contact Information:

Chef Lawrence Perry, M.S.

Hospitality Management/Culinary Arts Program Director

1648 8th Avenue

Suite 1

Phone: 304-399-0211

E-mail: perry149@mctc.edu

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

Culinary Arts¹ – CH25	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
CA 105	Fabrication & Knife Skills ²		3				
CA 110	Mise en Place ²		3				
CA 120	A la Carte Dining Rm Serv I		3				
CA 190	Hospitality Lab Practicum I		1				
CA 200	Sanitation and Safety ²		3				
ENL 111	Written Communications ³		3				
			16				
CA 112	Garde Manger ⁴		3				
CA 195	Hospitality Lab Practicum II ⁵		1				
CA 269	Soups, Stocks & Sauces ⁶		2				
CA 270	Managing Culinary Operations		2				
CA 275	Cost Control and Revenue Management		2				
IT 101	Fundamentals of Computers		3				
	Mathematics Elective ⁷		3				
			16				
CA 116	Intro to Breads and Doughs ⁸		3				
CA 135	International Cuisine ⁹		4				
CA 245	Culinary Nutrition		2				
CA 290	Hospitality Practicum Lab III ¹⁰		1				
COM 112 or COM 125	Oral Communication Interpersonal Communication		3				
	Social Science Elective ¹¹		3				
			16				
CA 225	Advanced Cooking & Artistry ¹²		4				
CA 235	Menu Planning		3				
CA 259	Practice Culinary Catering ¹³		3				
HM 240	Intro to Vineyards & Breweries		2				
CA 298	Coop. Culinary Arts Work Experience ¹⁴		1				
			13				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	HOURS REQUIRED FOR GRADUATION: 61						

¹ Students are required to make a grade of "C" or better in each CA and HM course before graduating from the program.

² CA 105, CA 110, and CA 200 are co-requisites.

³ ENL 111 has a prerequisite of placement in 100 level English or a corequisite of ENL 095.

⁴ CA 112 has a prerequisite of CA 105, CA 110, CA 200, CA 269.

⁵ CA 195 has a prerequisite of CA 190.

⁶ CA 269 has a prerequisite of CA 105, CA 110 and CA 200.

⁷ Choose from any 100-level or above mathematics course. MAT 137 is suggested.

⁸ CA 116 has a prerequisite of CA 112.

⁹ CA 135 has a prerequisite of CA 116.

¹⁰ CA 290 has a prerequisite of CA 190 and CA 195.

¹¹ Select from an EC, HIST, PSYC, or SOCI 100 level or higher.

¹² CA 225 has a prerequisite of CA 135.

¹³ CA 259 has a prerequisite of CA 120.

¹⁴ CA 298 has a prerequisite of "Permission".

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

Management Technology AAS

Hospitality Management -Concentration

Program Description:

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

While the different segments of the hospitality and tourism industry have their own unique characteristics, they all share the same mission and heritage, serving the guest or customer. The segments of hospitality and tourism are traveling services, lodging, foodservice, and recreation services. They all possess a common future as one of the most dynamic employment and career fields available. Students will attain knowledge in foodservice disciplines, customer service, sanitation, purchasing and inventory control, business operations, marketing, retailing, accounting management, and communication skills.

Career Outlook:

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

A comfortable room, good food, and a helpful staff can make time away from home an enjoyable experience for both vacationing families and business travelers. While most lodging managers work in traditional hotels and motels, some work in other lodging establishments, such as camps, inns, boarding houses, dude ranches, and recreational resorts. In full-service hotels, lodging managers help their guests have a pleasant stay by providing many of the comforts of home, including cable television, fitness equipment, voice mail, as well as specialized services such as health spas. Lodging managers often schedule available meeting rooms and electronic equipment for business travelers, including slide projectors and fax machines. Lodging managers are responsible for keeping their establishments efficient and profitable. In a small establishment with a limited staff, the manager may oversee all aspects of operations. However, large hotels may employ hundreds of workers, and the general manager usually is aided by a number of assistant managers assigned to the various departments of the operation. In hotels of every size, managerial duties vary significantly by job title.

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/.

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 credit hours toward the associate degree.

Contact Information:

Chef Lawrence Perry, M.S.
Hospitality Management/ Culinary Arts
Program Director
1648 8th Avenue
Suite 1
Huntington, WV 25701
304-399-0211
Perry149@mctc.edu

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

Management Technology Major Code - CM10 • Hospitality Management Concentration Code – CM25	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
CA 200	Culinary Sanitation and Safety		3				
ENL 111	Written Communication		3				
HM 101	Travel, Tourism & Hospitality		3				
IT 101	Fundamentals of Computers		3				
HM 145	Hotel Front Office Procedures		3				
			15				
AC 103	Introduction to Accounting		3				
AT 104	Records Management		3				
HM 165	Fundamentals of Event Management ¹		3				
HM 222	Rooms Division Management ²		3				
	Mathematics Elective ³		3				
			15				
CA 120	A la Cart Dining Rm Service I (EDGE)		3				
COM 112 or COM 125	Oral Communications or Interpersonal Communication		3				
MG 226	Business Law		3				
MK 130	Fundamentals of Marketing		3				
	Social Science Elective ⁴		3				
			15				
CA 270	Managing Culinary Operations		2				
CA 275	Cost Control and Revenue Management		2				
HM 220	Managing Catering Operations		3				
HM 240	Intro to Vineyards & Breweries		2				
HM 299	Internship/Apprenticeship ⁵		3				
MG 202	Business Organizational Management ⁶		3				
			15				

	HOURS REQUIRED FOR GRADUATION: 60
--	--

¹ HM 165 has a prerequisite of HM 101.

² HM 222 has a prerequisite of HM 145.

³ Choose from any 100-level or above Mathematics course.

⁴ Choose from any EC, PSYC, or SOCI 100 level or higher course.

⁵ HM 299 is by permission only.

⁶ MG 202 has a prerequisite of MG 101 and HM 101.

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

Event Management Skills Set

CERTIFICATE REQUIREMENTS

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 ¹	3

TOTAL HOURS REQUIRED 12

Individuals who complete the above course will receive a Certificate of Successful Completion of the Event Management Skill Set from Mountwest Community & Technical College

CONTACT INFORMATION:

Chef Lawrence Perry, M.S.
Hospitality Management/ Culinary Arts
Program Director
1648 8th Avenue
Suite 1
Huntington, WV 25701
304-399-0211
Perry149@mctc.edu

¹ HM 165 has a prerequisite of HM 101 or permission.

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

GENERAL EDUCATION & TRANSFER STUDIES

mctc.edu/programs

2 Year Degrees

- A.A.S. Associate of Arts
- A.A.S. Associate of Science
- A.A.S. Secondary Education
- A.A.S. Media Studies Concentration

1 Year Certificates

- A.A. Behavioral Science
- A.A. Elementary Education
- A.A. History Concentration

General Studies/Transfer Studies

Associate of Arts (AA)

Liberal Arts & Transfer Studies Division

Program Description:

An Associate of Arts degree in General Studies/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 ideal for the student who is planning to earn a baccalaureate degree at a four-year institution. Students will work closely with their advisor to choose courses that meet the needs of their chosen career path and goals.

The AA degree gives emphasis to practical skills in communication and computation which may lead to employment; however, the goal is to provide the student with a broad background in communication, fine arts, humanities, social sciences, science and mathematics that will prepare the student to enter a baccalaureate program at the junior level. The AA degree may be obtained in person, online or a combination of both.

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.

Contact Information:

Kendra Bolen

Room 313

Phone: 304-710-3445

Email: burdell1@mctc.edu

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

General Studies/Transfer Studies – Major Code CG10

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	General Education Component						
COL 101	New Student Seminar*		1				
COM 112	Oral Communication*		3				
COM 125	Interpersonal Communication*		3				
ENL 111	Written Communication I ^{1*}		3				
ENL 115	Written Communication II ^{2*}		3				
HMN 235	Leadership Studies through the Humanities*(Capstone) ^{3,14}		3				
MAT 120/121	Applied Professional Mathematics ^{4*}		3-5				
PSYC 200	General Psychology*(CI)		3				
SOCI 210	Fundamentals of Sociology*		3				
			25-27				
	Humanities (Choose a minimum of 6 hours from the following)						
ART 101	Introduction to Visual Arts*		3				
ENL 201	Introduction to Literature ^{5*}	S	3				
ENL 245	Elements of the Short Story ⁵	F	3				
RELS 130	World Religions*	S	3				
THEA 101	Introduction to Theatre		3				
MUSI 101	Introduction to Music		3				
			6				
	Mathematics (Choose a minimum of 3 hours from the following)						
MAT 130	College Algebra		4				
MAT 144	Applications in Algebra Expanded ⁶		5				
MAT 145	Applications in Algebra ^{4*}		3				
MAT 146	Applications in Trigonometry		3				
MAT 205	Technical Calculus ⁷		3				
MAT 210	Statistics for Business and Industry		3				
			3-5				
	Natural Science (Choose a minimum of 4 hours from the following)						
BIOL 101/101L	General Biology with Laboratory ⁸		4				
BIOL 210/210L	Microbiology with Laboratory		4				
BIOL 260	Applied Human Anatomy ⁹		4				
BIOL 265	Applied Human Physiology ¹⁰		4				
SCI 110	Introductory Physics ¹¹		4				
SCI 201	Integrated Science ¹²		4				
CHEM 220	General Chemistry ¹²		4				
CHEM 230	Principles of Chemistry I ¹²		4				
			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				
GEO 150	Introduction to Geography	F	3				
GEO 217	World Regional Geography	S	3				
HIST 103	U.S. History to 1877*	F	3				

HIST 104	U.S. History since 1877*	S	3				
HIST 114	World History until 1500*	F	3				
HIST 115	World History since 1500*	S	3				
HIST 240	West Virginia History	F	3				
POLS 101	Introduction to American Government	F	3				
PSYC 215	Lifespan Psychology		3				
PSYC 225	Abnormal Psychology	F	3				
PSYC 229	Elementary Behavioral Statistics	S	3				
			12				
	Other						
COM 130	Mass Communication and Culture	F	3				
COM 230	Principles of Public Relations	S	3				
ENL 231	Business & Technical Writing ^{1,*}		3				
IT 101	Fundamentals of Computers*		3				
SPAN 101	Spanish I	F	3				
SPAN 102	Spanish II ¹³	S	3				
The remaining hours, to reach a minimum of 60 credits, for this degree may be selected from any of the courses listed on this sheet.							

	HOURS REQUIRED FOR GRADUATION: 60 minimum
--	--

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.

¹ ENL 111 and ENL 231 has a prerequisite of placement in 100-level English and co-requisite of ENL 095.

² ENL 115 has a prerequisite of COM 111 or ENL 111.

³ HMN 235 has a prerequisite of ENL 111 with a "C" or better

⁴ MAT 120 and MAT 145 have a prerequisite of placement in 100-level mathematics.

⁵ ENL 201, ENL 245, and ENL 260 have a prerequisite of ENL 115.

⁶ MAT 144 has a prerequisite of placement in MAT 099.

⁷ MAT 205 has a prerequisite of MAT 146.

⁸ BIOL 101 and BIOL 101L are co-requisites.

⁹ BIOL 260 has a prerequisite of BIOL 257 or BIOL 258.

¹⁰ BIOL 265 has a prerequisite of BIOL 257, BIOL 258 or BIOL 260.

¹¹ SCI 110 has a prerequisite of MAT 125, MAT 135, or MAT 145

¹² SCI 201, CHEM 220 and CHEM 230 has a prerequisite of MAT 120, MAT 145 or MAT 150.

¹³ SPAN 102 has a prerequisite of SPAN 101.

¹⁴ HMN 235 should be taken during the final Semester (Capstone)

* Courses offered online

(CT) Critical Thinking

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

General Studies/Transfer Studies

Associate of Science (AS)

Liberal Arts & Transfer Studies Division

Program Description:

An Associate of Science degree in General Studies/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 ideal for the student who is planning to earn a baccalaureate degree at a four- year institution primarily focusing in math and/or science. Students will work closely with their advisor to chose courses that meet the needs of their chosen career path and goals.

Contact Information:

Kendra Bolen
Room 313
Phone: 304-710-3445 or 1-866-N-ROLLED (1-866-676-5533)
Email: burdell1@mctc.edu

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

Associate in Science – Major Code CG50

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	General Education Component						
COL 101	New Student Seminar		1				
COM 112	Oral Communication		3				
ENL 111	Written Communication ¹		3				
ENL 115	Written Communication II ²		3				
HMN 235	Leadership Studies through the Humanities ³ (Capstone)		3				
MAT 144/145	Applications in Algebra ^{17,18}		3-5				
PSYC 200	General Psychology ^(C1)		3				
SOCI 210	Fundamentals of Sociology ¹		3				
			22-24				
	Humanities (Choose a minimum of 6 hours from the following)						
ART 101	Introduction to Visual Arts		3				
ENL 201	Introduction to Literature ⁴	S	3				
ENL 245	Elements of the Short Story ⁴	F	3				
THEA 101	Introduction to Theatre		3				
MUSI 101	Introduction to Music		3				
RELS 130	World Religion	S	3				
			6				
	Mathematics (Choose a minimum of 6 hours from the following)						
MAT 130	College Algebra ⁵		3				
MAT 146	Applications in Trigonometry ⁶		3				
MAT 205	Technical Calculus ⁷		3				
MAT 210	Statistics for Business and Industry ¹⁴		3				
			6-8				
	Natural Science (Choose a minimum of 8 hours from the following)						
BIOL 101/101L	General Biology with Laboratory ⁸		4				
BIOL 105	Human Biology		4				
BIOL 260	Applied Human Anatomy ⁹		4				
BIOL 265	Applied Human Physiology ¹⁰		4				
SCI 110	Introductory Physics ¹¹		4				
CHEM 230	Principles of Chemistry I ¹³		4				
SCI 201	Integrated Science ¹²		4				
BIOL 210/210L	Microbiology/Lab ^{15,16}		4				
			8				
	Social Science (Choose a minimum of 6 hours from the following)						
EC 102	Basic Economics		3				
EC 201	Fundamentals of Microeconomics		3				
EC 202	Fundamentals of Macroeconomics		3				
GEO 150	Introduction to Geography	F	3				
GEO 217	World Regional Geography	S	3				

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

HIST 103	U.S. History to 1877	F	3				
HIST 104	U.S. History since 1877	S	3				
HIST 114	World History until 1500	F	3				
HIST 115	World History since 1500	S	3				
HIST 240	West Virginia History	F	3				
POLS 101	Introduction to American Government	F	3				
PSYC 215	Lifespan Psychology		3				
PSYC 225	Abnormal Psychology	F	3				
			6				
	Other						
SPAN 101	Introductory Spanish I ²	F	3				
SPAN 102	Introductory Spanish II ¹⁷	S	3				
COM 230	Principles of Public Relations ¹	S	3				
ENL 231	Business & Technical Writing ^{3,*}		3				
IT 101	Fundamentals of Computers [*]		3				
COM 130	Mass Communications and Culture ¹	F	3				

The remaining hours, to reach a minimum of 60 credits, for this degree may be selected from any of the courses listed on this sheet.							
	HOURS REQUIRED FOR GRADUATION: 60 minimum						

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.

¹ ENL 111, and ENL 231 has a prerequisite of placement in 100-level English and a co-requisite of ENL 095

² ENL 115 has a prerequisite of COM 111 or ENL 111.

³ HMN 235 has a prerequisite of COM 111 or ENL 111 with a "C" or better.

⁴ ENL 201 and ENL 245 have a prerequisite of ENL 115.

⁵ MAT 130 has a prerequisite of MAT 144/145 or placement in 100-level mathematics.

⁶ MAT 146 has a prerequisite of MAT 145.

⁷ MAT 205 has a prerequisite of MAT 146.

⁸ BIOL 101 and BIOL 101L are co-requisites.

⁹ BIOL 260 has a prerequisite of BIOL 257 or BIOL 258.

¹⁰ BIOL 265 has a prerequisite of BIOL 257, BIOL 258 or BIOL 260.

¹¹ SCI 110 has a prerequisite of MAT 125, MAT 135, or MAT 145.

¹² SCI 201 has a prerequisite of MAT 120, MAT 145 or MAT 150.

¹³ CHEM 230 has a prerequisite of MAT 144, MAT 130 or MAT 145

¹⁴ MAT 210 has a prerequisite of MAT 115, MAT 145 or MAT 120

¹⁵ BIOL 210 and BIOL 210L are co-requisites

¹⁶ BIOL 210 and 210L have a prerequisite of MAT 120

¹⁷ MAT 144 has a co-requisite of MAT 099

¹⁸ MAT 145 has a prerequisite of placement in 100 level mathematics

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

General Studies/Transfer Studies AA

Secondary Education Social Studies -Concentration

Liberal Arts & Transfer Studies Division

Program Description:

The General Studies/Transfer Studies Associate of Arts degree with a concentration in Social Studies Education serves as a foundation for continued studies in secondary education, grades 5-Adult at a four-year institution. In addition to achieving general education credits, this associate degree concentration will help students gain knowledge and skills in history, the humanities, the social sciences, and education.

Students planning to major in History can also follow this pathway for a seamless transfer to a four-year college or university.

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 critical thinking, which may lead to employment such as a paraprofessional in education; however, the goal of this program is successful transfer with junior status to an upper division baccalaureate degree program in secondary 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 education.

Employment Opportunities:

Paraprofessional

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/.

Contact Information:

Kathryn Hopkins

Room 341

Phone: 304-710-3459 or 1-866-N-ROLLED (1-866-676-5533)

Email: hopkins25@mctc.edu

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

General Studies/Transfer Studies Major Code-10 • Secondary Education Social Studies Concentration Code	
Name:	ID Number 942-
Student Success Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COL 101	New Student Seminar		1				
ENL 111	Written Communication I ⁴		3				
GEO 150	Introduction to Geography	F	3				
HIST 103	U.S. History to 1877	F	3				
FINE ARTS	Fine Arts Elective ¹		3				
HIST 114	World History to 1500	F	3				
			16 hrs.				
ENL 115	Written Communication II ²		3				
GEO 217	World Regional Geography	S	3				
HIST 115	World History since 1500	S	3				
COM 112	Oral Communication		3				
MAT 120	Applied Professional Math		3				
			15 hrs.				
HIST 240	West Virginia History	F	3				
EDUC 201	Educational Psychology ^{3,6}	F	3				
EDUC 270	Level I Clinical Experience ⁶	F	1				
PSYC 200	General Psychology		3				
POLS 101	Introduction to American Government	F	3				
SOCI 210	Fundamentals of Sociology		3				
			16 hrs.				
BIOL 105	Human Biology		4				
HMN 235	Leadership Studies ^{7,8}		3				
CIED 250	Educational Technology	S	3				
ENL 201	Introduction to Literature ³	S	3				
HIST 104	U.S. History from 1877	S	3				
			16 hrs.				

REQUIRED HOURS FOR GRADUATION: 62
--

¹ Choose from ART 101, MUSI 101 or THEA 101

² ENL 115, EDUC 201 and EDUC 242 have a prerequisite of ENL 111 with a "C" or better

³ ENL 201 has a prerequisite of ENL 111

⁴ ENL 111 has a prerequisite of placement in 100 level English or the co-requisite of ENL 095

⁵ MAT 120 has a prerequisite of ACT 19, MAT 097, MAT 097 E, PLAC 100

⁶ EDUC 270 and EDUC 201 are co-requisites

⁷ HMN 235 has a prerequisite of ENL 111 with a grade of "C" or better

⁸ HMN 235 should be taken during the final semester (Capstone)

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

General Studies/Transfer Studies AA

Media Studies-Concentration

Liberal Arts & Transfer Studies Division

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/.

Contact Information:

Kim Nisky

Room 311

Phone: 304-710-3444 or 1-866-N-ROLLED (1-866-676-5533)

Email: nisky1@mctc.edu

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

General Studies/Transfer Studies Major Code-CG10 • Media Studies Concentration Code-CG18	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
MAT 120	Applied Professional Math ¹		3				
ENL 111	Written Communications ²		3				
COM 112	Oral Communications		3				
HIST 103	U.S. History to 1877	F	3				
PSYC 200	General Psychology		3				
COL 101	New Student Seminar		1				
			16				
ENL 115	Written Communication II ³		3				
ART 101	Introduction to Visual Arts		3				
MK 130	Fundamentals of Marketing		3				
BIOL 101/101L	Unified Principles of Biology with Lab		4				
HIST 115	World History Since 1500	S	3				
			16				
COM 130	Mass Communication & Culture	F	3				
MG 101	Introduction to Business		3				
SOCI 210	Fundamentals of Sociology		3				
POLS 101	Introduction to American Govt.	F	3				
SPAN 101	Introductory Spanish	F	3				
			15				
COM 230	Principles of Public Relations	S	3				
ENL 201	Introduction to Literature ⁴		3				
HMN 235	Leadership Studies through the Humanities ^{5,6}		3				
SPAN 102	Introductory Spanish II ⁷	S	3				
DSGN 160	Digital Photography	S	3				
			15				
REQUIRED HOURS FOR GRADUATION: 62							

- ¹ MAT 120 has a prerequisite of placement in 100-level mathematics.
- ² ENL 111 has a prerequisite of placement in 100 level English or co-requisite of ENL 095
- ³ ENL 115 has a prerequisite of ENL 111 or COM 111 with a grade of "C" or higher
- ⁴ ENL 201 has a prerequisite of ENL 115
- ⁵ HMN 235 should be taken during the final semester (Capstone)
- ⁶ HMN 235 has a prerequisite of ENL 111 with a grade of "C" or better
- ⁷ SPAN 102 has a prerequisite of SPAN 101

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

General Studies/Transfer Studies AA

Behavioral Science-Concentration

Liberal Arts & Transfer Studies Division

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 60-62 credit hours of general education core transferable courses, including several courses in Behavioral Science that will provide the student with a broad background to enter a baccalaureate program at the junior level. The AA degree offers face to face courses as well as online courses.

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.

Contact Information:

Sean Hughes

Room 345

Phone: 304-710-3462 or 1-866-N-ROLLED (1-866-676-5533)

Email: hughes82@mctc.edu

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

General Studies/Transfer Studies – Behavioral Concentration Code CG16	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COL 101	New Student Seminar		1				
ENL 111	Written Communication ¹		3				
COM 112	Oral Communication		3				
MAT 120/121	Applied Professional Mathematics ²		3-5				
PSYC 200	General Psychology		3				
	Approved Elective ⁹		3				
			16-18				
PSYC 229	Elementary Behavioral Statistics	S	3				
ENL 115	Written Communication II ³		3				
BIOL 101/101L	General Biology with Laboratory ⁴		4				
RELS 130	World Religions	S	3				
	Approved Elective ⁹		3				
			16				
ART 101	Introduction to Visual Arts		3				
PSYC 225	Abnormal Psychology	F	3				
POLS 101	Introduction to Government	F	3				
SOCI 210	Fundamentals of Sociology		3				
SPAN 101	Introductory Spanish I	F	3				
			15				
HMN 235	Leadership Studies Through the Humanities (Capstone) ^{5,6}		3				
PSYC 215	Lifespan Psychology		3				
HIST 104	US History since 1877	S	3				
SPAN 102	Introductory Spanish II ⁷	S	3				
ENL 201	Introduction to Literature ⁸	S	3				
			15				

HOURS REQUIRED FOR GRADUATION: 60 minimum
--

¹ ENL 111 has a prerequisite of placement in 100-level English and co-requisite of ENL 095.

² MAT 120 has a prerequisite of placement in 100 level mathematics

³ ENL 115 has a prerequisite of ENL 111

⁴ BIOL 101/101L are co-requisites

⁵ HMN 235 has a prerequisite of ENL 111 with a grade of "C" or better

⁶ HMN 235 should be taken during the final semester (Capstone)

⁷ SPAN 102 has a prerequisite of ENL 115

⁸ Electives include COM 125, COM 130, COM 230, EC 102, EC 201, EC 202, ENL 245, GEO 150, GEO 217, HIST 103, HIST 104, HIST 114, HIST 115, HIST 240, IT 101

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.

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

General Studies/Transfer Studies AA

Elementary Education-Concentration

Liberal Arts & Transfer Studies Division

Program Description:

The General Studies/Transfer Studies Associate of Arts 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.

Employment Opportunities:

Assistant Teacher

Paraprofessional

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/.

Contact Information:

Kristen Brumfield

Room 325

Phone: 304-710-3515 or 1-866-N-ROLLED (1-866-676-5533)

Email: mccolgan@mctc.edu

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

General Studies/Transfer Studies Major Code-CG10 • Elementary Education Concentration Code-CG17	
Name:	ID Number 942-
Student Success Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 111	Written Communication I ⁷		3				
COM 112	Oral Communication		3				
PSYC 200	General Psychology		3				
MAT 144/145	Applications in Algebra ^{1,8}		3-5				
ART 101	Intro. To Visual Art		3				
COL 101	New Student Seminar		1				
			16-18				
ENL 115	Written Communication II ²		3				
BIOL 105	Human Biology	F	4				
EDUC 225	Development of Young Children	S	3				
GEO 217	World Regional Geography	S	3				
MAT 130	College Algebra ⁹		4				
			17				
CIED 148	Intro to Science for Elem. Education ³	F	3				
EDUC 201	Educational Psychology	F	3				
EDUC 270	Level I Clinical Experience		4				
EDUC 242	Children's Literature ³	F	3				
CIED 101	Math for Elementary Teachers I ³	F	3				
			16				
EDUC 261	The Exceptional Child ⁴	S	3				
CIED 201	Math for Elementary Teachers II ⁵	S	3				
CIED 250	Educational Technology	S	3				
ENL 201	Introduction to Literature ⁶	S	3				
CIED 202	Praxis Strategies ⁵	S	1				
HIST 104	U.S. History since 1877	S	3				
			16				

REQUIRED HOURS FOR GRADUATION: 65

¹ MAT 144 has a corequisite of MAT 099

² ENL 115, EDUC 201 and EDUC 242 have a prerequisite of ENL 111 with a C or better

³ CIED 101 and CIED 148 have a prerequisite of MAT 130

⁴ EDUC 261 has a prerequisite of EDUC 225 and ENL 115

⁵ CIED 201 and CIED 202 have a prerequisite of CIED 101 with a grade of C or better

⁶ ENL 201 has a prerequisite of ENL 115

⁷ ENL 111 has a prerequisite of placement in 100 level English or co-requisite of ENL 095

⁸ MAT 145 has a prerequisite of placement in 100 level mathematics

⁹ MAT 130 has a prerequisite of MAT 144 or MAT 145 or placement in 100 level mathematics

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

General Studies/Transfer Studies AA

History-Concentration

Liberal Arts & Transfer Studies Division

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 -62 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.

Contact Information:

Kathryn Hopkins

Room 341

Phone: 304-710-3459 or 1-866-N-ROLLED (1-866-676-5533)

Email: hopkins25@mctc.edu

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

General Studies/Transfer Studies – History Concentration Code CG15	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	General Education Component (Take all of the following)						
COL 101	New Student Seminar		1				
HIST 103	U.S. History to 1877 ¹		3				
HIST 104	U.S. History since 1877 ¹		3				
HIST 114	World History until 1500 ¹		3				
HIST 115	World History since 1500 ¹		3				
HIST 240	West Virginia History ¹		3				
ENL 111	Written Communication ¹		3				
ENL 115	Written Communication II ²		3				
HMN 235	Leadership Studies through the Humanities ³ (Capstone)		3				
			25				
	Communication Electives (Choose a minimum of 3 hours from the following)						
COM 112	Oral Communication ¹		3				
COM 125	Interpersonal Communication ¹		3				
			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				
			3				
	Humanities (Choose a minimum of 6 hours from the following)						
ENL 201	Introduction to Literature ⁴		3				
RELS 130	World Religions ¹	S	3				
RELS 220	Hebrew Scriptures as Literature	F	3				
			6				
	Mathematics (Choose a minimum of 3 hours from the following)						
MAT 120/121	Applied Professional Math ⁵		3-5				
MAT 144/145	Applications in Algebra ⁵		3-5				
MAT 205	Technical Calculus ⁵		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				
			3-5				
	Natural Science (Choose a minimum of 4 hours from the following)						
BIOL 101/101L	General Biology with Laboratory ^{1,6}		4				
BIOL 260	Applied Human Anatomy ⁷		4				
BIOL 265	Applied Human Physiology ⁸		4				
SCI 110	Introductory Physics ⁹		4				
SCI 201	Integrated Science ¹⁰		4				

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

			4				
	Social Science (Choose a minimum of 12 hours from the following)						
ASL 205	American Deaf Community History		3				
CJS 254	Constitutional Law		3				
EC 102	Basic Economics ¹		3				
EC 201	Fundamentals of Microeconomics ¹		3				
EC 202	Fundamentals of Macroeconomics ¹		3				
POLS 101	Introduction to American Government ¹		3				
POLS 202	American State & Local Government ¹		3				
PSYC 200	General Psychology ¹ (CI)		3				
SOCI 210	Fundamentals of Sociology ¹		3				
	Other						
COM 130	Mass Communication and Culture ¹		3				
ENL 231	Business & Technical Writing ³		3				
			12				
<i>The remaining hours, to reach a minimum of 60 credits, required for this degree may be selected from any of the courses listed above.</i>							

	HOURS REQUIRED FOR GRADUATION: 60 minimum
--	--

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.

¹ ENL 111 has a prerequisite of placement in 100-level English.

² ENL 115 and ENL 231 have a prerequisite of COM 111 or ENL 111.

³ HMN 235 has a prerequisite of COM 111 or ENL 111 with a "C" or better.

⁴ ENL 201 and ENL 245 have a prerequisite of ENL 115.

⁵ MAT 205 has a prerequisite of MAT 146.

⁶ BIOL 101 and BIOL 101L are co-requisites.

⁷ BIOL 260 has a prerequisite of BIOL 257 or BIOL 258.

⁸ BIOL 265 has a prerequisite of BIOL 257, BIOL 258 or BIOL 260.

⁹ SCI 110 has a prerequisite of MAT 125, MAT 135, or MAT 145.

¹⁰ SCI 201 has a prerequisite of MAT 120, MAT 145 or MAT 150.

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

HUMAN SERVICES & EDUCATION

mctc.edu/programs

2 Year Degrees

A.A.S. American Sign Language
A.A.S. Early Childhood Education

1 Year Certificates

C.A.S. Deaf Studies
C.A.S. Assistant Teacher



American Sign Language AAS

Liberal Arts & Transfer Studies Division

Program Description:

This program is designed to give students foundation in American Sign Language (ASL) and to acquaint them with basic issues of concern to the Deaf Community. Furthermore, the program offers an opportunity to individuals already working in the Deaf community to increase their understanding of ASL and Deaf Culture in order to strengthen their knowledge and their communication skills.

Upon completion of the Associate of Applied Science Degrees in American Sign Language, The graduate will be able to:

- Effective communicate with Deaf person in informal settings in 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 and hard hearing. (<http://www.aslta.org/language/index.html>)

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

Salary Forecast:

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

Employment Opportunities:

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

Additional Information:

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

Contact Information:

Leigh-Ann Brewer • Room 319

Phone: 304-710-3451 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: brewer13@mctc.edu

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

American Sign Language¹ – Major Code CA50	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ASL 101	American Sign Language	F	3				
ASL 101L	ASL Lab I	F	1				
ASL 105	American Deaf Community	F	3				
ASL 110	American Deaf Culture	F	3				
ENL 111	Written Communication ²		3				
			13				
ASL 102	American Sign Language II ³	S	3				
ASL 102L	ASL Lab II	S	1				
ASL 103	Fingerspelling	S	3				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
IT 101	Fundamentals of Computers		3				
PSYC 215	Lifespan Psychology		3				
			16				
ASL 201	American Sign Language III ⁴	F	3				
ASL 201L	ASL Lab III	F	1				
ASL 210	Deaf People in American History	F	3				
ASL 220	Resources for the Deaf Community	F	3				
MAT 120	Applied Professional Mathematics ⁵		3				
			13				
ASL 202	American Sign Language IV ⁶	S	3				
ASL 202L	ASL Lab IV	S	1				
ASL 205	American Deaf Community History	S	3				
ASL 270	Introduction to Interpreting ⁷	S	3				
ASL 290	Applied Issues Concerning Deaf Community ⁸		3				
	ASL Elective ⁹		5				
			18				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	Hours Required for Graduation: 60
--	--

¹ All ASL courses must be completed with a "C" or better.

² ENL 111 has a prerequisite of placement in 100-level English or the co-requisite of ENL 095.

³ ASL 102 has a prerequisite of ASL 101 & 101L.

⁴ ASL 201 has a prerequisite of ASL 101, 101L and ASL 102, 102L.

⁵ MAT 120 has a prerequisite of MAT 095, MAT 096 or MAT 097 or placement in 100 level mathematics.

⁶ ASL 202 has prerequisites of ASL 101, 101L ASL 102 and ASL 201, 201L.

⁷ ASL 270 has prerequisites of ASL 101, 101L ASL 102, and ASL 201, 201L.

⁸ ASL 290 has prerequisites of ASL 101, ASL 102, ASL 105, ASL 110, ASL 115, ASL 201, ASL 205 and ASL 220.

⁹ Choose from the following: ASL 115, ASL 120, ASL 125, or ASL 215.

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

Early Childhood Education AAS

Liberal Arts & Transfer Studies Division

Program Description:

The Associate in Applied Science in Early Childhood Education degree consists of 60 credit hours and is approximately one half of the curriculum required for a Bachelor of Arts in Education. The degree is designed to allow the holder to serve in a support capacity including, but not limited to, facilitating instruction and direct or indirect supervision of pupils under the direction of an educator. This program is designed to allow a seamless transfer to the baccalaureate degree at Marshall University, or a seamless transfer to Bachelor of Applied Science.

Career Description:

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

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

Career Outlook:

According to the Bureau of Labor Statistics, employment of preschool and childcare workers is projected to grow between 2019 and 2029. Most of the openings projected each year are expected to come from the need to replace workers who leave the occupation permanently. Early childhood educators are vital to the well-being of young children. The early years of a child's life is important as it lays the foundation for development and learning.

Salary Forecast:

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

Admission Requirements:

Students seeking admission into the 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 GPA of 2.5 or better;
3. Completion of Federal Background Check.

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

Contact information:

Kristen Brumfield

Room 325

Phone: 304-710-3515 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: mccolgan@mctc.edu

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

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COL 101	New Student Seminar		1				
COM 112	Oral Communication		3				
EDUC 101	Healthy Environments ¹	F	3				
EDUC 105	Comp Instruction Technology in Classroom	F	3				
EDUC 120	Foundations of Early Childhood	F	3				
ENL 111	Written Communication ²		3				
EME 101	CPR/First Aid ^{1,*}		1				
			17				
EDUC 210	Observation Assess. Of Young Children ³	S	3				
EDUC 215	Child, Family & Comm ³	S	3				
EDUC 220	Infant & Toddler Development	S	3				
EDUC 225	Development of Young Children ³	S	3				
ENL 115	Written Communication II ⁴		3				
			15				
EDUC 228	Early Childhood Special Ed. ⁵	F	3				
EDUC 230	Early Language and Literacy ⁵	F	3				
EDUC 240	Child Guidance ⁵	F	3				
EDUC 295	Early Childhood Curriculum & Methods ⁵	F	3				
MAT 145	Applications in Algebra		3				
			15				
BIOL 105	Human Biology		4				
EDUC 235	Early Childhood Adm. & Leadership ⁵	S	3				
EDUC 299	Capstone ⁶	S	4				
ART 101	Introduction to Visual Arts		3				
			14				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

Hours required for graduation** – Minimum 61 hours

¹ EDUC 101 has a co-requisite of EME 101

² ENL 111 has a prerequisite of placement in 100 level English or co-requisite of ENL 095

³ EDUC 210, EDUC 215 and EDUC 225 have a prerequisite of completion of EDUC 120 and ENL 111 with a "C" or better

⁴ ENL 115 has a prerequisite of ENL 111

⁵ EDUC 228, EDUC 230, EDUC 235, EDUC 240 and EDUC 295 have a prerequisite of completion of EDUC 225 and ENL 111 with a "C" or better

⁶ EDUC 299 has a prerequisite of EDUC 295

.

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

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 their 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 in teaching, human services, or health care;
- enhance their credentials for employment opportunities which do not require interpreter certification but do assign value to skills in ASL and knowledge of Deaf culture;
- earn the academic qualifications for entry into advanced studies at universities offering sign language programs.

Salary Forecast:

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

Employment Opportunities:

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

Additional Information:

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

Gainful Employment Information can be found at: <http://www.mctc.edu/academics/gainful-employment/>

Contact Information:

Leigh-Ann Brewer

Room 319

Phone: 304-710-3451 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: brewer13@mctc.edu

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

Deaf Studies – Major Code CA60	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ASL 101	American Sign Language	F	3				
ASL 101L	ASL Lab I	F	1				
ASL 105	American Deaf Community		3				
ASL 110	American Deaf Culture	F	3				
ASL 220	Resources for the Deaf Community		3				
ENL 111	Written Communication ¹		3				
MAT 120	Applied Professional Math ²		3				
			19				
ASL 102	American Sign Language II ³	S	3				
ASL 102L	ASL Lab II	S	1				
ASL 103	Fingerspelling		3				
ASL 205	American Deaf Community History		3				
IT 101	Fundamentals of Computers		3				
			13				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	HOURS REQUIRED FOR GRADUATION: 32
--	--

¹ ENL 111 has a prerequisite of placement in 100-level English or the co-requisite of ENL 095.

² MAT 120 has a prerequisite of placement in 100-level mathematics.

³ ASL 102 has a prerequisite of ASL 101, 101L.

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

Assistant Teacher CP

Liberal Arts & Transfer Studies Division

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 assist lead teachers in a variety early childhood programs including but not limited to Pre-K, Preschool Special Needs and Kindergarten. It is also designed to meet the West Virginia Early Childhood Classroom Assistant Teacher Requirements.

Career Description:

Assistant teachers serve in a support capacity in the early childhood classroom; their role is crucial as interactions with children through relationships and daily instruction contribute to the overall quality of the program. In addition, 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 childcare, Head Start, Pre-K, Preschool Special Needs and Kindergarten.

Career Outlook:

According to the Bureau of Labor Statistics, employment of teacher assistants is projected to grow 4 percent from 2019 to 2029, about as fast as the average for all occupations. Rising student enrollment along with state and federal funding for education programs should affect growth. Teacher assistants typically work in schools, childcare centers, Head Start programs, and for religious organizations.

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/.

Gainful Employment Information can be found at: <http://www.mctc.edu/academics/gainful-employment/>

Contact information:

Kristen Brumfield

Room 325

Phone: 304-710-3515 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: mccolgan@mctc.edu

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

Assistant Teacher – Major Code CE60

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COM 112	Oral Communication		3				
EDUC 120	Foundations of Early Childhood ¹	F	3				
EDUC 215	Child, Family, and Community ²	S	3				
EME 101	CPR/First Aid		1				
ENL 111	Written Communication ³		3				
MAT 120	Applied Professional Mathematics ⁴		3				
			16				
EDUC 210	Observation Assess. Of Young Children ⁵	S	3				
EDUC 225	Development of Young Children ⁵	S	3				
EDUC 228	Early Childhood Special Ed ⁶	F	3				
EDUC 230	Early Language and Literacy ⁷	F	3				
EDUC 295	Early Childhood Curriculum and Methods ⁸	F	3				
			15				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

Hours required for graduation – Minimum 31 hours

¹ EDUC 120 has a pre-requisite of placement in 100-level English.

² EDUC 215 has a prerequisite of EDUC 120, and ENL 111.

³ ENL 111 has a prerequisite of placement in 100-level English and/or ENL 095.

⁴ MAT 120 has a prerequisite of placement in 100-level math.

⁵ EDUC 210 and EDUC 225 have a prerequisite of ENL 111, and EDUC 120.

⁶ EDUC 228 has a prerequisite of ENL 111, and EDUC 225, with a grade of "C" or better.

⁷ EDUC 230 has a prerequisite of ENL 111 and EDUC 225.

⁸ EDUC 295 has prerequisites of ENL 111, and a grade of "C" or better in EDUC 225.

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

INFORMATION TECHNOLOGY

mctc.edu/programs

2 Year Degrees

A.A.S. Animation & Game Developer

A.A.S. Graphic Design

A.A.S. Mobile Application Development

A.A.S. Network Systems & Security

- Network Systems Administration
- Network Systems Cyber Security
- Network Systems Security

1 Year Certificates

C.A.S. Cisco Certified Network Associate

C.A.S. Microsoft Certified Solutions Associate

C.A.S. Microsoft Certified Solutions Expert

Information Technology AAS

Animation and Game Developer – Concentration

Career & Technical Division

Program Description:

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

Students can learn:

- Design Software
- Programming Languages
- Modeling and Animation Skills
- Web graphic design
- Game Engines used to Design and Develop Games

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

Career Outlook:

According to the U.S. Dept. of Labor Occupational Outlook Handbook, 2008-09, employment in professional, scientific, and technical services will grow by 28.8 percent and add 2.1 million new jobs by 2016. Employment in computer systems design and related services will grow by 38.3 percent and add nearly one-fourth of all new jobs in professional, scientific, and technical services. Employment growth will be driven by the increasing reliance of businesses on information technology and the continuing importance of maintaining system and network security. Management, scientific, and technical consulting services also will grow at a staggering 78 percent and account for another third of growth in this super sector. Demand for these services will be spurred by the increased use of new technology and computer software and the growing complexity of business.

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

Employment Opportunities:

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

Salary Forecast:

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

Program Admission Requirements:

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

Contact Information:

Patrick Smith • Room 209
Phone: 304-710-3398
E-mail: smith288@mctc.edu

Rob Jenkins • Room 207
Phone: 304-710-3531
Email: jenkinsr@mctc.edu

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

Information Technology Major Code – CI20 • Animation and Game Developer Concentration Code – CI28	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 111	Written Communication ¹		3				
IT 101 or IT 102	Fundamentals of Computers ² Advanced Computer Applications ²		3				
IT 110	Computer Skills for Designers		3				
IT 171	Introduction to Gaming I ³		3				
IT 298	Game & Design Internship/Coop ⁴		1				
	Approved Math Elective ⁵		3				
			16				
COM 112 or COM 125	Oral Communication ⁶ Interpersonal Communication ⁶		3				
IT 107	Fundamentals of the Internet		3				
IT 115	Introduction to Programming ⁷		3				
IT 212	Publishing on the Internet ^{8,9}		3				
IT 271	Introduction to Gaming II ^{10,11}		3				
IT 298	Game & Design Internship/Coop ⁴		1				
			16				
ENL 231	Technical Report Writing ¹¹		3				
IT 213	Web Graphic Design ^{3,8}		3				
IT 215	Advanced Programming ^{3,12}		3				
IT 250	Applications to Database ^{3,7}		3				
IT 298	Game & Design Internship/Coop ⁴		1				
	IT Elective ¹³		3				
			16				
IT 242	Emerging Web Technologies ^{11,14}		3				
IT 272	Intro to 3D Modular Programming ^{11,15}		3				
IT 277	Management Information Systems ¹⁶		3				
IT 298	Game & Design Internship/Coop ⁴		1				
	IT Elective ¹³		3				
			13				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	Hours Required for Graduation: 61						

¹ ENL 111 has a prerequisite of placement in 100-level English.

² Students are expected to have basic knowledge of computers including operating systems such as Window XP or Vista and Microsoft Office 2003 or Office 2007 before entering this program. The student must register for IT 101 during his or her first semester or successfully pass a challenge exam for IT 101.

³ IT 171, IT 213, IT 215, and IT 250 are offered fall semesters only.

⁴ Permission of Program Coordinator is required in order to enroll in IT 298.

⁵ Approved Math electives are MAT 145, MAT 146, MAT 205, and MAT 215 (select one based on program track – see advisor)

⁶ COM 112 and COM 125 have a prerequisite of placement in 100-level reading.

⁷ IT 115, and IT 250 have a prerequisite of IT 101 or IT 102.

⁸ IT 212 and IT 213 have a prerequisite of IT 107.

⁹ IT 212, IT 242, IT 271, and IT 272 are offered spring semesters only.

¹⁰ IT 271 has a prerequisite of IT 171 with a "C" or better.

¹¹ ENL 231 has a prerequisite of placement in 100-level English.

¹² IT 215 has a prerequisite of a "C" or better in IT 115.

¹³ Choose from one of the following: IT 111, IT 112, IT 113, IT 120, IT 141, IT 150, IT 160, IT 165, IT 210, IT 211, IT 216, IT 217, IT 219, IT 221, IT 222, IT 223, IT 224, IT 225, IT 226, IT 227, IT 230, IT 231, IT 240, IT 241, IT 245, IT 252, IT 255, IT 260, IT 266, IT 270, IT 276, IT 278, IT 279, or IT 293.

¹⁴ IT 242 has a prerequisite of IT 212.

¹⁵ IT 272 has a prerequisite of IT 215 with a "C" or better.

¹⁶ IT 277 to be taken in last semester or permission.

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

Graphic Design AAS

Career & Technical Division

Graphic Design – The art and practice of planning, developing and projecting messages, ideas and experiences with visual and textual content.

Program Description:

Students who receive an AAS in Graphic Design will possess the knowledge and skills needed to create and communicate ideas visually. The curriculum is designed to provide students up-to-date, industry-standard design education and computer training making them highly employable in today's workforce. A wide variety of occupations and industries benefit from the unique skills graphic designers have, including but not limited to, specialized design services, advertising, marketing, printing and publishing and corporate communications.

Students can learn:

- Computer skills
- Adobe Creative Cloud software and other creative apps
- The Creative Design Process for developing unique graphics
- Layouts for print and digital
- Interactive Design
- Videos and Animations for marketing
- Logos and Branding
- Photography
- Illustration
- Typography
- Infographics/Data Visualization
- 2D/3D Design
- Communication and Collaboration skills
- Career Preparation
- And more!

Career Outlook:

According to the Bureau of Labor Statistics (May 2021), while the employment of graphic designers in the printing and publishing industries is declining, employment in computer-based industries is projected to grow 24 percent. With the increased use of the Internet, graphic designers are needed to create designs, images, posts, advertisements, animations and videos for mobile devices, websites, electronic publications, and entertainment media. Careers in Graphic Design will depend upon factors such as training, Skills, experience, and areas of expertise. This career field also provides the opportunity for freelance, consulting and remote work activities. Prospects are best for designers who keep up with the latest design trends, technologies and techniques and actively market themselves.

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" and search for "Graphic Designers" and "Multimedia Artists and Animators," found at www.bls.gov/ooh/.

Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis. To progress in this major, students must earn a C or better in their beginning core classes.

Contact Information:

Julie Terry
Room 261
Phone: 304-710-3439
Email: terryj@mctc.edu

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

Graphic Design Major Code – CG40¹

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ART 101	Introduction to Visual Arts		3				
DSGN 120	Graphic Design I ^{2,4}		3				
ENL 111	Written Communication ³		3				
IT 101	Fundamentals of Computers		3				
IT 110	Computer Skills for Designers ⁴		3				
IT 298	Game & Design Internship/Coop		1				
			16				
COM 112	Oral Communication		3				
DSGN 150	Graphic Design II ^{4,5}		3				
IT 212	Publishing on the Internet ⁶		3				
IT 298	Game & Design Internship/Coop		1				
	Approved Elective ^{7,8}		3				
	Approved Math Elective ⁹		3				
			16				
DSGN 210	Digital Illustration ^{4,10}		3				
DSGN 220	Typography ^{4,10}		3				
DSGN 230	New Media ^{4,11}		3				
IT 213	Web Graphic/Design ^{4,6}		3				
IT 298	Game & Design Internship/Coop		1				
PSYC 200	General Psychology		3				
			16				
DSGN 250	Graphic Design III ^{4,11}		3				
DSGN 260	Interactive Design ^{4,11}		3				
DSGN 270	Brand Identity Design ^{4,12}		3				
IT 242 or IT 252 or SCI 201	Emerging Web Technologies ¹³ or Advanced Web Publishing ¹³ or Integrated Science ¹⁴		3				
IT 298	Game & Design Internship/Coop		1				
			13				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	HOURS REQUIRED FOR GRADUATION: 61						

- ¹ The student may be allowed to repeat a course one time before being dismissed from the program. If a student receives a "D" or "F" in more than one course in the same semester, the student will be dismissed from the program.
- ² DSGN 120 has a co-requisite of IT 110.
- ³ ENL 111 has a prerequisite of placement in 100 level English.
- ⁴ Student is required to make a "C" or better in ALL core classes (IT 110, IT 213, DSGN 120, DSGN 150, DSGN 210, DSGN 220, DSGN 230, DSGN 250, DSGN 260, and DSGN 270).
- ⁵ DSGN 150 has a prerequisite of DSGN 120.
- ⁶ IT 212 and IT 213 have a prerequisite of IT 107.
- ⁷ Choose from one of the following: COM 230, ENL 115, IT 171, MK 279.
- ⁸ If a student is planning to transfer to Marshall University's College of Arts and Media, SCI 201 and ENL 115 should be taken.
- ⁹ Choose from one of the following: MAT 120, 130, 144, 145, 146, or 205.
- ¹⁰ DSGN 210 and DSGN 220 have a prerequisite of DSGN 150.
- ¹¹ DSGN 230, DSGN 250 and DSGN 260 have a prerequisite of DSGN 150 or DSGN 102.
- ¹² DSGN 270 has a prerequisite of DSGN 220.
- ¹³ IT 242 and IT 252 have a prerequisite of IT 212.
- ¹⁴ SCI 201 has a prerequisite of MAT 120, MAT 144, MAT 145 or MAT 130.

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

Information Technology AAS

Mobile Application Development– Concentration

Career & Technical Division

Program Description:

Students who receive this AAS 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/.

Admission Requirements:

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

Contact Information:

Rob Jenkins
Room 207
Phone: 304-710-1346 or 1-866-N-ROLLED (1-866-676-5533)
E-mail: jenkinsr@mctc.edu

Partrick Smith
Room 209
Phone: 304-710-3398
E-mail: smith288@mctc.edu

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

Information Technology Major Code – CI20 • Mobile Application Development Concentration – CI29	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 111	Written Communication ¹		3				
IT 102	Advanced Computer Apps ²		3				
IT 107	Fundamentals of the Internet 1 st 8 weeks		3				
IT 212	Publishing on the Internet ³ 2 nd 8 weeks		3				
IT 298	Game & Design Internship/Coop ⁴		1				
	Approved Math Elective ⁵		3				
			16				
ENL 231	Technical Report Writing ⁶		3				
IT 262	Mobile App Development ⁷		3				
IT 242	Emerging Web Technologies ⁸ 1 st 8 weeks		3				
COM 125	Interpersonal Communication		3				
IT 250	Applications to Databases ⁹ 2 nd 8 weeks		3				
IT 298	Gaming & Design Internship/Co-op ⁴		1				
			16				
IT 237	Mobile App Programming ¹⁰		3				
IT 215	Advanced Programming ¹¹		3				
IT 256	Mobile App Design ¹²		3				
IT 277	Management Information Systems ¹³		3				
IT 298	Gaming & Design Internship/Co-op ⁴		1				
	IT Elective		3				
			16				
IT 252	Advanced Web Publishing ^{8,14}		3				
IT 247	Advanced Mobile Programming ¹⁵		3				
IT 257	Mobile App Deployment ¹⁶		3				
IT 296	Mobile App Entrepreneurship ¹⁷		3				
IT 298	Gaming & Design Internship/Co-op ⁴		1				
			13				

¹ ENL 111 has a prerequisite of placement in 100-level English.

² Students are expected to have basic knowledge of computers including operating systems such as Window XP or Vista and Microsoft Office 2003 or Office 2007 before entering this program. The student must register for IT 101 during his or her first semester or successfully pass a challenge exam for IT 101.

³ IT 212 has a prerequisite of IT 107.

⁴ Permission of Program Coordinator is required in order to enroll in IT 298.

⁵ Approved Math electives are MAT 145, MAT 146, MAT 205, and MAT 215 (select one based on program track – see advisor)

⁶ ENL 231 has a prerequisite of placement in 100-level English.

⁷ IT 262 has a prerequisite of IT 215 or Permission.

⁸ IT 242 and IT 252 have a prerequisite of IT 212.

⁹ IT 250 has a prerequisite of IT 101 or IT 102.

¹⁰ IT 237 has a prerequisite of "C" or higher in IT 262 and a co-requisite of IT 256.

¹¹ IT 215 has a prerequisite of a "C" or better in IT 115, or permission.

¹² IT 256 has a prerequisite of Pass IT 262 with a "C" or higher and a Co-requisite of IT 237.

¹³ IT 277 has a co-requisite of IT 299 or permission.

¹⁴ IT 252 has a prerequisite/co-requisite of IT 212.

¹⁵ IT 247 has a prerequisite of pass IT 237 with a "C" or higher and a co-requisite of IT 257.

¹⁶ IT 257 has a prerequisite of pass IT 237 with a "C" or higher and a co-requisite of IT 247.

¹⁷ IT 296 has a prerequisite of pass IT 277 with a "C" or higher and a co-requisite of IT 257.

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

Information Technology AAS

Network Systems Administration (Microsoft) – Concentration

Career & Technical Division

Program Description:

The Associate in Applied Science Degree concentration in Network Systems Administration offers comprehensive network training from Mountwest Community and Technical College's Microsoft Information Technology Academy and VMWare Academy. Within the two-year Associate Degree program, students take courses preparing them for industry certifications from Microsoft and CompTIA taught by certified professors. This concentration provides specialized skills in network administration, virtualization, cloud services, and security. Students will take courses preparing them for the following certifications:

CompTIA's A+

CompTIA's Network+

CompTIA's Security+

Microsoft's MCSA (Microsoft Certified Solutions Associate)

Microsoft's MCSE (Microsoft Certified Solutions Expert)

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/.

Program Admission Requirements:

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

Career Description:

The Microsoft Certified Solutions Expert (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft Server software. It is one of the most widely recognized and sought after technical certifications in the IT industry demonstrating to employers, clients and colleagues that an individual has achieved expertise in the area in Information Technology.

Contact Information:

Patrick Smith

Room 209

Phone: 304-710-3398 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: smith288@mctc.edu

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

Information Technology Major Code – CI20 • Network Systems Administration (Microsoft) Concentration Code – CI24	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 231	Written Communication ¹		3				
IT 270	Computer Essentials and Application		4				
IT 120	Network Operating Systems		4				
IT 230	Network Communications ²		3				
	Approved Math Elective ³		3				
IT 297	Co-Curricular Experiences in Networking		0				
			17				
COM 125	Interpersonal Communication		3				
SOCI 210	Fundamentals of Sociology		3				
IT 221	Advanced Operating Systems ^{4,5}	S	3				
IT 224	Fundamentals of Network Security ^{5,6}	S	3				
IT 297	Co-Curricular Experiences in Networking		0				
			12				
IT 210	Networking Administration I ^{7,8,9}	F	3				
IT 211	Networking Administration II ^{8,9}	F	3				
IT 216	Networking Administration III ^{8,9}	F	3				
IT 217	Networking Administration IV ^{8,9}	F	3				
IT 245	Information Storage and Management ^{9,10}	F	3				
IT 297	Co-Curricular Experiences in Networking		0				
			15				
IT 219	Networking Administration V ^{5,11,12}	S	3				
IT 222	Networking Administration VI ^{5,11,12}	S	3				
IT 223	Networking Administration VII ^{5,11,12}	S	3				
IT 255	Virtualization Technologies ^{5,10}	S	3				
PSYC 200	General Psychology		3				
IT 299	Information Technology Internship/Coop ¹³		3				
			18				
	Hours Required for Graduation: 62						

¹ ENL 231 have a prerequisite of placement in 100-level English.

² IT 230 has a co-requisite of IT 120 or permission.

³ Choose from any 100-level or above.

⁴ IT 221 has a prerequisite of IT 120 or IT 131.

⁵ IT 219, IT 221, IT 222, IT 223, IT 224, and IT 255 are offered spring semester only.

⁶ IT 224 has a prerequisite of IT 101 or IT 102.

⁷ IT 210 has a prerequisite of IT 120 or permission.

⁸ Networking Administration classes IT 210, IT 211, IT 216 and IT 217 must be taken concurrently. These classes cannot be taken individually.

⁹ IT 210, IT 211, IT 216, IT 217, and IT 245 are offered fall semesters only.

¹⁰ IT 245 and IT 255 have a prerequisite of IT 210 or permission.

¹¹ IT 219, IT 222, and IT 223 have a prerequisite of IT 217.

¹² Networking Administration classes IT 219, IT 222 and IT 223 must be taken concurrently. These classes cannot be taken individually.

¹³ Permission of Program Coordinator/Dean is required in order to register for IT 299.

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

Information Technology AAS

Network Systems Cybersecurity – Concentration

Career & Technical Division

Program Description:

The Associate in Applied Science Degree concentration in Network Systems Administration offers comprehensive network training from Mountwest Community and Technical College's Cisco Networking Academy. Within the two-year Associate Degree program, students take courses preparing them for industry certifications from Cisco, CompTIA, and EC Council taught by certified professors. This concentration provides specialized skills in network administration, defense, and cybersecurity. Students will take courses preparing them for the following certifications:

CompTIA's A+
CompTIA's Linux+
CompTIA's Security+
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/.

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
Scott Nicholas
Room 203
Phone: 304-710-3423 or 1-866-N-ROLLED (1-866-676-5533)
E-mail: nicholas@mctc.edu

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

Information Technology Major Code – CI20 • Network Systems Cybersecurity Concentration Code – CI34	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 121	Fundamentals of Network Cybersecurity		3				
IT 131	Introduction to Networking ¹		4				
IT 141	Networking Systems II ²		4				
IT 270	Computer Essentials and Application		4				
IT 297	Co-Curricular Experiences in Networking		0				
			15				
ENL 231	Business and Technical Writing ³		3				
IT 221	Advanced Operating Systems ⁴		3				
IT 224	Fundamentals of Network Security ⁵		3				
IT 231	Networking Systems III ⁶		4				
IT 241	Networking Systems IV ⁷		4				
IT 297	Co-Curricular Experiences in Networking		0				
			17				
COM 125	Interpersonal Communication		3				
SOCI 210	Fundamentals of Sociology		3				
IT 232	Network Systems Cybersecurity I ⁸		4				
IT 251	Advanced Operating Systems II ¹²		3				
IT 297	Co-Curricular Experiences in Networking		0				
			13				
IT 233	Network Systems Cybersecurity II ⁹		4				
IT 254	Advanced Network Security ¹³		4				
IT 299	Information Technology Internship/Coop ¹⁰		3				
	Approved Math Elective ¹¹		3				
PSYC 200	General Psychology		3				
			17				
	Hours Required for Graduation: 62						

¹ IT 131 has a corequisite of IT 141.

² IT 141 has a corequisite of IT 131.

³ ENL 231 has a prerequisite of placement in 100 or above level English or a corequisite of ENL 095.

⁴ IT 221 has a prerequisite of IT 120 or IT 131.

⁵ IT 224 has a prerequisite of IT 101, 102 or 270.

⁶ IT 231 has a prerequisite of IT 141 and a corequisite of IT 241.

⁷ IT 241 has a corequisite of IT 231.

⁸ IT 232 has a prerequisite of IT 141 and IT 224.

⁹ IT 233 has a prerequisite of IT 232.

¹⁰ IT 299 has a prerequisite of permission.

¹¹ Any Math course 100 or above level.

¹² IT 251 has a prerequisite of IT 221.

¹³ IT 254 has a prerequisite of IT 121, IT 224 and IT 251.

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

Information Technology AAS

Network Systems Security – Concentration

Career & Technical Division

Program Description:

The Associate in Applied Science Degree concentration in Network Systems Security offers comprehensive network training from Mountwest Community and Technical College's Microsoft Information Technology Academy and Cisco Networking Academy. Within the two-year Associate Degree program, students take courses preparing them for industry certifications from Cisco, Microsoft, and CompTIA taught by certified professors. This concentration provides specialized skills in network administration, design, and security. Students will take courses preparing them for the following certifications:

CompTIA's A+
CompTIA's Linux+
CompTIA's Security+
Microsoft's MCSA (Microsoft Certified Solutions Associate)
Cisco's CCNA (Cisco Certified Network Associate)

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/.

Employment Opportunities:

- Network administrator
- Web designer
- Systems support technician
- Network designer
- Security solutions designer
- Help desk technician
- Hardware technician
- Software applications

Career Description:

A well-rounded network professional is capable of performing network administration, design, maintenance, and security on a variety of network operating systems and devices. Microsoft Certified Solutions Associates 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. MCTC's Network Systems Security option provides fundamental networking knowledge and skills with specific network security training crucial for entry into information security positions in public corporations and government entities.

Contact Information:

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

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

Information Technology Major Code – CI20 • Network Systems Security Concentration Code – CI26	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 231	Business and Technical Writing ¹		3				
IT 270	Computer Essentials and Application		4				
IT 120	Network Operating Systems		4				
IT 131	Introduction to Networking ² (EDGE)		4				
IT 297	Co-Curricular Experiences in Networking		0				
			15				
COM 125	Interpersonal Communication		3				
IT 141	Networking Systems II ^{3,4} (EDGE)		4				
IT 224	Fundamentals of Network Security ^{3,5}		3				
MAT	Approved Math Elective ⁶		3				
IT 297	Co-Curricular Experiences in Networking		0				
			13				
IT 210	Networking Administration I ^{2,7,8}		3				
IT 211	Networking Administration II ^{2,8}		3				
IT 216	Networking Administration III ^{2,8}		3				
IT 217	Networking Administration IV ^{2,8}		3				
IT 231	Networking Systems III ^{2,9} (EDGE)		4				
IT 297	Co-Curricular Experiences in Networking		0				
			16				
SOCI 210	Fundamentals of Sociology		3				
IT 225	Fundamentals of Wireless LANs ^{3,10}		4				
IT 241	Networking Systems IV ^{3,11} (EDGE)		4				
PSYC 200	General Psychology		3				
IT 299	Information Technology Internship/Coop ¹²		3				
			17				
	Hours Required for Graduation: 61						

Earn A Degree Graduate Early (EDGE):

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

¹ ENL 231 have a prerequisite of placement in 100-level English.

² IT 131, IT 210, IT 211, IT 216, IT 217, and IT 231 are offered fall semesters only.

³ IT 141, IT 224, IT 225, and IT 241 are offered spring semester only.

⁴ IT 141 has a prerequisite of IT 131.

⁵ IT 224 has a prerequisite of IT 101 or IT 102.

⁶ Choose from any 100-level or above.

⁷ IT 210 has a prerequisite of IT 120 or permission.

⁸ Networking Administration classes IT 210, IT 211, IT 216, and IT 217 must be taken concurrently. These classes cannot be taken individually.

⁹ IT 231 has a prerequisite of IT 141.

¹⁰ IT 225 has a prerequisite of IT 131, IT 230, or Permission.

¹¹ IT 241 has a prerequisite of IT 231.

¹² IT 299 has a prerequisite of permission of Program Coordinator/Dean.

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

Information Technology CP

CISCO Certified Network Associate – Concentration

Career & Technical Division

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 for a global economy. The Networking Academy delivers web-based content, online assessment, student performance tracking, hands-on labs, instructor support, and preparation for the CCNA industry-standard certifications.

Career Outlook:

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/.

Career Description:

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.

Contact Information:

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

Scott Nicholas
Room 215
Phone: 304-710-3423 or 1-866-N-ROLLED (1-866-676-5533)
E-mail: inicholass@mctc.edu

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

Information Technology Major Code – CI30 • CISCO Certified Network Associate Concentration Code – CI31 ¹	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 111	Written Communication ²		3				
IT 131	Introduction to Networking		4				
IT 141	Networking Systems II ³		4				
IT 270	Computer Essentials & App ⁴		4				
			15				
IT 225	Fundamentals of Wireless LANs ⁵		4				
IT 231	Networking Systems III ⁶		4				
IT 241	Networking Systems IV ⁷		4				
	Math Elective ⁸		3				
			15				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	Hours Required for Graduation: 30						

¹ Students are expected to have basic knowledge of computers including operating systems such as Windows 2007 or XP and Microsoft Office 2010 or XP before entering this program. The student must register for IT 101 during his or her first semester or successfully pass a challenge exam for IT 101.

² ENL 111 has a prerequisite of placement in 100-level English.

³ IT 141 has a prerequisite of IT 131.

⁴ IT 270 has a prerequisite of IT 101 or 102.

⁵ IT 225 has a prerequisite of IT 131, or IT 230.

⁶ IT 231 has a prerequisite of IT 141.

⁷ IT 241 has a prerequisite of IT 231.

⁸ Choose from any 100-level or above mathematics course.

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

Information Technology CP

Microsoft Certified Solutions Associate – Concentration

Career & Technical Division

Program Description:

The Microsoft IT Academy at Mountwest Community & Technical College offers training that prepares individuals to install, configure, and operate a Microsoft Windows Server environment for enterprise organizations with networks from 100 to more than 500 nodes. The Microsoft IT Academy Program is a comprehensive-learning program that provides students with the IT skills essential for a global economy. Certified professors offer real-world knowledge and hands-on labs to prepare you for the industry-standard certifications.

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/.

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.

Contact Information:

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

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

Information Technology Major Code • Microsoft Certified Solution Associate – CI32	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 111 or ENL 231	Written Communication ¹ or Business and Technical Writing ¹		3				
IT 120	Network Operating Systems		3				
IT 210	Networking Administration I ²		3				
IT 211	Networking Administration II ³		3				
IT 216	Networking Administration III		3				
IT 217	Networking Administration IV ⁴		3				
IT 219	Networking Administration V ⁵		3				
IT 230 or IT 270	Network Communications or Computer Essentials & Applications ⁶		3				
IT 224 or IT 293	Fundamentals of Network Security ⁶ or Networking Practicum ⁷		3				
	Math Elective ⁸		3				
			30				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	Hours Required for Graduation: 30						

¹ ENL 111 and ENL 231 have a prerequisite of placement in 100-level English.

² IT 210 has a prerequisite of IT 120 or permission.

³ IT 211 has pre-requisites or co-requisites of IT 210, 216, and 217.

⁴ IT 210, 211, 216, and IT 217, must be taken concurrently. These classes cannot be taken individually.

⁵ IT 219 has prerequisite of IT 217, and a co-requisites of IT 222 and IT 223.

⁶ IT 224 and 270 have a prerequisite of IT 101 or 102.

⁷ IT 293 has a prerequisite of IT 210.

⁸ Choose from any 100-level or above Mathematics course.

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

Information Technology CP

Microsoft Certified Solutions Expert – Concentration

Career & Technical Division

Program Description:

The Microsoft IT Academy at Mountwest Community & Technical College offers training that prepares individuals to design, install, and implement a Microsoft Windows Server environment for enterprise organizations with networks from 500 to more than 2000 nodes. The Microsoft IT Academy Program is a comprehensive-learning program that provides students with the IT skills essential for a global economy. Certified professors offer real-world knowledge and hands-on labs to prepare you for the industry-standard certifications.

Salary Forecast:

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

Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

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.

Program Admission Requirements:

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

Career Description:

The Microsoft Certified Solutions Expert (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows platform and Microsoft Server software. It is one of the most widely recognized and sought after technical certifications in the IT industry demonstrating to employers, clients and colleagues that an individual has achieved expertise in the area in Information Technology.

Contact Information:

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

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

Microsoft Certified System Expert Code ¹ – CM60	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 111	Written Communication ¹		3				
IT 210	Networking Administration I ^{2,3,4}		3				
IT 211	Networking Administration II ^{2,4}		3				
IT 216	Networking Administration III ^{2,4}		3				
IT 217	Networking Administration IV ^{2,4}		3				
			15				
IT 219	Networking Administration V ^{5,6,7}		3				
IT 222	Networking Administration VI ^{5,7}		3				
IT 223	Networking Administration VII ^{5,7}		3				
IT 224	Fundamentals of Network Security ^{7,8}		3				
	Approved Math Elective ⁹		3				
			15				
Hours Required for Graduation: 30							

Earn A Degree Graduate Early (EDGE):

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

¹ ENL 111 has a prerequisite of placement in 100-level English.

² IT 210, IT 211, IT 216 and IT 217 must be taken concurrently. These classes cannot be taken individually.

³ IT 210 has a prerequisite of IT 120 or permission.

⁴ IT 210, IT 211, IT 216, and IT 217 are offered fall semesters only.

⁵ IT 219 has a prerequisite of IT 217.

⁷ IT 219, IT 222, IT 223, and IT 224 are offered spring semester only.

⁸ IT 224 has a prerequisite of IT 101 or IT 102.

⁹ Choose from any 100-level or above Mathematics course.

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

LEGAL STUDIES

mctc.edu/programs

2 Year Degrees

A.A.S. Criminal Justice

A.A.S. Paralegal

1 Year Certificates

C.A.S. Legal Support

Skill sets

Law Enforcement

Criminal Justice AAS

Career & Technical Division

Program Description:

This program of study was developed to provide individuals with a necessary criminal justice background to successfully work in law enforcement or private security. The Criminal Justice degree is available to on-campus students, with prior learning credits available to those students who have attended an approved law enforcement academy. With the advent of a more security-conscious society, there is an increased demand for more police and security services. Graduates with an Associate of Applied Science in Criminal Justice will have the skills to obtain employment as police officers, federal marshals, private investigators, and private security agents.

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 Bureau of Investigation
- Parole Officer
- Private Security
- Federal Marshal
- Private Investigator
- Loss Prevention
- Insurance Investigator

Salary Forecast:

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

Admission Requirements:

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

On-Campus students:

Contact Information:

Erin Rich
Room 223
Phone: 304-710-3411
E-mail: riche@mctc.edu

Heather Hussell
Room 249
Phone: 304-710-3412
E-mail: hussell8@mctc.edu

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

Criminal Justice ¹ Major Code – CF10	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
CJS 101	Introduction to Criminal Justice ¹		3				
CJS 102	Introduction to Corrections		3				
ENL 111	Written Communication ²		3				
IT 101	Fundamentals of Computers		3				
	Mathematics Elective ³		3				
			15				
BIOL 101	Unified Principles of Biology		3				
BIOL 101L	Unified Principles of Biology Lab ⁴		1				
COM 112 or COM 125	Oral Communication or Interpersonal Communication ²		3				
CJS 231	Fundamentals of Criminal Law ²		3				
CJS 233	Fundamentals of Criminal Investigation ²		3				
	Criminal Justice Elective ^{5,7,*}		3				
			16				
CJS 239	Criminal Procedure ⁶		3				
CJS 246	Criminal Justice Reports ⁶		3				
CJS 251	Criminal Justice Ethics ⁶		3				
	Criminal Justice Elective		3				
	Social Science Elective ⁷		3				
			15				
CJS 234	Criminology ⁶		3				
CJS 254	Constitutional Law ⁷		3				
CJS 298	Criminal Justice Internship		3				
	Criminal Justice Elective ^{6,7,*,**}		5				
			14				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	Hours Required for Graduation: 60						

¹ Students must complete 15 hours with Mountwest to establish academic residency.

² ENL 111 has a prerequisite of placement in 100-level English.

³ Choose from MAT 115, MAT 120, or MAT 145. MAT 115, MAT 120, and MAT 145 have a prerequisite of placement in 100-level math.

⁴ BIOL 101L has a co-requisite of BIOL 101.

⁵ Choose from AH 216, BIOS 270, CJS 237, CJS 242, CJS 249, CJS 256, CJS 261. CJS 263, CJS 265, CJS 267, CJS 269, CJS 280-283, EME 105. LAW courses (3-6 cr. hrs.), and SCI 220.

⁶ CJS 234, CJS 237, CJS 239, CJS 242, CJS 246, CJS 251, CJS 254, CJS 256, CJS 261, CJS 263, and CJS 265 have a prerequisite of CJS 101.

⁷ Choose from any EC, POLS, PSYC, or SS 100-level or above.

* Police Academy participants and graduates, please see your program advisor for CJS electives not listed above.

** All Electives **do not** have to be taken during final semester.

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

Paralegal Studies AAS

Career & Technical Division

Program Description:

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.

Upon completion of the Paralegal Studies Associate in Applied Science Degree, the 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 paralegals 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 paralegals

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.

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
- Criminal justice occupations in corrections and law enforcement

Salary Forecast:

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

Admission Requirements:

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

Contact Information:

Heather R. Hussell

Room 249

Phone: 304-710-3412 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: hussell8@mctc.edu

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

Paralegal Major Code ¹ – CL40	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 101	Fundamentals of Computers		3				
ENL 111	Written Communication ²		3				
LAW 101	General Law I		3				
LAW 103	Introduction to Paralegal Skills ³		3				
LAW 104	Legal Ethics ³		1				
	Mathematics Requirement ⁴		3				
			16				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
ENL 115	Written Communication II ⁵		3				
LAW 102	General Law II ⁶		3				
LAW 213	Law Office Technology ⁷		3				
	Social Science Elective ⁸		3				
			15				
LAW 211	Legal Research and Writing I ⁹		3				
LAW 235	Civil Litigation ⁹		3				
LAW 240	Criminal Litigation ⁹		3				
	LAW Elective ¹⁰		3				
	Science, Humanities, or Language Elective ¹¹		3				
			15				
LAW 212	Legal Research and Writing II ¹²		3				
LAW 290	Internship ¹³		3				
	LAW Elective ¹⁰		3				
	LAW Elective ¹⁰		3				
	Science, Humanities, or Language Elective ¹¹		3				
			15				
	HOURS REQUIRED FOR GRADUATION: 61						

¹ Students are required to make a “C” or better in each LAW course before graduating from the program.

² ENL 111 has a prerequisite of placement in 100-level English.

³ LAW 103 and LAW 104 are co-requisites.

⁴ Select any 100-level or higher mathematics course.

⁵ ENL 115 has a prerequisite of ENL 111.

⁶ LAW 102 has a prerequisite of LAW 101.

⁷ LAW 213 has a prerequisite of IT 101.

⁸ Choose from any of the following: CJS 101, CJS 102, EC 102, EC 201, EC 202, GEO 155, HIST 103, HIST 104, HIST 114, HIST 115, HIST 240, POLS 101, PSYC 200, PSYC 215, PSYC 225, SS 201, or SOCI 210.

⁹ LAW 211,235 and 240 have a prerequisite of LAW 102.

¹⁰ Recommended Electives: LAW 110, LAW 225, LAW 231, LAW 240, LAW 244, LAW 248, LAW 250, LAW 290 or any CJS course 100-level or above (limit one CJS Course).

¹¹ Choose from any of the followings: ART 101, ASL 101, ASL 102, ASL 103, BIOL 101, BIOL 102, BIOL 257, BIOL 260, BIOL 265, BIOS 270, ENL 201, ENL 245, ENL 270, THEA 120, HMN 235, SS 201, or SOCI 210.

¹² LAW 212 has a prerequisite of LAW 211.

¹³ LAW 290 has a prerequisite of permission by program coordinator

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

Legal Support Certificate

Career & Technical Division

Program Description:

The Legal Support Certificate in Applied Science (CAS) provides students basic skills used for legal support.

Upon completion of the degree, 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.

Employment Opportunities:

- Law firms
- Legal departments

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/.

Contact Information:

Rick Brown

Room 243

Phone: 304-710-3408 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: brownr@mctc.edu

Erin Rich

Room 223

Phone: 304-710-3411 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: riche@mctc.edu

Admission Requirements:

Students seeking admission into the Administrative Technology—Legal Support CAS program must arrange an appointment with the Administrative Technology faculty prior to admission to the program.

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

Administrative Technology—Legal Support CAS Major Code –CO40	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 101	Fundamentals of Computers (EDGE)		3				
LAW 101	General Law I ¹		3				
LAW 103	Introduction to Paralegal Skills ¹		3				
	Communication Elective ¹		3				
	AT or LAW Elective ²		3				
			15				
LAW 102	General Law II ³		3				
LAW 213	Law Office Technology		3				
LAW 235	Civil Litigation ⁴		3				
	Mathematics Elective ⁵		3				
	AT or LAW Elective ³		3				
			15				

	HOURS REQUIRED FOR GRADUATION: 30
--	-----------------------------------

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

¹ Choose from any 100-level or above COM course.

² Choose from any AT or LAW 100-level or above course.

³ LAW 102 has a prerequisite of LAW 101.

⁴ LAW 235 has a prerequisite of LAW 102.

⁵ Choose from any 100-level or above mathematics courses.

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

Law Enforcement

CERTIFICATE REQUIREMENTS			
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

Individuals who complete the above courses will receive a Certificate of Successful Completion from Mountwest.

CONTACT INFORMATION:

Jenna VanHoose

Room 101

Phone 304-710-3414 or 1-866-N-ROLLED (1-866-676-5533)

Email: parker54@mctc.edu

NON-TRADITIONAL DEGREES

mctc.edu/programs

2 Year Degrees

A.A.S. Board of Governors
A.A.S. Child Development Specialist
A.A.S. Occupational Development
A.A.S. Technical Studies

1 Year Certificates

C.A.S. Technical Studies

Board of Governors AAS

Division of Academic Affairs

Program Description:

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

This program is available to nontraditional students who have graduated from high school two or more years prior to enrollment. For those students who earned their GED certificate, program application must be at least two years from the date their class would have graduated from high school.

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

Those students desiring to develop specific job skills may opt to earn their degree in an ‘Area of Emphasis.’ To be eligible for an ‘Area of Emphasis’ students must complete 15 credit hours of work in an approved occupational concentration, including Allied Health, Business, Criminal Justice, Information Technology, Maintenance Technology, and Transportation. For more information on available ‘Area of Emphasis’ for this degree, contact the program coordinator at (304) 710-3414.

Students must meet all admission and performance standards. Credits earned through portfolios, military credits, challenge exams, special assessment of licensure/certifications, formal training programs; and CLEP and DSST exams will be placed on the transcript the semester that the credits are evaluated and awarded. Students must have a GPA of 2.0 or above to graduate.

The student who graduates with the Board of Governors Associate in Applied Science will possess:

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

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

Contact Information:

Tereka Eanes

Room 101Q

Phone: 304-710-3361

E-mail: eanes1@mctc.edu

Board of Governors Major Code^{1,2}– CG30

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

Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COMPONENT I: GENERAL EDUCATION COURSES

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	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				
	General Education Hours		21				

COMPONENT II: ELECTIVES

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

		Elective Hours		39					
Course	hrs	Course	hrs	Course	hrs	Course	hrs	Course	hrs
Total:									

HOURS REQUIRED FOR GRADUATION: 60
--

¹ Graduation requires a minimum institutional cumulative grade point average of 2.0.

² At least twelve credits completed at a regionally accredited institution(s). At least three credit hours must be completed at Mountwest Community & Technical College to establish an institutional GPA and academic history.

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

Occupational Development Child Development Specialist – Concentration

Career & Technical Division

Program Description:

The Occupational Developmental Degree in Child Development Specialist is designed to meet two major needs:

- (1) To provide for cooperatively sponsored educational opportunities leading to the Associate in Applied Science degree for students in approved apprenticeship training programs;
- (2) To provide a mechanism for 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 daycare centers, Head Start Programs, and other early childhood learning centers. The Child Development Specialist graduate will possess:

- Supervisory skills.
- Computer software skills.
- Relevant essential math skills.
- Written and oral communication skills.

Career Outlook:

High replacement needs should create good job opportunities for childcare workers. Many childcare workers must be replaced each year as they leave the occupation to take other jobs, to meet family responsibilities, or for other reasons. Qualified persons who are interested in this work should have little trouble finding and keeping a job. Opportunities for nannies should be especially good, as many workers prefer not to work in other people's homes.

Employment Opportunities:

- Child care
- Child care supervisor

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.

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/.

Contact Information:

Kristen Brumfield

Room 325

Phone: 304-710-3515 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: mccolgan@mctc.edu

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

Child Development Specialist ^{1, 2} - Major Code - C010 • Concentration Code – C012	
Name:	ID Number 942-
Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 111	Written Communication ³		3				
COM 112	Oral Communication ¹		3				
IT 101	Fundamentals of Computers (EDGE)		3				
	General Education Elective		3				
	Laboratory Science Course ⁴		3-4				
	Quantitative Skills Course ⁴		3				
	Social Science Course ⁵		3				
			21-22				
	Occupational Component Elective ²		7				
	Classroom Training in Child Development ⁶		20				
			27				
On-The-Job Training in Occupation ^{7, 8, 9} A letter verifying completion of contact hours must be received by the Dean's Office, located in the Mountwest Community & Technical College Building, Room 321 prior to applying for graduation for credit to be awarded.							
			12				
			12				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR

	HOURS REQUIRED FOR GRADUATION: 60
--	-----------------------------------

Earn A Degree Graduate Early (EDGE):

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

-
- ¹ Students may enter this program with no prior experience, but must complete approved Child Development Apprenticeship before being eligible for graduation.
- ² Child Development Associate (CDA) may fulfill 12 credit hours of electives in Occupational Component Electives, otherwise contact advisor for selecting course to fulfill this requirement.
- ³ Fulfills Mountwest General Education and State Communication Skills requirement for Occupational Development Degree. ENL 111 has a prerequisite of placement in 100-level English.
- ⁴ Six total Quantitative Skills/Laboratory Science Experience credits are required for Occupational Development Degree and General Education Core. At least one college-level mathematics course must be selected from: MAT 115; MAT 145; or MAT 120. Students may complete the six credit requirement with a second college-level mathematics course or select a laboratory science course from the following: SCI 110; SCI 120; or SCI 201.
- ⁵ To fulfill Social Science Course requirements for Occupational Development and General Education Core Degree select from EC 102 SS 201, SS 210, PSYC 200, or PSYC 215.
- ⁶ Must provide documentation of West Virginia Department of Education and the Bureau of Apprenticeship and Training "Child Development Specialist" completion to have credit recorded immediately prior to graduation.
- ⁷ Students must complete a minimum of 3 credit hours with Mountwest Community & Technical College to establish academic residency.
- ⁸ A letter must be received from employer to verify this employment.
- ⁹ Maximum of 2,400 contact hours of on-the-job training, converted to credit hours on a ratio of 200:1, can be counted toward the A.A.S. degree.
-

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

Occupational Development AAS

Career & Technical Division

Program Description:

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

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

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

Occupational Development students must meet all college admission and performance standards. Credits earned through either approved apprenticeship programs or through industry-based education and training programs will not be added to the students' collegiate transcripts until they have completed at a minimum three program credit hours from Mountwest Community & Technical College and have obtained at least a 2.00 GPA.

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

- Supervisory Skills
- Computer Software Skills
- Relevant Essential Math Skills
- Written and Oral Communication Skills
- Trade Skills
- Desire for lifelong learning

Employment Opportunities:

- Work as journeyman

Program Admission Requirements:

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

Contact Information:

Tereka Eanes
Room 101Q
Phone: 304-710-3361
E-mail: eanes1@mctc.edu

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

Occupational Development^{1, 2} - Major Code - CO10	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 231	Business and Technical Writing		3				
COM 125	Interpersonal Communication		3				
IT 101	Fundamentals of Computers ³		3				
MAT 100	Occupational Math		3				
PSYC 200	General Psychology		3				
			15				
Classroom Instruction in the Occupation ⁴ 450-750 Classroom/Laboratory contact hours of Occupational Education converted to credit hours at the usual ratio of 15:1 classroom or 30:1 laboratory. Maximum credit hours: 33							
	Up to 33 credit hours						
On-The-Job Training in Occupation ⁵ 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.							
			12				

	HOURS REQUIRED FOR GRADUATION: 60
--	--

¹ Student must be employed in an occupation and complete an U.S. Department of Labor registered apprenticeship program.

² Students must complete a minimum of 3 credit hours with Mountwest Community & Technical College to establish academic residency.

³ IT 101 fulfills state General Education Elective Requirement for Occupational Development Degree and General Studies Core.

⁴ Must provide a copy of the U.S. Department of Labor Apprenticeship certificate to verify completion of the classroom portion of the apprenticeship instruction. College credit for the Apprenticeship instruction will be recorded immediately prior to graduation from college.

⁵ A letter must be received from employer to verify this employment, contact the program coordinator to receive credit for the OJT.

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

Technical Studies AAS

Career & Technical Division

Program Description:

The Associate in Applied Science degree program in Technical Studies is designed to meet the following needs: (1) 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; (2) to provide a timely and efficient mechanism for community and technical colleges to deliver educational programs in a variety of occupational fields meet to employer needs; (3) to increase the abilities of employees to use technology effectively and responsibility; (4) to increase abilities of employees to communication information effectively through reading, writing, speaking, and listening; (5) to develop employee's abilities to solve problems through reasoning, information, retrieval, and productive teamwork; (6) to assist those employed in the workforce to understand that education is a life-long process.

Program Focus:

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

Program Admission Requirements:

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

Contact Information:

Michael McComas
Room 427
Phone: 304-710-3453
E-mail: McComas2@mctc.edu

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

Technical Studies - Major Code – CT20							
Name:						ID Number 942-	
Educational Counselor:							
Faculty Advisor:							
COURSE REQUIRED							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
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				
Total			15				
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)							
On-The-Job Training in Occupation							
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				
HOURS REQUIRED FOR GRADUATION: 60							

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

Technical Studies CP

Career & Technical Division

Program Description:

The Certificate of Applied Science is a 30 credit hour state modeled degree developed that provides a stackable credential for students in approved training/educational programs. This degree enhances student's hard skill education by offering collegiate level general educational courses. The goal of this degree is to not only recognize the completion of an intermediate step towards earning an Associate degree, but to also to encourage students to embrace life-long learning.

The degree is designed to:

- provide for cooperatively sponsored educational opportunities that via a stackable credential that can lead to an associate degree for employees/students participating in quality education and training programs sponsored by business, industry, labor, government or other educational agencies;
- provide a timely and efficient mechanism for community and technical colleges to deliver educational programs in a variety of occupational fields to employers;
- increase abilities of employees to communicate information effectively;
- develop employee's abilities to solve problems and productive teamwork;
- assist those employed in the workforce to understand that education is a life-long process.

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.

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.

Contact Information:

Michael McComas

Room 427

Phone: 304-710-3453

E-mail: McComas2@mctc.edu

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

Technical Studies CP—Major Code CT10	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COMPONENT I – General Education							
ENL or COM	Communication Skills Appropriate to the Occupational Area		3				
MAT	Quantitative Skills		3				
	Optional <i>Additional</i> General Education Elective		0-5				
	Total Component Credit Hours		6-11				

COMPONENT II – Technical/Occupational Specialty							
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 completion of the college work required in Component I, above.							
Maximum of 24 credit hours (or equivalent)			Max 24				

COMPONENT III – Supervised Worksite-Based Learning (OPTIONAL)							
Credit for worksite-based training is optional in the Certificate in Applied Science in Technical Studies program. When incorporated, such training consists of a paid or unpaid internship, practicum, or on-the-job training (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 the college.							

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	Hours Required for Graduation: 30						

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

Administration & Staff

President's Office

Joshua Baker

President

Ph.D. – Community College Leadership,
Oregon State University

M.S. – Physical Education, Brigham Young
University

B.A. – History Teaching, Brigham Young
University

Latrenda D. Clay

Executive Secretary to the President

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

Institutional Assessment & Accreditation

Rebecca Settle

Assistant Professor, English,
Director of Assessment

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

B .A . – English, Marshall University

Business Services & Workforce Development

S . Derek Adkins,

VP of Finance & Administration

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

Director – Maritime Academy

Jenna VanHoose

Workforce Development Coordinator

B .A . – Management, Marshall University

A .A .S . – Board of Governors, Marshall
University

Kristy Wood

Director – Workforce Development

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

Administration & Staff

Communications & Marketing

Matthew Crutchfield

Director of Communications & Marketing

M.A. - Graphic Design/ New Media,
Marshall University

B.F.A. - Graphic Design, Marshall University

Information Technology & Institutional Research

Chris Stevens,

Interim Manager, Information Technology

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

Adam Edens

Applications Systems Analyst Programmer

B.S. - Management Information Systems,
Marshall University

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

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

Sai Mullangi,

Interim Manager - Database Administration
Systems

M.S. - Information Systems, Marshall
University

Environmental Health, Safety and Facilities

Rodney Pell,

Director - Environmental Health, Safety &
Facilities

B.A. - Criminal Justice, Law Enforcement,
Marshall University
sUAS Part 107 Pilot

David Bowman

Security Guard I

Jenny Gilkerson

Receiving/Inventory Assistant

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

Stacy McCallister

Special Projects Coordinator

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

Michael Smith

Trades Specialist Lead

Edward Sowards

Maintenance Worker II

Pete Walters

Security Guard I

Steven Walters

Maintenance Worker II

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

Administration & Staff

Jennifer Porter

Director of Grants & Compliance

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

A.A.S. - Administrative Assistant Technology,
Marshall University

Rhonda Rappold,

Executive Administrative Assistant

Career and Technical Division

Jill Sansom,

Administrative Assistant

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

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

Patricia Young,

Administrative Assistant

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

Sarah Dick

Dean of Liberal Arts and Transfer Studies

M.A. - Special Education, Marshall University

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

Kathryn Beckett

Administrative Assistant

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

Jamie Clevenger

HR Representative, Senior

M.S. Human Resources Management

B.S. Health Services Administration

Tereka Eanes

Student Services Specialist (Advisor)

A.A.S. - Graphic Design, Mountwest
Community & Technical College

Amandia Bowen,

Student Services Specialist, Accessibility Services

MSW - Social Work, Marshall University

BSW - Social Work, Marshall University

LSW, Ohio | LGSW, WV | CSW, KY

Veella Grooms

Director of Diversity and Inclusion

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

B.A. - Counseling and Rehabilitation,
Marshall University

Administration & Staff

Karen Horner

Director of Student Recruitment

M.S. - Adult & Technical Education, Marshall University

B.A. - Sociology, Marshall University

A.A.S. - Nursing, Ohio University
SHRM-CP, Registered Nurse

Richard Gross

Program Coordinator Sr. (Veteran Services)

B.S. - Environmental Science, Marshall University

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

Shelly Hensley

Records Officer

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

Interim Registrar

B.S. - Computer Science, Marshall University

Bobbi Mullett

Student Services Specialist

A.A.S. - Medical Assisting, Mountwest Community & Technical College

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

Krista Tooley,

Program Specialist (Admissions)

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

Shanice Wooding

Student Services Specialist

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

Administration & Staff

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

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

Richard Brown

Professor, 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

Administration & Staff

Megan Click

Associate 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

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

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

Assistant Professor, 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

Associate 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

Administration & Staff

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

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

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

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

Administration & Staff

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



1 Mountwest Way, Huntington, WV 25701 | 866-676-5533 | www.mctc.edu

A State Community and Technical College of West Virginia
An Equal Opportunity/Affirmative Action Employer