SECTION 6

PROGRAMS OF STUDY

The following section outlines the Non-Credit, Skills Set Certificates, Certificates, Associate, and Baccalaureate degree programs available at West Virginia University at Parkersburg.

NON-CREDIT COURSES: Courses and programs may be offered as Non-credit or Fast-Track programs through Workforce and Community Education at WVU Parkersburg. In accordance with WV Council for Community and Technical College Education Series 3, Conversion of Non-credit Training Activities to College-Level Credit, non-credit courses may be converted to credit courses in some academic programs.

SKILLS SET CERTIFICATES: Skills Set Certificates provide specific competencies and carry a value of fewer than 12 credit hours. Skill Set Certificates available are:
- Certified Nursing Assistant
- Real Estate

ADVANCED SKILLS SET: Advanced Skills Set Certificates carry a value of 12 or more (but less than 30) credit hours. Advanced Skills Set Certificates available are:
- Basic Leadership
- Communication Arts
- Communication Skills
- Creative Writing
- Graphic Design
- Purchasing Competency
- Health Insurance/Customer Service
- Leadership
- Medical Office Assistant
- Entrepreneurial Studies
- MS Office
- Writing

DEGREE CERTIFICATES: Degree certificates are one-year certificate programs with a minimum of 30 credit hours that offer specific training for specific occupations. This certificate includes six hours of general education. Many degree certificates can lead to additional educational opportunities at the associate degree level. Degree Certificates available are:
- Accounting Technician
- Advanced Instrumentation Technician
- Allied Health
- Business Administration
- Business Technology
- Child Development
- Chemical and Polymer Operator Technology
- Criminal Justice
- Diversified Agriculture
- Electrical Technician
- Entrepreneurial Studies
- General Business
- Industrial Electricity and Instrumentation Technician
- Industrial Maintenance Technician
- Industrial Safety Technology
- Legal Studies
- Paraprofessional Studies Pre-K - 12
- Pharmacy Technician

- Technical Studies
- Welding Technology
- Workforce Skills

ASSOCIATE DEGREES: Associate degree programs have a minimum of 60 credit hours and are comprised of three degree types: Associate in Arts; Associate in Science; and Associate in Applied Science. Generally, the Associate in Arts and Associate in Science degrees are designed for students transferring to four-year programs. The Associate in Applied Science may also be transferred to an applied baccalaureate degree.

BACCALAUREATE PROGRAMS: The Baccalaureate program has a minimum of 120 credit hours and is generally a four-year degree program. The following baccalaureate degree programs are offered at WVU Parkersburg: Bachelor of Arts in Elementary Education; Bachelor of Arts in Multi-Disciplinary Studies; Bachelor of Applied Science with majors in Business Administration, Criminal Justice, Child Development, and Legal Studies; Bachelor of Science in Business Administration; Bachelor of Applied Technology; and the Regents Bachelor of Arts.

CAREER LADDER APPROACH: Many of the programs offered are part of a career ladder approach. This means that courses taken at the certificate level may be folded into the next level degree at the associate level. Similarly, programs of study at the associate level may be folded into the baccalaureate degree programs.

SKILLS SET CERTIFICATES

Skills Set Certificates are designed to help students gain skills quickly for current or potential employment. They feature specialized training for a specific career or technology objective. A Skills Set Certificate is a series of courses that prepare students for a specific skill and carry a value of fewer than 12 credit hours. The Advanced Skills Set Certificate is a series of courses that carry a value of 12 or more (but less than 30) credit hours. Skills Set Certificates are awarded to students who have demonstrated mastery of skills and knowledge. Students must maintain a minimum 2.0 grade-point average in all classes to be issued a Skills Set Certificate by the respective academic division. The Certificate will be noted on the student's transcript and usually can be completed in two semesters or less.

Skills set certificate – Certified Nursing Assistant
Requirements for Certificate: 7 hours

Course Number	Course Title	Credit Hours
CNA 101	Nurse Assisting	7 hrs.

Students interested in this certificate should contact the Health Sciences Division, **(304) 424-8300**.

Skills set certificate – Real Estate
Requirements for Certificate: 8 hours

Course Number	Course Title	Credit Hours
REAL 301	Principles and Practices	2 hrs.
REAL 302	Real Estate Law	2 hrs.
REAL 303	Real Estate Finance	2 hrs.
REAL 304	Real Estate Appraisal	2 hrs.

Students interested in this certificate should contact the Business & Economics Division, **(304) 424-8289**.

Skills set certificate – Basic Leadership
Requirements for Certificate: 12 hours

Course Number	Course Title	Credit Hours
PSYC 231	Leadership & Human Relations	3 hrs.
SOC 151	Sociology of the Workplace	3 hrs.
MGMT 220	Principles of Management	3 hrs.
MGMT 410	Essentials of Leadership	3 hrs.

Students interested in this certificate should contact the Social Sciences and Languages Division, **(304) 424-8253**.

Skills set certificate – Creative Writing
Requirements for Certificate: 15 hours

Course Number	Course Title	Credit Hours
ENGL 210	Intro to Creative Writing	3 hrs.
ENGL 444	Writer's Workshop	3 hrs.
Three courses from:		
ENGL 213	Creative Writing: Poetry	3 hrs.
ENGL 214	Creative Writing: Creative Nonfiction	3 hrs.

Course Number	Course Title	Credit Hours
ENGL 215	Creative Writing: Fiction	3 hrs.
ENGL/THEA 406	Playwriting	3 hrs.

Students interested in this certificate should contact the Education and Humanities, **(304) 424-8314**.

Skills set certificate – Communication Arts
Requirements for Certificate: 12 hours

Course Number	Course Title	Credit Hours
COMM 111	Fundamentals of Speech	3 hrs.
COMM 112	Interpersonal Communication	3 hrs.
ENGL 251	Creative Writing	3 hrs.
COMM 131 **or**	Oral Interpretation **or**	3 hrs.
COMM 287* **or**	Readers Theatre **or**	
THEA 102	Acting 1	

*Cross-listed as THEA 287 Readers Theatre. May be taken under either the Communication Studies or Theatre Department.
Students interested in this certificate should contact the Social Science and Languages Division, **(304) 424-8253**.

Advanced Skills Set certificate – Communication Skills
Requirements for Certificate: 12 hours

Course Number	Course Title	Credit Hours
COMM 111	Fundamentals of Speech	3 hrs.
COMM 112	Interpersonal Communication	3 hrs.
ENGL107 **or**	Technical Writing **or**	3 hrs.
ENGL 101	Composition 1	
ENGL 103	English Grammar, Usage and Style	3 hrs.

Students interested in this certificate should contact the Social Science and Languages Division, **(304) 424-8253**.

Advanced Skills Set certificate – Entrepreneurial Studies
Requirements for Certificate: 12

Course Number	Course Title	Credit Hours
ENT 200	Entrepreneurship 1	3 hrs.
ENT 206	Managing and Marketing	3 hrs.
ENT 207	Financing and Information	3 hrs.
ENT 208	New Venture Accounting	3 hrs.

Students interested in this certificate should contact the Business & Economics Division, **(304) 424-8289**.

Advanced Skills Set certificate – Graphic Design
Requirements for Certificate: 12 hours (15 hrs. if CS101 is needed)

Course Number	Course Title	Credit Hours
JOUR 220	Photography	3 hrs.
JOUR 410	Graphic Design	3 hrs.
BTEC 270	Introduction to Web Page Design*	3 hrs.
ART 111	Drawing 1	3 hrs.

*Prerequisite CS 101 or instructor's consent
Students interested in this certificate should contact the Business & Economics Division, **(304) 424-8289**.

Advanced Skills Set certificate – Health Insurance Customer Service

Requirements for Certificate: 12 hours

Course Number	Course Title	Credit Hours
BTEC 253	Medical Terminology	3 hrs.
BTEC 255	Medical Billing	3 hrs.
BTEC 256	Medical Coding	3 hrs.
GBUS 202	Business Communications	3 hrs.

Student must maintain a grade of C or better in all courses.
Students interested in this certificate should contact the Business & Economics, **(304) 424-8289.**

Advanced Skills set certificate – Leadership

Requirements for Certificate: 18 hours

Course Number	Course Title	Credit Hours
PSYC 231	Leadership & Human Relations	3 hrs.
SOC 151	Sociology in the Workplace	3 hrs.
PSYC 323	Industrial/Organizational Psychology	3 hrs.
GBUS 300	Principles of MGMT Info Systems	3 hrs.
MGMT 320	Principles of MGMT	3 hrs.
MGMT 410	Essentials of Leadership	3 hrs.

Students interested in this certificate should contact the Social Science and Languages Division, **(304) 424-8253**.

Advanced Skills set certificate – MS Office

Requirements for Certificate: 12 hours

Course Number	Course Title	Credit Hours
BTEC 235	Microsoft Word/Windows	3 hrs.
BTEC 204	Advanced Excel	3 hrs.
BTEC 206	Advanced Access	3 hrs.
BTEC 275	Adv. Microcomputer Appl. in Business	3 hrs.

Student must maintain a grade of C or better in all courses.
Students interested in this certificate should contact the Business & Economics Division, **(304) 424-8289**.

Advanced Skills set certificate – Medical Office Assistant

Requirements for Certificate: 12 hours

Course Number	Course Title	Credit Hours
BTEC 253	Medical Terminology	3 hrs.
BTEC 254	Medical Transcription	3 hrs.
BTEC 255	Medical Billing	3 hrs.
BTEC 256	Medical Coding	3 hrs.

Students interested in this certificate should contact the Business & Economics Division, **(304) 424-8289**.
Student must maintain a grade of C or better in all courses.

Advanced Skills set certificate – Purchasing Competency

Requirements for Certificate: 12 hours

Course Number	Course Title	Credit Hours
GBUS 202	Business Communications	3 hrs.
GBUS 370	Principles of Purchasing	3 hrs.
GBUS 371	Business Logistics	3 hrs.
GBUS 372	Contract Administration	3 hrs.

Students interested in this certificate should contact the Business & Economics Division, **(304) 424-8289**.

Advanced Skills set certificate – Writing
Requirements for Certificate: 15 hours
Select 5 courses from the following:

Course Number	Course Title	Credit Hours
ENGL 101	Composition 1	3 hrs.
ENGL 102	Composition 2	3 hrs.
ENGL 103	English Grammar, Usage and Style	3 hrs.
ENGL 107	Technical Writing 1	3 hrs.
ENGL 108	Technical Writing 2	3 hrs.
ENGL 308	Advanced Writing	3 hrs.
ENGL 334	Scientific and Technical Writing	3 hrs.

DEGREE CERTIFICATES

Certificates are designed to provide basic skill level training and must have a minimum of 30 credit hours and at least six hours of general education. They are not designed for transfer to another institution. Students should understand that credit earned in these programs may not apply, upon transfer, to associate or bachelor's degrees offered by any other college or university. However, many of the certificates below may be embedded in associate and baccalaureate degrees at WVU Parkersburg in a career ladder approach. More information on Career Ladders programs is available in Section 7.

ACCOUNTING TECHNICIAN CERTIFICATE
Requirements for Certificate: 30 hours

Semester 1

Course Number	Course Title	Credit Hours
ENGL 101	Composition I	3 hrs.
COMM 111 **or**	Fundamentals of Speech **or**	
COMM 112	Interpersonal Communication	3 hrs.
CS 101	Introduction to Computing	3 hrs.
GBUS 101	Introduction to Business	3 hrs.
ACCT 201	Principles of Accounting	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
ECON 202	Macroeconomics	3 hrs.
BTEC 275	Advanced Microcomputer Apps for Business	3 hrs.
MGMT 220	Principles of Management	3 hrs.
GBUS 117	Business Mathematics	3 hrs.
ACCT 202	Principles of Accounting II	3 hrs.

ALLIED HEALTH CERTIFICATE
Requirements for Certificate: 30-31 hours

This degree certificate prepares a student for entry into the nursing program or other health care fields. It allows the student to choose a pathway to certified nursing assistant and phlebotomist as an alternative to nursing. Upon successful completion of this degree certificate and completion of the certification exams, the graduate will have opportunities for employment in long-term care facilities, clinics, physician offices, and laboratories.

Program Outcomes:
Students will be able to:

Incorporate legal/ethical principles in decision-making when applying problem-solving strategies in the care of patients.

Individualize communication techniques to support interpersonal relationships with patients and health care members.

Uphold professional standards of the health care team.

Apply the knowledge and skills to safely perform in the designated role within the health care team.

SEMESTER 1

Course Number	Course Title	Credit Hours
BIOL 107 **or**	Anatomy and Physiology I **or**	4 hrs.
BIOL 109/113*	Anatomy and Physiology/ Allied Health	5 hrs.
ENGL 101	Composition 1	3 hrs.
BTEC 253	Medical Terminology	3 hrs.
Skills Set **		7 hrs.

SEMESTER 2

Course Number	Course Title	Credit Hours
Skill Set **		
	Introduction to Psychology	3 hrs.
MATH 100	Intermediate Algebra	4 hrs.

* CS 101 may be substituted for BIOL 107 or BIOL 109/113
** 14 hours of skill sets are required. Options include:
        CNA 101 (7 credits) NURS 111 may be substituted
        PHLB 101 (7 credits)
        PTEC 101 (7 credits)
        BTEC 254/255/256 (9 credits)

BUSINESS ADMINISTRATION CERTIFICATE
Requirements for Certificate: 30 hours

Semester 1

Course Number	Course Title	Credit Hours
ENGL 101	Composition I	3 hrs.
CS 101	Introduction to Computing	3 hrs.
GBUS 101	Introduction to Business	3 hrs.
MATH 100	Intermediate Algebra (or higher)	3 hrs.
ECON 202	Macroeconomics	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
ENGL 102	Composition II	3 hrs.
COMM 111	Fundamentals of Speech	3 hrs.
ACCT 201	Principles of Accounting I	3 hrs.

ECON 201	Microeconomics	3 hrs.
PSYC/SOC/RELI	Social Science Elective	3 hrs.

BUSINESS TECHNOLOGY CERTIFICATE
Requirements for Certificate: 30 hours

Semester 1

Course Number	Course Title	Credit Hours
ENGL 101	Composition I	3 hrs.
CS 101	Introduction to Computing	3 hrs.
GBUS 101	Introduction to Business	3 hrs.
COMM 111 **or**	Fundamentals of Speech **or**	
COMM 112	Interpersonal Communication	3 hrs.
GBUS 117	Business Mathematics	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
BTEC 116	Intermediate Keyboarding	3 hrs.
BTEC 235	Microsoft Word/Windows	3 hrs.
ACCT 201	Principles of Accounting	3 hrs.
ECON 202	Macroeconomics	3 hrs.
BTEC 275	Advanced Microcomputer Apps for Business	3 hrs.

CHILD DEVELOPMENT CERTIFICATE
Requirements for Certificate: 31 hours

The Child Development Certificate is an initial entry and exit point for students interested in a career in child development. In order to be considered for Admission to and Retention in the Child Development Certificate program student must complete all program (CDEV and EDUC) coursework with a C or better.

Program Outcomes:
In alignment with the NAEYC standards for Professional Preparation, the Child Development Program at WVU Parkersburg is dedicated to achieving the following preparing graduates who can and do:
•Promote child development and learning
•Build community and family relationships
•Observe document and assess young children
•Teach young children in a developmentally and individually appropriate way
•Act as an early childhood professional

The principal elements of the assessment plan for the Certificate in Child Development are:
1. Mastery of general education objectives
2. Mastery of understanding of context, content, strategies, and dispositions related to the field of early childhood.
3. Demonstration of the ability to promote child development and learning
4. Demonstration of the ability to build family and community relationships
5. Demonstration of observation and assessment of young children
6. Demonstration of teaching of young children
7. Demonstration of professionalism within the field of early childhood

Semester 1

Course Number	Course Title	Credit Hours
EDUC 250	Intro to Early Education	3 hrs.
CDEV 105	Family and the Child	3 hrs.

CDEV 210	Curriculum and Strategies for Early Childhood Programs	3 hrs.
ENGL 101	Composition I	3 hrs.
PSYC 241	Human Growth and Development	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
CDEV 205	Young Children with Special Needs	3 hrs.
MATH 100	Intermediate Algebra	4 hrs.
CDEV 240	Observation & Assessment Strategies	3 hrs.
CDEV 155 **or**	Guiding Young Children **or**	3 hrs.
EDUC 230	Cooperative Discipline	
EDUC 255	Language Arts & Emergent Literacy	3 hrs.
	TOTAL	**31 hrs.**

CHEMICAL AND POLYMER OPERATOR TECHNOLOGY CERTIFICATE
Requirements for Certificate: 30 hours

The Chemical & Polymer Operator Technology program is a 30-hour Certificate. The hands-on program prepares individuals to enter into the good paying job of process operator/technician. The curriculum is the same as utilized by 56 colleges affiliated with the Center for the Advancement of Process Technology (a National Science Foundation Center of Excellence) of which WVU Parkersburg is a member. The program is recognized throughout the United States and a number of foreign countries.

Program Outcomes:
Introduction to the job requirements/ duties of a process technician including the physics, chemistry, equipment, safety, health and the environment for process industries. Students will have an:
- Understanding of OSHA General Industry requirements.
- Understanding of Total Quality Management concepts including customer service, variance, process capability, continuous improvement, corrective/preventive action, SPC basics, data collection, and control charts.
- Understanding of the process instrumentation that a process technician/operator utilizes in performing job functions.
- Ability to use the various types of equipment in the process environment and the interaction of the process operator/technician with it.
- Knowledge of equipment roles and control methods for each process system.
- Ability to demonstrate safety and the role played by operator in maintaining the system safely.

Semester 1

Course Number	Course Title	Credit Hours
ATPT130*	Intro to Process Technology	2 hrs.
ATPT 131*	Process Safety, Health and Environ.	3 hrs.
ATPT 140*	Process Instrumentation	4 hrs.
ATPT 141	Process Technology 1 – Equipment	3 hrs.
MATH 111	Technical Math	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
ATPT 242*	Process Technology II – Systems	3 hrs.
ATPT 244*	Process Tech III – Operations	4 hrs.
ATPT 260	Capstone Course	1 hrs.
ATPT 132	Process Quality	3 hrs.
ENGL 107	Technical Writing	4 hrs.

*Courses developed by CAPT (Center for the Advancement of Process Technology)

Course descriptions for ATPT courses are listed under the heading Process Technology in Section 11.

CRIMINAL JUSTICE CERTIFICATE
Requirements for Certificate: 30 hours

The Certificate in Criminal Justice is a career pathway for the Associate in Applied Science and Bachelors of Applied Sciences degrees in Criminal Justice at WVU Parkersburg.   The Certificate in Criminal Justice is available as an online degree. Graduates are qualified for jobs such as animal control workers, baliffs, security guards, or parking enforcement workers. CJ 290 serves as the capstone course for the degree program. It should be taken in the final semester of the degree.

Program Outcomes:
- Display a basic understanding of law and the legal system.
- Exemplify a basic understanding of ethics and how it applies

Course Number	Course Title	Credit Hours
CJ 111	Intro to Criminal Justice	3 hrs.
CJ 112	Criminal and Constitutional Law	3 hrs.
CJ 123	Introduction to Corrections	3 hrs.
CJ 212	Ethics in Criminal Justice	3 hrs.
CJ 231	Criminal Investigations	3 hrs.
CJ 290	Professionalism in Criminal Justice	3 hrs.
PSYC 101	Intro to Psychology	3 hrs.
SOC 101	Intro to Sociology	3 hrs.
ENGL 101	Composition I	3 hrs.
COMM 111	Fundamentals of Speech	3 hrs.

DIVERSIFIED AGRICULTURE CERTIFICATE
Requirements for Certificate: 30-31 hours

There is an increasing demand for locally grown food. The Diversified Agriculture Program is intended to train students to meet these needs. It is designed for enthusiastic students who seek a broad education in the agricultural sciences. The focus of this hands-on experiential learning program is on locally grown products with an emphasis on plant and soil sciences.

Program Outcomes:
- Have knowledge of crop and/or animal physiologic development.
- Have the ability to manage crop and/or animal production.
- Possess knowledge of how soils relate to agricultural productivity.
- Have the ability to develop comprehensive, Integrated Pest and Disease Management plans.
- Possess knowledge of marketing and sales strategies for agricultural products.

Course Number	Course Title	Credit Hours
DAGR 111	Professions in Agriculture	1 hr.
DAGR 112	Soil Science	4 hrs.
DAGR 122	Plant Science and Propagation	3 hrs.
DAGR 224	Pest and Disease Management	3 hrs.
DAGR 270	Professional Field Experience	3 hrs.
DAGR 280	Agriculture Business Planning	1 hr.
MATH 100 **or**	Intermediate Algebra **or**	4 hrs.
MATH 126	College Algebra	3 hrs.
ENGL 101	Composition I	3 hrs.
DAGR ELECTIVES CHOOSE ANY TWO		
DAGR 124	Animal Production	3 hrs.
DAGR 203	Forage Crops	3 hrs.

DAGR 113	Greenhouse Management	3 hrs.
DAGR 201	Vegetable Crops	3 hrs.
DAGR 222	Landscape and Turf Management	3 hrs.

GENERAL ELECTIVES CHOOSE 1

ENT 200	Entrepreneurship	3 hrs.
ENT 206	Management and Marketing	3 hrs.

ELECTRICAL TECHNICIAN CERTIFICATE

Course Number	Course Title	Credit Hours
MTEC 102	Introductory Craft Skills	2 hrs.
ELEC 101	Electrical and Electronics Fund.	2 hrs.
ELEC 101L	Electrical and Electronics Fund. Lab	1 hr.
ELEC 115	Commercial Electric 1	3 hrs.
ELEC 116	Commercial Electric 2	3 hrs.
ELEC 117	Commercial Electric 3	3 hrs.
ELEC 118	Commercial Electric 4	3 hrs.
ELEC 210	Electrical Certification	1 hr.
ELEC 234	Service Learning	3 hrs.
ELEC 260	E & I Capstone	1 hr.
MATH 107	Shop Math 1	3 hrs.
WELD 121	Basic Shielded Metal Arc (SMAW)	3 hrs.
ENGL 107	Technical Writing	3 hrs.

INDUSTRIAL ELECTRICAL & INSTRUMENTATION TECHNICIAN CERTIFICATE
Requirements for Certificate: 30 hrs.

The E&I Certificate provides basic skill sets for working as an electrician or instrumentation technician in an industrial setting.

Program Outcomes:
- Basic understanding of safety.
- Use of hand tools, power tool, and test instruments
- Basic understanding of electrical theory and NEC
- Basic understanding of flow, pressure, and temperature
- Basic understanding of electronic components
- Understanding of motors, transformers and distribution
- Understanding of transducers, actuators, and controllers
- Ability to calibrate and configure process loops
- Use of PLCs, data networks, and DCSs
- Level 4 E & I NCCER Certification Project Completion
- Ability to write concise and accurate reports
- Ability to solve algebraic equations
- Understanding of fractions, decimals, and percentages
- Understanding of area and volume

Semester 1

Course Number	Course Title	Credit Hours
MTEC 102	Introductory Craft Skills	2 hrs.
MTEC 103	Intro to Maintenance Technologies	3 hrs.
ELEC 102	Electrical & Instrumentation Technology 1	3 hrs.

Course Number	Course Title	Credit Hours
ELEC 103	Electrical & Instrumentation Technology 2	3 hrs.
ELEC 104	Electrical & Instrumentation Technology 3	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
ELEC 202	Electrical & Instrumentation Technology 4	3 hrs.
ELEC 203	Electrical & Instrumentation Technology 5	3 hrs.
ELEC 204	Electrical & Instrumentation Technology 6	3 hrs.
ENGL 107	Technical Writing	3 hrs.
MATH 107	Shop Math	3 hrs.
ELEC 260	E & I Capstone Course	1 hr.

ENTREPRENERIAL STUDIES CERTIFICATE
Requirements for Certificate: 30 hours

Semester 1

Course Number	Course Title	Credit Hours
ENGL 101	Composition I	3 hrs.
GBUS 101	Introduction to Business	3 hrs.
CS 101	Introduction to Computing	3 hrs.
ENT 200	Entrepreneurship I	3 hrs.
ENT 206	Managing and Marketing	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
ACCT 201	Principles of Accounting I	3 hrs.
ECON 202	Macroeconomics	3 hrs.
GBUS 117	Business Mathematics	3 hrs.
ENT 207	Financing and Information	3 hrs.
ENT 208	New Venture Accounting	3 hrs.

GENERAL BUSINESS CERTIFICATE
Requirements for Certificate: 30 hours

Semester 1

Course Number	Course Title	Credit Hours
ENGL 101	Composition I	3 hrs.
COMM 111 **or**	Fundamentals of Speech **or**	
COMM 112	Interpersonal Communication	3 hrs.
CS 101	Introduction to Computing	3 hrs.
GBUS 101	Introduction to Business	3 hrs.
GBUS 117	Business Mathematics	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
ACCT 201	Principles of Accounting	3 hrs.
ECON 202	Macroeconomics	3 hrs.
BTEC 275	Advanced Microcomputer Apps for Business	3 hrs.
MGMT 220	Principles of Management	3 hrs.
MKTG 230	Principles of Marketing	3 hrs.

INDUSTRIAL ELECTRICAL/INSTRUMENTATION TECHNICIAN CERTIFICATE

Course Number	Course Title	Credit Hours
CHEM 111	Intro to General Chemistry	4 hrs.

ENGR 120	Engineering Methods for Technicians	3 hrs.
IDIT 101	Advanced Instrumentation 1	3 hrs.
IDIT 102	Advanced Instrumentation 2	3 hrs.
CS 101	Introduction to Computing	3 hrs.
PSCI 111	Intro to Physical Science	4 hrs.
IDIT 201	Advanced Instrumentation 3	3 hrs.
IDIT 202	Advanced Instrumentation 4	3 hrs.
ENGR 220 **or**	Fluid, Mech. and Elect. Power Syst. **or**	3 hrs.
ENGR 230	Control Systems	3 hrs.
IDIT 260	Advanced Instrumentation Capstone	1 hr.

INDUSTRIAL MAINTENANCE CERTIFICATE
Requirements for Certificate: 30 hrs.

The Industrial Maintenance Certificate provides the entry-level mechanical skills of the AAS degree in Multi-craft Technology.

Program Outcomes
Students will have a/an:
- Basic understanding of safety, hand and power tools
- Ability to read construction and blueprint drawings
- Ability to safely handle materials
- Understanding of fasteners, rigging and lubrication
- Ability to repair gaskets, seals, pumps and valves
- Ability to test pneumatic and hydrostatic system
- Ability to install bearings, couplings, chains and belts
- Ability to set baseplates and align equipment
- Ability to perform preventative/predictive maintenance
- Ability to work with compressors and pneumatic systems
- Ability to use laser alignment equipment
- Advanced hydraulic system understanding
- Advanced hydraulic system troubleshooting and repair

Semester 1

Course Number	Course Title	Credit Hours
MTEC 102	Introductory Craft Skills	2 hrs.
MTEC 103	Introduction to Maintenance Tech.	3 hrs.
IM 101	Industrial Maintenance 1	3 hrs.
IM 102	Industrial Maintenance 2	3 hrs.
IM 103	Industrial Maintenance 3	3 hrs.
MATH 107	Shop Math	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
IM 201	Industrial Maintenance 4	3 hrs.
IM 202	Industrial Maintenance 5	3 hrs.
IM 203	Industrial Maintenance 6	3 hrs.
ENGL 107	Technical Writing	3 hrs.
IM 260	IM Capstone Course	1 hr.

INDUSTRIAL SAFETY TECHNOLOGY CERTIFICATE

Course Number	Course Title	Credit Hours
ENGL 107	Technical Writing	3 hrs.
MATH 107	Shop Math 1	3 hrs.
COMM 112	Interpersonal Communications	3 hrs.
MTEC 112 **or**	Workplace Safety **or**	3 hrs.
IST 112	Construction Safety	

IST 120	Fire & Life Safety	3 hrs.
IST 250	Safety Management	3 hrs.
IST 230	Designing for OSHA	1 hr.
IST 130	Industrial Hygiene	2 hrs.
INDT 120	Industrial Safety	2 hrs.
INDT 143	Safety, Health and Environment	3 hrs.
IST 240	HAZWOPER 40	3 hrs.
IST 260	Safety Capstone	1 hr.

LEGAL STUDIES CERTIFICATE
Requirements for Certificate: 30 hrs.

Students may earn a certificate in Legal Studies. This legal studies career pathway begins with the certificate, which is embedded into the AAS and leads to the Bachelor of Science in Legal Studies.

Course Number	Course Title	Credit Hours
LS 101	Intro to Legal Studies	3 hrs.
ACCT 201 **or**	Principles of Accounting **or**	3 hrs.
BTEC 275	Advanced Micro Applications for Business	
CS 101	Intro to Computing	3 hrs.
LS 210	Legal Research and Writing 1	3 hrs.
LS 240	Civil Procedure	3 hrs.
LS 231	Legal Ethics & Professional Responsibility 2	3 hrs.
COMM 111	Fundamentals of Speech	3 hrs.
SOC 101	Intro to Sociology	3 hrs.
ENGL 101	Composition I	3 hrs.
PSYC 101	Intro to Psychology	3 hrs.

PARAPROFESSIONAL PRE K-12 CERTIFICATE
Requirements for Certificate: 37 hrs.

The Education Division offers a one-year Paraprofessional PreK-12 Certificate. Upon completion of the certificate, students may take the West Virginia competency exam for aides, administered by the county, and be eligible for the WV Paraprofessional Certificate. Coursework provided in the curriculum of the WVU Parkersburg Paraprofessional Certificate and Early Childhood Assistant Teacher Credential is approved by the West Virginia Department of Education. This certificate provides training for students to be public school classroom aides, classroom paraprofessionals, and special education aides. Students enrolled in the Paraprofessional Certificate program will be expected to meet the Technical Standards associated with the Elementary Education program. A criminal background check is required of all students in this certificate program.

Program Outcomes
Candidates will:
- Work in classrooms as aides and paraprofessionals
- Demonstrate an understanding of child development
- Demonstrate an understanding of learning differences in the classroom
- Demonstrate an understanding of technology tools used in the classroom
- Demonstrate an understanding of classroom management skills

Course Number	Course Title	Credit Hours
EDUC 250	Intro to Early Education	3 hrs.
ENGL 101	Composition 1	3 hrs.
CDEV 105	Family and Child	3 hrs.
CDEV 210	Curricul and Strats for Early Child Pro	3 hrs.
PSYC 241	Human Growth and Development	3 hrs.

CDEV 205	Young Children with Special Needs	3 hrs.
MATH 100	Intermediate Algebra	4 hrs.
CDEV 240	Observation and Assessment	3 hrs.
CDEV 155 **or**	Guiding Young Children **or**	3 hrs.
EDUC 230	Cooperative Discipline	
EDUC 255	Language Arts & Emergent Literacy	3 hrs.
CS 101 **or**	Introduction to Computing **or**	3 hrs.
CS 108	Educational Technology	
Any SOC with a 100 or 200 level course number	Suggested: SOC 101, 107, 151, 221, or 235	3 hrs.

PHARMACY TECHNICIAN CERTIFICATE
Requirements for Certificate: 31 hrs.

The Pharmacy Technician Certificate Program prepares qualified individuals to function as pharmacy technicians under the supervision of licensed pharmacists. As an integral member of the pharmacy staff, the pharmacy technician utilizes appropriate techniques and procedures to prepare and dispense medications in both the community and institutional pharmacy settings. The pharmacy technician also maintains patient profiles and manages inventory.

Through a combination of classroom presentations, campus laboratory practice and clinical experiences, the student will develop a knowledge of the roles and responsibilities of the pharmacy technician in the safe preparation and delivery of medications to patients. The program includes courses in general and technical education. Clinical and community practice experiences are under licensed pharmacist supervision at local hospital and retail pharmacies.

Program Outcomes: At the completion of the program, the graduating pharmacy technician will be prepared to:
- Assist the pharmacist in the safe preparation and dispensing of drugs.
- Facilitate the maintenance of the pharmacy practice site including inventory maintenance, record keeping, drug product storage and handling, and ordering/inventory of materials.
- Use verbal, non-verbal, and written communication skills to function effectively within the health care team.
- Utilize knowledge of legal parameters and ethical standards of pharmacy practice in record keeping, medication storage and dispensing, customer interactions, guarding protected health information and maintaining product inventory.
- Identify basic principles of pharmacology in relationship to disease states, drug interactions, dosage forms, routes of administration and strengths/doses of medication, and identifying issues that require pharmacist intervention.

APPLICATION TO PROGRAM. The Health Sciences programs have limited enrollment and a selective review process. Students requesting admission to the Pharmacy Technician Certificate program must first meet the requirements for general admission to the college, including satisfactory scores on placement tests.

In addition to meeting all general admission criteria for the college, students must complete a separate Health Sciences application and provide an official copy of their high school transcript or GED and any prior college transcripts.

Additionally, the applicant must be able to engage in educational and training activities in a manner that does not endanger themselves or others, be of good moral character, and have no history of felony conduct or convictions. **The ability to stand for long hours is a requirement for pharmacy technicians.**

Requirements for Admission to the Pharmacy Technician Certificate Program.

Be a high school graduate or possess a GED.
Be eligible to take college English and Math with support lab
Minimum 2.0 cumulative college or high school GPA

Application Procedure. Applications to the Pharmacy Technician Certificate Program are available in the Health Sciences Division office and online at www.wvup.edu/academics/academic-divisions/health-sciences

Admission Limitations. Due to space limitations, qualified applicants are ranked according to Cumulative GPA. An interview may be requested at the discretion of the Pharmacy Technician Program Coordinator.

Requirements for Participation in Clinical Experiences. Each student admitted into the Pharmacy Technician Certificate program must meet the requirements for participation in clinical experiences. Students are required to have a physical examination and complete required immunizations, maintain current CPR certification, submit to drug testing and background check, and adhere to HIPAA regulations and the Professional Standards/Safe Clinical Practice Standards of the Pharmacy Technician Certificate Program. The requirements for participation in clinical experiences can be found online at www.wvup.edu/academics/academic-divisions/health-sciences.

The WVU Parkersburg administration reserves the right to amend this documentation, upon recommendation of the Health Sciences Division, without notice to insure the integrity of the program and safety of the students, college, and community at large.

As a requirement for graduation, each student must take the Pharmacy Technician Certification Exam given by the Pharmacy Technician Certification Board. Students studying on a full-time basis may normally expect to complete the Certificate within two semesters (fall and spring consecutively). The course of study requires completion of the following courses with a grade of C or better and a minimum cumulative grade-point average of 2.0:

Semester 1

Course Number	Course Title	Credit Hours
COMM 112	Interpersonal Communication	3 hrs.
BTEC 253	Medical Terminology	3 hrs.
PTEC101	Pharmacy Practice	7 hrs.
PTEC 112	Pharmacology 1	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
PHIL 231	Workplace Ethics	3 hrs.
PTEC 111	Calculations for Pharmacy Technicians	2 hrs.
PTEC 114	Pharmacology II	3 hrs.
PTEC 102	Clinical-Community Practice	4 hrs.
PTEC 121	Pharmacy Tech Certification Review	3 hrs.

TECHNICAL STUDIES CERTIFICATE

The Certificate in Technical Studies with emphasis in Manufacturing Supervision is a statewide program offered at WVU Parkersburg. This Certificate in Technical Studies makes available to West Virginia's community and technical colleges a program for cooperating with business, industry, service agencies, and labor in offering residents expanded opportunities for growth in occupational knowledge and skills and postsecondary general education. The program provides for incorporation, in a certificate program format, general education, general or related support courses, and specific occupational training. On-the-job training and internship experience may be included as an optional component. Portions of this type of education and training are currently offered through high quality industry, business, labor, and agency-based human resource development programs. In addition, business, industry, labor, and agencies often request specific combinations of existing credit courses and/or non-credit training modules (such as those provided by the WV Training Network); this program provides an approved, appropriate means of meeting such requests.

Program Outcomes
The objectives of this program include:
- Provision of a vehicle to facilitate direct educational partnerships with business, industry, labor, and agencies which are designed to assist in enhancing and maintaining efficiency and effectiveness and, where appropriate, their competitiveness in the regional, national, and international market places.
- Enhancement and broadening of quality industry-based educational and training programs through the addition and integration of a collegiate level general education component in a certificate program format.
- Encouragement of program participants to adopt a philosophy which embraces the practice of continuing lifelong education. Enhancement of the general education, technical, and occupational skills West Virginia's workforce and, consequently, of West Virginia's climate for economic development.
- Provision of a timely and efficient mechanism to address the training and educational needs of business, industry, and agencies through the delivery of customized programs based on documented needs.
- Improvement in the efficiency and effectiveness levels of higher education by using resources in the private sector to complement those of higher education.

This program provides courses meeting the following core competencies:

Component I - General Education (6 credit hour minimum)

Communication Skills (appropriate to occupational area)	3 hrs.
Quantitative Skills	3 hrs.
Optional Additional General Education or Technical Courses*	0-5 hrs.

*Courses which directly support the technical knowledge/skills taught in the program.

Component II - Technical/Occupational Specialty (24 credit hour maximum)
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 newer ratios than 15:1 contact to credit hours for lecture, and at a rate consistent with the lab contact hour/credit hour ratio of WVU Parkersburg. Credit equivalencies for non-credit training modules will be converted at no fewer ratios than 30:1 contact to credit hours. Credit for externally based education and training will be awarded upon completion of the college work Component I.

Component III - Supervised Worksite-Based Learning or On-the-Job Training in the Occupation (6 credit hour maximum)
Credit for worksite-based training is optional in a certificate in technical studies program. When incorporated, such training consists of a paid or unpaid internship practicum, or on-the-job training 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 certificate program 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 is recorded immediately

prior to graduation from WVU Parkersburg.

WELDING TECHNOLOGY CERTIFICATE
Requirements for Certificate: 31 hrs.

The Welding Certificate Program provides instruction in all the popular welding processes. Upon mastery of these processes, students are assessed using the AWS Sense Level 1 examination. This certification usually will allow the student the opportunity to test for a potential employer in whatever code is required. Students studying on a full-time basis may normally expect to complete the certificate in one academic year. All credit earned may be applied to the AAS Degree in Welding Technology should the student subsequently choose to pursue the degree. To complete the certificate, students must complete the following courses with a minimum cumulative grade-point average of 2.0:

Program Outcomes
Students will be able to
- Have a basic understanding of safety, hand and power tools
- Apply principles of oxyacetylene welding, cutting, and brazing.
- Understand basic knowledge and skill with GMAW, SMAW, GTAW, and FCAW processes.
- Perform hands-on basic SMAW welding utilizing E6010 and E7018 electrodes on pad of beads, lap joints, tee joints, and butt joints in all positions.
- Perform hands-on basic GMAW welding on pad of beads, lap joints, tee joints, and butt joints in all positions.
- Perform hands-on basic GTAW welding on pad of beads, lap joints, tee joints, and butt joints in all positions.
- Perform hands-on basic FCAW welding on pad of beads, lap joints, tee joints, and butt joints in all positions.
- Demonstrate blueprint reading.
- Understand basic properties and classification of metals.

To complete the certificate, students must complete the following courses with a minimum cumulative grade-point average of 2.0:

Course Number	Course Title	Credit Hours
WELD 171	Welding Theory	2 hrs.
WELD 111	Basic Oxyacetylene	3 hrs.
WELD 160	Welding Blueprint Reading	3 hrs.
WELD 121	Basic Shielded Metal Arc Welding (SMAW)	3 hrs.
WELD 131	Basic Gas Tungsten Arc Welding (GTAW)	3 hrs.
WELD 133	Basic Flux Core Arc Welding (FCAW)	3 hrs.
WELD 134	Basic Gas Metal Arc Welding (GMAW)	3 hrs.
WELD 281	Metallurgy	3 hrs.
WELD 261	Steel Fabrication	3 hrs.
MATH 107	Shop Math 1	3 hrs.
MTEC 107	Introductory Craft Skills	2 hrs.

WORKFORCE SKILLS CERTIFICATE
Requirements for Certificate: 31 hrs.

This certificate provides an entry-level academic program suited for those students who want a flexible, defined course of study that meets work force entry-level needs. The Applied Certificate in Workforce Skills is an ideal program for students who must take support courses or who are undecided in their career pathway.   According to a study produced by The Center for the Advancement of Process Technology and funded by The National Science Foundation, materials studied in the Certificate in Advanced Skills and the classroom expectations guarantee that a successful candidate possess the skills and competencies needed to succeed in the workplace. The certificate serves as the first rung in an Associate of Arts or Associate of Science career ladder.

Program Outcomes
Students will be able to:
- Allow the college to successfully and correctly track the progress of students who need support and assistance with entry-level skills.
- Seamlessly move into other courses of study by completing classes that 'translate' to credits in other college Associate Degree Programs.
- Meet the requirements of the State of WV as concerns transferability of general education courses within the WV state college system and number of required general education credit hours.

Course Number	Course Title	Credit Hours
ENGL 101	Composition I	3 hrs.
ENGL 102	Composition II	3 hrs.
COMM 111 **or**	Fundamentals of Speech **or**	3 hrs.
COMM 112 **or**	Interpersonal Communications	
ENGL 131 **or**	Types of Literature I **or**	3 hrs.
ENGL 132	Types of Literature II	
MUSIC 170 **or**	Music Appreciation **or**	3 hrs.
THEA 101 **or**	Theatre Appreciation	
ART 101	Art Appreciation **or**	
MATH 121 or higher		3 hrs.
LAB SCIENCE	BIOL, CHEM, GEOL, PHYS, OR PSCI	4 hrs.
Social Science	***Choose 9 hours in three different disciplines:*** PSYC 101, SOC 101, RELI 111, HIST 101, HIST 102 HIST 152, HIST 153, PHIL 111, GEOG, 102 AND POLS 101	

ASSOCIATE DEGREES

Associate degree programs are typically two-year programs with at least 60 credit hours in the program of study. All associate degree programs include general education requirements and some programs include electives.

WVU Parkersburg offers three associate degree levels:

Associate in Applied Science (AAS)
AAS degrees at WVU Parkersburg offer entry-level skills in various career/technical areas. The AAS degree is not designed for transfer to other institutions. The AAS degree includes at least 15 hours of general education.

Associate in Arts (AA)
The Associate in Arts Degree is typically designed for transfer to other colleges and universities or into a BA program at WVU Parkersburg. Students must complete 24 hours of general education.

Associate in Science (AS)
The Associate in Science Degree is typically designed for transfer to other colleges and universities by students or into a BS program at WVU Parkersburg. Students must complete 24 hours of general education.

THE ROLE OF ELECTIVES IN ASSOCIATE DEGREE PROGRAMS
Some programs of study include elective hours. At WVU Parkersburg, three types of electives are used in degree programs. These include the following:

General education
These are electives that must be selected from the approved categories of general education courses at both the associate and baccalaureate levels.

Free electives
These are electives that are "freely" chosen from any discipline to meet the graduation hour requirements at the 100-level or above. These courses are not targeted or named specifically.

Targeted electives
These are electives that must be selected within a certain discipline (i.e. Business, Mathematics, etc.) These are usually determined/decided by the program or degree the student is seeking and are thus "targeted" for a specific reason/cause.

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

AAS degrees at WVU Parkersburg offer entry-level skills in various career/technical areas. The AAS degree is not specifically designed for transfer to other institutions. Students should understand that credit earned in any of these degrees may not apply upon transfer to bachelor's degrees offered by any other college or university. The AAS degree includes at least 15 hours of general education. AAS degrees offered include:

3D Modeling and Simulation Design
Board of Governors*
Business Administration
    Accounting Technician
    Entrepreneurial Studies
    General Business
Business Technology
Computer/Information Technology
Computer Science
Criminal Justice
Child Development
Diversified Agriculture

Engineering Technology
    Electronics and Mechatronics
    Energy Management and Building
    Control
Journalism
Legal Studies
Multi-Craft Technology
Nursing
Occupational Development*
Surgical Technology
Surgical Technology Degree Completion
Technical Studies*
Welding Technology

* Statewide programs

REQUIRED GENERAL EDUCATION COMPETENCIES
FOR ASSOCIATE APPLIED SCIENCE (AAS) DEGREE

General Education Competencies for the Associate in Applied Science **(AAS)**		
Communication		**Credit Hours Required:**

Develop appropriate competencies in:
   Writing
   Speaking
   Listening
   Reading
	ENGL 101, 102, 107 or 108 (writing course)
	 AND
	 COMM 111 or 112
		6

Higher Order Thinking Skills		

Develop appropriate competencies in:
   Problem solving
   Abstract inquiry
   Logical reasoning
   Quantitative literacy
	(For AAS Higher Order Thinking and Scientific Inquiry will be combined)
	 (100 level or higher)
	   Any mathematics, Astronomy, Biology, Chemistry,
	     Computer Science, Environmental Technology,
	     Geology, Physical Science and Physics
		6-7

Scientific Inquiry		
Develop appropriate competencies in:	See above.	-

	Historical and Diverse Perspectives	
Scientific method Problem solving Critical thinking		
Develop appropriate competencies in: 　Ethical perspectives 　Cultural value 　Ethical perspectives 　Historical perspectives	Psychology, Sociology, Religion, Philosophy, Political Science, History, Geography, or Economics	3
	Total Hours	**15**

3D MODELING AND SIMULATION DESIGN
Associate in Applied Science (AAS) Degree

The 3-D Modeling and Simulation Design program offers a high quality and diversified curriculum that prepares students for work in the fields of engineering, simulation software design, architecture and graphic design. Topics in 3D Modeling, Simulation, Parametric Modeling and Architectural Drafting focus on the use of AutoCAD, 3DSMax, Inventor, Microstation and similar software in addition to foundational courses focusing on visual design, drafting and sketch rendering concepts.

Program Outcomes
Students will have the:
- Ability to produce graphic designs and drawings developed by use of computer. Drawings include orthographic, pictorial, electrical, auxiliary, isometric, mechanical and architectural.
- Produces graphic representation and solution of space problems; points, lines, planes, parallelism, perpendicularity, vectors, developments, intersections, and warped surfaces
- Ability to use 3DSMax to create 3D models in an environment that is used in multiple fields of study such as Design, Engineering and Animation.
- Ability to use Microstation to create 3D models in an environment that is used in multiple fields of study such as Design, Engineering and Animation.
- Ability to use Inventor to create 3D models in an environment that is used in multiple fields of study such as Design, Engineering and Animation.
- Ability to animate objects and characters in 2D and 3D
- Ability to create animated architectural and mechanical drawings in 3D

Requirements for AAS: 60 hrs.
Semester 1

Course Number	Course Title	Credit Hours
MATH 111	Technical Math 1	4 hrs.
ENGL 101	Composition 1	3 hrs.
ART 111	Drawing 1	3 hrs.
DRAF 220	Fundamentals of Microstation with 3D	3 hrs.
DRAF 111	Fundamentals of Drafting Using AutoCAD	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
COMM 111	Fundamentals of Speech	3 hrs.
JOUR 360	Digital Imaging	3 hrs.
DRAF 112	Advanced Drafting Techniques	3 hrs.
DRAF 122	Fundamentals of 3D Studio Max	3 hrs.
DRAF 116	3D Modeling with AutoCAD	3 hrs.

Semester 3

Course Number	Course Title	Credit Hours
PHYS 101	Introduction to Physics 1	4 hrs.
DRAF 212	Structural Design with Autodesk Revit	3 hrs.
DRAF 213	Schematic Drawing	3 hrs.
DRAF 225	Advanced Work with 3D Studio Max	3 hrs.
DRAF 226	3D Parametric Modeling with Inventor	3 hrs.

Semester 4

Course Number	Course Title	Credit Hours
HDP	General Education Elective (Historical)	3 hrs.
DRAF 229	Autodesk Revit	3 hrs.
DRAF 227	Autodesk Simulation 360	3 hrs.
DRAFT 228	3D Architectural Drafting	3 hrs.
DRAF 260	Capstone Course	1 hrs.

BOARD OF GOVERNORS
Associate in Applied Science (AAS) Degree

The Board of Governors AAS degree is a nontraditional degree completion opportunity at the associate degree level specifically devised for adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. This degree program provides an opportunity for adult learners to utilize credit for prior learning experiences via licenses, certificates, military credit, and other non-collegiate sources while assuring maximum credit transferability. Through this program, adult students can establish deserved credentials, achieve a personal sense of accomplishment, and position themselves for advancement into a baccalaureate program.

This degree requires 60 credit hours and must be the first associate degree earned. The structure of the degree assures flexibility in program design to meet the individual needs of adult students. The required general education courses assure the development of essential skills and competencies necessary for an associate degree level graduate.

Graduation Requirements include:
Successful completion of 60 hrs.
Minimum overall grade point average of 2.0.
Must have been out of high school for at least two years.

Program Outcomes
Students will:
- Be able to complete a degree using credits earned in a number of ways.
- Meet occupational goals.
- Qualify for employment opportunities.
- Establish professional credentials.
- Achieve personal goals of completing a college degree.
- Be in a position to advance to a Regents Baccalaureate of Arts degree program.

Board of Governors Associate in Applied Science Degree

General Education: 21 hours to include communications, humanities, natural sciences, social sciences, mathematics, computer literacy, and other approved general education courses. The General Education core is broken down in the following four content areas:

Course	Credits
Communications	6 hrs.

Mathematics/Natural Sciences		6 hrs.
Social Sciences/ Humanities		6 hrs.
Computer Literacy		3 hrs.
Total		**21 hrs.**

Free Electives: Students can complete the 60 hour AAS Degree requirement by utilizing credit hours earned through traditional college courses, standardized exams (CLEP, DANTES), institutional-based (in-house) challenge exams, licensure/certification/formal training programs (standardized awards), military training, and portfolio review to complete the additional 39 credit hours.

BUSINESS ADMINISTRATION
Associate in Applied Science (AAS) Degree

The AAS-BA Degree offers concentrations in Accounting Technician, General Business, and Entrepreneurial Studies. It is a comprehensive program that will qualify students for entry-level positions in the banking, accounting, or other entry-level business areas. This program is designed to fold directly into the already established Bachelor of Applied Science in Business Administration (BASBA) program. All business programs are accredited by the Accreditation Council of Business Schools and Programs (ACBSP). 11520 West 119th Street, Overland Park, KS 66213 **www.acbsp.org**

Program Outcomes
- Be able to communicate effectively and professionally both orally and in writing within the context of the business world.
- Demonstrate competence in the use of electronic tools to research, manage, and present information.
- Use quantitative and qualitative strategies to support organizational decision-making.
- Demonstrate the ability to solve problems using programmed and non-programmed decision techniques using logical reasoning for evaluating information and data.
- Demonstrate the ability to work ethically, effectively, and respectively with people of diverse backgrounds and with people whom have different roles, social affiliations, and personalities.

Graduation Requirements
- Complete 60 credit hours from the Accounting Technician, General Business, or Entrepreneurial Studies curriculum.
- Maintain minimum grade-point average of 2.0 in all general education courses and supportive course requirements.
- Maintain minimum grade-point average of 2.25 in all the Business Core courses.
- Maintain minimum grade-point average 2.5 in the area of concentration.
- Complete at least 16 hours of credit at WVU at Parkersburg.
- File Graduation Application at the Registrar's Office within the stated deadlines.

Associate in Applied Science Degree in Business Administration

General Education and Supportive Course Requirements

Course Number	Course Title	Credit Hours
ENGL 101	Composition 1	3 hrs.
ENGL 102	Composition 2	3 hrs.
COMM 111 **or**	Fundamentals of Speech **or**	3 hrs.
COMM 112	Interpersonal Communication	
ECON 202	Macroeconomics	3 hrs.
GBUS 117	Business Math	3 hrs.
CS 101	Introduction to Computing	3 hrs.
COLLEGE LEVEL MATH		3 hrs.
HPER Elective		2 hrs.
Free Elective		2 hrs.
	Hours	**25 hrs.**

Business Core Courses All Concentrations (2.25 Grade Point Average Required)

Course Number	Course Title	Credit Hours
GBUS 101	Introduction to Business	3 hrs.
ACCT 201	Principles of Acct. I	3 hrs.
ACCT 202	Principles of Acct. II	3 hrs.
ECON 201	Microeconomics	3 hrs.
GBUS 202	Business Communications	3 hrs.
BTEC 275	Advanced Microcomputer Apps	3 hrs.
	Hours	**18 hrs.**

Accounting Technician Concentration (2.5 Grade Point Average Required)

Course Number	Course Title	Credit Hours
ACCT 310	Accounting Information Systems	3 hrs.
MGMT 320	Principles of Management	3 hrs.
ACCT 354	Federal Income Tax Accounting II	3 hrs.
GBUS 240	Business Administration Capstone	2 hrs.
ACCT ELECTIVES	Any course with ACCT prefix	6 hrs.
	Hours	**17 hrs.**

General Business Concentration (2.5 Grade Point Average Required)

Course Number	Course Title	Credit Hours
ACCT 310	Accounting Information Systems	3 hrs.
MGMT 220	Principles of Management	3 hrs.
MKTG 230	Principles of Marketing	3 hrs.
GBUS 310	Business Law I	3 hrs.
GBUS 240	Business Administration Capstone	2 hrs.
*Business Electives		3 hrs.
	Hours	**17 hrs.**

Entrepreneurial Studies Concentration (2.5 Grade Point Average Required)

Course Number	Course Title	Credit Hours
ACCT 310	Accounting Information Systems	3 hrs.
ENT 200	Entrepreneurship 1	3 hrs.
ENT 206	Managing and Marketing	3 hrs.
ENT 207	Financing and Information	3 hrs.
ENT 208	New Venture Accounting	3 hrs.
GBUS 240	Business Administration Capstone	2 hrs.
	Total	**60 hrs.**

*Business Electives: Course in ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG, including Cooperative Education electives in a Business discipline. Cooperative Education electives may account for no more than 6 credit hours toward graduation requirements.

BUSINESS TECHNOLOGY

Associate in Applied Science (AAS) Degree

The AAS Degree in Business Technology is a comprehensive program emphasizing the integration of competency skills from the areas of information, technology, basic skills, critical thinking, and problem-solving applications necessary in modern business operations. The program provides learning opportunities to introduce, develop, and reinforce academic and technology skills and attitudes required for job acquisition, retention, and advancement in the 21st Century.

Students with Business Technology skills may use the Credit-by-Examination or In-House Examination in certain courses. See Section V, Academic Information, for eligible CLEP and/or In-House Examinations. Students pursuing EDGE credit should contact their county schools director. To avoid duplication of courses, students should provide EDGE documentation to the Records Office and academic advisor as

soon as possible when admitted to the college.

Program Objectives
Students will:
1. Develop career awareness and related skills to enable students to make viable career choices and become employable in a variety of business and marketing careers.
2. Communicate effectively as writers, listeners, and speakers in business and marketing settings in the global business environment.
3. Use ethical values, behavior, and procedures to make decisions about planning, organizing, and allocating resources.
4. Understand the role that word processing, business information, and multimedia play in the workplace.
5. Demonstrate advanced Microsoft Office technology skills to produce business documents, reports, etc., in business settings.

Graduation Requirements
- Complete 60 credit hours from the Business Technology curriculum.
- Maintain a minimum 2.0 grade-point average in all general education and supportive course requirements.
- Maintain a minimum 2.25 grade-point-average in all business core required courses and obtain a C or better in GBUS 202 Business Communications.
- Maintain a minimum 2.5 grade-point-average in the Business Technology concentration and obtain a C or better in each Business Technology course.
- Complete at least 16 hours of credit at WVU Parkersburg.
- File graduation application at the Registrar's Office within stated deadlines.

Requirements for AAS: 60 hrs.
General Education and Supportive Course Requirements

Course Number	Course Title	Credit Hours
ENGL 101	Composition 1	3 hrs.
ENGL 102	Composition 2	3 hrs.
COMM 111 **or**	Fundamentals of Speech **or**	3 hrs.
COMM112	Interpersonal Communication	
ECON 202	Macroeconomics	3 hrs.
GBUS 117	Business Mathematics	3 hrs.
CS 101	Introduction to Computing	3 hrs.
COLLEGE LEVEL MATH		3 hrs.
HPER Elective		2 hrs.
Free Elective		1 hr.
	Hours	**24 hrs.**

Required Business Core Courses (2.25 Required Grade Point Average)

Course Number	Course Title	Credit Hours
GBUS 101	Introduction to Business	3 hrs.
ACCT 201	Principles of Acct. 1	3 hrs.
ECON 201	Microeconomics	3 hrs.
GBUS 202	Business Communications	3 hrs.
BTEC 275	Advanced Microcomputer Applications	3 hrs.
	Hours	**15 hrs.**

Required Business Technology Courses (2.5 Required Grade Point Average)

Course Number	Course Title	Credit Hours
BTEC 116	Intermediate Keyboarding	3 hrs.
BTEC 235	Microsoft Word for Windows	3 hrs.
BTEC 265	Multimedia Presentations	3 hrs.
BTEC 270	Introduction to Web Page Design	3 hrs.
BTEC 295	Professional Development Seminar	3 hrs.
*Business Electives		6 hrs.

Hours	**21 hrs.**
Total	**60 hrs.**

*Business Electives: Course in ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG, including Co-operative Education electives in a Business discipline. Cooperative Education electives may account for no more than 6 credit hours toward graduation requirements.

CHILD DEVELOPMENT
Associate in Applied Science (AAS)

The Associate in Applied Science (AAS) in Child Development provides preparation for those interested in working in childcare, Head Start, or preschool collaboratives. Students may receive credit hours for completions of the Apprenticeship Child Development Specialist program or a valid current CDA credential. Credit is determined based on review of student records by a certification analyst. The AAS in Child Development degree builds upon the Certificate in Child Development program.

Program Outcomes:
In alignment with the NAEYC standards for Professional Preparation, the Child Development Program at WVU Parkersburg is dedicated to achieving the following preparing graduates who can and do:
 • Promote child development and learning
 • Build community and family relationships
 • Observe document and assess young children
 • Teach young children in a developmentally and individually appropriate way
 • Act as an early childhood professional

The principal elements of the assessment plan for the Certificate in Child Development are:
 • Mastery of general education objectives
 • Mastery of understanding of context, content, strategies, and dispositions related to the field of early childhood.
 • Demonstration of the ability to promote child development and learning
 • Demonstration of the ability to build family and community relationships
 • Demonstration of observation and assessment of young children
 • Demonstration of teaching of young children
 • Demonstration of professionalism within the field of early childhood

Requirements for Admission and Retention
In order to be considered for Admission to and Retention in the Associate in Applied Science with an emphasis in Child Development:
 Student must hold at least a 2.0 grade point average (GPA).
 Student must complete all program (CDEV and EDUC) coursework with a C or better.
 Student must fulfill the following requirements in accordance with the Admission to the BAS with an emphasis in Child Development Policy. A file for each Child Development student will be maintained in the Education Office with all required documentation. When items are missing or need to be updated, the student must submit them by a date designated in a letter to the student in accordance with the Admission Policy. Failure to resolve issues by the deadline will result in removal from the program.
  a. Fingerprints for BCI if he/ she is a resident of WV and has not lived outside of the state after the age of 18. If he/ she is an out-of-state resident or has lived outside of the state after the age of 18 he/ she needs an FBI check (fees may be associated with this process).
  b. A statement of criminal record must be completed and returned. Must be updated every 2 years.
  c. Medical Form. Must be updated every 2 years.
  d. A negative result of TB test must be on file. Must be updated annually.
  e. Authorization and Release for Protective Services Record Check form must be completed and returned with no findings of maltreatment. Form # BCF-PSRC 6/2005.
  f. Must hold a current Food handlers Card. (Must be updated every 2 years)

g. Copy of High School Diploma or GED must be on file.

h. Student must sign a confidentiality form.

i. The student must pass all required background checks and receive a "no conviction statement" from the Department of Health and Human Resources; waivers will not be granted. Student must also have no substantiated claims against them through Child Protective Services.

Files containing the above materials will be reviewed by the Child Development Department regularly. Failure to maintain a complete file at any time after admission will result in removal from Admitted status.

Students must uphold the NAEYC Code of Ethical Conduct http://www.naeyc.org/files/naeyc/image/public_policy/Ethics%20Position%20Statement2011_09202 013update.pdf. Failure to adhere to the code may result in dismissal from the program.

Student must take the Early Childhood Education Competency Assessment (Pre-Pac), a standards-based

competency assessment measuring knowledge and skills in the area of early childhood education to graduate from the program.

Semester 1

Course Number	Course Title	Credit Hours
EDUC 250	Intro to Early Education	3 hrs.
CDEV 105	Family and the Child	3 hrs.
CDEV 210	Curriculum and Strategies for Early Childhood Programs	3 hrs.
ENGL 101	Composition I	3 hrs.
PSYC 241	Human Growth and Development	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
CDEV 205	Young Children With Special Needs	3 hrs.
MATH 100	Intermediate Algebra	4 hrs.
CDEV 240	Observation & Assessment Strategies	3 hrs.
CDEV 155 **or** EDUC 230*	Guiding Young Children **or** Cooperative Discipline	3 hrs.
EDUC 255	Language Arts & Emergent Literacy	3 hrs.

Semester 3

Course Number	Course Title	Credit Hours
CDEV 243	Infant and Toddler Development	3 hrs.
ENGL 102	Composition II	3 hrs.
HPER 172	First Aid	2 hrs.
CDEV 242	Preschool Development	3 hrs.
Any SOC with a 100 or 200 level course number	Suggested: SOC 101, 107, 151, 221, or 235	3 hrs.

Semester 4

Course Number	Course Title	Credit Hours
HPER 215	Personal and Community Health	2 hrs.
CDEV 251*	Capstone	4 hrs.
CDEV 255	Capstone Seminar	3 hrs.
CS 108 OR CS 101	Educational Technology Introduction to Computing	3 hrs.
COMM 111 **or** COMM 112	Fundamentals of Speech **or** Interpersonal Communication	3 hrs.
	Total	**60 hrs.**

* Field experience required

Additional field experience may be required as part of Individual child development courses.

COMPUTER AND INFORMATION TECHNOLOGY
Associate in Applied Science (AAS) Degree

The Associate in Applied Science degree program in Computer and Information Technology will prepare the student for a career in the computer/networking industry. Along with the general education requirements, students will take courses preparing them for a number of industry-recognized certifications, including A+, Network+, Cisco Certified Networking Associate Certification (CCNA), Microsoft Certified Professional Certification (MCP) and Linux+.

Program Outcomes
Students will be able to:
- Possess basic understanding of operating systems
- Perform PC management and maintenance
- Understand of Cisco CCNA curriculum
- Understand of OSI and TCP/IP models
- Address, subnet and encapsulate IP networks
- Understand of Info Sys principles and terminology
- Determine Information System requirements
- Know legal and ethical issues
- Configure and troubleshoot routers, switches, servers and workstations.
- Understand of Operating Systems
- Apply of LAN and VLAN Switching technologies
- Be prepared for Information Technology industry-standard certification examination(s).

Requirements for AAS: 60 hrs.

Semester 1

Course Number	Course Title	Credit Hours
CIT 101	PC Management and Maintenance (A+)	5 hrs.
CIT 105	Network Fundamentals (Cisco)	5 hrs.
MATH 111	Technical Math 1	4 hrs.
CS 101	Intro to Computing	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
MATH 112	Technical Math 2	4 hrs.
CIT 106	Routers & Routing Fundament. (Cisco)	5 hrs.
CIT 114	Windows Operating Systems (MCP)	3 hrs.
COMM 111	Fundamentals of Speech	3 hrs.

Semester 3

Course Number	Course Title	Credit Hours
CIT 130	Principles of Information Systems	3 hrs.
CIT 205	Inter. Routing and Switching (Cisco)	5 hrs.
CIT 140	Electricity & Digital Electronics Funda	2 hrs.
CIT 141	Electricity & Digital Electronics Funda L	1 hrs.
CIT 240	Introduction to Linux	3 hrs.

Semester 4

Course Number	Course Title	Credit Hours
ENGL 101	Composition 1	3 hrs.
CIT 206	WAN Theory and Design (Cisco)	5 hrs.
CIT 211	Network Infrastructure (MCP)	3 hrs.
CIT 260	Capstone Project	3 hrs.
	Total	**60 hrs.**

COMPUTER SCIENCE
Associate in Applied Science (AAS) Degree

The Computer Science AAS program focuses on Software Analysis and Design. The curriculum is a business-friendly and useful curriculum. This program will provide students clear transition to employment in the fields of software development and/or into the BAT Software Engineering major.

Program Outcomes
Students will have a/an:
- Basic understanding of computer hardware and software, and the difference between operating system software and application software
- Ability to use application software to achieve goals and solve problems
- Ability to understand and use elements of good programming style and best practices
- Understanding of programming paradigms, such as imperative, functional, and object oriented design
- Ability to understand and use variables with different data types and control structures
- Ability to perform top-down design, use modular programming, string processing, elementary data structures, basic disk I/0, and recursion
- Understanding of problem-solving methods and development of algorithms for data manipulation, searching and sorting
- Ability to use complex data structures and algorithms to represent data relationships and solve complex problems
- Ability to use a database management system to create, read, update, and delete records
- Ability to use file systems and database systems to store and retrieve application state data and data structures
- Ability to design, configure, troubleshoot, and manage database tables, normalize data, and store and retrieve object attributes in a database

Requirements for AAS: 60 hrs.

Semester 1

Course Number	Course Title	Credit Hours
CS 121	Computer Programming 1	3 hrs.
CIT 130	Principles of Information Systems	3 hrs.
HDP	Elective	3 hrs.
MATH 126	Introduction to College Algebra	3 hrs.
CS 101	Introduction to Computers	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
CS 122	Computer Programming 2	3 hrs.
CIT 114	Windows Operating System	3 hrs.
ENGL 101	Composition 1	3 hrs.
MATH 128	College Trigonometry	3 hrs.
COMM 111	Introduction to Speech	3 hrs.

Semester 3

Course Number	Course Title	Credit Hours
CS 221	Algorithm Analysis	3 hrs.
CS 301	Database Theory and Design	3 hrs.
CIT 105	Introduction to Networking	5 hrs.
CS 129	Web Page Design	3 hrs.

Semester 4

Course Number	Course Title	Credit Hours
CS 220	Web programming	3 hrs.
CIT 240	Introduction to Linux	3 hrs.
CS 260	Capstone Project	2 hrs.

CS 261	Capstone Lab	1 hrs.
ENGL 102	Composition 2	3 hrs.
LAB SCIENCE	Any 4 cr. Hr. Lab Science	4 hrs.
	Total	**60 hrs.**

CRIMINAL JUSTICE
Associate in Applied Science (AAS) Degree

The Associate in Applied Science Degree in Criminal Justice is embedded in the Bachelor of Applied Science (BAS) degree. This degree program studies society's formal control systems, the administration of justice and the criminal process. It covers various aspects of police and security work, criminal law and the courts, the penal system, crime prevention and investigation, correctional theories, and root causes of crime. It is a program designed to provide students with a basic understanding of the criminal justice system and the basic skills needed to further pursue education and work in law enforcement, corrections, and justice. CJ 111 is to be the first CJ course for Criminal Justice majors. CJ 291 will be taken the semester of graduation. A Major Fields Test will be taken in CJ 111 and again in CJ 291. The AAS in Criminal Justice is also available for completion as an on-line/E Campus program.

Program Outcomes:
- Apply learned concepts by bridging the gap between theories and practice.
- Identify the investigative process and applicable laws.
- Summarize the process of prosecuting a criminal case at the state and federal levels.
- Display decision making and critical thinking skills as it relates to criminal justice.

Graduation Requirements.
- Complete all listed courses.
- Complete all necessary developmental courses.
- Maintain a minimum 2.0 cumulative grade-point average.
- Complete at least 16 credit hours at WVU Parkersburg.
- File a graduation application to receive a degree at the Registrar's Office within stated deadlines.

Requirements for AAS: 60 hrs.

Course Number	Course Title	Credit Hours
CJ 111	Intro to Criminal Justice	3 hrs.
CJ 112	Criminal and Constitutional Law	3 hrs.
CJ 123	Introduction to Corrections	3 hrs.
CJ 212	Ethics in Criminal Justice	3 hrs.
CJ 231	Criminal Investigations	3 hrs.
CJ 232	Criminology	3 hrs.
CJ 290	Professionalism in Criminal Justice	3 hrs.
CJ 291	Internship	3 hrs.
PSYC 101	Intro to Psychology	3 hrs.
SOC 101	Intro to Sociology	3 hrs.
ENGL 101	Composition I	3 hrs.
COMM 111	Fundamentals of Speech	3 hrs.
HPER 172	Standard First Aid	2 hrs.
ENGL 102	Composition 2	3 hrs.
POLS 101 **or**	Elements of Democratic Gov. **or**	3 hrs.
POLS 102	American Federal Government	
MATH 126 or higher	College Algebra or higher	3 hrs.
PSYC 281 **or**	Abnormal Psychology **or**	3 hrs.
PSYC 365	Forensic Psychology	
Science	Lab Science	4 hrs.
SOC 235	Race Relations and Minority Groups	3 hrs.
CJ Elective		3 hrs.
	Total	**60 hrs.**

DIVERSIFIED AGRICULTURE
Associate in Applied Science (AAS) Degree

There is an increasing demand for locally grown food. The Diversified Agriculture Program is intended to train students in the skills to meet the needs and was designed for enthusiastic students who seek a broad education in the agricultural sciences. The focus of this hands-on experimental learning program is on locally grown products with an emphasis on plant and soil sciences.

Program Outcomes
Students will
- Have knowledge of crop and/or animal physiologic development.
- Have the ability to manage crop and/or animal production.
- Possess knowledge of how soils relate to agricultural productivity.
- Have the ability to develop comprehensive, Integrated Pest and Disease Management plans.
- Possess knowledge of marketing and sales strategies for agricultural products.

Requirements for AAS: 60-61 hrs.

Course Number	Course Title	Credit Hours
DAGR 111	Professions in Agriculture	1hr.
DAGR 112	Soil Science	4 hrs.
DAGR 122	Plant Science and Propagation	3 hrs.
DAGR 224	Pest and Disease Management	3 hrs.
DAGR 270	Professional Field Experience	3 hrs.
DAGR 280	Agriculture Business Planning	1 hr.
MATH 100 **or**	Intermediate Algebra **or**	4 hrs.
MATH 126	College Algebra	3 hrs.
ENGL 101	Composition I	3 hrs.
DAGR 124	Animal Production	3 hrs.
DAGR 203	Forage Crops	3 hrs.
DAGR 113	Greenhouse Management	3 hrs.
DAGR 201	Vegetable Crops	3 hrs.
DAGR 222	Landscape and Turf Management	3 hrs.
ENT 200	Entrepreneurship	3 hrs.
ENT 206	Management and Marketing	3 hrs.
BIOL 101 **and**	General Biology 1 **and**	3 hrs.
BIOL 103	General Biology 1 Lab	1 hr.
CHEM 111	Intro to General Chemistry	4 hrs.
ELECTIVES CHOOSE 2		
BIOL 101 **and**	Microbiology **and**	3 hrs.
BIOL 103	Microbiology Lab	1 hr.
BIOL 211	Zoology: Animals as Organisms	4 hrs.
BIOL 212	Botany: Plants as Organisms	4 hrs.

ENGINEERING TECHNOLOGY
Associate in Applied Science (AAS) Degree

The AAS Degree in Engineering Technology provides a sound framework in basic engineering courses and experience needed for employment in a wide variety of fields. Graduates are prepared to solve problems and make calculations in their specialty fields. Fundamentals are stressed with the expectation that graduates can offer basic entry skills to the majority of industrial and technical employers.

Technicians qualified in these areas will be hire to commission, maintain and troubleshoot various types of control and communication systems. Due to the highly technical nature of the skills required in these careers, this is a very rigorous program which requires students to excel in courses such as computer networking, computer programming, fluid, mechanical and electrical power systems and electronics. In addition, an in-depth understanding of particular processes is required.

Program Outcomes
Students will

- Demonstrate good safety practices
- Possess basic understanding of electrical theory
- Understand and applies PLC programming, open and closed loop control, transducers, actuators, controllers, motor controls and robotics.
- Understand and apply good software development practices.
- Be able to write, document, test and deploy complex industrial software in a variety of industrial settings.

Graduation Requirements:
1. Complete the degree.
2. Maintain a minimum 2.0 cumulative grade point average.
3. Complete at least 16 credit hours at WVU Parkersburg.
4. File application to receive a degree at the Registrar's Office within stated deadlines.
5. **"C"** or better must be earned in all courses.

Engineering Technology

Course Number	Course Title	Credit Hours
CS 101	Introduction to Computing	3 hrs.
CS 121	Computer Programming 1	3 hrs.
PSCI 111	Introduction to Physical Science	3 hrs.
ELEC 101	Electrical and Electronics Fundamentals	2 hrs.
ELEC 101L	Electrical and Electronics Fundamentals Lab	1 hrs.
MATH 111 **or**	Tech Math 1 **or**	4 hrs.
MATH 126	College Algebra	3 hrs.
ENGR 120	Engineering Methods for Technicians	3 hrs.
CS 122	Computer Programming 2	3 hrs.
MATH 112 **or**	Tech Math 2 **or**	4 hrs.
MATH 128	College Trigonometry	3 hrs.
ENGR 124	PLCs, Industrial Computers and Telemetry Fund.	3 hrs.
DRAF 114	Electrical Drafting	3 hrs.
ENGR 230	Control Systems	3 hrs.
ENGL 101 **or**	Composition 1 **or**	3 hrs.
ENGL 107	Technical Writing 1	3 hrs.
COMM 111 **or**	Fundamentals of Speech **or**	3 hrs.
COMM 112	Interpersonal Communications	3 hrs.
ENGR 240	Heating and Cooling Systems 1	3 hrs.
HDP Elective	Historical and Diverse Perspectives Elective	3 hrs.
ENGR 220	Fluid, Mechanical and Electrical Power Systems	3 hrs.
ENGR 234 **or**	Advanced Control Systems **or**	3 hrs.
ENGR 241	Heating and Cooling Systems 2	3 hrs.
ENGR 228 **or**	Embedded Systems Programming **or**	3 hrs.
ENGR 250	Building Automation Control	3 hrs.
ENGR 280	Specialized Technologies	4 hrs.

JOURNALISM
Associate in Applied Science (AAS) Degree

The AAS degree in Journalism provides training for those interested in working at small circulation daily, biweekly or weekly newspapers, small-market radio and television stations, advertising and public relations firms, and business organizations which maintain their own public information and publications

Program Outcomes
Students will be able to:
- Write well and be able to synthesize information into a coherent and informative piece;
- Demonstrate an appreciation of the theory and practice of good visual communication, whether it be in information graphics, photojournalism, online journalism, or television journalism;
- Formulate cogent questions and develop principled conclusions in interviewing sources and covering public affairs;
- Uphold the principles and responsibilities of a free press, including a commitment to accuracy, fairness, depth, and social conscience;
- Acquire the critical thinking and professional skills necessary to collect, evaluate, and organize information in ways that fulfill the journalist's responsibility to the public;
- Become the kind of web-first journalist who reports, writes, edits, and publishes on the Internet;
- Learn to present multimedia stories in new ways while maintaining traditional journalism standards of fairness, accuracy, and quality.

Graduation Requirements:
Complete the 60 hours of credit in the courses outlined.
Complete at least 16 hours of credit at WVU Parkersburg.
Maintain a minimum 2.0 cumulative grade-point average.
Maintain a minimum 2.5 cumulative grade-point average in core required courses.
File an application to receive a degree at the Registrar's Office within stated deadlines.

Course Number	Course Title	Credit Hours
ENGL 101	Composition 1	3 hrs.
ENGL 102	Composition 2	3 hrs.
COMM 111 **or**	Fundamentals of Speech **or**	3 hrs.
COMM 112	Interpersonal Communication	
GEOG 102 **or**	World Geography **or**	3 hrs.
HIST 153	U.S. History From Reconstruction/Present	
POLS 102	American Federal Govt.	3 hrs.
CS 101	Introduction to Computing	3 hrs.
GBUS 101	Introduction to Business	3 hrs.
College level Math		3 hrs.
JOUR 101	Intro. to Mass Communications	3 hrs.
JOUR 110	Basic Newswriting	3 hrs.
JOUR 215	Media Writing	3 hrs.
JOUR 220	Photography	3 hrs.
JOUR 225	Newspaper Production 1	1 hr. (X2)
JOUR 226	Newspaper Production 2	1 hr. (X2)
JOUR 240	Multimedia Reporting	3 hrs.
JOUR 293**	Cooperative Work Experience	3 hrs.
JOUR 318	News Reporting	3 hrs.
JOUR 319	Broadcast News Writing	3 hrs.
JOUR 360	Digital Imaging	3 hrs.
JOUR 410	Graphic Design	3 hrs.
Free Elective		2 hrs.
	Total	**60 hrs.**

**Coursework may be substituted for Co-op.

LEGAL STUDIES (LS)
Associate in Applied (AAS) Science

Students may earn an Associate in Applied Science in Legal Studies. This Legal Studies career pathway begins with the certificate, which is embedded into the AAS and leads to the Bachelor of Science.

Course Number	Course Title	Credit Hours
LS 101	Intro to Legal Studies	3 hrs.
ACCT 201 **or**	Principles of Accounting **or**	3 hrs.
BTEC 275	Advanced Micro Applications for Business	
CS 101	Intro to Computing	3 hrs.
LS 210	Legal Research and Writing 1	3 hrs.
LS 240	Civil Procedure	3 hrs.
LS 231	Legal Ethics & Professional Response	3 hrs.
COMM 111	Fundamentals of Speech	3 hrs.
SOC 101	Intro to Sociology	3 hrs.
ENGL 101	Composition I	3 hrs.
PSYC 101	Intro to Psychology	3 hrs.
LS 220	Legal Research and Writing 2	3 hrs.
CJ 270	Courtroom Procedures	3 hrs.
LS 291	Internship	3 hrs.
LS 215	Law Office Management	3 hrs.
LS 320	Property and Probate	3 hrs.
SOC	Any SOC course 200 or above	3 hrs.
POLS 101 **or**	Elements of a Democratic Govt. **or**	3 hrs.
POLS 102	American Federal Government	
ENGL 102	Composition 2	3 hrs.
Lab Science		4 hrs.
LS 295	Legal Professional Development	2 hrs.
	Total	**60 hrs.**

MULTI-CRAFT TECHNOLOGY
Associate in Applied (AAS) Science

The Multi-Craft Technology program prepares graduates for positions as technicians that install, service, repair, and maintain equipment in today's modern industrial, commercial and/or manufacturing facilities. Students learn many aspects of maintenance activity that are required to be successful in several business sectors. Courses include preventive maintenance, system design, and troubleshooting concepts that integrate practical application and knowledge of electrical, electronic, hydraulic, and mechanical systems. Students learn technical skills in reading schematics, pneumatics/hydraulics, welding, fabrication, electricity, safety, and maintenance procedures. Educational experiences include extensive hands-on instruction in a laboratory/shop setting. This blend of theory and application helps the student to adapt to changing technology and work environments.

Graduates obtain employment in positions such as industrial maintenance technician, facility maintenance technician, electrician, maintenance supervisor, maintenance planner, or maintenance inspector. This multi-faceted program facilitates those interested in multi-craft positions; the trained technician realizes when a more highly qualified professional is required to resolve the maintenance situation.

Program Outcomes
Students will be able to:
1. Understand and uses terminology, measuring systems, hand tools, mechanical instruments, lathes, mills and measuring tools.
2. Apply of sketching, pattern making, layout, and assembly of parts from sheet metal.

3. Read and work to close tolerance from machine prints and drawings commonly used in the machine trades.
4. Program and run CNC Lathes and Milling Machines; both G Code and conversational language is used.
5. Understand properties of ferrous and nonferrous metals, physical metallurgy of ferrous metals, producing iron and steel, surface treatment, alloys of special steel and classification of steels.
6. Acquire bevel plate certification in all positions with the gas tungsten arc welding (GTAW) process according to the AWS Code
7. Write reports, requisitions, and operational instruction.

Semester 1

Course Number	Course Title	Credit Hours
MTEC 102	Introductory Craft Skills	2 hrs.
MTEC 103	Introduction to Maintenance Tech.	3 hrs.
IM 101	Industrial Maintenance 1	3 hrs.
IM 102	Industrial Maintenance 2	3 hrs.
IM 103	Industrial Maintenance 3	3 hrs.
MATH 107	Shop Math 1	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
IM 201	Industrial Maintenance 4	3 hrs.
IM 202	Industrial Maintenance 5	3 hrs.
IM 203	Industrial Maintenance 6	3 hrs.
ENGL 107	Technical Writing	3 hrs.
MATH 108	Shop Math 2	3 hrs.

Semester 3

Course Number	Course Title	Credit Hours
ELEC 102	Electrical & Instrumentation Techn. 1	3 hrs.
ELEC 103	Electrical & Instrumentation Techn. 2	3 hrs.
ELEC 104	Electrical & Instrumentation Techn. 3	3 hrs.
COMM 112	Interpersonal Communication	3 hrs.
PHIL 231	Workplace Ethics	3 hrs.

Semester 4

Course Number	Course Title	Credit Hours
CS 101	Introduction to Computing	3 hrs.
ELEC 202	Electrical & Instrumentation Tech. 4	3 hrs.
ELEC 203	Electrical & Instrumentation Tech. 5	3 hrs.
ELEC 204	Electrical & Instrumentation Tech. 6	3 hrs.
MTEC 280	Capstone Course	1 hrs.
	Total	**60 hrs.**

NURSING

Associate in Applied (AAS) Science

The Associate in Applied Science Degree in Nursing at West Virginia University Parkersburg is a program designed and offered through membership in the West Virginia Consortium of Associate Degree Nursing Programs (WVCADN). WVCADN is a partnership of nursing programs at four of the West Virginia Community Colleges. Eastern West Virginia Community and Technical College, Bridge Valley Community and Technical College, West Virginia Northern Community and Technical College, and West Virginia University at Parkersburg are schools within the Consortium. The Consortium shares a common concept-based integrated curriculum culminating in an Associate of Applied Science degree in nursing; shared agreements for academic standards including admission criteria, progress and graduation standards; and shared agreements for development and implementation of student procedures and guidelines as delineated in the Student Nurse Handbook.

Clinical experiences are provided in a variety of healthcare settings. Completion of the nursing courses and general education degree requirements and subsequent posting of the degree provides eligibility for students to apply for licensure as registered nurses. Licensing requirements are the exclusive responsibility of the State Boards of Nursing. WVU Parkersburg's Associate Degree in Nursing is approved by the West Virginia Board of Examiners for Registered Professional Nurses and accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326. Phone **404.975.5000**, Fax **404.975.5020**, Website **www.acenursing.org/**.

Program Outcomes

Human Flourishing
Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
1. Collaborate with the patient or designee to plan and provide nursing care that respects the patient's individual values and needs.

Nursing Judgment
Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.
2. Generate safe and effective patient centered care using the nursing process.
3. Incorporate effective communication strategies to reduce risk and injuries in the healthcare environment.

Professional Identity
Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. Create caring relationships with patients and support systems consistent with the ANA Standards of Nursing Practice and the Code of Ethics.
5. Evaluate the utilization of healthcare system resources to efficiently and effectively manage care.

Spirit of Inquiry
Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.
1. Integrate current best practices to plan and implement safe and effective patient care.

Clinical nursing experiences are offered under faculty supervision at Appalachian Behavioral Health, Camden-Clark Medical Center, Charleston Area Medical Center, Marietta Memorial Hospital, Selby General Hospital, area nursing homes, and other selected community agencies.

APPLICATION TO PROGRAM. The Health Sciences programs have limited enrollment and a selective review process. Applicants requesting admission to the WV Consortium of Associate Degree Nursing Programs must first meet the requirements for general admission to the college, complete eligibility requirements to take college Math and English, and be admitted to the college.

In addition to meeting all general admission criteria for the college, students must complete a separate Health Sciences application, provide an official copy of their high school transcript and any prior college transcripts, and complete the pre-nursing admission exam.

Applicants to the Associate Degree Nursing program must be eligible to meet the requirements for licensure in the state of West Virginia as stated in West Virginia Code §30-7-6. These conditions include:

Be a high school graduate or equivalent.
Be a graduate of an accredited school of nursing.

Admission to and graduation from the nursing program does not guarantee that the West Virginia Board of Examiners for Registered Professional Nurses will endorse the graduate as a candidate to sit for the licensure examination.

The Board of Examiners for Registered Professional Nurses may deny testing to any applicant proven guilty of certain infractions such as, but not limited to, fraud, felony, or moral misconduct. (West Virginia Code §30-7-11.)

Additionally, the applicant must be able to engage in educational and training activities in a manner that does not endanger themselves or others. Technical Standards required for Admission, Progression, and Graduation can be found on the Health Sciences Division website.

Requirements for admission to the Associate Degree Nursing Program*
1. High school graduate or equivalent (USA GED)
2. English proficiency
3. 2.5 GPA from high school or college courses
4. Eligible to take college English and Math
5. Pre-nursing Health Education Systems, Incorporated (HESI) A_2 admission exam composite score of 75 or higher. HESI A2 composite scores must be within the last three (3) years. Pre-nursing admission exams may be completed one time per semester for a maximum of three times for consideration for admission.   Further information about the exam can be found online at **www.wvup.edu/academics/academic-divisions/health-sciences.**

Application Procedure
Applications will be accepted year round. Application forms are available in the Health Sciences Division office and online at **www.wvup.edu/academics/academic-divisions/health-sciences.**

It is important to note that completion of the application process does not imply that the applicant will be admitted to the nursing program.

Admission Limitations
Due to space limitations, qualified applicants are ranked according to pre-nursing admission entrance test scores, and cumulative grade point averages.

The highest ranked students who meet the admission requirements by March 15 for a fall admission or September 15 for spring admission are admitted first; other qualified applicants will be placed on a waiting list. The first day of class the waiting list is deleted. Because of competition for space, it is possible qualified applicants may not be selected for admission.

Updates to Applications.
Students interested in pursuing admission in the next cycle must resubmit a completed application to the Health Sciences Division. It is the responsibility of the student to provide appropriate documentation of changes in his/her personal and/or academic record.

CLINICAL PRACTICE REQUIREMENTS
Each student admitted into the Nursing Program must meet the requirements for participation in clinical experiences. Students are required to have a physical examination and complete required immunizations, maintain current CPR certification, submit to drug testing and background check, and adhere to HIPAA regulations and the Professional Standards/Safe Clinical Practice Standards of the Nursing Program. The requirements for participation in clinical experiences can be found online **at www.wvup.edu/academics/academic-divisions/health-sciences**.

Technical Standards for Admission, Progression and Graduation*

Personal Attributes and Capabilities Essential for Admission, Progression and Graduation of WVU Parkersburg Nursing Students:
The curricula leading to a degree in Nursing from WVU at Parkersburg requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to perform these functions satisfactorily. In addition to being essential to the successful completion of the requirements of a nursing degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

Technical standards that describe the non-academic qualifications required in addition to academic qualifications that the college considers essential for entrance to, continuation in and graduation from its nursing degree program can be found on the Health Sciences website. Candidates for a nursing degree must be able to meet these minimum standards with or without reasonable accommodation for successful completion of degree requirements.

The WVU Parkersburg administration reserves the right to amend this documentation, upon recommendation of the Nursing Faculty Organization, without notice to insure the integrity of the program and safety of the students, college, and community at large.

Even though this catalog describes courses required to complete the Associate in Applied Science degree in the Nursing Program at WVU Parkersburg, it is not prescriptive or intended to replace counsel from an academic advisor. Course availability may vary and students are strongly encouraged to consult an academic advisor concerning course sequence and degree requirements.

Graduation Requirements
   Complete 60 credit hours as outlined in the Course of Study.
   Maintain a minimum 2.0 cumulative grade-point average.
   Complete all courses in the curriculum with a grade of C or better:

Semester 1

Course Number	Course Title	Credit Hours
PSYC 101	Intro. to Psychology	3 hrs.
BIOL 107*	Anatomy and Physiology	4 hrs.
NURS 132	Drug and Dosage Calculations I	1 hr.
NURS 133	Health Assessment and Diagnostics I	2 hrs.
NURS 134	Introduction to Nursing Concepts	8 hrs.

Semester 2

Course Number	Course Title	Credit Hours
BIOL 108*	Anatomy and Physiology 2	4 hrs.
NURS 142	Drug and Dosage Calculations II	1 hr.
NURS 143	Health Assessment & Diagnostics II	1 hr.
NURS 144	Nursing Concepts of Health & Illness I	9 hrs.

Semester 3

Course Number	Course Title	Credit Hours
BIOL 200	Microbiology	3 hrs.

ENGL 101	Composition I	3 hrs.
NURS 234	Nursing Concepts of Health & Illness II	9 hrs.

Semester 4

Course Number	Course Title	Credit Hours
NURS 244	Synthesis of Nursing Concepts	9 hrs.
NURS 245	Professional Nurs & Health Systems Concept	3 hrs.
	Total	**60 hrs.****

*Biology's must be within the last 5 years.
**All required general education courses are prerequisites of NURS 244 and 245.

OCCUPATIONAL DEVELOPMENT
Associate in Applied (AAS) Science

The Associate in Applied Science Degree in Occupational Development is available through WVU Parkersburg. This is a statewide program involving various colleges within the West Virginia Higher Education structure and the United States Department of Labor, Bureau of Apprenticeship Training, in Charleston. This degree is available only to persons who are already taking or who have completed training in one of the state's apprenticeship programs that are approved by the Bureau of Apprenticeship Training.

The component consists of apprenticeship courses offered through and approved by the U.S. Department of Labor or approved courses included in the Child Development Associate (CDA) education and training program which are under the direction of any agency or organization with the expertise in Early Childhood Teacher Preparation. The courses will be converted to college credit hours at the usual ratio of 15:1 for lecture and at the lab hours/credit ratio of 30:1 into the college.

Apprenticeship programs that wish to make the AAS Degree available to their students must first enter an agreement with the College outlining the specific requirements for the degree. Once the general agreement is in place, students may begin to take college courses that will apply to the degree. All students will be required to complete at least 15 credit hours in general education courses. Certain technical credit can be given on the basis of apprenticeship training that is in progress. A minimum of 60 credit hours is required for the Associate in Applied Science Degree. To determine if a particular union participates, please contact the union hall or the office of Non Traditional Programs.

Organizations that have training agreements with the college:
   American Electric Power
   International Brotherhood of Electrical Workers, Local 968, Parkersburg
   Millwright, Local 1755, Parkersburg
   Parkersburg Fire Department, Parkersburg
   Plumbers and Steamfitters, Local 565, Parkersburg
   Sheet Metal Workers, Local 33, Parkersburg
   Boilermakers, Local 667, Parkersburg
   Operating Engineers, Local 132, Parkersburg
   Plumbers and Pipefitters, Local 168, Parkersburg
   MARCC (seven unions) - WV Carpenters, Joiners of America Training Center (JATC); Local 302-
        Huntington, Local 476 - Bridgeport, Local 604 -Morgantown, Local 899 - Parkersburg, Local 1159 -
        Point Pleasant, Local 1207 - Charleston, and Local 1911 - Beckley
   WVU Apprenticeship for Child Development Specialist training program

SURGICAL TECHNOLOGY
Associate in Applied (AAS) Science

The Associate in Applied Science (AAS) Degree in Surgical Technology prepares qualified individuals to work under the supervision of a surgeon to assist the safe and efficient performance of invasive surgical procedures, make certain that the operating room environment is safe, that equipment functions properly, and that the operative procedure is performed under optimal conditions that ensures patient safety. As an integral member of the surgical team, the surgical technologist works with surgeons, anesthesiologists, registered nurses, and other surgical personnel delivering patient care and assuming appropriate responsibilities before, during and after surgery.

Through a combination of classroom presentations, campus laboratory practice and clinical experiences, the student will develop a knowledge of the surgical environment, instrumentation, procedures and supplies necessary to ensure safe care of the surgical patient. The program includes courses in general and technical education. Clinical experiences are offered under faculty and mentor supervision at Camden Clark Medical Center, Marietta Memorial Health Systems, Thomas Memorial, Charleston Area Medical Centers and other selected community agencies.

The mission of the West Virginia University at Parkersburg AAS Degree in Surgical Technology is to provide students with the opportunity to develop the skills and knowledge in the cognitive, psychomotor, and affective learning domains necessary to gain employment as competent entry level surgical technologists.

Program Outcomes
At the completion of the program the graduate surgical technologist will be able to:
   • Maintain a safe environment as a surgical team member throughout the peri-operative experience by applying principles of asepsis and practicing sterile technique.
   • Apply basic scientific principles related to anatomy, physiology and pathophysiology when preparing for surgical procedures and providing care to the surgical patient.
   • Incorporate legal/ethical principles in decision-making when applying problem-solving strategies in the care of the surgical patient.
   • Individualize communication techniques to support interpersonal relationships with patients and surgical team members
   • Uphold the professional standards defined by the Association of Surgical Technologists (AST).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street, Clearwater, FL, 33756

Application to Program. The Health Sciences programs have limited enrollment and a selective review process. Students requesting admission to the AAS Degree in Surgical Technology must first meet the requirements for general admission to the college and be admitted to the college.

In addition to meeting all general admission criteria for the college, students must complete a separate Health Sciences application and provide an official copy of their high school transcript or GED and any prior college transcripts.

Additionally, the applicant must be able to engage in educational and training activities in a manner that does not endanger themselves or others, be of good moral character, and have no history of felony conduct or convictions. **Important: The ability to perform under pressure in stressful and emergency situations is a required attribute for surgical team members. Manual dexterity and physical stamina are essential. Many of the responsibilities of the surgical technologist require standing, often for a number of hours; therefore, the applicant must demonstrate the ability to fulfill these job requirements.**

Requirements for Admission to the Associate of Applied Science in Surgical Technology Degree Program.

Be a high school graduate or possess a GED.
Accuplacer score demonstrating eligibility to take college level math and English with support lab.
Mnimum 2.0 cumulative college GPA.
Complete the pre-admission, entrance examination with the required benchmark. Information about the exam can be found online at **www.wvup.edu/academics/academic-divisions/healthsciences.**

Application Procedure. Applications will be accepted year round. Application forms are available in the Health Sciences Division office and online at **www.wvup.edu/academics/academic-divisions/healthsciences**.

It is important to note that completion of the application process does not imply that the applicant will be admitted to the Surgical Technology program.

Admission Limitations. Due to space limitations, qualified applicants are ranked according to, pre-admission entrance exam score, and Cumulative GPA.

The highest ranked students who meet the admission requirements by July 1will be admitted for fall admission. Because of the competition for space, it is possible that qualified applicants may not be selected for admission. Students who are not accepted and wish to be considered for the following year will need to resubmit a completed application to the Health Sciences Division.

Requirements for Participation in Clinical Experiences. Each student admitted into the Surgical Technology program must meet the requirements for participation in clinical experiences. Students are required to have a physical examination, laser eye exam, and complete required immunizations, maintain current CPR certification, submit to drug testing and background check, and adhere to HIPAA regulations and the Professional Standards/Safe Clinical Practice Standards of the Surgical Technology Program. The requirements for participation in clinical experiences can be found online at **www.wvup.edu/academics/academic-divisions/healthsciences**.

The WVU Parkersburg administration reserves the right to amend this documentation, upon recommendation of the Health Sciences Division without notice to insure the integrity of the program and the safety of the students, college, and community at large.

As a requirement for graduation, each student must take the national certification exam given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Students studying on a full time basis may normally expect to complete the AAS Degree in two calendar years. The course of study requires completion of the following courses with a grade of C or better and a minimum cumulative grade point average of 2.0.

Requirements for AAS Degree: 60 credit hours

Semester 1

Course Number	Course Title	Credit Hours
ST 100	Introduction to Surgical Technology	6 hrs.
ST 102	Surgical Instrument., Equip, and Supplies	3 hrs.
BIOL 109	Anatomy and Physiology/Allied Health	4 hrs.
BIOL 113	Anatomy and Physiology/Allied Health Lab	1 hrs.
ENGL 101	Composition I	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
BIOL 110	Microbiology for Surgical Technology	3 hrs.
ST 110	Patient Care & Concepts I	6 hrs.
ST 113	Patho-physiology of the Surgical Patient	3 hrs.

| | MATH 100 | Intermediate Algebra | 4 hrs. |

Semester 3

Course Number	Course Title	Credit Hours
ST 211	Patient Care Concepts II	8 hrs.
ST 114	Pharmacology for the Surgical Technologist	3 hrs.
COMM 112	Interpersonal Communication	3 hrs.

Semester 4

Course Number	Course Title	Credit Hours
ST 212	Surgical Technology Capstone	10 hrs.
	Social Science Elective	3 hrs.
	Total	**60 hrs.**

SURGICAL TECHNOLOGY DEGREE COMPLETION
Associate in Applied (AAS) Science

Mission Statement

The West Virginia University (WVU) at Parkersburg Certificate of Surgical Technology to Associate of Applied Science (A.A.S.) degree completion program will provide students with continuing education to allow the opportunity for advancement in a competitive market. It is designed to be an online degree-completion program to enable Certified Surgical Technologists (CSTs) with certificate diplomas the opportunity to earn their degree without interfering with employment obligations. The program is intended to incorporate course studies, community service, and professional experiences for the personal and professional enhancement of the practicing CST.

Program Outcomes

At the end of the WVU at Parkersburg A.A.S. in Surgical Technology degree completion program, the graduate will be able to:
- Establish a higher standard of care for the surgical patient by increasing the identity of the surgical technologist through leadership roles.
- Perform an enhanced level of expertise in disaster preparedness.
- Function with a higher level of patient advocacy.

Admission Requirements

1. Be a graduate of a Commission on Accreditation of Allied Health Education Programs (CAAHEP) or Accrediting Bureau of Health Education Schools (ABHES) accredited Surgical Technology certificate program.

-OR-

Be a graduate of a military training program in Surgical Technology and provide a DD214 form, in addition to proof of graduation certificate from the program or a smart transcript.
2. Provide proof of current and unencumbered Certified Surgical Technologist (CST) certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Application Process

Applications will be accepted year round and are available in the Health Sciences office or online at **www.wvup.edu/academics/academic-divisions/health-sciences.** Students may enter the program in either the fall or spring semester.
1. Be a high school graduate or equivalent.
2. Meet the requirements for general admission to the college and be admitted to the college.
3. Submit previous college transcripts demonstrating a minimum of a 2.0 cumulative grade-point average (GPA).

4. Complete the college's Accuplacer placement exam, and if required, complete foundation requirements in English and mathematics which may also include completion of support co-requisite

lab courses.
5. Submit a separate Health Sciences application to the Health Sciences Office by July 1st for fall admission, or November 1st for spring admission.

Advising Process

Students who are transferring in from a program other than WVU at Parkersburg's Certificate of Surgical Technology, will receive 32 undifferentiated credit hours for a certificate in surgical technology. Program advisors will work with students to identify general education courses already appearing on the transcript that meet requirements, and then develop a plan to fulfill any remaining requirements. General education courses may be taken prior to admission into the program or concurrently with surgical technology courses.

Graduation Requirements
- Complete a total of 60 credit hours as outlined in the Course of Study.
- Maintain an overall 2.0 cumulative GPA.
- Complete all courses in the curriculum with a grade of C or better.

Pre-Requisite

Course Number	Course Title	Credit Hours
	Certificate in Surgical Technology and Certified Surgical Technologist	32 hrs.
BIOL 109 & BIOL 113	Anatomy & Physiology for Allied Health and Lab	5 hrs.
BIOL 110	Micro.for the Surgical Technologist	3 hrs..

Semester 1

Course Number	Course Title	Credit Hours
ST 250	Disaster preparedness of the Surgical Technologist	3 hrs.
ENGL 101	Composition I	3 hrs.
Social Science Elective	(PHIL 231 recommended)	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
ST 255	Leadership for the Surgical Technologist	3 hrs.
COMM 112	Interpersonal Communication	3 hrs.
MATH 100	Intermediate Algebra	4 hrs.
	Total	**60 hours**

TECHNICAL STUDIES

Associate in Applied (AAS) Science

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, or government, or other education agencies hereafter referred to as employers or agency; (2) to provide a timely and efficient mechanism for community and technical colleges to deliver educational programs in a variety of occupational fields to employers; (3) to increase the abilities of employees to use technology through the delivery of customized programs based upon documented needs effectively and responsibly; (4) to increase abilities of employees to communicate information effectively through reading, writing, speaking, and listening; (5) to develop employees' 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.

For existing eligible education and training programs, the specific course of study for each program will be determined by agreements between the employer/agency program sponsor and a community and technical college responsible for the service region where the sponsor is located. For programs being developed to address a specific occupational need, the college will form an advisory committee made up

of representatives of the business or industry to be served by the proposed program and representatives of the college to provide advice in the design of an appropriate program of study.

Required components in the program include general education and classroom instruction in a technical core and in the occupational area. College credit may be awarded for on-the-job training and/or supervised work based learning.

Program Outcomes
The objectives of this program include:
- Provision of a timely and efficient mechanism to address the training and educational needs of business, industry, labor, and government employers
- Provision of direct educational partnerships with employers and other education agencies designed to assist in enhancing and maintaining competitiveness in the regional, national and international marketplace
- Enhancement and broadening of quality work-based educational and training programs through the addition and integration of a general education component
- Integration into the formal higher education curriculum
- Encouragement of program participants to adopt a philosophy which embraces the practice of continuing, lifelong education
- Enhancement of the general education, technical and occupational skills of West Virginia's workforce and, consequently, of West Virginia's climate for economic development
- Improvement in the efficiency and effectiveness levels of higher education by using resources in the private sector to complement those of public higher education

General Features
This program makes available to the state's community and technical colleges on an optional basis a vehicle for cooperating with employers and other education agencies in offering residents of West Virginia expanded opportunities for postsecondary education. A program of study developed under this degree designation leads to an Associate in Applied Science degree in Technical Studies. This program of study will include general education, general technical education, and specific occupational training. On-the-job training is an optional component that may be included. Portions of this type of education and training are currently offered on a non-college credit basis via quality industry based educational and training programs.
This degree program is designed to provide a vehicle to assist the community and technical colleges in responding to the needs of employers in a timely manner. Those educational needs that are one time or short term are the primary focus for this program.

Admission and Performance Standards
The admission and performance standards for this program are to be consistent, on an institution-by-institution basis, with those for similar Associate in Applied Science (AAS) degree programs offered under this degree designation.

Residency Requirement
In order to provide for the maximum flexibility and the mobility of participants, there is no mandatory credit hour requirement for institutional residency. However, 3 credit hours may be required at the degree granting community and technical college.

Program Requirements
Each community and technical college which awards AAS degrees under this degree designation will negotiate with the employer or other sponsors of education or training programs in the college's service area the degree program curricula which may include student learning in four components: general education, general technical courses, classroom occupational technical training, and an option for OJT occupational training. A minimum amount of general education is prescribed. The proportion of the degree program consisting of classroom occupational training and general technical courses will be determined in large part by the demonstrated need of a particular occupational area. On-the-job training or work site learning placements may be credited using a formula of 160 on-the-job training hours per

credit hour (160:1). Up to 12 credit hours may be awarded on this basis. A statement of the total number of OJT contact hours completed by the participants also may be placed on the college student record.

The program must include a minimum of 60 credit hours but is not to exceed 72 credit hours. A model curriculum and sample agreement, together with the components and credit hours, are outlined on the following pages. Negotiated programs of study are to include curricula that follow the guidelines and an agreement which incorporates the key components of the sample.

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 a 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. Such programs will typically be offered only if the need for new employees or the need for expanded education and training of current employees is needed by the employers served by the sponsoring community and technical college.

Program Impact
This program provides the community and technical colleges with a mechanism to
Respond more quickly to the education and training needs of employers thus allowing business and industry to remain competitive.
Tailor programs to the specific needs of employers.
Work hand-in-hand with local and state government and employers in training and retraining efforts designed to promote economic development in the state.
Ensure that the workforce of West Virginia is competitive in the regional, national, and international marketplace.
Provide entry level educational preparation for specific technical/occupational fields for which jobs exist in the service region of the degree granting community and technical college.
Ensure that graduates have the basic and advanced knowledge and skills needed to adapt to the ever changing technology and employer expectations.

Component I – General Education
See General Education Requirements chart for AAS degrees   20-23 hrs.

Component II - Technical Core - Each program of study must include a general technical core that meets the goal of developing skills that may be applied to a variety of occupations or that may be specific to an occupation. Some examples of technical courses include:
Laboratory Science

Nutrition	Human Resource Mgmt.
Human Relations	Acct. Principles
Principles of Management	Advanced Mathematics
Fluid Power	Human Relations
Graphics	Industrial Relations
Principles of Supervision	Human Resource Mgmt
Electrical Systems	Information Processing
Methods of Inquiry	Equine Management
Computer Applications	Quality Control Principles
Industrial Psychology	Qualitative Business Analysis
Fluid Power	Equine Studies
Draft/CAD/Blueprint Reading	TQM Principles
Statistics	Safety and Ind. Hygiene

Subtotal   Maximum 39 credit hrs.

Component III - Technical/Occupational Specialty - The component consists of technical specialty courses specific to an occupational area. Technical courses developed and delivered by the college, apprenticeship courses, or approved courses included in a business or industry training program can be included in this component. Apprenticeship and industry based education and training program courses are to be converted to college credit hours at the usual ratio of 15:1 for lecture and 30:1 ratio for laboratory credit.

Subtotal	**Maximum 39 credit hrs.**

Component IV - On-the-Job Training in the Occupation or Supervised Work Based Learning The component consists of a paid or unpaid OJT, internship, or practicum performed in a business or industry setting in the occupational area. The on-the-job training component is to be converted to credit hours at a ratio of 160:1 with the maximum of 1,920 contact hours allowable. A statement of the total number of contact hours experienced through on-the-job training may be placed on the college record. This credit will be recorded immediately prior to graduation from the college.

Subtotal	**Maximum of 12 credit hrs.**
Total semester hours	**Maximum of 60 credit hrs.**

Welding Technology
Associate in Applied (AAS) Science

Occupational opportunities for skilled certified welders are virtually limitless. Welding skills are required in pipelines which carry steam, petroleum, or natural gas; in construction and maintenance of chemical plants; and in structural work involving steel, alloys, aluminum, or other metals.

Testing Center. WVU Parkersburg is an approved testing center for the administration of licensing tests for the State of West Virginia and meets standards for the American Society for Testing Materials, American Welding Society (AWS), American Society for Mechanical Engineers Testing, the American Petroleum Institute, and American Society for Non Destructive Testing.

Program Outcomes:
- All Basic SMAW, GMAW, FCAW, and GTAW skills obtained in the Welding Technology Degree Certificate
- Bevel plate certification in all positions with the SMAW according to the AWS Code
- Bevel plate certification in all positions with the GMAW according to the AWS Code
- Bevel plate certification in all positions with the GTAW according to the AWS Code
- Bevel plate certification in all positions with the FCAW according to the AWS Code
- Pipe certification utilizing GTAW according to the ASME Code.
- Pipe certification utilizing GMAW according to the ASME Code.
- Pipe certification utilizing FCAW according to the ASME Code.
- Pipe certification utilizing SMAW according to the ASME Code.
- AWS Certification Exams

For full admission to program, students must be eligible to enroll in MATH 107 and ENGL 107. Co-requisite lab support courses may be required based on scores on Accuplacer placement tests.

Graduation Requirements:
Complete the outlined curriculum for the AAS Degree in Welding Technology.
Maintain a minimum 2.0 cumulative grade-point average for all work undertaken.
Complete at least 16 hours credit at WVU Parkersburg.
File application to receive degree at the Registrar's Office within stated deadlines.
Successfully pass identified AWS certification examinations.

Semester 1

Course Number	Course Title	Credit Hours
MTEC 102	Introductory Craft Skills	2 hrs.
WELD 171	Welding Theory	2 hrs.
WELD 281	Metallurgy	3 hrs.
WELD 111	Basic Oxyacetylene	3 hrs.

WELD 160	Welding Blueprint Reading	3 hrs.
WELD 121	Basic Shielded Metal Arc Welding (SMAW)	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
WELD 131	Basic Gas Tung. Arc Welding (GTAW)	3 hrs.
WELD 133	Basic Flux Core Arc Welding (FCAW)	3 hrs.
WELD 134	Basic Gas Metal Arc Welding (GMAW)	3 hrs.
WELD 261	Steel Fabrication	3 hrs.
MATH 107	Shop Math 1	3 hrs.

Semester 3

Course Number	Course Title	Credit Hours
WELD 291	Fabrication Shop	3 hrs.
WELD 132	Advan. Gas Tungsten Arc Weld (GTAW)	3 hrs.
WELD 221	Advan. Shielded Metal Arc Weld (SMAW)	3 hrs.
CS 101 **or**	Introduction to Computing **or**	3 hrs.
CS 100	Computer Literacy	
ENGL 107	Technical Writing	3 hrs.

Semester 4

Course Number	Course Title	Credit Hours
WELD 279	Welding Inspection	3 hrs.
WELD 136	Advan. Flux Core Arc Weld (FCAW)	3 hrs.
WELD 135	Advan. Gas Metal Arc Weld (GMAW)	3 hrs.
WELD 260	Welding Capstone	2 hrs.
PHIL 231	Workplace and Business Ethics	3 hrs.
	Total	**60 hrs.**

ASSOCIATE IN ARTS (AA) DEGREE

The Associate in Arts Degree is designed for transfer to other colleges and universities. Students who expect to earn a Bachelor of Arts or Bachelor of Science Degree at any other institution in any of the following fields should plan to register at WVU Parkersburg for this degree.

Concentrations: Art, Education, Literature, Writing, Creative Writing, Geography, History, Journalism, Languages, Mathematics, Music, Philosophy, Political Science, Psychology, Religion, Sociology, Speech, and Theatre.

Program Outcomes: The Associate in Arts degree will provide students an opportunity to:
1. Allow students who wish to study the following majors to transfer successfully to other four-year institutions: Art, Education, Literature, Writing, Creative Writing, Geography, History, Journalism, Languages, Mathematics, Music, Philosophy, Political Science, Psychology, Religion, Sociology, Speech, and Theatre.
2. Allow students to concentrate on the following subjects within the context of a two-year degree—concentrations: Art, Education, Literature, Writing, Creative Writing, Geography, History, Journalism, Languages, Mathematics, Music, Philosophy, Political Science, Psychology, Religion, sociology, Speech, and Theatre.
3. Integrate course content, civic engagement, and workforce experiences for personal and professional development.
4. Pursue programs of study that prepare them for the workplace.
5. Learn in an environment that is flexible and accessible to meet students' needs.

Graduation Requirements:
Complete a minimum of 61 semester hours credit in courses outlined below.
Complete the 46 hour general education and supportive requirement curriculum outlined below.
Complete at least 15 hours of free elective credit in courses that are appropriate to the proposed major.
Complete at least 16 credit hours at WVU Parkersburg.

Maintain a minimum 2.0 cumulative grade point average.
File application to receive a degree at the Registrar's Office prior to stated deadline.

GENERAL EDUCATION CURRICULUM FOR ASSOCIATE IN ARTS (AA) DEGREE

General Education Competencies for the Associate in Arts (AA)	
Communication	
Develop appropriate competencies in: Writing Speaking Listening Reading	9 hours required in ENGL 101 ENGL 102 COMM 111 or 112
Higher Order Thinking Skills	
Develop appropriate competencies in: Problem solving Abstract inquiry Logical reasoning Quantitative literacy	3 hours required: MATH 121 or higher
Scientific Inquiry	
Develop appropriate competencies in: Scientific method Problem solving Critical thinking	8 hours required Two sequentially numbered lab science courses in one discipline or two lab science courses in different disciplines
Historical and Diverse Perspectives	
Develop appropriate competencies in: Ethical perspectives Cultural value Ethical perspectives Historical perspectives	14 hours required 3 hours from psychology, sociology or religion 3 hours from philosophy, political science, history, geography or economics 6 hours from at least two of the following disciplines: economics, history, philosophy, political science, psychology, religion, sociology, geography 2 hours from HPER
Express/develop/promote/value aesthetic awareness	
Develop appropriate competencies in: Expression of ideas Appreciation of fine and performing arts Understanding literature Critical thinking	12 hours required Must be from fine arts, literature and foreign language 3 hours required from Group A; 3 hours required from Group B; an additional 6 hours from one of the Groups A, B or C to be determined by the transfer program Group A: ART 101, MUSI 170 or THEA 101 Group B: ENGL 131, 132, 221, 222, 261, 262, 241, 242, 285 Group C: Two sequentially numbered foreign lang. courses 100 level or above
	General Education Total Hours 24 hrs. Support Courses 22 hrs. Free Elective Courses 15 hrs. Associate in Arts Degree 61 hrs.

ASSOCIATE IN SCIENCE (AS) DEGREE

The Associate in Science Degree is designed for transfer to other colleges and universities by students who seek bachelor's degrees. The Associate in Science Degree is available in Business Administration or General Studies. General Studies concentrations are in the following fields: Biology, Chemistry, Geology, Physics, or pre-professional study which may led to study in Dentistry, Medicine, Pharmacy, Physical Therapy or Veterinarian Science.

Graduation Requirements:

Complete all required foundations courses in English, Reading and Mathematics.
Complete a minimum of 60 semester hours credit in appropriate courses.
Complete the AS general education curricula outlined below.
Complete at least 16 semester hours credit at WVU Parkersburg.

File application to receive a degree within stated deadline dates at Registrar's Office.
Maintain a minimum 2.0 cumulative grade point average.

General Education Competencies for the Associate in Science (AS)	
Communication	
Develop appropriate competencies in: Writing Speaking Listening Reading	9 hours required in ENGL 101 ENGL 102 COMM 111 or 112
Higher Order Thinking Skills	
Develop appropriate competencies in: Problem solving Abstract inquiry Logical reasoning Quantitative literacy	4 hours required MATH 126 or higher or any higher number math course (specific programs will require certain courses)
Scientific Inquiry	
Develop appropriate competencies in: Scientific method Problem solving Critical thinking	8 hours required Two sequentially numbered lab science courses in one discipline or two lab science courses in different disciplines as determined by the student's program
Historical and Diverse Perspectives	
Develop appropriate competencies in: Ethical perspectives Cultural value Ethical perspectives Historical perspectives	3 hours required 3 hours from psychology, sociology, religion. philosophy, political science, history, geography or economics
	TOTAL HOURS **24 Hours**

GENERAL STUDIES

Associate in Science (AS) Degree | Science and Pre-Professional Option

I.	GENERAL EDUCATION REQUIREMENTS (see above chart)	24 hrs.
II.	TARGETED ELECTIVES/LABORATORY SCIENCE ELECTIVES	8 hrs.
III.	FREE ELECTIVES	28 hrs.

TOTAL ASSOCIATE IN SCIENCE DEGREE   **60 hrs.**

BUSINESS ADMINISTRATION

Associate in Science (AS) Degree

The Associate in Science degree in Business Administration requires completion of 60 credit hours in the courses specified below.

Program Outcomes:
- Students will be able to communicate effectively and professionally both orally and in writing within the context of the business world.
- Students will demonstrate competence in the use of electronic tools to research, manage, and present information.
- Students will use quantitative and qualitative strategies to support organizational decision making.
- Students will demonstrate the ability to solve problems using programmed and non-programmed decision techniques using logical reasoning for evaluating information and data.

- Students will demonstrate the ability to work ethically, effectively, and respectively with people of diverse backgrounds and with people who have different roles, social affiliations, and personalities.

General Education and Supportive Course Requirements

Course Number	Course Title	Credit Hours
ENGL 101	Composition I	3 hrs.
ENGL 102	Composition II	3 hrs.
COMM 111	Fundamentals of Speech	3 hrs.
ECON 201 **or**	Microeconomics **or**	3 hrs.
ECON 202	Macroeconomics	
MATH 126	College Algebra	3 hrs.
MATH 211	Statistics	3 hrs.
CS 101	Introduction to Computing	3 hrs.
HPER 172 **or**	Standard First Aid **or**	2 hrs.
HPER 215	Personal and Community Health	
Humanities Electives	Choose from Fine Arts (ART 101, MUSI 170, or THEA 101) Literature or Foreign Language	6 hrs.
Natural Science Elective	Any Natural Science Lab course	4 hrs.
Social Science Elective	Choose from Psychology, Sociology, or Religion	3 hrs.
Social Science Elective	Choose from Philosophy, Political Science or Geography	3 hrs.
Free Elective		1 hrs.
	Total	**40 hrs.**

Business Common Professional Component (CPC) Courses

Course Number	Course Title	Credit Hours
GBUS 101	Introduction to Business	3 hrs.
ACCT 201	Principles of Accounting I	3 hrs.
ACCT 202	Principles of Accounting II	3 hrs.
ECON 201 **or**	Microeconomics **or**	3 hrs.
ECON 202	Macroeconomics	
GBUS 202	Business Communications	3 hrs.
BTEC 275	Advanced Microcomputer Applications	3 hrs.
GBUS 240	Business Administration Capstone	2 hrs.
	Total	**20 hrs.**

ENGINEERING TRANSFER PROGRAM

This program is designed to permit students to complete their freshman year of an engineering program at WVU Parkersburg before transferring.

Semester 1

Course Number	Course Title	Credit Hours
CHEM 115	Fundamentals of Chemistry	4 hrs.
ENGR 199	Engineering Orientation	1 hrs.
ENGL 101	Composition I	3 hrs.
ENGR 101	Engineering Problem Solving	3 hrs.
MATH 155	Calculus I	4 hrs.
ELECTIVE	General Elective	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
ENGR 102	Engineering Problem Solving II	3 hrs.
MATH 156	Calculus II	4 hrs.
PHYS 111	General Physics I	4 hrs.
ELECTIVES	General Education Electives	6 hrs.

BACCULAURATE DEGREES

West Virginia University at Parkersburg offers the following baccalaureate degrees: a Bachelor of Applied Science with majors in Business Administration, Child Development, Criminal Justice, and Legal Studies; a Bachelor of Applied Technology, a Bachelor of Arts in Elementary Education, Bachelor of Arts in Multidisciplinary Studies, a Bachelor of Science in Business Administration, and a Regents Bachelor of Arts.

CAREER LADDER APPROACH

Many of the baccalaureate programs have agreements and articulations in place that allow associate degree programs to be seamlessly folded into the baccalaureate programs of study. Students are encouraged to work with their advisors to determine how previous coursework may be applied to baccalaureate programs. Section 7 provides more information about career ladder programs.

GENERAL EDUCATION IN BACCALAUREATE PROGRAMS

Each baccalaureate program has 42-45 hours of general education that aligns with the WV Core Transfer Agreement for general education. General education is designed as a series of courses that provide academic experiences in composition, mathematics, natural sciences, social sciences, and the fine arts. Students should carefully review the general education requirements for their program of study.

THE ROLE OF ELECTIVES IN BACCALAUREATE DEGREE PROGRAMS

Some programs of study include elective hours. At WVU Parkersburg, three types of electives are used in degree programs. These include the following:

General education electives

These are electives that must be selected from the approved categories of general education courses at both the associate and baccalaureate levels.

Free electives

These are electives that are "freely" chosen from any discipline to meet the graduation hour requirements at the 100-level or above. These courses are not targeted or named specifically.

Targeted electives

These are electives that must be selected within a certain discipline (ie. Business, Mathematics, etc.) These are usually determined/decided by the program or degree the student is seeking and are thus "targeted" for a specific reason/cause.

BUSINESS ADMINISTRATION

Bachelor of Applied Science with a major in Business Administration (BASBA) with concentrations in:
Business Information Technology, Financial Management, Management/Marketing, Broadcasting, and Public Relations

West Virginia University at Parkersburg's Bachelor of Applied Science degree program prepares students to move into a business career with an established company, start their own business, enter a graduate program, advance within a business or improve the effectiveness of their own business skills, begin a new or redirect to a different career path, and in some cases work toward satisfying the requirements for licensure or certification.

The degree meets the needs of students from the community who wish to enhance their career options. Students with an Associate in Applied Science degree will transfer the appropriate course work toward this degree program.

Program Objectives:

- Students will be able to communicate effectively and professionally both orally and in writing within the context of the business world.
- Students will demonstrate competence in the use of electronic tools to research, manage, and present information.
- Students will use quantitative and qualitative strategies to support organizational decision making.
- Students will demonstrate the ability to solve problems using programmed and non-programmed decision techniques using logical reasoning for evaluating information and data.
- Students will demonstrate the ability to work ethically, effectively, and respectively with people of diverse backgrounds and with people who have different roles, social affiliations, and personalities.

Admission to BASBA Degree Program

Admission to the Bachelor of Applied Science with a major in Business Administration degree may be achieved by fulfilling the following steps:

Meet all of the General Admission or Transfer Admission requirements to West Virginia University at Parkersburg.

Earn an Associate degree from an accredited college or university. (Provisional admission may be granted under certain circumstances).

Maintain a minimum grade point average for all courses transferred to or completed at West Virginia University at Parkersburg.

Application for admission to the BASBA degree is available in the Office of the Division of Business and Economics, and should be filed during the semester in which the applicant will complete the Associate Degree.

Transfer of Credits

Students may transfer credits from college-level courses completed at other institutions subject to the following conditions:

All BASBA degree program students must complete at least 32 hours of credits in residency at WVU at Parkersburg, regardless of the number of course credits transferred.

Students with approved transfer credits must complete at least 39 credit hours of upper division business courses (numbered 300 and above), including all required major concentration courses. No credit will be awarded toward senior-level courses completed at a two-year institution.

Lower-level division credits that are now upper-division credits that were completed at Parkersburg Community College (PCC) prior to the Fall 1991 semester will not be accepted for upper-level credit.

Graduation Requirements - BASBA Degree

- Complete 120 credit hours in courses outlined for the Bachelor of Applied Science with a major in Business Administration Degree in any of the five concentrations: Broadcasting, Business Information Technology, Financial Management, Management/Marketing or Public Relations.
- Maintain an overall grade-point average of 2.0 or higher in all general education courses and supportive
- courses required for the degree.
- Maintain minimum grade-point average of 2.25 overall in all courses included in the Common
- Professional Component (CPC).
- Maintain minimum grade point average of 2.5 in all courses included in area of concentration.
- Complete a minimum of 32 credit hours at WVU Parkersburg, 24 of which must be upper division (numbered 300 and above) targeted business courses.
- Students pursuing both the BASBA and BSBA degrees must complete all course requirements for each degree to be eligible to earn a second bachelor's degree.
- Complete application for graduation, pay graduation fee, and file application at Registrar's Office prior to stated deadline.

STUDENT ADVISING

Prospective freshman business students and business students who transfer from other colleges should

contact the Business & Economics Division at WVU Parkersburg for advice on business programs and degree requirements. Transfer and returning students must request a transcript analysis from the Administrative Associate in the Business & Economics Division. When students have completed all foundation courses, they are assigned to an advisor in the Division of Business & Economics. If students encounter difficulty in scheduling, confusion about course sequences, or concerns about relevancy in the program of instruction, they are encouraged to visit their advisors immediately.

BASBA MAJORS SELECT ONE OF THE FOLLOWING CONCENTRATIONS:

Business Information Technology Concentration
General Education and Supportive Course Requirements for BIT Concentration

Course Number	Course Title	Credit Hours
ENGL 101	Composition I	3 hrs.
ENGL 102	Composition II	3 hrs.
COMM 111 **or**	Fundamentals of Speech **or**	3 hrs.
COMM 112	Interpersonal Communication	
ECON 202	Macroeconomics	3 hrs.
MATH 211	Statistics	3 hrs.
CS 101	Introduction to Computing	3 hrs.
SCIENCE ELECTIVE	Natural Lab Science	4 hrs.
COLLEGE LEVEL MATH	MATH 100 or higher	3 hrs.
ELECTIVE	Social Science	3 hrs.
ELECTIVE	General Elective	3 hrs.
ELECTIVE	Humanities Elective	3 hrs.
ELECTIVE	HPER Elective	2 hrs.
ELECTIVE	Free Elective	3 hrs.
ELECTIVE	Business Electives*	9 hrs.
	Total	**48 hrs.**

*Business Electives: Coop and any Business Division courses in ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, OR MKTG. Six hours may be Co-op Electives.

Business Common Professional Component (CPC) Courses

Course Number	Course Title	Credit Hours
GBUS 101	Introduction to Business	3 hrs.
GBUS 117	Business Mathematics	3 hrs.
ACCT 201	Principles of Accounting I	3 hrs.
ACCT 202	Principles of Accounting II	3 hrs.
ECON 201	Microeconomics	3 hrs.
GBUS 202	Business Communication	3 hrs.
BTEC 275	Advanced Microcomputer Applications	3 hrs.
GBUS 310	Business Law I	3 hrs.
MGMT 220	Principles of Management	3 hrs.
MKTG 230	Principles of Marketing	3 hrs.
FIN 340	Principles of Business Finance	3 hrs.
GBUS 405	Global Business	3 hrs.
GBUS 440	Business Policy	3 hrs.*
	Total	**39 hrs.**

*(This is the program capstone course and must be taken during last semester)

Business Information Technology Concentration Courses

Course Number	Course Title	Credit Hours
BTEC 270	Introduction to Web Page Design	3 hrs.
BTEC 295	Professional Development Seminar	3 hrs.
GBUS 300	Principles of Management Info Systems 3 hrs.	
GBUS 304	Advanced Excel	3 hrs.
GBUS 306	Advanced Access	3 hrs.
ACCT 310	Accounting Information Systems	3 hrs.
ELECTIVES	Business Electives	15 hrs.*
	Total	**33 hrs.**

*Must be 300 or 400 level courses, may include 3 hours of Upper Level Co-op

FINANCIAL MANAGEMENT CONCENTRATION
General Education and Supportive Course Requirements for Financial Management Concentration

Course Number	Course Title	Credit Hours
ENGL 101	Composition I	3 hrs.
ENGL 102	Composition II	3 hrs.
COMM 111 **or**	Fundamentals of Speech **or**	3 hrs.
COMM 112	Interpersonal Communication	
ECON 202	Macroeconomics	3 hrs.
MATH 211	Statistics	3 hrs.
CS 101	Introduction to Computing	3 hrs.
SCIENCE ELECTIVE	Natural Lab Science	4 hrs.
MATH 126 or higher	College Algebra or higher	3 hrs.
ELECTIVE	Social Science	3 hrs.
ELECTIVE	General Elective	3 hrs.
ELECTIVE	Humanities Elective (Fine Arts or Lit.)	3 hrs.
ELECTIVE	HPER Elective	2 hrs.
ELECTIVE	Free Elective (Any course >100)	4 hrs.
ELECTIVE	Business Electives*	6 hrs.
	Total	**46 hrs.**

*Business Electives: Coop and any Business Division courses in ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, or MKTG. Six hours may be Co-op Electives.

Business Common Professional Component (CPC) Courses

Course Number	Course Title	Credit Hours
GBUS 101	Introduction to Business	3 hrs.
GBUS 117	Business Mathematics	3 hrs.
ACCT 201	Principles of Accounting I	3 hrs.
ACCT 202	Principles of Accounting II	3 hrs.
ECON 201	Microeconomics	3 hrs.
GBUS 202	Business Communication	3 hrs.
BTEC 275	Advanced Microcomputer Applications	3 hrs.
GBUS 310	Business Law I	3 hrs.
MGMT 220	Principles of Management	3 hrs.
MKTG 230	Principles of Marketing	3 hrs.
FIN 340	Principles of Business Finance	3 hrs.
GBUS 405	Global Business	3 hrs.
GBUS 440	Business Policy	3 hrs.*
	Total	**39 hrs.**

*(This is the program capstone course and must be taken during last semester)

Financial Management Concentration Courses

Course Number	Course Title	Credit Hours
GBUS 240	Business Administration Capstone	2 hrs.
ECON 331	Financial Economics	3 hrs.
FIN 356	Fundamentals of Investing	3 hrs.
ACCT 310	Accounting Information Systems	3 hrs.
ACCT 311	Intermediate Accounting I	3 hrs.
ACCT 312	Intermediate Accounting II	3 hrs.
ACCT 331 **or**	Managerial Accounting **or**	3 hrs.
ACCT 432	Cost Accounting	
ACCT 401	Advanced Accounting	3 hrs.
GBUS 304	Advanced Excel	3 hrs.
GBUS 415	Managerial Business Ethics	3 hrs.
ELECTIVES	Business Electives	6 hrs*.
	Total	**35 hrs.**

*Must be 300 or 400 level courses, may include 3 hours of Upper Level Co-op

MANAGEMENT/MARKETING CONCENTRATION
General Education and Supportive Course Requirements for Marketing/Management Concentration

Course Number	Course Title	Credit Hours
ENGL 101	Composition I	3 hrs.
ENGL 102	Composition II	3 hrs.

COMM 111 **or**	Fundamentals of Speech **or**	3 hrs.
COMM 112	Interpersonal Communication	
ECON 202	Macroeconomics	3 hrs.
MATH 211	Statistics	3 hrs.
CS 101	Introduction to Computing	3 hrs.
SCIENCE ELECTIVE	Natural Lab Science	4 hrs.
MATH 126 or higher	College Algebra or higher	3 hrs.
ELECTIVE	Social Science	3 hrs.
ELECTIVE	General Elective	3 hrs.
ELECTIVE	Humanities Elective (Fine Arts or Lit.)	3 hrs.
ELECTIVE	HPER Elective	2 hrs.
ELECTIVE	Free Elective (Any course >100)	3 hrs.
ELECTIVE	Business Electives*	6 hrs.
	Total	**46 hrs.**

*Business Electives: Coop and any Business Division courses in ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, or MKTG. Six hours may be Co-op Electives.

Business Common Professional Component (CPC) Courses

Course Number	Course Title	Credit Hours
GBUS 101	Introduction to Business	3 hrs.
GBUS 117	Business Mathematics	3 hrs.
ACCT 201	Principles of Accounting I	3 hrs.
ACCT 202	Principles of Accounting II	3 hrs.
ECON 201	Microeconomics	3 hrs.
GBUS 202	Business Communication	3 hrs.
BTEC 275	Advanced Microcomputer Applications	3 hrs.
GBUS 310	Business Law I	3 hrs.
MGMT 220	Principles of Management	3 hrs.
MKTG 230	Principles of Marketing	3 hrs.
FIN 340	Principles of Business Finance	3 hrs.
GBUS 405	Global Business	3 hrs.
GBUS 440	Business Policy	3 hrs.*
	Total	**39 hrs.**

*(This is the program capstone course and must be taken during last semester)

Management/Marketing Concentration Courses

Course Number	Course Title	Credit Hours
GBUS 240	Business Administration Capstone	2 hrs.
ECON 320	Managerial Economics	3 hrs.
MGMT 322	Organizational Behavior	3 hrs.
MGMT 333	Human Resource Management	3 hrs.
MKTG 341 AND MKT 351	Advertising/Principles of Retailing	6 hrs.
or	**or**	
MKTG 360 AND MKTG 460	Business Marketing/Sales Management	
MKTG 401	Marketing Research	3 hrs.
MGMT 401	Production & Ops Mgmt.	3 hrs.
ACCT 331 **or**	Managerial Accounting **or**	3 hrs.
ACCT 432	Cost Accounting	
GBUS 304	Advanced Excel	3 hrs.
ELECTIVES	Business Electives	6 hrs.*
	Total	**35 hrs.**

*Must be 300 or 400 level courses, may include 3 hours of Upper Level Co-op

PUBLIC RELATIONS CONCENTRATION
General Education and Supportive Course Requirements for Public Relations Concentration

Course Number	Course Title	Credit Hours
ENGL 101	Composition I	3 hrs.
ENGL 102	Composition II	3 hrs.
COMM 111 **or**	Fundamentals of Speech **or**	3 hrs.
COMM 112	Interpersonal Communication	3 hrs.
ECON 202	Macroeconomics	3 hrs.
MATH 211	Statistics	3 hrs.

GEOG 102	World Geography	3 hrs.
CS 101	Introduction to Computing	3 hrs.
HIST 153	US History from Reconstruction to Pres. 3 hrs.	
POLS 220	State and Local Government	3 hrs.
SCIENCE ELECTIVE	Natural Lab Science	4 hrs.
BUSNIESS ELECTIVES	Business Elective	2 hrs.**
ELECTIVE	HPER Elective	2 hrs.
ELECTIVE	Humanities Elective	3hrs.*
	Total	**41 hrs.**

*Any College Level Course

**Business Electives: Coop and any Business Division courses in ACCT, BTEC, ECON, ENT, FIN, GBUS, JOUR, MGMT, OR MKTG. Only 3 hours may be Co-op Electives.

Business Common Professional Component (CPC) Courses

Course Number	Course Title	Credit Hours
GBUS 101	Introduction to Business	3 hrs.
GBUS 117	Business Mathematics	3 hrs.
ACCT 201	Principles of Accounting I	3 hrs.
ACCT 202	Principles of Accounting II	3 hrs.
ECON 201	Microeconomics	3 hrs.
GBUS 202	Business Communication	3 hrs.
BTEC 275	Advanced Microcomputer Applications	3 hrs.
GBUS 310	Business Law I	3 hrs.
MGMT 220	Principles of Management	3 hrs.
MKTG 230	Principles of Marketing	3 hrs.
FIN 340	Principles of Business Finance	3 hrs.
GBUS 405	Global Business	3 hrs.
GBUS 440	Business Policy	3 hrs.*
	Total	**39 hrs.**

*(This is the program capstone course and must be taken during last semester)

Public Relations Concentration Courses

Course Number	Course Title	Credit Hours
JOUR 101	Introduction to Mass Communication	3 hrs.
JOUR 110	Basic New Writing	3 hrs.
JOUR 215	Media Writing	3 hrs.
JOUR 220	Photography	3 hrs.
JOUR 225	Newspaper Production	1X2 hrs.
JOUR 226	Newspaper Production	1X2 hrs.
JOUR 240	Multimedia Production	3 hrs.
JOUR 318	News Reporting	3 hrs.
JOUR 319	Broadcast News Writing	3 hrs.
JOUR 360	Digital Imaging	3 hrs.
JOUR 410	Graphic Design	3 hrs.
JOUR 330	Fundamentals of Public Relations	3 hrs.
JOUR 437	PR Writing/Case Studies	3 hrs.
JOUR 439	PR Campaign Management	3 hrs.
	Total	**40 hrs.**

BROADCASTING CONCENTRATION
GEN ED & SUPPORTIVE COURSES FOR BROADCAST CONCENTRATION

Course Number	Course Title	Credit Hours
ENGL 101	Composition I	3 hrs.
ENGL 102	Composition II	3 hrs.
COMM 111 **or**	Fundamentals of Speech **or**	3 hrs.
COMM 112	Interpersonal Communication	3 hrs.
ECON 202	Macroeconomics	3 hrs.
MATH 211	Statistics	3 hrs.
CS 101	Introduction to Computing	3 hrs.
MATH 126	College Algebra	3 hrs.
HIST 153	US History from Reconstruction to Pres. 3 hrs.	
POLS 220	Natural Lab Science	4 hrs.
BUSNIESS ELECTIVES	Business Elective	2 hrs.**
ELECTIVE	HPER Elective	2 hrs.
ELECTIVE	Humanities Elective	3 hrs.*
	Total	**36 hrs.**

Business Common Professional Component (CPC) Courses for Broadcast Concentration

Course Number	Course Title	Credit Hours
GBUS 101	Introduction to Business	3 hrs.
GBUS 117	Business Mathematics	3 hrs.
ACCT 201	Principles of Accounting I	3 hrs.
ACCT 202	Principles of Accounting II	3 hrs.
ECON 201	Microeconomics	3 hrs.
GBUS 202	Business Communication	3 hrs.
BTEC 275	Advanced Microcomputer Applications	3 hrs.
GBUS 310	Business Law I	3 hrs.
MGMT 220	Principles of Management	3 hrs.
MKTG 230	Principles of Marketing	3 hrs.
FIN 340	Principles of Business Finance	3 hrs.
GBUS 405	Global Business	3 hrs.
GBUS 440	Business Policy	3 hrs.*
	Total	**39 hrs.**

*(This is a program capstone course and must be taken last semester)

Broadcasting Concentration Courses

Course Number	Course Title	Credit Hours
JOUR 101	Introduction to Mass Communication	3 hrs.
JOUR 110	Basic New Writing	3 hrs.
JOUR 215	Media Writing	3 hrs.
JOUR 220	Photography	3 hrs.
JOUR 225	Newspaper Production	1X3 hrs.
JOUR 226	Newspaper Production	1X3 hrs.
JOUR 240	Multimedia Production	3 hrs.
JOUR 318	News Reporting	3 hrs.
JOUR 319	Broadcast News Writing	3 hrs.
JOUR 329 **or**	Sports News Writing **or**	3 hrs.
JOUR 339	Reporting Public Affairs	
JOUR 349 **or**	Sports Reporting **or**	3 hrs.
JOUR 359	Radio Reporting	
JOUR 360	Digital Imaging	3 hrs.
JOUR 410	Graphic Design	3 hrs.
JOUR 419	Advance Radio Production	3 hrs.
JOUR 425	Video Production	3 hrs.
	Total	**45 hrs.**

CHILD DEVELOPMENT
Bachelor of Applied Science

The Bachelor of Applied Science with an Emphasis in Child Development provides preparation for those interested in working in childcare, Head Start, resource and referral, birth to three, or as a paraprofessional. The BAS with an Emphasis in Child Development does not lead to teacher certification. Students interested in working in a public school as a preschool teacher should pursue the Elementary Education degree with an Early Education Pre K-K Endorsement.

Career Ladder: The Bachelor of Applied Science with an Emphasis in Child Development builds upon the Certificate in Child Development and the Associate in Applied Science Child Development degree.

Students may receive credit hours for completion of the ACDS (Associate Child Development Specialist) program or a valid current CDA credential. Credit is determined based on review of student records by Certification Analyst.

Requirements for Admission and Retention
1. Student must hold at least a 2.0 grade point average (GPA).
2. Complete all program (CDEV and EDUC) coursework with a C or better.
3. Student must fulfill the following requirements in accordance with the Admission to the BAS with an emphasis in Child Development Policy. A file for each Child Development student will be maintained in the Education Office with all required documentation. When items are missing or

need to be updated, the student must submit them by a date designated in a letter to the student in accordance with the Admission Policy. Failure to resolve issues by the deadline will result in removal from the program.

  a. Fingerprints for BCI if he/ she is a resident of WV and has not lived outside of the state after the age of 18. If, he/ she is an out-of-state resident or has lived outside of the state after the age of 18, he/ she needs an FBI check (fees may be associated with this process).

  b. A statement of criminal record must be completed and returned. Must be updated every 2 years.

  c. Medical Form. Must be updated every 2 years.

  d. A negative result of TB test must be on file. Must be updated annually.

  e. Authorization and Release for Protective Services Record Check form must be completed and returned with no findings of maltreatment. Form # BCF-PSRC 6/2005. Forms may be obtained in the Education & Humanities Office.

  f. Must hold a current Food Handlers Card. (Must be updated every 2 years)

  g. Copy of High School Diploma or GED must be on file.

  h. Student must sign a confidentiality form.

  i. The student must pass all required background checks and receive a "no conviction statement" from the Department of Health and Human Resources; waivers will not be granted. Student must also have no substantiated claims against them through Child Protective Services.

  j. Complete the Wood County Board of Education background check.

4. Files containing the above materials will be reviewed by the Child Development Department regularly.
   Failure to maintain a complete file at any time after admission will result in removal from Admitted status.

5. Student must uphold the NAEYC Code of Ethical Conduct. Failure to adhere to the code may result in dismissal from the program.

6. Student must take the Early Childhood Education Competency Assessment (Pre-Pac), a standards-based competency assessment measuring knowledge and skills in the area of early childhood education to graduate from the program.

BAS Child Development
(Non-Certification Program)

Semester 1

Course Number	Course Title	Credit Hours
EDUC 250	Introduction to Early Education	3 hrs.
CDEV 105	Family and the Child	3 hrs.
CDEV 210	Curric. And Strats for Early Childhood Programs	3 hrs.
ENGL 101	Composition I	3 hrs.
PSYC 241	Human Growth and Development	3 hrs.

Semester 2

Course Number	Course Title	Credit Hours
CDEV 205	Young Children With Special Needs	3 hrs.
MATH 100	Intermediate Algebra	4 hrs.
CDEV 240	Observation & Assessment Strategies	3 hrs.
CDEV 155	Guiding Young Children	3 hrs.
EDUC 255	Language Arts & Emergent Literacy	3 hrs.

Semester 3

Course Number	Course Title	Credit Hours
CDEV 243	Infant and Toddler Development	3 hrs.
Any SOC with a 100 or 200 level	Suggested: SOC 101, 107, 151, 221 or 235	3 hrs.
ENGL 102	Composition II	3 hrs.
HPER 172	Standard First Aid	3 hrs.
CDEV 242	Preschool Development	3 hrs.

Semester 4

Course Number	Course Title	Credit Hours
HPER 215	Personal and Community Health	2 hrs.
CDEV 251	Capstone	4 hrs.
CDEV 255	Capstone Seminar	3 hrs.
CS 108 **or**	Educational Technology **or**	
CS 101	Introduction to Computing	3 hrs.
COMM 111 **or**	Fundamentals of Speech **or**	3 hrs.
COMM 112	Interpersonal Communication	

Semester 5

Course Number	Course Title	Credit Hours
Lab Science Course	Suggested: BIOL 101 and 103, General Biology I and Lab	4 hrs.
MATH 126	College Algebra	3 hrs.
CDEV 320	Ethics and Administration I	3 hrs.
EDUC 300*	Theories of Learning	3 hrs.

Semester 6

Course Number	Course Title	Credit Hours
Any SOC with a 300 or 400 level	Suggested: SOC 360 or 405	3 hrs.
ART 101 **or**	Art Appreciation **or**	3 hrs.
MUSI 101 **or**	Music Appreciation **or**	
THEA 101	Theatre Appreciation	
MATH 304	Media and Communication for Math	2 hrs.
CDEV 332	Science Exploration for Pre K	3 hrs.
CDEV 325	Ethics and Administration II	3 hrs.
Any COMM with a 300 or 400 level Course number	Suggested: COMM 306, 308 or 316	3 hrs.

Semester 7

Course Number	Course Title	Credit Hours
ENGL 131 **or**	Types of Literature I **or**	3 hrs.
ENGL 132	Types of Literature II	
PSYC 363	Theories of Personality	3 hrs.
CDEV 335	Creative Experience in Early Education	3 hrs.
CDEV 336	Early Experience in Social Studies	3 hrs.
EDUC 230* **or**	Cooperative Discipline **or**	3 hrs.
PSYC 101 **or** 231 **or** 251 **or** 281, **or** any History	Intro to Psyc **OR** Leadership and Human Relations, Intro to Social Psychology, Abnormal Psychology or any history	

Semester 8

Course Number	Course Title	Credit Hours
ENGL 403	Children's Literature	3 hrs.
EDUC 302	Strategies in Early Education	3 hrs.
EDUC 402*	Early Childhood Curriculum	3 hrs.
CDEV 405*	Practicum in Early Childhood	3 hrs.
CDEV 406	Seminar in Early Childhood	3 hrs.
	Total Degree Hours	**120 hrs.**

*Field experience required

Additional field experience may be required as part of Individual child development courses.

CRIMINAL JUSTICE

Bachelor of Applied Science with a major in Criminal Justice (BAS)

The Bachelor of Applied Science Degree with a major in Criminal Justice includes studies of the administration of criminal justice and the criminal justice process. The degree has two concentrations that cover Administration of Criminal Justice and Crime Scene Investigations. Both concentrations provide the student with a comprehensive overview of the criminal justice system, process and theories involved. The degree will prepare the student for a rewarding career in the criminal justice field in jobs such as: police

officer, crime scene tech, correctional officer, investigator, pre-law, and probation.

Requirements for Admission
Before admission is granted, students must meet at least one of the following three requirements:
- Currently enrolled in CJ 291 – Internship
- Completion of an AAS degree in Criminal Justice
- Signed consent of the CJ Program Coordinator

In order to be considered for admission to the Bachelor of Applied Science with a major in Criminal Justice, the student must:
- Apply to the CJ BAS program
- Be accepted into the BAS program
- Have at least a 2.0 Grade Point Average (GPA) and
- Maintain a 2.5 GPA throughout the program in core subjects.

The student must submit to a criminal history check conducted by the West Virginia State Police, and cannot have any felony criminal convictions (adult) and no domestic violence convictions that would prohibit you from possessing a firearm. The criminal history check will be conducted at entrance to the program and again before entering into the internship course. A waiver to the background check may be granted for students actively serving as a law enforcement officer or as a correctional officer based on a letter from their department's supervisor stating their criminal background meets the standards of the Criminal Justice Program. Criminal history check or waiver letter needs to be within 60 days of admissions to the program.

Students must demonstrate behavior consistent with the Criminal Justice Program Code of Ethics and agree to abide to the student code of conduct. Failure to adhere to the code may result in dismissal from the program.

Students will take a major field test in CJ111, in CJ 291, and in CJ 460.

GENERAL EDUCATION & SUPPORTIVE COURSE REQUIREMENTS:

Course Number	Course Title	Credit Hours
PSYC 101	Intro to Psychology	3 hrs.
SOC 101	Intro to Sociology	3 hrs.
ENGL 101	Composition I	3 hrs.
COMM 111	Fundamentals of Speech	3 hrs.
PHIL 231	Workplace Ethics	3 hrs.
HPER 172	Standard First Aid	2 hrs.
ENGL 102	Composition 2	3 hrs.
POLS 101 **or**	Elements of Democratic Gov. **or**	3 hrs.
POLS 102	American Federal Government	
MATH 126 or higher	College Algebra or higher	3 hrs.
PSYC 281 **or**	Abnormal Psychology **or**	3 hrs.
PSYC 365	Forensic Psychology	
Science	Lab Science	4 hrs.
SOC 235	Race Relations and Minority Groups	3 hrs.
SOC 232	Criminology	3 hrs.
MATH 126	College Algebra	3 hrs.
SPAN 103	Spanish for First Responders	3 hrs.

CRIMINAL JUSTICE CORE COURSES:

Course Number	Course Title	Credit Hours
CJ 111	Intro to Criminal Justice	3 hrs.
CJ 112	Criminal and Constitutional Law	3 hrs.
CJ 123	Introduction to Corrections	3 hrs.
CJ 291	Internship	3 hrs.

CJ 305	Interviewing	3 hrs.
CJ 440	Research Methods in Criminal Justice	3 hrs.
Lower level CJ Elective	CJ Elective	3 hrs.
Upper Level CJ Electives	CJ Electives	15 hrs.
MATH 126	College Algebra	3 hrs.
CJ 305	Interviewing for Crisis Management	3 hrs.
CJ 460	Capstone	2 hrs.
COMM 308	Nonverbal Communication	3 hrs.
ENGL 308	Advanced Writing	3 hrs.

ADMINISTRATION OF JUSTICE CONCENTRATION COURSE WORK

This option focuses on development of knowledge and understanding of practices, theories, and concepts of justice administration. The Administration of Justice Degree option is designed for students interested in entry-level positions, those already working in the criminal justice field who want to advance their career, and student who wish to attend graduate or law school.

Course Number	Course Title	Credit Hours
Gen Ed and CJ above		95 hrs.
PSYC 231	Leadership & Human Development	3 hrs.
CJ ELECTIVES	300 level or higher	12 hrs.
CJ 320	Police Administration and Leadership	3 hrs.
POLS 220	State and Local Government	3 hrs.
LAB SCIENCE	Lab science	4 hrs.

CRIME SCENE INVESTIGATION CONCENTRATION

The Crime Scene Investigation option prepares students for entry level careers in forensics such as a forensic science technician, crime scene photographer, fire investigator, crime lab assistant, and evidence officers. Students will become familiar with investigative techniques, tools, and equipment.

Course Number	Course Title	Credit Hours
CJ Electives 300 Level or higher		12 hrs.
CJ 330	Firearms and Ballistics	3 hrs.
CJ 355	Crime Scene Investigations	3 hrs.
CJ 375	Crime Scene Photography	3 hrs.
CJ 388	Bloodstain Patterns	4 hrs.

LEGAL STUDIES
Bachelor of Applied Science with a major in Legal Studies (LS)

This program will allow students to earn a Bachelor Degree of Applied Science (BAS) in Legal Studies. This Legal Studies career pathway begins with a certificate, which is embedded into the AAS and leads to the Bachelor of Applied Science.

Course Number	Course Title	Credit Hours
LS 101	Intro to Legal Studies	3 hrs.
ACCT 201 **or**	Principles of Accounting **or**	3 hrs.
BTEC 275	Advanced Micro Applications for Business	
CS 101	Intro to Computing	3 hrs.
LS 210	Legal Research and Writing 1	3 hrs.
LS 240	Civil Procedure	3 hrs.
LS 231	Legal Ethics & Professional Respons.	4 hrs.
COMM 111	Fundamentals of Speech	3 hrs.
SOC 101	Intro to Sociology	3 hrs.
ENGL 101	Composition I	3 hrs.
PSYC 101	Intro to Psychology	3 hrs.
LS 220	Legal Research and Writing 2	3 hrs.
CJ 270	Courtroom Procedures	3 hrs.

LS 291	Internship	3 hrs.
LS 215	Law Office Management	3 hrs.
LS 320	Property and Probate	3 hrs.
SOC	Any SOC course 200 or above	3 hrs.
POLS 101 **or**	Elements of a Democratic Govt. **or**	3 hrs.
POLS 102	American Federal Government	
ENGL 102	Composition 2	3 hrs.
Lab Science		4 hrs.
LS 295	Legal Professional Development	2 hrs.
CJ 112	Constitutional & Criminal Law	3 hrs.
CJ 213	Probation and Parole	3 hrs.
CJ 305	Interviewing	3 hrs.
CJ 313	Criminal Procedures	3 hrs.
LS 311	Torts	3 hrs.
LS 315	Contracts	3 hrs.
LS 335	Family Law	3 hrs.
LS Electives	LS ELECTIVES	9 hrs.
LS 460	Capstone	2 hrs.
PSYC 365	Forensic Psychology	3 hrs.
HIST	HIST 101 or 102 or 152 or 153	3 hrs.
MATH 126	College Algebra	3 hrs.
POLS 211 **or**	Functions of a Democratic Govern. **or**	3 hrs.
POLS 220	State and Local Government	
COMM 303	Business and Professional Comm.	3 hrs.
GBUS 310	Business Law I	3 hrs.
GBUS 412	Business Law 3	3 hrs.
Lab Science		4 hrs.
SPAN 103	Spanish for First Responders	3 hrs.
	Total	**120 hrs.**

BACHELOR OF APPLIED TECHNOLOGY
Bachelor of Applied Technology (BAT)

The Bachelor of Applied Technology (BAT) offers an exciting opportunity to pursue a career as a manager/executive or engineering technician of complex technological systems. This area is identified as the largest growing occupation in the next five years. The degree completes a 2+2 educational process. In the first two years, students complete an applicable Associate in Applied Science degree. The last two years is the Bachelor of Applied Technology. Students seeking this degree may select a major in Management, Software Engineering Information Security and/or Network Engineering.

Program Objectives:
    All technical competencies gained in specialized A.A.S.
    Research methods and laboratory practices.
    Ability to write papers based on analysis, synthesis, and conclusion from research sources
    Word processing, spreadsheeting and database processing.
    Advanced knowledge and applications of programming, database design, system analysis, network design, software design, encryption and algorithms. (Software Engineering Major)
    Advanced knowledge and application of security policies, practices, cryptology, threat assessment, identity security, intrusion detection, firewalls, VPN, Linux, Novell, and MAC OS (Information Security Major)
    Advanced knowledge and application of CISCO (Levels 5-8), MCP (Levels 4-7), routing, WANs, Virtual infrastructures, Linux, MS-SQ (Network Engineering)
    Advanced knowledge and application of project design and management, ethics, accounting, managerial techniques, engineering economics, safety and environmental policies and practices. (Management Major)

Admission Requirements. To qualify for admission into the Bachelor of Applied Technology degree program, students must:

- Meet all of the General Admission or Transfer Admissions requirements to West Virginia University at Parkersburg.
- Satisfactorily complete all developmental courses, or demonstrate satisfactory results on approved college placement tests.
- Complete an associate-level degree in the following:
    - For a major in Network Engineering or Information Security-Complete the Associate in Applied Science in Computer and Information Technology (or equivalent degree).
    - For a major in Software Engineering Major-Complete the Associate in Science in Computer Science (or an equivalent degree).
    - For a major in Management and Technology Tracks-Complete an Associate in Applied Science degree in a STEM Division field or an AAS degree in Occupational Development or Technical Studies; or an equivalent degree.

- Maintain a minimum 2.0 grade point average on a 4.0 scale for all courses transferred to or taken at West Virginia University at Parkersburg.

Bachelor of Applied Technology | Management Major

Targeted Courses from A.A.S.	45 hrs.
General Education Hours from A.A.S	15 hrs.
TOTAL A.A.S. DEGREE HOURS	**60 hrs.**

PLUS B.A.T MANAGEMENT MAJOR COURSES BELOW

UPPER LEVEL COURSES

Course Number	Course Title	Credit Hours
MGMT 338	Labor Relations	3 hrs.
ENVR 310	Topics in Environmental Science	3 hrs.
GBUS 310	Business Law	3 hrs.
FIN 356	Fundamentals of Investing	3 hrs.
STEM 420	Project Management	3 hrs.
MGMT 333	Human Resource Management	3 hrs.
MGMT 220	Principles of Management	3 hrs.
STEM 393 **or**	Cooperative Work Experience **or**	1 hr.
STEM 460	Interdisciplinary Project	
GBUS 304	Advanced Excel	3 hrs.
COMM 303	Business and Professional Comm.	3 hrs.
PHIL 347	Advanced Ethics	3 hrs.
PSYC 310	Environmental Psychology	3 hrs.
COMM 306	Human Communication in Organizations and Institutions	3 hrs.

SUPPORTING COURSES

Course Number	Course Title	Credit Hours
MATH 112	Tech Math 2	4 hrs.
MATH 211	Statistics	3 hrs.
ENGL 102	Composition II	3 hrs.
GBUS 101	Introduction to Business	3 hrs.
LAB SCIENCE	Lab Science course and lab	4 hrs.
PHIL 231	Workplace Ethics	3 hrs.

GENERAL EDUCATION REQUIREMENTS BAT DEGREE

General Education Competencies	
Communication: 9 hours required	

Develop appropriate competencies in:
    Writing
    Speaking
    Listening
    Reading
	Required courses:
	    ENGL 101
	    ENGL 102
	    COMM 111
	    Electives: ENGL 107, 108, any COMM

Natural Science: 4 hours required	

Develop appropriate competencies in:
    Scientific method
    Problem solving
    Critical thinking
	Required courses:
	    Any course from ASTR, BIOL, CHEM, GEOL, PHYS,
	      or PSCI
	    Electives: ASTR, BIOL, CHEM, GEOL, PHYS, or
	PSCI

Mathematics: 6 to 8 hours required	

Develop appropriate competencies in:
    Problem solving
    Abstract inquiry
    Logical reasoning
    Quantitative literacy
	Required courses:
	    MATH 111 and MATH 112; or MATH 126 and MATH
	      128
	    Electives: MATH 141 or any higher MATH

Computer/Information Technology: 3 hours required	
Develop appropriate competencies in: Computer Science	Required courses: CS 101 Electives: BTEC 204, 206, CIT 101, 130, 140, CS 118, ELEC 101, Elective CIT and CS courses.
Social Science/Humanities/Fine Arts: 12 hours required	

Develop appropriate competencies in:
    Global issues
    Ethical perspectives
    Cultural value
    Historical perspectives
    Expression of ideas
    Appreciation of fine & performing arts
    Understanding of literature
Critical thinking
	Choose courses from the following electives:
	ART 101, ENGL (Literature), THEA 101, ECON 201,
	202, GEOG 102, 240, MUSI 170, or any course from
	FREN, HIST, JAP, PHIL, POLS, PSYC, RELI, SOC, or
	SPAN

General Education Course Electives: 6-8 credit hours required	
Satisfy the 42 hour education core requirement	Choose from the course electives listed above.

1. **SOFTWARE ENGINEERING MAJOR** This major focuses on software development for business and industry. Careers include programmer, system analyst, database administrator and software engineer.

Targeted Courses from AAS	45 hrs.
Gen Ed Hours From AAS	15 hrs.
TOTAL AAS DEGREE HOURS	**60 hrs.**
PLUS THE COURSES BELOW	

Course Number	Course Title	Credit Hours
CS 302	System Analysis and Design	3 hrs.
CS 309	Operating Systems	3 hrs.
CS 320	XML	3 hrs.
SEC 300	Intro to Security	3 hrs.
CS 329	Advanced Web Page Design	3 hrs.
CS 403	Software Engineering and Data Structures	3 hrs.
CS 404	Web Services	3 hrs.
CS 420	Advanced Web Programming	3 hrs.
FIN 356	Principles of Investing	3 hrs.
STEM 420	Project Management	3 hrs.

CS 460 **or**	Senior Capstone **or**	3 hrs.
CS 393	Cooperative Education	
	Targeted Electives	5 hrs.
CS 318	Discrete Mathematics	3 hrs.
ENGL 102	Composition II	3 hrs.
NATURAL SCIENCE	Natural Science Elective	4 hrs.
ECON 201	Microeconomics	3 hrs.
PHIL 231	Workplace Ethics	3 hrs.

2. INFORMATION SECURITY MAJOR

Targeted Courses from AAS		45 hrs.
Gen Ed Hours From AAS		15 hrs.
TOTAL AAS DEGREE HOURS		**60 hrs.**
PLUS THE COURSES BELOW		

Course Number	Course Title	Credit Hours
SEC 300	Intro to Security	3 hrs.
SEC 350	Network Security	3 hrs.
ACCT 201	Principles of Accounting I	3 hrs.
ENGL 102	Composition II	3 hrs.
SEC 351	Defense & Countermeasures	3 hrs.
CIT 340	Advanced Linux Networking	3 hrs.
ACCT 360	Fraud Examination	3 hrs.
FIN 356	Fundamentals of Investing	3 hrs.
PHIL 231	Workplace Ethics	3 hrs.
SEC 430	Operating System Security	3 hrs.
SEC 431	Computer Forensics	3 hrs.
STEM 420	Project Management	3 hrs.
ECON 201	Microeconomics	3 hrs.
CS 318 **or**	Discrete Math **or**	3 hrs.
MATH 211	Statistics	
SEC 410	Management of Info Secur.	3 hrs.
PSYC 231	Leadership and Human Real.	3 hrs.
LAB SCIENCE	Natural Science Course	4 hrs.
TECH ELECTIVE		3 hrs.
SEC 460 **or**	Senior Capstone **or**	3 hrs**.**
SEC 393	Cooperative Education	

Note: If seeking Information Security as a second major, the student must complete at least 30 hours of upper-level courses for the second major. For courses which count towards both majors, the student should take targeted electives with the approval of the advisor for the second major to reach 30 hours.

3.   NETWORK ENGINEERING MAJOR

Targeted Courses from AAS		45 hrs.
Gen Ed Hours From AAS		15 hrs.
TOTAL AAS DEGREE HOURS		**60 hrs.**
PLUS THE COURSES BELOW		

Course Number	Course Title	Credit Hours
CIT 305	Advanced Routing (Cisco #5)	5 hrs.
ENGL 102	Composition II	3 hrs.
CS 318 **or**	Discrete Mathematics **or**	3 hrs.
MATH 211	Statistics	
TECH ELECTIVE		2 hrs.
CIT 405	Multi-Layer Switch. Network (Cisco #7)	5 hrs.
CIT 330	Directory Services Infrastruc. (MCP#4)	3 hrs.
CIT 340	Advanced Linus Networking	4 hrs.
FIN 356	Fundamentals of Investing	3 hrs.
CIT 406	Optimizing Network Tech. (Cisco #8)	5 hrs.
CIT 430	Network Security Design (MCP #6)	3 hrs.
STEM 420	Project Management	3 hrs.
CIT 333 **or**	Managing MS-SQL Server **or**	3 hrs.
CIT 410 **or**	Automating System Administration **or**	
CIT 320*	Build. A Virtual Infrastructure	
LAB SCIENCE	Natural Science Lab Course	4 hrs.

PSYC 231	Leadership and Human Real.	3 hrs.
PHIL 231	Workplace Ethics	3 hrs.
CIT 460 **or**	Interdisciplinary Projects **or**	3 hrs.
CIT 393	Cooperative Education	
ACCT 201	Principles of Accounting I	3 hrs.

Note: If seeking Network Engineering as a second major, the student must complete at least 30 hours of upper-level courses for the second major. For courses which count towards both majors, the student should take targeted electives with the approval of the advisor for the second major to reach 30 hours.

EDUCATION
Bachelor of Arts in Elementary Education

The Bachelor of Arts degree in Elementary Education at WVU Parkersburg is approved by the West Virginia Department of Education. The professional education unit is accredited by the National Council for Accreditation of Teacher Education*, approved by the West Virginia Department of Education, and is affiliated with the American Association for Colleges of Teacher Education, the National Association of Community College Teacher Preparation Programs, and the National Professional Development School Association. The professional education unit emphasizes 21st Century Learning Skills and Next Generation Standards adopted by the West Virginia Department of Education.

*July 1, 2013, the National Council for Acccreditation of Teacher Education (NCATE) and the Teacher Education Accreditation Council (TEAC) were consolidated to form the Council for Accreditation of Educator Preparation (CAEP), the sole specialized accreditor for educator preparation.

Program Objectives
The curriculum for the teacher education program at WVU Parkersburg is a product of the cooperative efforts of faculty, students and practitioners. The teacher education program at WVU Parkersburg has been designed to meet these purposes:

- To help students develop appropriate planning skills.
- To help students become effective teachers.
- To assist students in the development of interpersonal skills.
- To help students become capable decision makers.
- To foster in students a sense of commitment to their students, their discipline and their profession.
- To help students understand the many faces of diversity including developmental, linguistic, cultural, racial, ethnic, and gender which affect learning and teaching.

Pre-Education Status
Students seeking admission to the Bachelor of Arts in Elementary Education Degree program may declare an intention to enter the program by indicating "BA/Education" as a degree objective on the college's Application for Admission Form. Students who decide to change from another declared major to the baccalaureate degree in elementary education will need to make that change at the Records Office. Pre-Education status does not imply full admission to program, however, or candidacy for earning the degree.

Transfer and Returning Students
It is important that education-related coursework be current. For students transferring or returning to school, coursework in education, instructional strategies, and human growth and development must be current. Current coursework is defined as successful completion of a course within the past 10 years. Transfer and returning students must request a transcript analysis from the Certification Analyst.

Full Admission to Program
Students must apply for full admission to program. Applications are due by March 31 for fall admission and October 31 for spring admission. Application forms are available in the office of the Education and

Humanities Division, and the following requirements must be met:

- Complete at least 58 hours of credit in approved courses. (This does not include any credit in developmental courses.)
- Maintain a minimum 3.0 grade point average (GPA) computed on all coursework, all work attempted in the teaching field, and in professional education, with no grade below a "C" in any required course.
- Complete EDUC 100, 200 and 300 with a grade of "C" or better. EDUC 300 is to be taken the semester in which the student applies for admission to program.
- Pass, at an acceptable level, all portions of the Core Academic Skills for Educators Test (Core).
- Meet computer competencies by achieving a grade of "C" or better in CS 108, Educational Technology. Meet speech and listening competencies by achieving a grade of "C" or better in COMM 111, Fundamentals of Speech. Pass, with a grade of "C" or better, ENGL 101, ENGL 102 and PSYC 241.
- Successful completion of MATH 100 (with a grade of "C" or better) or placement into Math 121 or higher is required for admission to program.
- Students who complete the equivalent of EDUC 100, EDUC 200 and/or EDUC 300 at another institution must document the satisfactory completion of required field experiences and complete service learning requirements.
- Students must complete a minimum of 75 hours of Service Learning activities.
- Students must submit a formal letter of application for admission along with an electronic admission portfolio as outlined in the Teacher Education Handbook.
- Students must submit an electronic portfolio for review by the Teacher Education Review Panel.
- Students must be recommended for admission by the Teacher Education Review Panel.
- Students must show proof of negative TB testing.
- Students must show proof of cleared criminal background check conducted within 60 days prior to application submission.
- Students must have proof of high school graduation/GED.

In admitting a student to the program, the Education Division is not promising that the individual will be allowed to remain in the program or that the student will be able to successfully complete the program or be granted a degree. In addition, in admitting a student the Education Division is not promising that the State of West Virginia will grant the student a certificate. The decision to grant or award a certificate is within the sole discretion of the West Virginia Department of Education.

Service Learning
Students in the Teacher Education Program must complete a Service Learning requirement. Service Learning requirements are outlined in the Teacher Education Handbook.

Core Academic Skills for Educators Test
All students seeking the Bachelor of Arts in Elementary Education Degree must pass all sections of the Core Academic Skills for Educators Test (CASE) before being officially admitted to program. The test is in three sections: reading, writing, and mathematics. This test is computer-delivered. Registration and test center information is available at **www.ets.org/praxis**. Satisfactory completion of the test is mandated by the West Virginia Department of Education, and portions of the test not passed on first taking may be repeated. There is a fee for taking this test. Under certain circumstances, students may be exempt from this requirement. Students should check with the Education Division before taking the test.

Test Preparation and Remediation
Tests at a Glance are available for each section of the CASE test at **www.ets.org/praxis**. Tutoring is available for all areas covered on the test in the Student Success Center.

Retention Requirements
Students admitted to the Teacher Education program must maintain an overall 3.0 GPA, a 3.0 GPA in the teaching field, a 3.0 GPA in area of specialization and a 3.0 GPA in professional education, with no grade below "C" in all work completed. Students must also demonstrate professional behavior consistent with

the unit's conceptual framework and technical standards. Students are responsible for requesting an 80-hour evaluation of their progress in the program at the appropriate time.

Students who fail to meet retention requirements will be removed from the program for one full semester not counting summer terms. A student removed from the program under these circumstances may apply for readmission to the program through a formal letter to the Teacher Education Review Panel. A letter requesting readmission must address the failure to meet retention requirements and how the deficiency(ies) will be remedied within one semester if readmission is granted. Students granted readmission to the program must be in full compliance with retention requirements within one semester of readmission and must continue to meet retention requirements or be permanently removed from the program.

Admission and Retention in Teacher Education/Technical Standards
In addition to the academic standards required for admission and retention in teacher education, technical standards must also be met. Technical standards as distinguished from academic standards refer to those physical, cognitive and behavioral abilities required for satisfactory completion of all aspects of the elementary education certification program and the development of professional dispositions required of all candidates at graduation. The essential abilities required by the program are in the areas of communication, professional commitment, and intellectual, behavioral and social aspects of teacher performance. These areas grow from the unit's conceptual framework.

The candidate must have the ability to master, assimilate and apply complex information in the form of lectures, small group work, written materials, and field experience. The student must be able to reason and make decisions appropriate for a classroom teacher at a level determined by the faculty. The candidate must be able to communicate effectively in written and oral English in order to communicate concepts, assignments, evaluations, and expectations with members of the learning community such as faculty, students, parents, administration and other staff. The candidate must be able to develop listening skills to understand different perspectives represented in diverse classrooms. Appropriate communication skills will also be essential to the candidate's ability to seek assistance and follow supervision in a timely manner and to work collaboratively with peers, supervisors and other professionals.

The candidate must have emotional stability required to maximize utilization of intellectual abilities. Candidates must be able to work calmly and demonstrate flexibility under stress, work under time constraints, concentrate in distracting situations, make subjective judgments, ensure safety in emergencies and accept constructive review of their work from supervisors.

The candidate must have the physical stamina to work a teacher's contracted day and perform extended and additional duties of a classroom teacher such as parent conferences, open houses and other assigned duties.

The candidate must be able to organize time and materials, to prioritize tasks, to perform several tasks at once, and to adapt to changing situations.

The candidate must possess attitudes of integrity, responsibility, confidentiality, and tolerance. Candidates must show respect for self and others, and project an image of professionalism.

The candidate must satisfactorily complete all required courses in the program at the level deemed appropriate by the faculty. These technical standards identify the requirements for admission, retention and graduation of candidates.

Criminal Background Investigation
According to the West Virginia Code 18A-3-10, beginning January 1, 2002, any applicant for an initial license by the West Virginia Department of Education shall be fingerprinted in accordance with state board policy in order to determine the applicant's suitability for licensure. The fingerprints shall be analyzed by the state police for a state criminal history record check through the central abuse registry and then forwarded to the Federal Bureau of Investigation for a national criminal history record check.

Information contained in either the central abuse registry record or the Federal Bureau of Investigation record may form the basis for the denial of a certificate for just cause. The applicant for initial certification pays for the cost of obtaining the central abuse registry record and the Federal Bureau of Investigation record.

All candidates will be required to show proof of a cleared background check before the field experience in EDUC 100 and before Admission to the Program, and before Admission to Student Teaching.

Student Teaching Permit
The West Virginia Department of Education requires all candidates to submit a Student Teaching Permit application prior to commencing a student teaching experience in a West Virginia public school. The permit must be approved before candidates begin the experience. The Student Teaching Permit application will be completed during Education 401. Costs associated with this permit will be the responsibility of the student.

The application may be submitted 90 days prior to the first day the experience is scheduled to begin. Applications submitted within less than 8 weeks of commencing the experience may not be processed in time if there are any delays resulting from the fingerprinting process. Applications submitted within the timelines stated above, will be processed and issued prior to the beginning date of the student teaching experience.

Licensure Exams
The West Virginia Department of Education requires passing scores on specific exams for licensure to teach in public schools. These exams are offered by Educational Testing Service, a national testing agency. These tests are not offered continuously, but only during specific testing windows. Scores are not released until approximately three weeks after the end of the testing window. The cost of these exams is substantial. Passing scores are required on all exams prior to admission to student teaching. Students should allow themselves an opportunity to repeat an exam if needed in a new testing window. Please visit the Educational Testing Service web site at http://www.ets.org for the listing of West Virginia licensure requirements and registration information. For additional assistance, contact your Education advisor.

Student Teaching
During the final semester of the senior year, all teacher candidates must enroll in Student Teaching. The following requirements must be met:
An Application for Admission to Student Teaching must be filed with the Chair of the Education and Humanities Division by **March 31** to participate in the following Fall Semester or by **October 31** to participate in the following Spring Semester. Application forms are available in the office of the Education Department.

Admission to Student Teaching is governed by the following requirements:
- Completion of all general education courses.
- Minimum overall GPA of 3.0 and no grade below a "C" in all work attempted.
- Completion of all professional education courses with a minimum GPA of 3.0. A grade of "C" or better is required in each professional education course.
- Completion of all instructional strategies courses with a minimum GPA of 3.0. A grade of "C" or better is required in each instructional strategies course.
- Completion of all specialization courses with a minimum GPA of 3.0. A grade of "C" or better is required in each specialization course.
- EDUC 401 is to be taken the semester in which the student applies for admission to student teaching.
- Passing score(s) on all state-required licensure exams
- Submission of a formal letter of application for admission along with the electronic curriculum portfolio for review by the Teacher Education Review Panel.
- Adherence to WVU Parkersburg Code of Student Conduct.
- Completion of 25 hours of professional development with verification on file in the Education

Division. These hours must be completed after admission to program.
- Recommendation for admission by the Teacher Education Review Panel.
- Proof of negative TB testing.
- Issuance of a West Virginia department of Education student teaching permit.
- Completion of Zaner-Bloser Manuscript and Cursive Handwriting Course with certificates on file in the Education Division.

Student teacher practicum for students pursuing additional certifications will be determined on an individual basis. Maximum placement will be eight weeks.

Graduation/Certification Requirements
To be eligible to earn the Bachelor of Arts in Elementary Education, students must:
- Comply with the general regulations of WVU Parkersburg concerning entrance, full admission to program, classification, examination, grades, grade point average, etc.
- Satisfy the following requirements:
    a. Complete at least 16 of the last 32 hours before graduation, including EDUC 401, in residence. A request for an exemption from this requirement must be made in writing to the Chair of Education and Humanities and must be accompanied by appropriate recommendations and documentation from the transfer institution.
    b. Complete a minimum of 121 semester hours of approved college credit with an overall GPA of 3.0. At least 45 credit hours of the 121 must be in upper division courses (numbered 300 and above).
    c. Complete an approved program in teacher education. Passing the licensure exam scores are established by the West Virginia Department of Education.
    d. Successfully complete a supervised student teaching experience at each programmatic level for which certification is being sought. Teaching skills will be assessed to verify that they are satisfactorily demonstrated prior to exit from student teaching.
    e. Be at least 18 years of age, and be intellectually, emotionally, physically and otherwise qualified to perform the duties of a teacher.
    f. File a timely application for graduation with the Registrar's Office.

General Requirements for Professional Certification
To teach in the public schools of West Virginia, a candidate must hold a Professional Certificate issued by the West Virginia Department of Education. The individual candidate must apply for such certification.
To be eligible to receive a Professional Certificate, the applicant must meet the following requirements:
- Meet minimum state requirements for certification.
- Meet requirements for the Bachelor of Arts in Elementary Education Degree at West Virginia University at Parkersburg.
- Complete at least 45 semester hours credit in upper-division courses.
- Have achieved a grade-point average of at least 3.0:
    a. On total college credit earned.
    b. On hours earned in professional education courses.
    c. In each subject specialization.
- Meet state requirements on the Core Academic Skills for Educators tests and requirements for the PRAXIS II exams in the area(s) for which certification is sought.
- Comply with the West Virginia Board of Education regulations for teacher certification.
- Complete a criminal background investigation.
- Be recommended for certification by the Chair of Education and Humanities.
- Hold citizenship in the United States of America or have filed a declaration of intent to become a United States citizen.
- Successfully complete federal and state background screening.

BAEE General Education Requirements Available at Jackson County Center
Students may complete all general education requirements for the Bachelor of Arts degree in Elementary Education at WVU Parkersburg's Jackson County Center. Introductory courses in professional education

(EDUC 100 and 200) may also be completed at that location. All upper division courses in professional education and instructional strategies (those numbered 300 and above) must be taken at the Parkersburg campus.

Advising/Transfer
Students seeking the Bachelor of Arts in Elementary Education will be assigned to an academic adviser. It is essential that students meet regularly with their adviser in the Education Department to plan their academic program. The Education Department maintains articulation agreements with many state and regional institutions. Students planning to transfer to a program in teacher education at another institution should inquire about the existence of an articulation agreement with the transfer institution. The student's adviser and the catalog of the transfer institution should be carefully consulted when a transfer is anticipated. Students planning to transfer to another institution are responsible for meeting the requirements of that institution.

Semester 1

Course Number	Course Title	Credit Hours
CS 108	Educational Technology	3 hrs.
ENGL 101	Composition I	3 hrs.
MATH 121	Introduction to Mathematics	3 hrs.
COMM 111	Fundamentals of Speech	3 hrs.
HIST 152	US History through Civil War	3 hrs.
EDUC 100*+	Intro to Teacher Education	2 hrs.

Semester 2

Course Number	Course Title	Credit Hours
PSYC 241*	Human Growth & Development	3 hrs.
ENGL 102*	Composition II	3 hrs.
MATH 126**	College Algebra	3 hrs.
HIST 153	US History from Reconstruction to Pres.	3 hrs.
BIOL 101	General Biology I	3 hrs.
BIOL 103	Biology I Lab	1 hr.

Semester 3

Course Number	Course Title	Credit Hours
MATH 211	Statistics	3 hrs.
ENGL 131 **or**	Types of Literature I **or**	3 hrs.
ENGL 132	Types of Literature II	
BIOL 102	General Biology 2	3 hrs.
BIOL 104	General Biology 2 Lab	1 hr.
EDUC 200+*	Introduction to Exceptional Children	3 hrs.
GEOL 102	World Geography	3 hrs.

Semester 4

Course Number	Course Title	Credit Hours
ENGL 403	Children's Literature	3 hrs.
HPER 172	Standard First Aid	2 hrs.
ART 101 **or**	Art Appreciation **or**	3 hrs**.**
MUSI 101 **or**	Music Appreciation **or**	
THEA 101	Theatre Appreciation	
EDUC 300+***	Theories of Learning	3 hrs.
PSCI 101/101L	Fund. Of Physical Science and Lab	4 hrs.

Semester 5

Course Number	Course Title	Credit Hours
LA 301+	Language Arts	3 hrs.
HIST 250	West Virginia and the App. Region	3 hrs.
ENGL 241 **or**	American Literature I **or**	3 hrs.
ENGL 242	American Literature II	
SOC 360 **or**	Gender and Human Identity **or**	3 hrs.
SOC 235 **or**	Race Relations & Minority Groups **or**	
SOC 204	Introduction to Social Inequality	
EDUC 320	Educational Assessment	3 hrs.

Semester 6

Course Number	Course Title	Credit Hours
READ 302+	Teaching Reading K-6	3 hrs.
MATH 301+	Instructional Strategies in Math	3 hrs.
SCI 301+	Instructional Strategies in Science	3 hrs.
EDUC 330	Classroom Management	3 hrs.
EDUC 330L	Classroom Management Practicum	0 hrs.
HPER 315+	Physical Ed Skills/Instruct. Strategies	3 hrs.

Semester 7

Course Number	Course Title	Credit Hours
EDUC 315	Art Strategies	3 hrs.
EDUC 316	Music Strategies	3 hrs.
READ 401+	Diagnostic and Prescriptive Reading K-6	3 hrs.
EDUC 401	Early/Middle Childhood Curriculum	3 hrs.
EDUC 401L+	Curriculum Practicum	0 hrs.
SOST 315	Instructional Strategies in Social Science	3 hrs.

Praxis II Examinations must be successfully completed prior to admission to student teaching.

Semester 8

Course Number	Course Title	Credit Hours
EDUC 404	Student Teaching K-3	5 hrs.
EDUC 408	Student Teaching 4-6	5 hrs.
EDUC 410	Student Teaching Seminar	2 hrs.
	Degree Total	**121 hrs.**

*Required for admission to Teacher Education

**MATH 100 or placement test is required for admission to a program in Teacher Education

***Must be taken the semester applying for admission to program

 + Denotes field experience requirement

(Admission to Teacher Education required prior to registration in any Education or strategies course numbered 301 or above.)

ENGLISH 5-9 SPECIALIZATION

Course Number	Course Title	Credit Hours
ENGL 221	World Literature I	3 hrs.
ENGL 222	World Literature II	3 hrs.
ENGL 241 **or**	American Literature I **or**	3 hrs.
ENGL 242	American Literature II	
ENGL 131 **or**	Types of Literature I **or**	3 hrs.
ENGL 132	Types of Literature II	
ENGL 210	Creative Writing	3 hrs.
ENGL 404	Adolescent Literature	3 hrs.
ENGL 350*+	Approaches to Teaching Grammar	3 hrs.
ENGL 301*	Language Arts	3 hrs.
ENGL 302*	Reading/Lang. Arts for Middle School	3 hrs.
ENGL ELECTIVE	Choose one of the following: ENGL 261, ENGL 262, ENGL 263, ENGL 285 OR ENGL 450	3 hrs.
EDUC 407	Student Teaching English 5-9	5 hrs.
	TOTAL HOURS	**35 hrs.**

TESTING REQUIREMENTS FOR ENGLISH: All candidates completing this specialization are required to pass the Principles of Learning and Teaching (K-6) test (Test Code 5622 or 0622) and the Praxis II Exam Middle School English (Test Code 5047).

*Admission to Teacher Education required.
+Denotes field experience requirement.

MIDDLE SCHOOL MATHEMATICS 5-8 SPECIALIZATION

Course Number	Course Title	Credit Hours
MATH 121	Introduction to Mathematics	3 hrs.
MATH 126	College Algebra	3 hrs.
MATH 128	College Trigonometry	3 hrs.

MATH 150	Introduction to Calculus	3 hrs.
MATH 211	Statistics	3 hrs.
MATH 230	Intro to Euclidean Geometry	3 hrs.
MATH 301*+	Instructional Strats. For Mathematics K- 6	3 hrs.
MATH 302*+	Math Strategies 5-8	2 hrs.
MATH 315	Modern Algebra	3 hrs.
EDUC 406*	Student Teaching Mathematics 5-8	5 hrs.
	TOTAL HOURS	**31 hrs.**

TESTING REQUIREMENTS FOR MATH: All candidates completing this specialization are required to pass the Principles of Learning and Teaching Test for grades K-6 (test code05222 or 0622) and the PRAXIS II Exam Middle School Mathematics (test code 5440).

*Admission to Teacher Education required.

+Denotes field experience requirement.

GENERAL SCIENCE 5-9 SPECIALIZATION

Course Number	Course Title	Credit Hours
BIOL 101/103	General Biology	4 hrs.
BIOL 211/211L	Zoology	4 hrs.
BIOL 212/212L	Botany	4 hrs.
CHEM 111 OR	Intro to General Chemistry OR	4 hrs.
CHEM 115	Fundamentals of Chemistry I	
PHYS 103	Introductory Physics	4 hrs.
GEOL 101/102	Physical Geology	4 hrs.
ASTR 106	Intro to Astronomy	4 hrs.
PSCI 114	Intro to Meteorology	1 hr.
SCI 301*+	Instructional Strategies in Science	3 hrs.
SCI 302*+	Science Strategies for Middle School	2 hrs.
EDUC 405*	Student Teaching in Science 5-9	5 hrs.
	TOTAL HOURS	**39 hrs.**

*Admission to Teacher Education required.

+Denotes field experience requirement.

BIOL 211 offered fall of odd-numbered years beginning 2013

BIOL 212 offered fall of even-numbered years beginning 2012

TESTING REQUIREMENT FOR GENERAL SCIENCE: All candidates completing this specialization are required to pass the Principles of Learning and Teaching Test for grades K-6 (test code 0522) and the PRAXIS II Exam Middle Childhood Science (test code 0439).

SOCIAL STUDIES 5-9 SPECIALIZATION

Course Number	Course Title	Credit Hours
HIST 101	Western Civ. Through Reformation	3 hrs.
HIST 102	Western Civ. From Reformation	3 hrs.
HIST 152	US History through the Civil War	3 hrs.
HIST 153	US History from Reconstruction to Pres.	3 hrs.
HIST 250	West Virginia and the Appa.	3 hrs.
GEOG 102	World Geography	3 hrs.
GEOG 240	North American Geography	3 hrs.
ECON 201 **or**	Microeconomics **or**	3 hrs.
ECON 202	Macroeconomics	
SOC 101	Intro to Sociology	3 hrs.
POLS 102	American Federal Government	3 hrs.
SOST 315*	Instructional Strategies in Social Studies	3 hrs.
SOST 316*+	Social Studies Strats. for Middle School	2 hrs.
EDUC 409*	Stud. Teach. Middle School Soc. Studies	5 hrs.
	TOTAL HOURS	**40 hrs.**

TESTING REQUIREMENTS FOR SOCIAL STUDIES: All candidates completing this specialization are required to pass the Principles of Learning and Teaching (K-6) test (Test Code 5622 or 0622) and the Praxis II Exam Middle School Social Studies (Test Code 5089 or 0089).

*Admission to Teacher Education required.

+Denotes field experience requirement.

EARLY EDUCATION Pre K-K

Course Number	Course Title	Credit Hours
PSYC 241	Human Growth and Development	3 hrs.
EDUC 250	Intro to Early Childhood Develop.	3 hrs.
EDUC 300+	Theories of Learning	3 hrs.
EDUC 255	Language Arts Foundations and Emergent Literacy	3 hrs.
EDUC 302*	Inquiry and Strategies for Early Child.	3 hrs.
	Educational Assessment	3 hrs.
EDUC 402*+	Early Childhood Curriculum	2 hrs.
EDUC 403*	Student Teaching Early Education	5 hrs.
	TOTAL HOURS	**25 hrs.**

*Admission to Teacher Education required.
+Denotes field experience required

TESTING REQUIREMENTS FOR EARLY EDUCATION PRE K-K: All candidates completing this specialization are required to pass the Principles of Learning and Teaching (K-6) test (Test Code 0622) and Praxis II Exam Pre- Kindergarten Education (Test Code 5531 or 0531)

ORGANIZATIONS OF SPECIAL INTEREST
Kappa Delta Pi

Kappa Delta Pi is an international honorary society in education. Those eligible for initiation into the society are Education majors who have been admitted to the Professional Education program and who maintain a 3.0 grade point average. The WVU Parkersburg Sigma Omega Chapter holds yearly initiations.

Teacher Education Scholarships
Underwood-Smith Teacher Scholarship Program
This program is designed to encourage and enable individuals who are outstanding students to pursue teaching careers. The Underwood-Smith Teacher Scholarship Program is a state funded program. The scholarship, which cannot exceed $5,000 per academic year, is awarded on the basis of outstanding academic qualifications and interest in teaching. The recipients of the Underwood-Smith Teacher Scholarship are required to meet their teaching commitment in West Virginia's public school system. Recipients who do not fulfill the teaching obligation will be required to repay the scholarship plus substantial interest. Contact WVU Parkersburg's Education Department or the Financial Aid Office for additional information

Bachelor of Arts
Multidisciplinary Studies

The Bachelor of Arts (B.A.) degree in multidisciplinary studies provides a rigorous academic program with a strong foundation in the arts and sciences. The program provides preparation for graduate or professional degrees beyond the college's other, specialized and primarily professional/career focused, bachelor's degree programs. This degree program is comprised of three related minor areas of study and culminates with a senior project that combines these three disciplines. The program does not limit students or courses of study to a particular major or division, but emphasizes multidisciplinary/cross-disciplinary studies. The program's flexibility, appropriate breadth and depth in the chosen areas of study, and focus on developing an understanding of the nature of cross-disciplinary investigation constitute its most salient features. Each student selects three minor areas for study and then must demonstrate how these areas contribute to their educational or career goals. Multidisciplinary studies students complete a senior project during their final semester as a means to incorporate all three disciplines. Minors currently available include: Biology, Business, Chemistry, Communication, Fine Arts (Art, Music, or Theatre), History, Literature, Psychology, and Sociology.

The Bachelor of Arts degree in multidisciplinary studies:

- Provides a pathway for students who plan to earn a masters or professional degree in areas of health science (medicine, physician assistant, dentistry, pharmacy, physical therapy, etc.), human services (counseling, psychology, social work), theology/divinity, law, or attend graduate school in the arts, humanities, natural sciences, or social sciences.
- Provides an opportunity for students to study three disciplines and to investigate the interrelationships among them.
- Provides a rigorous Bachelor of Arts degree for students who wish to earn a bachelor's degree but do not have a clear career path.

General Education	31 hours
Program Requirements in Arts & Sciences	13 hours
Multidisciplinary Studies Minor 1	18 hours
Multidisciplinary Studies Minor 2	18 hours
Multidisciplinary Studies Minor 3	18 hours
MDS 491: Project Proposal Development	1 hour
MDS 492: Senior Project	3 hours
Electives	19 hours
TOTAL	**121 hours**

Multidisciplinary studies students must:
1. Earn 121 credit hours as listed in the curriculum above. At least 60 credit hours must be 200-level or above, and of the 60 hours, at least 30 hours must be 300 or 400 level.
2. Earn 18 credit hours in each of three minors as specified below.
3. Earn a grade of C or better in all coursework for each minor.
4. Complete a proposal (MDS 491) and a senior project (MDS 492) with a grade of C or better.
5. Achieve a cumulative grade point average of at least 2.7.

REQUIREMENTS FOR ADMISSION

1. Students must apply for formal admission to the Multidisciplinary Studies degree program. New students should begin their college studies in the Associate in Arts degree program.
2. Students must have completed at least 30 credit hours in the MDS General Education curriculum with a 2.5 cumulative grade point average before they apply.
3. A formal application for admission must be submitted to the Multidisciplinary Studies program office. The application includes a Letter of Intent that identifies the student's three proposed minors and explains how the student will combine these disciplines to achieve their educational or career goals.

MULTIDISCIPLINARY STUDIES CURRICULUM

GENERAL EDUCATION (31 credit hours)
Communications: 9 hours

English 101
English 102
Communications 111 or 112

Higher Order Thinking: 3 hours

Mathematics 121 or any higher numbered Mathematics course

Scientific Inquiry: 4 hours selected from

Astronomy 106
Biology 101/103, 102/104

Chemistry 111, 112, 115, 116
Geology 101/102, 103/104
Physics 101, 102, 111, 112
Physical Science 111, 112

Historical and Diverse Perspectives: 9 hours selected from

3 hours selected from Psychology, Sociology, Philosophy, or Religion
3 hours selected from History, Geography, Political Science, or Economics
3 hours selected from any of the above

Aesthetic Awareness: 6 hours selected from

3 hours selected from English 131, 132, 221, 222, 241, 242, 261,262
3 hours selected from Art 101, Music 170, Theatre 101

PROGRAM REQUIREMENTS IN ARTS AND SCIENCES
(13 credit hours)

Laboratory Science – 4 additional hours selected from Scientific Inquiry above
Historical and Diverse Perspectives – 3 additional hours selected from above
Literature – 3 additional hours selected from English 131, 132, 221, 222, 241, 242, 261, 262
Fine Arts – 3 additional hours selected from Art 101, Music 170, Theatre 101

SENIOR PROJECT: 4 credit hours
MDS 401 Project Proposal Development (1 credit hour)
MDS 492 Senior Project(3 credit hours)
All Multidisciplinary Studies students will enroll in and complete MDS 492: Senior Project during the final semester of their degree program. The senior project will combine the student's three minors. The project may take a variety of formats: formal research paper, scientific laboratory research, internship or cooperative education experience, social science research, or creative project. Students should discuss project ideas with a faculty member in each of their minor fields and with the MDS program advisor. Students will enroll in MDS 491: Project Proposal Development in the semester before they plan to complete the Senior Project. The proposal will be reviewed and approved by a faculty committee consisting of one faculty member from each of the student's three minors.

ELECTIVES (20 credit hours)
Electives in the Multidisciplinary Studies program are for students to:
    Take additional courses in one or more of their minors
    Take a four semester sequence in a Foreign Language or Mathematics since minors are not available
       in these disciplines
    Take courses in other fields to support their senior project
    Take courses for personal interest

Students should select electives in consultation with their academic advisor.

MINORS (18 credit hours each)
Multidisciplinary Studies students select three minors and complete all courses for each listed below:

BIOLOGY MINOR
Courses to be completed from General Education:

BIOL 101: General Biology 1 (3 hours)
BIOL 103: General Biology 1 Lab (1 hour)
BIOL 102: General Biology 2 (3 hours)
BIOL 104: General Biology 2 Lab (1 hour)
Two Courses from the following: 8 hours
BIOL 107: Anatomy and Physiology 1 (4 hours)
BIOL 108: Anatomy and Physiology 2 (4 hours)
OR
BIOL 211: Zoology: Animals as Organisms (4 hours)
BIOL 212: Botany: Plants as Organisms (4 hours)

Courses selected from the following: 10 hours
BIOL 200 and 200L: Microbiology with Lab (4 hours)
BIOL 371: Principles of Genetics (4 hours)
BIOL 436: General Animal Physiology (3 hours)
BIOL 461: Principles of Evolution (3 hours)

BUSINESS MINOR

Courses to be completed in General Education:
ECON 201: Microeconomics (3 hours)
ECON 202: Macroeconomics (3 hours)

Required Courses: 18 hours
ACCT 201: Principles of Accounting 1 (3 hours)
GBUS 310: Business Law 1 (3 hours)
MGMT 220: Principles of Management (3 hours)
MKTG 230: Principles of Marketing (3 hours)
Two Upper Level Business or Economics courses (6 hours)

CHEMISTRY MINOR

Courses to be completed in General Education:

CHEM 115: Fundamentals of Chemistry 1 (4 hours)
CHEM: 116: Fundamentals of Chemistry 2 (4 hours)

Required courses: 8 hours
CHEM 233: Organic Chemistry 1 (3 hours)
CHEM 235: Organic Chemistry 1 Lab (1 hour)
CHEM 234: Organic Chemistry 2 (3 hours)
CHEM 236: Organic Chemistry 2 Lab (1 hour)
PHYS 202: Introduction to Physics 1 (4 hours) *OR*
PHYS 111: General Physics 1 (4 hours)
CHEM 410: Biochemistry (3 hours)
CHEM 412: Biochemistry Lab (1 hour)
Upper Level Chemistry (2-3 hours)

COMMUNICATION MINOR

Courses to be completed in General Education:
COMM 111: Fundamentals of Speech (3 hours)
COMM 112: Interpersonal Communication (3 hours)

Required Courses: 18 hours
COMM 303: Business and Professional Communication (3 hours)

COMM 304: Human Communication and Rational Decisions (3 hours)
COMM 306: Human Communication in Organizations/Institutions (3 hours)
COMM 308: Nonverbal Communication (3 hours)
COMM 316: Intercultural Communication (3 hours)
COMM 404: Persuasion – Theory and Research (3 hours)

FINE ARTS MINOR

Courses to be completed in General Education:
ART 101: Art Appreciation (3 hours)
MUSI 170: Music Appreciation (3 hours)
THEA 101: Theatre Appreciation (3hours)

Select ONE of the following (Art, Music, or Theatre): 15 hours
ART:
ART 111: Drawing 1 (3 hours)
ART 240 Ceramics 1 (3 hours)
One of the following: ART 112: Drawing 2, ART 241: Ceramics 2, OR ART 213: Painting 1 (3hours)
Upper Level Studio Art (3 hours)
ART 360: Contemporary Art History (3 hours)

MUSIC:
MUSIC 121: Music Theory 1 (4 hours)
MUSIC 122: Music Theory 2 (4 hours)
MUSIC 171-190: Applied Music (1 hour)
MUSIC 311: American Music (3 hours)
MUSIC 390: Upper level applied music (3 hours)

THEATRE:
THEA 102: Acting 1 (3 hours)
THEA 131: Technical Theatre (3 hours)
Theatre elective (3 hours)
THEA 302: Directing OR THEA 404: Playwriting (3 hours)
Topics in Theatre History (3 hours)

ALL FINE ARTS MINORS: MDS 460: Fine Arts Seminar – 3 hours

HISTORY MINOR

Courses to be completed in General Education: 6 hours selected from
HIST 101: Western Civilization through the Reformation (3 hours)
HIST 102: Western Civilization from the Reformation (3 hours)
HIST 152: US History through the Civil War (3 hours)
HIST 153: US History from the Reformation (3 hours)

Required Courses: 18 hours selected from
HIST 302: History of American Indians (3 hours)
HIST 306: Colonial America, 1607-1763 (3 hours)
HIST 310: African-American History (3 hours)
HIST 340: Twentieth Century America, 1900-1945 (3 hours)
HIST 342: Twentieth Century America, 1945-2000 (3 hours)
HIST 355: Greece and Rome (3 hours)
HIST 370: Modern East Asia (3 hours)
HIST 410: Revolutionary America, 1763-1787 (3 hours)
HIST 430: Civil War and Reconstruction (3 hours)
HIST 445: History of American Women (3 hours)

HIST 463: Europe and the Middle Ages (3 hours)
HIST 465: Renaissance and Reformation (3 hours)
HIST 475: Modern European History, 1900-Present (3 hours)

LITERATURE MINOR

Courses to be completed in General Education: 6 hours selected from
ENG 131-132: Types of Literature 1, 2 (3 hours each)
ENG 221-222: World Literature 1, 2 (3 hours each)
ENG 241-242: American Literature 1, 2, (3 hours each)
ENG 261-262: English Literature 1, 2, (3 hours each)

Required Courses: 18 hours selected from
ENG 320: Medieval Literature (3 hours)
ENG 325: Shakespeare (3 hours)
ENG 330: Milton (3 hours)
ENG 335: The Romantic Movement (3 hours)
ENG 340: Victorian Era Literature (3 hours)
ENG 345: Modern and Post Modern Literature (3 hours)
ENG 410: Regional Literature (3 hours)
ENG 415; American Voices (3 hours)
ENG 420: Single Author (3 hours)
ENG 425: Topics in Contemporary Global Literature (3 hours)
ENG 430: Comparative Literature (3 ours)
ENG 450: Literary Criticism (3 hours)

PSYCHOLOGY MINOR

Courses to be completed in General Education:
PSYC 101: Introduction to Psychology (3 hours)
PSYC 241: Human Development (3 hours)

Required Courses: 18 hours
PSYC 281: Abnormal Psychology (3 hours)
PSYC 318: History and Systems (3 hours)
PSYC 323: Industrial/Organizational Psychology (3 hours)
PSYC 350: Introduction to Counseling Psychology (3 hours)
PSYC 362: Psychological Assessment (3 hours)
PSYC 363: Theories of Personality (3 hours)

SOCIOLOGY MINOR

Courses to be completed in General Education:
SOC 101: Introduction to Sociology (3 hours)
SOC 107: Social Problems OR SOC 221: Marriage and the Family (3 hours)

Required Courses: 18 hours
SOC 221: Marriage and the Family (3 hours)
SOC 302: Deviant Behavior (3 hours)
SOC 360: Gender and Human Identity (3 hours)
SOC 362: Sociology of Aging (3 hours)
SOC 390: World Culture through Film (3 hours)
SOC 405: Introduction to Social Inequality (3 hours)

BUSINESS AND ECONOMICS
Bachelor of Science in Business Administration (BSBA)

Objectives. The Bachelor of Science degree in Business Administration is designed to prepare students in the fundamentals, principles, techniques, and skills essential to the theory and practice of business. The program also develops students' communication and analytical skills essential to careers in today's business environment. Students are taught by qualified fulltime faculty of the Division of Business & Economics, many with experience in business, government, consulting and not-for-profit organizations, and by adjunct faculty who are current practitioners in business. All business programs are accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

Admission to BSBA Degree Program:
Admission to the Bachelor of Science with a major in Business Administration Degree may be achieved by fulfilling the following requirements:

Meet all the General Admissions or Transfer Admissions requirements to West Virginia University at Parkersburg.
Earn an Associate Degree from an accredited college or university. (Provisional admission may be granted in certain circumstances).
Maintain a minimum 2.0 grade point average, on a 4.0 scale, for all courses transferred to or completed at West Virginia University Parkersburg.

Application for admission to the BSBA degree is available in the Office of the Division of Business & Economics and should be filed during the semester in which the applicant will complete the Associate Degree.

Transfer of Credits. Students may transfer credits from college-level courses completed at other institutions subject to the following conditions:

All BSBA degree program students must complete at least 32 hours of credits in residency at WVU Parkersburg, regardless of the number of course credits transferred.
Students with approved transfer credits must complete at least 45 credit hours of upper division business courses (numbered 300 and above), including all required major concentration courses. No credit will be awarded toward senior-level courses completed at a two-year institution.
Lower-level division credits that are now upper-division credits that were completed at Parkersburg Community College (PCC) prior to the Fall1991 semester will not be accepted for upper-level credit.

Graduation Requirements BSBA Degree
Complete 120 credit hours in courses outlined for the Bachelor of Science in Business Administration Degree in any of the two program options: Accounting or General Business.

Maintain overall grade point average of 2.0 or higher in all general education courses and supportive courses required for the degree.
Maintain minimum grade point average of 2.25 overall in all courses included in the Common Professional Component (CPC).
Maintain minimum grade point average of 2.5 overall in all courses included in area of concentration.
Complete a minimum of 32 credit hours at WVU Parkersburg, 24 of which must be upper division (numbered 300 and above) targeted business courses.
Complete application for graduation, pay the graduation fee, and file application at Registrar's Office prior to stated deadline.

Student Advising. Prospective freshman business students and business students who transfer from other colleges should contact the Business & Economics Division at WVU at Parkersburg for advice on business programs and degree requirements. Transfer and returning students must request a transcript analysis from the Administrative Associate in the Business & Economics Division. When students have completed all developmental courses, they are assigned to an adviser in the Division of Business &

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Economics. If students encounter difficulty in scheduling, confusion about courses sequences, concerns about relevancy in the program of instruction, they are encouraged to visit their advisers immediately.

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CURRICULUM
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
BSBA DEGREE PROGRAM REQUIREMENTS - 120 hours

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General Education Competencies for the BSBA	
Communication	
Writing	9 hours required
Speaking	ENGL 101
Listening	ENGL102
Reading	COMM 111
Higher Order Thinking Skills	
Problem solving	6 hours required
Abstract inquiry	MATH 211
Quantitative literacy	MATH 126
Logical reasoning	
Scientific Inquiry	
Scientific method	8 hours required
Problem solving	Two sequentially numbered lab science courses in one
Critical thinking as determined by the student's program	discipline or two lab science courses in different disciplines
Historical and Diverse Perspectives	
Global issues	11 hours required (at 100 - level or above)
Ethical perspectives	3 hours from Psychology, Sociology, or Religion
Cultural values	3 hours from Philosophy, Political Science, History, or Geography
Historical perspectives	3 hours ECON 202
	2 hours from HPER 215 or 172
Express/develop/promote/value aesthetic awareness	
Expression of ideas	6 hours required
Appreciation of fine and performing arts	3 hours from ART 101/MUSI 170/THEA 101
Development of literary awareness	3 hours from Literature (ENGL 131, 132, 221,222, 261, 262, 241 or 242)
General Education Elective	3 hours required
	TOTAL HOURS **43 hrs.**

General Education and Supportive Courses

Course Number	Course Title	Credit Hours
ENGL 101	Composition I	3 hrs.
ENGL 102	Composition II	3 hrs.
COMM 111	Fundamentals of Speech	3 hrs.
ECON 202	Macroeconomics	3 hrs.
MATH 126	College Algebra	3 hrs.
MATH 211	Statistics	3 hrs.
CS 101	Introduction to Computing	3 hrs.
HPER 172 OR	Standard First Aid OR	
HPER 215	Personal Health	2 hrs.
PSYC / SOC / RELI Elective	Social Science Elective	3 hrs.
PHIL / POLS / HIST GEOG Elective	Social Science Elective	3 hrs.
Nat. Science with Lab	Science Electives	8 hrs.

Fine Arts / Literature
Foreign Language   3 hrs.
Total   **43 hrs.**

Business Administration Core Courses - 2.25 GPA required in these courses

Course Number	Course Title	Credit Hours
GBUS 101	Introduction to Business	3 hrs.
ACCT 201	Principles of Accounting I	3 hrs.
ACCT 202	Principles of Accounting II	3 hrs.
ECON 201	Microeconomics	3 hrs.
GBUS 202	Business Communications	3 hrs.
BTEC 275	Advanced Microcomputer Applications	3 hrs.
GBUS 300	Principles of Management Information Systems	3 hrs.
GBUS 325	Quantitative Business Analysis	3 hrs.
GBUS 310	Business Law I	3 hrs.
GBUS 412	Business Law II	3 hrs.
MGMT 220	Principles of Management	3 hrs.
MKTG 230	Principles of Marketing	3 hrs.
FIN 340	Principles of Business Finance	3 hrs.
GBUS 240	Business Administration Capstone	2 hrs.
GBUS 405	Global Business	3 hrs.
GBUS 440	Business Policy (must be taken last semester)	3 hrs.
	Total Core	**47 hours**

Accounting Concentration - 2.50 GPA required in these courses

Course Number	Course Title	Credit Hours
ACCT 310	Accounting Information Systems	3 hrs.
ACCT 311	Intermediate Accounting I	3 hrs.
ACCT 312	Intermediate Accounting II	3 hrs.
ACCT 331 **or**	Managerial Accounting **or**	3 hrs.
ACCT432	Cost Accounting	
ACCT 353	Federal Income Tax Accounting I	3 hrs.
ACCT 354	Federal Income Tax Accounting II	3 hrs.
ACCT 401	Advanced Accounting	3 hrs.
ACCT 405	Auditing	3 hrs.
GBUS 304	Advanced Excel	3 hrs.
GBUS 415	Managerial Business Ethics	3 hrs.
	Total Accounting Concentration	**30 hours**

General Business Concentration- 2.50 GPA required in these courses

Course Number	Course Title	Credit Hours
ACCT 331 **or**	Managerial Accounting **or**	3 hrs.
ACCT 432	Cost Accounting	
ECON 320	Managerial Economics	3 hrs.
ECON 331	Financial Economics	3 hrs.
MGMT 322	Organizational Behavior	3 hrs.
MGMT 333	Human Resource Management	3 hrs.
FIN 356	Fundamentals of Investing	3 hrs.
MGMT 401	Production and Operations Management	3 hrs.
MKTG 401	Marketing Research	3 hrs.
GBUS 304	Advanced Excel	3 hrs.
ELECTIVE	Business Elective*	3 hrs.
Total General Business Concentration		**30 hours**

*Upper level (300-400) Business and Economics electives

BACHELOR OF SCIENCE IN NURSING (BSN)*

The RN-to-BSN program is designed to be an online degree-completion program for licensed registered nurses (RNs). Only RNs with unencumbered license to practice nursing will be admitted to the program. The program will enable RNs to continue their education to the bachelor's degree without having to interrupt their education &/or employment. Nursing courses will be taught online to give nurses the flexibility to fit their academic work into their professional and personal calendars. It is the goal of WVU Parkersburg to provide registered nurses an educational experience which will build on current nursing knowledge and facilitate professional growth. The program will offer a broad- based general education experience. Emphasis will be placed on self-directed learning, professional and personal growth, expanded knowledge of care of the individual, family and communities.

Program Outcomes
Upon completion of the West Virginia University at Parkersburg Bachelor of Science in Nursing degree the graduate is prepared to:

- Incorporate the knowledge and skills learned to help patients, families, and communities continually progress toward fulfillment of human capacities.
- Make judgments in practice, substantiated with evidence, which synthesizes nursing science and knowledge from other disciplines in the provision of safe, quality care and the promotion of the health of clients and the community.
- Express one's identity as a nurse through actions that reflect integrity, a commitment to evidence-based practice, caring, advocacy, and safe quality care for diverse clients and their communities, and willingness to provide leadership in improving care.
- Act as a scholar who contributes to the development of the science of nursing practice by identifying questions in need of study, analyzing published research, and using available evidence as a foundation to propose creative, innovative, or evidence-based solutions to clinical practice problems.

(National League for Nursing (2010). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing. New York: National League of Nursing. pp. 33-36, 39).*

APPLICATION TO PROGRAM. The Health Sciences programs have limited enrollment and a selective review process. Students must complete a separate Health Sciences application and provide an official copy of any prior college transcripts,

Requirements for Admission to the Bachelor of Science in Nursing Program
- Have an associate degree or diploma in nursing from an accredited school.
- Possess an active unencumbered license to practice as a Registered Nurse in the United States.
- Have a minimum cumulative grade point average of 2.5 on all college/university courses completed prior to admission.

Application Procedure
Applications will be accepted year round. Application forms are available in the Health Sciences Division office and online at **www.wvup.edu/healthsciences.**

Acceptance and placement in the program are dependent upon the individual's academic record and upon the number of spaces available.

The WVU Parkersburg administration reserves the right to amend this documentation, upon recommendation of the Health Sciences Division without notice to insure the integrity of the program and the safety of the students, college, and community at large.

Graduation Requirements
- Complete a minimum of 120 credit hour equivalents with 60 credit hours as outlined in the Course

of Study.
- Complete a minimum of 32 credit hours at WVU Parkersburg, 29 of which must be RN-BSN upper division courses.
- Maintain an overall cumulative GPA of 2.5
- Complete all courses in the program of study with a minimum grade of "C".
- Completion of all course work within five years after enrollment in the first nursing course of the RN-BSN program.

First Semester

Course Number	Course Title	Credit Hours
NURS 311	Framework for Professional Practice	4hrs.
NURS 320	Health Assessment & Promo Across the Life Span	3 hrs.
MATH 100	Intermediate Algebra	4 hrs.
PHIL 150	Introduction to Ethics	3 hrs.
COMM 111	Fundamentals of Speech	3 hrs.

Second Semester

Course Number	Course Title	Credit Hours
NURS 234	Trends and Issues of Health Care	3 hrs.
NURS 330	Informatics: Concepts, Application & Issues	3 hrs.
MATH 211	Statistics	3 hrs.
ELECTIVE	PSYC/SOC Elective	3 hrs.
ELECTIVE	History Elective	3 hrs.

Third Semester

Course Number	Course Title	Credit Hours
NURS 440	Research in Professional Nursing	3 hrs.
NURS 431	Legal and Ethical Issues in Nursing	3 hrs.
ART 101 **or**	Art Appreciation **or**	3 hrs.
MUSI 170 **or**	Music Appreciation **or**	
THEA 101	Theatre Appreciation	
ELECTIVE	Literature Elective	3 hrs.
ELECTIVE	Biology, Chemistry or Physics Elective	3 hrs.

Fourth Semester

Course Number	Course Title	Credit Hours
NURS 450	Evidence-Based Practice in Professional Nursing	3 hrs.
NURS 451	Leadership and Management in Professional Nurs	3 hrs.
NURS 452	Community and Population Based Health Care	4 hrs.
ELECTIVE	Elective	3 hrs.
	TOTAL	**120 hrs.**

REGENTS BACHELOR OF ARTS (RBA)

The Regents Bachelor of Arts program is an innovative bachelor's degree that allows adult students to complete a bachelor's degree with no major. The program differs from other baccalaureate degrees in many respects:

Program Outcomes: College credit may be awarded based on work and life experiences. These credits may count toward degree requirements and are based on written portfolios.
- The program is designed to provide students with a comprehensive general education, without the requirement of a major. With the assistance of an advisor, applicants develop a course of study that best fits their needs and educational goals.
- As no specific courses are required for graduation, the program provides considerable flexibility in how, when, and where course requirements are met.
- Students may earn credit through regular college courses (in-state or out-of-state), Cooperative Education, distance learning, credit by exam, and/or petitioning for college credit through the

portfolio process.
• There is no time limit for completing the degree requirements.

The Regents B.A. Degree program operates on the same level of academic quality as other, more traditionally structured baccalaureate degree programs. However, poor scholarship in early years of study does not prevent the admission of students who subsequently have demonstrated their maturity and ability to acquire and use knowledge.

RBA students are governed by the same basic academic regulations as other students enrolled at WVU Parkersburg. These include rules on academic forgiveness (of past poor grades), grading, D/F repeat rule, probation and suspension, and student rights and responsibilities. Academic advising for the RBA Degree program is available at the Parkersburg and Jackson County Center campuses. More information about the degree can be found on the website at **www.wvup.edu/future-students/non-traditional-programs/regents-bachelor-of-arts/**

The Portfolio Process
The central principle that underlies assessment of work or life experiences is "what students KNOW is more important than HOW they learned it." If RBA students can demonstrate that their existing knowledge and skills are reasonably comparable to college-trained students, then comparable credit may be awarded.

Students may petition for credits in specific college-level courses that they have not already completed by writing a portfolio. The portfolio summarizes the learning that took place and equates that learning to the objectives in the syllabus for a college-level course. If the prior learning is not equal to a specific course, credit may be petitioned in the discipline area. Documentation is required to substantiate the petitions for credit. Portfolios are evaluated by faculty in the discipline being reviewed; recommendations are made for the award of "college equivalent credit."

Students who choose to earn credit for college-level learning acquired through professional work experience or other life experiences must complete the portfolio development course and submit a portfolio. The fee for the portfolio evaluation is $300.00 with an additional posting fee of $10.00 for each credit hour awarded.

PROGRAM REQUIREMENTS

Regents Bachelor of Arts Degree
In the process of earning the 120 credit hours needed for graduation, Regents students must fulfill the following specific guidelines:
Communication Skills: 6 Hours
May be chosen from ENGL 101, 102, 107,108, COMM 111 or 112, GBUS 202
Mathematics: 3 Hours
May be chosen from MATH 100 or higher, CS 101 or GBUS 117.
Natural Sciences: 6 Hours
May be chosen from any natural science course *including ENVR 102 or 310
Humanities: 6 Hours
May be chosen from any fine arts appreciation (not performance) course, general education literature, foreign language, philosophy, or JOUR 101.
Social Sciences: 6 Hours
May be chosen from geography, history, philosophy, political science, psychology, religion, economics or sociology.
General Education: 9 Hours
May be chosen from any of the above areas.

Total General Education Hours Required: 36 Hours
*The natural sciences requirement need not include a laboratory.

Upper-Division Hours. A minimum of 39 hours must be completed. May be selected from any course numbered 300 or higher.

Total Hours Required for the RBA Degree: 120 Hours
After Regents students have met the general education and upper-division credit hour requirements, they may choose from courses of interest to complete the balance of the 120 credit hours required for graduation. Students may elect to submit a portfolio to petition for credit equivalencies based on work or life experiences, may utilize Cooperative Education, may use CLEP test or standardized certifications to complete the additional course work.

Career and/or educational goals should drive course selection. For students who intend to apply for admission to a graduate program, course selection should mirror prerequisites and recommendations from that graduate school.

Residency
The residency requirement is 24 credit hours. Students may take courses at any public college or university in West Virginia to meet the residency requirement. Neither portfolio credit nor credit by exam may be used to meet the residency requirement.

Area of Emphasis
Students may elect to complete an Area of Emphasis in selected disciplines. The area of emphasis is not required for graduation with an RBA. The area of emphasis is intended to concentrate the student's academic work in a field of study. Fifteen hours of graded upper-division courses must be completed for an area of emphasis. Pre-requisites may also be required and students should see their advisors for specific pre-requisites and course requirements.

Areas of emphasis available at WVU Parkersburg include the following:
- Advanced Organizational Leadership
- Business Administration
- Communication Studies
- Early Childhood Education
- Global Studies
- History
- Journalism
- Literature
- Psychology
- Sociology

Computer Related AOE:
- Networking
- Network Security
- Operating Systems
- Software Engineering

Admission to the Regents Bachelor of Arts degree program
Students may apply for admission to the RBA program at WVU Parkersburg as their first bachelor's degree after meeting the following admission criteria:
- Must be fully admitted to WVU Parkersburg.
- Must have completed 30 hours toward the requirements of the program.
- Must be certified as a non-traditional student. Admission to the program is open only to students who meet one of the following requirements:
  - **Four years out of high school:** Admission to the program is open only to students who graduated from high school at least four years prior.
  - **GED recipients**: For those passing a high school equivalency (GED) test, admission must be four years after their original class graduated from high school.
  - **Transfer from other degree programs**: Students may transfer into the Regents

program from other programs only if they have graduated from high school more than four years prior.

- A 2.0 grade point average (GPA) will be required for admission to the RBA degree program. Students who have less than a 2.0 GPA and have a clear basis for exception may appeal to the Director of the Nontraditional programs for special admission status. Students should consult their academic advisor to apply for grade forgiveness and/or use the D/F repeat rule when appropriate.

Applications for admission to the RBA program are available on line and from the office of Non-Traditional Programs and should be filed prior to the completion of 60 credit hours toward the degree.

END OF PROGRAM ASSESSMENTS

Each Degree Certificate and Associate in Applied Science Degree program is required to identify an end of program assessment. As a part of degree completion, students will successfully complete the identified end of program assessment. Required assessments for the programs are found in the table below.

Program	Capstone Course	End of Program Exam
Board of Governors (AAS)	NA	Measure of Academic Proficiency
Business Administration (AAS)	GBUS 240	Major Field Exam Associate Degree Business
Chemical and Polymer Operator Technology (CAS)	ATPT 260	
Computer Information Technology	CIT 260	Net+
Criminal Justice (AAS)	CJ 291	ETS/CJ Assessment
Criminal Justice (Certificate)	NA	ETS/CJ Assessment
Early Childhood Development (AAS)	ECE 255	ParaPro
Energy Assessment and Management (AAS)	EAMT 280	NCCER
Paraprofessional Pre-K - 12(Certificate)	EDUC 230	ParaPro
Pharmacy Technician (Certificate)	PTEC 121	Pharmacy Technician Certification Exam
Solar Energy Technology (Certificate)	SET 260	NCCER, NABCEP
Surgical Technology (Certificate)	ST 112	Surgical Technologists Certification Exam
Welding (Certificate)	WELD 261	American Welding Society exam (AWS)
Welding Technology (AAS)	WELD 260	AWS

TRANSFER FROM OTHER INSTITUTIONS
Credits and grades from college-level courses completed at regionally accredited institutions of higher education are transferable to WVU Parkersburg. Credits and grades are recorded on the WVU Parkersburg transcript with equivalents noted, when applicable. Students must meet total degree credit hour requirements for all WVU Parkersburg degrees.

GRADUATE DEGREES AVAILABLE AT WVU PARKERSBURG
The following graduate programs are available on the Parkersburg campus:

Executive Master of Business Administration. This degree is offered by the College of Business and Economics at West Virginia University and can be completed entirely on the Parkersburg campus.

Master of Arts in Instructional Communication and Master of Arts in Corporate and Organizational Communication. The entire degree is offered by the College of Arts and Science at West Virginia University.

Master of Arts in Education. Masters' degrees in several areas of education are offered by the College of Human Resources and Education at West Virginia University.