



## 2023-2024 COLLEGE CATALOG

[MCTC.EDU](http://MCTC.EDU)



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**

**\$5,854** In-state

**\$11,192** Out-of-state

## FINANCIAL AID

Recipients | Awards



**72%**  
Financial Aid  
Participation Rate

**10 | \$42,228**  
PROMISE

**287 | \$644,328**  
HEGP

**688 | \$2,578,584**  
PELL

**344 | \$2,244,052**  
FEDERAL LOANS

**6.1%** 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](http://www.hlcommission.org)

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

### Equal Opportunity/Affirmative Action

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

and activities covered under Title IX, which prohibits sex discrimination in higher education. Mountwest strives to provide educational opportunities for minorities and women that reflect the interest, individual merit and availability of such individuals. The college ensures equality of opportunity and treatment in all areas related to student admissions, instruction, employment, placement accommodations, financial assistance programs and other services. Mountwest also neither affiliates with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, sex, religion, age, disability, national origin, protected veteran status or sexual orientation. Further, the college is committed to the ideals of inclusion of students, faculty and staff and whenever appropriate, will take affirmative steps to enhance diversity. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Vice President of Student and Human Services Room 101VA Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701 or call (304) 710-3501..

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# Mission & Goals

## Mission

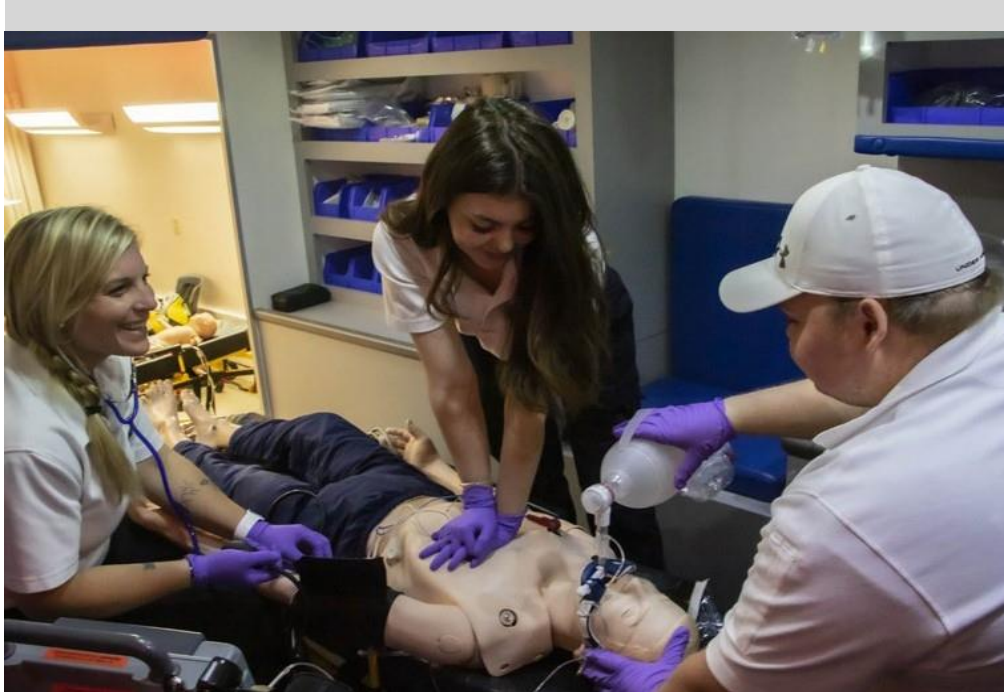
The mission of Mountwest Community & Technical College is to empower students to learn and lead in the community and in the workforce. Mountwest Board End Statement District residents have the knowledge or skill sets necessary to successfully create or become employed in local enterprises or to proceed 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 makes a positive impact on the lives of our students while providing them with the education and tools to prepare for their future. We inspire, support, and develop students to achieve goals, build positive relationships, and succeed in the workforce.



## 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

# Academic Calendar

## FALL 2023

### August 18 | Friday

Last day to register for fall semester

### August 21 | Monday – August 25 | Friday

Schedule Adjustment for Currently Registered

Students ONLY (no new registrations/schedules)

### August 21 | Monday

First Day of Class

### August 28 | Monday

“W” period begins

### August 29 | Tuesday Attendance

Reporting due by 4pm

### September 4 | Monday

Labor Day, College Closed

### September 18 | Monday

12 week courses begin

### September 19 | Tuesday

Attendance Reporting due by 4pm

### September 22 | Friday

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

### October 13 | Friday

End of 1st 8 weeks, December graduation applications due

### October 16 | Monday

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

### October 25 | Wednesday –

### October 27 | Friday

Registration for Spring courses for special populations

### October 27 | Friday

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

### October 30 | Monday –

### December 1 | Friday

Total withdrawals only

### October 30 | Monday

Registration for spring courses for currently enrolled students

### November 13 | Monday –

### January 12 | Monday

Registration for new, readmitted and returning students

### November 17 | Friday

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

### November 20 | Monday –

### November 24 | Friday

Thanksgiving Holiday, Classes dismissed

### November 23-24 | Thursday-Friday

College Closed

### November 27 | Monday

Classes resume

### December 1 | Friday

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

### December 4 | Monday –

### December 8 | Friday

Exam days

### December 8 | Friday

Official Graduation Date

### December 11 | Monday, 4:00

Final Grades and attendance due

### December 22 - January 1

Winter Break, College Closed

## SPRING 2024

### January 2 | Monday

College offices open

### January 12 | Friday

Last day for Spring registration

# Academic Calendar

## January 15 | Monday

College Closed, Martin Luther King Day

## January 16 | Tuesday

Classes Begin

## January 16 | Tuesday –

## January 19 | Friday

Schedule adjustment ONLY

## January 22 | Monday

“W” period begins

## January 23 | Tuesday

Attendance reporting due by 4pm

## February 5 | Monday

12 week courses begin

## February 13 | Tuesday

Attendance reporting for Full semester and 12 week courses due by 4pm

## February 16 | Friday

Last day to drop 1st eight weeks course

Last day to do a faculty withdrawal for 1st eight weeks courses

## March 8 | Friday

Midterm, 1st eight weeks ends

Applications for May graduation due

## March 11 | Monday

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

## March 13 | Wednesday

Registration for special populations begins

## March 15 | Friday

Last day to drop an individual course

for the full term or 12 week course

Last day to do a Faculty Withdrawal for full term courses or 12 week courses

## March 18 | Monday

Registration for Summer/Fall for currently enrolled students begins

## March 25 | Monday –

## March 29 | Friday

Spring Break, Classes dismissed

## April 1 | Monday

Classes resume

## April 1 | Monday— April

## 26 | Friday

Total withdrawals only

## April 1 | Monday

Registration for Summer and Fall sessions begin (admitted/readmitted students)

## April 12 | Friday

Last day to drop a 2nd eight weeks course

Last day to do a faculty withdrawal for a 2nd eight weeks course

## April 26 | Friday

Last day of class

Last day to completely withdraw from Spring semester

## April 29 | Monday – May 3 | Friday

Exam Days

## May 3 | Friday

Graduation Ceremony and Official Graduation Date

## May 6 | Monday, by 4:00pm

Grades and attendance due

## SUMMER A (May 6 to July 11, 2024)

## May 6 | Monday

First Day of Classes

## May 6-8 | Monday- Wednesday

Schedule Adjustment

## May 9 | Thursday

“W” Withdrawal Period Begins

# Academic Calendar

## May 13 | Monday

Attendance Reporting due by 4pm

## May 27 | Monday

Memorial Day Holiday, College Closed

## June 6 | Thursday

Deadline for July Graduation Application

## June 6 | Thursday

Last Day to Drop an Individual Course Last  
Day to do a Faculty Withdrawal

## June 7 | Friday - July 10 | Wednesday

Total Withdrawals Only

## July 4 | Thursday

Independence Day, College Closed

## July 10 | Wednesday

Last Class Day, Last Day to Totally Withdraw  
from Summer A

## July 11 | Thursday

Final Examination Daye

## July 15 | Monday, 4:00pm

Deadline for Submitting Final Grades and  
Attendance

## SUMMER B

(May 6 to June 6, 2024)

## May 6 | Monday

First Day of Classes

## May 6-7 | Monday – Tuesday

Schedule Adjustment

## May 8 | Wednesday

“W” Withdrawal Period Begins

## May 13 | Monday

Attendance Reporting due by 4pm

## May 16 | Thursday

Last Day to Drop an Individual Course Last  
Day to do a Faculty Withdrawal

## May 17 | Tuesday – June 5 | Wednesday

Total Withdrawals Only

## May 27 | Monday

Memorial Day Holiday, College Closed

## June 5 | Wednesday

Last Class Day, Last Day to Totally Withdraw  
from Summer B

## June 6, | Thursday

Final Examination Day, Deadline for July  
Graduation Application

## June 10 | Monday, 4:00pm

Deadline for Submitting Final  
Grades and Attendance

## SUMMER C

(June 10 to July 11, 2024)

## June 6 | Thursday

Deadline for July Graduation Applications

## June 10 | Monday

First Day of Classes

## June 10-11 | Monday – Tuesday

Schedule Adjustment

## June 12 | Wednesday

“W” Withdrawal Period Begins

## June 17 | Monday

Attendance due by 4pm

## June 20 | Thursday

Last Day to Drop an Individual  
Course Last Day to do a Faculty  
Withdrawal

## June 21 | Thursday – July 10, Wednesday

Total Withdrawals Only

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**July 4 | Thursday**

Independence Day, College Closed

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**July 10 | Wednesday**

Last Class Day, Last Day to Totally  
Withdraw from Summer C

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**July 11 | Thursday**

Final Examination Day

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**July 15 | Monday, 4:00pm**

Deadline for Submitting Final Grades  
and Attendance

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**July 25 | Thursday**

Official Summer Graduation Date

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**SUMMER D**

(June 3 to July 25, 2024)

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**June 3 | Monday**

First Day of Classes

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**June 3-4 | Monday – Tuesday**

Schedule Adjustment

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**June 5 | Wednesday**

“W” Withdrawal Period Begins

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**June 6 | Thursday**

Deadline for July Graduation  
Applications

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**June 10 | Monday**

Attendance due by 4pm

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**June 27 | Thursday**

Last Day to Drop an Individual Course  
Last Day to do a Faculty Withdrawal

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**June 28 | Friday – July 24 | Wednesday**

Total Withdrawals Only

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**July 4 | Thursday**

Independence Day, College Closed

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**July 24 | Wednesday**

Last Class Day, Last Day to Totally  
Withdraw from Summer D

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**July 25, | Thursday**

Final Examination Day, Official Summer  
Graduation Date

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**July 29 | Monday, 4:00pm**

Deadline for Submitting Final Grades  
and Attendance

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# 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 lifelong learning, encouraging engagement in civic activities, and fostering achievement of common goals through teamwork.

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

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

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

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

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

## History

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

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

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

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

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

# Governing & Advisory Committees 2022-2023

## West Virginia Council for Community and Technical College Education

Christina Cameron, Chair  
Robert L. Brown, Vice Chair  
Steve Roberts, Secretary  
William (Bill) Baker  
Kenneth Boggs  
Clinton Burch  
Mike Graney  
Andrew Payne III  
Tracy Miller  
John J. Sorrenti  
Harry Keith White  
Dr. Sarah Tucker, Chancellor

## Mountwest Community & Technical College Board of Governors

David Earl Chair  
Melvin Miller, Vice Chair  
Jeffrey Blatt, Secretary  
Thomas Gibson  
Jeffrey Goad  
Dinah Ledbetter  
Anthony E. Martin  
Mark Morgan  
Joshua Jett, Student Representative  
Erin Rich, Faculty Representative  
Stacy Carroll, 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 2023-2024 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  
Graphic Design  
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  
Surgical 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](http://www.hlcommission.org) | [info@hlcommission.org](mailto: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](mailto:info@cahiim.org)  
[www.cahiim.org](http://www.cahiim.org)

## Medical Assistant

Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19N, Suite 158,  
Clearwater, FL 33763  
P: (727) 210-2350 | [mail@caahep.org](mailto:mail@caahep.org)  
[www.caahep.org](http://www.caahep.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](mailto:mail@caahep.org)  
[www.caahep.org](http://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](http://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](mailto:accreditation@apta.org)  
[www.captionline.org](http://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](http://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](http://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](mailto:mail@jrcert.org)  
[www.jrcert.org](http://www.jrcert.org)

## Respiratory Therapy

Committee on Accreditation for Respiratory Care (Collins only)  
PO Box 54876 Hurst, TX 76054-4876  
P: (817) 354-8519  
[www.coarc.com](http://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 copy- right 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

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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 Institutional Advancement and Human Resources, Room 101VB, Mountwest Community & Technical College, One Mountwest Way, Huntington, West Virginia, 25701 or call (304) 710-3501.

## Family Educational Rights and Privacy Act (FERPA)

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

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

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for

# General Policies

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 Vice President of Institutional Advancement and Human Resources, Suite 101V, Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701 or call (304) 710-3401.

## 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. Staff are expected to work from home.

**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 at the main campus location. Employees work from home until required to report in office.

**Remote Learning or Online Learning:** Classes will be conducted virtually or alternative assignments will be provided.

**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 your student email. 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.

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

## Ethical Recruitment of Students including Military

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

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

# General Policies

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 or 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.)

## 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 under a separate academic dishonesty policy. A full statement on student academic dishonesty can be found in the Academic Definitions & Procedures section of the catalog.

## Filing a Complaint

If a student, employee, or another parties wishes to file a complaint alleging misconduct, the complaint must be submitted to the Vice President of Student Services in the One Stop. Please note that anonymous complaints will be reviewed, however because a respondent is entitled to certain due process, including the right to confront his/her accuser, the College's ability to address alleged misconduct reported by anonymous sources is significantly limited.

## Violation Penalties

The typical penalties for violation of student behavior and college conduct requirements are restitution, disciplinary warning, disciplinary probation, suspension, and expulsion, however other actions may be taken when appropriate. 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

# Student Code of 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.

**Other-** As appropriate, other disciplinary measures may be taken so long as it is appropriate when considering all of the facts of a violation and ensures the security and safety of

the College.

For instance, a student may be sanctioned to only take online courses, be prohibited from on campus events, etc., depending upon the conduct.

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.

Additional interim measures may be taken to protect the safety and well-being of person(s) involved, such as interim suspension, no contact directives, or other accommodations.

## Initial Resolution Process for Student Code of Conduct Violations (Non-Academic)

The purpose of the resolution and grievance procedure is to provide students at the college access to due process for resolving any concerns

related to their student rights.

**Step One:** Upon receiving a complaint regarding a violation of the Student Code of Conduct, the Vice President of Student Services, or his/her designee, will conduct an initial investigation to determine if a violation may have occurred. If it is determined that there is not a violation of the Code of Conduct, or the complainant requests a less formal process, the report may be resolved through an informal process, such as an educational conversation or mediation.

**Step Two:** The Vice President or his/her designee will review all facts associated with the alleged violation, such as complaints received. Complainants, witnesses, and respondents may all be interviewed, and evidence may be reviewed and compiled at this time. If it is determined that a violation could have occurred, notification will be sent and another meeting will be scheduled.

**Step Three:** The student alleged of the misconduct will be notified, in writing, either electronically, in person, via mail, or a combination of the methods, of the alleged violations. When sent electronically, the notice will be sent to the Mountwest email account of the student. The notice will contain the accusations, charges or action taken against the student, additional meeting instructions to further discuss the matter, and resources for the student conduct process,

# Student Code of Conduct

including the students rights and responsibilities, the right to an advisor, the right to a hearing, and the right to request their student file.

If the student does not wish to further discuss the alleged violations, admits responsibility, or does not otherwise want to move forward with a meeting, the VP must be notified in writing. Once notified, the VP will issue the appropriate sanction. If the student fails to attend the meeting without an advanced written notification, the VP is authorized to decide on responsibility and to issue sanctions.

Note: The standard of evidence used in determining a violation will be the preponderance of the evidence, meaning that the conduct violation is more probable than not.

**Step Four: Meeting** - The meeting is the student's opportunity to discuss the violations with the Vice President or his/her designee. After the meeting, an outcome letter will be sent to the student within 10 business days. The outcome letter will include the result of the investigation, the sanction(s) imposed upon the student, and list the appeal process. When possible and appropriate, the complainant(s) will receive a copy of this letter.

## Student Grievance Procedure for Student Code of Conduct Violations

If after the initial resolution process, the student wishes to grieve the decision issued, the student may request a hearing under the student griev-

ance procedure for Student Code of Conduct Violations. The appeal/hearing request must be received within 5 business days from the date that the outcome letter is sent. If the student does not request a hearing within this timeframe, the outcome decision will be final. Students are permitted to bring an advisor of their choice, at their own expense, to hearings, however the advisors will not be permitted to speak during the hearing. Any sanctions already imposed will stand until the conclusion of the hearing, unless the health, safety, and welfare would not be impacted by delaying the sanction.

**Step One:** The College will schedule a hearing within 10 working days of the request. If this is not possible, the College will notify the student of a timeframe that is reasonable to schedule the hearing.

**Step Two:** A hearing panel will be formed consisting of, at the very least:

- 1 faculty member
- 1 staff member
- 1 student

Members serving on the panel must be objective and uninvolved in the decision making of the imposed sanction.

**Step Three:** The hearing panel will organize a hearing, either in person or electronically. If the hearing is electronic, there must be a visual and audio component present from all participating parties.

**Step Four:** The College will send a notification of the hearing to the student requesting the hearing. The notice, at a minimum, must include the location, time, date, name of panel members (with an opportunity to challenge panel members), summary of the conduct violations and complaints received, rescheduling instructions, and further instructions for the student regarding the request of witnesses. When appropriate, the College will include copies of any materials made to make the initial decision.

**Step Five:** The hearing will commence, and will be recorded. The student may present any evidence on their behalf, including, but not limited to, papers, letters, photos, cards, tapes, etc. that are relevant to the misconduct alleged in the complaint. After the hearing, the hearing panel will make a written recommendation to the President for consideration. The recommendations will be to uphold, overturn, or modify the original decision. The President will make a final decision and notify the student in writing within 10 business days. Failure to attend the hearing without notification will not prevent the panel from making a decision.

- Step 6: Appeal - The student may appeal the decision of the hearing panel and President. An appeal is not a new hearing. Rather, the appellate review will be limited to a record of the original hearing and supporting documents. An appeal may only be requested on the basis of:
  - The hearing was not conducted fairly or in conformity with the prescribed College procedures. The appellant must show that any alleged bias or deviation from the process is likely to have adversely affected the outcome of the original hearing.
  - Sanctions imposed by the hearing body were substantially disproportionate to the violation(s) for which the student was found responsible.
  - New, substantive information, sufficient to alter the decision, exists and was clearly not known at the time of the original hearing.

An appeal may be requested in writing within 5 business days after the receipt of the decision by submitting a statement of appeal to the VP of Student Services. The appeal must include the grounds for the appeal, relief requested, and reason in support of relief requested.

After review of all appeal information, the Vice President for Academic Affairs will notify parties within 10 business days in writing of the decision.

The decision of the Vice President of Academic Affairs or his/her designee shall be final.

# 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
- Other (as appropriate)

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.

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

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

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

**Recording:** The Office of the Vice President for Academics, as well as the Office of Student

# Academic Definitions & Procedures

Services will maintain a file of academic dishonesty incidents.

## **Academic Appeals/Grievance Process:**

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 business days of the original incident.

### **Initiation of Institutional Academic Grievance Procedure**

**Step One**– If the grievance is not resolved

initially, the student shall present, in writing, the grievance to the appropriate Dean. If the grievance is directed against a Dean, the grievance shall be presented to that individual's supervisor. Notice of the institutional grievance must be given no later than 15 business 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 business 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 business 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 business days of receiving the Dean's referral, of neutral and objective individuals from the following representative groups: administrators, faculty members and staff 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 business 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 business 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 Forgiveness Policy

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

1. The student must not have been enrolled in college on a full-time basis during any semester or term in the last four consecutive years.
2. Only grades for courses taken at least four years prior to the request for academic forgiveness may be disregarded for graduation grade-point average computation.
3. To be eligible to apply for academic forgiveness, a student must be currently admitted to Mountwest Community & Technical College and enrolled.
4. Grades disregarded for graduation GPA computation remain on the student's permanent transcript.

5. The student applies for academic forgiveness by submitting an "Application for Academic Forgiveness" to the Mountwest Vice President for Student Services. The "Application for Academic Forgiveness" can be accepted, modified, or rejected upon submission. Upon request, a justification will be provided for any changes made to the application.

6. If the student applies for academic forgiveness, he/she must be aware that this is a Mountwest Community & Technical College procedure that may not be recognized by other institutions of higher education to which the student may transfer.

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

## Academic Residence Requirements

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

## Academic Probation and Suspension Policy

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

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

# Academic Definitions & Procedures

**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:

GPA Hours times 2 = X;

X – Quality Points = Quality Point Deficit.

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

$$48 \times 2 = 96$$

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

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

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

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

## Class Attendance

It is Mountwest Community & Technical College's view that each instructor evaluates the importance of student class attendance. In the

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

## Definitions of Excused Absences

**Excused absences fall into five categories:**

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

# Academic Definitions & Procedures

## 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 academ-

ic 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 Specialist/Advisor in the Mountwest One Stop. Probation students also are limited in the number of credit hours they can take each semester and may be subject to financial aid loss.

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

## Assessment

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

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

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

## Auditing Courses

Audit students enroll only for the purpose of refreshing or acquainting themselves with the material offered in the course. Students may audit a course when space is available in the class



# Academic Definitions & Procedures

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:

- 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,

# Academic Definitions & Procedures

trigonometry or calculus

- Natural Science – 8–10 hours

Lab science including biology, chemistry, geology,

physics, or physical science

- Social Science – 9 hours

History, political science, psychology, sociology, or economics with no more than six hours from any one area.

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

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

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

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

For additional questions and/or information

contact:

Jamie Bayne

Phone: (304) 710-3465, E-mail: [bayne@mctc.edu](mailto:bayne@mctc.edu)

## College Course Challenge Exams (CCCE)

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

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

Prior learning is learning that may have taken place in other settings of a student's life, perhaps during military service, independent studies, volunteer or community services, on-the-job training, or industrial certifications and licenses a student

has achieved. Any of these could qualify as college level learning and could qualify a student to receive college credit, which could shorten the requirements needed to obtain a college degree.

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

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

For additional questions and/or information contact:

Michael McComas

E-mail: [mccomas2@mctc.edu](mailto:mccomas2@mctc.edu)

## Credit Hour

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

semester hour of credit.

## Course Delivery

- **Blended Course** is a course in which both credit and noncredit students are enrolled in the same section during any semester. Non-credit students are not required to submit and write papers or take exams. Noncredit students must register and pay associated fees for the class through continuing education.

- **Hybrid Course** is blend face-to-face learning with online learning. Instead of attending all class meetings on campus, students in hybrid courses attend some classes in-person (on campus) and “attend” some classes online, similar to an online course. (See description above.) How much of the course is in-person versus online is specified by a percentage for that specific class, and this percentage may differ between hybrid courses. For instance, if the hybrid class is specified to be 50% online, then students would meet half of the time in-person for class meetings on campus — as determined by the course schedule — while completing the remaining half of the course online as they would in a fully online course. Hybrid courses are not self-paced, and they have some on-campus requirement.

- **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.

- **Live Remote Course** is when students in live remote classes will experience and participate in a live, virtual classroom through a video-conferencing software, such as Zoom or Teams. Class meetings will be held “virtually” at specified days and times. To join the class, you will simply click on the link provided by your instructor. You may be required to turn on your webcam and/or microphone to participate in class discussions, so classmates can see and hear you as they would in a traditional face-to-face class. “In-class” learning activities may include group work in “breakout rooms” and participating in polls to facilitate discussions and/or gauge prior knowledge. Homework and other class assignments will be completed outside of this class time. Live remote courses are not self-paced, and even though they have no on-campus requirements, they do have synchronous requirements where you are required to login and participate at specific days and times.

- **Flex course** is when students will have the option to attend class virtually (using video conferencing software) or attend in-person, except when in-person activities are required by the instructor. These course are not self-paced, and each student’s decision regarding whether to attend virtually or in-person will determine their experience for any given class:

If they choose to attend virtually, they will experience a live remote class (as described above) where some of their classmates may be attending in-person.

If students choose to attend in-person, they will experience a face-to-face class where some of their classmates may be attending virtually.

## 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

# Academic Definitions & Procedures

may be repeated only once under this rule, and the repeat must be done prior to completion of the degree.

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

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

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

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

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

## Dean's List

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

## Degree Program

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

## Developmental Courses

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

## Grade Information and Regulations

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

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

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

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

## Graduation

Students must apply for graduation at the beginning of the semester or term in which they intend to complete graduation requirements, 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 101 or equivalent
- Have a minimum of the last 15 col-

# 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 Specialists/Advisor placing students in courses that are at an appropriate level and delivered via the appropriate modality; (2) both advisors and instructors referring students to support services as needed; (3) instructors and advisors 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.



## 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;
- Information about courses, programs, occupations, and the world of work;

- Referrals to other campus resources;
- Course scheduling and registration workshops.

Students can get advising help by calling (304) 710-3140 or by visiting the One Stop Center, or by emailing [advising@mctc.edu](mailto:advising@mctc.edu). The One Stop Center is open Monday through Thursday from 8:00 a.m. to 5 p.m and Fridays from 8:00am-3:00pm.

## Office of Accessibility - Student Services

The Accessibility Services Office 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 Jesseka Bush at 304-710-3427 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

The Tutoring Center, located in Room 342 on the main Mountwest campus, provides a positive learning environment, services, and resources designed to empower students to become successful, independent learners.

A staff of tutors and instructors collaborate to assist Mountwest Community & Technical College students in meeting academic demands through better understanding of subject matter. Instructors help students find their own answers for continued academic growth. The Tutoring Center provides guidance for under-prepared students to prepare, prepared students to ad-

# Student Resources & Services

vance, and advanced students to excel.

The Tutoring Center offers drop-in tutoring and study groups for all math students.

In addition to working with instructors, students have access to computers and videos to assist in building academic skills and refreshing existing skills. Students enrolled in MAT 099 courses are required to attend study sessions in the Tutoring Center.

For students requesting assistance with additional classes, the Tutoring Center's study mentors and tutors offer free academic support and organizational assistance.

To request a 50-minute session with a study mentor or tutor, please stop by the Tutoring Center to complete a request form or contact [hallk@mctc.edu](mailto:hallk@mctc.edu) at 304-710-3443.

## 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. Peer coaches serve as recruitment representatives, or ambassadors, for the entire college, promoting more than 50 pro-

grams and various support services. Located in room 103 our peer coaches are available during normal business hours.

## Mental Health Counseling

**On Campus Services** - Mountwest currently partners with Imagine Counseling Services, located in Huntington, WV, to offer Counseling Services to our students. The hours of operation for counseling are Mondays from 9am-2pm, and Wednesdays from 12pm-5pm. For more information, or to schedule an appointment, please contact [counseling@mctc.edu](mailto:counseling@mctc.edu).

## Maternity Room

Located in Rm G15A, mothers in need of a private space for pumping breast milk while on campus may access our Maternity Room.

## FREE Feminine Hygiene Products

All family and women restrooms are supplied with free feminine hygiene products for the use of our students.

## Food Pantry

Students have unlimited access to our food pantry, located on the ground floor. During normal business hours, the pantry is open to students to grab anything they may need, 100% confidentially.

## Bus Passes

Mountwest has a bus pass program. Students in need of transportation assistance should contact Tereka Eanes at [eanesl@mctc.edu](mailto:eanesl@mctc.edu).

## 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.

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

- American Sign Language Club
- Book Club
- Drone Club
- Early Education Student Association
- Faith Fellowship Club
- Gaming Club
- Legal Studies Club
- Phi Theta Kappa
- Physical Therapist Assistant Club
- Pride Society
- Massage Therapy Club
- Veterinary Technology Club

# Campus Activities

## Admissions Information

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

## Admissions Policy

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

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

### A. General Admissions Information

Applicants should contact the Mountwest Community & Technical College Office of Admissions for application information. Applicants may also download an application for admission at [www.mctc.edu](http://www.mctc.edu) (Select either the online or printed version of admissions form for submission). 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. Transcripts must be from a regionally accredited institution to receive credit. Receipt of transcripts will not discriminate against admission.

- Control and administration of this admissions policy rests with the Mountwest Community & Technical College Office of Student Services.

### C. Students Seeking Readmission

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

and must be printed, completed, and sent to the Mountwest Office of Admissions and Recruitment.

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

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

## D. Transfer Policy

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

- Mountwest Community & Technical College must receive official transcripts from a regionally accredited college 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

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

# Admissions Procedure

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 101	Written Communication
MAT 130	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):

**C. 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.

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.

## **D. Veterinary Technician Program**

This program is a selective admissions program. Students are required to submit a veterinary technology program application in addition to applying to the college. Students may find this application on our webpage or feel free to contact program faculty.

\*Applications for fall start will be available in Jan of the application year and due at the beginning of May.

\*Applications are only valid for the current academic year.

## **2. AAS in Machinist/CNC Technology**

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



### 3. Associate in Applied Science in Welding Technology

students must apply for admission to the Robert C. Byrd Institute for Advanced Flexible Manufacturing and successful candidates will be invited for a personal interview.

### 4. Off-Campus Programs:

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

### 5. Associate in Applied Science in Utility Construction

Program Admission Requirements:

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

Students will be scheduled to complete a background check and a pre-employment drug screening prior to beginning classes. Students must pass the drug screening and background check as outlined by the company employing the student for the on-the-job training component in order for the student to participate in the program. Random drug screenings are a condition of continued employment.

### 6. Aviation Maintenance Program

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.

The Aviation Program requires the following additional admission requirements:

Test Scores

- SAT: Writing 480, Math 510 or higher
- ACT: Writing 18, Math 19 or higher
- Accuplacer: Writing 250, Math 250 or higher

Students will be required to pass a FBI background check and undergo airport badging and safety training.

### 7. St. Mary's Respiratory Care Program

All applicants must be a graduate of an accredited high school or have a high school equivalent through GED testing. Students who have fewer than 12 hours of college credits are required to have taken the ACT examination.

#### PROCEDURE:

Applicants who have completed at least twelve (12) college credit hours must have:

- A minimum of C on each required non-respiratory course completed
- An overall 2.0 GPA (C average) or better on ALL courses completed

- An overall 2.0 GPA on all courses completed at Mountwest Community & Technical College

- Taken twelve (12) college semester credit hours at the 100 level or above for a grade

GED applicants must:

- Meet the criteria for GED admission as stated in the Mountwest Community & Technical College undergraduate catalog

- Have completed at least twelve (12) college credit hours at the 100 level and earned grades of C or above

- Meet criteria for applicants who have completed at least 12 college credit hours

# Admissions Procedure

**St. Mary's SORC & MCTC** will accept college-level course credits earned at regionally accredited post-secondary institutions that can be transferred to Mountwest Community and Technical College.

All requested transfer credits will be assessed and acceptance of students with prior learning credentials demonstrated by coursework grades or exams. The movement of academic course credits from one college to another is usually a manual process requesting transcripts and the petition for credit.

Transfer credit is subject to the approval of the Division Dean and Program Director 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 and 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 and 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 and Program Director 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 fifteen (15) credit hours at Mountwest Community & Technical College to obtain an associate degree, or their most recent 6 credit hours at Mountwest Community and Technical College to obtain a certificate degree. St. Mary's SORC & Mountwest Community & Technical College reserves the right to suspend or expel any student who misrepresents the truth on any admissions document.

- Applicants who wish to transfer from another Respiratory Care Program to the St. Mary's SORC/MCTC co-operative Respiratory Care Program must:

- 1) Meet all current admission requirements
- 2) Apply at least two months prior to the expected date of enrollment
- 3) Notify the Program Director/Coordinator in writing, stating the anticipated entry date and reason for transfer
- 4) Provide evidence of successful completion of previous core Respiratory Care courses from a CoARC-accredited program
- 5) Provide a letter from the Program Director stating that the student is in good academic and clinical standing and is eligible to return to the Respiratory Care program they wish to transfer from
- 6) Acceptance of any transfer student will be dependent upon available resources.
- 7) Requirements for consideration of acceptance into the Advanced Placement sequence will be the same as for those students applying to the first semester of the program.

Acceptance of Advanced Placement students will be dependent upon available resources.

### 3. Associate in Applied Science in Welding Technology

students must apply for admission to the Robert C. Byrd Institute for Advanced Flexible Manufacturing and successful candidates will be invited for a personal interview.

### 4. Off-Campus Programs:

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

### 5. Associate in Applied Science in Utility Construction

**Program Admission Requirements:**

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

Students will be scheduled to complete a background check and a pre-employment drug screening prior to beginning classes. Students must pass the drug screening and background check as outlined by the company employing the student for the on-the-job training component in order for the student to participate in the program. Random drug screenings are a condition of continued employment.

### 6. Aviation Maintenance Program

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Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

The Aviation Program requires the following additional admission requirements:

**Test Scores**

- SAT: Writing 480, Math 510 or higher
- ACT: Writing 18, Math 19 or higher
- Accuplacer: Writing 250, Math 250 or higher

Students will be required to pass a FBI background check and undergo airport badging and safety training.

### Application Process

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

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

Students with a high school diploma or General Education

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

**Full- and Part-Time Students**

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

### Application Fees

There is no fee to apply to Mountwest Community & Technical College. If a student does not attend that academic year, the student must reapply. .

**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).

# Special Admission Information

## 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 the Testing Center 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 G14. Currently admitted students requesting to take placement testing are required to get permission for testing from their advisor prior to scheduling their appointment with the testing center at [testingcenter@mctc.edu](mailto:testingcenter@mctc.edu). Students not currently admitted to Mountwest may request placement testing during the admissions and registration process.

For more information on placement testing, or

	Course Placement	Accuplacer	ACT	SAT
Math				
	MAT 120,	250+	19+	510+
	MAT 130	260+	21+	530+
Writing				
	ALPS	200 – 249	15 – 17	440 – 470
	ENL 101	250 – 300	18+	480+

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

MAT 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.

## 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. 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](mailto:admissions@mctc.edu)

## Request Documents

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

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

Contact: Office of Student Services

One Stop Area  
304-710-3060 or 866-676-5533  
[admissions@mctc.edu](mailto:admissions@mctc.edu)

## Apply for Financial Aid

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

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

Contact: Office of Financial Aid

One Stop Area  
304-710-3370 or 866-676-5533  
[ofa@mctc.edu](mailto:ofa@mctc.edu)

## Register for Classes

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

## Print Your Schedule

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

## Confirm Financial Aid Award

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

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

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

## Buy Your Books

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

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

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

## Pay Your Tuition

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

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

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

## Activate Your BankMobile Account

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

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

## Important Dates

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

# Tuition & Fees

## Tuition and Fees

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

## Payment of Fees

Tuition and fees are due and payable to the College in accordance with the due dates shown on any student billing statement, along with any due date posted in the Office of Student Accounts, 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 and subject to late and reinstatement fees, 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 postcard reminders before the date in which tuition is due for the term; however, all billing after such time will only be available electronically through myMCTC. 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 a third-party sponsor from which an authorization has been received or 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 are 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 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 or placed onto a special repayment plan contingent upon satisfactory academic and repayment progress.
- Students may file an appeal with the Registrar to dispute an “Administrative-Nonpayment of Enrollment” withdrawal.

## Refund Procedures

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

Refunds may occur when:

- Students are denied admission, declared academically ineligible to return, or are unable to return for medical reasons. Students who are unable to return due to medical reasons 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 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 up to 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

# Tuition & Fees

## Fall 2023- Summer 2024

Students are assessed prorated base tuition and

fees up to the 12-hour cap regardless of loca-

tion 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.

\* Metro counties include the following:

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

Kentucky: Carter, Elliot, Floyd, Greenup, Johnson

Kentucky Reciprocity counties assessed at WV

Resident rates include the following:

Boyd, Lawrence, Martin and Pike - Students living in eligible Kentucky Reciprocity counties must coordinate

with the Office of Financial Aid to validate eligibility status.

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

	Base Fees (Per Credit Hour)	Program Fees (Per Credit Hour)		Full-Time (12+ Hours)
		6 Credits or less	7 Credits or more	Base Including Program Fees
WV Resident				
Allied Health (General)	\$ 200.75	\$ 75.00	\$ 150.00	\$ 2,559.00
Respiratory Therapy	\$ 200.75	\$ 800.00	\$ 1,600.00	\$ 4,009.00
Surgical Technology	\$ 200.75	\$ 150.00	\$ 300.00	\$ 2,709.00
Applied Technology (General)	\$ 200.75	\$ 50.00	\$ 100.00	\$ 2,509.00
Aviation Maintenance	\$ 200.75	\$ 200.00	\$ 400.00	\$ 2,809.00
Utility Construction	\$ 200.75	\$ 175.00	\$ 350.00	\$ 2,759.00
Career & Technical (General)	\$ 200.75	\$ 50.00	\$ 100.00	\$ 2,509.00
Metro*				
Allied Health (General)	\$ 342.00	\$ 75.00	\$ 150.00	\$ 4,254.00
Respiratory Therapy	\$ 342.00	\$ 800.00	\$ 1,600.00	\$ 5,704.00
Surgical Technology	\$ 342.00	\$ 150.00	\$ 300.00	\$ 4,404.00
Applied Technology (General)	\$ 342.00	\$ 50.00	\$ 100.00	\$ 4,204.00
Aviation Maintenance	\$ 342.00	\$ 200.00	\$ 400.00	\$ 4,504.00
Utility Construction	\$ 342.00	\$ 175.00	\$ 350.00	\$ 4,454.00
Career & Technical (General)	\$ 342.00	\$ 50.00	\$ 100.00	\$ 4,204.00
Non-Resident				
Allied Health (General)	\$ 500.17	\$ 75.00	\$ 150.00	\$ 6,152.00
Respiratory Therapy	\$ 500.17	\$ 800.00	\$ 1,600.00	\$ 7,602.00
Surgical Technology	\$ 500.17	\$ 150.00	\$ 300.00	\$ 6,302.00
Applied Technology (General)	\$ 500.17	\$ 50.00	\$ 100.00	\$ 6,102.00
Aviation Maintenance	\$ 500.17	\$ 200.00	\$ 400.00	\$ 6,402.00
Utility Construction	\$ 500.17	\$ 175.00	\$ 350.00	\$ 6,352.00
Career & Technical (General)	\$ 500.17	\$ 50.00	\$ 100.00	\$ 6,102.00



# 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 Programs Certification Exam Fee	\$ 150.00
Allied Health Programs Accreditation Exam Fee	\$ 250.00–340.00
Advance Safety Techniques	\$ 76.00
Aviation Maintenance Technology per credit hour	\$ 275.00
Deckhand	\$ 400.00
EME/PAR	\$ 158.00
Life Sciences	\$ 53.00
Life Sciences (Online)	\$ 100.00
Machinist/Welding per credit hour	\$ 175.00
MAS Capstone	\$ 195.00
Medical Transcription	\$ 420.00
Physical Therapy Asst	\$ 53.00
Physical Therapy Asst [Clinical]	\$ 63.00
PTA Capstone	\$ 195.00
Tankerman	\$ 400.00
Transportation Technology	\$ 32.00

## Lab Fees

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

## Other Fees

Background Check Fee - Allied Health	\$ 125.00
Background Check Fee - Early Childhood Education	\$ 125.00
Background Check Fee - Physical Therapy Assistant	\$ 125.00
Background Check Fee - Veterinary Technology	\$ 125.00
Class Schedule Reinstatement Fee	\$ 25.00
Credit by Exam Fee-per course	\$ 40.00
Diploma Replacement Fee	\$ 20.00
Equivalent Credit Evaluation/Posting Fee (per credit hour)	\$ 10.00
Graduation Fee	\$ 50.00
ID/Payment Card Replacement Fee	\$ 20.00
IT Repair & Certification Test Fee	\$ 200.00
Late Payment Fee	\$ 50.00
Student Reinstatement Fee	\$ 50.00
Microsoft Office Systems(MOS)-Certification Exam	\$ 75.00
Off Campus Fee (per credit hour)	\$ 10.00
Online Course Fee *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](http://www.mctc.edu/paying-for-college/tuition-fees).

## First Steps to Apply for Financial Aid

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

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

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

## Need-Based Aid

Types of financial assistance:

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

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

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

## Financial Assistance Programs at Mountwest Community & Technical College

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

**Federal Supplemental Educational Opportunity Grant (SEOG)** – (available to full- and part-time students).

Priority is given to Pell Grant recipients. Applicants must complete the FAFSA.

## Federal Work Study

Under the Federal Work Study Program, eligible students enrolled at least half-time can work part-time to earn money for educational purposes. Students earn at least the current federal minimum wage and can work until the total amount reaches a preset level. Applicants

must complete the FAFSA. Employment and/or positions are not guaranteed for all those who qualify or for all those who apply. Priority is given to students in on-campus, community service, and literacy program positions. Mountwest Community & Technical College has a separate application process as funds are limited. See Mountwest Community & Technical College's Office of Financial Aid for details.

## Federal Student Loans

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

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

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

# Financial Aid

borrowers are required to complete a Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov).

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

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

## 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.cfww.com/Financial\\_Aid\\_Planning/Scholarships/Scholarships.aspx](https://secure.cfww.com/Financial_Aid_Planning/Scholarships/Scholarships.aspx), or by calling toll-free: 1-877-987-7664.

WVInvests - Some students may qualify for WVInvests, a last dollar in financial assistance program. To see if you meet the requirements, students are encouraged to visit <https://www.collegeforwv.com/programs/invest-grant/>

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

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

## 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](http://www.mctc.edu)

West Virginia Higher Education Policy Commission  
[www.wvhepc.edu/](http://www.wvhepc.edu/)

FAFSA - [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

FSA ID - [fsaid.ed.gov/npas/index.htm](http://fsaid.ed.gov/npas/index.htm)

FSA Programs - [studentaid.ed.gov/sa/](http://studentaid.ed.gov/sa/)

Direct Stafford Loans  
[studentloans.gov/myDirectLoan/index.action](http://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/ (304) 710-3370

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

## GI BILL INFORMATION

- Post 9/11 GI Bill (Chapter 33) – Pays for tuition, fees, books, and cost of living based on BAH rate for an E5 with dependents. This benefit is based on the amount of active duty served after 9/11.
- Montgomery GI Bill (Chapter 30) and Montgomery GI Bill-Selected Reserve (Chapter 1606) – Pays a monthly living allowance.
- Reserve Educational Assistance Program (Chapter 1607) – Pays a monthly living allowance based on the longest active duty deployment. If you have deployed three or more times for a combined service of at least 36 months, reservists may qualify for the maximum payment for this benefit. This is the only time a combination of combat tours under this chapter is authorized.
- Dependents Educational Assistance Program (Chapter 35) – Pays a monthly living allowance.
- Vocational Rehabilitation (Chapter 31) – An employment benefit that is available for Service Connected Disabled Veterans. If approved for college as part of a VOCREHAB plan, this benefit pays 100% tuition, fees, books, a monthly living allowance (based on you and your number of dependents) and a stipend for needed school supplies.

## SEVEN SIMPLE STEPS TO GETTING STARTED

1. Obtain your military transcripts.
  - For the Army, Navy, Coast Guard, and Marines, go to: <https://jst.doded.mil/jst/>
  - For the Air Force, go to: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>
2. Email Transcripts to [beanes@mctc.edu](mailto:beanes@mctc.edu) for a credit evaluation. You will need to provide your email address, phone number, and mailing address.
3. Apply to Mountwest Community and Technical College using this link: <https://www.mctc.edu/getting-started/>
4. Apply for education benefits. You should fill out both of the following applications to maximize financial assistance:
  - GI Bill – <https://www.va.gov/education/>
  - Federal Financial Aid: <https://studentaid.gov/h/apply-for-aid/fafsa>
5. Contact your School Certifying Official (SCO) at [beanes@mctc.edu](mailto:beanes@mctc.edu) to register for your first term of classes.
6. Check status of financial assistance.
  - Federal Tuition Assistance – contact the Education Officer for your unit
  - State Tuition Assistance (Guard) – contact your Army/Air Guard Education Service Officer
7. Once you have completed the above steps, fill out this form for certification of your benefits at Mountwest: <https://www.mctc.edu/veterans-certification-request/>



# 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

Shanice Wooding

Phone: (304) 710-3376 • E-mail:

[wooding2@mctc.edu](mailto:wooding2@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) 710-3414 for more information on these and other training programs offered at Mountwest Community & Technical College. Or visit [www.mctc.edu](http://www.mctc.edu) for more information on current course schedules, costs, or a complete listing of professional development and personal enrichment classes.

## Customized Training

The college provides customized training to business and industry. It proactively assists business in identifying organizational goals, training needs, and appropriate solutions to keep pace with changes. Cost-effective training is provided by Mountwest Community & Technical College faculty or contracted training specialists at a time and place convenient to the customer.

## Industry-Recognized Skill Set Training and Certifications

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



Find the  
*right career* for you.

## PROGRAMS OF STUDY

[mctc.edu/programs](http://mctc.edu/programs)

## Allied Health

AAS Health Information Technology

AAS Health Science

AAS Massage Therapy

AAS Medical Assistant

CAS Medical Assistant

AAS Paramedic Science

CAS Paramedic Science

AAS Pharmacy Technician

CAS Pharmacy Technician

AAS Physical Therapy Assistant

AAS Radiology Technology (Collins)

AAS Respiratory Therapy (St. Mary's)

AAS Respiratory Therapy (Collins)

AAS Surgical Technology (Technical Studies Degree) (Collins)

AAS Surgical Technology (Mountwest)

AAS Veterinary Technology

CAS Allied Health Occupations

CAS Certified Coding Specialist

CAS Health Professions

CAS Healthcare Data Management

Skill Set: Community Pharmacy

Skill Set: EMT

### **Applied Technology**

AAS Aviation Technology

AAS Biomedical Instrumentation Technology

AAS Electronics Technology

Advanced Automation Concentration

AAS Machinist/CNC Technology

CAS Machinist Technology

AAS Welding Technology

CAS Welding Technology

Skill Set: CNC Machinist

Skill Set: CNC Operator

Skill Set: Manual Machinist

### **Business**

AAS Accounting

CAS Bookkeeping

AAS Banking & Finance

AAS Management Technology

Business Administration Concentration

Call Center Supervision Concentration

Industrial Management Concentration

Hospitality Management Concentration

### **Human Services**

AAS Alcohol & Drug Counseling

CAS Addiction Studies

AAS American Sign Language

CAS Deaf Studies

AAS Early Childhood Education

CAS Assistant Teacher

### **General Studies & Transfer**

AA General Studies/Transfer Studies

Elementary Education Concentration

Behavioral Science Concentration

Media Studies Concentration

Secondary Education Social Studies Concentration

Social Work Concentration

AS General Studies/Transfer Studies

Health Professions Concentration

### **Culinary & Hospitality**

AAS Culinary Arts

CAS Culinary Arts

### **Information Technology**

AAS Graphic Design

AAS Information Technology

Game Development Concentration

Network and Cloud Systems Administration Concentration

Network Systems Cybersecurity Concentration

Network Systems Security Concentration

Network Systems Administration (Microsoft) Concentration

Mobile Application Development Concentration

AAS Multimedia Design

CAS Information Technology

CISCO Certified Network Associate Concentration

Microsoft Certified Solutions Expert Concentration

Microsoft Certified Solutions Associate Concentration

Microsoft Certified System Expert Concentration

### **Legal Studies**

AAS Criminal Justice

AAS Paralegal Studies

CAS Legal Support

### **Non-Traditional Degrees**

AAS Board of Governors

AAS Occupational Development

AAS Technical Studies

CAS Technical Studies

AAS Utility Construction

CAS Utility Construction

### **Transportation**

AAS Transportation Technology

Intermodal Management Concentration

Maritime Concentration

CAS Maritime



## **Allied Health**

AAS Health Information Technology

AAS Health Science

AAS Massage Therapy

AAS Medical Assistant

CAS Medical Assistant

AAS Paramedic Science

CAS Paramedic Science

AAS Pharmacy Technician

CAS Pharmacy Technician

AAS Physical Therapy Assistant

AAS Radiology Technology (Collins)

AAS Respiratory Therapy (St. Mary's)

AAS Respiratory Therapy (Collins)

AAS Surgical Technology (Technical Studies Degree)  
(Collins)

AAS Surgical Technology (Mountwest)

AAS Veterinary Technology

CAS Allied Health Occupations

CAS Certified Coding Specialist

CAS Health Professions

CAS Healthcare Data Management

Skill Set: Community Pharmacy

Skill Set: EMT

**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:**

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

**Admission Requirements:**

1. Completion of the first year of course work with a grade point average of 2.5 or above with a grade of at least C in all courses.
2. Applications will be accepted from January 1 of each year for the upcoming fall semester. Admission to the program will be granted starting in May. This is a limited enrollment program.
3. Students seeking admission into the Health Information Technology program must arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection. 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](mailto: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 120	Applied Professional Math <sup>12</sup>		3				
ENL 101	Written Communication <sup>11</sup>		3				
HIT 201	Health Information Tech I		3				
HINF 101	Intro to Health Informatics		3				
			15				
AH 216	Basic Pharmacology <sup>1</sup>		3				
HIT 202	Health Information Tech II		3				
BIOL 257/259	Principles of Anatomy & Physiology and Lab		4				
COM 125	Interpersonal Communication		3				
HIT 206	Healthcare Statistics <sup>6</sup>		3				
			15				
AH 205	Principles of Disease <sup>2</sup>		3				
HIT 205	ICD-10-CM Diagnostic Coding I <sup>3</sup>		3				
HINF 201	Analyzing Healthcare Data <sup>7</sup>		3				
HIT 210	Computer Health Information Systems		3				
PSYC 215	Lifespan Psychology		3				
			15				
AH 204	Legal and Ethical Issues in Healthcare		3				
HIT 207	ICD-10-CM/PCS Coding II <sup>8</sup>		3				
HINF 202	Enterprise HI Management <sup>9</sup>		3				
HIT 209	CPT-Procedural Coding <sup>4</sup>		3				
HIT 215	Healthcare Data Analytics <sup>10</sup>		3				
			15				
HIT 212	HIT Capstone <sup>5</sup>		3				
HIT 218	HIT Practicum		3				
			6				

**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.

<sup>1</sup> AH 216 has a prerequisite of AH 151

<sup>2</sup> AH 205 has a prerequisite of BIOL 257 or BIOL 260 and AH 151.

<sup>3</sup> HIT 205 has a prerequisite of BIOL 257/259

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

<sup>5</sup> HIT 212 has a co-requisite of HIT 218 and completion of all core curriculum

<sup>6</sup> HIT 206 has a prerequisite of HINF 101 and Math 100 (CR: MAT 099)

<sup>7</sup> HINF 201 has a prerequisite of HINF 101 and HIT 206.

<sup>8</sup> HIT 207 has a prerequisite of HIT 205.

<sup>9</sup> HINF 202 has a prerequisite of HINF 201.

<sup>10</sup> HIT 215 has a prerequisite of HIT 201 and HINF 201.

<sup>11</sup> ENL 101 requires placement in 100 level English or a corequisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

<sup>12</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

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

[www.mctc.edu](http://www.mctc.edu)

Mountwest Community & Technical College

03/03/2023

Academic Year 2023-2024

**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:**

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at [www.bls.gov/ooh/](http://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/](http://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                                  | • Radiology Technology  |
| • Clinical Laboratory (MLT, HT, Phleb) | • Respiratory Therapy   |
| • EKG Tech                             | • Surgical Technology   |
| • Massage Therapy                      | • Ophthalmic Technician |
| • Nursing (CAN, LPN, PCT, PCS)         | • Ultrasound            |
| • Pharmacy Technician                  | • 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](mailto:smithjan@mctc.edu)

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

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

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
BIOL 257	Intro to Anatomy and Physiology <sup>1</sup>		3				
IT 101	Fundamentals of Computers		3				
COM 112	Oral Communication		3				
ENL 101	Written Communication <sup>2</sup>		3				
MAT 120	Applied Professional Math <sup>8</sup>		3				
	General Education Elective		3				
	Humanities or Social Science Elective		3				
			21				
	<b>Please choose a minimum of 9 hours from the following:</b>						
AH 151	Medical Terminology (EDGE)		3				
AH 205	Principles of Disease <sup>3</sup>		3				
AH 207	Infection Control for Health Professionals <sup>4</sup>		3				
AH 216	Basic Pharmacology <sup>5</sup>		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 <sup>6,7</sup>		15-30				
	<b>HOURS REQUIRED FOR GRADUATION:60</b>						

### **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 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Student must earn a "C" or better in ENL 101 to graduate.
3. AH 205 has a prerequisite of BIOL 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.
8. MAT 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

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**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:**

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at [www.bls.gov/ooh/](http://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/](http://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 355 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](mailto:smithjan@mctc.edu) or

Mary Jo Perdue, LMT, BSPH  
Room 355  
Phone: 304-710-3519 or 1-866-N-ROLLED (1-866-676-5533)  
Email: [perduem@mctc.edu](mailto:perduem@mctc.edu)

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Massage Therapy <sup>1</sup> —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 (Edge)	F	3				
BIOL 257	Intro to Anatomy & Physiology	F	3				
COM 125	Interpersonal Communication	F	3				
IT 101	Fundamentals of Computers	F	3				
MAS 101	Intro to Massage Therapy (2 <sup>nd</sup> 8 weeks)	F	1				
			13				
BIOL 260	Human Anatomy	SP	4				
MAS 230	Kinesiology for MAS <sup>3,6</sup>	SP	4				
MAS 212	Body Works I for MAS <sup>3</sup>	SP	2				
MAS 212L	Body Works I for MAS Lab <sup>3</sup>	SP	1				
MAS 240	Muscle Palpation I <sup>3</sup>	SP	3				
			14				
MAS 228	Pathology and Pharmacology for MAS <sup>3</sup>	SU	3				
ENL 101	Written Communication <sup>2</sup>	SU	3				
			6				
MAS 201	Intro to Eastern Theory (1 <sup>st</sup> 8 weeks) <sup>3</sup>	F	2				
MAS 214	Body Works II for MAS <sup>3</sup>	F	2				
MAS 214L	Body Works II for MAS Lab <sup>3</sup>	F	1				
MAS 250	Shiatsu (2 <sup>nd</sup> 8 weeks) <sup>3,4</sup>	F	2				
MAS 245	Muscle Palpation II <sup>3</sup>	F	3				
MAS 255	Deep Tissue <sup>3</sup>	F	3				
			13				
MAS 222	Business and Ethics for MAS <sup>3</sup>	SP	3				
MAS 235	Student Clinical Integrative Massage <sup>3</sup>	SP	3				
MAS 270	Spa Theory for MAS <sup>3</sup>	SP	2				
MAS 275	MAS Board Review/Capstone <sup>3</sup>	SP	4				
MAT 120	Applied Professional Math <sup>5</sup>	SP	3				
			15				
	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.

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

<sup>2</sup> ENL 101 has a prerequisite of placement in 100-level English, or a co-requisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

<sup>3</sup> 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.

<sup>4</sup> MAS 250 has a prerequisite of MAS 201 and co-requisite of MAS 214, MAS 245, and MAS 255.

<sup>5</sup> MAT 120 has a prerequisite of placement in 100-level or minimum ACT Math score of 19 or SAT Math score of 510.

<sup>6</sup> BIOL 221 is an accepted substitute for MAS 230.

<sup>7</sup> COM 125 preferred, but COM 112 can be substituted.

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**Program Description:**

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

([www.caahep.org](http://www.caahep.org)), on recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Educational Programs

**Contact information:**

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763 (727)

210-2350 [www.caahep.org](http://www.caahep.org)

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

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

**Career Outlook:**

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

**Admission Requirements:**

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

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

1. Completion of the first year general and support courses with a 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](http://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](mailto:nance2@mctc.edu)

**Medical Assistant<sup>1</sup>—Major Code CM30**

<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology (EDGE)		3				
ENL 101	Written Communication <sup>2</sup>		3				
EME 105	First on Scene		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math <sup>3</sup>		3				
			15				
AH 220	Basic Nutrition		3				
BIOL 257	Intro to Anatomy & Physiology		3				
COM 125	Interpersonal Communications <sup>8</sup>		3				
IT 150	Application to Spreadsheets <sup>4</sup>		3				
PSYC 215	Lifespan Psychology		3				
			15				
AH 204	Legal & Ethical Issues in Healthcare <sup>2</sup>		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 <sup>5</sup>		3				
			16				
MA 202	Medical Assisting Tech II		4				
MA 203	Medical Lab Techniques		3				
MA 205	Medical Office Claims Procedure <sup>7</sup>		3				
MA 208	Medical Office Procedures II <sup>5</sup>		3				
			13				
MA 210	Medical Office Practicum <sup>6</sup>		3				
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.

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

<sup>2</sup> ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

<sup>3</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>4</sup> IT 150 has a prerequisite of IT 101 or IT 102.

<sup>5</sup> MA 208 has a prerequisite of MA 206.

<sup>6</sup> 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.

<sup>7</sup> MA 205 has a prerequisite of MA 204.

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

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**Program Description:**

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

([www.caahep.org](http://www.caahep.org)), on recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Educational Programs

**Contact information:**

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763 (727)

210-2350 [www.caahep.org](http://www.caahep.org)

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

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

**Career Outlook:**

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

**Admission Requirements:**

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

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

1. Physical exam with proper documentation of vaccinations, prior to practicum.
2. Applications are available on the MA page of the MCTC website or pick up in room 427.

For additional information about careers as a Medical Assistant, visit the American Association of Medical Assistants web site at [www.aama-ntl.org](http://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](mailto:nance2@mctc.edu)

**Medical Assistant Certificate<sup>1</sup>—Major Code CM31**

<b>Name:</b>					<b>ID Number 942-</b>		
<b>Educational Counselor:</b>							
<b>Faculty Advisor:</b>							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
MA 201	Medical Assisting Tech I		4				
MA 204	Physician's Office Med. Coding		3				
MA 206	Medical Office Procedures I		3				
BIOL 257	Intro to Anatomy & Physiology		3				
AH 216	Basic Pharmacology		3				
			16				
MA 202	Medical Assisting Tech II <sup>2</sup>		4				
MA 203	Medical Lab Techniques		3				
MA 205	Medical Office Claims Procedure		3				
MA 208	Medical Office Procedures II <sup>3</sup>		3				
			13				
MA 210	Medical Office Practicum <sup>4</sup>		3				
<b>HOURS REQUIRED FOR GRADUATION: 32</b>							

<sup>1</sup> All MA courses have a prerequisite of admission to the program, and High School diploma or GED.

<sup>2</sup> MA 202 has a prerequisite of MA 201.

<sup>3</sup> MA 208 has a prerequisite of MA 206.

<sup>4</sup> 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.

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# Paramedic Science AAS

Academic Year 2023-2024

Career & Technical Division

## 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:

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

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Mountwest Community & Technical College

Academic Year 2023-2024

03/20/2023



Paramedic Science <sup>1,2,3,4,5</sup> – Major Code CP 30							
Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
Fall (First) Semester							
BIOL 257	Principles of Anatomy & Physiology <sup>7</sup>		3				
BIOL 259	Principles of A & P Lab		1				
ENL 101	Written Communication <sup>8</sup>		3				
MAT 135	Technical Math <sup>9</sup>		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				
	Hours required for Graduation: 67						

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

<sup>2</sup> 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.

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

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> Students who are dismissed from the program may reapply the next time the program begins.

<sup>7</sup> 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.

<sup>8</sup> ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

<sup>9</sup> MAT 135 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

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## 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:

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

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Paramedic Science Certificate <sup>1,2,3,4,5,6,7,8</sup> —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				
<b>Hours Required for Graduation: 45</b>							

<sup>1</sup>Student 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.

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

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

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

<sup>5</sup>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 of EMT’s exam.

<sup>6</sup>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.

<sup>7</sup>Students who are dismissed from the program may reapply the next time the program begins.

<sup>8</sup>This program has built-in embedded computation and communication outcomes as developed by general education faculty

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[www.mctc.edu](http://www.mctc.edu)

Mountwest Community & Technical College

03/20/2023

Academic Year 2023-2024

**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](http://www.wvbop.com) and [www.ptcb.org](http://www.ptcb.org). Currently, the PTCE pass rate for program graduates is 42%.

**Career Outlook:**

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

**Admission Requirements:**

1. Completion of 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](mailto:ballard@mctc.edu)

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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 101 or ENL 131	Written Communication <sup>5</sup> or Business and Technical Writing <sup>5</sup>		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math <sup>6</sup>		3				
			18				
AH 205	Principles of Disease <sup>1</sup>		3				
AH 207	Infection Control Health Prof <sup>2</sup>		3				
PHT 201	Intro to Pharmacy Technician		3				
PSYC 215	Lifespan Psychology		3				
AH 204	Legal & Ethical Issues in Healthcare		3				
			15				
Second Year Registration Requirements “C” or better in all 1 <sup>st</sup> 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 - 1st 8 weeks		2				
PHT 250	Pharmacy Practice II <sup>3</sup> - 1st 8 weeks		3				
PHT 208	Sterile Products - 1st 8 weeks		2				
PHT 240	Point of Care - 1st 8 weeks		2				
PHT 290	Technician Experiential Training <sup>4</sup> 2nd 8 weeks		6				
			15				
	Hours Required for Graduation: 63						

<sup>1</sup> AH 205 has a prerequisite of BIOL 257 or BIOL 260.

<sup>2</sup> AH 207 has a prerequisite of AH 151.

<sup>3</sup> PHT 250 has a prerequisite of PHT 204.

<sup>4</sup> PHT 290 has a prerequisite of PHT 204, 206, 208, 216, 240, 250, 255, and 260.

<sup>5</sup> ENL 101 and ENL 131 have prerequisites of placement in 100-Level English or a corequisite of ENL 095. If a student takes ENL 101, they must earn a "C" or better to graduate.

<sup>6</sup> MAT 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

**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 a 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](http://www.wvbop.com) and [www.ptcb.org](http://www.ptcb.org). Currently, the PTCE pass rate for program graduates is 42%

**Career Outlook:**

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

**Admission Requirements:**

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

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

**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, and trainee 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](mailto:ballard@mctc.edu)

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

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
PHT 203	Pharmacy Law		3				
PHT 204	Community/Retail Pharmacy		3				
PHT 206	Pharmacy Calculations		3				
PHT 216	Pharmacology for PHT I		3				
MAT 120	Applied Professional Math		3				
			15				
PHT 205	Institutional/Hospital Pharmacy		3				
PHT 208	Intro to Sterile Products		3				
PHT 255	Pharmacy Technician Seminar		3				
PHT 290	Community/Retail Exp. Training <sup>2</sup>		3				
ENL 131	Business and Technical Writing		3				
			15				
	Hours Required for Graduation: 30						

<sup>1</sup> PHT 290 has a prerequisite of PHT 203, 204, and 216.

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## **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](mailto: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 2023-2024, the completion date would be no earlier than the spring of 2018 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:**

Adelle Nicholas, PTA  
Full Time PTA Program Faculty  
Room 449  
Phone 304-710-3524  
Email:  
[perkey4@mctc.edu](mailto:perkey4@mctc.edu)

Kelly Terry, DPT, MS  
Professor and Program Director / ACCE  
Room 451  
Phone: 304-710-3525  
Email: [odel18@mctc.edu](mailto:odel18@mctc.edu)

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Physical Therapist Assistant<sup>1</sup>,\*—Major Code CP 10

Name:

ID Number 942-

Educational Counselor:

Faculty Advisor:

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
BIOL 260	Human Anatomy <sup>2</sup>		4				
BIOL 265	Human Physiology <sup>2</sup>		4				
ENL 101	Written Communication <sup>3</sup>		3				
MAT 130	College Algebra <sup>9</sup>		3				
PSY 215	Lifespan Psychology		3				
	Total Semester Hours		17				
COM 112	Oral Communication		3				
BIOL 221	Structural Kinesiology <sup>4</sup>		4				
BIOL 245	Physiology of Exercise		3				
SCI 110	Introductory Physics <sup>5</sup>		4				
	Total Semester Hours		14				
PTA 100	Introduction to Physical Therapy <sup>1</sup>		3				
	Total Semester Hours		3				
PTA 110	Physical Therapy Modalities		2				
PTA 110L	Physical Therapy Modalities Lab <sup>6</sup>		1				
PTA 120	Patient Care Skills		3				
PTA 120L	Patient Care Skills Lab <sup>6</sup>		1				
PTA 130	Functional Anatomy and Procedures		3				
PTA 130L	Functional Anatomy and Proc. Lab <sup>6</sup>		1				
PTA 150	Clinical Practice I <sup>7</sup>		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 <sup>6</sup>		1				
PTA 230	Adult Rehabilitation		3				
PTA 230L	Adult Rehabilitation Lab <sup>6</sup>		1				
PTA 240	Clinical Practice II <sup>8</sup>		4				
PTA 250	Specialized PT Interventions		3				
PTA 270	PTA Seminar		3				
	Total Semester Hours		21				
PTA 260	Clinical Practice III <sup>8</sup>		4				
	Total Semester Hours		4				
	<b>Hours Required for Graduation: 75</b>						

<sup>1</sup> Admission to PTA program is a prerequisite to all PTA coursework.<sup>2</sup> BIOL 260 and BIOL 265 have a prerequisite of BIOL 257, or BIOL 258 or ACT 19.<sup>3</sup> ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. ENL 101 must be completed with a "C" or better to graduate.<sup>4</sup> BIOL 221 has a prerequisite of BIOL 260. <sup>6</sup> BIOL 245 has a prerequisite of BIOL 265.<sup>5</sup> SCI 110 has a prerequisite of MAT 145, MAT 144, MAT 120, or MAT 121.<sup>6</sup> 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.<sup>7</sup> 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.<sup>8</sup> PTA 240 and PTA 260 have a prerequisite of completion of all PTA coursework with a grade of "C" or better.<sup>9</sup> MAT 130 has a prerequisite of MAT 144 or ACT Math score of 21 or Permission.

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

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www.mctc.edu

Mountwest Community &amp; Technical College

03/01/2023

Academic Year 2023-2024

# Radiologic Technology (CCTC) AAS

Academic Year 2023-2024

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:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at [www.bls.gov/ooh/](http://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/](http://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 101	Written Communication
BIOL 257	Introduction to Anatomy & Physiology	MAT 130	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: [smithjan@mctc.edu](mailto:smithjan@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](mailto:mcglonedn@collins-cc.edu)

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Radiologic Technology <sup>1,2</sup> —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 <sup>3</sup> (EDGE)		3				
BIOL 257	Intro to Anatomy and Physiology <sup>3</sup>		3				
ENL 101	Written Communication <sup>7</sup>		3				
MAT 130	College Algebra <sup>3,4</sup>		3				
			12				
AH 204	Legal & Ethical Issues in Healthcare <sup>3</sup>		3				
BIOL 260	Human Anatomy <sup>3,5</sup>		4				
COM 125	Interpersonal Communication <sup>3</sup>		3				
SCI 110	Introduction to Physics <sup>3,6</sup>		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					

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

<sup>1</sup> Pre-Radiological Admission Courses are taken at Mountwest Community & Technical College.

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

<sup>3</sup> AH 151, AH 204, BIOL 257, BIOL 260, COM 125, ENL 101, MAT 130, and SCI 110 must be completed with a "C" or better.

<sup>4</sup> MAT 130 has a prerequisite of placement in 100-level mathematics or an ACT score of 21 or permission.

<sup>5</sup> BIOL 260 has a prerequisite of BIOL 257.

<sup>6</sup> SCI 110 has a prerequisite of MAT 130, MAT 144, or MAT 120.

<sup>7</sup> ENL 101 has a prerequisite of placement in 100 level English or a corequisite of ENL 095. ENL 101 must be completed with a "C" or better to graduate.

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# Respiratory Therapy – St. Mary's AAS

Academic Year 2023-2024

Career & Technical Division

## **Program Description:**

The Respiratory Therapy Program is a cooperative effort between St. Mary's Medical Center and Mountwest Community & Technical College.

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.

**St. Mary's/Mountwest Community & Technical College is currently in the process of seeking CoARC accreditation for a respiratory care program. However, St. Mary's/Mountwest Community & Technical College can provide no assurance that accreditation will be granted by the CoARC.**

## **Career Outlook:**

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

This is a selective admission program. Details regarding admissions requirements for the School of Respiratory Care are listed below.

## **Contact Information:**

Janet Smith

Room 433

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

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

## **Supplemental Information & Policies for St. Mary's & MCTC Respiratory Care Program**

### **Mountwest Community & Technical College - 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 any applicant intends to apply for Federal Financial Aid.

### **General Admission Information:**

Applicants should contact the Mountwest Community & Technical College Office of Admission for application information. Applicants may download or apply online at [www.mctc.edu](http://www.mctc.edu). Printed application should be mailed to:

Mountwest Community and Technical College

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 Office of Admissions.

### **Board Policy**

Regular admission to Mountwest Community and 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 post-secondary 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 for 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 policy rest with the Office of Student Services.

**NOTE: Certain types of criminal offenses may result in an inability to receive professional licensure and job offers upon graduation.**

**Before entry, into the program, students in this situation must speak with the Program Director to determine the extent of potential difficulties with this issue.**

### **School of Respiratory Care Admission Requirements**

All applicants must be a graduate of an accredited high school **or** have a high school equivalent through GED testing. Students who have fewer than 12 hours of college credits are required to have taken the ACT examination.

#### **PROCEDURE:**

Applicants who have completed at least twelve (12) college credit hours must have:

- A minimum of C on each required non-respiratory course completed
- An overall 2.0 GPA (C average) or better on ALL courses completed
- An overall 2.0 GPA on all courses completed at Mountwest Community & Technical College
- Taken twelve (12) college semester credit hours at the 100 level or above for a grade

GED applicants must:

- Meet the criteria for GED admission as stated in the Mountwest Community & Technical College undergraduate catalog
- Have completed at least twelve (12) college credit hours at the 100 level and earned grades of C or above
- Meet criteria for applicants who have completed at least 12 college credit hours

**Academic Requirements for Program Admission:**

St. Mary's SORC & MCTC will accept college-level course credits earned at regionally accredited post-secondary institutions that can be transferred to Mountwest Community and Technical College.

All requested transfer credits will be assessed and acceptance of students with prior learning credentials demonstrated by coursework grades or exams. The movement of academic course credits from one college to another is usually a manual process requesting transcripts and the petition for credit.

Transfer credit is subject to the approval of the Division Dean and Program Director 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 and 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 and 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 and Program Director 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 fifteen (15) credit hours at Mountwest Community & Technical College to obtain an associate degree, or their most recent 6 credit hours at Mountwest Community and Technical College to obtain a certificate degree.

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

- Applicants who wish to transfer from another Respiratory Care Program to the St. Mary's SORC/MCTC co-operative Respiratory Care Program must:
  - 1) Meet all current admission requirements
  - 2) Apply at least two months prior to the expected date of enrollment
  - 3) Notify the Program Director/Coordinator in writing, stating the anticipated entry date and reason for transfer

- 4) Provide evidence of successful completion of previous core Respiratory Care courses from a CoARC-accredited program
- 5) Provide a letter from the Program Director stating that the student is in good academic and clinical standing and is eligible to return to the Respiratory Care program they wish to transfer from
- 6) Acceptance of any transfer student will be dependent upon available resources.
- 7) Requirements for consideration of acceptance into the Advanced Placement sequence will be the same as for those students applying to the first semester of the program.

Acceptance of Advanced Placement students will be dependent upon available resources.

Section: Academic Policies	Title: Graduation/Completion	Policy# SHB 6.5 - AAS RC
Department: CFE – AAS RC	Approved By: AAS RC Faculty	Date Last Review/Revised: 11/22

**POLICY:**

To be eligible for graduation, a student must successfully meet the student learning outcomes of all courses in the curriculum and fulfill all financial obligations to St. Mary's and Mountwest Community & Technical College. Students must complete the required hours of volunteer community service prior to graduation

**PROCEDURE:**

1. Students must complete all procedures related to graduation, which are specified by MCTC and announced to all students by the Director or designee. For example: all students must complete graduation application forms and pay graduation fees as specified by MCTC.
2. Students must achieve a "C" or higher in all required courses in the SORC program.
3. Students must maintain a 2.0 overall GPA at MCTC.
4. Students must complete all financial obligations of St. Mary's and MCTC in order to be eligible to graduate from the program.
5. Students are responsible for ensuring that official transcripts of courses taken at all institutions are received by the MCTC registrar prior to graduation.

**Mountwest Community & Technical College – Graduation Requirements**

**Eligibility Requirements**

To be eligible to graduate from Mountwest, students must apply for graduation at the beginning of the semester, or term, in which they intend to complete graduation requirements, which include the following:

Earn a minimum of sixty (60) credit hours, excluding developmental hours, for degree programs

Earn a minimum of (30) credit hours, excluding developmental hours, for certificate programs

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 except for degrees in Board of Governors, Technical Studies or Occupational Development, which only requires 3 hours at MCTC and at least 12 hours at a regionally accredited institution

- Complete any program-specific additional requirements

You must apply for graduation at the beginning of the semester or term in which you intend to complete graduation requirements.

To apply for graduation, you must first go to the Mountwest cashier and pay the graduation fee. Next, bring a copy of the receipt to the Student Services One-Stop Registration Station and complete the graduation application.

### **Honors Graduation**

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

Honor status is determined by this scale for the final cumulative grade point average:

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

\*Honor calculations are not rounded.

Transfer students must have earned at least 15 credit hours at Mountwest. Of those, 32 credit hours must be applicable to an associate degree program, all of which were achieved at honors levels.

Section: Academic Policy	Title: Probation, Suspension, and/or Dismissal from the Program	Policy #: AAS - SHB 6.15
Department: Center for Education SORC	Approved by: Faculty Organization	Date last reviewed/revised: 11/22
<p><b>POLICY:</b></p> <p>All students in the Center for Education must follow the rules and policies of the appropriate school, conduct themselves professionally, and meet program requirements, or be placed on probation and/or dismissed from the program.</p> <p><b>PROCEDURE:</b></p> <ol style="list-style-type: none"> <li>1. The Center for Education strongly supports the standards set forth by the West Virginia Board of Examiners for Registered Professional Nurses (WVBOE-RPN), the American Registry of Radiologic Technologists (ARRT), the American Registry of Diagnostic Medical Sonographers (ARDMS), and the American Association for Respiratory Care (AARC) regarding the need for nursing students and Allied Health students to be persons of good moral character, who demonstrate responsible behaviors.</li> <li>2. Conduct derogatory to the morals or standing of health professionals may be the reason for denial of admission or dismissal from the program</li> <li>3. Irresponsible behavior or conduct denoting questionable moral character will include, but not necessarily be limited to the following: <ol style="list-style-type: none"> <li>a. Criminal activities – e.g., DUI, misdemeanors, felonies</li> <li>b. Substance abuse – e.g., manufacture, use, distribution</li> <li>c. Cheating/dishonesty (also see policy on Academic Dishonesty)</li> <li>d. Harassment</li> <li>e. Domestic violence</li> <li>f. Discrimination</li> <li>g. Breach of patient confidentiality</li> <li>h. Failure to meet responsibilities</li> </ol> </li> <li>4. A student whose conduct on or off campus violates school rules and/or policies, fails to meet program requirements, or fails to develop the qualities and characteristics deemed essential for the achievement of the school objectives, may be placed on probation and/or dismissed from the program. The decision to place a student on probation and/or to dismiss the student from the program is determined by the Director and appropriate faculty</li> <li>5. The faculty reserves the right to request the suspension or dismissal of any student at any time who is declared unsafe in the clinical area, who is found to have irresponsible behavior, and/or is guilty of misconduct</li> <li>6. Damage to facilities, caused by the student(s), will be assessed according to the determined cost for repair and/or replacement and charged to the student as a financial obligation.</li> <li>7. A student who is dismissed is responsible for all financial obligations to the school and university. Failure to fulfill all financial obligations to the school shall mean that the indebtedness will be turned over to the Medical Center Collection Office and the cost of the collection will be added to the indebtedness.</li> </ol> <p>Formulated: Prior to 5/02,  Revised: 5/02, 5/04, 5/05, 4/08, 7/10, 7/12, 5/16, 8/18  Reviewed: 7/08, 11/08, 11/09, 7/13, 8/17; 6/19; 5/20; 8/21; 11/22</p>		

Section: Academic Policy	Title: Withdrawal Policy	Policy# 6.16
Department: CFE – AAS RC	Approved By: SORC Faculty	Date Last Review/Revised: 11/22
<p>POLICY:</p> <p>All students leaving the program other than by graduation must complete a withdrawal process.</p> <p>DEFINITIONS:</p> <p>PROCEDURE:</p> <ol style="list-style-type: none"> <li>1. To drop any required respiratory care or non-respiratory care course, the student must meet with the Program Director. There are several courses that are prerequisites or are to be taken concurrently; therefore, a withdrawal from a course that is concurrent with another course may necessitate withdrawal from each of the courses that are considered concurrent.</li> <li>2. This may add additional time, up to one year, to complete the program and may require reapplication to the respiratory care program. Students may withdraw from an individual course until a specified date and receive a grade of “W.”</li> <li>3. Only complete withdrawals may be done after this date. Check the College calendar for specific dates. Students who withdraw from a respiratory care course must adhere to the same readmission policy as a student who has made less than a “C” in a respiratory course.</li> <li>4. The student must seek readmission by submitting a written petition to the Program Director of the School of Respiratory Care to repeat the course. Repeating students may enroll only if permission is granted and space is available.</li> <li>5. Priority is given to those students attempting a respiratory care course for the first time. If a student withdraws from Respiratory Care 100, 101, 102, 102L, they must repeat the admission process as stipulated for new students. For readmission and/or progression, a withdrawal from two respiratory care courses or withdrawal more than once from the same respiratory care course will be considered as a failure of one respiratory care course.</li> <li>6. These withdrawals do not have to occur within the same academic semester or year. If a student withdraws from a respiratory care course after the specified date for individual course withdrawal and has a theory grade less than “C” or an Unsatisfactory clinical grade at the time of withdrawal, this will be considered a failure when a student is considered for readmission and/or progression. Failure to properly withdraw from Mountwest Community &amp; Technical College will result in an “F” for the course(s)</li> </ol> <p>Formed: 9/22</p>		



Respiratory Therapy <sup>1</sup> —Major Code CR30	
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	F	3				
BIOL 259	Intro to Anatomy and Physiology Lab	F	1				
RESP 100	Respiratory Pharmacology	F	3				
RESP 101	Patient Assessment/ Intro Resp.	F	4				
RESP 102	Intro to Respiratory Skills	F	3				
RESP 102L	Intro to Respiratory Skills Lab	F	1				
RESP 104	Clinical Experience I	F	1				
			16				
MAT 120	Applied Professional Math	SP	3				
RESP 201	Pathophysiology	SP	3				
RESP 209	Clinical Experience II	SP	2				
RESP 211	Procedure and Application	SP	4				
RESP 212	Pulmonary Diagnostics	SP	3				
			15				
ENL 101	Written Communications	SU	3				
COM 112	Oral Communication	SU	3				
			6				
PSYC 211	Child Development	F	3				
RESP 202	Mechanical Ventilation I	F	3				
RESP 206	Neonatal/Pediatric Resp. Care	F	3				
RESP 207	Critical Care Management	F	3				
RESP 210	Clinical Experience III	F	3				
			15				
RESP 208	Respiratory Seminar	SP	5				
RESP 214	Mechanical Ventilation II	SP	3				
RESP 215	Critical Care Management II	SP	3				
RESP 216	Clinical Experience IV	SP	2				
			13				

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Mountwest Community & Technical College

Academic Year 2023-2024

**Program Description:**

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.

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.

**Career Outlook:**

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

1. The Respiratory Therapy program has selective admissions each year. The first 24 eligible applications received will be admitted to the program. If **Admission Requirements:** 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](mailto:smithjan@mctc.edu)

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

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Mountwest Community & Technical College  
Academic Year 2023-2024

03/20/2023

Respiratory Therapy <sup>1</sup> —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 (EDGE)		3				
BIOL 257	Intro to Anatomy and Physiology		3				
ENL 101	Written Communication <sup>2</sup>		3				
MAT 120	Applied Professional Math		3				
AH 226	Respiratory Therapy Pharmacology		3				
RTT 100	Intro to Respiratory Care		1				
			16				
PSYC 215	Lifespan Psychology		3				
COM 112	Oral Communication		3				
CLIN 101	Clinical Practice I		3				
RTT 101	Respiratory Care Procedures I <sup>3</sup>		3				
RTT 101L	Respiratory Care Procedures I Lab		1				
RTT 110	Cardiopulmonary Evaluation I		3				
			16				
CLIN 102	Clinical Practice II <sup>4</sup>		2				
RTT 111	Cardiopulmonary Pathophysiology <sup>5</sup>		3				
RTT 201	Cardiopulmonary Evaluation II <sup>6</sup>		3				
			8				
CLIN 103	Clinical Practice III <sup>7</sup>		3				
RTT 202	Respiratory Care Procedures II		3				
RTT 202L	Respiratory Care Procedures II Lab		1				
RTT 103	Mechanical Ventilatory Tech <sup>8</sup>		3				
RTT 103L	Mechanical Ventilatory Tech Lab		1				
			11				
CLIN 204	Clinical Practice IV <sup>9</sup>		3				
RTT 204	Mechanical Vent Management <sup>10</sup>		3				
RTT 204L	Mechanical Vent Management Lab		1				
RTT 205	Neonatal/Pediatric Respiratory Care <sup>10</sup>		3				
RTT 207	Respiratory Home Care/Rehab <sup>11</sup>		3				
			13				
CLIN 205	Clinical Practice V <sup>12</sup>		2				
RTT 206	Seminar/Board Review <sup>13</sup>		3				
			5				
	Hours Required for Graduation:		69				

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

<sup>1</sup> Students move through Respiratory Therapy coursework in sequence, beginning with first semester coursework.

<sup>2</sup> ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

<sup>3</sup> RTT 101 has a prerequisite of RTT 102.

<sup>4</sup> CLIN 102 has a prerequisite of CLIN 101.

<sup>5</sup> RTT 111 has a prerequisite of RTT 101 and RTT 201.

<sup>6</sup> RTT 201 has a prerequisite of RTT 102.

<sup>7</sup> CLIN 103 has a prerequisite of CLIN 102.

<sup>8</sup> RTT 103 has a prerequisite of RTT 111 and RTT 202.

<sup>9</sup> CLIN 204 has a prerequisite of CLIN 103.

<sup>10</sup> RTT 204 and RTT 205 has a prerequisite of RTT 103 and RTT 203.

<sup>11</sup> RTT 207 has a prerequisite of RTT 204, and RTT 205.

<sup>12</sup> CLIN 205 has a prerequisite of CLIN 204.

<sup>13</sup> RTT 206 has a prerequisite of RTT 207, and RTT 210.

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Mountwest Community & Technical College 03/20/2023

Academic Year 2023-2024

# Technical Studies AAS Surgical Technology – Concentration

Academic Year 2023-2024

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:

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

## Program Admission Requirements:

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

## Salary Forecast:

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

## 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: [smithjan@mctc.edu](mailto:smithjan@mctc.edu)

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Mountwest Community & Technical College 03/20/2023

Academic Year 2023-2024

Technical Studies - Major Code CT20– Surgical Technology <sup>1</sup> Concentration Code- CTA1							
Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology (EDGE)		3				
COM 112	Oral Communication		3				
ENL 101	Written Communication <sup>2</sup>		3				
BIOL 257	Intro to Anatomy & Physiology		3				
MAT 120E	Applied Professional Math <sup>3</sup>		4				
			16				
AH 207	Infection Control for Health Professionals <sup>4</sup>		3				
BIOL 210	Microbiology		3				
BIOL 210L	Microbiology Lab		1				
BIOL 260	Human Anatomy		4				
EME 101	CPR/First Aid		1				
PSYC 200	General Psychology		3				
			15				
ST 100	Introduction to Surgical Technology		8				
ST 100L	Intro To Surgical Tech Lab		4				
ST 102	Pharmacology for Surgical Technology		2				
ST 103	Surgical Procedures I		2				
			16				
ST 200	Surgical Procedures II		3				
ST 201	Surgical Tech Clinical Practicum		12				
ST 202	Advanced Theory Review		4				
			19				
<b>HOURS REQUIRED FOR GRADUATION: 66</b>							

<sup>1</sup> 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.

<sup>2</sup> ENL 101 has a prerequisite of placement in 100-level English or corequisite of ENL 095. ENL 101 requires a "C" or better for graduation.

<sup>3</sup> MAT 120 has a prerequisite of placement in 100-level mathematics or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>4</sup> AH 207 has a prerequisite of AH 151.

<sup>5</sup> 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.

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## **Program Description:**

Surgical technologists are allied health professionals who are an integral part of the team of practitioners providing surgical care to patients in health care facilities. The surgical technologist works under the supervision of a surgeon to facilitate safe and effective conduct of invasive and minimally invasive surgical procedures. The surgical technologist ensures that the operating room environment is safe, that surgical supplies and equipment are functioning properly, and that the operative procedure is conducted under conditions that maximize patient safety and outcomes. Surgical technologists possess expertise in the theory and application of aseptic technique and combine the knowledge of human anatomy, surgical procedures, and the implementation of tools and technology to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. This will ensure optimal conditions for patient health and recovery.

The program is designed to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The first year's prerequisites cover general education and gateway courses essential to the foundation of Surgical Technology and will equal 31 credit hours.

Through selective admissions, students may be admitted into the second year of the program, and this year will cover core surgical technology education courses. Second year courses include a comprehensive curriculum of the principles and practices of surgical technology, surgical procedures, as well as the core fundamentals (lab studies) and clinical practicum courses. Students will be required to complete 120 surgical cases in the clinical setting in various surgical specialties. The costs of clinical education (travel, housing, incidentals) are the responsibility of the student.

## **Career Outlook:**

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

## **Program Admission Requirements:**

Admission into the Surgical Technology Program is selective. The program seeks to admit 10 students per cohort; however, this number is not guaranteed.

- Applications are available in MB Room 455, or upon request via email from the program director
- Application deadline for the spring cohort is December 1<sup>st</sup> and for the fall cohort is July 1<sup>st</sup>
- Applications are valid only for the noted academic year
- Applicants must receive a score of "C" or greater in all prerequisite courses.
- Applicants must be able to pass a drug screening, background check, and receive all vaccinations and titers required by our clinical affiliates (for a complete list, see Program Director)

### **Requirement Associated with Completion of the Prerequisite Courses**

- If a student has already taken the basic science courses (Anatomy, Physiology, Medical Terminology), these must have been successfully completed within the last 5 years to receive credit toward the prerequisite. Otherwise, the student will have to retake the course.

## **Salary Forecast:**

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

## **Contact Information:**

**Christina Assi, AAS, CST**

**Program Director**

Room 455

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

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**Mountwest Community & Technical College 03/20/23  
Academic Year 2023-2024**



<b>Surgical Technology - MCTC Major Code- CS30<sup>1</sup></b>	
<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication <sup>2</sup>		3				
IT 101	Fundamentals of Computers		3				
BIOL 260	Human Anatomy <sup>3</sup>		4				
MAT 120	Applied Professional Math <sup>4</sup>		3				
PSYC 200	General Psychology		3				
			16				
AH 151	Medical Terminology		3				
BIOL 210	Microbiology		3				
BIOL 210L	Microbiology Lab		1				
BIOL 265	Human Physiology <sup>3</sup>		4				
EME 101	CPR/First Aid		1				
SURG 120	Surgical Pharmacology		2				
SURG 110	Intro to the Surgical Technologist		1				
			15				
SURG 200	Surgical Tech Principles and Practice <sup>5</sup>		5				
SURG 115	Surgical Tech Lab <sup>5</sup>		3				
SURG 210	Surgical Procedures I <sup>6</sup>		3				
SURG 215	Surgical Tech Clinical <sup>6</sup>		2				
SURG 220	Surgical Procedures II <sup>6</sup>		2				
			15				
SURG 225	Surgical Tech Clinical II <sup>7</sup>		2				
SURG 230	Surgical Procedures III <sup>8</sup>		3				
SURG 265	Surgical Tech Clinical Advanced <sup>10</sup>		6				
SURG 290	Advanced Theory Review <sup>9</sup>		4				
			15				
	<b>HOURS REQUIRED FOR GRADUATION: 61</b>						

1. Admission to the Surgical Technology Program will be after successful completion of at least the first two semesters.
2. ENL 101 has a prerequisite of placement in 100-level English or corequisite of ENL 095. ENL 101 requires a "C" or better for graduation.
3. BIOL 260 and BIOL 265 have a prerequisite of BIOL 257 or minimum ACT score of 19.
4. MAT 120 has a prerequisite of placement in 100-level mathematics or a minimum ACT Math score of 19 or SAT Math score of 510.
5. SURG 115 and SURG 200 have a prerequisite of SURG 110 and SURG 120.
6. SURG 210, 215, and 220 have a prerequisite of SURG 115 and SURG 200.
7. SURG 225 has a prerequisite of SURG 215.
8. SURG 230 has a prerequisite of SURG 210 and SURG 220.
9. SURG 290 has a prerequisite of SURG 230.
10. SURG 265 has a prerequisite of SURG 225.

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# 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:**

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at [www.bls.gov/ooh/](http://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/](http://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
- Submit application fee of \$45
- Must provide copy of unofficial transcripts from previous institutions or high school with application
  - Must have a 2.5 GPA from the institution currently or previously enrolled
- Must provide copy of ACT scores or other comparable testing
  - Have a minimum ACT math score of 19 or Accuplacer score of 250+.
- 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/rescue completed by deadline. Must have been completed within 2 years of applying to the program.
- Consent to a background check and drug testing upon admission to the program
  - 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 an applicant's admittance and a Graduate's to obtain state licensure
- Must submit 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) **MUST SUBMIT PROOF OF VACCINATIONS.**
  - Record of the Tetanus vaccination
  - Record of pre-exposure Rabies vaccination
- Read and understand the characteristics of a successful veterinary technician.

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

**Contact Information:**

Amanda Clagg  
[clagga@mctc.edu](mailto:clagga@mctc.edu)  
 304 710-3492

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Veterinary Technology – Major Code CV10 <sup>1</sup>

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
MAT 120	Applied Professional Math <sup>2</sup>		3				
VET 101	Intro to Veterinary Technology		3				
VET 210	Veterinary Nursing I <sup>3</sup>	F	2				
VET 210L	Veterinary Nursing Lab I <sup>3</sup>	F	1				
VET 215	Clinical Lecture I <sup>3</sup>	F	2				
VET 215L	Clinical Lecture I Lab <sup>3</sup>	F	1				
VET 227	Anatomy and Physiology for Vet Tech <sup>3</sup>	F	4				
	Total Semester Hours		16				
AH 151	Medical Terminology <sup>4</sup>		3				
CHEM 230	Chemistry <sup>9</sup>		4				
VET 216	Veterinary Pharmacology	S	2				
VET 220	Veterinary Nursing II <sup>5,6</sup>	S	2				
VET 220L	Veterinary Nursing II Lab <sup>5</sup>	S	1				
VET 225	Clinical Lecture II <sup>5,6</sup>	S	2				
VET 225L	Clinical Lecture II Lab <sup>5</sup>	S	1				
VET 260	Veterinary Imaging <sup>5,6</sup>	S	2				
VET 260L	Veterinary Imaging Lab <sup>5</sup>	S	1				
	Total Semester Hours		18				
ENL 101	Written Communication <sup>4</sup>		3				
VET 285	Vet Tech Practicum I <sup>7</sup>	SU	3				
COM 125	Interpersonal Communication		3				
	Total Semester Hours		9				
BIOL 210	Intro to Clinical Microbiology		3				
VET 217	Veterinary Pharmacology <sup>8,11</sup>	F	2				
VET 230	Veterinary Nursing III <sup>10,11</sup>	F	2				
VET 230L	Veterinary Nursing III Lab <sup>11</sup>	F	1				
VET 235	Veterinary Office Technician Procedures <sup>11</sup>	F	2				
VET 245	Veterinary Anesthesia <sup>10,11</sup>	F	2				
VET 245L	Veterinary Anesthesia Lab <sup>11</sup>	F	1				
VET 255	Veterinary Surgery <sup>10,11</sup>	F	2				
VET 255L	Veterinary Surgery Lab <sup>11</sup>	F	1				
	Total Semester Hours		16				
VET 240	Veterinary Nursing IV <sup>12,13</sup>	S	2				
VET 240L	Veterinary Nursing IV Lab <sup>12</sup>	S	1				
VET 250	Veterinary Nutrition and Disease <sup>12</sup>	S	3				
VET 265	Veterinary Emergency and Critical Care <sup>12</sup>	S	2				
VET 265L	Veterinary Emergency & Critical Care Lab <sup>12</sup>	S	1				
VET 275	Small Animal Vet Dentistry <sup>12</sup>	S	2				
VET 275L	Small Animal Vet Dentistry Lab <sup>12</sup>	S	1				
VET 290	Veterinary Technology (VINE) Seminar <sup>12</sup>	S	2				
	Total Semester Hours		14				
VET 295	Veterinary Technology Externship <sup>15</sup>	SU	5				
	<b>Hours Required for Graduation: 78</b>						

<sup>1</sup> All courses must be completed with a grade of C or better.

<sup>2</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510

<sup>3</sup> VET 210, VET 210L, VET 215, VET 215L, and VET 227 are co-requisites.

<sup>4</sup> AH 151 and ENL 101 have a prerequisite of placement in 100-level English or a corequisite of ENL 095 Students must earn a "C" or better in ENL 101 to graduate.

<sup>5</sup> VET 220, VET 220L, VET 225, VET 225L, VET 260, VET 260L are co-requisites.

<sup>6</sup> VET 220, VET 225 and VET 260 have a prerequisite of VET 210, VET 210L, VET 215, VET 215L, VET 227.

<sup>7</sup> VET 285 has a prerequisite of VET 210, VET 215, VET 216, VET 220 and VET 260.

<sup>8</sup> VET 217 has a prerequisite of VET 216, VET 220 and VET 285.

<sup>9</sup> CHEM 230 has a prerequisite of MAT 120, MAT 130, or MAT 144

<sup>10</sup> VET 230, VET 245 and VET 255 have a prerequisite of VET 285.

<sup>11</sup> VET 217, VET 230, VET 230L, VET 235, VET 245, VET 245L, VET 255, and VET 255L are co-requisites.

<sup>12</sup> VET 240, VET 240L, VET 250, VET 265, VET 265L, VET 275, VET 275L and VET 290 are co-requisites.

<sup>13</sup> VET 240 has a prerequisite of VET 210, VET 220 and VET 230.

<sup>14</sup> VET 275 has a prerequisite of VET 217, VET 230, VET 245, VET 250 and VET 255.

<sup>15</sup> VET 295 is a capstone course.

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**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:**

For the most current career outlook information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at [www.bls.gov/ooh/](http://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/](http://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](mailto:smithjan@mctc.edu)

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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 101	Written Communication <sup>1</sup>		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Math Elective <sup>2</sup>		3				
			15				
	Allied Health Electives <sup>3</sup> (3 courses)		9				
COM 112 or COM 125	Oral Communication Interpersonal Communication		3				
	Social Science Elective <sup>4</sup>		3				
			15				
<b>Hours Required for Graduation: 30</b>							

**Earn A Degree Graduate Early (EDGE):**

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

1. ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.
2. MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.
3. Recommended Allied Health electives include: AH 205, AH 207, AH 216, AH 220, EME 105, EME 109 and others with permission.
4. Choose from EC, HIST, PSYC, SOCI at the 100-level or above.

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**Program Description:**

The Certified Coding Specialist serves as a qualified technician in analyzing and classifying medical data. Using universally recognized coding systems (ICD-10-CM/PCS and CPT-4), the Certified Coding Specialist assigns codes to diagnoses, injuries, and procedures found in the records of patients. The codes are then reported to insurance companies or government agencies for payment/reimbursement of patients' health expenses, medical statistics, and research.

This program enables the student to become familiar with the coding systems, medical terminology, and medical background of anatomy and diseases that will give the student a basis on which to build. Students also have the opportunity to complete a directed practice of 60 hours in a virtual healthcare environment or healthcare setting. Successful completion of this program will prepare students to sit for the CCA or CCS exam administered by the American Health Information Association. Please refer to their website at [www.ahima.org](http://www.ahima.org) for further qualifications for taking the national certification test for CCA or CCS.

**Career Outlook:**

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

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Mountwest Community & Technical College

03/20/2023

Academic Year 2023-2024

Certified Coding Specialist—Major Code CC20	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

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 120	Applied Professional Math <sup>1</sup>		3				
HIT 201	Health Information Tech I		3				
			13				
AH 205	Principles of Disease <sup>2</sup>		3				
AH 216	Basic Pharmacology <sup>3</sup>		3				
HINF 101	Introduction to Healthcare Informatics		3				
HIT 205	ICD-10-CM/PCS Coding I <sup>4</sup>		3				
HIT 209	CPT – Procedural Coding <sup>5</sup>		3				
			15				
COM 125	Interpersonal Communication		3				
HIT 207	ICD-10-CM/PCS Coding II <sup>6</sup>		3				
HIT 206	Healthcare Statistics <sup>7</sup>		3				
HIT 211	Coding and Reimbursement for Physician Services <sup>8</sup>		3				
HIT 219	Professional Practice Experience <sup>9</sup>		3				
			15				
Hours required for Graduation: 43							

<sup>1</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>2</sup> AH 205 has a prerequisite of BIOL 257, or BIOL 258, or BIOL 260.

<sup>3</sup> AH 216 has a prerequisite of AH 151

<sup>4</sup> HIT 205 has prerequisites of BIOL 257/259, AH 151.

<sup>5</sup> HIT 209 has prerequisites of BIOL 257/259, AH 151

<sup>6</sup> HIT 207 has a prerequisite of HIT 205.

<sup>7</sup> HIT 206 has prerequisites of MAT 100, HINF 101.

<sup>8</sup> HIT 211 has a prerequisite of HIT 209.

<sup>9</sup> HIT 219 has a prerequisite of HIT 201, HIT 205, HIT 209

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

**Program Description:**

The Health Professions certificate serves as a foundation for continued studies at a four-year institution. This certificate is ideal for the student planning to pursue a degree in nursing. In addition to general education credits, students will take several courses that will prepare them for their major/career in a health profession field. Courses include Anatomy & Physiology, Nutrition, Chemistry, Microbiology, and Psychology.

**Career Outlook:**

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

**Contact Information:**

Jason Black  
Room 347

Phone 304-710-3522 or 1-866-N-ROLLED (1-866-676-5533)

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



# Health Professions Certificate—Major Code CH77

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

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication <sup>1</sup>		3				
CHEM 205	Chemistry for Healthcare		4				
BIOL 260	Human Anatomy		4				
PSYC 200	General Psychology		3				
AH 220	Basic Nutrition		3				
			17				
ENL 102	Written Communication II		3				
BIOL 265	Human Physiology		4				
BIOL 210	Microbiology		3				
BIOL 210L	Microbiology Lab		1				
PSYC 211	Child Development		3				
			14				
HOURS REQUIRED FOR GRADUATION: 31							

<sup>1</sup> ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

<sup>2</sup> BIOL 260 has a prerequisite of a minimum ACT score of 19 or SAT score of 510 or a passing grade in BIOL 257.

<sup>3</sup> BIOL 265 has a prerequisite of a passing grade in BIOL 257 or BIOL 260, or minimum ACT score of 19.

<sup>4</sup> PSYC 211 has a prerequisite of PSYC 200.

<sup>5</sup> ENL 102 has a prerequisite of a C or better in ENL 101.

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Mountwest Community & Technical College

03-22-2023

Academic Year 2023-2024

# Healthcare Data Management Certificate

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/](http://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/](http://www.bls.gov/ooh/).

**Contact Information:**

Melinda Booton  
Room 447  
Phone: 304-710-3424 E-mail:  
[booton6@mctc.edu](mailto:booton6@mctc.edu)

Healthcare Data Management Certificate	
Name:	ID Number 942-
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 120	Applied Professional Math		3				
			16				
AH 205	Principles of Disease <sup>1</sup>		3				
HIT 201	Health Information Tech I		3				
HIT 205	ICD-10CM/PCS Coding I <sup>2</sup>		3				
HIT 206	Healthcare Statistics <sup>3</sup>		3				
			12				
AH 204	Legal and Ethical Issues in Healthcare		3				
HINF 201	Analyzing Healthcare Data <sup>4</sup>		3				
HIT 209	CPT Procedural Coding <sup>5</sup>		3				
HIT 210	Computer Health Information System		3				
			12				

	HOURS REQUIRED FOR GRADUATION: 40
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<sup>1</sup> AH 205 has a prerequisite of BIOL 257, or BIOL 258, or BIOL 260

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

<sup>3</sup> HIT 206 has a prerequisite of HINF 101 and Math 100 (CR: MAT 099)

<sup>4</sup> HINF 201 has a prerequisite of HINF 101 and HIT 206

<sup>5</sup> 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.

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](mailto:bays@mctc.edu)

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## **Applied Technology**

AAS Aviation Technology

AAS Biomedical Instrumentation Technology

AAS Electronics Technology

Advanced Automation Concentration

AAS Machinist/CNC Technology

CAS Machinist Technology

AAS Welding Technology

CAS Welding Technology

Skill Set: CNC Machinist

Skill Set: CNC Operator

Skill Set: Manual Machinist

# Aviation Maintenance Technology, AAS

Academic Year 23-24

## Program Description:

### Career Outlook:

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

### Program Admission Requirements:

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

The Aviation Program requires the following additional admission requirements:

### Test Scores

- SAT: Writing 480, Math 510 or higher
- ACT: Writing 18, Math 19 or higher
- Accuplacer: Writing 250, Math 250 or higher

Students will be required to pass a FBI background check.....  
Drug screening.....

### Salary Forecast:

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

## Contact Information:

Jim Smith  
(606)331-1457  
[jsmith@marshall.edu](mailto:jsmith@marshall.edu)

Natasha Blanton  
(304)710-3524  
[blantonn@mctc.edu](mailto:blantonn@mctc.edu)

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**Academic Year 2023-2024**

Aviation Maintenance Technology – Major Code CA80	
<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

**COURSE REQUIRED**

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AMT 101	Beginning Aviation Maintenance	F	3				
AMT 102	Regulations & Publications	F	3				
AMT 103	Aviation Technical Skills & Practices	F	3				
AMT 109	Aviation Electronics	F	3				
AMT 215	Certification Test Preparation I (MCTC)	F	1				
MAT 135	Technical Mathematics	F	3				
							16
AMT 105	Aviation Utility Systems	S	3				
AMT 110	Aviation Power Systems	S	3				
AMT 206	Fluid Power and Landing Gear Systems	S	3				
AMT 209	Airframe Inspection and flight Control Systems	S	3				
IT 101	Fundamentals of Computers (MCTC)	S	3				
							15
AMT 202	Sheet Metal Structures	Su	3				
AMT 210	Nonmetallic Structures	Su	3				
AMT 211	Aircraft Information Systems	Su	3				
MG 102	Introduction to Entrepreneurship	Su	3				
							12
AMT 201	Reciprocation Engine Systems	F	3				
AMT 203	Reciprocating Engine Maintenance	F	3				
AMT 208	Cabin Atmosphere Systems	F	3				
AMT 216	Certification Test Preparation II (MCTC)	F	1				
ENL 231	Business and Technical Writing	F	3				
							13
AMT 204	Propeller and Control Systems	S	3				
AMT 205	Turbine Engine Systems	S	3				
AMT 207	Turbine Engine Maintenance	S	3				
AMT 217	Certification Test Preparation III (MCTC)	S	1				
PSYC 200 SOC 210	General Psychology (MCTC) or Fundamentals of Sociology (MCTC)	S	3				
							13



# Biomedical Instrumentation Technology AAS

Academic Year 2023-2024

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:

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

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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 <sup>1</sup>		5				
ENL 131	Business and Technical Writing <sup>2</sup>		3				
MAT 120	Applied Professional Math <sup>3</sup>		3				
			14				
BMT 110	Safety in Healthcare		3				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
ELT 121	Alternating Current Circuit Analysis & Applications <sup>4</sup>		5				
IT 101	Fundamentals of Computers (EDGE)		3				
MAT 215	Applied Discrete Math <sup>5</sup>		3				
			17				
BMT 223	Biomedical Instrumentation		3				
ELT 131	Analog Circuits Analysis & Applications <sup>6</sup>		5				
ELT 211	Digital Circuits <sup>7</sup>		5				
IT 270	Computer Essentials and Applications <sup>8</sup>		4				
			17				
BMT 225	Biomedical Instrumentation II <sup>9</sup>		3				
BMT 299	Biomedical Internship <sup>10</sup>		3				
IT 225 or IT 230	Fundamental of Wireless LANs Network Communications		3				
SCI 110	Introductory Physics <sup>11</sup>		4				
			13				
	HOURS REQUIRED FOR GRADUATION: 61						

<sup>1</sup> ELT 111 has a prerequisite/corequisite of MAT 144 or 145. MAT 144 has a corequisite of MAT 099.

<sup>2</sup> ENL 131 has a prerequisite of placement in 100-level English or a corequisite of ENL 095.

<sup>3</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>4</sup> ELT 121 has a prerequisite of ELT 111.

<sup>5</sup> MAT 215 has a prerequisite of MAT 144 or MAT 120.

<sup>6</sup> ELT 131 has a prerequisite ELT 121.

<sup>7</sup> ELT 211 has a prerequisite of MAT 215.

<sup>8</sup> IT 270 has a prerequisite of IT 101 or IT 102.

<sup>9</sup> BMT 225 has a prerequisite of BMT 223.

<sup>10</sup> BMT 299 has a prerequisite of permission.

<sup>11</sup> SCI 110 has a prerequisite of MAT 144, MAT 120, or MAT 120E.

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## 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/](http://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](mailto:adkinsr@mctc.edu)

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 <sup>1</sup>		5				
ENL 131	Business and Technical Writing <sup>2</sup>		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math <sup>3</sup>		3				
			14				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
ELT 121	Alternating Current Circuit Analysis & Applications <sup>4</sup>		5				
MAT 215	Applied Discrete Math <sup>5</sup>		3				
SCI 110	Introductory Physics <sup>6</sup>		4				
			15				
ELT 131	Analog Circuits Analysis & Applications <sup>7</sup>		5				
ELT 211	Digital Circuits <sup>8</sup>		5				
IT 270	Computer Essentials and Application <sup>9</sup>		4				
	Technical Elective <sup>10,14</sup>		3				
			17				
ELT 222	Introduction to Microcontrollers <sup>11</sup>		4				
ELT 299	Electronic Technology Internship <sup>12</sup>		3				
IT 230 or IT 225	Network Communications or Fundamentals of Wireless LANs		3				
	Social Science Elective <sup>13</sup>		3				
	Technical Elective <sup>10,14</sup>		3				
			16				
	HOURS REQUIRED FOR GRADUATION: 62						

1. ELT 111 has a prerequisite/co-requisite of MAT 144. MAT 144 has a corequisite of MAT 099.
2. ENL 131 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095.
3. MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.
4. ELT 121 has a prerequisite of ELT 111.
5. MAT 215 has a prerequisite of MAT 145 or MAT 144, MAT 120 or MAT 120E.
6. SCI 110 has a prerequisite of MAT 144, MAT 120, or MAT 120E.
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, ELT 280-283, IT 115, IT 120, IT 121, IT 131, IT 150, IT 171, IT 224, IT 250, IT 261, GST 100, GST 110, GST 140, GST 150, GST 160.
11. ELT 222 has a prerequisite of ELT 211.
12. ELT 299 has a prerequisite of Permission
13. Choose from EC, HIST, PSYC, SOCI 100-level or above.
14. ELT 160 has a prerequisite of ELT 131 and ELT 211

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# Electronics Technology AAS

## Advanced Automation Concentration

Career &amp; Technical Division

### Career Outlook:

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

### Career Outlook:

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

### Employment Opportunities:

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

### Contact Information:

Robert Adkins

Room: 247

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Electronics Technology, Advanced Automation Technology – Major Code CE10-CE15							
Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
MAT 120	Applied Professional Math <sup>1</sup>		3				
ELT 150	Introduction to PLC/PAC		4				
ELT 111	DC Circuit Analysis <sup>2</sup>		5				
ENL 131	Business and Technical Writing <sup>3</sup>		3				
			15				
MAT 215	Applied Discrete Math <sup>4</sup>		3				
ELT 121	AC Circuit Analysis <sup>5</sup>		5				
ELT 180	Ladder Logic <sup>6</sup>		4				
COM 112 or COM 125	Oral Communications or Interpersonal Communication		3				
			15				
ELT 131	Analog Circuits Analysis & Applications <sup>7</sup>		5				
ELT 211	Digital Circuits <sup>8</sup>		5				
ELT 250	Motion Control Fundamentals <sup>9</sup>		4				
	Technical Elective		3-4				
			17-18				
ELT 160	Electronic Communications <sup>12</sup>		4				
ELT 260	Automation Project Development <sup>10</sup>		4				
ELT 299	Electronic Technology Internship		3				
SCI 110	Introduction to Physics <sup>11</sup>		4				
			15				
	HOURS REQUIRED FOR GRADUATION: 62-63						

<sup>1</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>2</sup> ELT 111 has a prerequisite or corequisite of MAT 144 or MAT 145.

<sup>3</sup> ENL 131 has a corequisite of ENL 095 or prerequisite of ACT Verbal 18, SAT Verbal of 450.

<sup>4</sup> MAT 215 has a prerequisite of MAT 144 or MAT 120.

<sup>5</sup> ELT 121 has a prerequisite of ELT 111.

<sup>6</sup> ELT 180 has a prerequisite of ELT 150.

<sup>7</sup> ELT 131 has a prerequisite of ELT 121.

<sup>8</sup> ELT 211 has a prerequisite of permission and MAT 215 or equivalent.

<sup>9</sup> ELT 250 has a prerequisite of ELT 150 and ELT 180.

<sup>10</sup> ELT 260 has a prerequisite of ELT 150, ELT 180 and ELT 250.

<sup>11</sup> SCI 110 has a prerequisite of MAT 120, MAT 120E or MAT 144.

<sup>12</sup> ELT 160 has a prerequisite of ELT 131 and ELT 211.

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# Machinist/CNC Technology AAS

Academic Year 2023-2024

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:

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at [www.bls.gov/ooh/](http://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/](http://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](mailto:goheen14@rcbi.org)

Kim Preece  
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(304) 710-3399  
Mountwest Room 211

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Machinist/CNC Technology - Major Code CM80							
Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
Fall Term 1							
ENL 131	Technical Report Writing <sup>1</sup>	Fall	3				
MAT 135	Technical Math	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	SP	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) <sup>2</sup>	Fall	6				
COM 125	Interpersonal Communication	Fall	3				
IT 101	Fundamentals of Computers	Fall	3				
EC 102 or MG 101	Basic Economics or Intro to Business	Fall	3				
			15				
HOURS REQUIRED FOR GRADUATION: 60							

<sup>1</sup> ENL 131 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095.

<sup>2</sup> 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.

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# Machinist CAS

## Career & Technical Division

### Program Description:

The machinist Technology Program at the Robert C. Byrd Institute for Advance Flexible Manufacturing (RCBI) is an industry-driven, hands on program that prepared individuals to meet the rigorous demands of the manufacturing sector. An element of the RCBI program enables students to earn a certificate degree in Technical Studies by completing additional course work through Mountwest Community & Technical College.

Participants in the Machinist Technology Program receive technical skills training to work in industrial machining. Course work includes manual machine operation and technical support, introductory CNC (computer-numerical-control) machine operation and technical support, oral communications and organizational skills, mathematics for machinists, and safety issues.

Working closely with an 11-member industry-based advisory board, RCBI designed the program's core technical components so they met the manufacturing sector's needs.

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

### Career Outlook:

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

### Program Admission Requirements:

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

### Tech Prep Affiliation:

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

### Contact Information:

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Robert C. Byrd Institute  
Phone: 304-781-1678  
E-mail: [goheen14@rcbi.org](mailto:goheen14@rcbi.org)

Kim Preece  
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Mountwest Room 211

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**COURSE REQUIRED**

Machinist CAS, CT15 <sup>1</sup>							
Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 131	Technical Report Writing <sup>2</sup>	Fall	3				
MAT 135	Technical Math <sup>3</sup>	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				
MT 215	Metal Working Theory and Application	Spring	6				
MT 233	NIMS Credentialing/Manual Machining	Spring	6				
			12				
<b>HOURS REQUIRED FOR GRADUATION: 30</b>							

<sup>1</sup> All courses are at Robert C Byrd Institute, located at 1050 4<sup>th</sup> Avenue, Huntington, WV.

<sup>2</sup> ENL 131 has a prerequisite of placement in 100-level English or corequisite of ENL 095.

<sup>3</sup> Prerequisite of 100 level Math test scores or Boost Camp.

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# Welding Technology AAS

Academic Year 2023-2024

## 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 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:

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

### Program Admission Requirements:

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

### Employment Opportunities:

Entry-level positions for which graduates will compete include:

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

### Contact Information:

Jill Goheen	Kim Preece
Robert C. Byrd Institute	Preece@mctc.edu
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Email: <a href="mailto:goheen14@rcbi.org">goheen14@rcbi.org</a>	Mountwest Room 211

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Welding Technology – Major Code CW10	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

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	Technical Math		3				
WELD 120	Shield Metal Arc Welding (SMAW)		5				
WELD	Restricted Elective <sup>1</sup>		4				
IT 101	Fundamentals of Computers		3				
			15				
EC 102	Basic Economics		3				
WELD 130	Gas Metal Arc Welding		5				
WELD 140	Flux Cored Arc Welding		5				
WELD	Restricted Elective <sup>2</sup>		4				
			17				
ENL 131	Technical Report Writing <sup>4</sup>		3				
HMN 235	Leadership Studies through the Humanities		3				
WELD RE	Restricted Elective <sup>3</sup>		4				
WELD 298	Welding Capstone		2				
			12				
	<b>HOURS REQUIRED FOR GRADUATION: 60</b>						

1-3. 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.

4. ENL 131 requires placement in 100 level English or corequisite ENL 095.

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### 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 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:

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

### Program Admission Requirements:

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

### Employment Opportunities:

Entry-level positions for which graduates will compete include:

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

Contact Information:  
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Email: [goheen14@rcbi.org](mailto:goheen14@rcbi.org)                      Mountwest Room 211

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<b>Welding Technology Certificate – Major Code CW12</b>	
<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

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	Technical Math		3				
WELD 120	Shield Metal Arc Welding (SMAW)		5				
WELD	Restricted Electives <sup>1</sup>		3				
IT 101	Fundamentals of Computers		3				
			14				
	<b>HOURS REQUIRED FOR GRADUATION: 30</b>						

<sup>1</sup> Any WELD class not already required in the program may be taken. Students with introductory skill will have 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 any WELD class except WELD 298 to complete the certificate degree.

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## 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:

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## 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:

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Mountwest Community & Technical College

03/20/2023

Academic Year 2023-2024



## 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:

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Kim Preece

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Mountwest Room 211

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Mountwest Community & Technical College

03/20/2023

Academic Year 2023-2024

## **Business**

AAS Accounting

CAS Bookkeeping

AAS Banking & Finance

AAS Management Technology

Business Administration Concentration

Call Center Supervision Concentration

Industrial Management Concentration

Hospitality Management Concentration

### 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/](http://www.bls.gov/ooh/).

### Admission Requirements:

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

### Contact Information:

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

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Accounting Major 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 101	Written Communication <sup>1</sup>		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math <sup>2</sup>		3				
MG 101	Introduction to Business (EDGE)		3				
			15				
AC 201	Financial Accounting I <sup>3</sup>		3				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
EC 201	Fundamentals of Microeconomics		3				
IT 150	Applications to Spreadsheets <sup>4</sup> (EDGE)		3				
MK 130	Fundamentals of Marketing		3				
			15				
AC 210	Managerial Accounting <sup>5</sup>		3				
AC 221	Computerized Accounting I <sup>6</sup>		3				
AC 225 or MAT 110	Excel for Accounts <sup>7</sup> or Statistics for Business and Industry <sup>8</sup>		3				
EC 202	Fundamentals of Macroeconomics		3				
MG 202	Business Organization & Management <sup>9</sup>		3				
			15				
AC 202	Financial Accounting II <sup>10</sup>		3				
AC 234	Taxation <sup>11</sup>		3				
FN 231	Business Finance <sup>12</sup>		3				
MG 226	Business Law		3				
MG 296	Integrated Business Strategies <sup>13</sup>		3				
			15				
	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.

<sup>1</sup>ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

<sup>2</sup>MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>3</sup>AC 201 has a prerequisite of AC 103 or permission.

<sup>4</sup>IT 150 has a prerequisite of IT 101 or IT 102.

<sup>5</sup>AC 210, has a prerequisite of AC 103 or AC 108 or AC 201.

<sup>6</sup>AC 221 has a prerequisite of AC 103, AC 108 or AC 201, and IT 101 or permission.

<sup>7</sup>AC 225 has prerequisites of AC 103, AC 201, and IT 150.

<sup>8</sup>MAT 110 has a prerequisite of MAT 120.

<sup>9</sup>MG 202 has a prerequisite of MG 101.

<sup>10</sup>AC 202 has a prerequisite of AC 201 or AC 108.

<sup>11</sup>AC 234 has a prerequisite of AC 103, AC 108, AC 201, ACC 215, or ACC 216.

<sup>12</sup>FN 231 has a prerequisite AC 103, AC 108, AC 201, or ACC 215.

<sup>13</sup>MG 296 has a prerequisite of 45 credit hours completed in the program.

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# Accounting/Bookkeeping CP

Academic Year 2023-2024  
Career & Technical Division

## 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/](http://www.bls.gov/ooh/).

## Program Admission Requirements:

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

## Contact Information:

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Phone: 304-710-3409 or 1-866-N-ROLLED (1-866-676-5533)  
E-mail: [doyle@mctc.edu](mailto:doyle@mctc.edu)

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Accounting/Bookkeeping One-Year Certificate Major Code – CA30							
Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 101	Written Communication <sup>1</sup>		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Mathematics <sup>2</sup>		3				
MG 101	Introduction to Business (EDGE)		3				
			15				
AC 201	Financial Accounting <sup>3</sup>		3				
AC 221	Computerized Accounting <sup>4</sup>		3				
AC 234	Taxation <sup>5</sup>		3				
FN 231	Business Finance <sup>6</sup>		3				
IT 150	Applications to Spreadsheets <sup>7</sup> (EDGE)		3				
			15				

#### Earn a Degree and Graduate Early (EDGE):

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

<sup>1</sup>ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

<sup>2</sup>MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>3</sup>AC 201 has a prerequisite of AC 103.

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

<sup>5</sup>AC 234 has a prerequisite of AC 103, or AC 108, or AC 201.

<sup>6</sup>FN 231 has a prerequisite of AC 103, or AC 108, or AC 201.

<sup>7</sup>IT 150 has a prerequisite of IT 101 or IT 102.

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**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:**

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

**Program Admission Requirements:**

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

**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:**

Gerald Doyle, MBA, CPA

Room 245

Phone: 304-710-3409 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: [doyle@mctc.edu](mailto:doyle@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	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 101	Written Communication <sup>1</sup>		3				
FN 151	Principles of Bank Operations		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math <sup>2</sup>		3				
			15				
AC 201	Financial Accounting <sup>3</sup>		3				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
EC 201	Fundamentals of Microeconomics		3				
IT 150	Applications to Spreadsheets <sup>4</sup> (EDGE)		3				
MAT 110	Statistics for Business and Industry <sup>5</sup>		3				
			15				
AC 210	Managerial Accounting <sup>6</sup>		3				
AC 221	Computerized Accounting I <sup>7</sup>		3				
EC 202	Fundamentals of Macroeconomics		3				
MG 202	Business Organization & Management <sup>8</sup>		3				
MK 130	Fundamentals of Marketing		3				
			15				
FN 231	Business Finance <sup>9</sup>		3				
MG 226	Business Law		3				
MG 296	Integrated Business Strategies <sup>10</sup>		3				
	Banking/Finance Elective <sup>11</sup>		3				
	Banking/Finance Elective <sup>11</sup>		3				
			15				

	<b>HOURS REQUIRED FOR GRADUATION: 60</b>
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#### Earn A Degree Graduate Early (EDGE):

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

<sup>1</sup> ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate

<sup>2</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>3</sup> AC 201 has a prerequisite of AC 103 or permission.

<sup>4</sup> IT 150 has a prerequisite of IT 101 or IT 102.

<sup>5</sup> MAT 110 has a prerequisite of MAT 120.

<sup>6</sup> AC 210 has a prerequisite of AC 103, AC 108 and AC 201.

<sup>7</sup> AC 221 has prerequisites of AC 103, or AC 108, and IT 101.

<sup>8</sup> MG 202 has a prerequisite of MG 101.

<sup>9</sup> FN 231 has a prerequisite of AC 103, or AC 108, AC 201 or AC 215.

<sup>10</sup> MG 296 has a prerequisite of 45 credit hours completed in the program.

<sup>11</sup> The following are recommended electives: AC 234, FN 141, FN 163, FN 248, FN 250, FN 251, FN 252, FN 254, FN 258, and FN 259.

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# Management Technology AAS

## Business Administration – Concentration

Academic Year 2023-2024

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/](http://www.bls.gov/ooh/).

### Admission Requirements:

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

### Contact Information:

Gerald Doyle, MBA, CPA

Room 245

Phone: 304-710-3409 or 1-866-N-ROLLED (1-866-676-5533)

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*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	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 101	Written Communication <sup>1</sup>		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math <sup>2</sup>		3				
MG 101 or MG 102	Introduction to Business (EDGE) or Introduction to Entrepreneurship <sup>3</sup>		3				
			15				
AT 104	Records Management		3				
AC 201	Financial Accounting <sup>3</sup>		3				
COM 112	Oral Communication		3				
EC 201	Fundamentals of Microeconomics		3				
IT 150 or MAT 110	Applications to Spreadsheets or Statistics for Business and Industry <sup>4</sup>		3				
			15				
AC 210	Managerial Accounting <sup>5</sup>		3				
AC 221	Computerized Accounting I <sup>6</sup>		3				
EC 202	Fundamentals of Macroeconomics		3				
MG 202	Business Organization & Management <sup>7</sup>		3				
MK 130	Fundamentals of Marketing		3				
			15				
AC 234	Taxation <sup>8</sup>		3				
FN 231	Business Finance <sup>9</sup>		3				
MG 181	Retailing		3				
MG 226	Business Law		3				
MG 296	Integrated Business Strategies <sup>10</sup>		3				
			15				
	HOURS REQUIRED FOR GRADUATION: 60						

<sup>1</sup> ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

<sup>2</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>3</sup> AC 201 has a prerequisite of AC 103 or permission.

<sup>4</sup> MAT 110 has a prerequisite of placement in 100-level Math or a Minimum ACT Math score of 20 or permission.

<sup>5</sup> AC 210, and FN 231 have a prerequisite of AC 103 or AC 108 or AC 201.

<sup>6</sup> AC 221 has a prerequisite of AC 103 or AC 108 or AC 201, and IT 101 or permission.

<sup>7</sup> MG 202 has a prerequisite of MG 101.

<sup>8</sup> AC 234 has a prerequisite of AC 103, AC 108, or AC 201.

<sup>9</sup> FN 231 has a prerequisite of AC 103, AC 108, or AC 201.

<sup>10</sup> MG 296 has a prerequisite of 45 credit hours completed in the program.

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## 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/](http://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:

Gerald Doyle, MBA, CPA  
Room 245  
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E-mail: [doyle@mctc.edu](mailto:doyle@mctc.edu)

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

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 101	Written Communication <sup>1</sup>		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math <sup>2</sup>		3				
MG 101	Introduction to Business (EDGE)		3				
			15				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
MAT 110	Statistics for Business and Industry		3				
MG 105	Introduction to Workplace Training		3				
MG 233	Personnel Management <sup>3</sup>		3				
	Social Science Elective <sup>4</sup>		3				
			15				
ENL 102 or ENL 131	Written Communication II <sup>5</sup> or Technical Report Writing <sup>1</sup>		3				
MG 202	Business Organization & Management <sup>3</sup>		3				
MG 205	Call Center Environment/Technology <sup>6</sup>		3				
MG 207	Managing Call Center Data <sup>7</sup>		3				
	Recommended Elective <sup>8</sup>		3				
			15				
MG 203	Managing Call Center Teams <sup>9</sup>		3				
LAW 250	Employment Law <sup>10</sup>		3				
MG 209	Occupational Safety		3				
MG 299	Cooperative Work Experience <sup>11</sup>		3				
	Recommended Elective <sup>9</sup>		3				
			15				
	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.

<sup>1</sup> ENL 101 and ENL 131 have a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better.

<sup>2</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>3</sup> MG 202 and MG 233 have a prerequisite of MG 101.

<sup>4</sup> Choose from EC, HIST, PSYC, SOCI 100-level or above.

<sup>5</sup> ENL 102 has a prerequisite of ENL 101.

<sup>6</sup> MG 205 has a prerequisite of IT 101.

<sup>7</sup> MG 207 has a prerequisite of MAT 110.

<sup>8</sup> 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.

<sup>9</sup> MG 203 has a prerequisite of MG 202 or SS 201.

<sup>10</sup> LAW 250 has a prerequisite of LAS 101, or LAW 101 and MG 233.

<sup>11</sup> MG 299 has a prerequisite of permission by Division Director or Program Coordinator.

<sup>12</sup> MAT 110 has a prerequisite of placement in 100-level Math or a Minimum ACT Math score of 20 or permission

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# 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:

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

### Employment Opportunities:

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

### Salary Forecast:

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

### 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](mailto:doyle@mctc.edu)

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

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AC 103	Introduction to Accounting (EDGE)		3				
ENL 101	Written Communication <sup>1</sup>		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math <sup>2</sup>		3				
MG 101	Introduction to Business (EDGE)		3				
			15				
AC 201	Financial Accounting 1 <sup>3</sup>		3				
AT 104	Records Management		3				
MAT 110	Statistics for Business and Industry <sup>4</sup>		3				
MFE 120	Introduction to Manual Machining <sup>5</sup>		4				
MT 200	Blueprint Reading		3				
			16				
AC 210	Managerial Accounting <sup>6</sup>		3				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
ENL 131	Technical Report Writing <sup>7</sup>		3				
MFE 220	Computer Aided Design 1		4				
MG 202	Business Organization & Management <sup>8</sup>		3				
			16				
FN 231	Business Finance <sup>6</sup>		3				
MG 226	Business Law <sup>1</sup>		3				
MG 296	Integrated Business Strategies <sup>9</sup>		3				
MK 130	Fundamentals of Marketing		3				
	Social Science Requirement <sup>10</sup>		3				
			15				
	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.

- <sup>1</sup> ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.
- <sup>2</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.
- <sup>3</sup> AC 201 has a prerequisite of AC 103 or permission.
- <sup>4</sup> MAT 110 has a prerequisite of placement in 100-level Math or a Minimum ACOT Math score of 20 or permission.
- <sup>5</sup> MFE 120 has a prerequisite of MAT 145 or permission.
- <sup>6</sup> AC 210, AC 234, and FN 231 have a prerequisite of AC 103 or AC 108 or AC 201
- <sup>7</sup> ENL 131 has a prerequisite of ENL 095, or placement in 100-level English.
- <sup>8</sup> MG 202 has a prerequisite of MG 101
- <sup>9</sup> MG 296 has a prerequisite of 45 credit hours completed in the program.
- <sup>10</sup> Social Science Requirement: Select from EC 102; SOCI 210; or PSYC 215.

# 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:

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 is usually aided by a number of assistant managers assigned to the various departments of the operation. In hotels of every size, managerial duties vary significantly by job title.

### Employment Opportunities:

- Hotel management
  - Resort management
  - Tourism offices
  - Travel services
  - Recreation services
- Salary Forecast:**

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

### Tech Prep Affiliation:

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

For high school students interested in food service careers and coming from applicable programs offering ProStart curriculum, the program will provide for a seamless transition from ProStart through the completion of an Associate in Applied Science Degree in Hospitality Management.

Students who complete the high school ProStart program and pass the ProStart examination with a score of 75% or higher may receive 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

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[www.mctc.edu](http://www.mctc.edu)

Mountwest Community & Technical College  
Academic Year 2023-2024

03/07/2023

Management Technology Major Code - CM10 • Hospitality Management Concentration Code – CM25							
Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
CA 200	Culinary Sanitation and Safety		3				
ENL 101	Written Communication <sup>7</sup>		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 <sup>1</sup>		3				
HM 222	Rooms Division Management <sup>2</sup>		3				
MAT 120	Applied Professional Math <sup>3</sup>		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 <sup>4</sup>		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 <sup>5</sup>		3				
MG 202	Business Organizational Management <sup>6</sup>		3				
			15				
	HOURS REQUIRED FOR GRADUATION: 60						

<sup>1</sup>HM 165 has a prerequisite of HM 101.

<sup>2</sup>HM 222 has a prerequisite of HM 145.

<sup>3</sup>Math 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>4</sup>Choose from any EC, PSYC, or SOCI 100 level or higher course.

<sup>5</sup>HM 299 is by permission only.

<sup>6</sup>MG 202 has a prerequisite of MG 101 and HM 101.

<sup>7</sup>ENL 101 requires placement in 100-level English or a corequisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

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# CULINARY & HOSPITALITY

[mctc.edu/programs](http://mctc.edu/programs)

## 2 Year Degrees

*AAS Culinary Arts*

## 1 Year Certificates

*CAS Hospitality Management*

## Skill Sets

*Event Management*

### 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. 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:

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

### Admission Requirements

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

### Tech Prep Affiliation:

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

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

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

### Contact Information:

Chef Lawrence Perry, M.S.

Hospitality Management/Culinary Arts Program Director

Center for Culinary Arts

1648 8<sup>th</sup> Avenue, Suite 1

Phone: 304-399-0210

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

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Culinary Arts <sup>1</sup> – CH25							
Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
CA 105	Fabrication & Knife Skills <sup>2</sup>	F	3				
CA 110	Mise en Place <sup>2</sup>	F	3				
CA 120	A la Carte Dining Rm Serv I	F	3				
CA 200	Sanitation and Safety <sup>2</sup>	F	3				
ENL 101	Written Communications <sup>3</sup>		3				
			15				
CA 112	Garde Manger <sup>4</sup> (2 <sup>nd</sup> 8 weeks)	S	3				
CA 269	Stocks, Soups & Sauces <sup>5</sup> (1 <sup>st</sup> 8 weeks)	S	3				
CA 270	Managing Culinary Operations	S	2				
CA 275	Cost Control and Revenue Management	S	2				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math <sup>6</sup>		3				
			16				
CA 116	Breads and Pastries <sup>7</sup> (2 <sup>nd</sup> 8 weeks)	F	3				
CA 205	A la Carte Dining Rm Serv II (1 <sup>st</sup> 8 wks)	F	3				
CA 245	Culinary Nutrition	F	2				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
	Social Science Elective <sup>9</sup>		3				
			14				
CA 135	International Cuisine <sup>8</sup> (1 <sup>st</sup> 8 wks)	S	3				
CA 225	Advanced Cooking & Artistry <sup>10</sup> (2 <sup>nd</sup> 8 weeks)	S	3				
CA 235	Menu Planning	S	3				
CA 259	Practice Culinary Catering <sup>11</sup>	S	3				
HM 240	Vineyards & Breweries	S	2				
CA 298	Coop. Culinary Arts Work Experience <sup>12</sup>		1				
			15				
HOURS REQUIRED FOR GRADUATION: 60							

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

<sup>2</sup> CA 105, CA 110, and CA 200 are co-requisites.

<sup>3</sup> ENL 101 has a prerequisite of placement in 100 level English or a corequisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

<sup>4</sup> CA 112 has a prerequisite of CA 105, CA 110, CA 200, CA 269.

<sup>5</sup> CA 269 has a prerequisite of CA 105, CA 110 and CA 200.

<sup>6</sup> MAT 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

<sup>7</sup> CA 116 has a prerequisite of CA 112.

<sup>8</sup> CA 135 has a prerequisite of CA 116.

<sup>9</sup> Select from an EC, HIST, PSYC, or SOCI 100 level or higher.

<sup>10</sup> CA 225 has a prerequisite of CA 135.

<sup>11</sup> CA 259 has a prerequisite of CA 120.

<sup>12</sup> CA 298 has a prerequisite of "Permission".

# Hospitality Management - CAS

## Culinary Arts – Concentration

Career &amp; 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 fine dining, catering, hotel and motel food service, casual family restaurants, chef-owned bistros, quick-service dining, national chains, national parks, resorts, casinos, stadiums, theme parks, cruise lines, and on-site foodservice operations such as hospital, collegiate, and company cafeterias. They all possess a common future as one of the most dynamic employment and career fields available. The Culinary Arts Certificate prepares individuals for entry-level chef positions. Students will study the fundamentals of classical and contemporary cuisine, sanitation, nutrition, purchasing, cost control, kitchen management, and restaurant procedures. A range of different cuisines are taught from basic levels, to intermediate, to advanced. The curriculum is designed for the entry-level student with no previous work experience or formal training in the profession, as well as for industry professionals seeking to raise their skills.

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

### Career Outlook:

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

### Career Description:

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

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

### Contact Information:

Chef Lawrence Perry, M.S.  
Hospitality Management/ Culinary Arts Program Director  
Center for Culinary Arts  
1648 8th Avenue, Suite 1  
Huntington, WV 25701  
Phone: 304-399-0210  
E-mail: [ChefPerry@mctc.edu](mailto:ChefPerry@mctc.edu)

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Hospitality Management CH30-Culinary Arts, CAS Major Code – CH31 <sup>1</sup>	
Name:	ID Number 942-

#### COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
CA 105	Fabrication & Knife Skills <sup>2</sup>	F	3				
CA 110	Mise en Place <sup>2</sup>	F	3				
CA 116	Breads and Pastries (2 <sup>nd</sup> 8 weeks)	F	3				
CA 120	A la Carte Dining Rm Serv I (EDGE)	F	3				
CA 200	Sanitation and Safety <sup>2</sup>	F	3				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
			18				
CA 205	A la Carte Dining Room Service II (2 <sup>nd</sup> 8 weeks)	S	3				
CA 269	Stocks, Soups & Sauces <sup>3</sup>	S	2				
CA 270	Managing Culinary Operations	S	2				
CA 275	Cost Control and Revenue Management	S	2				
CA 298	Coop. Culinary Arts Work Experience		1				
HM 240	Vineyards and Breweries	S	2				
MAT 120	Applied Professional Math <sup>4</sup>	S	3				
			17				
<b>HOURS REQUIRED FOR GRADUATION: 35</b>							

#### Earn A Degree Graduate Early (EDGE):

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

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

<sup>2</sup> CA 105, CA 110, and CA 200 must be taken concurrently.

<sup>3</sup> CA 269 has a prerequisite of CA 105, CA 110, and CA 200.

<sup>4</sup>

<sup>4</sup> MAT 120 has a prerequisite of placement on 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

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**General Studies & Transfer**

AA General Studies/Transfer Studies

Elementary Education Concentration

Behavioral Science Concentration

Media Studies Concentration

Secondary Education Social Studies  
Concentration

Social Work Concentration

AS General Studies/Transfer Studies

Health Professions Concentration

# General Studies/Transfer Studies Associate of Arts (AA)

Academic Year 2023-2024

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](mailto:burdell1@mctc.edu)

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

**General Studies/Transfer Studies – Major Code CG10**

<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
	<b>General Education Component</b>						
COL 101	New Student Seminar*		1				
COM 112	Oral Communication*		3				
COM 125	Interpersonal Communication*		3				
ENL 101	Written Communication <sup>1,*</sup>		3				
ENL 102	Written Communication II <sup>2,*</sup>		3				
HMN 235	Leadership Studies through the Humanities*(Capstone) <sup>3,11</sup>		3				
MAT 120/120E	Applied Professional Mathematics <sup>4,*</sup>		3-5				
PSYC 200	General Psychology*(C1)		3				
SOCI 210	Fundamentals of Sociology*		3				
			<b>25-27</b>				
	<b>Humanities</b> (Choose a minimum of 6 hours from the following)						
ART 101	Introduction to Visual Arts*		3				
ENL 201	Introduction to Literature <sup>5,*</sup>	S	3				
ENL 245	Elements of the Short Story <sup>5</sup>	F	3				
RELS 130	World Religions*	S	3				
			<b>6</b>				
	<b>Natural Science</b> (Choose a minimum of 4 hours from the following)						
BIOL 101/101L	General Biology with Laboratory <sup>6</sup>		4				
BIOL 210/210L	Microbiology with Laboratory		4				
BIOL 105	Human Biology		3				
BIOL 260	Human Anatomy <sup>7</sup>		4				
BIOL 265	Human Physiology <sup>8</sup>		4				
SCI 110	Introductory Physics <sup>9</sup>		4				
CHEM 205	Chemistry for Health Care Professions		4				
			<b>4</b>				
	<b>Social Science</b> (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				
POLS 202	American State and Local Government		3				
PSYC 225	Abnormal Psychology	F	3				



PSYC 229	Elementary Behavioral Statistics <sup>14</sup>	S	3				
			12				
	<b>Other</b>						
COM 130	Mass Communication and Culture	F	3				
COM 230	Principles of Public Relations	S	3				
ENL 131	Business & Technical Writing <sup>1,*</sup>		3				
IT 101	Fundamentals of Computers*		3				
MAT 130 or 130E	College Algebra <sup>12</sup>		3-5				
MAT 229	Calculus with Analytic Geometry I <sup>13</sup>		5				
SPAN 101	Spanish I	F	3				
SPAN 102	Spanish II <sup>10</sup>	S	3				
<b>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.</b>							
<b>HOURS REQUIRED FOR GRADUATION: 60 minimum</b>							

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.

<sup>1</sup> ENL 101 and ENL 131 have a prerequisite of placement in 100-level English or co-requisite of ENL 095. Students must have a “C” or better in ENL 101 to graduate.

<sup>2</sup> ENL 102 has a prerequisite of ENL 101.

<sup>3</sup> HMN 235 has a prerequisite of ENL 101 with a “C” or better

<sup>4</sup> MAT 120 has a prerequisite of an ACT score of 19 or an SAT score of 510.

<sup>5</sup> ENL 201 and ENL 245 have a prerequisite of ENL 102.

<sup>6</sup> BIOL 101 and BIOL 101L are co-requisites.

<sup>7</sup> BIOL 260 has a prerequisite of BIOL 257 or minimum ACT composite score of 19.

<sup>8</sup> BIOL 265 has a prerequisite of a C or better in BIOL 257 or BIOL 260, or a minimum ACT composite score of 19.

<sup>9</sup> SCI 110 has a prerequisite of MAT 144, MAT 120, or MAT 120E.

<sup>10</sup> SPAN 102 has a prerequisite of SPAN 101.

<sup>11</sup> HMN 235 should be taken during the final Semester (Capstone)

<sup>12</sup> MAT 130 has a prerequisite of a minimum ACT Math score of 21 or MAT 144 or permission.

<sup>13</sup> MAT 229 has a prerequisite of a minimum ACT Math score of 27 or MAT 132.

<sup>14</sup> PSYC 229 has a prerequisite of MAT 120, MAT 120E, or permission.

\* Courses offered online

(CT) Critical Thinking

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www.mctc.edu

Mountwest Community & Technical College

02/28/2023

Academic Year 2023-2024

### 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/](http://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](mailto:mccolgan@mctc.edu)

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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 101	Written Communication I <sup>7</sup>		3				
COM 112	Oral Communication		3				
PSYC 200	General Psychology		3				
EDUC 102	Foundations of Elementary Education	F	3				
MAT 130/130E	College Algebra <sup>1</sup>		3-4				
COL 101	New Student Seminar		1				
			16-17				
ENL 102	Written Communication II <sup>2</sup>		3				
HIST 104	U.S. History since 1877	S	3				
EDUC 225	Development of Young Children <sup>8</sup>	S	3				
CIED 250	Educational Technology	S	3				
ART 101	Introduction to Visual Art		3				
			15				
CIED 148	Intro to Science for Elem. Education <sup>3</sup>	F	3				
EDUC 201	Educational Psychology <sup>2</sup>	F	3				
EDUC 270	Level I Clinical Experience		1				
EDUC 242	Children's Literature <sup>2</sup>	F	3				
CIED 101	Math for Elementary Teachers I <sup>3</sup>	F	3				
HIST 103	United States History to 1877	F	3				
			16				
EDUC 261	The Exceptional Child <sup>4</sup>	S	3				
CIED 201	Math for Elementary Teachers II <sup>5</sup>	S	3				
GEO 217	World Regional Geography	S	3				
ENL 201	Introduction to Literature <sup>6</sup>	S	3				
CIED 202	Praxis Strategies <sup>5</sup>	S	1				
BIOL 105	Human Biology		4				
			17				

	REQUIRED HOURS FOR GRADUATION: 65
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<sup>1</sup> MAT 130 has a prerequisite of MAT 144, ACT Math score of 21, or permission.

<sup>2</sup> ENL 102, EDUC 201 and EDUC 242 have a prerequisite of ENL 101 passed with a C or better.

<sup>3</sup> CIED 101 and CIED 148 have a prerequisite of MAT 130.

<sup>4</sup> EDUC 261 has a prerequisite of EDUC 225 and ENL 102.

<sup>5</sup> CIED 201 and CIED 202 have a prerequisite of CIED 101 with a grade of C or better.

<sup>6</sup> ENL 201 has a prerequisite of ENL 102.

<sup>7</sup> ENL 101 has a prerequisite of placement in 100 level English or co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

<sup>8</sup> EDUC 225 has a prerequisite of EDUC 102 with a grade of "C" or better.

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**Behavioral Science-Concentration****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 15 credit hours of Behavioral Science courses) that will provide the student with a broad background to enter a baccalaureate program at the junior level. The AA degree utilizes both on-site as well as distance education.

**Career Outlook:**

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

**Contact Information:**

Sean Hughes

Room 345

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

Email: [hughes82@mctc.edu](mailto:hughes82@mctc.edu)

**General Studies/Transfer Studies – Behavioral Concentration Code CG16**

<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COL 101	New Student Seminar		1				
COM 112	Oral Communication <sup>5</sup>		3				
ENL 101	Written Communication <sup>1</sup>		3				
MAT 120/120E	Applied Professional Math <sup>2</sup>		3-5				
PSYC 200	General Psychology <sup>5</sup>		3				
	Social Science Elective <sup>3,5</sup>		3				
			16-18				
PSYC 229	Elementary Behavioral Statistics <sup>13</sup>	S	3				
ENL 102	Written Communication II <sup>4</sup>		3				
POLS 101	Introduction to American Government <sup>5</sup>		3				
	Natural Science Elective <sup>6</sup>		4				
	Approved Elective <sup>5,8</sup>		3				
			16				
PSYC 225	Abnormal Psychology <sup>5</sup>	F	3				
SOCI 210	Fundamentals of Sociology		3				
SPAN 101	Introductory Spanish I <sup>5</sup>	F	3				
	Humanities Elective <sup>9,12</sup>		3				
	Social Science Elective <sup>3</sup>		3				
			15				
HMN 235	Leadership Studies Through the Humanities (Capstone) <sup>10</sup>		3				
PSYC 211	Child Development <sup>11</sup>		3				
SPAN 102	Introductory Spanish II <sup>7</sup>	S	3				
	Humanities Elective <sup>9,12</sup>		3				
	Social Science Elective <sup>3,5</sup>		3				
			15				

**HOURS REQUIRED FOR GRADUATION: 62 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.

<sup>1</sup> ENL 101 has a prerequisite of placement in 100-level English and co-requisite of ENL 095. Students must complete ENL 101 with a “C” or better to graduate.

<sup>2</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>3</sup> Social Science electives: choose from EC 102, EC 201, EC 202, HIST 103, HIST 104, HIST 114, HIST 115, HIST 240.

<sup>4</sup> ENL 102 has a prerequisite of a “C” or better in ENL 101.

<sup>5</sup> COM 112, COM 130, COM 230, PSYC 200, PSYC 215, PSYC 225, EC 102, EC 201, EC 202, HIST 103, HIST 104, HIST 114, HIST 115, HIST 240, POLS 101, RELS 130, and SPAN 101 have a prerequisite in 100-level reading.

<sup>6</sup> Natural Science Elective: Choose from BIOL 101/101L, BIOL 105, BIOL 210/210L, BIOL 260, SCI 110, CHEM 230.

<sup>7</sup> SPAN 102 has a prerequisite of SPAN 101.

<sup>8</sup> Approved Elective: Choose from COM 130, COM 230, ENL 131, IT 101

<sup>9</sup> Humanities Elective: Choose from ART 101, ENL 201, ENL 245, RELS 130.

<sup>10</sup> HMN 235 has a prerequisite of ENL 101 with a grade of “C” or better and should be taken during the final semester (Capstone).

<sup>11</sup> PSYC 211 has a prerequisite of PSYC 200.

<sup>12</sup> ENL 201 has a prerequisite of ENL 102.

<sup>13</sup> PSYC 229 has a prerequisite of MAT 120, MAT 120E or permission.

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

### Contact Information:

Kim Nisky

Room 311

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

[nisky1@mctc.edu](mailto:nisky1@mctc.edu)

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

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
MAT 120	Applied Professional Math <sup>1</sup>		3				
ENL 101	Written Communications <sup>2</sup>		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 102	Written Communication II <sup>3</sup>		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 <sup>4</sup>		3				
HMN 235	Leadership Studies through the Humanities <sup>5,6</sup>		3				
SPAN 102	Introductory Spanish II <sup>7</sup>	S	3				
DSGN 160	Digital Photography	S	3				
			15				
	<b>REQUIRED HOURS FOR GRADUATION: 62</b>						

- <sup>1</sup> MAT 120 has a prerequisite of placement in 100-level math or minimum ACT Math score of 19 or SAT Math score of 510.
- <sup>2</sup> ENL 101 has a prerequisite of placement in 100 level English or co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.
- <sup>3</sup> ENL 102 has a prerequisite of ENL 101 with a grade of "C" or higher.
- <sup>4</sup> ENL 201 has a prerequisite of ENL 102.
- <sup>5</sup> HMN 235 should be taken during the final semester (Capstone)
- <sup>6</sup> HMN 235 has a prerequisite of ENL 101 with a grade of "C" or better
- <sup>7</sup> SPAN 102 has a prerequisite of SPAN 101

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# **General Studies/Transfer Studies AA**

## **Secondary Education Social Studies -Concentration**

**Academic Year 2023-2024**  
**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/](http://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](mailto:hopkins25@mctc.edu)

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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 101	Written Communication I <sup>4</sup>		3				
GEO 150	Introduction to Geography	F	3				
HIST 103	U.S. History to 1877	F	3				
FINE ARTS	Fine Arts Elective <sup>1</sup>		3				
HIST 114	World History to 1500	F	3				
			16 hrs.				
ENL 102	Written Communication II <sup>2</sup>		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 <sup>5</sup>		3				
			15 hrs.				
HIST 240	West Virginia History	F	3				
EDUC 201	Educational Psychology <sup>2,6</sup>	F	3				
EDUC 270	Level I Clinical Experience <sup>6</sup>	F	1				
PSYC 200	General Physcology		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 <sup>7,8</sup>		3				
CIED 250	Educational Technology	S	3				
ENL 201	Introduction to Literature <sup>3</sup>	S	3				
HIST 104	U.S. History from 1877	S	3				
			16 hrs.				
REQUIRED HOURS FOR GRADUATION: 62							

<sup>1</sup> Choose from ART 101, MUSI 101 or THEA 101

<sup>2</sup> ENL 102 and EDUC 201 have a prerequisite of ENL 101 with a “C” or better

<sup>3</sup> ENL 201 has a prerequisite of ENL 101

<sup>4</sup> ENL 101 has a prerequisite of placement in 100 level English or a co-requisite of ENL 095. Students must earn a “C” or better in ENL 101 to graduate.

<sup>5</sup> MAT 120 has a prerequisite of ACT 19, PLAC 100

<sup>6</sup> EDUC 270 and EDUC 201 are co-requisites

<sup>7</sup> HMN 235 has a prerequisite of ENL 101 with a grade of “C” or better

<sup>8</sup> HMN 235 should be taken during the final semester (Capstone)

## Social Work-Concentration

### Program Description:

The General Studies/Transfer Studies Associate of Arts degree with a concentration in Social Work 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 foundational knowledge and skills in social work issues.

### Career Outlook:

Students who earn a Bachelor of Arts in Social Work generally obtain employment in hospitals, mental health facilities, schools, child welfare agencies and other human services organizations. Students completing the Social Work concentration without pursuing a bachelor's degree, may obtain employment.

### Employment Opportunities:

Child, family, and school

Healthcare

Mental Health and Substance Abuse

Other related fields

### Salary Forecast:

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

### Contact Information:

Kendra Bolen

Room 313

Phone: 304-710-3445 or 1-866-N-ROLLED (1-866-676-5533)

Email: [burdell1@mctc.edu](mailto:burdell1@mctc.edu)

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General Studies/Transfer Studies Major Code-CG10 • Social Work Concentration Code-CG19	
Name:	ID Number 942-
Student Success Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication I <sup>1</sup>		3				
COM 112	Oral Communication		3				
SOCI 210	Fundamentals of Sociology		3				
MAT 120	Applied Professional Math <sup>2</sup>		3				
ART 101	Introduction of Visual Arts		3				
COL 101	New Student Seminar		1				
			16				
ENL 102	Written Communication II <sup>3</sup>		3				
SOWK 101	Introduction to Social Work		3				
BIOL 105	Human Biology		4				
PSYC 200	General Psychology		3				
POLS 101	Introduction to American Government		3				
			16				
EC 102	Basic Economics		3				
PSYC 211	Child Development Psychology <sup>4</sup>		3				
HIST 103	U.S. History to 1877		3				
POLS 202	American and State Local Governments		3				
SOWK 230	Substance Use and Social Work <sup>7</sup>		3				
			15				
EC 201	Fundamentals of Microeconomics		3				
EDUC 215	Child, Family, and Community		3				
ENL 201	Introduction to Literature <sup>5</sup>		3				
HIST 104	U.S. History since 1877		3				
HMN 235	Leadership Studies Through Humanities <sup>6</sup>		3				
			15				

	REQUIRED HOURS FOR GRADUATION: 62
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<sup>1</sup> ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a C or better to graduate.

<sup>2</sup> MAT 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

<sup>3</sup> ENL 102 has a prerequisite of a C or better in ENL 101.

<sup>4</sup> PSY 211 has a prerequisite of PSYC 200.

<sup>5</sup> ENL 201 has a prerequisite of ENL 102.

<sup>6</sup> HMN 235 is a capstone course and should be taken in the final semester.

<sup>7</sup> SOWK 230 has a prerequisite of SOWK 101.

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# General Studies/Transfer Studies

## Associate of Science (AS)

Academic Year 2023-2024

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 choose courses that meet the needs of their chosen career path and goals.

### Contact Information:

Kelli Hall  
Room 337  
Phone: 304-710-3443 or 1-866-N-ROLLED (1-866-676-5533)  
Email: [hallk@mctc.edu](mailto:hallk@mctc.edu)

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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 101	Written Communication <sup>1</sup>		3				
ENL 102	Written Communication II <sup>2</sup>		3				
HMN 235	Leadership Studies through the Humanities <sup>3</sup> (Capstone)		3				
MAT 130/130E or MAT 132	College Algebra <sup>5</sup> or Pre-Calculus <sup>6</sup>		3-5				
PSYC 200	General Psychology		3				
SOCI 210	Fundamentals of Sociology		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 <sup>4</sup>	S	3				
ENL 245	Elements of the Short Story <sup>4</sup>	F	3				
RELS 130	World Religion	S	3				
			6				
	Mathematics (Choose a minimum of 3-6 hours from the following)						
MAT 120/120E	Applied Professional Math		3-5				
MAT 205 or MAT 229	Technical Calculus <sup>7</sup> or Calculus w/ Analytic Geometry I <sup>8</sup>		3-5				
MAT 110	Statistics for Business and Industry <sup>14</sup>		3				
			3-6				
	Natural Science (Choose a minimum of 8-11 hours from the following)						
BIOL 101/101L	General Biology with Laboratory <sup>9</sup>		4				
BIOL 105	Human Biology		4				
BIOL 260	Human Anatomy <sup>10</sup>		4				
BIOL 265	Human Physiology <sup>11</sup>		4				
SCI 110	Introductory Physics <sup>10</sup>		4				
CHEM 230 or CHEM 205	Principles of Chemistry I <sup>13</sup> or Chemistry for Healthcare Professions		4				
BIOL 210/210L	Microbiology/Lab		4				
	Note: Math & Natural Science MUST add to 14 hours		8-11				

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	<b>Social Science</b> <b>(Choose a minimum of 6 hours from the following)</b>						
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				
POLS 202	American State & Local Governments	S	3				
PSYC 211	Child Development <sup>15</sup>		3				
PSYC 225	Abnormal Psychology	F	3				
			6				
	<b>Other</b>						
SPAN 101	Introductory Spanish I	F	3				
SPAN 102	Introductory Spanish II	S	3				
ENL 131	Business & Technical Writing <sup>1</sup>		3				
IT 101	Fundamentals of Computers		3				
AH 151	Medical Terminology		3				
AH 220	Basic Nutrition		3				
<b>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.</b>							
<b>HOURS REQUIRED FOR GRADUATION: 60 minimum</b>							

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.

<sup>1</sup> ENL 101 and ENL 131 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

<sup>2</sup> ENL 102 has a prerequisite of a "C" or better in ENL 101.

<sup>3</sup> HMN 235 has a prerequisite of ENL 101 with a "C" or better.

<sup>4</sup> ENL 201 and ENL 245 have a prerequisite of ENL 102.

<sup>5</sup> MAT 130 has a prerequisite of MAT 144 or an ACT score of 21+.

<sup>6</sup> MAT 132 has a prerequisite of Minimum math ACT score of 21, MAT 130, or MAT 130E.

<sup>7</sup> MAT 205 has a prerequisite of MAT 144 or MAT 130.

<sup>8</sup> MAT 229 has a prerequisite of minimum ACT Math score of 27 or MAT 132.

<sup>9</sup> BIOL 101 and BIOL 101L are co-requisites.

<sup>10</sup> BIOL 260 has a prerequisite of BIOL 257 with a "C" or better, or an ACT score of 19+.

<sup>11</sup> BIOL 265 has a prerequisite of BIOL 257 or BIOL 260 with a "C" or better, or an ACT score of 19+.

<sup>12</sup> SCI 110 has a prerequisite of MAT 144, MAT 120, or MAT 120E.

<sup>13</sup> CHEM 230 has a prerequisite of MAT 144, MAT 130 or MAT 120.

<sup>14</sup> MAT 110 has a prerequisite of placement in 100-level Math, ACT Math score of 20, Boost Camp, or permission.

<sup>15</sup> PSYC 211 has a prerequisite of PSYC 200.

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# General Studies/Transfer Studies (AS)

## Healthcare Professions - Concentration

Liberal Arts & Transfer Studies Division

### Program Description:

The General Studies/Transfer Studies Associate of Science degree with a concentration in Healthcare Professions serves as a foundation for continual studies at a four – year institution. This concentration is ideal for the student pursuing a Bachelor’s degree in nursing, medical imaging or respiratory care. In addition to general education credits, students will take several courses that will prepare them for their major/career in a health profession’s field including Anatomy & Physiology, Nutrition, Chemistry, Medical Terminology, Microbiology and Physics

### Salary Forecast:

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

### Contact Information:

Jason Black

Room 347

Phone: 304-710-3522 or 1-866-N-ROLLED (1-866-676-5533)

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

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Associate in Science – Major Code CG50 Healthcare Professions Concentration Code							
Name:					ID Number 942-		
Student Success Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communications I <sup>6</sup>		3				
PSYC 200	General Psychology		3				
CHEM 205	Chemistry for Healthcare Professions		4				
BIOL 257	Intro Anatomy and Physiology		3				
AH 220	Basic Nutrition		3				
COL 101	New Student Seminar		1				
			17				
ENL 102	Written Communications II <sup>1</sup>		3				
BIOL 260	Human Anatomy <sup>2</sup>		4				
BIOL 265	Human Physiology <sup>2</sup>		4				
MAT 120/MAT 120E	Applied Professional Math <sup>4,7</sup>		3-5				
			14 - 16 hrs				
BIOL 210	Microbiology <sup>3</sup>		3				
BIOL 210 L	Microbiology Lab <sup>3</sup>		1				
COM 125	Interpersonal Communications		3				
SOCI 210	Fundamentals of Sociology		3				
RELS 130	World Religions	S	3				
			13 hrs				
HMN 235	Leadership Studies through the Humanities (Capstone) <sup>8,9</sup>		3				
SCI 110	Introductory Physics <sup>5</sup>		4				
ART 101	Introduction to Visual Arts		3				
AH 151	Medical Terminology		3				
MAT 210	Statistics for Business and Industry <sup>5</sup>		3				
			16 hrs				
REQUIRED HOURS FOR GRADUATION: 60							

1 ENL 102 has a prerequisite of ENL 101

2 BIOL 260 and BIOL 265 have a prerequisite of "C" or higher in BIOL 257 or Composite ACT 19 or higher

3 BIOL 210 and BIOL 210L are corequisites

4 MAT 120E has a corequisite of MAT 099

5 SCI 110 and MAT 110 have a prerequisite of MAT 144, MAT 120, or MAT 120E.

6 ENL 101 has a prerequisite of placement in 100 level English or corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate

7 MAT 120 has a prerequisite of ACT score of 19+.

8 HMN 235 has a prerequisite of ENL 101 with a grade of "C" or better

9 HMN 235 should be taken during the final semester - Capstone



# HUMAN SERVICES & EDUCATION

[mctc.edu/programs](http://mctc.edu/programs)

## 2 Year Degrees

AAS Alcohol & Drug Counseling

AAS American Sign Language

AAS Early Childhood

Education AAS Alcohol and Drug  
Counseling

## 1 Year Certificates

CAS Assistant Teacher

CAS Deaf Studies

CAS Addiction Studies

**Program Description:**

The Associate of Applied Science in Alcohol and Drug Counseling offered by Mountwest is designed to prepare students for credentialing in the Alcohol and Drug Counseling profession.

In West Virginia, the West Virginia Certification for Addiction and Prevention Professionals (WVCBAPP) governs the certification of the Alcohol and Drug Counselor (ADC) credential. This credential requires six years and six thousand supervised hours of practice to obtain. The AAS trains students in Alcohol and Drug Counseling through academic work and field experience. Upon completion of the AAS, students will have logged experience that counts towards the WV ADC credential and will be aware of expectations and timeline to achieve the credential.

**Career Outlook:**

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

**Program Admission Requirements:**

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

**Salary Forecast:**

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

**Contact Information:**

Dakota Collins

Room 315

Phone: 304-710-3188

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

**Alcohol and Drug Counseling – Major Code CS20**

<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ADC 101	Intro to Alcohol and Drug Counseling		3				
ADC 111	Basic Counseling Skills		3				
ADC 115	Interpersonal Dynamics & Counselor Formation		3				
COL 101	New Student Seminar		1				
COM 112	Oral Communication		3				
ENL 101	Written Communication I <sup>1</sup>		3				
			16				
ADC 121	Professional Theories and Practice		3				
ADC 125	Substance Related and Addictive Disorders		3				
ADC 291	Field Experience I <sup>2</sup>		2				
SOWK 101	Intro to Social Work		3				
MAT 120	Applied Professional Math <sup>3</sup>		3				
			14				
ADC 211	Motivational Interviewing <sup>4</sup>		3				
ADC 222	Screening, Assessment, and Engagement <sup>5</sup>		3				
ADC 292	Field Experience II <sup>6</sup>		2				
BIOL 105	Human Biology		4				
SOWK 230	Social Work and Substance Use		3				
			15				
ADC 290	Professional and Ethical Responsibilities <sup>7</sup>		3				
ADC 221	Intermediate Counseling Skills <sup>4</sup>		3				
ADC 235	Treatment Planning, Collaboration, and Referral <sup>7</sup>		3				
ADC 293	Field Experience III <sup>8</sup>		2				
ADC 299	Capstone Seminar <sup>9</sup>		2				
PSYC 200	General Psychology		3				
			16				

**HOURS REQUIRED FOR GRADUATION: 61**

1. ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate
2. ADC 291 requires permission from Program Director to enroll
3. MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510
4. ADC 211 and ADC 221 have a prerequisite of ADC 111
5. ADC 222 has a prerequisite of ADC 101, ADC 111, ADC 121, and ADC 125
6. ADC 292 has a prerequisite of ADC 291
7. ADC 235 and ADC 290 have a prerequisite of ADC 101, ADC 121, and ADC 125
8. ADC 293 has a prerequisite of ADC 292
9. ADC 299 requires permission from Program Director to enroll

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**Mountwest Community & Technical College**  
**Academic Year 2023-2024**

**Program Description:**

The Certificate of Applied Science in Addiction Studies offered by Mountwest enables students to develop essential skills for growth as helping professionals. The focus of the program is understanding the roles of different practitioners and serving those who struggle with substance-related and addictive disorders. Students will learn theories and techniques of professional counseling, social work, and the broader human services. Students will become familiar with the Diagnostic and Statistical Manual for Mental Health Disorders (DSM-V-TR) and be able to recognize formal diagnoses.

In West Virginia, the West Virginia Certification Board for Addiction and Prevention Professionals (WVCBAPP) governs the certification of the Alcohol and Drug Counselor (ADC) credential. This credential requires six years and six thousand supervised hours of practice to obtain. The CAS will help students determine a professional path forward in the helping professions.

**Career Outlook:**

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

**Program Admission Requirements:**

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

**Salary Forecast:**

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

**Contact Information:**

Dakota Collins

Room 315

Phone: 304-710-3188

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

**Addiction Studies – Major Code CA72**

**Name:** \_\_\_\_\_ **ID Number 942-** \_\_\_\_\_

**Educational Counselor:** \_\_\_\_\_

**Faculty Advisor:** \_\_\_\_\_

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ADC 101	Intro to Alcohol and Drug Counseling		3				
ADC 111	Basic Counseling Skills		3				
ADC 115	Interpersonal Dynamics & Counselor Formation		3				
COL 101	New Student Seminar		1				
COM 112	Oral Communication		3				
ENL 101	Written Communication I <sup>1</sup>		3				
			16				
ADC 121	Professional Theories and Practice		3				
ADC 125	Substance Related and Addictive Disorders		3				
ADC 291	Field Experience I <sup>2</sup>		2				
SOWK 101	Intro to Social Work		3				
MAT 120	Applied Professional Math <sup>3</sup>		3				
			14				

**HOURS REQUIRED FOR GRADUATION: 30**

1. ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate
2. ADC 291 requires permission from Program Director to enroll
3. MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510

**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/](http://www.bls.gov/ooh/).

**Employment Opportunities:**

- Enter an Interpreter Training Program, after which they may sit for certification examination, sponsored by the national licensing organization.
- Seek employment with programs that serve Deaf and Hard of Hearing children.
- A background in ASL and Deaf Studies will be useful in absolutely 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](mailto:brewer13@mctc.edu)

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American Sign Language <sup>1</sup> – 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 & Culture	F	3				
ASL 111	Visual & Gestural Communication	F	3				
ENL 101	Written Communication <sup>2</sup>		3				
COL 101	New Student Seminar		1				
			14				
ASL 102	American Sign Language II	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	F	3				
ASL 201L	ASL Lab III	F	1				
ASL 112	Intro to ASL Linguistics	F	3				
ASL 220	Resources for the Deaf Community	F	3				
MAT 120	Applied Professional Math		3				
	ASL Elective		2-3				
			15-16				
ASL 202	American Sign Language IV	S	3				
ASL 202L	ASL Lab IV	S	1				
ASL 205	American Deaf Community History	S	3				
ASL 270	Introduction to Interpreting	S	3				
ASL 290	Applied Issues Concerning Deaf Community	S	3				
	ASL Elective		2-3				
			15-16				
	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.

<sup>1</sup> All ASL courses must be completed with a "C" or better to graduate.

<sup>2</sup> ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

<sup>3</sup> ASL 102 has a prerequisite of ASL 101 and 101L.

<sup>4</sup> ASL 201 has a prerequisite of ASL 101, 101L, and ASL 102, 102L.

<sup>5</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>6</sup> ASL 202 and ASL 270 have prerequisites of ASL 101, 101L, ASL 102, ASL 201, and 201L.

<sup>7</sup> ASL 290 has prerequisites of ASL 101, ASL 101L, ASL 102, ASL 105, ASL 110, ASL 115, ASL 201, ASL 205, and ASL 220.

<sup>8</sup> Choose from the following: ASL 115, ASL 120, ASL 125, ASL 215. ASL electives must total at least 5 credit hours.

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**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/](http://www.bls.gov/ooh/).

**Employment Opportunities:**

- Enter an Interpreter Training Program, after which they may sit for certification examination, sponsored by the national licensing organization.
- Seek employment with programs that serve Deaf and Hard of Hearing children.
- A background in ASL and Deaf Studies will be useful in absolutely any 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](mailto:brewer13@mctc.edu)

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<b>Deaf Studies – Major Code CA60</b>	
<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

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 111	Visual and Gestural Communication	F	3				
ASL 220	Resources for the Deaf Community		3				
ENL 101	Written Communication <sup>1</sup>		3				
MAT 120	Applied Professional Math <sup>2</sup>		3				
			19				
ASL 102	American Sign Language II <sup>3</sup>	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				
	<b>HOURS REQUIRED FOR GRADUATION: 32</b>						

<sup>1</sup> ENL 101 has a prerequisite of placement in 100-level English or the co-requisite of ENL 095. Students must complete ENL 101 with a “C” or better to graduate.

<sup>2</sup> MAT 120 has a prerequisite of placement in 100-level mathematics or minimum ACT Math score of 19 or SAT Math score of 510.

<sup>3</sup> ASL 102 has a prerequisite of ASL 101, 101L.

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# Early Childhood Education, AAS

Academic Year 2023-2024

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:

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

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[www.mctc.edu](http://www.mctc.edu)

Mountwest Community & Technical College

03/20/2023

Academic Year 2023-2024

<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COL 101	New Student Seminar		1				
MAT 120	Applied Professional Math <sup>7</sup>		3				
EDUC 101	Healthy Environments <sup>1</sup>	F	3				
EDUC 120	Foundations of Early Childhood	F	3				
ENL 101	Written Communication <sup>2</sup>		3				
EME 101	CPR/First Aid <sup>1,*</sup>		1				
			14				
EDUC 210	Observation Assess. Of Young Children <sup>3</sup>	S	3				
EDUC 215	Child, Family & Comm <sup>3</sup>	S	3				
EDUC 220	Infant & Toddler Development	S	3				
EDUC 225	Development of Young Children <sup>3</sup>	S	3				
ENL 102	Written Communication II <sup>4</sup>		3				
			15				
EDUC 228	Early Childhood Special Ed. <sup>5</sup>	F	3				
EDUC 230	Early Language and Literacy <sup>5</sup>	F	3				
EDUC 240	Child Guidance <sup>5</sup>	F	3				
EDUC 295	Early Childhood Curriculum & Methods <sup>5</sup>	F	3				
COM 112	Oral Communication		3				
EDUC 105	Comp Instruction Technology in Classroom	F	3				
			18				
BIOL 105	Human Biology		4				
EDUC 235	Early Childhood Adm. & Leadership <sup>5</sup>	S	3				
EDUC 299	Capstone <sup>6</sup>	S	4				
ART 101	Introduction to Visual Arts		3				
			14				

**Hours required for graduation\*\* – Minimum 61 hours**

<sup>1</sup> EDUC 101 has a co-requisite of EME 101

<sup>2</sup> ENL 101 has a prerequisite of placement in 100 level English or co-requisite of ENL 095. Students must earn a “C” or better in ENL 101 to graduate.

<sup>3</sup> EDUC 210, EDUC 215 and EDUC 225 have a prerequisite of completion of EDUC 120 and ENL 101 with a “C” or better.

<sup>4</sup> ENL 102 has a prerequisite of a “C” or better in ENL 101.

<sup>5</sup> EDUC 228, EDUC 230, EDUC 235, EDUC 240 and EDUC 295 have a prerequisite of completion of EDUC 225 and ENL 101 with a “C” or better

<sup>6</sup> EDUC 299 has a prerequisite of EDUC 295

<sup>7</sup> MAT 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT score of 510.

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[www.mctc.edu](http://www.mctc.edu) Mountwest Community & Technical College 03/20/2023  
 Academic Year 2023-2024

**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 childcare worker, Head Start, Pre-K, etc. It is also designed to meet the West Virginia Early Childhood Classroom Assistant Teacher Requirements.

**Career Outlook:**

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

**Program Admission Requirements:**

The College adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admissions. Applicants with neither a high school diploma or GED may be admitted on a conditional basis.

**Salary Forecast:**

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

**Contact information:**

Kristen Brumfield

Room 325

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

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

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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 101	Healthy Environments I		3				
EDUC 105	Comp Instruction Technology in Classroom		3				
EDUC 120	Foundations of Early Childhood		3				
EME 101	CPR/First Aid		1				
ENL 101	Written Communication <sup>2</sup>		3				
			16				
EDUC 210	Observation Assess. Of Young Children <sup>4</sup>		3				
EDUC 215	Child, Family, and Community <sup>1</sup>		3				
EDUC 220	Infant & Toddler Development		3				
EDUC 225	Development of Young Children <sup>4</sup>		3				
MAT 120	Applied Professional Mathematics <sup>3</sup>		3				
			15				

**Hours required for graduation – Minimum 31 hours**

<sup>1</sup> EDUC 215 has a prerequisite of EDUC 120 and ENL 101.

<sup>2</sup> ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

<sup>3</sup> MAT 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

<sup>4</sup> EDUC 210 and EDUC 225 have a prerequisite of ENL 101 and EDUC 120.

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## **Information Technology**

AAS Graphic Design

AAS Information Technology

Game Development Concentration

Network and Cloud Systems Administration  
Concentration

Network Systems Cybersecurity Concentration

Network Systems Security Concentration

Network Systems Administration (Microsoft)  
Concentration

Mobile Application Development  
Concentration

AAS Multimedia Design

CAS Information Technology

CISCO Certified Network Associate  
Concentration

Microsoft Certified Solutions Expert  
Concentration

Microsoft Certified Solutions Associate  
Concentration

Microsoft Certified System Expert  
Concentration

# Graphic Design AAS

Academic Year 2023-2024  
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:

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

## 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/](http://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](mailto:terryj@mctc.edu)

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**Graphic Design Major Code – CG40<sup>1</sup>**

<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ART 101	Introduction to Visual Arts		3				
DSGN 120	Graphic Design I <sup>2,4</sup>	F	3				
ENL 101	Written Communication <sup>3</sup>		3				
IT 101	Fundamentals of Computers		3				
IT 110	Computer Skills for Designers <sup>4</sup>	F	3				
DSGN 298	Design Internship & Portfolio		1				
			16				
COM 112	Oral Communication		3				
DSGN 150	Graphic Design II <sup>4,5</sup>	S	3				
IT 213	Advanced Graphics for Web & Print <sup>4,14</sup>		3				
DSGN 298	Design Internship & Portfolio		1				
	Approved Elective <sup>7,8</sup>		3				
MAT 120	Applied Professional Math <sup>9</sup>		3				
			16				
DSGN 210	Digital Illustration <sup>4,10</sup>	F	3				
DSGN 220	Typography <sup>4,10</sup>	F	3				
DSGN 230	New Media <sup>4,11</sup>	F	3				
IT 107	Fundamentals of the Internet (1 <sup>st</sup> 8 weeks)		3				
IT 212	Publishing on the Internet <sup>6</sup> (2 <sup>nd</sup> 8 weeks)		3				
DSGN 298	Design Internship & Portfolio		1				
			16				
DSGN 250	Graphic Design III <sup>4,15</sup>	S	3				
DSGN 260	Interactive Design <sup>4,11</sup>	S	3				
DSGN 270	Brand Identity Design <sup>4,12</sup>	S	3				
IT 252 or DSGN 160	Advanced Web Publishing <sup>13</sup> or Digital Photography		3				
DSGN 298	Design Internship & Portfolio		1				
PSYC 200	General Psychology		3				
			16				
	HOURS REQUIRED FOR GRADUATION: 64						

<sup>1</sup> 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 may be dismissed from the program.

<sup>2</sup> DSGN 120 has a co-requisite of IT 110.

<sup>3</sup> ENL 101 has a prerequisite of placement in 100 level English or a corequisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

<sup>4</sup> 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).

<sup>5</sup> DSGN 150 has a prerequisite of DSGN 120.

<sup>6</sup> IT 212 has a prerequisite of IT 107.

<sup>7</sup> Choose from one of the following: COM 230, DSGN 160, ENL 102, HIST 115, MKT 130, or SCI 201.

<sup>8</sup> If a student is planning to transfer to Marshall University's College of Arts and Media, SCI 201 and ENL 102 should be taken.

<sup>9</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>10</sup> DSGN 210 and DSGN 220 have a prerequisite of DSGN 150 and IT 110.

<sup>11</sup> DSGN 230 and DSGN 260 have a prerequisite of DSGN 150 or DSGN 102 and IT 110.

<sup>12</sup> DSGN 270 has a prerequisite of DSGN 220 and IT 213.

<sup>13</sup> IT 252 have a prerequisite of IT 212.

<sup>14</sup> IT 213 has a prerequisite of IT 110.

<sup>15</sup> DSGN 250 has prerequisites of DSGN 120, 150, 210, 220, 230, IT 110, IT 213, ENL 101 or ENL 102 and COM 112. It has corequisites of DSGN 260 and DSGN 270.

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# Information Technology AAS

## Game Development - Concentration

### 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:

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

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 Information:

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

### Program Admission Requirements:

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

### Contact Information:

Garrett Mathis  
Room 205  
Phone: (304) 710-3392  
Email: [mathis6@mctc.edu](mailto:mathis6@mctc.edu)

Rob Jenkins  
Room 207  
Phone: 304-710-3531  
Email: [jenkinsr@mctc.edu](mailto:jenkinsr@mctc.edu)

Information Technology Major Code – CI20 • Game Development Concentration Code – CI28	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

**COURSE REQUIRED**

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication <sup>1</sup>		3				
IT 101 <b>or</b> IT 102	Fundamentals of Computers Advanced Computer Applications <sup>2</sup>		3				
IT 110	Computer Skills for Designers		3				
IT 171	Introduction to Gaming I	F	3				
IT 298	Game Development Internship		1				
MAT 120	Applied Professional Mathematics <sup>3</sup>		3				
			16				
COM 112 <b>or</b> COM 125	Oral Communication <b>or</b> Interpersonal Communication		3				
IT 107	Fundamentals of the Internet		3				
IT 115	Introduction to Programming <sup>4</sup>	S	3				
IT 212	Publishing on the Internet <sup>5,6</sup>		3				
IT 271	Game Development II <sup>6,7</sup>	S	3				
IT 298	Game Development Internship		1				
			16				
ENL 131	Technical Report Writing <sup>8</sup>		3				
IT 213	Web Graphic Design <sup>5</sup>	F	3				
IT 215	Advanced Programming <sup>9</sup>	F	3				
IT 250	Applications to Database <sup>4</sup>	F	3				
IT 298	Game Development Internship		1				
	IT Elective <sup>10</sup>		3				
			16				
IT 242	Emerging Web Technologies <sup>6,11</sup>	S	3				
IT 272	Intro to 3D Modular Programming <sup>6,12</sup>	S	3				
IT 277	Management Information Systems		3				
IT 298	Game Development Internship		1				
	IT Elective		3				
			13				

<sup>1</sup> ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

<sup>2</sup> The student must register for IT 101 during his or her first semester or successfully pass a challenge exam for IT 101.

<sup>3</sup> Math 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>4</sup> IT 115, and IT 250 have a prerequisite of IT 101 or IT 102.

<sup>5</sup> IT 212 and IT 213 have a prerequisite of IT 107.

<sup>6</sup> IT 212, IT 242, IT 271, and IT 272 are offered spring semesters only.

<sup>7</sup> IT 271 has a prerequisite of IT 171 with a "C" or better.

<sup>8</sup> ENL 131 has a prerequisite of placement in 100-level English or a corequisite of ENL 095.

<sup>9</sup> IT 215 has a prerequisite of a "C" or better in IT 115.

<sup>10</sup> 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 <sub>240</sub>, IT <sub>241</sub>, IT 245, IT 252, IT 255, IT 260, IT 266, IT 270, IT 276, IT 278, IT 279, or IT 293.

<sup>11</sup> IT 242 has a prerequisite of IT 212.

<sup>12</sup> IT 272 has a prerequisite of IT 215 with a "C" or better.

# Information Technology AAS Academic Year 2023-2024

## Network and Cloud Systems Administration – 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:

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

### Program Admission Requirements:

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

### Career Description:

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](mailto:smith288@mctc.edu)

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<b>Information Technology Major Code – CI20 • Network Systems Administration (Microsoft) Concentration Code – CI24</b>	
<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 131	Written Communication <sup>1</sup>		3				
IT 270	Computer Essentials and Application		4				
IT 120	Network Operating Systems		4				
IT 230	Network Communications <sup>2</sup>		3				
MAT 120	Applied Professional Math <sup>3</sup>		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 <sup>4,5</sup>	S	3				
IT 224	Fundamentals of Network Security <sup>5,6</sup>	S	3				
IT 297	Co-Curricular Experiences in Networking		0				
			12				
IT 210	Networking Administration I <sup>7,8,9</sup>	F	3				
IT 211	Networking Administration II <sup>8,9</sup>	F	3				
IT 216	Networking Administration III <sup>8,9</sup>	F	3				
IT 217	Networking Administration IV <sup>8,9</sup>	F	3				
IT 245	Information Storage and Management <sup>9,10</sup>	F	3				
IT 297	Co-Curricular Experiences in Networking		0				
			15				
IT 219	Networking Administration V <sup>5,11,12</sup>	S	3				
IT 222	Networking Administration VI <sup>5,11,12</sup>	S	3				
IT 223	Networking Administration VII <sup>5,11,12</sup>	S	3				
IT 255	Virtualization Technologies <sup>5,10</sup>	S	3				
PSYC 200	General Psychology		3				
IT 299	Information Technology Internship/Coop <sup>13</sup>		3				
			18				
	<b>Hours Required for Graduation: 62</b>						

<sup>1</sup> ENL 131 have a prerequisite of placement in 100-level English or a co-requisite of ENL 095.

<sup>2</sup> IT 230 has a co-requisite of IT 120 or permission.

<sup>3</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510..

<sup>4</sup> IT 221 has a prerequisite of IT 120 or IT 131.

<sup>5</sup> IT 219, IT 221, IT 222, IT 223, IT 224, and IT 255 are offered spring semester only.

<sup>6</sup> IT 224 has a prerequisite of IT 101 or IT 102.

<sup>7</sup> IT 210 has a prerequisite of IT 120 or permission.

<sup>8</sup> Networking Administration classes IT 210, IT 211, IT 216 and IT 217 must be taken concurrently. These classes cannot be taken individually.

<sup>9</sup> IT 210, IT 211, IT 216, IT 217, and IT 245 are offered fall semesters only.

<sup>10</sup> IT 245 and IT 255 have a prerequisite of IT 210 or permission.

<sup>11</sup> IT 219, IT 222, and IT 223 have a prerequisite of IT 217.

<sup>12</sup> Networking Administration classes IT 219, IT 222 and IT 223 must be taken concurrently. These classes cannot be taken individually.

<sup>13</sup> Permission of Program Coordinator/Dean is required in order to register for IT 299.

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## 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:

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

(<https://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts.htm>)

### Salary Forecast:

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

### Program Admission Requirements:

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

### Career Description:

Information security analysts typically do the following:

- Monitor their organization's networks for security breaches and investigate a violation when one occurs
- Install and use software, such as firewalls and data encryption programs, to protect sensitive information
- Prepare reports that document security breaches and the extent of the damage caused by the breaches
- Conduct penetration testing, which is when analysts simulate attacks to look for vulnerabilities in their systems before they can be exploited

Information security analysts must stay up to date on IT security and on the latest methods attackers are using to infiltrate computer systems. Analysts need to research new security technology to decide what will most effectively protect their organization. MCTC's Network Systems Cybersecurity option provides the fundamental cybersecurity knowledge and skills with specific network security training crucial for entry into information security positions in public corporations and government entities.

### Contact Information:

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<b>Information Technology Major Code – CI20 • Network Systems Cybersecurity Concentration Code – CI34</b>	
<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 121	Fundamentals of Network Cybersecurity		3				
IT 131	Introduction to Networking <sup>1</sup>		4				
IT 141	Networking Systems II <sup>2</sup>		4				
IT 270	Computer Essentials and Application		4				
IT 297	Co-Curricular Experiences in Networking		0				
			15				
ENL 131	Business and Technical Writing <sup>3</sup>		3				
IT 221	Advanced Operating Systems <sup>4</sup>		3				
IT 224	Fundamentals of Network Security <sup>5</sup>		3				
IT 231	Networking Systems III <sup>6</sup>		4				
IT 241	Networking Systems IV <sup>7</sup>		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 <sup>8</sup>		4				
IT 251	Advanced Operating Systems II <sup>12</sup>		3				
IT 297	Co-Curricular Experiences in Networking		0				
			13				
IT 233	Network Systems Cybersecurity II <sup>9</sup>		4				
IT 254	Advanced Network Security <sup>13</sup>		4				
IT 299	Information Technology Internship/Coop <sup>10</sup>		3				
MAT 120	Applied Professional Math <sup>11</sup>		3				
PSYC 200	General Psychology		3				
			17				
	<b>Hours Required for Graduation: 62</b>						

<sup>1</sup> IT 131 has a corequisite of IT 141.

<sup>2</sup> IT 141 has a corequisite of IT 131.

<sup>3</sup> ENL 131 has a prerequisite of placement in 100 or above level English or a corequisite of ENL 095.

<sup>4</sup> IT 221 has a prerequisite of IT 120 or IT 131.

<sup>5</sup> IT 224 has a prerequisite of IT 101, 102 or 270.

<sup>6</sup> IT 231 has a prerequisite of IT 141 and a corequisite of IT 241.

<sup>7</sup> IT 241 has a corequisite of IT 231.

<sup>8</sup> IT 232 has a prerequisite of IT 141 and IT 224.

<sup>9</sup> IT 233 has a prerequisite of IT 232.

<sup>10</sup> IT 299 has a prerequisite of permission.

<sup>11</sup> Math 120 has prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>12</sup> IT 251 has a prerequisite of IT 221.

<sup>13</sup> IT 254 has a prerequisite of IT 121, IT 224 and IT 251.

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**Mountwest Community & Technical College**

**03/20/2023**

**Academic Year 2023-2024**

# Information Technology AAS

## Network Systems Security – Concentration

Academic Year 2023-2024

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:

For the most updated information, please visit (<https://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts.htm>)

### Salary Forecast:

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

### 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

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Information Technology Major Code – CI20 • Network Systems Security Concentration Code – CI26	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 270	Computer Essentials and Applications		4				
IT 120	Network Operating Systems		4				
IT 131	Introduction to Networking <sup>1</sup>	Fall	4				
IT 141	Networking Systems II	Fall	4				
IT 297	Co-Curricular Experiences in Networking		0				
			16				
ENL 131	Business and Technical Writing <sup>2</sup>		3				
IT 231	Networking Systems III <sup>3</sup>	Spring	4				
IT 241	Networking Systems IV	Spring	4				
IT 224	Fundamentals of Network Security <sup>4</sup>	Spring	3				
IT 297	Co-Curricular Experiences in Networking		0				
			14				
IT 210	Networking Administration I <sup>5,6</sup>	Fall	3				
IT 211	Networking Administration II <sup>6</sup>	Fall	3				
IT 216	Networking Administration III <sup>6</sup>	Fall	3				
IT 217	Networking Administration IV <sup>6</sup>	Fall	3				
COM 125	Interpersonal Communication		3				
IT 297	Co-Curricular Experiences in Networking		0				
			15				
SOCI 210	Fundamentals of Sociology		3				
IT 225	Fundamentals of Wireless LANs <sup>7</sup>	Spring	4				
MAT 120	Applied Professional Math <sup>8</sup>		3				
PSYC 200	General Psychology		3				
IT 299	Information Technology Internship/Coop <sup>9</sup>		3				
			16				
	Hours Required for Graduation: 61						

<sup>1</sup>IT 131 has a corequisite of IT 141.

<sup>2</sup>ENL 131 has a prerequisite of placement into 100 level English or a corequisite of ENL 095.

<sup>3</sup>IT 231 has a prerequisite of IT 141 and a corequisite of IT 241.

<sup>4</sup>IT 224 has a prerequisite of IT 101, IT 102 or IT 270.

<sup>5</sup>IT 210 has a prerequisite of IT 120 and corequisites of IT 211, IT 216 and IT 217.

<sup>6</sup>Networking Administration classes IT 210, IT 211, IT 216 and IT 217 must be taken concurrently. These classes cannot be taken individually.

<sup>7</sup>IT 225 has a prerequisite of IT 131, IT 230 or Permission.

<sup>8</sup>MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>9</sup>IT 299 has a prerequisite of permission of Program Coordinator/Dean.

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# Information Technology AAS Academic Year 2023-2024

## 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:

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

### Program Admission Requirements:

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

### Career Description:

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:

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E-mail: [smith288@mctc.edu](mailto:smith288@mctc.edu)

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<b>Information Technology Major Code – CI20 • Network Systems Administration (Microsoft) Concentration Code – CI24</b>	
<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 131	Written Communication <sup>1</sup>		3				
IT 270	Computer Essentials and Application		4				
IT 120	Network Operating Systems		4				
IT 230	Network Communications <sup>2</sup>		3				
MAT 120	Applied Professional Math <sup>3</sup>		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 <sup>4,5</sup>	S	3				
IT 224	Fundamentals of Network Security <sup>5,6</sup>	S	3				
IT 297	Co-Curricular Experiences in Networking		0				
			12				
IT 210	Networking Administration I <sup>7,8,9</sup>	F	3				
IT 211	Networking Administration II <sup>8,9</sup>	F	3				
IT 216	Networking Administration III <sup>8,9</sup>	F	3				
IT 217	Networking Administration IV <sup>8,9</sup>	F	3				
IT 245	Information Storage and Management <sup>9,10</sup>	F	3				
IT 297	Co-Curricular Experiences in Networking		0				
			15				
IT 219	Networking Administration V <sup>5,11,12</sup>	S	3				
IT 222	Networking Administration VI <sup>5,11,12</sup>	S	3				
IT 223	Networking Administration VII <sup>5,11,12</sup>	S	3				
IT 255	Virtualization Technologies <sup>5,10</sup>	S	3				
PSYC 200	General Psychology		3				
IT 299	Information Technology Internship/Coop <sup>13</sup>		3				
			18				
	<b>Hours Required for Graduation: 62</b>						

<sup>1</sup> ENL 131 have a prerequisite of placement in 100-level English or a co-requisite of ENL 095.

<sup>2</sup> IT 230 has a co-requisite of IT 120 or permission.

<sup>3</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510..

<sup>4</sup> IT 221 has a prerequisite of IT 120 or IT 131.

<sup>5</sup> IT 219, IT 221, IT 222, IT 223, IT 224, and IT 255 are offered spring semester only.

<sup>6</sup> IT 224 has a prerequisite of IT 101 or IT 102.

<sup>7</sup> IT 210 has a prerequisite of IT 120 or permission.

<sup>8</sup> Networking Administration classes IT 210, IT 211, IT 216 and IT 217 must be taken concurrently. These classes cannot be taken individually.

<sup>9</sup> IT 210, IT 211, IT 216, IT 217, and IT 245 are offered fall semesters only.

<sup>10</sup> IT 245 and IT 255 have a prerequisite of IT 210 or permission.

<sup>11</sup> IT 219, IT 222, and IT 223 have a prerequisite of IT 217.

<sup>12</sup> Networking Administration classes IT 219, IT 222 and IT 223 must be taken concurrently. These classes cannot be taken individually.

<sup>13</sup> Permission of Program Coordinator/Dean is required in order to register for IT 299.

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## Mobile Application Development– Concentration

### 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:

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

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Email: [mathis6@mctc.edu](mailto:mathis6@mctc.edu)

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<b>Information Technology Major Code – CI20 • Mobile Application Development Concentration – CI29</b>	
<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication <sup>1</sup>		3				
IT 102	Advanced Computer Apps		3				
IT 107	Fundamentals of the Internet (1 <sup>st</sup> 8 weeks)		3				
IT 212	Publishing on the Internet <sup>2</sup> (2 <sup>nd</sup> 8 weeks)		3				
IT 298	Game & Design Internship/Coop <sup>3</sup>		1				
MAT 120	Applied Professional Math <sup>4</sup>		3				
			16				
IT 115	Introduction to Programming	S	3				
IT 156	Mobile App Design <sup>10</sup>	S	3				
IT 242	Emerging Web Technologies <sup>7</sup> (1 <sup>st</sup> 8 weeks)	S	3				
IT 250	Applications to Databases <sup>8</sup> (2 <sup>nd</sup> 8 weeks)		3				
IT 252	Advanced Web Publishing <sup>11</sup>	S	3				
IT 298	Gaming & Design Internship/Co-op <sup>4</sup>		1				
			16				
COM 125	Interpersonal Communication		3				
ENL 131	Technical Report Writing <sup>5</sup>		3				
IT 237	Mobile App Programming <sup>14</sup>	F	3				
IT 215	Advanced Programming <sup>9</sup>	F	3				
IT 298	Gaming & Design Internship/Co-op <sup>4</sup>		1				
	IT Elective		3				
			16				
IT 262	Mobile App Development <sup>6</sup>	S	3				
IT 247	Advanced Mobile Programming <sup>12</sup>	S	3				
IT 257	Mobile App Deployment <sup>13</sup>	S	3				
IT 296	Mobile App Entrepreneurship <sup>14</sup>	S	3				
IT 298	Gaming & Design Internship/Co-op <sup>4</sup>		1				
			13				
	Hours Required for Graduation		61				

<sup>1</sup> ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

<sup>2</sup> IT 212 has a prerequisite of IT 107.

<sup>3</sup> Permission of Program Coordinator is required in order to enroll in IT 298.

<sup>4</sup> Mat 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>5</sup> ENL 131 has a prerequisite of placement in 100-level English.

<sup>6</sup> IT 262 has a prerequisite of IT 215 or Permission.

<sup>7</sup> IT 242 has a prerequisite of IT 212.

<sup>8</sup> IT 250 has a prerequisite of IT 101 or IT 102.

<sup>9</sup> IT 215 has a prerequisite of a "C" or better in IT 115, or permission.

<sup>10</sup> IT 156 has a prerequisite of pass IT 212 with a "C" or higher.

<sup>11</sup> IT 252 has a prerequisite of IT 212.

<sup>12</sup> IT 247 has a prerequisite of pass IT 237 with a "C" or higher and a co-requisite of IT 257.

<sup>13</sup> IT 257 has a prerequisite of pass IT 237 with a "C" or higher and a co-requisite of IT 247.

<sup>14</sup> IT 237 and IT 296 have a prerequisite of pass It 156 with a "C" or better.

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**Mountwest Community & Technical College  
Academic Year 2023-2024**

**03/20/2023**

# Multimedia Design AAS

## Career & Technical Division

**Program Description:**

Students who receive an A.A.S. in Multimedia Design will possess the knowledge and skills required to create compelling animation, digital media and motion graphics. Students will explore the principles of design and animation, storyboarding, video editing, sound design, 3D modeling and motion graphic design. A wide variety of occupations utilize multimedia design including, but are not limited to, marketing, advertising, broadcast design, visual effects, motion design, web and UI/UX design. The Multimedia Design program emphasizes portfolio development through the principles of design and animation for all digital platforms.

**Career Outlook:**

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

**Salary Forecast:**

For the most current salary information please refer to The Creative Group – roberthalf.com “Salary Guide 2020- Creative & Marketing” found at <https://www.roberthalf.com/salary-guide/creative-and-marketing>

Bureau of Labor Statistics- Multimedia Artists and Animators <https://www.bls.gov/ooh/arts-and-design/multimedia-artist-and-animators.htm>

**Admission Requirements:**

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

**Contact Information:**

Alesa Martin  
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[martinal@mctc.edu](mailto:martinal@mctc.edu)  
Room 213

<b>Multimedia Design Major Code – CG70</b>	
<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ART 101	Introduction to Visual Arts		3				
DSGN 101	Motion Design I: Intro	F	3				
ENL 101	Written Communication <sup>1</sup>		3				
IT 101	Fundamentals of Computers		3				
DSGN 105	Design Foundations	F	3				
			15				
DSGN or IT	Approved Elective <sup>11</sup>		3				
DSGN 102	Motion Design II; Effects and Compositing <sup>2</sup>	S	3				
DSGN 103	3D Arts <sup>3</sup>	S	3				
DSGN 104	Visual Communication <sup>4</sup>	S	3				
MAT 120	Applied Professional Math <sup>5</sup>		3				
			15				
DSGN 201	Motion Design III: Animation <sup>6</sup>	F	3				
IT 213	Advanced Graphics for Web and Print <sup>7</sup>	F	3				
DSGN 220	Typography <sup>8</sup>	F	3				
DSGN 170	Digital Filmmaking	F	3				
DSGN or IT	Approved Elective <sup>11</sup>		3				
			15				
COM 112	Oral Communication		3				
DSGN 160	Digital Photography	S	3				
DSGN 299	Motion Design IV; Capstone <sup>10</sup>	S	3				
DSGN 206	Professional Portfolio <sup>9</sup>	S	3				
DSGN or IT	Approved Elective <sup>11</sup>		3				
			15				
	HOURS REQUIRED FOR GRADUATION: 60						

<sup>1</sup> ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must complete ENL 101 with a “C” or better to graduate.

<sup>2</sup> DSGN 102 has a prerequisite of DSGN 101 and corequisites of DSGN 103 and DSGN 104.

<sup>3</sup> DSGN 103 has a prerequisite of DSGN 101 and corequisites of DSGN 102 and DSGN 104.

<sup>4</sup> DSGN 104 has a prerequisite of DSGN 101 and corequisites of DSGN 102 and DSGN 103.

<sup>5</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

<sup>6</sup> DSGN 201 has a prerequisite of DSGN 102.

<sup>7</sup> IT 213 has a prerequisite of DSGN 105 or IT 110.

<sup>8</sup> DSGN 220 has a prerequisite of DSGN 150 or DSGN 101.

<sup>9</sup> DSGN 206 has a prerequisite of DSGN 102.

<sup>10</sup> DSGN 299 has a prerequisite of DSGN 201.

<sup>11</sup> Choose from one of the following approved electives: IT 107, IT 212, IT 156, IT 237, IT 252, IT 115, DSGN 210, DSGN 260, DSGN 270, MK 130, or other approved electives.

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# Information Technology CAS

Academic Year 2023-2024

## 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:

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

### Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

### Salary Forecast:

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

### Career Description:

The 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  
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E-mail: [smith288@mctc.edu](mailto:smith288@mctc.edu)

Scott Nicholas  
Room 215  
Phone: 304-710-3423 or 1-866-N-ROLLED (1-866-676-5533) E-mail:  
[jnicholass@mctc.edu](mailto:jnicholass@mctc.edu)

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Information Technology Major Code – CI30 • CISCO Certified Network Associate Concentration Code – CI31 <sup>1</sup>	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

#### COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 131	Business and Technical Writing		3				
IT 131	Introduction to Networking		4				
IT 141	Networking Systems II <sup>3</sup>		4				
IT 270	Computer Essentials & App <sup>4</sup>		4				
			15				
IT 225	Fundamentals of Wireless LANs <sup>5</sup>		4				
IT 231	Networking Systems III <sup>6</sup>		4				
IT 241	Networking Systems IV <sup>7</sup>		4				
MAT 120	Applied Professional Math <sup>8</sup>		3				
			15				
	Hours Required for Graduation		30				

<sup>1</sup> 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. <sup>i</sup>

<sup>2</sup> ENL 131 has a prerequisite of placement in 100-level English, ACT Verbal 18, SAT 421, or a corequisite of ENL 095.

<sup>3</sup> IT 141 has a prerequisite of IT 131.

<sup>4</sup> IT 270 has a prerequisite of IT 101 or 102.

<sup>5</sup> IT 225 has a prerequisite of IT 131 or IT 230.

<sup>6</sup> IT 231 has a prerequisite of IT 141.

<sup>7</sup> IT 241 has a prerequisite of IT 231.

<sup>8</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT score of 19 or SAT Math score of 510.

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Mountwest Community & Technical College

02/27/2023

Academic Year 2023-2024



# Information Technology CAS

## 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/](http://www.bls.gov/ooh/).

### Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

### Career Outlook:

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

### Program Admission Requirements:

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

### Career Description:

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](mailto:smith288@mctc.edu)

Microsoft Certified System Expert Code – CM60							
Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication <sup>1</sup>		3				
IT 210	Networking Administration I <sup>2,3,4</sup>		3				
IT 211	Networking Administration II <sup>2,4</sup>		3				
IT 216	Networking Administration III <sup>2,4</sup>		3				
IT 217	Networking Administration IV <sup>2,4</sup>		3				
			15				
IT 219	Networking Administration V <sup>5, 6,7</sup>		3				
IT 222	Networking Administration VI <sup>5,7</sup>		3				
IT 223	Networking Administration VII <sup>5,7</sup>		3				
IT 224	Fundamentals of Network Security <sup>7,8</sup>		3				
MAT 120	Applied Professional Math		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 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

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 MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

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# Information Technology CAS

Academic Year 2023-2024

## 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:

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

### Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

### Program Admission Requirements:

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

### Career Description:

The Microsoft Certified Solutions Associate (MCSA) credential is the industry standard for demonstrating competence in managing and troubleshooting network environments based on the Microsoft Windows platform and Microsoft Server software. It is one of the most widely recognized and sought after technical certifications in the IT industry demonstrating to employers, clients and colleagues that an individual has achieved expertise in the area in Information Technology.

### Contact Information:

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

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Information Technology Major Code • Microsoft Certified Solution Associate – CI32							
Name:					ID Number 942-		
Educational Counselor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 131	Business and Technical Writing <sup>1</sup>		3				
IT 120	Network Operating Systems		3				
IT 210	Networking Administration I <sup>2,3</sup>		3				
IT 211	Networking Administration II <sup>3</sup>		3				
IT 216	Networking Administration III <sup>3</sup>		3				
IT 217	Networking Administration IV <sup>3</sup>		3				
IT 219 or IT 225	Networking Administration V <sup>5</sup> Fundamentals of Wireless Technology		3				
IT 230 or IT 270	Network Communications or Computer Essentials & Applications <sup>6</sup>		3				
IT 224 or IT 293	Fundamentals of Network Security <sup>6</sup> or Networking Practicum <sup>7</sup>		3				
MAT 120	Applied Professional Math <sup>8</sup>		3				
	Hours Required for Graduation		30				

<sup>1</sup> ENL 131 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate. <sup>2</sup> IT 210 has a prerequisite of IT 120 or permission.

<sup>3</sup> IT 210, 211, 216, and IT 217, must be taken concurrently. These classes cannot be taken individually.

<sup>4</sup> IT 219 has prerequisite of IT 217, and a co-requisites of IT 222 and IT 223.

<sup>6</sup> IT 224 and 270 have a prerequisite of IT 101 or 102.

<sup>7</sup> IT 293 has a prerequisite of IT 210.

<sup>8</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

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# Information Technology CAS

## Microsoft Certified System 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/](http://www.bls.gov/ooh/).

### Employment Opportunities:

- Network administrator
- Network engineer
- Systems support technician
- Network designer
- Network security systems designer

### Career Outlook:

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

### Program Admission Requirements:

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

### Career Description:

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](mailto:smith288@mctc.edu)

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Microsoft Certified System Expert Code – CM60	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 131	Written Communication <sup>1</sup>		3				
IT 210	Networking Administration I <sup>2,3,4</sup>		3				
IT 211	Networking Administration II <sup>2,4</sup>		3				
IT 216	Networking Administration III <sup>2,4</sup>		3				
IT 217	Networking Administration IV <sup>2,4</sup>		3				
			15				
IT 219	Networking Administration V <sup>5,6,7</sup>		3				
IT 222	Networking Administration VI <sup>5,7</sup>		3				
IT 223	Networking Administration VII <sup>5,7</sup>		3				
IT 224	Fundamentals of Network Security <sup>7,8</sup>		3				
MAT 120	Applied Professional Math		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 131 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095.  
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 MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

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## **Legal Studies**

AAS Criminal Justice

AAS Paralegal Studies

CAS Legal Support

# Criminal Justice AAS

Academic Year 2023-2024  
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/](http://www.bls.gov/ooh/).

## Admission Requirements:

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

## Contact Information:

Erin Rich  
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Phone: 304-710-3411  
E-mail: [riche@mctc.edu](mailto:riche@mctc.edu)

Heather Hussell  
Room 249  
Phone: 304-710-3412  
E-mail: [hussell8@mctc.edu](mailto:hussell8@mctc.edu)

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Criminal Justice <sup>1</sup> Major Code – CF10							
Name:			ID Number: 942-				
Educational Advisor:							
Faculty Advisor:							
COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
CJS 101	Introduction to Criminal Justice		3				
CJS 102	Introduction to Corrections		3				
ENL 101	Written Communication <sup>2</sup>		3				
IT 101	Fundamentals of Computers		3				
MAT 120	Applied Professional Math <sup>3</sup>		3				
			15				
BIOL 101	Unified Principles of Biology		3				
BIOL 101L	Unified Principles of Biology Lab <sup>4</sup>		1				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
CJS 231	Fundamentals of Criminal Law		3				
CJS 233	Fundamentals of Criminal Investigation		3				
	Criminal Justice Elective <sup>5,6,*,**</sup>		3				
			16				
CJS 239	Criminal Procedure <sup>6</sup>		3				
CJS 246	Criminal Justice Reports <sup>6</sup>		3				
CJS 251	Criminal Justice Ethics <sup>6</sup>		3				
	Criminal Justice Elective		3				
	Social Science Elective <sup>7</sup>		3				
			15				
CJS 234	Criminology <sup>6</sup>		3				
CJS 254	Constitutional Law <sup>6</sup>		3				
CJS 298	Criminal Justice Internship		3				
	Criminal Justice Elective <sup>5,6,*,**</sup>		5				
			14				
	Hours Required for Graduation: <b>60</b>						

<sup>1</sup> Students must complete 15 hours with Mountwest to establish academic residency.

<sup>2</sup> ENL 101 has a prerequisite of placement in 100-level English or a corequisite of ENL 095. Students must earn a "C" or better in ENL 101 to graduate.

<sup>3</sup> MAT 120 have a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

<sup>4</sup> BIOL 101L has a co-requisite of BIOL 101.

<sup>5</sup> 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.

<sup>6</sup> 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.

<sup>7</sup> Choose from any EC, POLS, PSYC, or SOCI 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.

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# Paralegal Studies AAS

## Career & Technical Division

### Program Description:

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:

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

### Employment Opportunities:

- 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/](http://www.bls.gov/ooh/).

### Admission Requirements:

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

### 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](mailto:hussell8@mctc.edu)

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Paralegal Major Code <sup>1</sup> – CL40	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 101	Fundamentals of Computers		3				
ENL 101	Written Communication <sup>2</sup>		3				
LAW 101	General Law I		3				
LAW 103	Introduction to Paralegal Skills <sup>3</sup>		3				
LAW 104	Legal Ethics <sup>3</sup>		1				
MAT 120	Applied Professional Math <sup>4</sup>		3				
			16				
COM 112 or COM 125	Oral Communication or Interpersonal Communication		3				
ENL 102	Written Communication II <sup>5</sup>		3				
LAW 102	General Law II <sup>6</sup>		3				
LAW 213	Law Office Technology <sup>7</sup>		3				
	Social Science Elective <sup>8</sup>		3				
			15				
LAW 211	Legal Research and Writing I <sup>9</sup>		3				
LAW 235	Civil Litigation <sup>9</sup>		3				
LAW 240	Criminal Litigation <sup>9</sup>		3				
	LAW Elective <sup>10</sup>		3				
	Science, Humanities, or Language Elective <sup>11</sup>		3				
			15				
LAW 212	Legal Research and Writing II <sup>12</sup>		3				
LAW 290	Internship <sup>13</sup>		3				
	LAW Elective <sup>10</sup>		3				
	LAW Elective <sup>10</sup>		3				
	LAW Elective <sup>10</sup>		3				
			15				
	HOURS REQUIRED FOR GRADUATION: 61						

<sup>1</sup> Students are required to make a "C" or better in each LAW course before graduating from the program.

<sup>2</sup> ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

<sup>3</sup> LAW 103 and LAW 104 are corequisites.

<sup>4</sup> Math 120 has a prerequisite of placement in 100-level Math or minimum ACT Math score of 19 or SAT Math score of 510.

<sup>5</sup> ENL 102 has a prerequisite of a "C" or better in ENL 101.

<sup>6</sup> LAW 102 has a prerequisite of LAW 101.

<sup>7</sup> LAW 213 has a prerequisite of IT 101.

<sup>8</sup> 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, or SOCI 210.

<sup>9</sup> LAW 211, 235 and 240 have a prerequisite of LAW 102.

<sup>10</sup> Recommended Electives: LAW 110, LAW 225, LAW 231, LAW 240, LAW 244, LAW 247, LAW 248, LAW 250, LAW 290 or any CJS course 100-level or above (limit one CJS Course).

<sup>11</sup> Choose from any of the followings: ART 101, ASL 101, ASL 102, ASL 103, BIOL 101, BIOL 102, BIOL 257, BIOL 260, BIOL 265, ENL 201, ENL 245, ENL 270, HMN 235, or SOCI 210.

<sup>12</sup> LAW 212 has a prerequisite of LAW 211.

<sup>13</sup> LAW 290 has a prerequisite of permission by program coordinator.

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# Legal Support Certificate

Academic Year 2023-2024  
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/](http://www.bls.gov/ooh/).

## Contact Information:

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

## 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.

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[www.mctc.edu](http://www.mctc.edu)

Mountwest Community & Technical College

03/20/2023

Academic Year 2023-2024

Administrative Technology—Legal Support CAS Major Code –CO40	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
IT 101	Fundamentals of Computers (EDGE)		3				
LAW 101	General Law I <sup>1</sup>		3				
LAW 103	Introduction to Paralegal Skills <sup>1</sup>		3				
	Communication Elective <sup>1</sup>		3				
	AT or LAW Elective <sup>2</sup>		3				
			15				
LAW 102	General Law II <sup>3</sup>		3				
LAW 213	Law Office Technology		3				
LAW 235	Civil Litigation <sup>4</sup>		3				
MAT 120	Applied Professional Math <sup>5</sup>		3				
	AT or LAW Elective <sup>3</sup>		3				
			15				

	HOURS REQUIRED FOR GRADUATION: 30
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**Earn A Degree Graduate Early (EDGE):** This program provides students the opportunity to receive credit for their high school EDGE courses.

<sup>1</sup> Choose from any 100-level or above COM course.

<sup>2</sup> Choose from any AT or LAW 100-level or above course.

<sup>3</sup> LAW 102 has a prerequisite of LAW 101.

<sup>4</sup> LAW 235 has a prerequisite of LAW 102.

<sup>5</sup> MAT 120 has a prerequisite of placement in 100-level Math or a minimum ACT Math score of 19 or SAT Math score of 510.

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Mountwest Community & Technical College

03/20/2023

Academic Year 2023-2024

## **Non-Traditional Degrees**

AAS Board of Governors

AAS Occupational Development

AAS Technical Studies

CAS Technical Studies

AAS Utility Construction

CAS Utility Construction

**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.

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

Kendra Bolen

Room 313

Phone: 304-710-3445

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

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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				
	Mathematics or Science		3				
	Mathematics or Science		3				
	Computer Literacy		3				
	Social Science or Humanities		3				
	General Education Hours		15				

**COMPONENT II: ELECTIVES**

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

		Elective Hours		45					
Course	hrs	Course	hrs	Course	hrs	Course	hrs	Course	hrs
Total:									

<b>HOURS REQUIRED FOR GRADUATION: 60</b>
------------------------------------------

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).

3 At least three credit hours must be completed at Mountwest Community & Technical College to establish an institutional GPA and academic history.

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# Occupational Development AAS

Academic Year 2023-2024

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](mailto:eanes1@mctc.edu)

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# Occupational Development<sup>1, 2</sup> - Major Code - CO10

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

## COURSE REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 131	Business and Technical Writing <sup>6</sup>		3				
COM 125	Interpersonal Communication		3				
IT 101	Fundamentals of Computers <sup>3</sup>		3				
MAT 135	Technical Math <sup>7</sup>		3				
PSYC 200	General Psychology		3				
			15				
Classroom Instruction in the Occupation <sup>4</sup> 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 <sup>5</sup> 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
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<sup>1</sup> Student must be employed in an occupation and complete an U.S. Department of Labor registered apprenticeship program.

<sup>2</sup> Students must complete a minimum of 3 credit hours with Mountwest Community & Technical College to establish academic residency.

<sup>3</sup> IT 101 fulfills state General Education Elective Requirement for Occupational Development Degree and General Studies Core.

<sup>4</sup> 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.

<sup>5</sup> A letter must be received from employer to verify this employment, contact the program coordinator to receive credit for the OJT.

<sup>6</sup> ENL 131 required placement in 100 level English or a co-requisite of ENL 095.

<sup>7</sup> MAT 135 has a corequisite of placement in 100-level Math, Boost Camp, or permission.

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**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:**

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

**Employment Opportunities:**

- 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/](http://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](mailto:mccolgan@mctc.edu)

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<b>Child Development Specialist<sup>1</sup>, <sup>2</sup>- Major Code - C010 • Concentration Code – C012</b>	
<b>Name:</b>	<b>ID Number 942-</b>
<b>Counselor:</b>	
<b>Faculty Advisor:</b>	

**COURSE REQUIRED**

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
ENL 101	Written Communication <sup>3</sup>		3				
COM 112	Oral Communication		3				
IT 101	Fundamentals of Computers (EDGE)		3				
	General Education Elective		3				
	Laboratory Science Course <sup>4</sup>		3-4				
	Quantitative Skills Course <sup>4</sup>		3				
	Social Science Course <sup>5</sup>		3				
			21-22				
	Occupational Component Elective <sup>2</sup>		7				
	Classroom Training in Child Development <sup>6</sup>		20				
			27				
On-The-Job Training in Occupation <sup>7, 8, 9</sup> 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				
	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.

<sup>1</sup> Students may enter this program with no prior experience, but must complete approved Child Development Apprenticeship before being eligible for graduation.

<sup>2</sup> 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.

<sup>3</sup> Fulfills Mountwest General Education and State Communication Skills requirement for Occupational Development Degree. ENL 101 has a prerequisite of placement in 100-level English or a co-requisite of ENL 095. Students must complete ENL 101 with a "C" or better to graduate.

<sup>4</sup> 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 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.

<sup>5</sup> 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.

<sup>6</sup> 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.

<sup>7</sup> Students must complete a minimum of 3 credit hours with Mountwest Community & Technical College to establish academic residency. <sup>8</sup> A letter must be received from employer to verify this employment.

<sup>9</sup> 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.

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# Technical Studies AAS

Academic Year 2023-2024  
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

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<b>Technical Studies - Major Code – CT20</b>	
<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

**COURSE REQUIRED**

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
<b>COMPONENT I (General Education)</b>							
ENL 131-	Business and Technical Writing		3				
COM 125-	Interpersonal Communication		3				
IT 101-	Fundamentals of Computers		3				
MAT 135-	Technical Math		3				
PSYC 200-	General Psychology		3				
	Total		15				
<b>COMPONENT II (Technical Core)</b>							
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				
<b>COMPONENT III (Technical/Occupational Specialty)</b>							
This component consists of a technical concentration specific to an occupational area, and should consist of at least 12 hours.							
			Max 39				
<b>COMPONENT IV (On-the-Job Training in the Occupation or Supervised Work Based Learning)</b>							
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 (Max 12) immediately prior to graduation from the college.							

	<b>HOURS REQUIRED FOR GRADUATION: 60</b>
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### **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](mailto:McComas2@mctc.edu)

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Technical Studies CAS—Major Code CT10	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
<b>COMPONENT I – General Education</b>							
ENL or COM	Communication Skills Appropriate to the Occupational Area		3				
MAT 135	Quantitative Skills		3				
	Optional <i>Additional</i> General Education Elective		0-5				
	Total Component Credit Hours		6-11				
<b>COMPONENT II – Technical/Occupational Specialty</b>							
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				
<b>COMPONENT III – Supervised Worksite-Based Learning (OPTIONAL)</b>							
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.							

	<b>Hours Required for Graduation: 30</b>
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# Utility Construction Management, AAS

Academic Year 2023-2024

Work Force Division

## Program Description:

The Utility Construction Management AAS degree program (60 credit hours) is a 23-month program that prepares students for various positions on an underground/pipeline construction crew. The program begins with a Safety Skill Set and Utility Construction Certificate program. After successful completion of the skill set and certificate program, coursework aims to improve students' communication, computer, and business management skills. Paid on-the-job training is embedded throughout the program after the first 8-weeks of safety training.

## Career Outlook:

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

## Program Admission Requirements:

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

Students will be scheduled to complete a background check and a pre-employment drug screening prior to beginning classes. Students who have been convicted of a felony or fail the drug screening are not eligible to participate in this program. Random drug screenings are a condition of continued employment.

## Salary Forecast:

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

## Contact Information:

MacKenzie Morley

Program Coordinator

[morleym@mctc.edu](mailto:morleym@mctc.edu)

Jenna Vanhoose

Workforce Development Manager

[Parker54@mctc.edu](mailto:Parker54@mctc.edu)

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Mountwest Community & Technical College  
Academic Year 2023-2024

03/20/2023

Utility Construction Management – Major Code CU10	
<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
SFT 110	Safety in Construction Trades (1 <sup>st</sup> 8 weeks)	F	3				
SFT 210	Advance Safety Techniques (1 <sup>st</sup> 8 weeks)	F	3				
UTIL 101	Utility Construction (2 <sup>nd</sup> 8 weeks)	F	3				
COM 125	Interpersonal Communications (2 <sup>nd</sup> 8 weeks)		3				
UTIL 298	Utility Construction Cooperative Work Experience (minimum 160 work hours) 2 <sup>nd</sup> 8 weeks	F	1				
			13				
UTIL 200	Industrial/Mechanical Services (1 <sup>st</sup> 8 weeks)	S	3				
UTIL 210	Pipeline Construction (1 <sup>st</sup> 8 weeks)	S	3				
UTIL 298	Utility Construction Cooperative (minimum 160 work hours) 1 <sup>st</sup> 8 weeks	S	1				
MAT 135	Technical Math (2 <sup>nd</sup> 8 weeks)	S	3				
UTIL 298	Utility Construction Cooperative (minimum 320 work hours) 2 <sup>nd</sup> 8 weeks	S	2				
			12				
UTIL 220	Project Management	SU	3				
MG 101	Introduction to Business	SU	3				
UTIL 298	Utility Construction Cooperative (minimum 320 work hours)	SU	2				
			8				
MG 202	Business Management and Operations	F	3				
UTIL 298	Utility Construction Cooperative (minimum 480 work hours)	F	3				
IT 101	Fundamentals of Computers (1 <sup>st</sup> 8 weeks)	F	3				
IT 150	Application to Spreadsheets (2 <sup>nd</sup> 8 weeks)	F	3				
			12				
ENL 131	Business & Technical Writing	S	3				
MG 296	Integrated Business Strategies	S	3				
UTIL 298	Utility Construction Cooperative (minimum 480 work hours)	S	3				
			9				
	Technical Skills Elective	SU	3				
HMN 231	Leadership Studies	SU	3				
			6				

<sup>1</sup> UTIL 298 has a prerequisite of SFT 210 and permission.

<sup>2</sup> UTIL 200, UTIL 210, and UTIL 220 has a prerequisite of UTIL 101.

<sup>3</sup> MG 202 has a prerequisite of MG 101.

<sup>4</sup> IT 150 has a prerequisite of IT 101 or IT 102.

<sup>5</sup> MG 296 has a prerequisite of 45 credit hours completed in the program.

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# Utility Construction Management, CAS

Academic Year 2023-2024

Work Force Division

## Program Description:

The Utility Construction Management AAS degree program (30 credit hours) is an 11-month program that prepares students for various positions on an underground/pipeline construction crew. Paid on-the-job training is embedded throughout the program after the first 8-weeks of safety training.

## Career Outlook:

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

## Program Admission Requirements:

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

Students will be scheduled to complete a background check and pre-employment drug screening prior to beginning classes. Student who have been convicted of a felony or fail the drug screening are not eligible to participate in this program. Random drug screening are a condition of continued employment.

## Salary Forecast:

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

## Contact Information:

MacKenzie Morley

Program Coordinator

[morleym@mctc.edu](mailto:morleym@mctc.edu)

Jenna Vanhoose

Workforce Development Manager

[Parker54@mctc.edu](mailto:Parker54@mctc.edu)

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Mountwest Community & Technical College

Academic Year 2023-2024

03/20/2023

Utility Construction Management – Major Code CU15	
Name:	ID Number 942-
Educational Counselor:	
Faculty Advisor:	

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
SFT 110	Safety in Construction Trades (1 <sup>st</sup> 8 weeks)	F	3				
SFT 210	Advance Safety Techniques (1 <sup>st</sup> 8 weeks)	F	3				
UTIL 101	Utility Construction (2 <sup>nd</sup> 8 weeks)	F	3				
COM 125	Interpersonal Communications (2 <sup>nd</sup> 8 weeks)		3				
UTIL 298	Utility Construction Cooperative Work Experience (minimum 160 work hours) 2 <sup>nd</sup> 8 weeks <sup>1</sup>	F	1				
			13				
UTIL 200	Industrial/Mechanical Services <sup>2</sup> (1 <sup>st</sup> 8 weeks)	S	3				
UTIL 210	Pipeline Construction <sup>2</sup> (1 <sup>st</sup> 8 weeks)	S	3				
UTIL 298	Utility Construction Cooperative (minimum 160 work hours) 1 <sup>st</sup> 8 weeks	S	1				
MAT 135	Technical Math (2 <sup>nd</sup> 8 weeks)	S	3				
UTIL 298	Utility Construction Cooperative (minimum 320 work hours) 2 <sup>nd</sup> 8 weeks	S	2				
			12				
UTIL 220	Project Management	SU	3				
UTIL 298	Utility Construction Cooperative (minimum 320 work hours)	SU	2				
			5				
	Hours Required for Graduation		30				

<sup>1</sup> UTIL 298 has a prerequisite of SFT 210 and permission.

<sup>2</sup> UTIL 200 and UTIL 210 have a prerequisite of UTIL 101.

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## **Transportation**

AAS Transportation Technology

Intermodal Management Concentration

Maritime Concentration

CAS Maritime

# Transportation Technology AAS

## Intermodal Management-Concentration

Academic Year 2023-2024

Career & Technical Division

### Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student or current industry employee having an interest in the transportation field. This unique on-line, distance learning and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to an Associate's, Bachelor's and Master's degree in transportation studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exam, industry recognized certifications, and/or continuing education units (CEU's). The Intermodal Management option provides students with business and management skills, while brushing up general education skills and expanding their knowledge about the transportation industry through online or live courses.

### Career Outlook:

In addition to providing overall direction and supervision, transportation managers' work may include scheduling transportation, providing safety and other training, providing service support, and resolution of logistical problems. These highly-skilled workers may be first-line managers who work directly with the employees they supervise, or may be higher up in the firm's management structure, working as a middle manager. Occupations that satisfy this work value offer job security and good working conditions.

### Salary Forecast:

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

### Contact Information:

Kristy Wood

Room 205

Phone: 304-710-3396 or 1-800-N-ROLLED (1-800-676-5533)

E-mail: [wood25@mctc.edu](mailto:wood25@mctc.edu)

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Name:

ID Number 942-

**COURSE REQUIRED**

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE /REPEAT CRS	SEM	CR
ENL 101	Written Communication		3				
	English/Communications Elective <sup>1</sup>		3				
	General Education Elective <sup>2</sup>		3				
	Math Elective <sup>3</sup>		3-5				
AC 103	Introduction to Accounting (EDGE)		3				
EC 102 or EC 201	Basic Economics or Microeconomics		3				
FN 231	Business Finance <sup>4</sup>		3				
IT 101	Fund. of Computers (EDGE)		3				
IT 150	Applications to Spreadsheets <sup>5</sup>		3				
IT 277	Management Info. Systems <sup>6</sup>		3				
MG 101	Intro. to Business (EDGE)		3				
MG 202	Business Organization & Mgt. <sup>7</sup>		3				
MG 232	Supply Chain Management		3				
TRAN 101	Intro Transportations Systems		3				
TRAN 265	Trans. Mgt. & Operations		3				
Choose Five Electives from:							
GST 160	Geo. Info. Systems Concepts		3		TRAN 210	Transportation Economics	3
MG 105	Intro. to Workplace Training		3		TRAN 220	Transportation Security	3
MG 209	Occupational Safety		3		TRAN 230	Transportation Geography	3
TRAN 200	Transportation Law & Policy		3		TRAN 250	Transportation Info. Systems	3
					TRAN 270	Intelligent Trans. Systems <sup>1</sup>	3

Hours Required for Graduation: 60 minimum

**Earn A Degree Graduate Early (EDGE):**

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

Students are expected to have basic knowledge of computers including operating systems such as Windows XP or 7 and Microsoft Office 2010 before entering this program. The student must register for IT 101 (EDGE) during his or her first semester or successfully pass a challenge exam for IT 101 (EDGE).

<sup>1</sup> Choose any English or Communications course 100 level or above

<sup>2</sup> Choose any General Education Elective from the General Education Transfer list

<sup>3</sup> Choose any 100 level or above Math course

<sup>4</sup> FN 231 has a prerequisite of AC 103

<sup>5</sup> IT 150 has a prerequisite of IT 101 or IT 102

<sup>6</sup> IT 277 has a corequisite of IT 299 or permission

<sup>7</sup> MG 202 has a prerequisite of MG 101 or HM 101

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# Transportation Technology AAS

## 2024

Academic Year 2023-

## Maritime – Concentration

### Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student or current industry employee having an interest in the transportation field. This unique on-line, distance learning and life-experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/drop-out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to an Associate's, Bachelor's and Master's degree in transportation studies. In addition to formal academic credit, the program is designed to accept related credit equivalency from any academic, vocational, or industry training program to include documented life-long learning skills, test-out exams, industry recognized certifications, and/or continuing education units (CEU's).

The Maritime Technology option provides training and/or college equivalent credit for becoming a deckhand, tankerman, captain, or engineer who works on a vessel. These employees operate and maintain civilian-owned merchant ships, tugboats, towboats, ferries, barges, offshore supply vessels, cruise ships and other waterborne crafts. Some merchant mariners spend extended periods on the river or at sea while others operate close to port and can go home at night.

### Career Outlook:

For the most current career outlook information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at <http://www.bls.gov/ooh/transportation-and-material-moving/water-transportation-occupations.htm#tab-6>.

### Salary Forecast:

For the most current salary information, please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at <http://www.bls.gov/ooh/transportation-and-material-moving/water-transportation-occupations.htm#tab-5>.

**Entrance Requirements:** Please e-mail Dr. Wood, Transportation Program Coordinator, for admissions information.

### Contact Information:

Dr. Kristy Wood

Email: [Wood25@mctc.edu](mailto:Wood25@mctc.edu)

Phone: 304-710-3396 or Call: 1-866-N-ROLLED (1-866-676-5533)

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Transportation Technology - Major Code – CT40 • Maritime Concentration Code – CT44							
Name:				ID Number 942-			
Educational Counselor:				Faculty Advisor:			

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
<b>Component I---General Education Core (online)</b>							
ENL 101	Written Communication <sup>1</sup>		3				
IT 101	Fundamentals of Computers (EDGE)		3				
	Communication/English Elective <sup>2</sup>		3				
	General Education Elective <sup>3</sup>		3				
MAT 135	Technical Math		3				
<b>Component II---Maritime Occupation Specialty Courses (minimum 15 hours from the courses below or other Coast Guard approved courses<sup>4</sup>)</b>							
Deckhand	3	200 GRT Celestial Navigation	6	Automated Radar Plotting Aids (ARPA)	2		
100 GRT Master	6	Celestial Navigation (Operational)	9	CA 270 Managing Culinary Operations	2		
Able Seaman	3	Piloting and Navigation	3	Cargo Handling and Stowage (Operation)	3		
Apprentice Mate (Inland)	9	Tankerman – PIC (Barge)	3	CA 200 Culinary Sanitation and Safety (EDGE)	2		
Auxiliary Sailing	1	Medical Care First Aid Provider	2	Emergency Procedures (Operational)	2		
CA 235 Menu Planning	2	Terrestrial and Coastal Navigation	6	Proficiency in Survival Craft (Lifeboat)	2		
CA 245 Culinary Nutrition	2	Shipboard Deck Operations	3	QMED Oiler (Steam and Motor)	18		
DDE 1000	12	200 GRT Rules of the Road	3	QMED FOWT	18		
EC 102 Basic Economics <sup>1</sup>	3	RFPNW (Lookout only)	1	MG 101 Introduction to Business (EDGE )	3		
Electronic Navigation	3	Crisis Mgmt & Human Behavior	1	CA 260 Culinary Selection and Procurement	2		
GMDSS	5	Environmental Protection Rules	3	Upgrade OUPV to 100 GRT Master	2		
Meteorology (Operational)	3	Magnetic and Gyro Compasses	2	Automated Radar Plotting Aids (ARPA)	2		
MT 105 Industrial Safety	2	RFPNW (Assessments only)	1	ISM 133 Principles of Supervision and Mgmt.	3		
QMED (Restricted)	5	Wheelhouse Resource Management	3	CA 120 A la Carte I (EDGE)	2		
QMED Oiler (Motor)	6	Radar Observer (Unlimited)	3	Watchkeeping and Bridge Res. Mgt.	6		
RFPEW	3	Operator Uninspected Vessels	4	Apprentice Mate (Inland and NC)	1-12		
Rules of the Road	3	IW 202 Advanced Firefighting	2	Upgrade 100GRT to 200GRT Master	2		
Search and Rescue	1	Upgrade Steersman WR to Inland	7	Flashing Light/Visual Communication	1		
Tank Barge Firefighting	1	Tankerman Assistant (Familiarization)	2	Towing Assistance	1		
<b>Component III---Transportation Core (online)</b>							
TRAN 101	Intro Transportation Systems		3				
<b>Choose five additional courses from the list below:</b>							
TRAN 200	Transportation Law & Policy		3				
TRAN 210	Transportation Economics		3				
TRAN 220	Transportation Security		3				
TRAN 230	Transportation Geography		3				
TRAN 250	Transportation Information Systems		3				
TRAN 265	Transportation Management & Operations		3				
TRAN 270	Intelligent Transportation Systems (ITS)		3				
TRAN 273	ITS Systems & Applications		3				
TRAN 274	ITS Project Management		3				
MG 232	Supply Chain Management		3				
<b>Component IV---OJT/Fieldwork</b>							
TS 102	On-The-Job Training/Fieldwork		6-12				

<sup>1</sup> EC 102 and ENL 101 has a prerequisite of placement in 100-level English.

<sup>2</sup> Choose from any English or Communications 100-level or above.

<sup>3</sup> Choose from any Math, Science, Social Science, English, Communication, History, or Humanities courses.

<sup>4</sup> Contact Dr. Kristy Wood: [wood25@mctc.edu](mailto:wood25@mctc.edu) or 304-710-3396.

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# Maritime CP

## Academic Year 2023-2024

Career & Technical Division

### Program Description:

The Transportation Technology Program provides a specialized distance learning education and training for the student or current industry employee having an interest in the transportation field. This unique on-line, distance learning and life experience curriculum breaks the tether to the traditional classroom. It is designed to support a drop-in/out lifelong learning philosophy of continuing education and ladder degree options from a certificate of achievement for specific skill sets to an Associate's, Bachelor's and Master's degree in transportation studies. In addition to formal academic credit the program is designed to accept related credit equivalency from any academic vocational or industry training program to include documented life-long learning skills, test-out exam, industry recognized certifications, and/or continuing education units (CEU's). The Maritime Technology option provides training for becoming a deckhand, tankerman, captain, or engineer who works on a vessel. These employees operate and maintain civilian owned deep-sea merchant ships, tug boats, towboats, ferries, barges, offshore supply vessels, cruise ships and other waterborne crafts. Some merchant mariners spend extended periods at sea while others operate boats close to port and can go home at night.

### Career Outlook:

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

### Contact Information:

Dr. Kristy Wood  
Room 205  
Phone 304-710-3396  
Email- wood25@mctc.edu

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<b>Maritime Certificate- CT52</b>	
<b>Name:</b>	<b>ID Number 942-</b>
<b>Educational Counselor:</b>	
<b>Faculty Advisor:</b>	

**COURSE REQUIRED**

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
COM/ENL	Communication/English Elective		3				
MAT 135	Technical Math		3				
	Inland Waterways Specialty Courses*		6				
	Transportation Electives*		18				

**HOURS REQUIRED FOR GRADUATION: 30**

\*For a list of Inland Waterways Specialty Course and Transportation Electives, please contact one of the following:

Jenna Vanhoose  
 Phone 304-710-3414  
 Email- parker54@mctc.edu  
 or  
 Dr. Kristy Wood  
 Phone 304-710-3396  
 Email- wood25@mctc.edu

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# COURSE DESCRIPTIONS

The background of the slide features a dark blue gradient. A solid green horizontal bar at the top contains the title. Below the bar, the lower half of the slide is decorated with several overlapping, semi-transparent geometric shapes, including triangles and parallelograms, in various shades of blue and green, creating a modern, abstract design.

# Course Descriptions

## Accounting (AC)

### AC 103 – Introduction to Accounting.

3 Credits. This course will provide an introduction to basic accounting concepts and generally accepted accounting principles. It will include a focus on the accounting cycle and accounting terms.

### AC 201 – Financial Accounting I.

3 Credits. Study of accounting practices and procedures in accordance with generally accepted accounting principles and concepts. The technical bookkeeping procedures of analyzing, recording and reporting accounting information are presented from an external prospective. The significance of the accounting information contained within the financial statements, potential investors, creditors and other users of the information is emphasized. PR: AC 103

### AC 202 – Financial Accounting II.

3 Credits. A continuation of Financial Accounting I, AC 202 is a study of accounting principles and procedures relating to capital budgeting and cost systems of corporations and partnerships from an external perspective. (PR: AC 201 or AC 108)

### AC 210 – Managerial Accounting.

3 Credits. Presentation and application of the concepts and procedures of managerial accounting to enhance critical thinking and analytical skills. The course focuses on the use of accounting information to make internal managerial decisions. (PR: AC 103 or AC 108 or AC 201)

### AC 221 – Computerized Accounting I.

3 Credits. Application of the small business computer and existing accounting software programs to the solution of accounting problems. Emphasis on extension of previously learned accounting principles. (PR: AC 103, AC 108 or AC 201 and IT 101)

### AC 225 – Excel for Accountants

3 Credits. Students learn to create advanced accounting models using Microsoft Excel. Content includes creating models for financial and managerial accounting, using multiple sheets with Excel formulas, preparing professional quality financial reports, creating graphs to interpret business results, using Excel functions to evaluate accounting data, and identifying quality control issues. (PR: AC 103 or AC 201, and IT 150.)

### AC 234 – Taxation I.

3 Credits. Study of federal income tax law as applied to income, deductions, expenses and tax Credits relating to an individual and small business. Emphasis is placed on application of the tax law through preparation of the proper schedules and forms of a federal income tax return. (PR: AC 201, AC 103, AC 108; or AC 215)

### Alcohol and Drug Counseling (ADC) ADC 101 - Intro to Alcohol and Drug Counseling

3 Credits. This course introduces students to Alcohol and Drug Counseling (ADC) as a distinct field based upon standards set forth by the International Certification and Reciprocity Consortium. Students will learn about ADC responsibilities and career pathways. Students will also investigate state laws related to the ADC profession and be introduced to the NAADAC Code of Ethics.

### ADC 111 - Basic Counseling Skills

3 Credits. Students are introduced to Rogerian principles of congruence, accurate empathy, and unconditional positive regard. Students will be able to accurately reflect information they receive and learn to code responses as they review recordings. Students will be exposed to a variety of counseling theories to support their learning of Rogerian principles.

### ADC 115 - Interpersonal Dynamics & Counselor Formation.

3 Credits. Students will explore human development through analysis of personal experiences in relationship with others. The focus of this course details how interactions with one another shape the way we experience the world. Additionally, students will develop a basic understanding of interpersonal biology and how interaction with the environment correlates with physiological changes in the body.

### ADC 121 - Professional Theories and Practice.

3 Credits. Students will be introduced to the fields of professional counseling, social work, marriage and family therapy, clinical psychology, and relevant medical professions. Scopes of practice, ethical codes, and dominant theories will be explored. This course will lay the foundation for referrals and case management.

### ADC 125 - Substance Related and Addictive Disorders.

3 Credits. This course introduces students to the Diagnostic and Statistical Manual for Mental Health Disorders and the criteria necessary for diagnosis of Substance related and Addictive Disorders. Students will learn key terminology related to substance use as well as relevant neuro-science to addiction.

### ADC 211 - Motivational Interviewing.

3 Credits. Students will learn the framework of Motivational Interviewing and be able to conduct a session of Motivational Interviewing. Students will learn to recognize the boundaries of the model. (PR: ASC 111)

### ADC 221 - Intermediate Counseling Skills.

3 Credits. Students are introduced to theories and techniques of working with groups. Students additionally learn about working with family systems and the different roles that family members may take on. (PR: ADC 111)

# Course Descriptions

## **ADC 222 - Screening, Assessment, and Engagement.**

3 hours. Students are introduced to assessment methods and relevant instruments for screening substance use disorders, serious mental illness, and co-occurring disorders. Students will learn key interviewing skills for collecting information while engaging the client with the treatment process. Students will be able to identify ethical and legal constraints for obtaining client information. (PR: ADC 101, 111, 121, and 125)

**ADC 235 - Treatment Planning, Collaboration, and Referral.** 3 Credits. Students will learn to evaluate level of care and plan the course of treatment. Different treatment approaches will be explored. Additionally, students will learn to navigate collaboration with the other professions and to determine appropriate referrals. An emphasis will be placed on developing integrated treatment plans. (PR: ADC 101, 121 and 125)

**ADC 290 - Professional and Ethical responsibilities for the ADC.** 3 Credits. Students will learn to articulate the professional responsibilities of alcohol and drug counselors. They will learn about the process of clinical supervision and how to apply ethical codes in decision making. Key topics include HIPPA, limits of confidentiality, ethical note taking, and navigation of the pre-licensure phase. (PR: ADC 101, 121, and 125)

**ADC 291 - Supervised Field Experience I**  
2 Credits. Students will complete supervised field work to gain experience as an alcohol and drug counselor. Students will work with both a site supervisor and a college supervisor as they begin to log their experience as a counseling student. Students are required to log at least 60 hours of practice and present one case study to the supervision group. (PR: Permission of Program Director)

## **ADC 292 - Supervised Field Experience II**

2 Credits. Students will complete supervised field work to gain experience as an alcohol and drug counselor. Students will work with both a site supervisor and a college supervisor as they begin to log their experience as a counseling student. Students are required to log at least 120 hours of practice and present one case study to the supervision group. (PR: ADC 291)

## **ADC 293 - Supervised Field Experience III**

2 Credits. Students will complete supervised field work to gain experience as an alcohol and drug counselor. Students will work with both a site supervisor and a college supervisor as they begin to log their experience as a counseling student. Students are required to log at least 120 hours of practice and present one case study to the supervision group. (PR: ADC 292)

## **ADC 294 - Supervised Field Experience IV**

2 Credits. Students will complete supervised field work to gain experience as an alcohol and drug counselor. Students will work with both a site supervisor and a college supervisor as they begin to log their experience as a counseling student. Students are required to log at least 120 hours of practice and present one case study to the supervision group. (PR: ADC 293)

## **ADC 299 - Capstone Seminar**

2 Credits. Students will further consolidate the knowledge and skills obtained in the program. They will be able to assess their own strengths and weaknesses as well as communicate their future goals. In order to demonstrate expertise in the field, students will create educational content for individuals, families, and community members. (PR: Permission from Program Director)

## **AT 104 – Records Management.**

3 Credits. Fundamental principles of records management including the creation, storage, retrieval, deletion, filing, and organization of information in a records management system. Applicable database management software will be introduced.

## **Allied Health (AH)**

### **AH 151 – Medical Terminology**

4 credits. Introduction to basic techniques of medical word building principles and to the language used within health care systems.

### **AH 204 – Legal and Ethical Issues in Health Occupations**

3 Credits. This course provides allied health students with knowledge and references on legal issues in health care, ethical issues and common areas of liability and litigation. This course covers issues in both administrative and medical records, clinical laboratory, medical equipment, patient care and conflict management. This class focuses on legal and ethical dilemmas to aid the health care professional developing critical thinking skills to resolve issues commonly encountered in the workplace.

### **AH 205 – Principles of Disease**

3 Credits. This course has been designed to introduce students to the principles and issues of disease in a manner that will be both significant for understanding the disease process and relevant to allied health careers. Students will learn the cause and transmission of diseases, host response to the disease process, and their impact on social and political issues. (PR: BIOL 257, 258, or 260)



# Course Descriptions

## **AH 207 – Infection Control for Health Professionals.**

3 Credits. This course will provide the learner with an overview and understanding of the fundamentals of communicable diseases. Students will be presented with information on the microbiology of contagious pathogens, disease transmission, and infection control measures to prevent or stop the spread of communicable diseases. Emphasis will be placed on the pathogens that are likely to be encountered in new or re-emerging infectious diseases.

## **AH 216 – Basic Pharmacology**

3 Credits. An introduction to the study of drugs, including mechanisms of actions, therapeutic effects, and their role in treating disease.

## **AH 220 – Basic Nutrition**

3 Credits. Introduction to nutrition stressing characteristics of nutrients and their food sources. Examines digestion, absorption and metabolism of nutrients. Covers individualized diet analysis and current interest topics such as weight management and some disease therapies.

## **AH 226 – Respiratory Therapy Pharmacology**

3 Credits. Study of general principles of respiratory pharmacology, including drug types, drug groups, methods of administration, dosage, effects, indication, contraindication, and regulations. (PR: Admission to Respiratory Therapy Program at Collins and AH 151) Offered Fall semester only.

## **AH 240 - Phlebotomy.**

3 Credits. This course covers the necessary OSHA regulations governing safety and CLIA regulations for phlebotomy testing. It covers the fundamentals of phlebotomy procedures commonly performed in a clinical laboratory or physician's office laboratory (POL) setting.

## **AH 280-281 – Special Topics.**

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of program coordinator or course instructor)

## **AH 284-289.**

1-5 Credits. These courses are designed to present various topics in the field of Allied Health.

## **American Sign Language (ASL)**

### **ASL 101 – American Sign Language I.**

3 Credits. This course takes a functional-notational approach to learning American Sign Language (ASL), a language used by Deaf people in North America. Materials on basic conversational aspects in ASL will be introduced, such as introducing oneself, exchanging personal information, talking about surroundings, where you live, and your family and various activities. Students will acquire skills in receptive and expressive language functions in interactive contexts, in getting attention, negotiating a signing environment, and exchanging, confirming and correcting information, using appropriate phonological, lexical, syntactical, semantical, and pragmatic aspects of American Sign Language. (CR: ASL 101L) Fall Only.

## **ASL 101L – ASL Lab I.**

1 Credit. This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. CR: ASL 101) Fall Only

## **ASL 102 – American Sign Language II.**

3 Credits. This course is a continuation of ASL 101 - American Sign Language I. Materials on basic conversational aspects in ASL will be introduced, such as giving directions, describing others, making requests, talking about family and occupations, attributing qualities to others, and talking about routines. Students will acquire skills in receptive and expressive language functions in interactive contexts, in not only getting attention, negotiating a signing environment, and exchanging, confirming and correcting information, but also expressing degrees of uncertainty, and asking for clarification and repetition, using appropriate phonological, lexical, syntactical, semantical, and pragmatic aspects of ASL. (PR: ASL 101 and ASL 101L) Spring Only.

# Course Descriptions

## **ASL 102L – ASL Lab II.**

1 Credit. This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (PR: ASL 101, ASL 101L; CR: ASL 102) Spring only.

## **ASL 103 – ASL Fingerspelling.**

3 Credits. This course concentrates on developing expressive and receptive fluency in the usage of the American manual alphabet, a wide variety of numbering systems, lexically borrowed signs, and acronyms within natural American Sign Language discourse. The basic principles and skills of ASL are employed through the use of non-verbal instruction. Emphasis is placed on the fostering of fluid, proper production, as well as recognition and application of rules and common patterns related to fingerspelling, numbering, loan signs, and acronyms with ASL.

## **ASL 105 – American Deaf Community & Culture.**

3 Credits. This course provides an overview of concepts and studies on deafness, deaf people, the deaf community in America, and the current issues facing the deaf community and deaf culture. The course includes descriptions of specific cultural values, norms, traditions, and criteria for membership.

## **ASL 111 – Visual and Gestural Communication.**

3 Credits. Focuses on the understanding and use of non-manual markers, specifically body shifts and facial expressions and movements, increasing awareness and use of these features through expressive and receptive activities.

## **ASL 112 – Intro to ASL Linguistics.**

3 Credits. An introductory study of linguistic research of American Sign Language. (ASL)(PR: ASL 101, 101L)

## **ASL 115 – Deaf and ASL Art & Literature.**

3 Credits. This course will study and apply literary analysis and criticism to literary and artistic works on deafness by individuals who are deaf. Topics on the meaning of deafness, presentations and representations of deafness, American Sign Language, and deaf people in society are explored through literary approaches. Through examination and application of literary theories, students will develop an appreciation of the complexities of meanings that deaf individuals develop during the course of experiencing, living and identifying with and reflecting on deafness. This class uses a discussion format, with students analyzing literary and artistic works and developing ideas.

## **ASL 120 – Religious Signs.**

2 Credits. Introduces the fundamentals of Religious ASL signs used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and non-manual signals. Course focuses on communicative competence. Introduces cultural knowledge

and increases understanding of the Deaf Community within the religious setting. Spring only.

## **ASL 125 – Medical Signs.**

3 Credits. Introduces the fundamentals of Medical ASL signs used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and non-manual signals. Course focuses on communicative competence. Introduces cultural knowledge and increases understanding of the Deaf Community within the medical setting. Spring only.

## **ASL 201 – American Sign Language III.**

3 Credits. This course is a continuation of ASL II. It covers topics on locating things around the house; complaining, making suggestions and requests, and provides a cumulative review of the units studies. (PR: ASL 101, 101L and ASL 102, 102L) (CR: ASL 102L) Fall Only.

## **ASL 201L – ASL Lab III.**

1 Credit. This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (PR: ASL 102, ASL 102L; CR: ASL 201) Fall only.



# Course Descriptions

## **ASL 202 – American Sign Language IV.**

3 Credits. This course is a continuation of ASL 201- American Sign Lang III. It covers topics on times of employment, work relationships, personal job experiences, job market, and deaf employment. (PR: ASL 101/101L, 102/102L and ASL 201/201L) (CR: ASL 202L) Spring Only.

## **ASL 202L – ASL Lab IV.**

1 Credit. This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. (PR: ASL 201/201L; CR: ASL 202) Spring only.

## **ASL 205 – American Deaf Community History.**

3 Credits. This course provides a historical overview of deaf community history in America from the seventeenth to the twenty-first centuries. Spring only.

## **ASL 215 – ASL Visual Music.**

2 Credits. Course will teach students how to perform songs in ASL. Techniques including Visual Vernacular, Mouthing Morphemes, Acting and visual gestural skills and use of classifiers will be addressed. (PR: ASL 101 and 102) Fall only.

## **ASL 220 – Resources for the Deaf Community.**

3 Credits. This course provides an overview of resources concerning the American deaf community. Course will include guest speakers and field trips. Fall only.

## **ASL 270 - Introduction to Interpreting**

3 Credits. This course is designed to provide students with the knowledge of the interpreting profession. Topics include: The history of interpreting, roles and responsibilities of an interpreter, the Code of Ethics, relevant organizations, interpreter skills and competencies, overview of various settings, terminology, the interaction of American Deaf and Hearing Cultures, business practices and systems of evaluation and certification.

## **ASL 280-285 – Special Topics.**

1-5 Credits. Study of content not normally covered in other courses. Enrollment with permission of the Associate Dean, Program Coordinator or course instructor. (PR: Permission)

## **ASL 290 – Applied Issues Concerning the Deaf Community.**

3 Credits. This course provides an overview of research issues concerning the American Deaf community and its history, American Deaf culture and its history, and American Sign Language and its history.(PR: ASL 101, ASL 101L, ASL 102, ASL 102L, ASL 105, ASL 110, ASL 115, ASL 201, ASL 201L, ASL 205, and ASL 220) Spring only.

## **Art (ART)**

### **ART 101 – Introduction to the Visual Arts.**

3 Credits. This course is an introduction to the understanding of visual art by exploring ways

in which works of art are made and discovering the language used to discuss them. The course provides definitions of relevant terms that students will use to learn the processes of art making and the historical and cultural contexts for their development.

## **Aviation (AMT)**

### **AMT 101 - Induction to Aviation Maintenance (3 hrs)**

This course provides an introduction to aviation maintenance, including topics related to aircraft features.

### **AMT 102 - Aircraft Regulations & Publications (3 hrs)**

This course provides a review of the Federal Aviation Administration's regulations, maintenance publications, with and balance procedures, and the interpretation of technical drawings.

### **AMT 103 - Aviation Technical Skills & Practices (3 hrs)**

An introduction to the use of measuring equipment, hand and power tools, shop safety, fluid lines and fittings, cleaning and corrosion control, and the interpretation various non-destructive inspection methods.

# Course Descriptions

## **AMT 105 - Aviation Utility Systems (3 hrs)**

This course reviews airframe ice and rain control, fire protection, and fuel systems, as well as doors, windows, emergency equipment, Cargo loading, galley and lavatory systems, and passenger service units.

## **AMT 109 - Aviation Electronics (3 hrs)**

This course examines the fundamental principles of electronics as applied to aircraft electrical systems. Specific topics covered include AC/DC, series-parallel circuits, circuit analysis theorems, transistors, digital theory, and devices.

## **AMT 110 - Aircraft Power Generation & Distribution (3 hrs)**

This course examines AC and DC. Power generation systems, voltage regulation, power distribution, and circuit protection devices used in aircraft. Students will learn how to inspect and repair these components.

## **AMT 201 - Reciprocating Engines & Systems (3 hrs)**

This course is a study of the theory of operation of reciprocating engines and their systems with particular emphasis on the principles, nomenclature, construction, and design.

## **AMT 202 - Aircraft Sheet Metal Structures (3 hrs)**

This course will review all aspects of sheet metal structures with an emphasis on precise construction and restoration of sheet metal

structures.

## **AMT 203 - Reciprocating Engines and Inspection (3 hrs)**

This course emphasizes the hands-on maintenance and repair of piston engines. Topics include engine removal, replacement, troubleshooting, inspection, engine maintenance, system component repairs, inspection, and troubleshooting.

## **AMT 204 - Aircraft Propeller & Control Systems (3 hrs)**

This course is a study of propellers and their components and their operation with special attention given to the principles of operation, nomenclature construction, and system design.

## **AMT 205 - Turbine Engines & Systems (3 hrs)**

This course reviews the theory of operation of turbine engines and their systems with an emphasis on the principles of operation, nomenclature, construction, and system design.

## **AMT 206 - Aircraft Flight Control Systems (3hrs)**

This course provides a comprehensive review of aircraft hydraulic, pneumatic, fuel, and landing gear systems and their routine inspection and maintenance, and repair.

## **AMT 208 - Cabin Atmosphere Control Systems (3 hrs)**

This course provides a detailed review of aircraft heating, oxygen, and pressurization systems for Business, Commercial and Transport aircraft

systems.

## **AMT 209 - Airframe Inspection & Flights Control Systems (3hrs)**

The focus of this course includes inspections, preventative maintenance and scheduled maintenance rebuilding, and alteration of flight control systems, including ailerons, flaps, rudders and elevators.

## **AMT 210 - Nonmetallic Structures (3 hrs)**

Students will learn how to work with wood, fabric, plastic, and advanced composites to ensure an aircraft remains airworthy.

## **AMT 211 - Aircraft Information Systems (3hrs)**

A review of aircraft and powerplant communications, navigation, and instrument systems. Students will learn to test and repair or replace components of avionics and information systems.

## **AMT 215 - Certification Test Prep I**

1 Credit. This course will help students prepare for Federal Aviation Administration test.

## **AMT 216 - Certification Test Prep II**

1 Credit. This course will help students prepare for Federal Aviation Administration test.

## **AMT 217 - Certification Test Prep III**

1 Credit. This course will help students prepare for Federal Aviation Administration test.

# Course Descriptions

## **Biological Sciences (BIOL)**

### **BIOL 101 – Unified Principles of Biology.**

3 Credits. A consideration of how processes of life are related and how the principles of biology are important in the everyday life of man.

Emphasis will center on current scientific issues that face human life.

### **BIOL 101L – Unified Principles of Biology Laboratory.**

1 Credit. The laboratory component of Unified Principles of Biology is an introductory biology lab course. Basic biological principles and how these principles affect the everyday life of man will be examined. (CO: BIOL 101)

### **BIOL 102 – Introduction to Human Biology.**

3 Credits. This course explores the principles of biology as it relates to humans. This concept provides the student with a practical understanding of their bodies, as well as, their role in the environment. Emphasis is placed on scientific method, all biology, human anatomy, human physiology, genetics, disease and the aging process.

### **BIOL 105 – Human Biology.**

4 Credits. This course is designed to develop an understanding of basic biology as it relates to human beings. The lecture component includes discussions on the organization of the human body, the basic anatomy and physiology of the human body system, genetics, human evolution

and ecology. The laboratory component is designed to reinforce and expand on the topics that are introduced in the lectures.

### **BIOL 120 – Principles of Biology I**

4 Credits. This course is the study of basic principles common to all organisms through lecture and laboratory activities. Chemistry of life, cell biology, metabolism, heredity, and evolution are covered. (PR: ACT Math of 19 or SAT Math of 510 or MAT 144 or MAT 130, or MAT 130E or Permission).

### **BIOL 210 – Introduction to Clinical Microbiology.**

3 Credits. An introduction to the role of microorganisms in the disease process. (PR: MAT 120)

### **BIOL 210L – Microbiology Lab.**

Laboratory class designed to reinforce concepts covered in the lecture provided in BIOL 210. This lab component is required for transfer.

### **BIOL 221 – Structural Kinesiology.**

4 Credits. This course presents a working knowledge of biomechanical principles for use in the evaluation and treatment of musculoskeletal dysfunction. It will address the biomechanics of musculoskeletal tissues and structures, the biomechanics of the most commonly injured human joints, and applied biomechanics.

Special emphasis will be placed on musculoskeletal anatomy and physiology as each student will be responsible for learning origins, insertions, and actions of the prime movers of the primary articulation. (PR: BIOL 260)

### **BIOL 245 – Physiology of Exercise.**

3 Credits. This course presents a working knowledge of the physiology of exercise as it relates to the function of the body in the state of, and the adaptations from, the application of exercise. Emphasis will be placed on bioenergetics and energy metabolism as well as the contributions and adaptations of the nervous, skeletal, muscular, circulatory, and respiratory systems. A review of testing for adaptation as well as various population will also be assessed. (PR: BIOL 265)

### **BIOL 257 – Introduction to Anatomy & Physiology.**

3 Credits. Using a systems approach, this course will build the student's understanding of the anatomical structure and function of most basic body structures, dysfunction of the structures, common diseases, testing, and terminology.

### **BIOL 259 – Basic A & P Lab Module.**

1 Credit. This is an introductory anatomy and physiology laboratory course. Case studies based on anatomical dysfunction will be examined. Basic physiological principles will be applied in a laboratory setting. (PR: BIOL 257 or equivalent)

# Course Descriptions

## **BIOL 260 – Human Anatomy.**

4 Credits. This course is designed for the student to acquire a basic working knowledge of the functional structure of the human body. It is designed for students in pursuit of professional health programs such as nursing, med. tech., dietetics, cardiac rehab, and physical therapy assistant. (PR: Successful completion of BIOL 257 with a "C" or better or ACT 19)

## **BIOL 265 – Human Physiology.**

4 Credits. This course is designed to introduce the student to the function of the various physiological systems in humans and have the student perform lab exercises to demonstrate these concepts. (PR: Passing grade of C or better in BIOL 257 or 260, or a minimum ACT composite score of 19)

**BIOL 280-285 – Biology Special Topics.** 1-8 Credits. Study of content not normally covered in ordinary courses.

**BIOL 286-289 – Special Topics in Biology.** 1-5 Credits. These courses are designed to present various topics in the field of Biology.

## **Biomedical Instrumentation Technology (BMT)**

### **BMT 110 – Safety in Healthcare.**

3 Credits. Spring only. This course is a study of safe operative procedures that are required to be performed in the workplace. Students will be instructed on how to interpret OSHA safety standards as they

pertain to industry.

### **BMT 223 – Biomedical Instrumentation.**

3 Credits. Fall only. This course is designed to help prepare the student to address biomedical instrumentation, calibration and measurement by blending electrical fundamental with the unique demands of the patient care and laboratory environment. Students will experience hands-on training with various patient care monitors and sensors as well as many types of diagnostic therapeutic and clinical laboratory equipment.

### **BMT 225 – Biomedical Instrumentation II.**

3 Credits. Spring only. This course will prepare students with the skills to work with biomedical instrumentation, calibration, maintenance, and repair by blending the electrical fundamental with the unique demands of the patient care and laboratory environment. Students will experience hands-on training with various patient care monitors and sensors as well as many types of diagnostic, therapeutic and clinical laboratory equipment. (PR: BMT 223)

### **BMT 299 – Biomedical Internship.**

3 Credits. Spring only. This course places the student in a work situation in order to gain practical work experience prior to seeking permanent employment. It correlates classroom instruction with real-world experience. (PR: Permission)

## **Business (BUS)**

### **BUS 105 – Career Preparation.**

3 Credits. This course introduces students to the skills needed for workplace employability. Students will be introduced to critical workplace readiness skills such as: communication and reasoning, teamwork, personal finance, work place ethics, employer expectations.

## **Chemistry (CHEM)**

### **CHEM 205 – Chemistry for Health Care Professions.**

### **CHEM 220 – General Chemistry.**

4 Credits. An introduction to chemical properties, basic concepts, and relationships demonstrated by laboratory experiments. (PR: MAT 120, MAT 120E, MAT 144 or MAT 145)

### **CHEM 230 – Principles of Chemistry.**

4 Credits. A study of the properties of materials and their interactions with each other, and the development of theories and applications of the principles of energetics, dynamics, and structure. The course develops the principles of chemical sciences and provides a foundation for general chemistry and related sciences. (PR: MAT 144, MAT 145 or MAT 130)

### **CHEM 280-289**

Special Topics in Chemistry: 1-6 credits. These courses are designed to present various topics in the field of Chemistry not normally covered in other courses.



# Course Descriptions

## **Clinical (CLIN)**

### **CLIN 101 – Clinical Practice I.**

3 Credits - This course is designed to introduce the student to the clinical facility and to clinical education. Opportunity is given for observation of the various aspects of respiratory care. Practice in gathering information from the patient record, patient evaluation, oxygen administration, and record keeping is provided. Techniques of cardiopulmonary resuscitation are covered with laboratory practice and evaluation. (CO: RTT 101 and RTT 101L)

### **CLIN 102 – Clinical Practice II.**

1 Credit. This course is designed to introduce the student to aspects of Respiratory Procedures I and in Cardiopulmonary Evaluation I. Opportunity of respiratory care techniques such as oxygen therapy, humidity and aerosol therapy, aerosol drug therapy, and lung inflation therapy is provided.

Opportunities for observation and supervised practice in the techniques used in electrocardiography are provided. (PR: CLIN 101)

### **CLIN 103 – Clinical Practice III.**

3 Credits. This course is designed to provide the student with additional experience in the practice of fundamental respiratory care techniques. Emphasis is given to the development of efficiently in the practice of these techniques. Opportunities for observation and strictly supervised practice in the techniques of arterial blood gas sampling and analysis are also provided. Also included is critical care observation. (PR: CLIN 102)

### **CLIN 204 – Clinical Practice IV.**

3 Credits. This course is designed to provide opportunity for supervised practice of techniques used in electrocardiography and observation of hemodynamic measurement and monitoring are provided, as are those used in the critical care of cardiopulmonary patients. Additional experiences in the application of all previously covered respiratory care techniques are also provided. (PR: CLIN 103)

### **CLIN 205 – Clinical Practice V.**

2 Credits. This course is designed to provide experiences and skill development in critical care of adult and neonatal patients is provided. The student will gain the experiential base for improved clinical problem solving skills within the scope of the respiratory therapist. Additional practice in the performance of pulmonary function testing and sleep studies. Emphasis is placed on Neonatal/Pediatric assessment and care. (PR: CLIN 204)

### **CLIN 206 – Clinical Practice VI/Lab 1.330**

Credits. This course is designed to provide the student to practice techniques and procedures previously learned with limited supervision. Special attention is given with close supervision in the following areas: mechanical ventilation, airway, management, ABG Sampling and analysis, and critical care respiratory therapy, pulmonary function testing and sleep studies. Emphasis will be placed in pulmonary

### **CLIN 207 – Clinical Practice VII.**

2.670 Credits. This course provides the student the opportunity to practice techniques and procedures previously learned with limited supervision. Special attention is given with close supervision in the following areas: mechanical ventilation, airway management, ABG sampling and analysis, and critical care respiratory therapy, pulmonary function testing and sleep studies. Emphasis is placed in pulmonary rehab/home care and neonatal/pediatric respiratory care. The student of this course will maintain daily records of all activities. Students will actively develop special rotations in such areas as pulmonary rehab, home care, sleep apnea labs, PFT labs, or other specific areas of interest. This specialty rotation will be a minimum of 40 hours. All other areas of clinical rotation will continue. (PR: CLIN 205)

### **COL 101 – New Student Seminar.**

1 Credit. COL 101 is designed as an introduction to college life and is intended for freshmen and new transfer students. The course provides students with an opportunity to adjust to the academic and social environment of college under the guidance of a faculty/staff mentor and in the presence of a small group of peers.

### **COL 138 – College Study Skills.**

3 Credits. COL 138 provides academic preparation to help students improve study methods including textbook reading skills, note taking skills, listening procedures, and test taking skills.

# Course Descriptions

## **Communication (COM)**

### **COM 112 – Oral Communication.**

3 Credits. This course provides instruction and experience in preparation and delivery of presentations in public settings and group discussions. Emphasis is placed on research, preparation, delivery, and evaluation of extemporaneous, informative, persuasive, and special occasion public speaking. Upon completion, students will be able to design and deliver well-organized presentations and participate in group discussions with appropriate audiovisual support.

### **COM 125 – Interpersonal Communication**

3 Credits. This course is designed to give students the interpersonal skills to communicate effectively in the workplace. It will help build and enhance

communication skills through active listening, verbal and nonverbal communication, managing conflict, critical thinking, understanding diversity and the effects of culture, and understanding how the imbalance of power can lead to difficulties within a workplace.

### **COM 130 – Mass Communication and Culture.**

3 Credits. Spring only. This course is an overview of mass communication, which focuses on media history and critical media literacy. Students will investigate the relationship between mass culture and mass communication while learning the evolution of major US media channels (newspaper, TV, radio, internet, etc.). Students will also learn to distinguish between objective/critical and

subjective/consumer relationships with the media. Fall only.

### **COM 230 – Principles of Public Relations.**

3 Credits. Spring only. This course provides an overview of the public relations (PR) profession from its historic beginnings to its contemporary role in society. This course provides a foundation the public relations by exploring its definitions, history, theories, principles, strategic planning, management practices, and career possibilities

### **COM 280-283 – Special Topics.**

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of division director or course instructor.)

# Course Descriptions

## **Criminal Justice (CJS)**

### **CJS 101 – Introduction to Criminal Justice.**

3 Credits. This course will teach students the philosophy, history, development of public safety institutions in a democratic society. The course introduces various public safety agencies and their organization and jurisdiction, reviews court processes, orients the student to a career in public safety, and identifies and explores current trends in the field.

### **CJS 102 – Introductions to Corrections.**

3 Credits. This course will teach students the knowledge and skills necessary to enter the field of corrections. Students will learn about professional and ethical behavior, the structure of the American corrections system, law and corrections procedure, and possible career opportunities.

### **CJS 111 – Law Enforcement Orientation.**

3 Credits. Philosophy, history, and development of law enforcement in a democratic society. Introduces various law enforcement agencies and their organization and jurisdiction, reviews court processes, orients the student to a law enforcement career, and identifies and explores current trends in the field. (Taught at the WV State Police Academy only)

### **CJS 113 – Police Defense Tactics.**

2 Credits. Demonstration of methods of physical protection from persons armed with dangerous weapons and restraint of prisoners and mentally ill persons. Drills in a limited number of holds and come alongs and training in the use of

baton and other special, disarmament, and defensive techniques. A practical application of the methods of self-protection. (Taught at the WV State Police Academy only)

### **CJS 120 – Patrol Operations and Procedures.**

3 Credits. Covers the duties, extent of authority, and responsibilities of a uniformed law enforcement officer. Patrol philosophy and practices are outlined, and field techniques and their practical application are presented. (Taught at the WV State Police Academy only)

### **CJS 122 – Police Arsenal and Weapons.**

3 Credits. Handling, care and use of firearms in police work. Lectures supplemented by an intensive range program in deliberate, point, and defense shooting. (Taught at the WV State Police Academy only)

### **CJS 231 – Fundamentals of Criminal Law.**

3 Credits. Spring only. Study of the elements of law and proof in crimes of frequent concern in law enforcement. Rules of criminal liability; elements of specific, commonly violated laws; and development and application of local, state, and federal laws.

### **CJS 233 – Fundamentals of Criminal Investigation.**

3 Credits. Spring only. Analysis of theory and techniques of an investigation, conduct at crime scenes, collection and preservation of physical evidence and testing employed by the police science laboratory. Emphasizes fingerprints,

ballistics, documents, serology, photography, crime scenes and duties of a criminal investigator.

### **CJS 234 – Criminology.**

3 Credits. Spring only. This course examines the question of crime causation from legal, social, political, psychological, and theoretical perspectives. It introduces the nature of crime, statistics of criminal behavior, and explanations of criminal sanctions. (PR: CJS 101)

### **CJS 235 – Police Organization and Administration.**

2 Credits. Principles of organization and management of law enforcement agencies. Concepts of organizational behavior and an understanding of the departmental planning process. The role of and components involved in responsible planning and executing procedures related to personnel, equipment budget, records, communications, and management. (Taught at the WV State Police Academy only)

### **CJS 237 – Crime and Delinquency.**

3 Credits. Study of the development and causes of criminal behavior, social deviancy and crime. Criminological theories and the extent, variation and patterns of crime. Crime prevention techniques and specific pathological problems related to enforcement. Individual personality differences and their relationships to crime as well as recognizing and handling emotionally and mentally disturbed persons. (PR: CJS 101)

# Course Descriptions

## **CJS 239 – Criminal Procedure.**

3 Credits. Fall only. Study of the rules of evidence at the operational level in law enforcement and criminal procedure in such areas as arrest, force, search and seizure, collection of evidence and discretion. Rules and types of evidence, constitutional law and criminal procedure most often affecting police personnel. (PR: CJS 101)

## **CJS 242 – Community Relations in Criminal Justice.**

3 Credits. General orientation to the concepts of criminal justice professionals and community relations and the need to establish good working relations between them and the public. Offers an understanding of the complex factors involved in human relations: the nature of prejudice and discrimination, its effects, the interactions of changing society, the requirements of individual rights, the maintenance of peace and order and the changing police role. (PR: CJS 101)

## **CJS 244 – Introduction to Criminalistics.**

2-4 Credits. Scientific aspects of criminal investigation. The role of the crime laboratory in the law enforcement organization, the value of physical evidence, and the need for understanding scientific crime detection. Emphasis on recording the crime scene; collection, identification, preservation and transportation of evidence and techniques of examining physical evidence. (Taught at the WV State Police Academy only)

## **CJS 246 – Criminal Justice Reports.**

3 Credits. Fall only. Comprehensive familiarization with types and functions of criminal justice records, the role of research in the planning process and establishment and

administration of a record bureau in criminal justice agencies. Includes form records, analysis and report writing; role and use of uniform crime reporting system forms and essential data required. Review of electronic data processing and the computer as related to criminal justice planning and operation. (PR: CJS 101)

## **CJS 248 – Traffic Administration and Enforcement.**

2 to 3 Credits. History, development, and economics of the modern transportation system. Coping with traffic problems to include use of modern technology in accident investigation and reporting. Police responsibilities as they relate to traffic engineering, education, enforcement, and enactment. (Taught at the WV State Police Academy only)

## **CJS 251 – Criminal Justice Ethics.**

3 Credits. This course explores ethical considerations and dilemmas facing criminal justice professionals. Topics covered include identifying appropriate moral and ethical behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, the ethics of punishment, and professionalism. (PR: CJS 101)

## **CJS 254 – Constitutional Law.**

3 Credits. Spring only. This course examines the powers of the government as they are allocated and defined by the United States Constitution with an intensive analysis of United States Supreme Court Decisions as they impact the criminal justice system. (PR: CJS 101)

## **CJS 263- Probation and Parole.**

3 Credits. This course is a study of the history, development, use, and value of both probation and parole as alternatives to incarceration for convicted criminal defendants as part of the Criminal Justice System. Students will also study the role of the professional agents who supervise probationers and parolees.

## **CJS 265- Narcotics Investigation**

This course is the study of narcotics identification and investigation from the criminal justice professional's viewpoint. Topics include investigative techniques, identification of drugs, and legal aspects of narcotic investigations and enforcement.

## **CJS 275 – Law Enforcement On-the-Job Training.**

1-12 Credits. This course consists of supervised paid OJT, internship or practicum performed in a law enforcement setting. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports and providing written and verbal evidence in courts of law. On-the-job credit hours are earned at a ration of 200:1 with the maximum of 12 credit hours allowed. Successful completion of on-the-job training and achievement of program learning outcomes will be verified by an employer.

## **CJS 280-283 – Special Topics.**

1 to 4 Credits. Content not normally covered in other courses. (PR: Permission)



# Course Descriptions

## **CJS 291 – Police Science Internship I.**

5 Credits. This course is designed to blend classroom education with practical experience. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports, and providing written and verbal evidence in courts of law. Interns must complete the on-the-job training under the supervision of a law enforcement officer. (PR: Permission)

## **CJS 292 – Police Science Internship II.**

4 Credits. This course is designed to blend classroom education with practical experience. Students will apply law enforcement theory in real life situations by performing patrols, investigating accidents and crime scenes, writing reports, and providing written and verbal evidence in courts of law. Interns must complete the on-the-job training under the supervision of a law enforcement officer.

## **CJS 298 – Internship.**

3 Credits (CR/NC). Places students in a criminal justice related field for a specific period to gain experience prior to employment. Correlates theory and classroom instruction with experience. (PR: Permission)

## **Culinary Arts (CA)**

### **CA 105 – Knife Skills and Fabrication.**

3 Credits. This course covers the principles of basic knife skills and the techniques for the production and fabrication of meats, game, poultry and seafood in the culinary industry to

the standards present in the field. Students will learn classic knife cuts, how to break down chicken, filet fish, shuck shellfish and fabricate various cuts of beef, pork, and lamb. Students will learn the anatomy of the knife, proper handling and safety, sharpening and cleaning. (CO: CA 110, and CA 200)

### **CA 110 – Mise en Place.**

3 Credits. This course covers the act of organizing ingredients of a recipe in a way that is convenient and orderly, including preparing the work station. Recipe conversions and proper measuring skills in both standard U.S. Measurements and metric measurements and in liquid and dry ingredients are covered. Students will apply knowledge of rules and laws referencing sanitation and safety regulations in the kitchen as well as in dry and cooler storage. (CO: CA 105 and CA 200)

### **CA 112 – Garde Manger.**

3 Credits. Spring only. The focus of this course is to develop skills in providing a variety of cold food products. Students will also learn to prepare appropriate buffet presentations and decorative pieces utilizing correct food selection and preparation techniques, fruit and vegetable carving and centerpiece displays. Preparation of hors d'oeuvres, canapes, and charcuterie will be emphasized. (PR: Pass CA 105/ CA 110, CA 200, CA 269 with a letter grade of C or higher)

### **CA 116 – Breads and Pastries**

3 Credits. This course focuses on weights, measures, formulas and general baking classifications, handling and storage of ingredients, production of yeast raised dough products, cakes, cookies, batters, breads, quick breads, biscuits, muffins, pies, and special dessert preparation. Introduction of various ingredients and how they affect the finished product by giving a tender crumb, a well-developed crust and proper structure within the breads. The basic functions of ingredients and the techniques of scaling, pan preparation and sifting. (PR: CA 112)

### **CA 120 – A la Carte Dining Room Service I.**

3 Credits. Fall only. This course focuses on dining room service and organization. Additional service styles covered include traditional service, American service, French service, and quick service as it pertains to restaurant operations. Customer service is emphasized and its importance among all service staff within the restaurant.

### **CA 135 – International Cuisine.**

3 Credits. Spring only. The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Menu research and planning and authentic reproduction of ethnic menus is covered. Students will study various international cuisines along with special features of geography, climate, religion and culture that influence regional cooking. (PR: CA 116)

# Course Descriptions

## **CA 200 – Culinary Sanitation and Safety.**

3 Credits. Fall only. This course focuses on the sanitation aspects of the food service industry. Additional subject matter will include establishing the food safety system, keeping food safe while in storage, sanitary measures, accident prevention, crisis management, and dealing with sanitation regulations and standards. The food temperature danger zone will guide the student in correct storage methods, thermometer use and the correct minimum internal cooking temperatures for different foods. Students will sit for the ServSafe certification exam at the end of the course. (CR: CA 105 and CA 110)

## **CA 205 – A la Carte Dining Room Service II.**

3 Credits. Fall only. This course covers advance dining room meal preparation involving various cooking methods and techniques of made-to-order dishes. Students utilize advanced table service techniques, tableside preparation and the importance of timeliness and guest satisfaction. Students will create starter, entrée and dessert options and be able to describe the meal in detail to the customer. (PR: CA 116)

## **CA 225 – Advanced Cooking and**

**Artistry.** 3 Credits. Spring only. This course focuses on the more advanced techniques of culinary arts and menu planning for chefs or restaurant owners. Students will become familiar with the advanced techniques of food selection, menu creation, preparation, the importance of visual appeal and service. Students will design their own menus, select

ingredients, prepare the meal and serve dishes to customers. Capstone Class. (PR: CA 135).

## **CA 235 – Menu Planning.**

3 Credits. Spring only. This course focuses on the principles of menu planning, lay-out, offering healthy and nutritious alternatives, and development for a variety of facilities and populations. It also provides a foundation in costing, marketing, and merchandising a menu.

## **CA 245 – Culinary Nutrition.**

2 Credits. Fall only. This course is an introduction to nutrition using dietary recommendations, food guides, food labels and My Plate to plan menus. Complex carbohydrates, lipids (fats and oils), protein, vitamins, water and minerals will be reviewed. Development of nutritional menus and recipes, creation of healthy menu options, weight management and exercise, and nutrition over the life span.

## **CA 259 – Practical Culinary Catering.**

3 Credits. This course will study traditional service styles used in dining room operations. The course will provide knowledge of service equipment and proper set-up of various catering venues. The course also focuses on service organizations, American service, French service, Russian service, and English service. (PR: CA 120)

## **CA 269 – Stocks, Soups, and Sauces.**

3 Credits. Spring only. Stocks and sauces form the base flavor component for many dishes, making it an essential kitchen competency. Base stocks provide the underlying flavor profiles. Attention to the five “mother” sauces and their derivatives, add depth and

dimension to accompany and elevate the dish. Students learn about various binding or thickening agents used in the commercial kitchen. (PR: CA 200)

## **CA 270 – Managing Culinary Operations.**

2 Credits. Spring only. This course discusses restaurant operations, the menu, cost control, and financial matters. It will explore legal issues specific to restaurant staff, customer service, laws and regulations, and sanitation. Creation of staff schedules, design and layout of facilities, and customer interactions are covered.

## **CA 275 – Cost Control and Revenue Management.**

2 Credits. Spring only. An overview of financial management in food service. This course will explore food and beverage cost control, managing production, labor and expense cost control, analyzing financial data, managing security, and using emerging technology in cost control. Students will create staff schedules and determine wages, withholdings and benefits.

## **CA 280-289 – Culinary Arts Special Topics.**

1-3 Credits. Culinary Arts Special Topics courses available for majors and for non-majors as an introduction to the field of Culinary Arts.

## **CA 298 – Cooperative Culinary Arts Work Experience**

1-3 Credits. Supervised, paid, on-the-job training for students working in the Culinary Arts occupational field. Students will be placed in kitchens at various restaurants. (PR: Permission. All CA courses require a “C” or higher).

# Course Descriptions

## **Curriculum Instruction Education (CIED)**

### **CIED 101 - Math for Elementary Teachers I.**

3 Credits. This course is designed to expose student to the study of mathematics, specifically the areas of number sense and problem solving. Instruction emphasizes discovery teaching or learning by inquiry. Of primary importance is providing the opportunity for future teachers to be taught and to learn according to the views of constructivism. (PR: A grade of C or better in MAT 130.)

### **CIED 148 - Introduction to Science for Elementary Educators.**

3 Credits. The class introduces teaching science in elementary schools using inquiry based approach to learning and other effective research-based teaching strategies. Topics include earth and space science. (PR: MAT 130.)

### **CIED 201 - Mathematics for Elementary Teachers II.**

3 Credits. In this course, students study the foundations of elementary mathematics emphasizing an inquiry and discovery approach. Topics include basic algebraic operations, simple and analytical geometry, informal metric and non-metric geometry, probability, and statistics. (PR: A grade of C or better in CIED 101.)

### **CIED 202 - Praxis Strategies.**

1 Credit. This course is designed to help students understand areas of strengths and weakness for the Praxis Core Components Reading, Writing, and Math; and to prepare students to take the

Praxis Core exam. (PR: CIED 101 with a grade of C or better or by permission.)

### **CIED 250 - Educational Technology.**

3 Credits. This course examines various uses of technology in the classroom. Application to teaching and learning is emphasized.

## **Economics (EC)**

### **EC 102 – Basic Economics.**

3 Credits. An introduction to basic microeconomic and macroeconomic concepts and institutions, key economic relationships and terms.

### **EC 201 – Fundamentals of Microeconomics.**

3 Credits. The purpose of this course is to provide an introduction to the study of microeconomics as it examines the decision making processes of allocating scarce resources for specific segments of the economy. Topics that will be covered include supply and demand, production, pricing, taxes, distribution, market structures, labor markets, marginal utility, public goods, externalities, and international trade.

### **EC 202 – Fundamentals of Macroeconomics.**

3 Credits. The purpose of this course is to provide an introduction to the study of macroeconomics as it examines the decision making processes of allocating scarce resources in the overall economy. Topics that will be covered include an overview of basic economic concepts, gross domestic product and economic

growth, inflation, unemployment, aggregate supply and demand, fiscal policy, money and monetary policy, national deficits and debt, and international trade.

## **Education (EDUC)**

### **EDUC 101 – Healthy Environment for Young Children.**

3 Credits. This course is an introduction to the basic requirements and regulations for health, safety in early childhood programs serving young children. This course is intended to prepare students to follow the practices required of all individuals who participate in early childhood programs. (CO EME 101)

### **EDUC 105 – Computer Instruction Technology in the Classroom.**

3 Credits. This course is an examination of skill development using computer-generated media. An emphasis will be placed on computer skills and their application to young children and the early childhood classroom. This course will also explore administrative technology and assistive technology in the early childhood classroom. This course will be taught utilizing 3 components.

### **EDUC 120 – Foundations of Early Childhood.**

3 Credits. This is an introductory course of the history, philosophy and theoretical foundations of early childhood programs with specific attention to current programs serving children prior to school entry.

# Course Descriptions

Concepts for providing developmentally appropriate practices are introduced. Observation hours in an early childhood classroom outside of classroom instruction will be required. (PR: ENL 094 or ENL 095 or ENL 101)

## **EDUC 201 - Educational Psychology.**

3 credits. A study of the principles of learning, theory, and classroom application based on children's emotional, social, cognitive, and physical development. (ENL 101 with a grade of C or better) (CR: EDUC 270.)

## **EDUC 210 – Observation and Assessment of Young Children.**

3 Credits. Examines the skills and methods used to observe and assess young children in various early childhood environments. An emphasis will be placed on authentic assessment practices, the appropriate use of assessment and observation strategies to document the development, play, and learning of young children. Observation and participation in an early childhood setting is required. (PR: EDUC 120 grade of "C" or better and ENL 101)

## **EDUC 215 – Child, Family and Community.**

3 Credits. This course examines the relationships of the young child, the family and community programs. An emphasis will be placed on family lifestyles and cultures and family-centered practices. (PR: ENL 101 and grade of "C" or better in EDUC 120)

## **EDUC 220 – Infant & Toddler Development.**

3 Credits. Spring only This course will examine the application of the theories of child development and research. Course emphasis will be placed on prenatal development and the physical, social, emotional, cognitive and language development of the child from conception to age three. Observation in an infant/toddler classroom required. (PR: EDUC 120 and ENL 101)

## **EDUC 225 – Development of Young Children. 3**

Credits. This course examines the physical, emotional, cognitive and intellectual development of young children. This course will examine relationships with parents and peers, and growth in self-direction with a primary focus on young children birth through five years of age. Observation and participation in an early childhood classroom required. This course requires a 30-hour clinical. (PR: A grade of "C" or better in EDUC 102 and EDUC 120.)

## **EDUC 228 – Early Childhood Special Education. 3**

Credits. This course will discuss the practical strategies for working with young children with special needs and disabilities including infants, toddlers and preschoolers. An emphasis will be placed on instruction, curriculum design and service delivery of the inclusive classroom with a family-centered approach. (PR: A grade of "C" or better in EDUC 225 and ENL 101)

## **EDUC 230 – Early Language and Literacy. 3**

Credits. Fall Only. An overview of the foundations of early childhood language and emergent literacy within an emphasis on developmentally appropriate environments.

**EDUC 235- Early Childhood Adm. & Leader** This course emphasizes the director's responsibility for administrative and leadership roles in child development and education programs. Business and interpersonal skills will be emphasized. Practical information on directing a program will be covered. Accrediting and licensing an early childhood program, carrying out a program evaluation, and quality improvement strategies will also be addressed. (PR: A grade of "C" or better in ENL 101 and a grade of "C" or better in EDUC 225)

## **EDUC 240 – Child Guidance.**

3 Credits. This course examines theories of early childhood education with emphasis on classroom management, teaching methods, assessment and behavior guidance. Best practices and appropriate environments will be emphasized with techniques on problem -solving and adult-child interaction. (PR: A grade of "C" or better in both ENL 101 and EDUC 225.)

## **EDUC 270 – Level I Clinical Experience.**

1 Credits. Spring only. This clinical experience will provide students with an opportunity to observe in an elementary, middle, or secondary school setting. It will also provide students with the opportunity to work with faculty, staff, and students in a teaching/learning environment. Students will complete 35 hours of observation. (CR: EDUC 201)



# Course Descriptions

## **EDUC 275 – Level II Clinical Experience.**

1 Credit. Fall only. This course will provide students with field experience inside an infant/toddler and preschool classroom. Students will conduct observation and have an opportunity to obtain hands on learning experiences with young children under the supervision of a qualified professional. (CO: EDUC 295)

## **EDUC 280-284 – Special Topics.**

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of program coordinator or course instructor)

## **EDUC 295 – Early Childhood Curriculum & Methods.**

3 Credits. This course examines developmentally appropriate curriculum for young children. Preparing and implementing developmentally appropriate environments and curriculum will be emphasized. Students will have hands-on experience with infants/toddlers and preschooler children. This course requires a 30-hour clinical. (PR: ENL 101 and a grade C or better in EDUC 225.)

## **EDUC 299 – Capstone.**

4 Credits. Spring only. This course involves the application of coursework, theories, and practice. Places the student in a practicum based experience where classroom instruction applies to real experiences in the field. (PR: EDUC 295)

## **Electronics Technology (ELT)**

### **ELT 111 – Direct Current Circuit Analysis & Applications.**

5 Credits. Fall only. Students will study direct current circuits, electrical and magnetic phenomena, utilization of circuit theorems for the solution of circuits and networks, conductors, insulators and magnetic materials. They will then apply this knowledge to project based applications. (PR or CR: MAT 144 or MAT 145)

### **ELT 121 – Alternating Current Circuit Analysis & Applications.**

5 Credits. Spring only. This course is an introduction to alternating current circuits. It covers sinusoidal waveforms, phase relationships, reactance, impedance, fundamental methods of analyzing simple ac circuits, capacitance, inductance, basic resonant circuits, RC/LC time constants, and passive filters. Electrical nomenclature, component identification and marking, and passive component characteristics are discussed. Laboratory exercises will be used to verify circuit theory and provide experience in using basic electronic test equipment. (PR: ELT 111)

### **ELT 131 – Analog Circuits Analysis & Applications.**

5 Credits. Fall only. This is an introductory course in analog devices and circuits. It exposes the student to the common devices found in analog circuit design and explains device function and performance. The student will learn to perform basic calculations to evaluate circuit performance. Laboratory exercises will permit

the student to explore device characteristics and attributes, and develop basic troubleshooting skills. (PR: ELT 121)

### **ELT 150 – Introduction to PLC/PAC Systems.**

4 Credits. This course introduces students to Programmable Logic Controllers (PLC) and Programmable Automated Controllers (PAC).

### **ELT 160 – Electronic Communications. 4**

Credits. This course introduces students to electronic communications, including amplitude modulation, frequency modulation, single-sideband communications, satellite communications, digital communications, network communications, transmission lines, wave propagation, antennas, waveguides, radar, microwaves, lasers, television transmission, and fiber optics. Students will learn the design, workings, and how to troubleshoot and repair these systems.

### **ELT 170 – Fiber Optics Communications.**

4 Credits. This course prepares students for the ETA Fiber Installer Certification. Topics include light propagation, types of optical fibers, the building blocks for a fiber system, light sources, photodetectors, connectors, SONET, OTN, ethernet over passive optical networks, various FTTx methods, systems design, cost and loss budgets, OTDRs, and safety.

# Course Descriptions

## **ELT 180 - Ladder Logic.**

4 Credits. In this course, students will learn how to execute programming of Ladder Logic components, troubleshoot programming errors and clear faults, and apply logic in a simulated automated industrial environment. (PR: ELT 150)

## **ELT 209 – Basic Networking.**

3 Credits. This course is designed to give the student a basic understanding in maintaining, upgrading and troubleshooting LANs and WANs. (PR: Permission)

## **ELT 211 – Digital Circuits.**

5 Credits. Fall only. This is an introductory course in digital technology. The student will be introduced to binary number systems, digital devices and circuits, and troubleshooting techniques. The fundamental logic functions will be explored along with common applications. The student will learn to evaluate circuit function using Boolean algebra, and logic theorems. Memory and storage device types, signal interfacing, and various integrated circuit technologies are discussed. (PR: permission and MAT 215 or equivalent)

## **ELT 222 – Introduction to Microprocessors.**

4 Credits. Spring only. A combination of classroom and lab experience designed to teach the student how to work with microprocessors as they apply to consumer, industrial and business equipment. (PR: ELT 211)

## **ELT 250 – Motion Control Fundamentals.**

4 Credits. In this course, the student will program motors, simulate the programming of field items, program warning, and error lights, program fault control, and create a simulated industrial project to control a plant. (PR: ELT 150 and ELT 180)

## **ELT 260 – Automation Project**

Development. 4 Credits. In this course, the student will identify the components of an automation project, follow the designated procedure for project development, and design, build and implement a simulated project. (PR: ELT 150, ELT 180, and ELT 250)

## **ELT 280-283 – Special Topics.**

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Permission)

## **ELT 299 – Electronic Technology Internship.**

3 Credits. Spring only. Supervised on-the-job training for Electronics Technology students.

Students must successfully complete 150 hours of appropriate experience

## **Emergency Medical Technology (EME)**

### **EME 101 – CPR/First Aid.**

1 Credit. This course is designed to give laypersons and professionals the education and confidence they need to effectively provide emergency care.

## **EME 105 – First on Scene.**

3 Credits. This course is designed to teach the student to manage a medical/trauma emergency until other EMS personnel arrive. An emphasis is placed on victim/patient stabilization using supplies available to the layperson.

## **EME 109 – Emergency Medical Technician.**

10 Credits. A lecture/lab course designed to teach basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. Students will learn basic knowledge and skills necessary to provide patient care and transportation. Students will also learn how to function as part of the comprehensive EMS response, under medical oversight and perform interventions with the basic equipment typically found on an ambulance. Students will learn how to perform as a link from the scene to the emergency health care system. Following completion, students will be eligible to take the National Registry of EMTs or the State of West Virginia EMT exam.

# Course Descriptions

## **EME 201 – Introduction to Medical Emergencies.**

3 Credits. An introductory lecture/lab course focused on pre-hospital interventions and monitoring skills of patients with general medical emergencies including but not limited to: seizures, allergic reactions, diabetic emergencies, and geriatric and pediatric patients. This course is also focused on information concerning patient assessment, the Emergency Medical Services system, as well as communication and documentation, all at the Advanced Emergency Medical Technician (AEMT) level.

## **EME 202 – Airway/Trauma Management**

4 Credits. An introductory lecture/lab course focused on pre-hospital interventions and monitoring skills of patients with airway related and/or traumatic emergencies at the Advanced Emergency Medical Technician (AEMT) level.

The focus of this course will include respiratory emergency identification and management, including ventilation techniques, medications, and monitoring devices at the AEMT level. Furthermore, this course will focus on assessment, identification, and management of traumatic emergencies at the AEMT level.

## **EME 251 – EMS Clinical I.**

2 Credits. A course designed for the advanced EMS student to gain competency in pre-hospital interventions and skills in the field/clinical setting. All skills are performed

under the supervision of a field/clinical preceptor.

## **EME 280-283 – Special Topics.**

1 to 4 Credits. Study of content not normally covered in other courses. (PR: Permission)

## **English (ENL)**

### **ENL 095 – Developmental Writing.**

3 Credits. This course assists students in developing and improving writing proficiency by emphasizing the utilization of correct grammar and punctuation, as well as basic writing skills related to paragraph and essay development. (CR: ENL 101 or ENL 231)

### **ENL 101 – Written Communication.**

3 Credits. This course provides instruction and experience in preparation and delivery of written communication in workplace and personal settings. Emphasis is placed on the writing process including production of unified, coherent, well-developed essays, letters and memos using standard written English. (PR: Placement in 100 level English or CR: ENL 095)

### **ENL 115 – Written Communication II.**

3 Credits. This is a research-based writing course designed to help the student develop advanced skills in composition, editing, and critical thinking needed for other college courses and professional careers. (PR: C or better in ENL 101)

### **ENL 201 – Introduction to Literature.**

3 Credits. This course is an introduction to

literature through original works of prose, fiction, poetry and drama. It introduces

students to the interpretive approaches to literature, and to some of the specialized terms, such as sonnet, antagonist, and epiphany, that will help them articulate their thoughts and observations about what they read. (PR: ENL 115)

### **ENL 131 – Business and Technical Writing.**

3 Credits. A course designed to prepare students to write technical reports. Emphasis is on good writing principles and the use of supplementary illustrations as they apply to technical reports. (PR: Placement in 100 level English or CR: ENL 095)

### **ENL 245 – Elements of the Short Story.**

3 Credits. This course will examine the art of short fiction in American History. It will delineate the structure of short story writing, theme, and characterization with information on the authors studied. (PR: ENL 115)

### **ENL 251 – Appalachian Writers**

3 Credits. A survey of the various literary genres, with a focus on classical and contemporary Appalachian writers.

# Course Descriptions

## **ENL 260 – Introduction to Creative Writing.**

3 Credits. This course is designed to facilitate the student's creative faculties and abilities. The course serves as an introduction to the writing of original poetry, short fiction, and drama.

Instruction in literary techniques will direct the student's writing. In addition to working with literary conventions to produce manuscripts, students will be exposed to exemplary texts by selected authors. Students will learn to critique their own work and the work of others by participating in writing workshops. Students will be introduced to markets for creative writing and be encouraged to submit some work for publication. (PR: ENL 101)

## **ENL 280-289 – Special Topics.**

1–4 Credits. Study of English content not normally covered in other courses. (PR: Permission)

## **Finance and Banking (FN)**

### **FN 151 – Principles of Bank Operations.**

3 Credits. Fundamentals of bank functions presented in a descriptive fashion so that the beginning banker may acquire a broad perspective of the banking operation so as to prepare for career advancement in the banking industry.

### **FN 201– Personal Finance.**

3 Credits. To assist the consumer in management of personal financial affairs. Topics are consumerism, insurance, savings instruments, banking, and personal expenditures and budgeting, personal taxes, house buying, introduction to investments, and estate planning.

### **FN 231 – Business Finance.**

3 Credits. Spring only. This course will focus on the methods of financial analysis. Emphasis is given to the time value of money, evaluation of financial statements, international issues, the stock market, investing, and consumer credit issues. (PR: AC 103; AC 108; AC 201; or AC 215)

### **FN 248 – Real Estate Law.**

3 Credits. Study of the principles of law governing interests in real estate including acquisition, encumbrance, transfer rights and obligations of parties, and state and federal regulations thereof. This course is approved as a prerequisite for licensure examination as a salesperson by the West Virginia Real Estate Commission.

### **FN 251 – Consumer Lending.**

3 Credits. This course provides an overview of consumer credit and an in-depth look at consumer credit products and services, the

consumer lending process and consumer credit administration. (PR: FN 151)

### **FN 252 – Law and Banking.**

3 Credits. Introduction to rules of American law that underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial papers, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code. (PR: FN 151) (Offered Fall Semester only)

### **FN 280-289 – Special Topics.**

1–4 Credits. Study of Finance content not normally covered in other courses. (PR: Permission)

## **Geography (GEO)**

### **GEO 150 – Introduction to Geography**

3 Credits. Fall only. This is an introductory survey course to many of the major human and physical geographic themes, including environment, landscape, climate, culture, economics, spatial interactions, population, urbanization, and globalization.



# Course Descriptions

## **GEO 155 – Economic Geography**

3 Credits. This course introduces the student to geographic tools and methods while exploring fundamental concepts of geography from an economic standpoint. Lecture material, exercises, assignments focus on spatial elements of economic activities and their change over time, the goal of which is to provide students with a basic understanding of the economic systems of the world in which they live and work.

## **GEO 217- World Regional Geography.**

3 Credits. World regions examined using a synthesis of physical and human geographical themes including environment, culture, landscape, climate, landforms, globalization, population patterns, urbanization, economies, and political geography

## **Graphic Design (DSGN) DSGN 101 – Motion Design I.**

3 Credits. Motion Design I is an introduction to the fundamental principles of animation by providing theory, concept and terms as well as hands-on exercises that explore motion design techniques. Students will learn about the 12 principles of animation and various software to create animated graphics.

## **DSGN 102 –Motion Design II.**

3 Credits. Motion Design II is an intermediate 2D animation and design course focusing on technical and conceptual approaches to the art of motion design. Provides industry insight and professional practices using hands-on

exercises and motion design techniques.

Emphasis on building 2D animation concepts and design practices, storyboarding, animatics, basic video editing, sound design and animation. (PR: DSGN 101) (CR: DSGN 103 and DSGN 104)

## **DSGN 103 –Introduction to 3D Arts.**

3 Credits. The Introduction to 3D Arts course uses the principles of three-dimensional computer graphics and familiarizes students with leading industry software. Students will explore the methods and techniques for 3D animation, modeling and texturing. Emphasis on basic 3D skills such as, modeling, UV mapping, 3D camera settings, lighting and rendering. (PR: DSGN 101) (CR: DSGN 102 and DSGN 104)

## **DSGN 104 –Visual Communication.**

3 Credits. In the Visual Communication course, students will develop technical design expertise for the organization of imagery and typography for animation. Students will communicate data driven information in both the two-dimensional and three-dimensional form. Emphasis on producing design work for web, video and interactive experiences. (PR: DSGN 101) (CR: DSGN 102 and DSGN 103)

## **DSGN 120 – Graphic Design I.**

3 Credits. Introduction to graphic design principles, history and current practices. Students will develop visual, technical and critical thinking skills by solving conceptual problems using both traditional and digital media. (CR: IT 110)

## **DSGN 150 – Graphic Design II.**

3 Credits. This class explores how design elements and principles work together to create effective visual communication. Students will use creative thinking, design elements and good composition principles to prepare layouts and graphics to resonate with an intended audience. (PR: DSGN 120 and IT 110)

## **DSGN 160 – Digital Photography.**

3 Credits. An introduction to photography through the use of digital cameras. The course develops the principles of exposure control, lighting, composition, digital editing, and the creative approach.

## **DSGN 170 – Digital Filmmaking.**

3 Credits. An introduction to filmmaking using digital camcorders and cameras. Principles of exposure control, lighting, composition, audio, editing, and the creative approach will be covered and practiced.

## **DSGN 201 –Motion Design III.**

3 Credits. Motion Design III is an advanced 2D animation and design course that focuses on technical and conceptual approaches to the professional practices of motion design. This course provides industry insight into professional methodologies using real-world project-based exercises. Emphasis on building 2D animation and design practices such as storyboarding, animatics, boardomatics, sound design and final animation. (PR: DSGN 102) (CR: DSGN 203 and DSGN 204)

# Course Descriptions

## **DSGN 202 –Motion Design IV.**

3 Credits. In the Motion Design IV course students explore concepts in post-production techniques in both animation and visual effects for film and television. Students will learn advanced concepts in visual effects and composite imagery through simulated professional scenarios. Emphasis on creative problem solving and critical thinking through the development of animated motion graphics and visual effects. (PR: DSGN 201) (CR: DSGN 204)

## **DSGN 203 –Advanced 3D Arts.**

3 Credits. The Advanced 3D Arts course explores advanced 3D modeling, rendering and 3D animation concepts and techniques. Students will learn advanced approaches to 3D sculpting, UV mapping, lighting and graphics concepts, techniques and professional practices. (PR: DSGN 103) (CR: DSGN 201 and DSGN 204)

## **DSGN 204 –Digital Video Editing.**

3 Credits. The Digital Video Editing course explores video editing for post-production in online content, film and television. Students will learn practical techniques and concepts in color grading, video composition, sound, arrangement, editing and assembly. Emphasis on creative problem solving through digital film editing. (PR: DSGN 102) (CR: DSGN 201 and DSGN 203)

## **DSGN 205 –Professional Practice.**

3 Credits. The Professional Practice course leads students through a process of creating, developing and practicing “real world” projects that will prepare them for obstacles they may face in their professional career. Students will learn about project budgeting, client communication, deadlines and professionalism. Emphasis on real world-based assignments and professionalism. (PR: DSGN 201) (CR: DSGN 202)

## **DSGN 210 – Digital Illustration.**

3 Credits. Fall only. This class focuses on the conceptual and technical development of illustrations for editorial, advertising, artistic and other purposes. Students will integrate traditional drawing techniques with digital media. (PR: DSGN 120, DSGN 150 and IT 110)

## **DSGN 220 – Typography.**

3 Credits. Fall only. An overview of the history and current use of typography in graphic communications is presented. The course reviews typographic terminology and vocabulary and type classifications. Students will learn how fonts can express meaning, mood, and emotions to strengthen messages. Students will integrate traditional drawn lettering techniques with digital media. (PR: DSGN 120, DSGN 150, IT 110)

## **DSGN 230 – New Media.**

3 Credits. Fall only. This course focuses on the design, storytelling and technical considerations involved in creating multimedia projects. Students will use current software and develop technical skills to complete motion designs, animations, video compositing, sound design, interactive design or related projects. (PR: DSGN 120, DSGN 150, and IT 110)

## **DSGN 250 – Graphic Design III.**

3 Credits. Spring only. This is the capstone course in the Mountwest Graphic Design AAS degree program. The course emphasizes the assembly and development of a senior design portfolio and a general education portfolio to demonstrate competencies and skills for the workforce. (PR: DSGN 120, DSGN 150, DSGN 210, DSGN 220, DSGN 230, IT 110, IT 213, ENL 101 (or ENL 102) and COM 112)

## **DSGN 260 – Interactive Design.**

3 Credits. Spring only. This class introduces students to the theories and practices of interaction design. Students will use critical thinking and current software to plan and build interactive design projects. (PR: DSGN 120, DSGN 150, DSGN 220, DSGN 230, IT 110, IT 212, IT 213)

# Course Descriptions

## **DSGN 270 – Brand Identity Design.**

3 Credits. Spring only. The course explores the processes and methods of creating unique and effective logos, branding systems and standards guides for corporate identity. (PR: DSGN 120, DSGN 150, DSGN 220, IT 110 and IT 213)

## **DSGN 280 – Special Topics.**

1–4 Credits. Study of Graphic Design content not normally covered in other courses. (PR: Permission)

## **DSGN 298 - Design Internship & Portfolio.**

1 Credit(s). This course presents information, resources, activities and opportunities to help students explore and prepare for careers in the Graphic and Multimedia Design fields. Students develop tools and skills needed for growing their networks, preparing materials for job searching and exhibiting professionalism. Students participate in one or more internships at businesses and/or are assigned Mountwest or other projects and activities to gain real-world job experience.

## **Health Informatics (HINF)**

### **HINF 101 – Introduction to Healthcare Informatics.**

3 Credits. This class will explore the study of a field of information science concerned with the management of all aspects of health data and information through the application of computers and computer technologies.

### **HINF 102 – Healthcare Informatics Practical Guide.**

3 Credits. This class focuses on the application of information technology in health care to improve individual and population health, education, and research about the key topics in the rapidly changing field of health informatics.

### **HINF 201 – Analyzing Healthcare Data.**

3 Credits. This course teaches how to analyze, categorize, and manage the data that are encountered in the healthcare industry which is becoming more dependent on the management of information for analytic and risk adjustment. Students examine the methods and tools used to study the data in health care. (PR: HIT 206, HINF 101, and HINF 102)

### **HINF 202 – Enterprise HI Management.**

3 Credits. This class provides the foundation and guide for learning the roles, functions, and practices for successfully managing healthcare data. The class takes an integrative approach to the traditional roles of health information management (HIM), offering challenging opportunities for enriching the practice domain and leveraging the benefits of quality data for the healthcare sector. (PR: HINF 01 and HINF 102)

### **HINF 204 – Research Methods for Informatics.**

3 Credits. This course teaches research methods that focus on the practical applications of research in health informatics and health information management. It provides real-life

examples of research with samples of survey instruments, step-by-step listings of methodology for several types of research designs, and examples of statistical analysis tables and explanations. Students are guided through the process of conducting research specific to health informatics concepts and functions. (PR: HIT 206, HINF 101, and HINF 102)

## **Health Information Technology (HIT)**

### **HIT 201 - Health Information Technology I.**

3 Credits. Fall only. Introduction to the health information profession. Lecture/lab with emphasis on health record design, content, analysis, release, and completion. This course also covers regulatory requirements regarding confidentiality, HIPAA, and the electronic health record.

### **HIT 202 – Health Information Technology II.**

3 Credits. Spring only. This lecture class is a continuation of HIT 201 with emphasis on management of health information departments, record completion, record retention, release of information, indexes, and registers. This course also covers regulatory requirements regarding confidentiality, HIPAA, and the electronic health record. (PR: HIT 201)

# Course Descriptions

## **HIT 205 – ICD-10 CM Diagnostic Coding.**

3 Credits. This course introduces the student to the ICD-10 CM classification system with an emphasis on the correct process of utilizing the alphabetic index and tabular list for code assignment. The focus is on rules, conventions, and instructions in ICD-10 CM, as well as chapter-specific guidelines. The criteria for the proper assignment of principal and additional diagnosis in all applicable patient settings is addressed. Proper code assignment and impact on MS-DRGs and reimbursement are discussed. Coding scenarios are utilized to determine sequencing and optimization. (PR: BIOL 257/259 and AH 151)

## **HIT 206 – Healthcare Statistics.**

3 Credits. Fall Only. Descriptive healthcare statistics for all types of healthcare facilities utilizing statistical applications with healthcare data. Will cover data selection, interpretation and presentation. (PR: HINF 101, MAT 120)

## **HIT 207 – ICD-10 PCS Procedural Coding.**

3 Credits. Students will be introduced to the ICD-10-PCS coding/classification system with an emphasis on the current tables to assign procedure codes. Coding characteristics, conventions, and guidelines will be applied in identifying procedural codes. Reimbursement systems such as DRGs are covered. Coding scenarios will also be utilized to determine sequencing and optimization techniques. (PR: HIT 205)

## **HIT 208 – Quality Improvement in Health Care.**

2 Credits. Spring only. Provides student with skills necessary to evaluate the quality of care and potential for liability in various health care settings. Emphasis on evaluating health care in light of accrediting and licensing requirements.

## **HIT 209 – CPT Coding & Healthcare Reimbursement.**

3 Credits. Student are introduced to Current Procedural Terminology (CPT) coding/terminology system, which is a listing of descriptive terms and identifying codes for reporting medical services and procedures performed by physicians and healthcare providers. This course includes a comprehensive review of healthcare reimbursement methodologies. (PR: BIOL 257/259 and AH 151)

## **HIT 210 – Computerized Health Information System.**

3 Credits. Fall only. Evaluation of hardware and software components of computers for health information systems. Emphasis on computerized health records, record linkage, data sharing and methods of controlling accuracy and security. Includes all phases of the development of the electronic health record (EHR) and policies and procedures associated with EHR.

## **HIT 211 – Coding Reimbursement for Physician Services.**

3 Credits. Principles of diagnostic and procedural code assignment and reimbursement methodologies pertaining to physician

professional billing in outpatient, hospital, ER, observation, home health and other healthcare settings. (PR: HIT 209)

## **HIT 212 – Health Information Tech Seminar.**

3 Credits. Students learn methods of preparing resumes and interviewing techniques. Provides a comprehensive review for the RHIT examination. (PR: Must have completed all HIT program courses).

## **HIT 215 – Healthcare Data Analytics**

3 Credits. This class will reinforce students in healthcare data analytics with data query activities and the use of SQL-based data query tool to extract relevant data from the HER. Data analytics activities introduce students to visualizing and analyzing data to draw meaningful conclusions. (PR: HIT 201 and HINF 101)

## **HIT 218 – Directed Practice III.**

3 Credits. Summer only. Places the student in a health care facility providing the opportunity for the practical application of classroom knowledge and skills. Continuation of Directed Practice II. (PR: All HIT Program recourses and a corequisite of HIT 212)



# Course Descriptions

## **HIT 219 – Professional Practical Experience.**

2 Credits. This course simulates responsibilities a coding professional may be required to perform on the job. The student applies the competencies learned in the program by coding from inpatient, ambulatory, ancillary, ER, and physician practice health records using code books and the encoder/grouper software. Course includes a comprehensive review for the CCS national certification exam. (PR: HIT 201, HIT 205, HIT 207, HIT 209, and HIT 211)

## **HIT 280-283 – Special Topics.**

1-4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of program coordinator of course instructor)

## **HIT 284-289 – Special Topics.**

1-5 Credits. These courses are designed to present various topics in the field of Health Information Technology.

## **History (HIST)**

### **HIST 103 – United States History to 1877.**

3 Credits. Fall only. This analytical survey course examines the social, cultural, economic, and political developments of United States history from approximately 1492 to 1877.

### **HIST 104 – United States History Since**

**1877.** 3 Credits. Spring only. This analytical survey course examines the social, cultural, economic, and political developments of United States history from 1877 until the present.

### **HIST 114 – World History Until 1500.**

3 Credits. Fall only. This analytical survey course examines the social, cultural, economic, and political developments of World History until approximately 1500.

### **HIST 115 – World History Since 1500.**

3 Credits. Spring only. This analytical survey course examines the social, cultural, economic, and political developments of World History since approximately 1500.

### **HIST 240 – West Virginia History.**

3 Credits. This course examines the social, cultural, economic, and political developments of West Virginia history from the time exploration and settlement until the present.

### **HIST 280-289 – Special Topics.**

1-4 Credits. Study of History content not normally covered in other courses. (PR: Permission)

## **Hospitality Management (HM)**

### **HM 101 – Travel, Tourism, & Hospitality Industry.**

3 Credits. Fall only. This course is a comprehensive survey of the hospitality industry: travel and tourism; lodging; food and beverage service; meetings and conventions; and leisure and recreation. Other ancillary subjects will involve hospitality marketing, human resources (HR), and leadership and management.

This course is designed for aspiring hospitality management professionals of tomorrow, due to the increase in hospitality markets globally.

### **HM 145 – Hotel Front Office.**

3 Credits. Fall only. This course presents a systematic approach to hotel front office procedures by detailing the flow of business. This course examines the various elements of effective front office management and covers in detail the procedures and duties of the manager, desk agent, night auditor, reservations, credit and cash handling. Interdepartmental roles are also discussed.

### **HM 165 - Fundamentals of Event Management**

3 Credits. Spring only. This course introduces students to the process of information gathering, planning, coordinating, marketing, and evaluating festivals, entertainment events, corporate events, cultural events, and other special events. (PR: HM 101)

### **HM 220 – Managing Catering Operations.**

3 Credits. Spring only. This course will consider the essential aspects of catering operations in the food service industry. It will include an overview of banquets and catering, food service and menu development, menu design, using computers, and marketing in catering management.

# Course Descriptions

**HM 222 – Rooms Division Management.** 3 Credits. Spring only. This course will focus on the rooms division of a hotel, including housekeeping, engineering, concierge and front office. All aspects of these departments will be emphasized in this course. (PR: HM 145)

**HM 240 – Vineyards and Breweries.** 2 Credits. Spring only. This course introduces the history of alcoholic beverages, why beverages were created, and how they spread across cultures and socioeconomic lines. Versions of fermentation, aging, brewing, and rectification will be discussed. The course covers wine making, major wine names and regions, proper wine service and wine storage guidelines. Types of beer, beer making basics and the importance of ingredients are covered. Types of distilled spirits, ingredients and how they are made round out the course.

**HM 284, 286-289 – Hospitality Management Special Topics.** 1-3 Credits. Hospitality Management Topics courses available for majors and for non-majors as an introduction to the field of Hospitality management.

**HM 298 – Cooperative Hotel/Lodging Work Experience.** 1-3 Credits. Supervised, paid, on-the-job training for students working in Hotel/Lodging occupational field. (PR: Permission)

**HM 299 – Internship/Apprenticeship.** 1 Credit (CR/NC). Places the student in a work situation in order to gain practical work experience prior to seeking permanent employment. Correlates classroom instruction with real-world experience. (PR: Permission)

## **Humanities (HMN)**

### **HMN 235 – Leadership Studies through the Humanities.**

3 Credits. This course provides students the opportunity to explore the concept of leadership while developing and improving leadership skills. Integrated humanities readings, experiential exercises, films and contemporary readings are used. (PR: ENL 101 with a grade of "C" or better)

### **HMN 280-289 – Humanities Special Topics.**

1-6 Credits. Study of content not normally covered in ordinary courses.

## **Information Technology (IT)**

### **IT 101 – Fundamentals of the Internet.**

3 Credits. This course provides students with the knowledge and understanding of the internet, how it developed and how information is transmitted. Students will gain skills in building a basic webpage and the basic understanding of introductory programming concepts using a language such as JavaScript.

### **IT 102 – Advanced Computer Applications.**

3 Credits. This course is a practical, project-driven course utilizing Microsoft Office

programs such as Access, Project, and Visio. (PR: IT 101 or equivalent)

### **IT 107 – Fundamentals of the Internet.**

3 Credits. This course deals with fundamentals of the internet. Topics considered include electronic mail, sending and receiving data across networks and navigating the internet.

### **IT 110 – Computer Skills for Designers.**

3 Credits. This course provides students with the skills needed to apply behavioral analytics to networks and devices to prevent, detect and combat cybersecurity threats through continuous security monitoring. Course also prepares students for the TestOut CyberDefense Pro and CompTIA CySA+ certification exams. (CR: IT231)

### **IT 115 – Introduction to Programming.**

3 Credits. Use of the computer to teach C++ programming language from a problem-oriented approach. Emphasis on the professional way to design and write programs with computers (PR: IT 101 or IT 102)

### **IT 120 – Network Operating Systems I.**

4 Credits. Introduction to multi-user, multi-tasking network operating systems. Focus on installation procedures, security issues, and troubleshooting.

### **IT 121 – Fundamentals of Network Cybersecurity**

3 Credits. An introduction to cybersecurity. Focuses on technologies and techniques that help protect confidentiality, ensure integrity, and provide high availability of intellectual property.

# Course Descriptions

## **IT 131 – Introduction to Networking.**

4 Credits. This course focuses on network terminology, protocols, and standards, Ethernet LAN technologies, introductory WAN technologies, TCP/IP addressing, cabling, and basic routing principles. (CR: IT 141)

## **IT 141 – Networking Systems II.**

4 Credits. This course focuses on basic router configuration and trouble shooting, managing IOS software, configuring routed and routing protocols, TCP/IP protocols, and router Access Control. (CR: IT 131)

## **IT 150 – Applications to Spreadsheets.**

3 Credits. Application of current spreadsheet software to the solution of business problems. Emphasis on numerical analysis, forecasting, and business graphics. (PR: IT 101 or IT 102)

## **IT 171 – Introduction to Gaming I.**

3 Credits. Fall only. This course will introduce computer game theories, methods and practice. We will utilize Macromedia Flash to create web-based interactions and games at the beginner to intermediate level. Assigned readings and projects will cover various aspects of computer game production, thought and application.

## **IT 210 – Networking Administration I.**

(Fall only) 3 Credits. Intended for students who want to learn how to install and configure Windows Server on premises, hybrid, and Azure environments as well as those individuals seeking Microsoft certification. Maps partially to the Microsoft AZ-800 exam and needed to obtain the Windows Server Hybrid Administrator Associate certification. (PR: IT 120) (CO: IT 211, IT 216, and IT 217)

## **IT 211 – Networking Administration II.**

(Fall only) 3 Credits. Intended for students who want to learn how to administer Windows Server on-premises, hybrid, and Azure environments as well as those individuals seeking Microsoft certification. Maps partially to the Microsoft Az-800 and AZ 801 exam and needed to attain the Windows Server Hybrid Administrator Associate certification. (PR: IT 120) (CO: IT 210, IT 216, and IT 217)

## **IT 212 – Publishing on the Internet.**

3 Credits. Spring only. This course will provide the student with additional skills related to design and creation of webpages and introduce them to publishing on the internet, hosting platforms and technologies. (PR: IT 107)

## **IT 213 – Advanced Graphic for Web & Print**

3 Credits. Fall only. This class explores and utilizes advanced capabilities in creative software programs to prepare graphics for web and print environments. Students will develop visual, technical and critical thinking skills. (PR: IT 110)

## **IT 215 – Advanced Programming.**

3 Credits. Fall only. This course provides advanced programming concepts and skills applied to problem-solving situations using current industry standards and programming languages. (PR: a "C" or better in IT 115)

## **IT 216 – Networking Administration III.**

3 Credits. Fall only. Intended for students who want to learn how to secure Windows Server on-premises, hybrid, and Azure environments as well as those individuals seeking Microsoft certification. Maps partially to the Microsoft AZ-801 exam and needed to attain the Windows Server Hybrid Administrator Associate certification. (CO: IT 210, IT 211, and IT 217)

## **IT 217 – Networking Administration IV.**

(Fall Only) 3 Credits. Intended for students who want to learn about cloud concepts, security, and privacy in Azure environment as well as those individuals seeking Microsoft certification. Maps to the Microsoft AZ-900 exam and needed to attain the Azure Fundamentals certification. (CO: IT 210, IT 211, and IT 216)

## **IT 219 – Networking Administration V.**

# Course Descriptions

(Spring Only) 3 Credits. Intended for students who want to learn how to deploy and manage Azure workloads as well as those individuals seeking Microsoft certification. Maps to the Microsoft AZ-104 exam and needed to attain the Azure Administrator certification. (PR: IT 217) (CO: IT 222 and IT 223)

## **IT 221 – Advanced Operating Systems.**

(Spring Only) 3 Credits. Intended for students who want to learn how to administer current Microsoft Windows desktop operating systems, as well as those individuals seeking Microsoft certification. Maps to the Microsoft MD-100 and MD-101 exam. (PR: IT 120 or IT 131)

## **IT 222 – Networking Administration VI.**

(Spring Only) 3 Credits. Intended for students who want to learn how to configure and manage security for resources in Azure as well as those individuals seeking Microsoft certification. Maps to the Microsoft AZ-500 exam and needed to attain the Azure Security Engineer Associate Certification. (PR: IT 217) (CO: IT 219 and IT 223)

## **IT 223 – Networking Administration VII.**

(Spring Only) 3 Credits. Intended for students who want to learn how to design and deploy Microsoft Exchange Server 2016, as well as those individuals seeking Microsoft certification. Maps to the Microsoft 345 exam, and needed to attain an MSCE: Productivity certification. (PR: IT 217) (CO: IT 219 and IT 222)

## **IT 224 – Fundamentals of Network Security.**

3 Credits. Spring only. This course provides the knowledge and skills necessary to identify network security threats and vulnerabilities, and to respond and recover from security incidents. Maps to the CompTia Security+ exam. (PR: IT 101 or IT 102 or IT 270)

## **IT 225 – Fundamentals of Wireless LANs.**

4 Credits. This course focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. (PR: IT 131 or IT 230 or Permission)

## **IT 230 – Networking Communications.**

3 Credits. Focus of course is to provide practical applications of specific system software in the administration, analysis, and modeling of Local Area Networks (LANs). (CR: IT 120 or permission)

## **IT 231 – Networking Systems III.**

4 Credits. This course focuses on LAN IP addressing including Variable Length Subnet Masking and configuring RIPv2, single-area OSPF, and EIGRP routing protocols, and Ethernet switching technologies including Virtual LANs (VLANs), the Spanning Tree Protocol (STP) and VLAN Trunking Protocol (VTP). (PR: IT 141 and CR: IT 241)

4 Credits. Focus on network security principles, including firewall technologies, AAA, intrusion prevention, securing LANs, implementing VPNs, and managing secure networks. Maps to the CCNA Security Certification exam. (PR: IT 141 and IT 224)

## **IT 233 - Network Cybersecurity II.**

4 Credits. Cover the knowledge and skills necessary for students to successfully manage the tasks, duties, and responsibilities of an associate-level Security Analyst working in a Security Operations Center (SOC). Maps to the CCNA Cybersecurity Operations Certification exam. (PR: IT 232)

## **IT 237 - Mobile Application Programming.**

3 Credits. In this course, student learn mobile application development programming with emphasis on using industry standards to create and write programs specifically for use on mobile devices. (PR: "C" or higher in IT 156)

## **IT 241 – CyberDefense**

4 Credits. This course provides students with the skills needed to apply behavioral analytics to networks and devices to prevent, detect and combat cybersecurity threats through continuous security monitoring. Course also prepares students for the TestOut CyberDefense Pro and CompTIA CySA+ certification exams. (CR: IT231)

## **IT 232 - Network Cybersecurity I.**



# Course Descriptions

## **IT 242 – Emerging Web Technologies.**

3 Credits. Spring only. This course will investigate advanced Internet concepts and state-of-the-art technology in developing web pages. Emphasis will be on design, utilizing current industry standards. (PR: IT 212)

## **IT 245 - Information Storage and Management.**

3 Credits. This course provides students with the knowledge and skills necessary to plan, implement, and deploy storage system and different storage system models - ranging from basic storage models such as Direct Attached Storage (DAS) to networked storage models such as Network Attached Storage (NAS), Storage Area Network (SAN) and Content Addressed Storage (CAS). (CR: IT 210)

## **IT 247 - Advanced Mobile Application Programming.**

3 Credits. In this course, students learn advanced mobile application development programming. Mobile device advanced programs are created and written using industry standards. (PR: "C" or higher in IT 237) (CR: IT 257)

## **IT 250 – Applications to Databases.**

3 Credits. Fall only. Study of information retrieval and database software. (PR: IT 101 or IT 102)

## **IT 251 – Advanced Operating Systems II.**

3 Credits. Provides the knowledge and skills necessary to install, configure and customize Linux computers in a complex-networking environment. Maps to the Linux+ certification.

## **IT 252 – Advanced Web Publishing.**

3 Credits. Spring only. This course will provide students with the knowledge and skills for advanced publishing on the Internet. Students will learn how to use the latest technologies such as HTML5 elements and attributes to structure web content. They will learn how to create semantically meaningful page structures and use CSS to control design and layout properties. (PR/CO: IT 212)

## **IT 254 – Advanced Network Security II**

4 Credits. Provides the advanced knowledge and skills necessary to protect against social engineering, malware, and other advanced network attacks. Maps to the Certified Ethical Hacker certification.

## **IT 255 - Virtualization Technologies.**

3 Credits. This course provides students with the knowledge and skills necessary to plan, implement, and deploy virtualization technologies. Various software options will be installed and explored, such as Virtual PC, Virtual Server, Hyper-V, VMWare, and Terminal Services. (PR: IT 210 or permission)

## **IT 256 - Mobile Application Design.**

3 Credits. This course investigates the modern concepts of mobile application design by

researching and developing applications. Emphasis on industry standards for design of mobile applications. (CR: IT 237)

## **IT 257 - Mobile Application Deployment.**

3 Credits. Across the most popular mobile operating systems, students learn how to create Mobile Application deployment strategies. Students will deploy mobile applications with emphasis on industry standards for proper deployment of mobile applications. (PR: "C" or higher in IT 237) (CO: IT 247)

## **IT 261 – Digital Forensics.**

3 Credits. This course covers the basic concepts used in a digital forensics examination; and introduces techniques required for conducting a forensic analysis on systems and data. The course also explores methods of recovering and restoring data for various situations ranging from litigation to fraud based investigations. (PR/CO: IT 101)

## **IT 262 – Mobile Operating System**

Application Development.

3 Credits. This course provides students with the knowledge and skills necessary to plan, implement, and deploy applications to be used on mobile devices ranging from applications used on platforms such as IOS to Android. Students will also learn the programming languages involved with the creation of these applications. (PR/CO: IT 215 or Permission)

# Course Descriptions

## **IT 270 – Computer Essentials and Application.**

4 Credits. This course provides students with the basic skills needed to any entry-level service technician and covers information on basic hardware and operating systems, including installation, repair, troubleshooting, preventative maintenance and security of computer hardware and systems; as well as the communication skills and professionalism now required of all entry-level IT professionals. Maps to the CompTia A+ exams.

## **IT 271 – Introduction to Gaming II.**

3 Credits. Spring only. This course is a follow-up course to Gaming 1. This course will continue computer game theories, methods and practices. We will utilize Macromedia Flash to create web-based interactions and games at the beginner to intermediate level. Assigned readings and projects will cover various aspects of computer game production, thought and application. (PR: a “C” or better in IT 171)

## **IT 272 – Introduction to 3-D Modular Programming.**

3 Credits. Spring only. This course is a follow-up course to Advanced Programming. This course will continue computer game theories, methods and practices. We will utilize current programming tools such as Microsoft XNA, Alice, 3-D game engines, and DirectX programming. These resources will be used to create 3-D games and game environments. Assigned readings and projects will cover various aspects of computer game

production, thought, and application. (PR: a C or better in IT 215)

## **IT 277 – Management Information Systems.**

3 Credits. Provides understanding of information needs of management and information technology used by various business subsystems and demonstrates how technology can be utilized for competitive advantage. (CO: IT 299 or permission)

## **IT 278 – CCNP 3 - Multilayer Switching.**

4 Credits. This course is to prepare the student to pass the Building Cisco Multilayer Switched Networks (BCMSN) exam. Content includes design criteria for multilayer switched networks, including the current Cisco recommendation for designing a campus network. The network is built from cabling connections to implementing VLANs, Spanning Tree, and routing. After the cable has been built, optimization of the network is made to ensure its availability. (PR: IT 241 or CCNA certification, and permission)

## **IT 279 – CCNP 4 - Network Troubleshooting.**

4 Credits. This course is designed to prepare the student to pass the Cisco Internetwork Troubleshooting (CIT) exam. Content includes diagnosis and troubleshooting of WAN cabling, protocols, advanced routing configurations, switching, asynchronous connections with modems, PPP, Dialup, ISDN, X.25, and Frame Relay access, network performance with queuing and compression, NAT access control, and emerging network technologies. (PR: IT 268, IT 269, IT 278, and permission)

## **IT 280-289–Special Topics.**

1-6 Credits. These courses are designed to present various topics in the field of Information Technology.

## **IT 293 – Networking Practicum.**

3 Credits. This course provides students with the knowledge and hand-on troubleshooting skills necessary to work in a heterogeneous computing environment. This lab-based course will cover such topics as interoperability between PCs and Macs on a domain, working in a heterogeneous Windows Server environment, and working in a heterogeneous Exchange environment (PR: IT 210)

## **IT 296 - Mobile Application Entrepreneurship.**

3 Credits. This course will introduce students to project management, teamwork skills, and how to position ideas in the broader marketplace. By the end of the course, student will develop an impactful portfolio of work and/or develop an effective business plan to bring an application to market. (PR: “C” or higher in IT 277) (CR: IT 257)

## **IT 297– Co-Curricular Experiences in Networking.**

0 Credits. Allows student immersion in the Computer Networking field. Experiences will include guest speakers, hands-on activities, and networking opportunities. Correlates classroom instruction with actual experience.

# Course Descriptions

## **IT 298 – Game and Design Internship/ Cooperative Work Experience.**

1 Credit. In this internship/cooperative class the student works on a project in the Gaming and Design field. Emphasis is on the application of knowledge gained and skills attained in the classroom to a real-world job experience. (PR: Permission)

## **IT 299 – Information Technology Internship/ Cooperative Work Experience.**

3 Credits. Places the student in a work situation/ cooperative work experience in order to gain practical work experience prior to seeking permanent employment. Correlates classroom instruction with real-world experience. (PR: Permission)

## **Inland Waterways (IW)**

**(Classes are taught at Tri-State Fire Academy)**

### **IW 100 – Deckhand Basic Training.**

3 Credits. This is an introductory training course for entry level workers in the inland maritime industry. It covers the unique jargon of the maritime industry, safe working practices, and basic skills such as line throwing, laying wires, and knot tying.

### **IW 101 – Steersman of Towing Vessels - Western Rivers.**

6 Credits. This course is designed for experienced deckhands on the inland waterways who desire to obtain a license to pilot vessels on the Western Rivers. The 80-hour course includes training in

deck general, safety and environmental subjects, theoretical and practical inland navigation and Rules of the Road. This course is approved by the U.S. Coast Guard. (PR: Permission)

### **IW 102 – Basic Marine Firefighting.**

1 Credit. This is an entry level course for maritime workers designed to teach students the avoidance of fires on board boats and the science and theory of marine fire fighting at the awareness level. (PR: Permission)

### **IW 103 – First Aid in Remote Locations.**

1 Credit. This course provides training in first aid procedures in situations where advanced medical assistance is not readily available.

### **IW 104 – Tankerman-PIC Barge.**

3 Credits. Students learn the requirements and regulations regarding loading, transporting, and discharging dangerous liquids on barges. Classroom training is reinforced in a field environment. Upon successful completion of the course, students will be prepared to take the United States Coast Guard certification exam.

### **IW 105 – Ship Construction.**

3 Credits. This course provides the student with the general knowledge of modern ship construction techniques that can be applied to loading and stability calculations and to emergency damage control procedures.

### **IW 110 – Basic and Advanced Marine Fire Fighting.**

6 Credits. This course is designed for maritime personnel who operates vessels of any size in any location. It is a U.S. Coast Guard prerequisite for licensing as a Marine Engineer, and for licensing as a Deck Officer of any vessel of 200 Gross Registered Tons or more. Topics covered include chemistry of fire, theory of fire fighting, fire fighting equipment, and personal safety. Both classroom and hands-on training are provided, including live fire exercises. Training is conducted in accordance with NPPA regulations. The course is approved by the U.S. Coast Guard and the International Maritime Organization.

### **IW 202 – Advanced Marine Firefighting.**

2 Credits. This course teaches maritime students advanced marine fire fighting theory. Students receive classroom instruction on the theory and principles of fire fighting and how to properly supervise a ship's crew to put out an on-board fire. Theoretical training will be reinforced through hands-on fire suppression practice on an on-site mock up trainer. (PR: IW 102)

### **IW 207 – Steersman/Apprentice Mate of Towing Vessels.**

6 Credits. This course prepares the student in the academic subjects required for the first Coast Guard license in the progression to Master of Towing Vessels. This course is approved by the U.S. Coast Guard. (PR: Permission)

# Course Descriptions

## **IW 209 – Marine Navigation Rules.**

3 Credits. This course covers the regulations that govern the marking, lighting, signaling and maneuvering of all vessels on U.S. rivers and international waterways. (PR: Permission)

## **IW 211 – Piloting and Navigation.**

3 Credits. This course covers the art and science of navigation on inland and near coastal waters. Students learn how to pilot a vessel in open waters both with and without reference to landmarks avoiding known submerged and visible obstacles. Students are required to determine the vessel's position using navigation charts, visual references, and radar. (PR: Permission)

## **IW 213 – Shipboard Dock Operations.**

3 Credits. This course teaches effective utilization and management of all resources to ensure the safe completion of a vessel's voyage. The course focuses on bridge officers' skills such as teamwork, team building, communication, leadership, decision making, and resource management and incorporates this into the larger picture of organizational and regulatory management. This course addresses issues such as management of operational tasks, stress, attitudes and risk.

## **IW 215 – Radar Observer (Inland).**

2 Credits. This course instructs students on how to utilize marine radar to safely navigate on inland waterways. Students learn how to use radar to navigate in good and inclement weather, as well as during periods of limited visibility, and upon discovery of an obstacle, take the appropriate action to avoid a collision. Students taking this course are eligible for a U. S. Coast Guard certification.

## **IW 280-289 - Special Topics.**

1-6 Credits. This course presents various topics in marine transportation.

## **IW 290 – Maritime OJT Training Phase I.**

1-6 Credits. This course consists of an entry level supervised paid on-the-job training (OJT), internship, or practicum performed in a maritime setting. Students will apply maritime science theory in real life situations while serving a member of a crew and by performing deckhand duties.

## **IW 291 – Maritime OJT Training Phase II.**

1-6 Credits. This course consists of an advanced supervised paid on-the-job training (OJT), internship, or practicum performed in a maritime setting. Students will apply maritime science theory in real life situations with minimal supervision while serving a member of a crew and by performing deckhand duties. (PR: Permission)

## **Machinist Technology (MT)**

**(Classes are taught at Robert C. Byrd Institute for Advanced Flexible Manufacturing)**

## **MT 105 – Industrial Safety.**

2 Credits. Fall only. An introductory course designed to develop safe workplace practices and to become familiar with OSHA standards. Students will be required to demonstrate safe handling of work materials, operation of machines and tooling, and storage and disposal of hazardous materials.

## **MT 121 – Introduction to Machinery.**

6 Credits. This course is a hands-on laboratory experience to acquaint the student with machinery and the industrial environment. The application of tool skills, knowledge of blueprint reading and precision measurement will be stressed. Specific projects will be completed based on industry recommendations from aerospace, automotive and other advanced manufacturing employers to build the students level of expertise applicable to meet required quality standards. (PR: Permission)

## **MT 200 – Blueprint Reading, Precision Measurement & Inspection**

4 Credits. Students will develop the knowledge, abilities and skills to use standard and GDT orthographic blueprints as required in a machine shop and proper identification/selection and use of measurement instruments to ensure machined projects meet the blueprint specifications.



# Course Descriptions

## **MT 205 – Precision Measurement.**

3 Credits. Fall only. Students learn to identify select and use measuring instruments used in machining.

## **MT 215 – Metalworking Theory & Application.**

6 Credits. Students will become skilled in the use of machines and processes utilized in metalworking. They will develop a basic knowledge of CNC machining and programming, and the calculation of speeds and feeds.

## **MT 233 – NIMS Credentialing.**

6 Credits. This course will acquaint students with the National Institute for Metalworking Skills (NIMS) and prepare them for the national credentialing examination. Students will be credentialed in at least 3 areas recognized by the Institute before they are graduated from the Machinist Technology program. (PR: Permission)

## **MT 241 – Introduction to Computer Numerical Control Machining.**

4 Credits. Fall only. Students will be provided an overview of the history of CNC machining, operation, setup, G-code programming and coordinate systems used on CNC machines. Students will have the opportunity to work with up-to-date CNC equipment after learning the basics. (PR: Permission)

## **MT 244 – CNC Setup/Operation.**

6 Credits. Students will receive comprehensive instruction on CNC lathe and mill operations including machine setup and tooling selection. They will receive instruction on work coordinates, tool length offsets, coordinate settings, program entering and editing, tool wear compensation, setting zero, and part set up. Milling operations will cover X, Y, and Z axes, and lathe operations will cover X and Z axes. Including industry specific hands on projects aligned to prepare students for work in aerospace, automotive, and other manufacturing fields. (PR: Permission)

## **MT 246 – Computer Aided Manufacturing and Design (CAD/CAM).**

6 Credits. This course will introduce CNC Programming via computer aided design (CAD) and computer aided manufacturing (CAM). Students will learn to use industry recognized software programs such as Mastercam as well as conversational programming. Basic parametric modeling and design will be taught, process layout, tool selection and how to post a program. Students will receive instruction in program verification and how to analyze it. Course focus will be 2 and 3 axis programming. (PR: Permission)

## **MT 248 – NIMS Credentialing/CNC Projects**

5 Credits. Student will be required to pass the 2 NIMS CNC Machining Level I tests, both written and performance. During this course, the student will also be required to produce parts from drawings on a project basis to ensure competency in all aspects of CNC operation and programming, some of these could possible be prototypes for industry. (PR: MT 246)

## **MT 280-283 – Machinist Special Topics.**

1-4 Credits. Study of content not normally covered in other courses. Enrollment with permission of program coordinator or course instructor. (PR: Permission)

## **MT 284-288 – Machinist Technology Special Topics.**

1-6 . Machinist Technology Special Topics. Study and skill development not normally covered in other courses.

## **Management (MG)**

### **MG 101 – Introduction to Business.**

3 Credits. Study of the nature of business activities and problems regarding ownership, organization, management and control. Course content is designed to emphasize business vocabulary and explore personal characteristics and training most desirable for various areas of specialization in business.

# Course Descriptions

# Course Descriptions

## **MG 102 – Introduction to Entrepreneurship.**

3 Credits. This course introduces individuals desiring to start and run their own business to the principles of entrepreneurship. Students will learn how to develop and draft business, marketing, sales, and financing plans while learning how to determine product/service pricing. Discussions will focus on best business practices for start-up and future growth considerations.

## **MG 105 – Introduction to Workplace Training.**

3 Credits. This course will provide an overview of the skills required in training groups and individuals in the workplace. How to promote a positive training climate and a needs analysis will also be discussed.

## **MG 131 – Leadership and Construction Management.**

3 Credits. This interdisciplinary course prepares students to take an active managerial/leadership role in the construction industry by learning to use: effective interpersonal communication, the planning process to better utilize human and physical resources in the work place, form and lead a highly motivated team, and how to foster a safe and productive work environment. (PR: Permission)

## **MG 181 – Retailing.**

3 Credits. Introduction to retailing with managerial and supervisory insights. Includes topics of franchising, location and layout, organization, sales, and customer services.

## **MG 202 – Business Organization & Management.**

3 Credits. Designed to develop an understanding of management concepts through the study of planning, organizing, leadership and control functions. (PR: MG 101 or HM101)

## **MG 203 – Managing Call Center Teams.**

3 Credits. Provides skills on how to build effective work teams within the call center environment. (PR: SS 201 or MG 202)

## **MG 205 – Call Center Environment/Technology.**

3 Credits. This course covers call center technology equipment and systems. Students will learn telecommunications terminology, theory, infrastructure and troubleshooting techniques. Student will explore telecommunications technology that supports web-enabled multimedia call centers in the information age. (PR: IT 101)

## **MG 207 – Managing Call Center Data.**

3 Credits. Focus on how to collect, interpret and manage data that is generated in a call center environment. Students will learn how to define and interpret data from efficiency, productivity, attendance and log-in reports. Forecasting and budgeting techniques will also be discussed. (PR: MAT 210)

## **MG 209 – Occupational Safety.**

3 Credits. This course will provide students with a basic understanding of the nature of occupational safety, accident prevention and loss reduction. Topics to be discussed include

accident causation, strategies for minimizing injuries and losses, sources of assistance in resolving safety problems, and Occupational Safety and Health Act (OSHA) standards, policies, and procedures.

## **MG 220 – Introduction to Data Analytics.**

3 Credits. An introduction and overview of information resources commonly used in business including secondary and syndicated data resources. The focus of the course is enabling students to identify, locate, analyze, and report on business data sources both qualitatively and quantitatively. (PR: IT 150)

## **MG 226 – Business Law.**

3 Credits. Focus on various business forms and laws governing businesses and business transactions. Students learn to analyze business transactions such as those dealing with sales, insurance, real estate, bankruptcy, and financial statements, with emphasis on commercial documents.

## **MG 232 – Supply Chain Management.**

3 Credits. This course introduces students to the field of logistics. Topics include careers in logistics, the development of logistics systems, modes of transportation, distribution planning, supply chain security, and customer service. The roles and functions of purchasing, packaging, materials handling, inventory management, warehousing, and logistics software are also explored. (PR: Permission)

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## **MG 233 – Personnel Management.**

3 Credits. Designed to acquaint the student with principles of managing personnel in business. Personnel recruitment, selection, and evaluation; job analysis and evaluation; employee retention; wage and salary administration; and labor relations and legislation are studied. (PR: MG 101 or Permission)

## **MG 280-287 – Special Topics.**

Credits. Study of content not normally covered in other courses. (PR: Permission)

## **MG 296 – Integrated Business Strategies.**

3 Credits. A capstone course in which students work in teams, using their skills and knowledge to develop and implement simulated business strategies. (PR: Students must have completed at least 45 credit hours in their program)

## **Marketing (MK)**

### **MK 130 – Fundamentals of Marketing.**

3 Credits. Study of the marketing process as it relates to the problems and policies of business enterprises. Attention is given to the role and significance of middlemen, evaluation of consumer needs, price determination, promotional and sales strategies and governmental regulations.

### **MK 210 – Customer Service.**

3 Credits. Spring only. A study of how to deliver excellent customer service. Students will learn how to maintain control over troublesome internal and external customer situations, methods for reducing negative stress, the importance of ethics in the work environment, and techniques for motivating employees to provide excellent customer service. (PR: ENL 101)

## **Massage Therapy (MAS)**

### **MAS 101 – Introduction to Massage Therapy.**

1 Credit. Fall only. This course provides a general overview of the massage therapy career and the science of complementary medicine.

### **MAS 201 – Introduction to Eastern Theory.**

3 Credits. Fall only. This course introduces the student to the basic philosophy of Eastern medicine as it relates to medicine. This course introduces the five branches of Traditional Chinese Medicine (TCM), the macrocosmic and microcosmic principles of Qi, the theory of Yin/Yang, the five element theory, the eight principles, and other key philosophies of Eastern medicine.

### **MAS 212 – Body Works I for Massage Therapy.**

2 Credits. Fall only. Body Works I presents an integral approach to teaching the core and fundamental knowledge base of therapeutic massage. The course presents the four layers of the existing spectrum of touch, the continuum of the three paradigms of possible levels of practice, and the skills and categories which



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represent universal and recurring concepts from varied schools of thought. Strong emphasis is placed on the importance of the student developing coordination, balance, and stamina. (CO: MAS 201, 232, and 240)

## **MAS 212L – Body Works I for MAS.**

1 Credit. Fall only. Students perform hands on manipulation techniques introduced in Body Works I. (PR: AH 151 and BIOL 260) (CO: MAS 212)

## **MAS 214 – Body Works II for Massage Therapy.**

3 Credits. Spring only. Body Works II continues the foundations laid in Body Works I. Developing deeper, the power of intention and body mechanics. This course will go into a more profound understanding of each modality within the four layers of touch. Different assessment strategies including charting, SOAP notes, and record keeping will be explored. Student competence will be developed as they learn to integrate skills learned into their practice of message. (CO: MAS 228, 245, 250, and 255)

## **MAS 214L – Body Works II for MAS.**

1 Credit. Spring only. Students perform hands on manipulation techniques introduced in Body Works II. (PR: MAS 212 and MAS 212L)

## **MAS 222 – Business and Ethics.**

3 Credits. Summer only. Business and Ethics for MAS is a professional growth and development course designed to help student graduates transition into professional practice with

knowledge of ethical business practices and good decision making skills specific to the massage therapy practice. This course combines discussion of the complex issues concerning the ethics of touch with all aspects of operating a massage therapy practice. Students will learn how to maintain the highest ethical and professional standards in their practices and to identify ways that they can engage in a successful, profitable and ethical business. (PR: Acceptance into the Massage Therapy Program)

## **MAS 228 – Pathology and Pharmacology for Massage Therapy.**

3 Credits. Spring only. Pathology and Pharmacology for the Massage Therapist provides a scientific background for developing an appropriate treatment plan based on a clients medical history. The course will review basic anatomy and function. Pathologies will be identified for each major organ system and drug protocols for each will be discussed. Cautions and contraindications for message will also be discussed at length. (CO: MAS 214, 245, 250 and 255)

## **MAS 235 – Student Clinic Massage.**

3 Credits. Summer only. This course provides the student an opportunity to work with patients in a supervised environment. Interpreting patient medical information, developing treatment plans, practicing proper communication skills and utilizing the various techniques learned. The class offers the opportunity to build the confidence level and professionalism of the

student. (PR: Admission to the MAS program, BIOL 260 and AH 151; CO: MAS 240)

## **MAS 240 – Muscle Palp I.**

3 Credits. Fall only. Muscle Palpation I is a course that offers an in-depth look at the human muscular system. This course deals with the characteristic of muscle tissue, connective tissue, components of skeletal muscle, the nerve and blood supply, contraction and relaxation of skeletal muscle fibers and muscle metabolism. During this course, students will learn to superficially outlined the shape and fiber direction of the various muscles and muscle groups studies. The muscles covered in this course will focus on the lower extremity. Additionally, the student will learn to physically locate, palpate, and demonstrate the actions of the major muscle groups, related bones and boney landmarks. (CO: MAS 201, MS 212, MAS 232)

# Course Descriptions

## **MAS 245 – Muscle Palp II.**

3 Credits. Spring only. Muscle Palpation II is a course that offers an in-depth look at the human muscular system. This course deals with the characteristics of muscle tissue, connective tissue, components of skeletal muscle, the nerve and blood supply, contraction and relaxation of skeletal muscle fibers and muscle metabolism. During this course, students will learn to superficially outline the shape and fiber direction of the various muscles and muscle groups studied. The muscles covered in this course will focus on the upper extremity. Additionally, the student will learn to physically locate, palpate, and demonstrate the actions of the major muscle groups, related bones and bony landmarks. (CO: MAS 214, 228, 250, 255)

## **MAS 250 – Shiatsu for MAS.**

3 Credits. Spring only. Shiatsu provides the specific foundation, context and technical hands-on skills for basic Shiatsu practice. During this course the basic philosophy, specific channels and points, as well as the principles of assessment, patterns of imbalance and organ dysfunction are reviewed as it relates to the practice of Shiatsu. This course also provides students with a more in depth study of the pathways of the 12 regular channels and two of the eight extraordinary vessels studied in the course introduction to Eastern Theory including selected points on

each channel essential to the Shiatsu treatment process. Basic point palpation and location will also be practiced to help students develop the sensitivity and skills necessary for effective Shiatsu treatment. (CO: MAS 214, MAS 228, MAS 245, and MAS 255)

## **MAS 255 – Deep Tissue for Massage Therapy.**

3 Credits. Spring only. This course will teach the student an understanding of the layers of the musculoskeletal system and the ability to work with tissue in these layers to relax, lengthen and release holding patterns in the most effective and energy efficient manner. The history and evolution of Deep Tissue Massage with also be covered. (CO: MAS 214, 228, 245, and 250)

## **MAS 270 – Spa Theory for MAS.**

2 Credits. Summer only. Course provides a working knowledge of the most commonly practiced spa techniques performed in both dry and wet room settings without the need for full spa facilities. Course includes the theory, contraindications, and the benefits of each treatment including the history of spas, bathing and spa models as they develop over time. In addition, students will learn spa-specific customer service how to work in teams, proper body mechanics for preserving one's body, and resume development for obtaining employment as a spa therapist. (CO: MAS 235)

## **MAS 275 - MAS Board Review Capstone.**

2 Credits. Summer only. This course focuses on correct issues in the massage profession and prepares students for the Massage Therapy Board Examinations. (PR: Admission into the MAS program)

## **MAS 280-289 – Special Topics.**

1-8 Credits. Study of content not normally covered in other courses. (PR: Permission)

## **Mathematics (MAT)**

### **MAT 099 - Corequisite Support for College Math.**

1 Credit. This course provides the student the opportunity to work on academic skills and assignments, as well as fulfilling academic goals using a variety of supplemental materials, including one-on-one assistance in MAT classes and other general education learning outcomes by instructors, computer programs, and tutorial videos. (CR: MAT 120E, MAT 130E, or MAT 144)

### **MAT 120 – Applied Professional Mathematics.**

3 Credits. Content consists of marketplace mathematics, introductory statistics, the mathematics of sets, prediction, mathematical relationships, optimization, geometry, graph theory and introductory logic. (PR: ACT 19; MAT 097; or PLAC 100)

# Course Descriptions

## **MAT 120E – Applied Professional Math Expanded.**

4 Credits. Consists of marketplace mathematics, introductory statistics, and the mathematics of sets, prediction, mathematical relationships, optimization, graph theory and introductory logic. This course is designed to give additional support and review foundational quantitative concepts. (CR: MAT 099)

## **MAT 130 – College Algebra.**

3 Credits. This course covers equations, inequalities, graphs, polynomial functions, exponential and logarithmic functions, systems of equations and inequalities, matrices, conic sections, sequences, series, and mathematical induction. (PR: MAT 144 or ACT 21 or Permission)

## **MAT 130E – College Algebra**

**Expanded.** 4 Credits. This course covers equations, inequalities, graphs, polynomial functions, exponential and logarithmic functions, systems of equations and inequalities, matrices, conic sections, sequences, series, and mathematical induction. This course is designed to give additional support and review foundational algebra concepts. (PR: ACT 17-20 or MAT 144 or Permission)(CR: MAT 099)

## **MAT 133 – Math for Applied Health.**

5 Credits. This course presents basic math and algebra principles used daily in the applied health careers. Topics covered will

include the metric system with focus on unit conversions by proportionalities and dimensional analysis; representations of linear functions verbally, graphically, numerically, and algebraically; exponential growth and decay; logarithmic functions; analysis of proportionality of quantities; and formula manipulation.

## **MAT 135 – Technical Mathematics.**

3 Credits. Designed to develop understanding of mathematical concepts required of skilled employees in technical trades and related industrial occupations. (PR: PLAC 100 or Boost Camp or permission)

## **MAT 144 – Intermediate Algebra.**

3 Credits. Algebraic foundations including equation solving, inequalities, functions, quadratic equations, graphing, real number operations, exponent rules, factoring polynomials, and simplifying algebraic expressions. (PR: ACCUPLACER Scores: Arithmetic 36 and Elementary Algebra 23; CR: MAT 099)

## **MAT 205 – Technical Calculus.**

3 Credits. This course is a brief survey of calculus, including both differentiation and integration with applications. (PR: MAT 144 or MAT 130)

## **MAT 110 – Statistics for Business and**

**Industry.** 3 Credits. An introduction to basic statistical concepts and applications. Content includes the nature of statistics, sampling, and data; data descriptions and representations; basic probability; distributions, estimating population data, and the basics of hypothesis

testing.

(PR: ACT 20 or PLAC 100 or Boost Camp or Permission)

## **MAT 215- Applied Discrete Math**

3 Credits. This course is an introduction to logic, number theory, combinatorics, graph theory, and Boolean algebra. The course will provide foundation for computer science courses and electronics courses. (PR: MAT 144, MAT 145, or MAT 120)

## **MAT 280-283 – Special Topics.**

1-6 Credits. Study of content not normally covered in other courses. (PR: Permission)

## **Medical Assisting (MA)**

### **MA 201 – Medical Assisting Techniques I.**

4 Credits. Fall only. A lecture (3)/lab (1) introduction course to clinical skills performed in medical offices with emphasis on asepsis, infection control, OSHA Standards, health history and physical examinations and assessment, vital signs, and common diseases and conditions. Students practice skills needed to work in the clinical area of an ambulatory healthcare setting.

# Course Descriptions

## **MA 202 – Medical Assisting Techniques II.**

4 Credits. Spring only. This lecture (3)/lab (1) course provides continued instruction in advanced level clinical skills performed in medical offices. This course emphasizes instruction of assisting with assessment in specialty area such as eye and ear, gynecologic, pediatric, minor office surgical procedures, administration of medication including subcutaneous, intramuscular, intradermal injections and cardiopulmonary procedures including electrocardiogram and pulmonary function test. Students practice advanced level skills needed to work in the clinical area of an ambulatory healthcare setting. (PR: MA 201)

## **MA 203 – Medical Lab Techniques.**

3 Credits. Spring only. A lecture (2)/lab (1) course providing instruction to a medical lab including quality control, specimen collection, and analysis. Includes urinalysis, hematology, microbiology, chemistry, and immunology procedures and testing. Regulatory guidelines including OSHA and CLIA standards are also taught in this course. Students practice skills needed to perform many laboratory tests common to a medical office.

## **MA 204 – Physician's Office Medical Coding.**

3 Credits. Fall only. Introduction to physician's office medical coding. The student will learn coding systems including CPT-4 and ICD-10- CM as they apply to physician billing, claim submission and accurate reimbursement from Medicare, Medicaid and third party payers.

## **MA 205 – Medical Office Claims Procedures.**

3 Credits. Spring only. Use of CPT, HCPCS, ICD- 9- CM coding systems as they apply to physician claim submission and accurate reimbursement from all payer sources. Explore proper documentation to optimize reimbursement. (PR: MA 204)

## **MA 206 – Medical Office Procedures I for Medical Assistants.**

3 Credits. Fall only. This class is an introduction to the administrative area of a medical office or ambulatory care setting designed to cover entry-level administrative and general competencies as designated by the American Association of Medical Assistants. Administrative and clerical functions will emphasize ethics and law, interaction with patients and the medical record, reception duties, telephone techniques, and electronic health records.

## **MA 208 – Medical Office Procedures II.**

3 Credits. Spring only. This course is a continuation of MA 206 to the administrative area of a medical office or ambulatory care setting designed to cover entry-level administrative and general competencies as designated by the American Association of Medical Assistants.

Administrative and clerical functions will emphasize appointment scheduling, medical record management, written and electronic communication, medical accounting, insurance and financial duties, and the electronic health record functions. (PR: MA 206)

## **MA 210 – Medical Office Practicum.**

3 Credits (CR/NC). Summer only. Supervised learning experience in Medical Assisting designed to provide students with an opportunity to obtain technical experience under the supervision of competent practitioners. (PR: MA 201, 202, 203, 204, 205, 206, 208, and AH 216)

## **MA 280-285 – Special Topics.**

1-3 Credits. Study of content not normally covered in other courses. (PR: Permission)

## **Military Science (MILS)**

### **MILS 101 – Foundation of Officership.**

1 Credit. Students learn fundamental concepts of leadership and team development. The fundamentals of leadership development are reinforced through classroom and outdoor laboratory environments that are designed to increase individual self-confidence through team interactions and physical fitness activities, training in land navigation, first aid, and basic drill and ceremonies. (CO: 101L)



# Course Descriptions

## **MILS 101L – Military Science Basic Course Leadership.**

1 Credit. Students learn and practice basic soldier skills and field craft. Students use team building leadership activities in drill and ceremonies, rappelling, and basic marksmanship. (CO: MILS 101)

## **MILS 110 – Introduction to Military Science.**

3 Credits. This course prepares future service members for military service. Topics include history of the US military, military branch history, basic First Aid, land navigation, military protocol and procedures, the military education benefits, military transcripts and personal finance. (PR: Permission)

## **MILS 201 – Individual Leadership Studies.**

2 Credits. This course teaches students how ethics-based leadership is used to develop leadership abilities and how these skills contribute to the small-unit team-building process. Students will further develop their skills with participation in communication exercises, event planning, group coordination, advanced first aid, land navigation, and basic tactical exercises. (PR: MILS 102 or permission; CO: MILS 201)

## **MILS 201L – Individual Leadership Studies Lab.**

1 Credit. This lab course is used to develop individual leadership abilities by providing practical application exercise for student

participation in team building activities, which include communication exercises, event planning, group coordination, advanced first aid, land navigation, and basic tactical exercise. (PR: MILS 102 or permission; CO: MILS 201)

## **MILS 280-283 - Special.**

1-6 Credits. Study of content not normally covered in other Military Science Courses.

## **Mining Information Technology (MIT) MIT 275 – Mine Safety Inspector On-the-Job Training.**

1-12 Credits. This course consists of supervised paid OJT, internship, or practicum performed in a mine safety inspecting setting while working for the U.S. Department of Labor. Students will apply their knowledge in real life situations by performing safety inspections of surface and/or underground mine sites, investigating accidents, reporting violations, and assessing penalties for non-compliance. On-the-job training and attainment of program learning outcomes will be verified by an employer. (PR: Permission)

## **Multi-Craft Technology (MTEC)**

### **MTEC 101 – Machine Shop I.**

3 Credits. Machine Shop I teaches students the proper use of power-operated shop equipment including metal turning lathes, milling machines, shapes, saws and drills as well as standard safety practices and operating procedures.

## **MTEC 105 – Fundamentals of Industrial Maintenance.**

3 Credits. Fundamentals of Industrial Maintenance teaches students the knowledge and skills necessary to enter the field of industrial maintenance. Students will learn about workplace safety, measurement and calculation, proper use of tools, fasteners, lubrication, bearings, mechanical alignment and vibration.

## **MTEC 107 – Welding.**

3 Credits. This course introduces students to the fundamentals of welding/cutting. Students will become familiar with general safety, welding terms and joints, and oxyfuel welding techniques.

## **MTEC 110 – Print and Schematic Reading.**

3 Credits. Print and schematic teach the basics of reading mechanical prints and schematics for electrical/electronic circuits, hydraulic/pneumatic circuits, and piping systems.

## **MTEC 114 – Fundamentals of Welding Technology.**

3 Credits. Fundamentals of Welding Technology teach students the knowledge and skills necessary to become proficient in welding techniques. Students learn welding terms and processes, how to perform oxyfuel cutting, and the proper safety techniques to be used in all welding situations.

# Course Descriptions

## **MTEC 121 – Machine Tool Operations.**

3 Credits. This course introduces students working with intermediate hand and power tools to the skills related to machine tool technology including vertical band saws, grinders, metal lathes, and milling machines. Students will learn how to measure and to scribe circles, radian, and parallel lines on a work piece. (PR: Permission)

## **MTEC 171 – Hydraulic and Pneumatic Systems.**

3 Credits. Hydraulic and Pneumatic Systems teach students the principles and practical applications of pneumatic and hydraulic systems.

## **MTEC 250 – Electricity Basics I.**

3 Credits. Electricity Basics I teach the principles of electricity, AC circuits, series and parallel circuits, resistors, Ohm's Law, magnetism, electrical measurement, and DC circuits.

## **MTEC 251 – Electrical Maintenance.**

3 Credits. Electrical Maintenance teaches students the knowledge and base technical skills for entry into the field of electrical industrial maintenance. Students will learn about basic electrical theory and calculations; how to use electrical tools, instruments, and equipment; how to read electrical schematics and diagrams, and how to safely work with electrical systems.

## **MTEC 280-289 – Special Topics.**

1-6 Credits. This course presents various topics in maintenance technology field.

## **Music (MUSI)**

### **MUSI 101 – Introduction to Music.**

3 Credits. Spring only. This introductory music course furnished the student with information on the basic elements of music and its major forms, genres, and stylistic periods, which can be used for intelligent appreciation and understanding of music.

## **Occupational Development (OD)**

### **OD 100 – Introduction to Occupational Development.**

1 to 3 Credits. An introduction to the occupational field and responsibilities of the professional in the field. Provide a foundation for employment and further coursework in the chosen field.

### **OD 104 – Specialized Occupational Training.**

1 to 3 Credits. Instruction for occupational leaders of curriculum needed in the occupation for self improvement or for teaching to fellow employees in the field. This curriculum will vary with the needs of the students. Some classes covered are OSHA 500, OSHA 501, Air Monitoring, Metal and Non-metal Mining, and others.

### **OD 105 – OSHA 500.**

2 to 3 Credits (CR/NC). A course for persons in the construction industry who are interested in developing safety and health programs in the private sector.

Using OSHA standards as a guide, special emphasis is placed on becoming knowledgeable about the most hazardous areas of industry. (PR: Permission)

### **OD 106 – OSHA 501.**

2 to 3 Credits (CR/NC). Designed for private sector personnel from all types of industries, this course presents detailed information on how the provisions of the Occupational Safety and Health Act may be implemented in the workplace. (PR: Permission)

### **OD 107 – Lead Abatement.**

2 Credits (CR/NC). This course is to train the trainer to teach what regulations are required to have a safe and healthy job site while working with the hazards of lead. The instructor will be preparing students for state certification examinations as well as fulfill training requirements as dictated by EPA Title X, and state legislative requirements. (PR: Permission)

### **OD 108 – First Aid/CPR/AED Instructor.**

2 Credits (CR/NC). The purpose is to train instructor candidates to teach American Red Cross First Aid/CPR/AED Program courses and modules. (PR: Permission)

### **OD 109 – Scaffolding.**

2 Credits (CR/NC). Introduces students to the four hazard classifications related to scaffolding. Teaches students to associate the classifications with actual injury statistics from OSHA and the BLS. Includes the identification of various scaffold components. (PR: Permission)

# Course Descriptions

## **OD 110 – Confined Space.**

2 Credits (CR/NC). Teaches major legal requirements of OSHA's permit-required confined space standard to ensure that members of the building and construction trades understand what it is to work safely in confined spaces. (PR: Permission)

## **OD 111 – Science Air Monitoring.**

2 Credits (CR/NC). Focus on air monitoring of common occupational health hazards in the painting industry. The course includes maintenance and calibration of air monitoring equipment, record keeping, quality control instruments, calibration and other engineering controls. (PR: Permission)

## **OD 112 – Blueprints, Codes and Specifications.**

2 to 8 Credits (CR/NC). Upon successful completion of this course, the student will be able to locate and identify engineered specifications within a set of plans; locate and identify engineered scaled and unscaled drawings; order and manage construction materials from a set of plans; increase creditability and communication between the job foreman and job-site engineers; identify National Building Codes pertaining to their trade. Available to students through partnerships with Department of Labor approved apprenticeship programs.

## **OD 120 – On-the-Job Training.**

1 to 12 Credits. This course consists of paid or unpaid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The on-the-job training component is converted to credit hours at a ratio of 200:1 with a maximum of 2,400 contact hours allowable. A statement of the total number of contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college record. This credit will be recorded immediately prior to graduation from college. (PR: Must major in Occupational Development degree programs)

## **Painting and Allied Trades (PAT)**

### **PAT 120 – Introduction to Painting.**

3 Credits. This class will orient individuals to the painting profession. The topics to be covered include painting materials, tools, equipment and terminology. An overview of the characteristics of light and color will also be provided.

### **PAT 121 – Techniques of Painting.**

4 Credits. This course covers surface preparation, selection and characteristics of materials, standards and specifications related to abrasive blasting, H2O blasting, and painting. Special emphasis will be placed on characteristics of normal and abnormal surface deterioration and thermal spraying for metal substrates.

## **PAT 122 – Introduction to Wall covering.**

3 Credits. This course covers the basic principles of wall covering. Students will learn how to prepare a surface wall covering and how to apply wall covering. Tools and materials of the wall covering trade will also be discussed.

## **PAT 130 – Introduction to Industrial Painting.**

4 Credits. This class will orient individuals to the industrial painting profession. Topics to be covered include coating materials, tools, equipment and terminology. The differences between industrial painting and commercial painting will be identified and described.

## **PAT 131 – Surface Preparation.**

4 Credits. This course covers the tools, materials and methods used for cleaning and preparing surfaces using solvents, hand tools and power tools. Content in this course is based on the methods and procedures specified by SSPC and NACE.

## **PAT 132 – Materials for Industrial Painting.**

3 Credits. This course covers the basic components and film forming processes of paints and coatings. The different systems and functions of paints and coatings are described. The criteria for selecting a coating system based on surface environment and preparation requirements are outlined.

# Course Descriptions

## **PAT 133 – Techniques of Spraying.**

3 Credits. This course covers the fundamentals of spray painting with a detailed discussion of the most common spray painting systems: electrostatic, turbine, airless, conventional, air, HVLP, and turbine. Student will also learn how to safely use spray equipment and the potential hazards involved.

## **PAT 134 – Safety Measures for Industrial Painting.**

3 Credits. This course covers the dangers related to working with lead and the procedures for safe exposure and abatement. In particular, this course will cover what lead is, where it can be found, its health effects, its hazards, worker and community rights related to lead, abatement methods, cleanup, disposal, and laws, regulations and standards.

## **PAT 140 – Introduction to Glazing.**

3 Credits. This course is designed to provide an introduction to glazing and the tools of the trade. Students will learn fundamentals of the glazing industry including the different purposes windows serve in a building's design, trade terminology, symbols, trade tools and materials. Students will learn the management of glass cutting projects.

## **PAT 141 – Sealant Theory & Application.**

4 Credits. This course is designed to provide an introduction to sealants used in the glazing trade. Students will learn sealant terminology, selection, forms, and their proper and most effective use for a given project. The basic principles regarding joint design and measurements as well as the proper substrate preparation techniques will be discussed. Additionally, students will learn the basics of structural glazing including its methods, applications and safety factors.

## **PAT 142 – Basic Glass Fabrication.**

3 Credits. This course is designed to build basic skills and knowledge necessary for fabricating glass including mirrors, spandrel glass, architectural panels and Ribbon Window Systems. Students will also learn the purpose and techniques for anodizing aluminum surfaces that often surround glass installations.

## **PAT 143 – Math & Blueprint Reading for Glaziers.**

3 Credits. This course will build upon the students' basic mathematics, trigonometry, measurement skills and knowledge by accurately using math when reading blueprints. Reading blueprints, measuring, layout, fabrication and other functions specific to the glazing trade require accurate calculations and measurements for the success of any glazing job.

Reading blueprints and tape rules or taking

other measurements accurately will lead to properly cut glass or aluminum and will contribute to a timely and successful job.

## **PAT 150 – Introduction to Sign and Display.**

4 Credits. The display installers' profession is part of one of the fastest growing industries in the country. Convention Centers are expanding and improving facilities to attract more clientele while support service industries such as hotels, restaurants and entertainment industries provide numerous job opportunities around trade show locations. Display workers assemble and build large and small exhibits in the shops as well as install and dismantle them at the show locations. This course is intended to provide the display installer with basic skills in organization, tools of the trade and safe and efficient work practices. The apprentice installer will learn the various jobs available or expected of him, identify and describe commonly used tools, use proper terminology and describe the steps involved in planning, installing and dismantling a trade show.



# Course Descriptions

## **PAT 151 – Tools of the Sign and Display Trade.**

4 Credits. Tradesmen in the sign industry need an infinite number of tools to bring the signs we see to life. Participants in this course will work with many stretch, tape and seam carpet and the show the proper techniques for dismantling the setup pieces. Also discussed will be the responsibilities of the lead person for storing deco equipment and keeping track of the equipment being used during the show.

## **PAT 152 – Methods of Layout for Sign and Display.**

4 Credits. Signs are meant to convey messages or to get someone from point A to point B. The composition of the sign determines whether a sign is pleasing to the eye or completely ignored. There are six interdependent components of a good sign. Each component needs the other five for a layout to succeed. Upon completion of this course, the participants should be able to create a sign that incorporates the six components of a good layout and conveys the intended message while meeting the clients' needs.

## **PAT 153 – Techniques of Sign and Display.**

4 Credits. This course will introduce the participant to the process of applying vinyl designs to a variety of substrates. Vinyl designs can be used for advertising and displaying information and can be applied on vehicles, windows, doors,

wood or metal. Participants will learn the types of vinyl that can be used in given situations, the use of application tools, and the ability to identify and complete any preparations to various substrates prior to applying the vinyl. The sign and display apprentice will be taught how to inspect the applied vinyl for wrinkles, bubbles, adhesion, etc. and the resolution for any imperfections found. Cleanup procedures, personal protective equipment, safety precautions and the procedures for proper disposal of scrap metals will also be discussed to give the participants a foundation in the basics of applications.

## **PAT 160 – Methods of Trade Show Floor Layout.**

4 Credits. The first job at a show site is to transfer the floor plan to the floor of the facility. This must be accomplished before the equipment can be unloaded. In this course, the participant will learn to read and interpret the floor plan and its symbols that show how the floor space is to be divided into a basic framework desired by the association organizing the show. They will move into using a scale ruler to transfer dimensions on the floor plan to the show floor and marking the floor with appropriate symbols. The installer will also be given the opportunity to demonstrate methods used to compensate for deviations between the floor plan and the actual floor.

Other factors concerning the floor's condition and limitations will also be discussed to give the participant a solid foundation of skills and knowledge to properly layout a trade show floor.

## **PAT 161 – Methods of Booth Preparation and Installation.**

4 Credits. The focus of this course will be pre-planning and preparation of exhibit installation and dismantle. Participants in this course will gain hands-on experience using the basic procedures to efficiently and safely erect and dismantle the three general categories of display booths. The installer will be expected to demonstrate the standards of conduct for the display installer while they will also demonstrate the use and identification of safety equipment and cleaners for specific jobs. Booth installation and dismantling covers a variety of tasks that require specific technical expertise. The participant in this course will describe the general systems assembled by display installers with specific descriptions and tips for working with them. The learning experience will include three general types of displays used in trade shows: portable booths, component systems, and custom or construction systems.

# Course Descriptions

## **PAT 162 – Techniques of Trade Show Carpet Installation.**

4 Credits. Using the proper tools and equipment for installing carpet at a trade show can make the difference between acceptable and unacceptable results. Having the proper tools and using them correctly will make the job easier, require less installation time and standardize every installation. The participant will be exposed to a myriad of skills and knowledge that will help him perform the job proficiently. Topics to be discussed include tools and equipment, carpet, booth carpet and aisle carpet installation procedures as well as the identification and practice of safety with respect to using tools, cutting, transporting and ergonomics when installing carpets.

## **PAT 170 – Introduction to Floor Covering.**

3 Credits. This course will provide the participant with a solid introduction to the floor covering trade. Participants will explore the rewards and benefits of working in the floor covering trade. Additionally, participants will be introduced to the many different types of materials from which they and their customers can choose when laying a new floor or replacing an old floor. Participants will learn to describe and determine which floor covering materials are appropriate for the job at hand and how the job can be accomplished safely and efficiently.

## **PAT 171 – Sketching for Floor Coverers.**

3 Credits. In this course, participants will learn to describe and demonstrate various drawings and sketches using both tools and freehand techniques. The participants will

apply all newly learned skills to draw and sketch sections of storefront installation as well as a complex storefront.

## **PAT 172 – Procedures for Floor Covering Prep.**

3 Credits. This course describes the procedure for preparing concrete and other masonry surfaces to receive resilient floor coverings. Additionally, participants in this course will learn the requirements for preparing a wood surface for covering. Similar to the preparation for concrete work, the wood surface must be dry, clean, and level. The methods by which the wood surfaces are prepared are more complex because of the many wood surfaces with which the installer must work.

## **PAT 173 – Introduction to Carpet Installation.**

3 Credits. In this course, participants will learn the history of the carpet industry in North America. Participants will learn that identifying the various types of carpet construction is essential to the installer and the installation process since each type determines which technique will be used for installation. Additionally, this course will provide a foundation of the tools and materials used when installing carpet.

## **PAT 174 – Techniques of Floor Covering I.**

3 Credits. This course will discuss the installation procedures and considerations for woven carpets and vinyl back carpet or carpet tiles. The participants will also learn techniques for installing stair carpet from which the basic principles can be applied to other installations of carpet on varying styles and dimensions of stairs.

## **PAT 175 – Techniques of Floor Covering II.**

3 Credits. This course will provide the floor coverer with a working knowledge of the appropriate procedures for preparing and installing laminate flooring, sheet goods, and resilient floor tile. Participants will be exposed to the types of surfaces on which the above mentioned types of flooring can be applied. Additionally, this course will discuss the importance of planning the layout, preparing the room and choosing specialty tools and other equipment needed to properly and efficiently install laminate flooring, sheet goods, and resilient floor tile.

## **PAT 180 – Confined Space.**

3 Credits. In this course, students will study OSHA's permit-required confined spaces standard (29 cfr 1910.146). The term "confined space" will be defined and the potential hazards involved in permit-required confined spaces and safe entry procedures will be discussed.

# Course Descriptions

## **PAT 181 – Hazardous Materials.**

4 Credits. This course covers the dangers related to working with hazardous materials and the procedures for safe exposure and abatement. In particular, this course will cover what lead and asbestos are, where they can be found, their health effects, their hazards, worker and community rights related to these hazardous materials, abatement methods, cleanup, disposal, laws, regulations, and standards.

## **PAT 183 – Elevated Platforms.**

4 Credits. The main objective of this course is to prevent workplace injuries and fatalities related to falls. This course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.

## **PAT 184 – Respiratory Protection.**

3 Credits. This course covers OSHA's requirements for respiratory protection in 29 cfr 1910.134. The primary objective of this course is to reduce workers' exposure to airborne contaminants. This course will cover how the human respiratory system works, respiratory hazards, the purpose of respiratory protection, different types of respirators and their purposes, appropriate use, inspection, cleaning and storage of respirators.

## **PAT 187 – Techniques for First Aid Instruction.**

3 Credits. This course is designed to provide basic safety awareness and practices for workers within all trade areas. Students will gain useful exposure and knowledge to basic safety practices including but not limited to First Aid/CPR, First Aid/AED (Automatic External Defibrillator), respiratory protection, fall protection and safety protocol when using power tools.

## **PAT 220 – Techniques and Applications of Spray Painting.**

4 Credits. This course covers the fundamentals of spray painting with a detailed discussion of the most common spray painting systems: electrostatic, turbine, airless, conventional, air, and hvlp. Students will also learn the potential hazards involved with spray equipment and how to use spray equipment safely.

## **PAT 221 – Techniques of Wall Covering.**

4 Credits. This course covers the advanced techniques of wall covering. Specialized decorative techniques such as glazing, antiquing, wood graining, marbleizing, texturing, gilding, stenciling, and stipple finishing will be discussed.

## **PAT 230 – Testing and Quality Control.**

3 Credits. This course covers quality control and quality assurance. Students will learn how to recognize failures of paint coatings, causes of failures and their remedies. Students will also

learn to conduct a quality control inspection and the standards that apply to the various tasks performed during the inspection process.

## **PAT 231 – Advanced Safety Measures For Industrial Painting.**

4 Credits. This course covers the potential hazards of working with toxic and flammable materials and the related use of personal protective equipment. Additionally, this course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.

## **PAT 240 – Advanced Fabrication.**

3 Credits. This course is designed to provide the glazier with the skills and knowledge to fabricate glass and mirror, install door hardware, create material lists and optimize schedules. This course will also discuss door hardware including locks and bolts. Fabrication techniques will include edging, removing scratches, drilling and cut outs.

## **PAT 241 – Installation Layout and Building Control.**

4 Credits. This course is designed to introduce the glazier to curtain wall installation methods, practices and testing standards. Students will also learn the basics of aluminum entrances, storefront installations, Ribbon window installations and the use of transits, levels and lasers. All aspects of installation and layout will be discussed as well as building control basics.

# Course Descriptions

## **PAT 242 – Welding Techniques.**

3 Credits. This course is designed to teach the principles of welding, flame cutting and brazing with emphasis on mastering basic welding techniques.

## **PAT 243 – Specialties in the Glazing Trade.**

3 Credits. This course is designed to enhance the basic skills of a glazier in performing specialty work. Specialized glazing work may include aquarium and shower door installation, auto glass work, glass shelving, Herculites, stained glass and clear story.

Glaziers will learn techniques and procedures as well as safety regulations and safe handling of all materials and installations.

**PAT 250 – Techniques of Vehicle Signage.** 4 Credits. This course will introduce the participant to the appropriate procedures to vehicle signage. The participant will be exposed to the six components of a good layout that conveys the intended message while meeting the clients' needs.

## **PAT 260 – Steward's Training.**

4 Credits. A steward is a union member elected or appointed as the union representative in dealings with management on the job site. There must always be a steward on every job. This short course on stewarding will better prepare the participant for the task of being a trade show steward. Some of the topics covered are generic in nature; others are trade show specific. Participants will summarize and discuss the affect or influence on union activities by The Labor Management Relations Act (NLRA).

You will learn the roles and responsibilities of a steward to effectively perform the job and to abide by the governing laws, whether as a trade show steward or on a regular job site.

## **PAT 261 – Techniques of Freight Handling for Trade Shows.**

4 Credits. This course is designed to introduce the student to "freight handling." Freight handling encompasses the removal, storage and return of the empty crates and other packaging materials. The student will be exposed to a variety of products specific to freight handling from a small submarine to the standard 10" wooden crate.

## **PAT 270 – Advanced Techniques of Floor Covering I.**

3 Credits. Participants in this course will look at the use of covering to finish a sheet-goods installation. Covering not only enhances the floor's installation but also eliminates sharp corners and crevices and makes cleaning easier. Finishing or trimming an installation will provide a smooth clean finish to the floor and a smooth transition at the wall. Participants will learn the importance of using underlays and perfect bonding adhesives for a successful installation.

## **PAT 271 – Advanced Techniques of Floor Covering II.**

3 Credits. In this course, participants will learn of the various materials by which safety flooring is made. They will also develop an understanding of the purpose of safety flooring and the process by which it is manufactured to withstand various underfoot traffic. Finally, some of the special jobs a floor covering installer may encounter are discussed, including: covering with tile, insets, electrostatic discharge control (EDC) and heat seam welding.

## **Paralegal Studies (LAW)**

### **LAW 101 – General Law I.**

3 Credits. Designed to teach the art of legal reasoning and analysis. Appellate court opinions are briefed in order to discern the legally relevant facts, the legal issues involved, the decision of the court and the reason for that decision.

### **LAW 102 – General Law II.**

3 Credits. Spring only. Continuation of General Law I, with emphasis on the general practice of law within the State of West Virginia, designed to give a broad overview of the various law specializations.



# Course Descriptions

## **LAW 103 – Legal Assisting.**

3 Credits. Fall only. Study of the various roles played by paralegals in the legal system and the skills required to work as a paralegal in several major areas of law. Also covered are legal ethics, interviewing and investigation skills, litigation skills, trial preparation and employment information.

## **LAW 104 – Legal Ethics.**

1 Credit. Fall only. Introduction to legal ethics, ethical requirements for non lawyer employees and regulation of paralegals/legal assistants. Includes information regarding the process of handling ethics complaints against lawyers and employees.

## **LAW 211 – Legal Research and Writing I.**

3 Credits. Fall only. Basic legal research sources and methods. Techniques of legal analysis with emphasis on specific cases, issues, and research. Students will be introduced to legal writing and use of a law library. (PR: LAS 102 or LAW 102)

## **LAW 212 – Legal Research and Writing II.**

3 Credits. Spring only. Intermediate legal research methods, analysis and writing methods. Court rules and introduction to new research methods. (PR: LAS 211 or LAW 212)

## **LAW 213 – Computer Applications to the Law Office.**

3 Credits. Spring only. Overview of software applications to the law office including

calendar, docket control, litigation support, billing, timekeeping, pleadings preparation, legal research, and other applications. (PR: AAT 136 or AT 136 or IT 101)

## **LAW 235 – Civil Litigation.**

3 Credits. Fall only. Overview of civil case preparation before trial, including examination of various procedures to be completed and documents to be filed; working up trial documents for counsel's assistance. (PR: LAS 102 or LAW 102)

## **LAW 240 – Criminal Litigation.**

3 Credits. Fall only. Overview of criminal case preparation before trial: including examination of various procedures to be completed and documents to be filed, working up trial documents for counsel's assistance. (PR: LAS 102 or LAW 102)

## **LAW 244 – Family Law.**

3 Credits. Prepares the student to undertake tasks associated with the laws of domestic relations, including preparation of documents of complaint, answer and summons; pleas; research reports; conclusions of law; and judgment orders. (PR: REA 098 or ACT Reading 18 or SAT Reading 421 or ACCUPLACER Reading 80)

## **LAW 247 – Evidence**

3 Credits. This course will provide legal studies students with an overview of the Federal Rules of Evidence.

## **LAW 250 – Employment Law.**

3 Credits. The study of the law in the workplace as it applies to the regulation of employment, employer-employee relationship, Title VII of Civil Rights Act of 1964, affirmative action, testing evaluations, privacy, ERISA, workers compensation and the Fair Labor Standards Act. (PR: LAS 101 for Legal Assistant students; MG 233 for management tech students or permission)

## **LAW 255 – Interviewing and Investigation.**

3 Credits. Study and practice of job duties for paralegals in interviewing and investigation of civil and criminal cases. Material covered includes initial and follow-up interviewing techniques for clients and witnesses, development of interview materials, and investigation techniques for civil and criminal cases. This course has an information literacy focus. (PR: LAS 102, LAS 103, or LAW 102 and LAW 103 or permission)

## **LAW 280–283 – Special Topics.**

1-4 Credits. Study of content not normally covered in other courses. (PR: Enrollment with permission of program coordinator or course instructor.)

## **LAW 290 – Internship.**

3-6 Credits (CR/NC). Places student in work situation for a specific period for work experience prior to employment. Correlates classroom instruction with experience. (PR: Permission)

# Course Descriptions

## **Paramedic Science (PAR)**

### **PAR 205 – EMS Preparatory.**

3 Credits. Fall only. This lecture/lab course is designed to educate and train the students in preparing for a career in the EMS systems. Students will also gain knowledge in workforce safety and wellness, public health, medical/legal issues, communications, and documentation. Students will reinforce basic patient assessment, as well as develop critical thinking and clinical decision making skills.

### **PAR 210 – Airway Management.**

3 Credits. Fall only. A lecture/lab course where students will develop skills in advanced airway procedures and respiratory management, the importance of artificial ventilation, BIPAP/CPAP, percutaneous cricothyrotomy, monitoring devices including waveform capnography, chemistry analysis; arterial blood gas interpretation, and medications essential for airway management.

### **PAR 211 – Principles of Trauma Management.**

3 Credits. Fall only. A lecture/lab course designed to develop skills and knowledge essential to assessing the trauma patient in the pre-hospital setting. The course focuses on both physical exam and initial treatment and management of the trauma patient, including spinal immobilization, splinting, hemorrhage control, high pressure injection, blast injuries, monitoring and management of chest tubes, use of a Morgan lens, and National Trauma Triage Protocol and trauma scoring.

### **PAR 212 – Pre-Hospital Pharmacology.**

2 Credits. A lecture/lab course focused on an integration of pathophysiological principles of pharmacology and assessment findings to formulate a pre-hospital impression and implement a pharmacological management plan for the benefit and improvement of victims. Skills such as Intramuscular, subcutaneous, Intraosseous and Intravenous medication administration will be included.

### **PAR 220 – Cardiovascular Emergencies.**

4 Credits. A lecture/lab course focused on pre-hospital intervention and monitoring of patients with cardiovascular emergencies. The student will learn and practice ECG monitoring, interpretation, 12-lead ECG interpretation, updated information on heart failure/acute coronary syndrome, central line monitoring, and various drug therapies.

### **PAR 225 – Rescue Operations.**

3 Credits. Summer only. A course designed to develop awareness of rescue operations, hazardous materials, incidents, ambulance operations, crime scenes and others.

### **PAR 230 – Special Patient Considerations.**

3 Credits. Spring only. A lecture/lab course focused on pre-hospital intervention and monitoring skills for patients with special considerations.

Includes geriatric patients, victims of abuse and assault, patients with special challenges, acute intervention for chronic care patients, obstetrics, gynecological emergencies, and pediatric and neonatal patients. The student will learn and practice skills needed to care for a pregnant patient, delivery of a baby, care for newborn, common pediatric emergencies, and develop skills in Assessment-Based Management.

### **PAR 231 – Medical Emergencies.**

3 Credits. A lecture/lab course focused on pre-hospital intervention and monitoring skills for patients with general medical emergencies. This would include patients with neurological, renal, toxicological, anaphylactic, environmental or psychiatric emergencies as well as infectious diseases such as drug-resistant bacteria and other emerging diseases.

### **PAR 251 – Paramedic Clinical I.**

3 Credits. A course designed for the beginning paramedic student to gain competency in pre-hospital intervention and monitoring skills in field and hospital settings. All skills are performed under the supervision of a clinical preceptor.

# Course Descriptions

## **PAR 252 – Paramedic Clinical II.**

2 Credits. A course designed for the advancing paramedic student to apply skills learned in the classroom/ laboratory to the field/clinical setting. All skills are performed under the supervision of a clinical preceptor. (PR: PAR 251)

## **PAR 253 – Paramedic Clinical III.**

3 Credits. Summer only. A course designed for the advancing paramedic student to apply skills learned in the classroom to the clinical setting. All skills are performed under the supervision of a clinical preceptor. Summer Only (PR: PAR 252)

## **PAR 260 – Critical Care Transport.**

5 Credits. A course designed for the Paramedic or Registered Nurse to obtain the knowledge and skills necessary to manage the critical patient during transfers between hospitals, specialty referral centers and extended care facilities. (PR: Paramedic or RN and CO: PAR 261)

## **PAR 261 – Critical Care Transport Clinical.**

1 Credit. A course designed for the Paramedic or Registered Nurse to gain clinical transport experience in specialized units such as Intensive Care, Pediatric Intensive Care, Neonatal Intensive Care, Critical Care Ambulances and Labor & Delivery. (PR: Paramedic or RN and CO: PAR 260)

## **PAR 270 – Airway/Trauma Management.**

4 Credits. An advanced lecture/lab course designed to provide students with an increased knowledge base, including depth and breadth, concerning the anatomy and physiology, pathophysiology, assessment, identification, and treatment of traumatic injuries, airway management interventions, pharmacological interventions, cardiac emergencies, and other differences noted between the Advanced Emergency Medical Technician and Paramedic provider levels.

## **PAR 280-289 – Special Topics in Paramedic Science.**

1-4 Credits. These courses are designed to present various topics in the field of Paramedic Science.

## **PAR 290 – Paramedic Capstone.**

3 Credits. Summer only. This course provides students with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through labs and scenario – based practice and evaluations prior to taking the National Registry written and practical examinations. Knowledge and skills from the core curriculum courses will be incorporated into the review process to include skills testing, practice test review and scenario testing.

## **Patient Care Technician (PCT)**

### **PCT 200 – Patient Care Technician.**

9 Credits. This course teaches students basic nursing and phlebotomy skills, and ECG monitoring. Skills acquired include bathing, bed making, transferring, assisting with activities of daily living, monitoring and recording vital signs, CPR and first aid, proper infection control procedures, performing venipuncture, processing specimens, applying ECG electrodes properly, identifying signs and symptoms of an abnormal ECG, uploading ECG to patient record, and practicing safety procedures with patients. This course also includes a 60-hour practicum utilizing these skills in local healthcare facilities.

## **Pharmacy Technician (PHT)**

### **PHT 201 – Introduction to Pharmacy Technician.**

3 Credits. Spring only. This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance and utilize pharmacy references.

# Course Descriptions

## **PHT 203 – Pharmacy Law**

3 Credits. Pharmacy Law provides pharmacy technician students with knowledge of state and federal laws/guidelines pertaining to the pharmacy field. (PR: Acceptance into the program.)

## **PHT 204 – Community Pharmacy Practice.**

3 Credits. Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, controlled substance procedures, inventory management and legal parameters.

## **PHT 205 – Institutional/Hospital Pharmacy Practice**

3 Credits. Introduction to the role of pharmacy technicians in a hospital setting. Topics include package and labeling, inpatient drug distributions, unit dose cart fill, drug storage, hospital pharmacy organization and work flow.

## **PHT 206 – Pharmacy Calculations.**

3 Credits. Fall only. This course provides the specific information pharmacy technicians require when working with metric, avoirdupois, and apothecary systems of measurement and how these relate to the specific applications in pharmacy.

## **PHT 208 – Intro to Sterile Products.**

3 Credits. Fall only. Introduction to intravenous admixtures preparation and other sterile products, including total parenteral nutrition and

chemotherapy. Topics include aseptic techniques, facilities, equipment and supplies utilized in admixture preparation, incompatibility and stability, laminar flow hoods, USP – 797 guidelines and quality assurance.

## **PHT 216 – Pharmacology for Pharmacy Tech I. 3**

Credits. Fall only. This course provides an overview of the major systems of the body; diseases that occur within those systems; and the prescription, non-prescription, and alternative medicines used to treat those diseases. The course will cover mechanisms of action, pharmacokinetic principles, therapeutic effects, adverse reactions, dosage forms, and routes of administration.

## **PHT 240 – Point of Care.**

2 Credits. Spring only. This course covers content not normally covered in other PHT courses, such as, immunizations record keeping, diabetes monitoring, blood pressure, MTM management and Medication Reconciliation.

## **PHT 250 – Pharmacy Practice II.**

3 Credits. Spring only. This course provides continued instruction in the technical procedures for preparing and dispensing drugs in the hospital setting. Topics include more detailed coverage of unit-dose dispensing, ward stock systems, materials management, automated dispensing and quality assurance. (PR: PHT 204 with “C” or better)

## **PHT 255 – Pharmacy Technician Seminar.**

3 Credits. Spring only. This course focuses on current issues in the pharmacy profession and prepares students for the Pharmacy Technician National Certification Exam.

## **PHT 260 – Pharmacy Technician Practice Management.**

3 Credits. Spring only. This course covers the major issues, trends and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement and the latest developments in pharmacy technician practice.

## **PHT 290 – Community/Retail Experiential Training.**

3 Credits. Spring only. This course provides an opportunity to work in a community/retail setting under a pharmacist’s supervision. Emphasis is on communicating effectively with personnel, developing proper employee attitude, and dispensing medications. (PR: PHT 203, PHT 204, and PHT 216 with “C” or better.)



# Course Descriptions

## **Physical Therapist Assistant (PTA)**

### **PTA 100 – Introduction to Physical Therapy.**

3 Credits. An orientation to physical therapy profession including historical background, philosophy, and function of the American Physical Therapy Association, professional ethics, documentation, legal responsibilities and interpersonal relationships among health team are covered. (PR: Admission to PTA Program)

### **PTA 110 – Physical Therapy Modalities.**

2 Credits. Fall only. Basic treatment modalities and procedures in PT are introduced. These include therapeutic hot/cold techniques, massage and electrical stimulation. Evaluation techniques of blood pressure, reflexes, limb girth and history introduced. (PR: Admission to PTA Program; CO: PTA 110L) (Offered Fall Semester only)

### **PTA 110L – Physical Therapy Modalities Lab.**

1 Credit. Fall only. Basic treatment modalities and procedures in PT are introduced in a laboratory setting. These include therapeutic hot/cold massage and electrical simulation. (PR: Admission to PTA Program) (CR: PTA 110L) Offered: Fall Only

### **PTA 120 – Patient Care Skills.**

3 Credits. Fall only. Rationale and skills for patient therapeutic techniques, including transportation of patients, proper body mechanics, aseptic techniques, transfers and lifts, lower extremity orthotics, gait training with assistive devices, hydrotherapy and wound care. (PR: Admission to PTA Program and CO: PTA 120L)

### **PTA 120L – Patient Care Skills Lab.**

1 Credit. Fall only. Lab skills practice including transportation of patients, proper mechanics, aseptic techniques, transfers and lifts, lower extremity orthotics, gait training and assistive devices, hydrotherapy and wound care. (PR: Admission to PTA Program and CO: PTA 120)

### **PTA 130 – Functional Anatomy and Procedures.**

3 Credits. Fall only. Structure and function of the musculoskeletal system with an introduction of the evaluative techniques of palpation, goniometry, manual muscle testing and gait patterns. (PR: Admission to PTA program and CO: PTA 130L)

### **PTA 130L – Functional Anatomy and Procedures Lab.**

1 Credit. Fall only. Lab skills practice including evaluative techniques of palpation, goniometry, manual muscle testing and gait training. (PR: Admission to PTA Program and CO: PTA 130)

### **PTA 150 – Clinical Practice I.**

3 Credits (CR/NC). Fall only. Supervised clinical experience (160 hours, based upon clinic) involving introduction to physical therapy services to include an orientation to treatment, preparation and assistance to the Physical Therapist along with an introduction to medical issues, documentation and professional development. (PR: PTA 100, Concurrent 110, 110L, 120, 120L, 130, 130L, 160)

### **PTA 160 – Neuroanatomy and Physiology.**

3 Credits. Fall only. Structure and function of the human nervous system and basic concepts of human physiology. (PR: Admission to PTA Program)

### **PTA 200 – Pathological Conditions.**

3 Credits. Spring only. Basic pathophysiology and reaction to disease and injury of commonly treated physical therapy conditions, including burns, neoplasm, hereditary and congenital conditions, blood, respiratory infections, skin, musculoskeletal and aging diseases. (PR: Completion of PTA 100, with grade of "C" or better) (Offered Spring Semester only)

# Course Descriptions

## **PTA 220 – Orthopedic Rehabilitation.**

3 Credits. Spring only. Emphasizes therapeutic procedures utilized by physical therapist assistants for patients with orthopedic and soft tissue injury, degenerative disorders, nerve injuries and orthotic needs for hand and foot disorders. (PR: Completion of PTA 100, 110, 110L, 130, and 130L with grade of “C” or better and CR: PTA 220L)

## **PTA 220L – Orthopedic Rehabilitation Lab.**

1 Credit. Spring only. Application of therapeutic procedures for patients in orthopedic and cardiopulmonary rehabilitation in a laboratory setting. (PR: Completion of PTA 100, 110, 110L, 130, and 130L with grade of “C” or better and CO: PTA 220)

## **PTA 230 – Adult Rehabilitation.**

3 Credits. Spring only. Expands upon neurological principles to emphasize pathology and rehabilitation techniques for adult care. (PR: Completion of PTA , 100, 110, 110L, 130, and 130L courses with grade of “C” or better and CR: PTA 230L)

## **PTA 230L – Adult Rehabilitation Lab.**

1 Credit. Spring only. Lab skills practice to expand upon neurological principles to emphasize pathology and rehabilitation techniques for adult care. (PR: Completion of PTA 100, 120, 120L, and 140 courses with grade of “C” or better and CR: PTA 230)

## **PTA 240 – Clinical Practice II.**

4 Credits. (CR/NC) Spring only. Continuation of clinical experience under the direction of a licensed PT or PTA. (PR: Completion of all previous 200 level coursework with a grade of “C” or better)

## **PTA 250 – Specialized PT Interventions.**

3 Credits. Spring only. Introduction to principles, neurological, pathology and rehab techniques for spinal cord injury, pediatrics, lymphedema, pelvic health, vestibular dysfunction, manual therapies and diabetes. (PR: Completion of PTA 150, PTA 160)

## **PTA 260 – Clinical Practice III.**

4 Credits. (CR/NC). Summer only. Final clinical experience under the direction of a licensed PT or PTA. (PR: Completion of PTA 240)

## **PTA 270 – PTA Seminar.**

3 Credits. Familiarizes students with alternative employment opportunities. Students learn methods of preparing resumes and interviewing techniques. Students participate in round table discussions to include current topics within the profession. Students will begin preparations for applying to take the national licensure examination. Course culminates with students conducting a literature research project that results in both a written paper and formal, evaluated presentation to a clinical audience. (PR: Completion of all 100 level PTA courses with a grade of “C” or better) (Offered Spring Semester only)

## **PTA 280-283 – Special Topics.**

1 to 4 Credits. Study of concepts not normally covered in other courses. (PR: Enrollment with permission of program coordinator.)

## **PTA 284-289. – Special Topics.**

1-3 Credits. These courses are designed to present various topics in the field of Physical Therapist Assistant.

## **Political Science (POLS)**

### **POLS 101 - Introduction to American Government**

3 Credits. This course is an introduction to the United States constitution, federalism, government structure, and the political process. This course also provides techniques for civic engagement. Fall Only

### **POLS 202 – American State & Local Government.**

3 Credits. Spring only. This course is a general survey of the history, philosophy, functions and performances of American state and local political institutions and processes. State and local government systems in West Virginia will be examined. This course also emphasizes ethical and civic responsibility.

# Course Descriptions

## **Psychology (PSYC)**

### **PSYC 200 – General Psychology.**

3 Credits. This course is an introduction to psychology. It is designed to provide an overview of the scientific study of human behavior and mental processes. Topics include a brief history of psychology, research methods and statistics, human development, learning and memory, sensation and perception, motivation, intelligence, psychopathology, various therapies, and careers in psychology. This course also provides a knowledge base for subsequent courses in the field of psychology. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology and apply the principles to everyday life.

### **PSYC 211 - Child Development.**

3 Credits. This course provides an overview of the study of human development from conception through adolescence. Physical, cognitive, and psychosocial changes will be explored with an emphasis on scientific theories and research related to observable changes and the impact of culture and environmental factors on development throughout childhood. (PR: PSYC 200)

### **PSYC 215 – Lifespan Psychology.**

3 Credits. The study of human development and age-related changes in behavior, thinking, emotion and personality with a focus on observations and explanations that can be applied to as wide a range of human beings and in as many contexts as possible.

### **PSYC 225 – Abnormal Psychology.**

3 Credits. This course introduces students to the wide array of statistical techniques used by psychologists in both academic and applied settings. The course is designed to give students a greater understanding of value and use of statistics in scientific research and its use in daily life. Descriptive statistics is covered, but the main emphasis is on inferential statistics. (PR: MAT 120 or MAT 120E or Permission).

### **PSYC 229 – Elementary Behavior Statistics.**

3 Credits. This course introduces students to the wide array of statistical techniques used by psychologists in both academic and applied settings. The course is designed to give students a greater understanding of value and use of statistics in scientific research and its use in daily life. Descriptive statistics is covered, but the main emphasis is on inferential statistics.

### **PSYC 247 – Psychology of Criminal Justice.**

3 Credits. This course examines criminal behavior from a developmental, cognitive-behavioral, and psychological perspective. The course focuses on the multiple systems believed to influence delinquency and criminal behavior. The behavioral, cognitive, and emotional aspects of crime are examined, focusing primarily on the offender. Fall only.

## **Radiology (RAD)**

(In conjunction with Collins Career Technical Center)

### **RAD 201 – Introduction to Radiology.**

3 Credits. Course is designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices and policies of the health care organization(s) will be examined and discussed in addition to the professional responsibilities of the radiographer. Also, the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified.

### **RAD 202 – Clinical Practice I.**

3 Credits. Introductory clinical practice to include the design of the radiology department to include paperwork, desk procedures, transport, filing and successfully completed laboratory check-off. Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated.

# Course Descriptions

Clinical practice experiences will be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during the following the radiologic procedure. (PR: Orientation at Clinical Sites and maintenance of a C or better in preceding coursework)

## **RAD 204– Radiographic Procedures I.**

3 Credits. Content is designed to provide a knowledge base necessary to perform standard radiographic procedures along with the application to special studies. Consideration will be given to the production of images of optimal diagnostic quality. Laboratory experience will be used to complement the didactic portion of Radiographic Positioning I.

## **RAD 204L– Radiographic Procedures Lab I.**

2 Credits. Laboratory experience is used to complement the didactic portion of Radiographic Positioning I. (PR: Admission into the Radiologic Technology Program)

## **RAD 205 – Clinical Practice II.**

5 Credits. Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical setting, concepts of team practice, patient-centered

clinical practice and professional development shall be discussed, examined and evaluated. Clinical practice experiences will be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure. (PR: Completion of RAD 201, 202, 204 & 204L with a C or better)

## **RAD 206 – Radiology Protect/Radiobiology.**

3 Credits. Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. An overview of the principles of the interaction of radiation with living systems is discussed. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. (PR: RAD 205, 208, 208L and 212)

## **RAD 207 – Physics & Imaging I.**

2 Credits. Content is designed to establish a knowledge base in factors that govern and influence the production and recording of radiographic images. Film and electronic imaging with related accessories will be emphasized. Knowledge of radiographic,

fluoroscopic, mobile and tomographic equipment requirements and design will be included. The content will also provide a basic knowledge of quality control. Class demonstrations/labs are used to demonstrate application on theory.

## **RAD 208 – Radiographic Procedures II.**

3 Credits. Content is designed to provide a knowledge base necessary to perform special radiographic procedures along with the application to special studies. Consideration will be given to the production of images of optimal diagnostic quality. (PR: Completion of RAD 201, 202, 204 & 204L with a C or better)

## **RAD 208L – RAD Procedures II.**

2 Credit. Laboratory experiences is used to complement the didactic portion of Radiographic Positioning II. (PR: RAD 201, RAD 202, RAD 204 and RAD 204L with a C or better)

## **RAD 209 – Radiologic Pharmacology.**

2 Credits. Study of the general principles of pharmacology, including drug types, methods of administration, dosage, effects, indications, contra indications, and regulation. Drug groups related to respiratory care are emphasized, including bronchodilators, wetting agents, mucolytics, antibiotics, muscle relaxants, and corticosteroids. (PR: Completion of RAD 206, 210, 211, 213 & 222 with a C or better)



# Course Descriptions

## **RAD 210 – Clinical Practice III.**

3 Credits. Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical setting, concepts of team practice, patient-centered clinical practice and professional development shall be discussed, examined and evaluated.

Clinical practice experiences will be designed to provide patient care of assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure. (PR: Completion of RAD 205, 208, 208L & 212 with a "C" or better)

## **RAD 212 – Physics & Imaging II.**

3 Credits. Content is designed to establish a knowledge base in factors that govern and influence the production and recording of radiographic images. Film and electronic images with related accessories will be emphasized. Knowledge of radiographic, fluoroscopic, mobile and tomographic equipment requirements and design will be included. The content will also provide a basic knowledge of quality control. Class demonstrations/labs are used in demonstrate application of theory. (PR: Completion of RAD 201, 202, 204 and 204L with a "C" or better)

## **RAD 213 – Radiographic Pathology.**

3 Credits. Content is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance and management of alterations in body systems will be presented. (PR: Completion of RAD 205, 208, 208L and 212 with a "C" or better)

## **RAD 214 – Radiographic Image Analysis.**

3 Credits. Content is designed to provide knowledge of base necessary to perform digital imaging procedures along with the application to special studies. Consideration will be given to the production of digital images of optimal diagnostic quality.

## **RAD 215 – Clinical Practice IV.**

5 Credits. Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, syntheses and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency-based assignments in clinical settings, concepts of team practice, patient- centered clinical practice and professional development shall be discussed, examined and evaluated.

Clinical practice experiences will be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure. (PR: Completion of RAD 206, 210, 211, 213 & 222 with a "C" or better)

## **RAD 217 – Quality Assurance.**

2 Credits. Content will provide a basic knowledge of quality control and the factors that govern and influence the production and recording of radiographic procedures. (PR: Completion of RAD 206, 210, 211, 213 & 222 with a "C" or better)

## **RAD 218 – Adv. Imaging Procedures.**

3 Credits. Content will provide the student with an introduction to advanced imaging modalities, to include computed tomography, MRI, ultrasound, nuclear medicine, and radiation oncology. (PR: Completion of RAD 206, 210, 211, 213, & 222 with a "C" or better)

# Course Descriptions

## **RAD 219 – Registry Review.**

6 Credits. Content is designed to provide students with a comprehensive review of the five areas covered in the national ARRT examination. The areas covered are Patient Care, Image Production and Evaluation, Radiographic Procedures, Radiation Protection and Equipment Operations and Quality Control. (PR: RAD Completion of RAD 206, 210, 211, 213 and 222 with a “C” or better)

## **RAD 222 – Rad Procedures III.**

3 Credits. Content is designed to provide a knowledge base necessary to perform special radiographic procedures along with the application to special studies. Consideration will be given to the production of images of optimal diagnostic quality. (PR: Completion of RAD 205, 208, 208L and 212 with a “C” or better)

## **Religious Studies (RELS)**

### **RELS 130 – World Religions.**

3 Credits. Spring only. This course is a general study of the basic teachings; the ethical, ceremonial, and devotional practices, and the cultural norms of the major religious of the world. Some historical developments and some of the most influential leaders of each faith are highlighted.

## **RELS 220 – Hebrew Scriptures as**

**Literature.** 3 Credits. Fall only. This course offers examination of the Hebrew Scriptures as literature. It makes use of all of the writings contained in the Septuagint, which would include those considered canonical in Jewish and Protestant Christian traditions, along with the additional Jewish writings originally composed in Greek prior or the Common Era, which are considered canonical Old Testament in Orthodox and Roman Catholic tradition. Focus will be on the literary value of the works, with respect to human authorship, genre, themes and significant ideas, and influence, within the context of their original Hebrew and Jewish audiences. The course will consider modern critical approaches to the study of scriptures. (PR: ENL 102)

## **Respiratory (RESP)**

**(In Conjunction with St. Mary’s Medical Center)**

### **RESP 100 – Respiratory Pharmacology**

3 Credits. This course introduces the student to the study of pharmacological principles related to treating patients with cardiopulmonary disease. This course includes principles of drug action, the basic methods of drug administration, standard drug calculations, and the effects of drugs on body systems. Inhaled broncho-active aerosols and other agents in cardiopulmonary patient care are discussed. (CR: RESP 101, 102, 102L, and 104)

## **RESP 101 – Intro to Respiratory Care/PT Assessment**

4 Credits. This course is an introduction to respiratory care as a profession. Topics discussed include the history of respiratory care and professional organizations, the role of the respiratory therapist as a member of the healthcare team, medical ethics, taking and recording the patient’s vital signs, preper body mechanics, emphasis on cardiopulmonary assessment of the respiratory patient, infection control, and cardiopulmonary resuscitation CPR). (CR: RESP 100, 102, 102L, and 104).

## **RESP 102 – Intro to Respiratory Care Skills.**

3 Credits. This course introduces the student to therapeutic procedures used in respiratory care. The proper administration of medical gases, humidity therapy, and aerosol therapy with emphasis on the safe handling of medical gases and safety in administration are included. (CR: RESP 100, 101, 102L, and 104).

# Course Descriptions

## **RESP 102L – Intro to Respiratory Care Lab**

1 Credit. This laboratory course will provide the student with hands-on practice and manipulation of essential respiratory equipment and the training and assessment skills, including oxygen therapy equipment, humidification devices, aerosol therapy devices, airway clearance equipment, and management of secretions. Handwashing and infection control are practiced. (CR: RESP 100, 101, 102, and 104)

## **RESP 104 – Clinical Experience I**

This course introduces the student to Respiratory Therapy practice in the hospital setting. This clinical experience includes the development of skills such as basic therapeutics, patient assessment, medical record review, safety practices, patient interaction, and communication. Emphasis is placed on the promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care. (CR: RESP 100, 101, 102, and 102L)

## **RESP 201 – Pulmonary Pathophysiology**

3 Credits. This course is the comprehensive study of the etiology, signs and symptoms, diagnosis, pathogenesis, pathophysiology, treatment, and prognosis of various pulmonary pathologies. The role as a respiratory therapist in recognizing and treating pulmonary diseases will be emphasized. (PR: RESP 100, 101, 102, 102L and 1049). (CR: RESP 209 and 212)

## **RESP 202 – Mechanical Ventilation I**

3 Credits. This course introduces mechanical ventilation techniques and ventilator terminology. This course will cover information necessary to understand the essential functions of a life support ventilator, proper monitoring procedures and the ability to solve clinical problems relating to mechanical ventilation will be emphasized. Lab included. (PR: RESP 100, 101, 102, 102L, 104, 209, and 212). (CR: RESP 206, 207, 210)

## **RESP 206 – Neonatal/Pediatric Respiratory Care.**

3 Credits. This course provides a comprehensive overview of pediatric and neonatal respiratory care. Special considerations of respiratory care practice that are unique to pediatrics and neonatology will be discussed. Topics include pediatric anatomy and physiology, fetal development, clinical assessment, oxygen therapy, airway management, mechanical ventilation, resuscitation, cardiopulmonary pathophysiology, and disorders specific to this specialty profession within the respiratory care. (PR: RESP 100, 101, 102, 102L, 104, 209, 212). (CR: RESP 202, 207, 210)

## **RESP 207 – Critical Care Management I**

3 Credits. This course covers in detail the advanced skills necessary to manage

Intensive care patients. Students will learn proper methods and techniques to evaluate, monitor, and use Respiratory Therapy protocols to provide advanced management therapies based on the pathophysiology of the critically ill patient. The student will be presented with knowledge of oxygen and carbon dioxide transport, airway management, chest drainage systems, cardiac function, and interventions, obtaining blood from arterial lines and radial artery punctures, and ABG and electrocardiogram interpretation skills will be taught. (PR: RESP 100, 101, 102, 102L, 104, 209, 212) (CR: RESP 202, 206, 210)

## **RESP 208 – Respiratory Seminar**

5 Credits. This course incorporates discussions of critical questions and contemporary issues in the current respiratory care environment. The goal is to facilitate a successful transition from student to graduate respiratory care professionals. The student will demonstrate the value of lifelong learning and provide evidence of adequate preparation for assuming the role of a respiratory care professional. (PR: RESP 100, 101, 102, 102L, 104, 201, 202, 206, 207, 209, 210, and 212) (CR: RESP 214, 215, and 216).

# Course Descriptions

## **RESP 209 – Clinical Experience II**

2 Credits. This course provides clinical experience in treatment procedures continued from Clinical Practice I with greater emphasis on respiratory procedures previously practiced with greater emphasis on independence. Specialty rotations will be introduced to respiratory care, critical care, aerosol therapy, and various pulmonary function tests. Students will gain further experience with bronchial hygiene therapies, including postural drainage and chest percussion. (PR: RESP 100, 101, 102, 102L, 104). (CR: RESP 201, 211, 212).

## **RESP 210 – Clinical Experience III**

3 Credits. This course provides students with a rotation for arterial blood gas sampling and analysis. The student will gain clinical experience in adult mechanical ventilation monitoring, ventilator monitoring including mode, mechanical/spontaneous tidal volumes, FiO<sub>2</sub>, PEEP/CPAP, flow rate, minute volume, PIP, I:E ratio, compliance, airway resistance, MAP, and all alarm settings, and airway management in the critical care setting as well as the continued performance of the basic respiratory care skills. (PR: RESP 100, 101, 102, 102L, 104, 201, 209, 212) (CR: RESP 202, 206, 207)

## **RESP 211 – Procedure and Application**

4 Credits. Application of theories, procedures, and equipment utilized in delivering, monitoring, and evaluating basic respiratory therapeutics to patients in the hospital setting. Study of methods, instrumentation, standards, and clinical applications of modalities and therapeutics with emphasis on quality assurance. (PR: RESP 100, 102, 102L, 104). (CR: RESP 201, 209, 212)

## **RESP 212 – Pulmonary Diagnostics.**

3 Credits. This course will introduce the student to the principles and techniques of pulmonary function testing. The cardiovascular and pulmonary function testing of patients will be covered with an emphasis on the evaluation and interpretation of the results of the tests. This course will cover an introduction to integrating test results with a clinical picture of the patient and emphasizing therapeutics and principles. (PR: RESP 100, 101, 102, 102L, 104). (CR: RESP 201, 209).

## **RESP 214 – Mechanical Ventilation II**

3 Credits. The course emphasizes applying various ventilation techniques and concepts to different patient disease state seen in critical care areas.

The student develops the ability to use waveforms and patient values as some of the tools in the assessment and management of respiratory care patients. (PR: RESP 100, 101, 102, 102L, 104, 201, 202, 206, 207, 209, 210, 212) (CR: RESP 208, 215, 216).

## **RESP 215 – Critical Care Management II**

3 Credits. This course introduces complex diagnostic and therapeutic procedures and interventions. Course content includes clinical laboratory data, airway management, arterial lines, and an introduction to the management of critically ill patients. Adjuncts for advanced life support will be covered. (PR: RESP 100, 101, 102, 102L, 104, 201, 202, 206, 207, 209, 210, 212). (CR: RESP 208, 214, 216).

## **RESP 216 – Clinical Experience IV.**

2 Credits. Intensive critical care for the respiratory student will be covered. The addition of mechanical ventilation and intensive ventilator care for patients in critical care units will complement the techniques from the prior practicums. NBRC Board review and testing is included. (PR: RESP 100, 101, 102, 102L, 104, 201, 202, 206, 207, 209, 210, 212) (CR: RESP 208, 214, 215)



# Course Descriptions

## **Respiratory (RTT)** **(In conjunction with Collins Career Center)**

**RTT 100 – Introduction to Respiratory Care.** 1 Credit. This course is designed to introduce the student into the field of respiratory care. History of respiratory care and professional organizations will be introduced. Emphasis is on exploring the role of the respiratory therapist as a member of the health care team. The class will also cover issues of ethical principles and legal implications of practice as well as diversity. Principles of infection prevention and control will also be introduced. Quality and evidence based respiratory care will be discussed. The student will begin the process of critically thinking in clinical situations.

**RTT 101 - Respiratory Care Procedures I.** 3 Credits. This course covers the administration of medical gases, humidity and aerosol therapy. Emphasis is placed on the safe holding of medical gases and safety in administration. Principles and techniques of therapeutic procedures used in basic respiratory care are covered. Also included are techniques of chest inflation therapy, chest physical therapy, breathing exercises, and bronchial hygiene. This physiologic effects, indications, and contraindications of each therapy are stressed. Detailed study of isolation, equipment, and supplies used in these therapies is included. (PR: RTT 102 and 110)

**RTT 101L – Respiratory Care Procedures I Lab.** 1 Credit. Practice of techniques and use of technology covered in Respiratory Care Procedures I and Cardiopulmonary Evaluation I is provided.

**RTT 102 – Respiratory Care Physics.** 2 Credits. This course is an in-depth study of physics including gas laws, behavior of gases, and application of the principles of physics. Emphasis is placed on respiratory care principles. (PR: RTT 104)

**RTT 103 – Mechanical Ventilation Techniques.** 3 Credits. An introduction to the fundamentals of mechanical ventilation techniques and terminology is presented. Various classes of mechanical ventilators are discussed and compared, emphasizing the differences required in their uses. The technology of adult continuous mechanical ventilation is covered. The design, function, and operation of representative mechanical ventilators of the various classifications are examined in detail. (PR: RTT 111 and RTT 202)

**RTT 103L – Mechanical Ventilation Technology Lab.** 1 Credits. Practice in the operation of mechanical ventilators covered in mechanical ventilation technology is provided. (CO: RTT 103)

**RTT 104 – Cardiopulmonary/ Renal Anatomy and Physiology.** 2.670 Credits. The anatomy and physiology of the respiratory and circulatory systems are explored in detail. Emphasis is placed on the interaction of systems in gas exchange renal and acid base balance. The structure and function of the chest cage, mechanics of breathing, and control of respiration are also included.

**RTT 110 – Cardiopulmonary Evaluation I.** 3 Credits. History of respiratory care and professional organizations is discussed. Emphasis is on exploring the role of the respiratory therapist or techniques of patient evaluation are covered. Included are chest physical examination, measurement of the vital signs, patient interview and history, evaluation of the chest x-ray and spirometry. (PR: RTT 104)

**RTT 111 – Cardiopulmonary Pathophysiology.** 3 Credits. The etiology, pathogenesis, manifestations, and management of common cardiopulmonary diseases are discussed. Focus of the course is on respiratory therapy management of diseases. The student will be able to describe the pathophysiology of common respiratory diseases, the indication for therapeutic intervention, and the management of these diseases.

# Course Descriptions

## **RTT 201 – Cardiopulmonary Evaluation II.**

3 Credits. Advanced techniques of pulmonary function testing are covered including lung volume determination, tests of small airways, diffusion, and distribution of ventilation. Invasive and noninvasive methods of arterial blood gas sampling, analysis, and interpretation are also covered. The technology and methodology of invasive and noninvasive cardiovascular testing, including electrocardiography and hemodynamic monitoring are presented. Fundamental interpretation of these tests is covered. (PR: RTT 102 and RTT 110)

## **RTT 202 – Respiratory Care Procedures II.**

3 Credits. This advanced course provides the student with detailed knowledge of the principles and techniques of therapeutic procedures used in respiratory care. Topics include airways management, transtracheal oxygen therapy and aspiration, bronchoscopy, thoracentesis and plural chest tubes, arterial lines, ABG interpretation and analysis, transports and electrocardiogram interpretation. (PR: RTT 101 and RTT 201)

## **RTT 202L – Respiratory Care Procedure II Lab.**

1 Credits. This course includes practice of techniques covered in Respiratory Care Procedure II, including airway management, arterial line insertion and management, pleural chest tube placement and management, and EKG interpretation. (CO: RTT 202)

## **RTT 203 – Emergency Management.**

2.670 Credits. This course emphasizes the emergency respiratory management of the adult and pediatrics patients. This course consist of basic life support (BLS), advanced cardiac life support (ACLS), and pediatric advanced life support (PALS). This course also consists of the role of the respiratory the rapist in natural disasters, hazardous material exposure, and bioterrorism. (PR: RTT 111 and RTT 202)

## **RTT 204 – Mechanical Ventilation Management.**

3 Credits. Management of continuous adult mechanical ventilation is covered with emphasis on the physiologic effects of various techniques and selection of optimal methods. Monitoring, quality control, and the ability to solve clinical problems relation to mechanical ventilation are emphasized. (PR: RTT 103 and RTT 203)

## **RTT 204L – Mechanical Ventilation Management Lab.**

1 Credit. Laboratory practice of the techniques and technology covered in Mechanical Ventilator Management.

## **RTT 205 – Neonatal and Pediatric Respiratory Care.**

3 Credits. This advanced course provides the student with detailed knowledge to the needs

of neonatal and pediatric patients. Fetal cardiopulmonary development and changes at birth are covered. Equipment, procedures, and methods used in the care and evaluation of neonatal pediatric patients are also covered. Also included are cardiopulmonary conditions and diseases particular to neonate and pediatric patients. (PR: RTT 103 and RTT 203)

## **RTT 206 – Seminar/Board Review.**

3 Credits. This course introduces the student to National Board of Respiratory Care (NBRC) exam taking skills, mock examinations of the NBRC matrix, and self-evaluation studies. Study methods and applications are also covered. This course includes a study of realistic clinical problems and situations, with emphasis on analyzing and evaluation these problems to formulate acceptance respiratory care modalities. Practice will be provided in the necessary techniques to take the NBRC clinical simulation examination. Computer simulations are an integral part of this course. (PR:RTT 207 and RTT 210)

## **RTT 207– Respiratory Home Care/ Rehabilitation.**

3 Credits. Care of the patient with long-term pulmonary disability is covered. Psychosocial and physical needs of the patient are addressed with emphasis on motivating and condition the patient with the goal of improving both quality of life and cardiopulmonary reserve.

# Course Descriptions

Special requirements for the patient, who required respiratory care in the home, are covered. (PR: RTT 204 and RTT 205)

## **RTT 208 – Clinical Application of Critical Thinking.**

2.670 Credits. This course is designed to give the student additional skills in critical thinking through the use of patient case studies. (PR: RTT 207 and RTT 210)

## **RTT 210 – Respiratory Professional Strategies.**

1.330 Credits. This course introduces the student in management responsibilities. Employee scheduling, assignment development and analysis, budget planning and analysis, diversity in the workplace and transition into practice is covered with emphasis placed on employment opportunities and employment-seeking guidelines. (PR: RTT 204 and RTT 205)

## **Safety (SFT)**

### **SFT 110 – Safety in the Construction Trades.**

3 Credits (CR/NC). This course provides students with an OSHA 10 certification as well as a First Aid/CPR/AED certificate. Students become familiar with personal protective equipment (PPE), learning how to properly fit their PPE for use on the job site. Students also learn about workplace safety and accident reporting and the role of OSHA in enforcing workplace safety regulations.

To pass this course the students are required to pass the OSHA 10 certification and First Aid/CPR exams.

### **SFT 210 – Advanced Safety Techniques.**

3 Credits (CR/NC). This course covers the potential hazards of working with toxic and flammable materials and the related use of personal protective equipment. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques, and proper maintenance of equipment are discussed. Students who complete this course meet the requirement for OSHA 30 certification as well as the recertification in First Aid/CPR/AED. (PR: SFT 110)

### **SFT 214 – Lead Abatement Cert.**

3 Credits (CR/NC). This course covers the dangers related to working with lead and the procedures for safe exposure and abatement. In particular, this course will cover what lead is; where it can be found; its health effects; its hazards; worker and community rights related to lead; abatement methods; cleanup; disposal; and laws, regulations, and standards. The content of this course meets the State of New Jersey certification requirements.

## **Science (SCI)**

### **SCI 110 – Introduction to Physics.**

4 Credits. This course introduces non-science majors to applications of physics in life, emphasizing conceptual understanding of basic principles in classical and modern physics that include critical thinking and problem solving exercises. The problem solving exercises will not require memorization of formulas but rather the understanding and application of them. (PR: MAT 120E or MAT 135, or MAT 130, or MAT 130E)

### **SCI 201 – Integrated Science.**

4 Credits. Spring only. A multidisciplinary course which integrates the areas of biology, chemistry, the environment, forensics, mathematics and technology. Course topics and activities relate science to the issues and aspects of the everyday world. (PR: MAT 144, or MAT 120)

## **Social Work SOWK**

### **SOWK 101 – Intro to Social Work**

3 Credits. This course is designed to provide an introduction to the field of social work, with an enhanced understanding of the social work profession and social welfare institutions.

### **SOWK 230 – Substance Use and Social Work.**

3 Credits. This course provides an overview of the relationship between substance use disorder and social work practice with an in-depth look into the history of substance use disorders, psychological effects, and impact on behavior. An emphasis will be placed on the development of substance use treatments and interventions. (PR: SOWK 101).

# Course Descriptions

## **Sociology (SOCI)**

### **SOCI 210 – Fundamentals of Sociology.**

3 Credits. This course introduces students to the basic concepts and methods of sociology including the causes and consequences of human behavior, social groups, and institutions. Students will explore significant research and theory in areas such as socialization, culture, group dynamics, gender roles, stratification, and deviance.

### **SOCI 273 – Contemporary Social Problems.**

3 Credits. Spring only. Students will analyze contemporary social problems, and their potential causes, using various sociological perspectives. They will examine how contemporary social problems affect societies, (American and global), as well as possible solutions. (PR: SOCI 210)

## **Spanish (SPAN)**

### **SPAN 101 – Introductory Spanish I.**

3 Credits. Fall only. This course is designed for students with no previous knowledge of Spanish. With an emphasis on grammar and communication skills, this course introduces a basic mastery of listening, speaking, reading, and writing.

### **SPAN 102 - Introductory Spanish II.**

3 Credits. Spring only. Spanish 102 is the continuation of SPAN 101. With an emphasis on grammar and communication skills, this course continues to build a basic mastery of listening, speaking, reading, and writing. (PR: SPAN 101)

## **Surgical Technology (SURG)**

(In conjunction with Cabell Huntington

## **Hospital)**

### **SURG 110 – Intro to Surgical Technology**

1 Credit. This course is an introduction to the roles and responsibilities of the surgical technologist, the operating room environment, and the healthcare team. Topics will include basic orientation to surgical technology, the role of the surgical technologist, patient care, patient safety, legal concepts, ethical issues, and risk management. (PR: BIOL 260 and ENL 101)

### **SURG 120 – Surgical Pharmacology**

2 Credits. This course provides rationale for use on specific drugs that will be used on the surgical patient, and how these drugs might alter or influence surgical intervention. This course is strongly based on the role and responsibilities of the surgical technologist regarding pharmaceuticals in the operating room. (PR: MAT 120 or MAT 120E)

### **SURG 115 – Surgical Technology Fundamentals.**

3 Credits. This course is an introduction to the role and responsibilities of the surgical technologist in the clinical environment. Students will learn the basic techniques of functioning as a surgical technologist by learning to scrub, gown, glove, set up for mock surgeries, and learn instrumentation and supplies with hands-on laboratory experience. This course is designed to prepare students for the clinical experience by learning a septic technique in all aspects necessary to the operating room. (PR: SURG 110, 120)

### **SURG 200 – Surgical Technology Principles and Practice**

5 Credits. This course provides an in-depth study of the principles and practice of aseptic technique in the didactic learning

environment. Topics will include special patient populations, physical environment of the OR and safety standards, minimally invasive surgery, preventing perioperative disease transmission, emergency situations, instrumentation, equipment, supplies, hemostasis, wound care, surgical case management, and diagnostic procedures. (PR: SURG 110).

### **SURG 210 – Surgical Procedures I**

3 Credits. This course focuses on the relevant anatomy, instrumentation, supplies, specialty equipment, and the procedural steps of the following surgical specialties: general surgery, obstetrics and gynecology, ophthalmic, and otorhinolaryngologic surgeries. (PR: SUR 200)

### **SURG 215 – Surgery Clinical I**

2 Credits. This course allows students to apply the learned didactic and laboratory skills in the clinical setting. Students will gain clinical work experience in the operating room and scrub on surgical cases in various surgical specialties. This course is the beginning of surgical skills and students will advance from a second scrub role into a first scrub role. (PR: SURG 110, 115, and 120).

### **SURG 220 – Surgical Procedures II**

2 Credits. This course focuses on the relevant anatomy, instrumentation, supplies, specialty equipment, and the procedural steps of the following surgical specialties: oral and maxillofacial, plastic and reconstructive, and genitourinary surgery. (PR: SURG 200)

### **SURG 225 – Surgery Clinical II**

2 Credits. This course is a continuation of Surgery Clinical II. It is designed to gain clinical work experience in the operating room and move on to more difficult cases while obtaining a first scrub role.



# Course Descriptions

## **SURG 230 – Surgical Procedures III**

3 Credits. This course focuses on the relevant anatomy, instrumentation, supplies, specialty equipment, and the procedural steps of the following surgical specialties: orthopedic, cardiothoracic, peripheral vascular, and neurosurgery. (PR: SURG 220)

## **SURG 265 – Advanced Clinical Practicum.**

6 Credits. This course is designed to allow students to continue their clinical work experience in a more advance role. Students are expected to scrub only in the first scrub role and move on to more advanced surgical specialties. Students will treat this course as if they are working in the clinical facility and obtain all surgical technologist roles in the practicum. (PR: SURG 225)

## **SURG 275 – Advanced Clinical Practicum Extended.**

8 Credits. This course is an extended course designed to allow students to continue their clinical work experience in a more advanced role. Students are expected to scrub in the first scrub role and move on to more advanced surgical specialties. Students will treat this course as if they are working in the clinical facility and obtain all surgical technologist cases needed in the practicum. (PR: SURG 215).

## **SURG 290 – Advanced Theory Review**

4 Credits. This course allows reflection and application to the whole of the surgical technology program. This course reinforces the knowledge, skills, and strategies needed to sit for the national credentialing exam while also stressing the importance of resume writing skills, interviewing techniques, and entry-level job requirements.

## **Technical Studies (TS)**

### **TS 100 – Careers in Technical Fields.**

This course is designed to help students identify technical careers in the following career fields, which include, but are not limited to: graphic design/communication, air conditioning/ refrigeration, automotive technology, general building construction and agricultural science. In the course, students will learn basic skills needed for these career fields, listen to lectures from those working in these fields and complete career exploration.

### **TS 101 – AAS Portfolio Development.**

(CR/NC). This course is designed to assist adult students with the development of a comprehensive portfolio documenting knowledge acquired through life/work experiences and other formal or informal learning experiences. (PR: Permission)

### **TS 102 – On-the-Job Training.**

1-12 Credits. This course consists of paid or unpaid OJT, internship, or practicum performed in a business, industry, trade or technical career setting within the student's occupational area. The on-the-job training component is converted to credit hour at a ratio of 160:1 with the maximum of 1920 contact hours allowable. A statement of the total number of contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college record.

This credit will be recorded immediately prior to graduation from college. (PR: Must major in Technical Studies or Occupational Development degree programs)

### **TS 280-285 – Special Topics.**

1-3 Credits. This course consists of special topics of course work that will develop skills that may be applied to a variety of occupations or that may be specific to an occupation. Typically courses are technical specialty courses specific to an occupational/technical area. Courses include technical courses developed and delivered by the college, apprenticeship courses, or an approved course that can be included in a business or industry training program. (PR: Permission)

## **Technical Training for Adults (TTA)**

### **TTA 101 – Introduction to Teaching Techniques**

for Adults. 1-3 Credits. This course is an introduction of teaching techniques and adult learning theories to instructors of occupational, adult education, and apprenticeship training programs. Included in this course are an introduction to adult learning and motivation theories, communications and interaction, planning, organizing and conducting training and developing and using instructional aids

# Course Descriptions

## **TTA 102 – Teaching Techniques for Adults.**

1-3 Credits. This teaching techniques course is designed to teach adult learning theories to instructors of occupational, adult education, and apprenticeship training programs. Included in this course are laboratory safety; testing and evaluation; and advanced instructional techniques. Students will be required to develop, write, and teach a lesson plan.

## **TTA 203 – Advanced Teaching Techniques for Adults.**

1-3 Credits. This advanced teaching techniques course is designed for instructors of occupational, adult education, and apprenticeship training programs. Included in the course are advanced use of teaching aids; implementing the curriculum and advanced instructional techniques. Students will be required to review and critique curriculum.

## **Theatre (THEA)**

### **THEA 101 – Introduction to Theater.**

3 Credits. This course is designed to further an understanding and appreciation of the elements of drama. Students will explore the cultural and historical perspectives of theatre through an examination of the major periods of dramatic literature, from the Greeks to modern Broadway. Students will examine the role of the actor, director, playwright, designer, technician, and audience in a theatrical production.

Class consists of lecture/discussion, group activities, and video examples that supplement course content.

## **Transportation Systems (TRAN)** **TRAN 101 - Transportation Systems.**

3 Credits. Students learn about the world of personal and freight transportation including technology, systems, institutions, and how transportation systems fit into broader contexts. Additionally, students learn how the domestic and global transportation systems work, how to analyze and design transportation systems and select the most efficient means to transport freight.

## **TRAN 169 – Basic Electricity and Safety.**

5 Credits (CR/NC). This course examines general principles of electricity to ensure compliance with all railroad rules and regulations for safety, operations, and the Federal Railroad Administration (FRA). Topics include basic electrical theory (Ohm's Law), FRA tests and inspections, switch machines, locking circuits, and crossing maintenance. (PR: Permission)

## **TRAN 170 – Signal Systems and Wiring.**

2 Credits (CR/NC). This course examines signal systems and wiring. Topics include signals and their use, forms and foundations for signal equipment, hydraulic and pneumatic systems, and communication/signal and electrical equipment. (PR: Permission)

## **TRAN 178 – Remote Control Operator.**

4 Credits. This course consists of classroom instruction and hands-on field training covering locomotive management, train air brake systems, Remote Control Operator (RCO) equipment familiarization, operator control unit set up and testing, RCO operation, troubleshooting, and Positive Stop Protection (PSP). Field exercises include performing calendar day inspection, inspecting remote control equipment, performing brake tests, and operating locomotives.

## **TRAN 179 – Designated Trainer of Remote Control Operators.**

2 Credits. This course consists of classroom and hands-on field training for becoming a trainer of Remote Control Operators (RCO) for a terminal. While this course covers material for Remote Control Operations, the focus of this course is on learning to teach Remote Control Operation and demonstrating the ability to do so. Topics for this course include adult learning principles, instruction techniques, administration and planning of RCO training, and annual and recertification evaluation rides. Teaching locomotive familiarization; set up and testing of the RCO system; operation rules; troubleshooting procedures; Hump, PSP and RCO rules; air break inspections and tests, and RCO simulation are covered. Evaluating and assessing students' understanding of RCO topics are also examined.

# Course Descriptions

## **TRAN 187 – Advanced Mechanical Locomotive Electrician III.**

5 Credits. This course offers an advanced review of locomotive safety, GE transportation system schematics, electronic controls, auxiliary system starting sequence, and electronic fuel injection. Students will learn the components of diesel engine cranking, voltage regulators, propulsion, and self-load. (PR: Permission)

## **TRAN 188 – Basic Rail Track Welding.**

5 Credits. The basic welding course will familiarize the student with welding safety, terminology, electrode classification, welding processes, welding guidelines, shop guidelines, and welding shop orientation. Additional topics include shielded metal arc welding in the flat position and the flux-cored welding technique. (PR/CO: Permission)

## **TRAN 189 – Pier Safety Training.**

5 Credits (CR/NC). This course teaches the fundamentals of safety rules and operations that encompass transportation, engineering, and mechanical-type work in a pier industrial environment. (PR: Permission)

## **TRAN 200 – Transportation Law and Policy.**

3 Credits. This course describes the different modes of transportation and the regulating bodies for each. Topics include contracts, tariffs, liability for loss and damage to cargo, tort liability of shippers, carriers, customers, and brokers during and after the transportation of freight and a comprehensive understanding of insurance and the various policy forms that exist.

## **TRAN 201 – Track Safety Standards.**

3 Credits. This course studies the minimum FRA trans safety standards of basic track structure, track inspection frequencies, rail defects, and trans geometry as to ensure compliance set forth in Federal Code Regulations Part 213 of the Federal Railroad Administration. (PR: Permission)

## **TRAN 202 – Advanced Track Inspection.**

3 Credits. This advanced course prepares the student for advanced track inspection techniques. Topics include brush chart familiarization, case studies, FRA track defects, track inspection responsibilities, walking joint bar and switch inspections, pull apart, rail lubrication systems, curve stake monitoring, IT IS functionality, track disturbance, root cause analysis of derailments. (PR: Permission)

## **TRAN 203 – Frog and Switch Track**

**Welding.** 3 Credits. This advanced course evaluates the skills to successfully perform Frog and Switch Track Welding. Topics include torch safety and set up, air arc gouging, grinding, and welding points. (PR: Permission)

## **TRAN 204 – Thermite Rail Welding.**

3 Credits. Students will learn how to successfully perform thermite welding including torch safety and set up, thermite procedures, and aluminothermic reactions.

Field exercises include performing weld tasks, insulated joints, relay rail, road crossing renewal, turnouts and repair of miscellaneous defects. (PR: Permission)

## **TRAN 206 – Concrete Bridge Structures.**

3 Credits (CR/NC). This course will provide the student an understanding of different types of concrete structures. Topics to include hand tool operation, bridge components, and blueprint reading. (PR: Permission)

## **TRAN 207 – Bridge Inspection.**

3 Credits (CR/NC). This course will examine the three major components or sections that comprise a bridge structure and identify those substructures by name, location, and specific problematic areas. (PR: Permission)

## **TRAN 208 – Steel Bridge Structures.**

3 Credits (CR/NC). This course will provide the student an understanding of different types of steel bridge structures and their components. Instruction includes identification of required materials, necessary equipment, steel bridge maintenance procedures, and blueprint reading. (PR: Permission)

## **TRAN 209 – Timber Structures.**

3 Credits (CR/NC). This course will provide the basic knowledge for working on different types of timber structures. Instruction includes identification of required materials, necessary equipment, maintenance procedures, and blueprint reading. (PR: Permission)

# Course Descriptions

## **TRAN 210 – Transportation Economics**

3 Credits. This course provides an overview of the characteristics and structure of transportation markets including aggregate demand, vehicle and mode choice, surface freight and air travel. It explores the principles of modern transport economics from a neoclassical economics perspective. It uses macroeconomic tools to explore the underpinnings of transport economics and applies micro principles to transportation issues and problems of interest.

## **TRAN 211 – Bridge Supervision.**

3 Credits (CR/NC). This advanced course is to provide the student with the details and duties of a bridge foreman including leadership essentials, specific planning tasks, project development and reading blueprints. (PR: Permission)

## **TRAN 220 – Transportation Security.**

3 Credits. This course covers the assessment of challenges and threats relating to national and international transportation security frameworks. Laws, regulations, policies, conventions, organizations, procedures, and technologies intended to ensure freedom of movement of people and commerce by ground, air, sea, and water will be reviewed. Analytical concepts and methods are applied to case studies with an emphasis on vulnerability and risk reduction.

## **TRAN 230 – Transportation Geography.**

3 Credits. This course introduces the relationship between transportation and spatial organization, selected analytical models dealing with traffic demand, network configuration, allocation of transport facilities, and application to selected problems. Topics include network development, movement patterns of people and commodities and the impact of transportation on other activities.

## **TRAN 250 – Transportation Inform Systems.**

3 Credits. This course provides an understanding of the foundation concepts of information technologies in the transportation information technology.

## **TRAN 260 – Commercial Driver's License.**

3 Credits (CR/NC). This course is designed to prepare the student for the Commercial Driver's License (CDL). Training involves: map reading, trip planning, vehicle control, driving skills, rules and regulations associated with the commercial vehicle profession, logistics, and pre and post-trip inspections. (PR: Permission)

## **TRAN 265 – Transportation Management & Operations.**

3 Credits. Transportation Management and Operations introduces and differentiates between supply chain management, logistics, and transportation. Best practices in leadership, trends, technology, sustainability, and strategy in supply chain management, logistics, and transportation are explored.

## **TRAN 270 – Intelligent Transportation Systems.**

3 Credits. This course is designed to introduce Intelligent Transportation Systems to the student. Course content will include concepts, training, and educational needs of ITS professionals. Elements of this course will include fundamentals of traffic flow and control, ITS user services, ITS applications and benefits, ITS architecture, ITS planning, ITS standards, ITS evaluation, and ITS challenges and opportunities. (PR/CO: TRAN 101)

## **TRAN 272 – Intermodal Transportation Systems.**

3 Credits. This course is focused on intermodal freight transportation issues. Students are introduced to components of intermodal transportation systems, emerging trends in freight transportation, the role of logistics, and advanced technologies used in intermodal transportation. (PR/CO: TRAN 270)

## **TRAN 273 – Intelligent Transportation Systems and Applications.**

3 Credits. This course focuses on ITS systems and applications for the efficient movement of travelers and goods and services including Advanced Transportation Management Systems (ATMS); National ITS Architecture; ITS user services; traffic control devices; telecommunications; and networking fundamentals. This course also addresses technical issues involved in the design and operation of ITS services. (PR/CO: TRAN 270)



# Course Descriptions

## **TRAN 274 – Intelligent Transportation Systems Project Management.**

3 Credits. This course focuses on project management issues associated with the planning, implementation and assessment of technology-intensive transportation projects. Topics include project management principles, project phases, and types of project management tools available. Corridor management, transit management weather responsive traffic management, incident and emergency management, and risk management are explored. Examples of successful ITS implementations are also presented. (PR/CO: TRAN 270)

## **TRAN 279 – Intelligent Transportation Systems (ITS) Capstone.**

3 Credits. This course will challenge the student to utilize the combined knowledge and skills gained in the program to demonstrate the ability to work through real-world transportation issues. Students will utilize modeling and simulation software to work through transportation issues. Case studies will be heavily relied upon, and current and future trends in Intelligent Transportation Systems will be addressed. (PR/CO: TRAN 274)

## **TRAN 280-284 – Special Topics: Transportation.**

1-3 Credits. This course sequence is designed to offer special topic transportation courses on a short-term basis that are under development or are of such a specialized category or timeliness they are only offered once.

## **TRAN 290 – Transportation OJT.**

1-12 Credits (CR/NC). This course is designed to provide equivalent college credit for on-the-job training of transportation professionals. A statement of the total number of contact hours experienced through on-the-job training will be verified by an employer and will be placed on college record. (PR: Permission)

## **Utility Construction (UTIL)**

### **UTIL 101 - Utility Construction**

This course prepares students to work on natural gas and water distribution construction crew. Topics include excavation safety, competent person training, hazardous atmospheres, traffic control, underground utility identification, working around heavy equipment. (3 credit hours) (PR: SFT 210 and Permission)

### **UTIL 200 - Industrial/Mechanical Services**

This course prepares students to install, maintain, and repair concrete foundations; install equipment; repair tanks; and maintain, troubleshoot, and repair industrial equipment, including gas compressors and metering devices. (3 credit hours) (PR: UTIL 101)

### **UTIL 210 - Pipeline Construction**

This course prepares students to construct commercial pipelines. Topics include tools of the trade; reading pipeline documents; and responding and reacting to various hazardous atmospheres and emergency callouts. (3 credit hours) (PR: UTIL 101)

## **UTIL 220 - Project Management**

This course prepares students to manage construction projects. Topics include estimating; cost control; project schedules; quality control; documentation; and effective communication. (3 credit hours) (PR: UTIL 101)

## **UTIL 298 - Utility Construction Cooperative Work Experience**

In this course, students will be placed in a cooperative work experience. Emphasis is on the application of knowledge and skills attained in the classroom to a real-world work experience. Students must complete a minimum of 160 work hours per 1 hour of college credit. (1-3 credit hours) (PR: SFT 210 and Permission)

## **Veterinary Technology (VET)**

### **VET 101 – Introduction to Veterinary Technology.**

3 Credits. This course introduces the student to the field of veterinary technology. Topics will include the history of veterinary medicine and the role the veterinary technician plays as a part of the veterinary health care team. Common business procedures including fundamental record keeping and medico-legal requirements will be discussed. Basic procedures such as handling, restraint, animal assessment, and medicating techniques for canine and feline species will be covered.

# Course Descriptions

## **VET 210 – Veterinary Nursing I.**

2 Credits. This course will introduce the area of animal nursing care that includes patient history and record keeping, kennel sanitation, animal restraint, syringe and needle identification handling, injection techniques, physical exam and administration of medication. (PR: Admission to Vet Tech Program)(CO: VET 210L, 215, 215L, 227)  
Offered: Fall Only

## **VET 210L – Veterinary Nursing Lab I.**

1 Credit. Fall only. This course will allow for hands-on experience and assessment of skills discussed in VET 210. (CO: VET 210)

## **VET 215 – Clinical Laboratory I.**

2 Credits. Fall only. This course introduces the clinical laboratory, including its records, equipment, and equipment maintenance, hematology and serology, and internal and external parasites. (PR: Admission to Vet Tech Program) (CO: VET 210, 210L, 215L, 227)

## **VET 215L – Clinical Laboratory I**

1 Credit. Fall only. This course will allow for hands-on experience and assessment of skills discussed in VET 215. (CO: VET 215)

## **VET 216 – Veterinary Pharmacology.**

2 Credits. Spring only. This course covers the regulations controlling the use of drugs and biological classifications and mechanisms of action of pharmaceuticals, dosage calculations, labeling, packaging, and dispensing of veterinary products. (PR: Admission to Vet Tech Program)

## **VET 217 – Veterinary Pharmacology II.**

2 credits. Fall only. This course is a continuation of VET 216 and covers the regulations controlling the use of drugs and biological classifications and mechanisms of action of pharmaceuticals, dosage calculations, labeling, packaging, and dispensing of veterinary products. (PR: VET 216, VET 220, VET 285, CO: VET 230, VET 245, VET 250, and VET 255)

## **VET 220 – Veterinary Nursing II.**

2 Credits. Spring only. This course builds on skills learned in Veterinary Nursing I on skills learned in VET 210 introduces the physical examination, blood vessel and urinary catheterization, venipuncture, fluid therapy, wound care, and bandaging. (PR: VET 210, 210L, 215, 215L, 227) (CO: VET 216, 220L, 225, 225L, 260, 260L)

## **VET 220L – Veterinary Nursing Lab II**

1 Credit. Spring only. This course will allow for hands-on experience and assessment of skills discussed in VET 220. (CO: VET 220)

## **VET 225 – Clinical Laboratory II.**

2 Credits. Spring only. This course is a continuation and application of skills from Clinical Lab I including hematology, serology, urinalysis, cytology, and other laboratory skills. (PR: VET 210, 210L, 215, 215L, 227) (CO: VET 216, 220, 220L, 225L, 260, 260L)

## **VET 225L – Clinical Laboratory II**

1 Credit. Spring only. This course will allow for hands-on experience and assessment of skills discussed in VET 225. (CO: VET 225)

## **VET 227 – Anatomy and Physiology for Veterinary Technology.**

4 Credits. Fall only. This course covers the study of cells, tissues, organs, and organ systems in the functional animal body. Utilizing a dissection based approach, students will use canine, feline, equine, and bovine species as models. All body systems will be examined (integumentary, musculoskeletal, nervous, endocrine, circulatory, respiratory, urinary, and reproductive) with emphasis on comparative structures and clinical significance of each body stem. (PR: Admission to Vet Tech Program)

# Course Descriptions

## **VET 230 – Veterinary Nursing III.**

2 Credits. Fall only. This course continues application of nursing skills and techniques with an emphasis on large animal species in such areas of restraint, venipuncture, behavior, breeds, food safety, medications, preventative care, surgical and anesthetic procedures, and lameness. (PR: VET 285) (CO: VET 217, 230L, 245, 245L, 250, 255, 255L)

## **VET 230L – Veterinary Nursing Lab III.**

1 Credit. Fall only. This course will allow for hands-on experience and assessment of skills discussed in VET 230. (CO: VET 230)

## **VET 235 – Vet Tech Office/Tech Procedures.**

2 Credits. Spring only. This course covers procedures performed by a veterinary technician in a hospital environment including office and computer applications, medical record keeping, client relationships, financial transactions, inventory control, and facility management. The roles of appropriate regulatory agencies and maintenance of sanitation and nosocomial protocols for the facility are also covered.

## **VET 240 – Veterinary Nursing IV.**

2 Credits. Spring only. This course develops skills in basic husbandry, restraint, physical examine, venipuncture, diagnostics, and medications as they specifically apply to exotic and laboratory type animals, especially rabbits, rodents, birds, and reptiles. (PR: VET 217, 230, 230L, 245, 245L, 250, 255, 255L) (CO: VET 235, 240L, 265, 265L, 275, 275L, 290.)

## **VET 240L - Veterinary Nursing Lab IV.**

1 Credit. This course will allow for hands-on experience and assessment of skills discussed in VET 240. (CO: VET 240) Offered: Spring Only.

## **VET 245 – Veterinary Anesthesia.**

1 Credits. Fall only. This course covers the principles and application of the use of sedatives, anesthetics, peri-operative pain management, and patient monitoring. (CO: VET 285) (CO: VET 217, 230, 230L, 245L, 250, 255, 255L.)

## **VET 245L – Veterinary Anesthesia Lab**

1 Credit. Fall only. This course will allow for hands-on experience and assessment of skills discussed in VET 245. (CO: VET 245)

## **VET 250 – Veterinary Nutrition and Disease.**

3 Credits. Fall only. This course focuses on principles of the disease process, disease control, and prevention of common diseases of domestic animals. Nutrition principles for clinical diseases are also covered.

## **VET 255 – Veterinary Surgery.**

1 Credit. Fall only. This course introduces the area of veterinary surgical care with sterilization techniques, equipment maintenance, pre-surgical and surgical preparation, surgical assistance, and post-surgical patient care. (CO: VET 285) (CO: VET 217, 230, 230L, 245, 245L, 250, 255L)

## **VET 255L – Veterinary Surgery Lab**

1 Credit. Fall only. This course will allow for hands-on experience and assessment of skills discussed in VET 255. (CO: VET 255)

## **VET 260 – Imaging Techniques.**

2 Credits. Spring only. This course introduces the principles and applications for the production of radiographs including processing, radiation safety, storage, patient positioning, and other imaging techniques. (PR: VET 210, 210L, 215, 215L, 227.) (CO: VET 216, 220, 220:, 225, 225L, 260L.)

## **VET 260L – Imaging Techniques Lab.**

1 Credit. Spring only. This course will allow for hands-on experience and assessment of skills discussed in VET 260. (CO: VET 260.)

## **VET 265 – Veterinary Emergency and Critical Care.**

1 Credit. Spring only. This course will allow for hands-on experience and assessment of skills discussed in VET 265. (PR: VET 217, 230, 230L, 245, 245L, 250, 255, 255L.) (CO: VET 235, 240, 240L, 265L, 275, 275L, 290.)

## **VET 265L – Veterinary Emergency and Critical Care Lab.**

1 Credit. Spring only. This course will allow for hands-on experience and assessment of skills discussed in VET 265. (CO: VET 265.)

# Course Descriptions

## **VET 275 – Small Animal Dentistry for Technicians.**

2 Credits. Spring only. This course develops skills in oral examination and anatomy, dental cleaning, dental radiology, and common dental diseases as they apply to the dog and cat species. (PR: VET 217, 230, 230L, 245, 245L, 250, 255, 255L.) (CO: VET 235, 240, 240L, 265, 265L, 275L, 290.)

**VET 275L – Small Animal Vet Dentistry Lab** 1 Credit. Spring only. This course will allow for hands-on experience and assessment of skills discussed in VET 275. (CO: VET 275)

**VET 285 – Veterinary Hospital Practicum I.** 3 Credits. Summer only. This course provides practical experience in an approved veterinary clinic or other approved clinical site to focus on mastery of clinical skills covered thus far in the curriculum. The focus will be on small animal medicine and laboratory procedures. (PR: VET 210 and VET 215 and VET 216 and VET 220 and VET 260)

**VET 290 – Veterinary Technology (VTNE) Seminar.** 2 Credits. Spring only. This capstone course reviews all aspects of academic and applied techniques taught in the Veterinary Technology program. Students must successfully complete a mock exam in preparation for the Veterinary Technical National Examination. Students are required to prepare a resume and present a research paper. (PR: All Vet Tech classes) (CO: VET 235 and VET 240 and VET 265)

**VET 295 – Veterinary Technology Externship.** 5 Credits. Summer only. Students in this course are expected to function as working members of the staff of an approved veterinary hospital or other approved veterinary facility. This course provides practical experience in an approved veterinary clinic or other approved clinical site to focus on mastery of clinical skills. This course is a continuation of Vet Tech Practicum I. Focus extends to large animals as well as laboratory and exotic animal medicine and laboratory procedures.

## **Welding (WELD)**

### **WELD 105 – Industrial Safety.**

2 Credits. Fall only. An introductory course designed to develop safe workplace practices and to become familiar with OSHA standards. Students will be required to demonstrate safe handling of work materials, operation of machines and tooling, and storage and disposal of hazardous materials.

### **WELD 110 – Blueprint Reading for Welders.**

3 Credits. Fall only. This course is designed to develop a technical understanding of the information contained on engineering drawings and the use of the information to communicate setup and welding instructions from the designer to the welder and fitter. (PR/CO: none)

**WELD 120 – Shielded Metal Arc Welding.** 6 Credits. Fall only. This course provides a thorough technical understanding of arc welding, welding safety, arc welding power sources, electrode classifications and selection. (PR: WELD 120L)

### **WELD 120L – Shielded Metal Arc Welding Lab.**

4 Credits. Fall only. This lab course provides students opportunities to perform production welding, millwright production, and general maintenance welding. (CO: WELD 120)



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