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West Virginia University at Parkersburg serves Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt and Wood counties. WVU Parkersburg offers Certificates, Associate of Arts, Associate of Applied Science, Associate of Science degrees and select Baccalaureate degrees. WVU Parkersburg is an affiliated institution of WVU and a state-supported institution.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of race, sex, gender identity, marital status, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination. Inquiries regarding non-discrimination policies may be directed to: Debbie Richards, Special Assistant to the President, **304-424-8201**, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104.

West Virginia University at Parkersburg reserves the right to repeal, delete, change or amend the regulations and provisions contained in this publication.

#### College Addresses:

WVU Parkersburg  
 300 Campus Drive  
 Parkersburg, WV 26104  
 304-424-8000

Jackson County Center  
 107 Academy Drive  
 Ripley, WV 25271  
 304-424-8269 or 304-372-6992

Toll-Free: 1-800-WVA-WVUP (WV and OH only)  
 College Website: [www.wvup.edu](http://www.wvup.edu)  
 Email address: **WVUPInfo@wvup.edu**

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## SECTION 1

# COLLEGE PROFILE

### College Profile

West Virginia University at Parkersburg enrolls approximately 2,000 students in credit classes and additionally serves the community with non-credit classes, seminars, workforce development training and workshops. Academic credits earned at WVU Parkersburg are transferable to any institution in the West Virginia higher education state system as well as other accredited institutions throughout the country. WVU Parkersburg is the only public community college in West Virginia accredited to offer baccalaureate degrees. The college's primary service area consists of seven counties in West Virginia: Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, and Wood.

### College History

WVU Parkersburg was founded in 1961 as the Parkersburg Branch of West Virginia University. In 1971, it became Parkersburg Community College, one of the state's first comprehensive community colleges. The institution was renamed West Virginia University at Parkersburg and rejoined WVU as a regional campus in 1989. State legislation in 2008 created a statewide network of independently-accredited community and technical colleges, and, at this point, WVU Parkersburg became an independent institution while maintaining an affiliation with WVU. A Guaranteed Admission agreement allows students to complete their initial one to two years at WVU Parkersburg before moving on to complete select four-year programs at WVU. In 1974, the college established its Jackson County Center in Ripley.

### Governance

WVU Parkersburg is under the jurisdiction of the West Virginia Community and Technical College Council. WVU Parkersburg is governed locally by the WVU Parkersburg Board of Governors.

### Accreditation

West Virginia University at Parkersburg is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools to offer Certificates, Associate, and Bachelor's degrees. The Higher Learning Commission of the NCA may be contacted by writing 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, calling **800-621-7440** or visiting [www.hlccommission.org](http://www.hlccommission.org).

In addition, College programs are accredited by the following agencies:

- Accreditation Council for Business Schools and Programs. 11520 West 119th Street, Overland Park, KS 66213; **913-339-9356**;

**[www.acbsp.org](http://www.acbsp.org)**

- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, **[www.caahep.org](http://www.caahep.org)**
- National Council for Accreditation of Teacher Education, 2010 Massachusetts Ave NW, Suite 500, Washington, DC 20036; **202-223-0077**; **[www.ncate.org](http://www.ncate.org)**
- Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326; **404-975-5000**; **[www.acenursing.org](http://www.acenursing.org)**

College programs are approved by the following agencies:

- Association for Childhood Education International
- West Virginia Department of Education
- West Virginia Real Estate Commission
- West Virginia State Board of Examiners for Registered Professional Nurses

### **College Mission**

West Virginia University at Parkersburg provides accessible, life-changing educational opportunities in a safe and supportive environment.

### **College Vision**

West Virginia University at Parkersburg is the region's premier college recognized for quality education, commitment to student empowerment, workforce collaboration, and community involvement.

### **College Philosophy**

The faculty, staff, and administration of West Virginia University at Parkersburg individually and collectively hold the responsibility of providing educational and cultural opportunities in the college's service community, based upon the following principles:

1. Education holds a central position in the creation, development, and nurturing of a society.
2. Education should be constantly cognizant of the fact that all persons are individuals of worth and are entitled to be treated with dignity and respect.
3. Education functions under the realization that equal opportunity to access and to benefit from teaching and learning must be afforded to all persons.
4. Education provides the opportunity for all citizens in a democratic society to explore, to discover, and develop their special aptitudes and interests.
5. Education holds as a sacred trust its responsibility to assist persons in

their quest for a fulfilling life and for responsible citizenship in a world characterized by change.

### **College Goals**

In support of its Philosophy and to accomplish its Mission, West Virginia University at Parkersburg will:

- Maintain and establish first-rate, relevant academic programs.
- Provide focused and effective student support.
- Be the region's premier path to personal success through the recruitment, retention, graduation and job placement of our students.
- Lead our region with excellent, sustainable facilities and a financial condition that supports long-term institutional success.
- Foster excellent community relationships and maintain a superb reputation.
- Provide the optimal institutional climate for all campus members to achieve community success and professional satisfaction.

### **General Education Mission**

General education is "general" in several clearly identifiable ways: it is not directly related to a student's formal technical, vocational, or professional preparation; it is a part of every student's course of study, regardless of his or her area of emphasis; and it is intended to impart common knowledge, intellectual concepts, and attitudes that every educated person should possess.

West Virginia University at Parkersburg espouses the philosophy that education is both idea and act. Students are encouraged to think, to read, and to know, as well as to apply. In the general education courses, students are encouraged to challenge themselves in the following areas:

- **Demonstrate capabilities in**
  - Reading, writing, speaking, listening
  - Abstract inquiry
  - Logical reasoning
  - Problem Solving
  - Technological proficiency
- **Increase understanding in**
  - Numerical data
  - Scientific inquiry
  - Global issues
  - Historical perspectives
  - Literary and/or philosophical expression of ideas
- **Develop an awareness of**
  - Ethical perspectives
  - Cultural value systems
- **Expand appreciation of**
  - Fine and performing arts

### List of General Education Courses at West Virginia University at Parkersburg

To ensure breadth and depth as students meet these broad education goals, the curriculum focuses on six academic "strands."

Composition & Rhetoric	Science & Technology	Math & Quantitative Skills	Society, Diversity, & Connections	Human Inquiry & the Past	The Arts & Creativity
ENGL 101	ASTR 106	MATH 121	ECON 201	COMM 111	ART 101
ENGL 102	BIOL 101 & BIOL 103 lab	MATH 126	ECON 202	HIST 101	MUSC 170
ENGL 107*	BIOL 102 & BIOL 104 lab	MATH 128	GEOG 102	HIST 102	THEA 101
ENGL 108*		MATH 129	GEOG 240	HIST 152	ENGL 131
	CHEM 111	MATH 150	COMM 105	HIST 153	ENGL 132
	CHEM 115	MATH 155	COMM 112	PHIL 111	ENGL 221
	CHEM 116	MATH 156	POLS 102	PHIL 170	ENGL 222
	CS 101	MATH 211	POLS 220		ENGL 241
	GEOL101 & GEOL 102 lab		PSYC 101		ENGL 242
	GEOL 103 & GEOL 104 lab		PSYC 241		ENGL 261
	GEOL105 & GEOL105L		SOC 101		ENGL 262
	PSCI 111		SOC 221		ENGL 285
	PSCI 112		SOC 232		
	PHYS 101		SOC 105		
	PHYS 102		FREN 101		
	PHYS 111		FREN 102		
	PHYS 112		RELI 231		
	BIOL 107 *		SPAN 101		
	BIOL 108 *		SPAN 102		
	BIO 115				
	BIO 117				

\* Serves technical and professional degree programs specific to WVUP. Does not transfer to WVU as General Education. (August 2016)

General education supports the notion of a free, democratic society which, in turn, demands an informed, thoughtful, and ethical citizenry. Through general education, students are encouraged to observe how people are connected to each other, thereby discovering their common humanity. The core is designed to expose students to those activities and patterns of thought which are most truly human: the sciences, history, literature, and the arts.

Through the core studies, students are encouraged to think critically and analytically, to integrate knowledge, to solve problems, to be innovative, to synthesize ideas and actions, and to care about the public good. In essence, General Education is a study of human life and a quest for knowing the best way to live.

### **Jackson County Center**

The Jackson County Center of WVU Parkersburg was established in 1974 as an outreach program in Jackson and Roane counties. Many services available on the Parkersburg campus are also available at JCC. Courses are offered which enable students to gain complete various one-year Degree Certificates, Transfer Degrees such as the Associate of Arts and Associate of Science, or the AAS Board of Governors Degree. Students are also able to complete the general education requirements for various degree levels including Baccalaureate Degrees. Courses offered at JCC in conjunction with online and hybrid delivery proved the means to complete additional degrees through the Jackson County Center.

### **Caperton Center for Applied Technology**

The Caperton Center for Applied Technology involves an innovative approach to deliver programs which respond to evolving employment needs. The facility is shared by WVU Parkersburg and Wood County Schools. High school students may earn high school and college credit in a number of dual credit courses, thus taking advantage of a seamless transition from high school to college.

### **WVU at Parkersburg Foundation Inc.**

The WVU at Parkersburg Foundation, Inc. is an independent, non-profit, tax-exempt corporation organized to promote and support WVU Parkersburg. It is governed by a volunteer Board of Directors comprised of business and community leaders. Each year the WVU at Parkersburg Foundation awards approximately 100 scholarships to students who demonstrate strong academic performance. The WVU at Parkersburg Foundation also provides funds for staff and faculty development, student art awards and other institutional support.

Gifts to the Foundation are tax deductible to the extent provided by law. Support of the Foundation makes a significant impact on the college's ability to encourage strong scholars, and maintain a commitment to educational excellence in the Mid-Ohio Valley. The Foundation's administrative office is located on the Parkersburg campus. Information about donations to the Foundation and the scholarships available can be obtained by calling **304-424-8340** or by visiting [www.wvup.edu/foundation](http://www.wvup.edu/foundation).

### **Academic Common Market**

West Virginia University at Parkersburg offers students the opportunity to earn bachelor's degrees in a number of fields that are offered only by institutions in other states but are available to West Virginia residents at in-state tuition rates. To participate in any of the programs, students should start their instruction at WVU Parkersburg and complete approximately two years of study. Bachelor's degrees are available at specified state colleges or universities in Alabama, Georgia, Kentucky, Louisiana, Tennessee, and Virginia. In each instance, students who are accepted in the programs are eligible to pay the existing in-



state tuition and fees in the particular state in which they are accepted. For more information, contact the State Coordinator for the Academic Common Market, WV Higher Education Central Office, **304-348-0262**.



## SECTION 2

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# ADMISSIONS

### ADMISSION TO WEST VIRGINIA UNIVERSITY AT PARKERSBURG

#### Categories of Admissions

Students may be admitted to West Virginia University at Parkersburg under any of the following categories: General Admission, Transfer Admission, Transient Admission, Early Admission of High School Students, Readmission, Non-degree Admission, International Admission including Provisional Admission.

(Note: Admission to the institution does not necessarily imply admission to a particular program of study. Individual programs may publish their own requirements for admission.)

#### Admissions Requirements - General Admission

To be fully admitted under general admissions requirements, a student must:

Complete an Application for Admission, which can be found at each administrative center of the college or online. Addresses for Applications for Admissions are: WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104, or for the Jackson County Center, JCC, 105 Academy Drive, Ripley, WV 25274, or the online address, [www.wvup.edu/apply](http://www.wvup.edu/apply).

Submit official high school transcripts or a high school equivalency exam, such as GED or TASC scores from an accredited institution or source.

Submit official transcripts from each college or university previously attended. (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Admissions Office, located in the Center for Student Success. Transcripts marked "issue to student," faxed or submitted directly by students cannot be accepted.)

Submit scores achieved on any one of the following placement tests: American College Test (ACT), Scholastic Aptitude Test (SAT), Accuplacer, Asset, Compass or WV General Summative Assessment. Placement tests can be completed at any administrative center of the college prior to registration. While no specific score is necessary for entry to the college, completing a placement test is necessary for admission and enrollment. Some specific academic programs do require specific

tests and scores for program entry. West Virginia students who have scored a “3” or better on the West Virginia Summative Assessment in either English or Math may not be required to take the supportive courses in those subjects if the student is enrolling in college within one year of high school graduation for Math and within 3 years of high school graduation for English.

Students seeking general admission to the college who have completed a secondary school credential through a home school process must adhere to the following steps for admission:

The home schooling of secondary students in West Virginia is governed by West Virginia Code 18-8-1 subsection (c), and admission to the college from a home school environment will be analogous to the necessary requirements of said code to complete a final year of secondary school. In addition to all other admission requirements, home-schooled students must **provide one of the following**:

1. An official statement on letterhead from the superintendent of the school district of residence confirming that the student has met the academic assessment requirements for the final year of secondary instruction as detailed in West Virginia Code 18-8-1 subsection (c),  
**or**
2. Official test scores from a high school equivalency exam such as the GED or TASC. These scores must be from an accredited institution or source recognized by the United States Department of Education or the State of West Virginia, **or**
3. A transcript of class work from a secondary institution or organization recognized as accredited by an agency acceptable to the office of the Vice President for Student Services or the United States or West Virginia Department of Education.

### **Admissions Requirements-Transfer Students**

A transfer student is defined as an applicant for admission to WVU Parkersburg who has attended another accredited college or university and who wishes to enroll at WVU Parkersburg and declare a major field of study. To be fully admitted under transfer requirements, a student must:

Complete an Application for Admission, which can be found at each administrative center of the college or online. Addresses for Applications for Admissions are: WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104, or for the Jackson County Center, JCC, 105 Academy Drive, Ripley, WV 25274, or the online address, [www.wvup.edu/apply](http://www.wvup.edu/apply).

Submit a request to the registrars of all institutions previously attended to forward official transcripts to the Admissions Office, located in the Center for Student Services at WVU Parkersburg. *WVU Parkersburg maintains an obligation to adhere to all policies required by federal financial aid regulations.* Only credits earned at regionally accredited institutions or meeting 70% of course learning objectives of similar WVU Parkersburg courses as adjudicated by college faculty will be accepted for credit. (West Virginia Code 18B-1-6, 18B-2B6, 18B-14-2). These transcripts must be sent directly from the issuing institution to the WVU Parkersburg Admissions Office. Transcripts marked "issue to student," faxed, or submitted directly by students cannot be accepted.

Submit scores achieved on one or more of the following placement tests as needed based on the nature of transferred course work. American College Test (ACT), Scholastic Aptitude Test (SAT), Accuplacer, Asset, Compass, or WV General Summative Assessment. Placement tests can be completed at any administrative center of the college prior to registration. While no specific score is necessary for entry to the college, completing a placement test is necessary for admission and enrollment. Some specific academic programs do require specific tests and scores for program entry.

Submit official high school transcripts or a high school equivalency exam scores, such as the GED or TASC, from an accredited institution or source. *WVU Parkersburg maintains an obligation to adhere to all policies required by federal financial aid regulations.*

Complete transfer clearance form.

### **Admission Requirement - Transient Students**

A transient student is defined as any student who is officially enrolled in another college (referred to as "home college") and wants to take a course(s) at WVU Parkersburg and have the courses transferred back to his/her home college. To be fully admitted under transient requirements, a student must:

Complete an Application for Admission, which can be found at each administrative center of the college or online, [www.wvup.edu/apply](http://www.wvup.edu/apply).

Submit a transient approval form or letter of good standing from the home institution.

### **Admissions Requirements - Early Admissions Students**

An Early Admission student is defined as a high school junior or senior who has

completed all high school requirements through the sophomore year and has maintained a minimum cumulative 3.0 grade point average. To be fully admitted under early admission requirements, a student must:

Complete an Application for Early Admission, which can be found at each administrative center of the college or online. Addresses for Applications for Admissions are: WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104, or for the Jackson County Center, JCC, 105 Academy Drive, Ripley, WV 25274, or the online address, [www.wvup.edu/apply](http://www.wvup.edu/apply).

Submit a written approval from either the high school principal or equivalent to take college courses while a high school or secondary student, if requested.

Submit a partial, official high school transcript.

Applicants for the Early Admission programs who are pursuing a home school course of study must document the following: the equivalent of a 3.0 grade point average and the equivalent junior or senior standing at the secondary level by an official transcript of completed coursework, either notarized in the state of residence or mailed directly from a recognized accrediting agency as defined by the Division of Student Services.

Only secondary students who meet these requirements are eligible to enroll in college level course work while in high school. Early admission students are not eligible for financial aid. Exceptions to these standards for entry may be granted by the Senior Vice President for Academic Affairs upon appeal.

### **Admission Requirements - Readmission Students**

A readmission student is defined as any student who has previously enrolled at WVU Parkersburg as a student. To be fully admitted under readmission requirements, a student must:

Complete an Application for Admission, which can be found at each administrative center of the college or online. Addresses for Applications for Admissions are: WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104, or for the Jackson County Center, JCC, 105 Academy Drive, Ripley, WV 25274, or the online address, [www.wvup.edu/apply](http://www.wvup.edu/apply). This applies to a student who has not been enrolled for at least one academic year.

Complete additional requirements for admission transfer if the student

has attended any other college since last enrolled at WVU Parkersburg.

### **Admissions Requirements - Non-degree Students**

A non-degree student is a person who has no plans to earn a degree or certificate at WVU Parkersburg and who does not intend to register for more than two courses in any semester. To be fully admitted under non-degree requirements, a student must:

Complete an Application for Admission, which can be found at each administrative center of the college or online. Addresses for Applications for Admissions are: WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104, or for the Jackson County Center, JCC, 105 Academy Drive, Ripley, WV 25274, or the online address, [www.wvup.edu/apply](http://www.wvup.edu/apply). The non-degree student is not eligible for financial aid.

### **Admissions Requirements - International Students**

An International student is defined as a citizen of a foreign country who seeks admission to WVU Parkersburg. All documents must be on file by May 1 for admission to the subsequent fall semester and by October 1 for admission to the subsequent spring semester.

In addition to meeting the admission requirements of the student type for which he/she has applied, in order to be admitted as an international student, an applicant must:

Complete an International Application for Admission, which can be found at each administrative center of the college or can be mailed to any requesting individual. Note: Submission of certified copies of secondary school transcripts is not necessary unless the student is seeking transfer credit from the institution.

Submit copies of all prior institution transcripts if transferring to West Virginia University at Parkersburg. If the prior institution's location is outside the United States, they must be sent for evaluation to an accredited international transcript evaluation service as identified by the Registrar. Fees for such services are to be paid by applicant.

Submit regional examination scores, if applicable, that have been evaluated and verified by the testing agency. No failures are accepted, and test scores should represent competency levels equivalent to a grade of "C."

Submit a score on the Test of English as a Foreign Language (TOEFL) of 173 for the computerized test, 60 or higher on the Internet-based

TOEFL, and 500 for the paper test. A score of 7 or higher on the IELTS academic test will also be acceptable.

If TOEFL is not available, WVU Parkersburg also accepts the STEP EIKEN Proficiency 2A which is equivalent to the 500 score TOEFL. These scores must be sent by the STEP EIKEN institute.

An alternate means of English proficiency may be used if the student is attending WVU Parkersburg as part of a Cooperative Education Project Agreement between a recognized higher education institution and West Virginia University at Parkersburg as defined by said agreement.

Submit a notarized Affidavit of Financial Support showing financial commitment by the student and/or sponsor(s) equaling no less than the amount calculated by the Office of Financial Aid for an out-of-state student not living at home. Different levels and sources of necessary support may be defined by a Cooperative Education Project Agreement. Such agreements may supersede the requirement of an Affidavit of Financial Support if alternate forms of funding are defined in the Cooperative Education Project Agreement.

All individuals and institutions providing funds listed in the Affidavit of Financial Support (if required) must provide certified bank statements (private individuals) or statements of sponsorship (institutions). Bank and/or sponsorship statements can be no older than 6 months at the time of submission.

Complete a Deposit Agreement Form

Submit a copy of a current passport.

Upon receipt of all documentation, the Admissions Office, located in the Center for Student Services, will complete an evaluation and notify the student of an admissions decision. All outstanding documents must be submitted to the Admissions Office before admission to the college can be granted.

Upon confirmation of a positive admission decision, the Admissions Office will issue an I-20.

### **Admission requirements - Provisional Admission**

Applicants for Admission who do not meet all of the requirements stated above may be granted Provisional Admission for one semester. Requirements for



General Admission must be met by the completion of the first semester enrolled to continue enrollment at WVU Parkersburg. Provisional Admission students are not eligible for financial aid.



## SECTION 3

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# TUITION AND FINANCIAL AID

### TUITION AND FEES

The current tuition and fee schedule for West Virginia University at Parkersburg is published in the Answer Book and may be obtained on the college's website as Policy VI-11B Tuition and Fees (<http://www.wvup.edu/about/answer-book/campus-procedures-guidelines>). Tuition and fees are approved annually by the college's Board of Governors as well as the West Virginia Community and Technical College System Board of Governors and are effective for the academic year identified. Questions concerning tuition and fees should be directed to the West Virginia University at Parkersburg Business Office by calling (304) 424-8223.

**Tuition Payment Options.** Tuition may be paid by cash, check, credit card (American Express, Discover, MasterCard or Visa) or an installment payment plan. All tuition must be paid or an installment agreement must be in place prior to the first day of classes each term. Failure to make timely payment arrangements will lead to administrative withdrawal from all classes. Additional information is available from the Business Office or the Jackson County Center Office.

**Tuition Refund Schedule.** The Tuition Refund Schedule lists corresponding dates and penalty assessment percentages. It is available online or by contacting the Business Office.

Refund schedules apply to tuition only and do not apply to special fees. Refunds are issued only on complete withdrawals from the college. No refund will be issued for dropping individual courses until registered credit hours are zero. Tuition refunds will be issued for complete withdrawals to students according to the penalty schedule.

**Note:** The amount of refund is adjusted by the amount of unpaid tuition for students paying tuition under the installment payment plan. Students must withdraw from classes in the On-Line Student Information System (OL SIS) or in the Records Office before he/she can receive a refund for withdrawing from the college. The refund schedule is subject to change without notice.

**Financial Aid.** Most WVU Parkersburg students are eligible for some type(s) of financial aid. Forms of financial aid include but are not limited to: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Direct loans, Federal College Work Study, Higher Education Assistance for Part-time Students (HEAPS), the West Virginia Higher Education Grant Program, and scholarships, including both institutional and third party. Students interested in

financial aid must file the Free Application for Federal Student Aid (FAFSA) located at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The FAFSA should be completed on or before April 15 of each year to ensure priority consideration for all available types of federal and state financial aid. High school seniors applying for the PROMISE scholarship must have the FAFSA completed by March 1. For more information on West Virginia's state financial aid programs, students may visit [www.cfwv.com](http://www.cfwv.com).

Students must be fully admitted as a regular student at WVU Parkersburg, must hold a secondary school diploma or equivalent from an accredited institution or a valid high school equivalency exam such as the GED or TASC certificate, and must be enrolled in an eligible degree program to be eligible for federal financial aid. Students who are eligible to receive financial aid at WVU Parkersburg must remain in good academic standing and otherwise meet the required Standards of Satisfactory Progress. A copy of these standards is available online at [www.wvup.edu](http://www.wvup.edu), under the *Future Students and Cost, Scholarships, and Financial Aid* links. A review of each student's academic progress will be made prior to each semester and/or upon the initial processing of the student's FAFSA. Students who do not meet the standards of academic progress are not eligible to receive any form of financial aid.

Students who are approved for financial aid, including scholarships, will receive notification by their college student email account, advising them that they may log in to their OLSIS account to view their financial aid award. Students who have been awarded financial aid including scholarships for both the fall and spring semesters of an academic year will normally receive only one award notification for the entire academic year. When financial aid is fully processed (normally 4-5 weeks after the first day of classes), refunds will be disbursed to students through WVU Parkersburg's refund servicer, Higher One. It is each student's responsibility to choose one of the following options to receive their refund:

1. Higher One debit card
2. Direct deposit into a bank account that's already been established; or
3. Paper check. If a student does not make any choice, the default refund option is a paper check, sent to their permanent address.

WVU Parkersburg also participates in the Federal Direct loan program and students will be notified of their loan eligibility on their award notification. To be eligible for student loan funding, a student must be enrolled in a minimum of six (6) credit hours, and must be in class for a minimum of thirty (30) days. First time borrowers at WVU Parkersburg will not receive their loan proceeds until thirty (30) days after their first day of class. Loan amounts are based on grade level; those criteria are as follows:

Grade level 1 (Freshman): 0-32 credits completed

Grade level 2 (Sophomore): 33-65 credits completed

Grade level 3 (Junior): 66-98 credits completed

Grade level 4 (Senior): 99+ credits completed

**Financial Aid and Attendance.** Due to the requirements of federal and institutional financial aid policy, the college takes attendance in all college courses. The amount of financial aid a student receives each semester will depend on that student's class attendance record for that semester. Failure to attend college courses may result in being deregistered from class and will result in less, or loss of, financial aid.

**NOTE:** It is the student's responsibility to withdraw from classes if they do not wish to receive a grade or bill. Fees are not refundable.

Students who have been reported by any instructor as "not attending" will receive a warning through the WVUP student email system. The student will have a chance to confirm attendance status with his/her professor before being deregistered. The attendance confirmation process takes four weeks. Financial aid refunds to students will not be disbursed until after this period. Students are allowed to charge books and supplies against their financial aid at the bookstore on campus. Students may do so from the week before classes begin until the end of the fourth week of class.

**Financial Aid Repayment Policy.** When a student withdraws from school before completing the period of enrollment, federal regulations require that West Virginia University at Parkersburg determine whether any of the student's financial aid must be repaid to the various federal financial aid programs.

A student earns Title IV federal student aid based on the length of time he/she remained enrolled during an enrollment period. If the student has completed more than 60% of the enrollment period, all Title IV funds are considered earned, and no funds have to be repaid. If charges over and above the amount of retainable Title IV financial aid are not covered by other funds, West Virginia University at Parkersburg will bill the student to make up the difference.

A student owing a repayment to any federally sponsored student aid program cannot receive any federally supported student financial assistance for future enrollment periods until repayment arrangements have been made with either the West Virginia University at Parkersburg Business Office or the U.S. Department of Education.

**Ineligibility and Holds on Student Records.** Students in the following circumstances will have their records frozen and/or be ineligible to receive financial aid:

1. Students in default of student loans that were received while attending

West Virginia University at Parkersburg or any other educational institution that reports to the US Department of Education and the National Student Loan Data System.

2. Students who do not meet WVU Parkersburg's Standards for Satisfactory Academic Progress.
3. Students who owe a repayment on any federal aid program.
4. Students who have an outstanding bill with WVU Parkersburg.

## STANDARDS OF SATISFACTORY PROGRESS FOR FINANCIAL AID RECIPIENTS

**Satisfactory Academic Progress.** Students who receive financial aid from WVU Parkersburg must remain in good academic standing and must make satisfactory progress toward the completion of their academic goals. This policy applies to all students who apply to receive assistance from any federal or state financial aid program, as well as from any programs administered by the college that requires determination of academic progress for eligibility.

The federal government defines satisfactory academic progress as maintaining a minimum quantitative (hours attempted and completion rate) and qualitative (grade point average) standards. West Virginia University at Parkersburg's specific standards are as follows:

- a) **Grade Point Average** All students receiving financial aid must maintain a minimum of a 2.0 grade point average on a 4.0 scale.
- b) **Completion Rate** All students receiving financial aid must maintain a minimum 67% completion rate. This means a student must complete at least 67% of all credit hours attempted. Grades that will be counted towards attempted hours include F, W, FIW, I, and R. Any previous grades at WVU Parkersburg or other institutions will be included when calculating this rate.
- c) **Credit Hours** Students are also limited to the number of credit hours for which they can receive financial aid.

Eligible Certificates (CERT): Students are expected to complete their program within attempting 45 credit hours.

Two-Year Degrees (AAS, AA, or AS): Students are expected to complete their program within attempting 90 credit hours.

Four-Year Degrees (Bachelor's level): Students are expected to complete their program within attempting 180 credit hours.

**Financial Aid Warning and Suspension Process.** Maintenance of satisfactory academic progress will be monitored at the close of each semester, immediately after grades are processed and posted. Students who fail to meet one or more of the standards will be sent an email (to their assigned WVUP account), notifying them of their failure to meet the requirements to continue receiving financial aid. The email will contain a contract that the student has the opportunity to read, sign, and return to the Financial Aid Office in order to continue receiving financial aid on a semester-by-semester warning basis. The contract will state the terms that the student must meet to continue receiving financial aid based on their eligibility problem. This contract must be returned to the Financial Aid Office by the posted deadline which appears in red on the form. As long as the student successfully meets the terms of his or her financial aid agreement, then the student can continue to receive financial aid.

The first semester that a student on financial aid warning fails to meet the terms of his or her financial aid agreement, that student will be **SUSPENDED from receiving any further financial aid at WVU Parkersburg**. In order to regain eligibility for financial aid, the student would have to pay completely out of pocket for all expenses related to twelve (12) successfully passed credit hours or until he or she earned enough credits to meet the stated standards of satisfactory academic progress, whichever occurs first. There is no opportunity for appeal at this point.

**Scholarships.** First-year scholarships awarded by WVU Parkersburg are based primarily on academic achievement, potential or need; an applicant is not required to demonstrate financial need to apply. The Division of Student Services and the Scholarship Committee make decisions on the granting of first-year scholarships. Students must apply for admission and provide all necessary admissions documentation to be considered for scholarship.

To be eligible for a first-year college scholarship, the applicant must have completed no more than 24 hours of college credit or be a recent high school graduate with a 2.5 high school GPA or higher, or exhibit leadership or cultural talent. Significant scholarship funds for adult students based on the completion of an accredited equivalency exam, such as General Education Diploma (GED) or Test Assessing Secondary Completion (TASC). Availability is on a first come, first served basis.

ACT scores are not required for first-year scholarship, but may be considered. Returning students may apply for scholarships beyond the first academic year by completing a WVU at Parkersburg Foundation Scholarship application, which may be obtained in the Foundation Office. The term of scholarship will be determined on a case-by-case basis, dependent upon funding.

Foundation scholarships and final approval of scholarship selection will be made

by the WVU at Parkersburg Foundation Scholarship Committee. For returning college students (i.e. those who have completed 12 or more WVU Parkersburg credit hours), the criteria will be a 3.2 cumulative grade point average. The cumulative grade point average used for this standard will be taken from the official WVU Parkersburg transcript, and all credits (including credits transferred in) will be considered. High school GPA and ACT scores will not be a factor in determining eligibility for returning college students. In cases where these criteria are not met, the Scholarship Committee may take into consideration other factors in awarding scholarships. The student may be asked to submit information to help the Scholarship Committee assess the student's potential.

All scholarships are awarded on a first come-first served basis at the decisions of the appropriate scholarship committee. Students will normally become ineligible for scholarships when the total cumulative credit hours reflected on their official WVU Parkersburg grade transcript exceeds 90 credit hours (for two-year degrees) or 180 credit hours (for bachelor's degrees).

To apply for a scholarship, first-time students must apply for admission and submit a completed high school transcript (or a partial transcript if the student is a graduating senior) to the Admissions Office by **April 1**. Students should also submit all required and supporting information to the Admissions Office by the April 1 deadline.

To apply for returning student scholarships, students must have completed and turned in the Foundation scholarship application by **April 1**. Additional information is available on the WVU at Parkersburg Foundation, Inc., web page at [foundation.wvup.edu](http://foundation.wvup.edu).

**Tuition Reciprocity for Ohio Residents.** Under terms of a tuition reciprocity agreement between WVU Parkersburg and Washington State Community College (Marietta, Ohio), special conditions apply for West Virginia and Ohio residents pursuing specific programs at the respective institutions. Contact the Admissions Office for additional information. Details are available at [www.wvup.edu/ohio](http://www.wvup.edu/ohio).





## SECTION 4

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# STUDENT INFORMATION

The following section includes a listing of campus services, policies, student organizations and activities, and other information of interest to students.

### GENERAL INFORMATION

**Admissions and Records.** The Office of Admissions, located in the Center for Student Services, coordinates the admissions process and oversees the recruitment and outreach strategies of the college. The Records Office maintains records of the student grades and enrollment.

**Assessment.** The College derives many benefits from its campus-wide assessment program. Academic departments have the opportunity to reflect on what the program mission is, and what a graduate from that program will know, value, and be able to do. Students find it helpful to know the goals of their academic program and how courses in their program relates to those goals. Faculty use the assessment results to determine if program goals are being met. Academic support services, such as the library, student affairs, academic advisement, and financial aid, make a tremendous contribution to student learning on campus. Thus, all areas of the institution can assess how they contribute to the learning environment and what changes they might make to maximize learning experiences.

**Assessment Participation.** WVU Parkersburg requires student participation in assessment tests and surveys. The results enable the College to monitor its programs and services, to assist students in fulfilling their academic goals, and to fulfill reporting requirements to accrediting and government agencies. The Senior Vice President for Academic Affairs, the Outcomes Assessment Committee, and the Institutional Research Officer oversee development and reporting of assessment activities. Academic and administrative departments throughout the College periodically require student input about their functions.

Students will be notified when they are expected to participate in assessments. Assessment of general education outcomes will be undertaken regularly. In addition, each program conducts its own assessments of student learning. Other assessments will be conducted as needed. Generally, these assessments can be completed in a modest period of time, and results will be available to students and the campus community. A student's failure to participate in assessment activities may result in administrative action including withholding of grades and/or restriction from registration until the requirements are met.

**Bookstore.** The campus bookstore carries textbooks and classroom materials as

well as imprinted items and sundries.

**Cafeteria.** The college cafeteria is located in the College Activities Center on the Parkersburg campus and is open most hours while classes are in session. Vending machines are also available at hours when the cafeteria is closed.

**Campus Mail.** Students may mail envelopes and small packages at the Mailroom, in the lower level adjacent to the Print Shop, on the Parkersburg campus. Postage stamps are available in the Bookstore. Students may leave messages for faculty or staff at the Mailroom, to be distributed through campus delivery.

**Career Services.** Current students and alumni can take advantage of career development counseling and job services to enhance their employment opportunities. The Career Services Center provides assessments, career exploration, cooperative education, job skills building, and placements. At the Career Services Center, you can receive help in developing or updating your resume, references, cover letter, and other correspondence. You can also receive assistance with interview skills or any other questions you may have related to your job search. Career Services offers a jobs posting and resume database system service to all students and alumni. Students can access and alumni can create accounts at, [www.collegecentral.com/wvup](http://www.collegecentral.com/wvup). The services provided by Career Services are FREE to all current students and alumni.

**Changes in Schedule.** Students may change their class schedules by accessing their OLSIS account or by reporting to the Records Office, located in the Center for Student Services or JCC office to complete necessary forms. Registration closes prior to the first day of the semester or part of term. To add a course after the start of a semester, a student must have the instructor's permission to enter a class and the permission of the Senior Vice President for Academic Affairs, the Vice President for Student Services, or at the Jackson County Center, the Assistant Dean of the Center. Course additions may only be made within the first week of class, and students must report to the Business Office to complete processing of a schedule change in the case of a tuition amount change.

**Counseling Services.** The Center for Student Support Services carries out its mission through the provisions of a wide range of direct and indirect services in the areas of crisis/emergency intervention brief/short-term counseling, problem solving sessions(s), consultations, education, and outreach.

The primary services provided by The Center for Student Support Services are as follows:

1. **Counseling Services.** The counselor provides crisis intervention, brief/short-term individual and couples counseling. Examples of issues included but are not limited to: anxiety,

depression, suicidal thoughts/ideation, stress management, substance abuse, self-confidence concerns, relationship issues, trauma, loss, and psychopathology. Services include mental health referral support.

2. **Problem Solving.** The Center provides students with an opportunity to engage in problem-solving sessions with the counselor.
3. **Psychoeducational and Outreach Programming.** Workshops and presentations are provided to student groups, individual classes, administrative units, and staff groups on a variety of topics. The Center for Student Support Services is active in its outreach efforts to promote both awareness of counseling issues and openness to prevention and treatment of mental illness, substance abuse, diminished self-confidence, and unhealthy lifestyles.

**Disability Services.** The Center for Student Support Services office is committed to helping qualified students with disabilities achieve their academic goals by providing reasonable academic accommodations. Students with documented disabilities are entitled to receive accommodations based upon documented significant functional limitations. Accommodations are provided for students with a wide range of temporary or permanent disabilities in order to provide equal access to opportunities at WVU Parkersburg. Accommodations are tailored to the needs of the individual students rather than to a disability. Students requesting disability-related academic accommodations must register with the Center for Student Support Services prior to receiving accommodations.

Specific information regarding the documentation of learning disabilities (LD), Attention-Deficit/Hyperactivity Disorder (ADHD), psychological/psychiatric disabilities, traumatic brain injury, physical/medical disabilities, and visual and hearing impairments is available upon request. Visit [www.wvup.edu/disabilityservices](http://www.wvup.edu/disabilityservices) for information regarding accommodations for online, hybrid, or face-to-face classes.

**Center for Early Learning.** The Center for Early Learning is a nonprofit childcare center, providing assistance for students with young children as well as for college employees on the main campus.

**Frozen Records.** Individual records will be frozen if a student is under a financial obligation to the college or if the student owes money to, or is in default, in any Title IV Federal Program. Until obligations are met, students may not register for classes, receive financial aid, graduate, or receive a copy of their college transcript.

**Health and Wellness.** The Health and Wellness office provides information on

how to achieve and maintain lifelong health and well-being. Various health and wellness programs that will aid in developing healthy lifestyle changes are offered during the year.

**Library.** Library services are provided to aid in classroom instruction, individual investigation, and research on the Parkersburg campus. Books and other resources are selected to meet the academic needs of the various instructional divisions and the general informational and recreational interests of the college community. Interlibrary loan service is available through the West Virginia Library Commission and the Online Computer Library Center.

**Lost and Found Articles.** A lost and found service is available for student, faculty, and staff personnel. Found articles may be left at the Campus Security Office or the JCC administrative office, and persons who have lost articles may check there.

**Military Service, Credit for.** Students who have completed at least one year of military service may be granted credit for training received, which may be used to satisfy General Studies, physical education, or elective requirements. It is the student's responsibility to request this credit and to verify military experience.

For students enrolled in the Board of Governors Associate of Applied Science degree and/or the Regents Bachelor of Arts degree programs, a transcript from the American Council on Education (ACE) will verify military training and provide appropriate documentation for credit levels (lower-division or upper-division).

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students' rights with respect to their education records including:

- The right to inspect and review their education records.
- The right to request the amendment of the record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. WVU Parkersburg has classified the following as Directory Information which may be released without prior consent: name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, enrollment status (full, part-time or not enrolled), degrees and awards received including Dean's List and President's Scholar List, the listing of previous educational institutions attended, and participation in officially recognized activities.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by WVU Parkersburg to comply with the

requirements of FERPA. Family Policy Compliance Office, US Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5920

**OLSIS - Online Student Information System.** This is a web-based system which allows students access to the following on-line services:

- **Billing Information** - Students can view and print their bill for a semester. In addition, accounts from prior semesters can be viewed and printed.
- **Financial Aid** – Students view and accept their financial aid awards in OLSIS under the Financial Aid section. Students receive specific instructions for uses of OLSIS for financial aid purposes in emails sent by the Financial Aid Office.
- **Holds** - Holds on a student record will prevent access to registration, grades, and transcripts. The reason for the hold can be viewed in OLSIS.
- **Mid-Term and Final Grades** - Student grades are available only through OLSIS. Students who need a grade report card must request it through the Records Office, located in the Center for Student Services, by the last day of finals for the semester.
- **Registration** - Registration permits students to schedule classes well in advance of an upcoming term. Advisors are available to assist students in planning schedules. All priority pre-registration is conducted through OLSIS.
- **Student Information** - Name, address, and e-mail address information are available for the student to view and request to update as needed.
- **Transcripts** - Unofficial transcripts are available for students to view or print.

**Orientation.** Orientation sessions are required for new and returning students. Orientation is designed to provide students with the opportunity to consult faculty advisors and counselors for course planning, and to become acquainted with various campus activities, programs, policies, and personnel.

**Parking.** Parking is available on lots adjacent to campus buildings. Posted parking regulations are to be followed. See Fee listing regarding parking fee.

**Tuition Payments.** Tuition and fees may be paid in OLSIS using a debit or credit card or in person at the Business or JCC Office.



**Residency Policy.** To establish a student's eligibility as a resident for "in-state" status for the purpose admission and assignment of tuition and fees, WVU Parkersburg adheres to the WV Community & Technical College system policy Series 25 which may be viewed at [www.wvctcs.org/images/stories/Regs\\_Rules/135-25.pdf](http://www.wvctcs.org/images/stories/Regs_Rules/135-25.pdf). Residency is determined by a student's permanent home address ("domicile").

**Process for Classification for Admission and Fee Purposes.** WVU Parkersburg *Answer Book* policy #VI-8A provides the details for the process. The student is responsible for providing documentation to establish domicile. The institution may require written documents, including affidavits, verifications, or other evidence needed to determine residency.

A request to prove domicile must be made to the Executive Director for Enrollment Management in the Admissions Office located in the Center for Student Success and must be received at least two weeks prior to the deadline for payment of tuition and fees for any semester or term. Any student found to have made a false or misleading statement concerning domicile is subject to institutional disciplinary action and will be charged the nonresident fees for each academic term.

Having been awarded in-state status at another college or university in West Virginia does not automatically transfer to or from WVU Parkersburg, but consideration will be given if no substantive changes have been made. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer that reciprocity status to another public institution in West Virginia.

**Residence Determined by Domicile.** The primary issue that determines domicile is the student's (or parents' or guardians', if a dependent student) *intentions* for establishing residency. The primary reason for moving to the state of WV should not be for the purpose of attending college. Individuals who have lived continuously in the state of WV for at least 12 months prior to the date of registration will typically be considered for in-state residence.

To establish domicile with fewer than 12 months' presence prior to registration, a prospective student must provide evidence including but not limited to the following written evidence of:

- Ownership or lease of a permanently occupied home in West Virginia.
- Full-time employment within the State including paying property tax.
- Filing WV income tax returns.
- Registration of motor vehicles in WV.
- Possession of a WV driver's license.
- Marriage to a person already living in WV.

Proof of a number of these will be considered only as evidence that may be used in determining whether or not a domicile has been established.

Factors that may deter the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or on the parents' health insurance policy if the parents reside out of state. In addition, receiving financial assistance from state student aid programs in other states and leaving the state when school is not in session do not support WV residency requirements.

**Dependency Status.** A dependent student is one who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous, and that student does not attain independence and establish domicile in another state.

A nonresident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in WV for admission or fee payment purposes.

**Change of Residence.** A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established domicile in West Virginia with the intention of making the permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in the previous mentioned Residency Policy. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

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



students for tuition and fee purposes.

**Aliens.** An alien who is in the United States on a resident Visa or who has filed a petition for naturalization in the naturalization court and who has established a bona fide domicile in West Virginia as defined in Section 2 may be eligible for in state residency classification, provided that person is in the State for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in state classification as defined above. Any person holding a student or other temporary Visa cannot be classified as an in-state student.

**Former Domicile.** A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one-year period of time and satisfies the conditions listed above regarding proof of domicile and intent to remain permanently in West Virginia.

**Appeal Process.** In keeping with policy, a process has been established to assure that West Virginia University at Parkersburg students receive a fair and thorough review of residency classification for admission and fee purposes.

The Executive Director of Enrollment Management is the designated institutional officer charged with the determination of residency classification. If a student wishes to appeal the decision regarding residency, the student meets with the Executive Director of Enrollment Management, who will interview the individual to determine if the appropriate decision has been made. The student may be asked to provide appropriate documentation of residency.

## STUDENT ACTIVITIES

**Backdoor Comedy Club.** A popular series of night club style functions is held each semester on the Parkersburg campus featuring nationally recognized comedians.

**College Chorale.** The select chamber choir performs for college functions, in local and regional concerts, and on annual tours in West Virginia and surrounding states. Members may earn academic credit for participation.

**Distinguished Performance Series.** The college's cultural events program is designed to bring nationally and internationally known performers to Parkersburg for the enrichment of the student body and the community. Students may purchase advance tickets for themselves and one guest.

**Fitness Center.** A fully equipped Fitness Center is available to students, free of

charge, on a daily basis at the Parkersburg campus.

**Wii Fit Lounge.** The aerobic room is outfitted with a Wii fit and is available if the room is not being used for class.

**Intramural Sports.** Activities are available in men's and women's flag football, men's and women's basketball, men's and woman's softball, co rec volleyball, co rec bowling, co rec golf, and recreation programs in table tennis, darts, horseshoes, backgammon, chess, etc. on the Parkersburg campus.

**Sports Clubs.** Sports clubs, including soccer, basketball, golf, and women's volleyball, provide students an opportunity to compete against other collegiate clubs.

**Student Publications.** *The Chronicle* newspaper is published six times per semester by journalism students and is distributed free at various campus locations. Students earn academic credit for participation. *Gambit* is published each year from original prose, poetry, artwork and photography submitted by students and others.

**Theatre.** Students have an opportunity to participate as actors or as theatre technicians in a series of productions each year. Academic credit is available to participants.

## STUDENT ORGANIZATIONS

West Virginia University at Parkersburg has a variety of student organizations on campus. These range from academic honoraries to personal interest and program-specific clubs and organizations. National academic honoraries include Alpha Epsilon Delta, Phi Theta Kappa, Psi Beta, and Sigma Beta Delta. Additional information is available by contacting the Office of Student Support and Engagement for details about the organizations and how to contact a group's faculty advisor.

## TESTING

**Testing Center** provides a wide variety of testing, including the following requirements to admission into some programs. WVU Parkersburg is a designated testing site for ACT for persons in the Parkersburg area, whether or not they intend to register at WVU Parkersburg. Tests are scheduled five times per year on national test dates. Additional local testing dates are scheduled as needed for students enrolled at WVU Parkersburg.

**College-Level Examination Program (CLEP).** WVU Parkersburg is a testing center for CLEP, a subsidiary of the College Board. Tests that can be used for college credit across the country are available, whether or not the individual plans to attend WVU Parkersburg or not. (See "Credit-by-Examination.")

**WVU Parkersburg Placement Tests.** The college requires all students who have established degree objectives to take Placement Tests in English and mathematics. Part-time, non-matriculated students may be required to take a placement test if they enroll in a course which has a placement test pre-requisite. Tests are given through the Center for Student Services on the Parkersburg campus and at the Jackson County Center throughout the year.

## **TRANSFER OF CREDIT TO OTHER INSTITUTIONS**

Transfer of credit to other state colleges and universities in West Virginia is established by state-wide policy. Up to 72 hours of credit and grades completed at two-year colleges will be transferable to any bachelor's degree granting institution in the state system.

Students who have completed a two-year degree at WVU Parkersburg may expect to transfer to baccalaureate institutions in the state at junior-level status and should be able to graduate from the latter institution with the same number of total credit hours as will be required of that college's generic students.

Students transferring to institutions outside West Virginia should encounter no problems in transfer because of the college's accreditation by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. Additional information is available at [www.hlcommisison.org](http://www.hlcommisison.org).

**Core Coursework Transfer Agreement.** The West Virginia Community & Technical College System and WV Higher Education Policy Commission annually publish a "Core Coursework Transfer Agreement" that is designed to assure that students who transfer from one West Virginia college or university to another will receive credit for specified general studies courses at the receiving institutions.

Under that agreement, a student may transfer up to 32 credit hours of undergraduate coursework in the areas of English composition, communications and literature, mathematics, natural science and social science as general studies credits. The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements.

Since coursework is generally transferable among state institutions in WV, a student could conceivably transfer *more* than 32 hours of general studies credit from one institution to another that are provided for in this agreement. The agreement is not designed to limit the number of credits that are transferred. Its purpose is to assure that students will be able to transfer credits in accordance with the terms of the agreement.

The hours of core coursework that are acceptable toward fulfillment of general

studies requirements are as follows:

<b>General Studies Requirement:</b>	<b># Credit Hours:</b>
<b>English Composition</b>	6
<b>Communication and Literature</b>	6
<b>Literature</b>	3
<b>Mathematics.</b> <i>College math including general math, algebra, trigonometry or calculus</i>	3-5
<b>Natural Science.</b> <i>Lab science including biology, chemistry, geology, physics or physical science</i>	8-10
<b>Social Science.</b> <i>History, political science, psychology, sociology or economics with no more than 3 hours from any area.</i>	9

It is the responsibility of the student who is transferring from a state college or university to another institution in the state system to be aware of the specific program requirements at the receiving institution. Occasionally, in an academic program, such as engineering or other professional fields, there may be a requirement for completion of particular general studies course(s). Though the core coursework transfer agreement provides for uniform acceptance of up to 32 hours of core coursework, the student must still complete all program requirements for his/her course of study.

West Virginia University at Parkersburg courses that are acceptable as general studies credits under the agreement are:

<b>WVUP Course and Title</b>	<b>Credit Hours:</b>
<b>English Composition</b>	<b>6 hours required:</b>
ENGL 101 Composition 1	3
ENGL 102 Composition 2	3
<b>Communication and Literature</b>	<b>6 hours required</b>
COMM 111 Fundamentals of Speech	3
ENGL 131 Types of Literature	3
ENGL 132 Types of Literature 2	3
ENGL 221 World Literature 1	3
ENGL 222 World Literature 2	3
ENGL 261 English Literature I	3
ENGL 262 English Literature II	3
ENGL 241 American Literature I	3
ENGL 242 American Literature II	3
<b>Fine Arts Appreciation – 3 hours</b>	<b>3 hours required</b>
ART 101 Art Appreciation	3
MUSI 170 Music Appreciation	3
THEA 101 Theatre Appreciation	3
<b>Mathematics</b>	<b>3-4 hours required</b>
MATH 126 College Algebra	3
MATH 128 College Trigonometry	3
MATH 121 Intro. to Mathematics	3

<b>WVUP Course and Title</b>	<b>Credit Hours:</b>
MATH 129 Pre-Calculus Math	4
MATH 141 Finite Math	3
MATH 155 Calculus I	4
MATH 156 Calculus II	4
<b>Natural Science</b>	<b>8 hours required</b>
BIOL 107 Anatomy and Physiology 1	4
BIOL 108 Anatomy and Physiology 2	4
BIOL 101/103 General Biology 1	4
BIOL 102/104 General Biology 2	4
CHEM 111 Intro. to General Chemistry	4
CHEM 112 Intro. to Organic/Biological Chem.	4
CHEM 115 Fundamentals of Chemistry 1	4
CHEM 116 Fundamentals of Chemistry 2	4
PHYS 101 Intro. to Physics 1	4
PHYS 102 Intro. to Physics 2	4
PHYS 111 General Physics 1	4
PHYS 112 General Physics 2	4
PSCI 111 Intro. to Physical Science	4
PSCI 112 Intro. to Earth Science	4
GEOL 101 Physical Geology	4
GEOL 103 Historical Geology	4
<b>Social Science</b>	<b>9 hours required</b>
HIST 101 Western Civ. through Reformation	3
HIST 102 Western Civ. from Reformation	3
HIST 152 U.S. History through Civil War	3
HIST 153 U.S. History from Reconstruction	3
POLS 101 Elements of Democratic	3
POLS 102 American Federal Government	3
SOC 101 Intro. to Sociology	3
PSYC 101 Intro. to Psychology	3

## TUTORING CENTER

The Tutoring Center provides free tutorial assistance for college-level courses. Brainfuse (online tutoring), Kurzweil Reader, Mavis Beacon, and many other resources are available. For Jackson County Center's tutoring information, please call (304) 372-6992 or (304) 424-8269.

**Veterans Resource Center.** The Veterans Resource Center, located near the College Activities Center, provides special assistance for veterans applying for veterans' educational benefits.

**Weather Cancellations.** Students may check on the status of classes by visiting the college website at [www.wvup.edu](http://www.wvup.edu) or calling the main switchboard **(304) 424-8000**, the Public Information Office **(304) 424-8203** the toll-free number, **1-800-WVA-WVUP** or the Jackson County Center, **(304) 372-6992**. Also, area radio and television stations broadcast weather related campus closings or delays.

The **Emergency Alert System** provided to WVU Parkersburg current faculty, staff, and students is designed to play a critical role in keeping people safe

before, during, and after a campus emergency. The communication system is used only to inform the campus community of an emergency, the impact the emergency has on class schedules, and other key information in terms of recommendations to the message recipients. Messages are delivered through a variety of methods, including text messages, with a message lead of: ALERT! Types of emergency may include weather alerts or loss of utilities (e.g. power, water, heat). Campus community members are automatically enrolled in the program although an opt-out procedure is available. There is no charge to the WVU Parkersburg community for this service.

Additional information is available at [www.wvup.edu/alert](http://www.wvup.edu/alert).

## **WITHDRAWAL PROCEDURES**

**Withdrawal From Individual Classes.** Students withdrawing from an individual course must access their OLSIS account.

**Withdrawal From the College.** Students withdrawing from the college should access their OLSIS account and may contact the Records Office, located in the Center for Student Services, for assistance.

**Failure To Withdraw.** Failure to process withdrawal forms at the Records Office, Center for Student Services, or the OLSIS account can lead to grades of F or FIW in all classes for which the student was registered but did not complete.

## SECTION 5

# ACADEMIC INFORMATION

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- |                                    |   |
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| 1. Academic Advising               | 14. Grades & Grading                    |
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### 1. ACADEMIC ADVISING

Students who indicate an intention to complete a degree program are assigned Academic Advisors when they are admitted to WVU Parkersburg. The academic advisor assists the student in determining courses needed to fulfill degree requirements, suggests selected courses, and may discuss career opportunities and goals. Students may find the name of their assigned advisor in their individual OLSIS accounts.

Students should consult academic advisors before registering for or withdrawing from classes. Academic Advisors will release a student's registration pin each semester following an advising meeting. Students should schedule meetings with advisors several times each semester to monitor progress and plan for registration in succeeding semesters.

### 2. CENTER FOR STUDENT SERVICES

The Center for Student Services provides initial academic advising and scheduling for new students. The Center for Student Services is staffed by advisors and is supported by faculty who provide specific advisement for students initially enrolled in any college-level course. At the point of the initial schedule, students are assigned an academic advisor in their chosen major. Advising is an important activity at WVU Parkersburg and all students are required to meet with their advisors to ensure a pathway to program completion is established. The Records Office and the Office for Student Financial Assistance are also located in the Center. The Center for Student Services has extended hours of operation to better serve students.

### 3. ACADEMIC APPEALS

Academic Appeals may be instituted by any regularly enrolled student for any of the following causes or concerns:

- a) Academic suspension
- b) Denial of admission to program
- c) Charges of academic dishonesty, such as plagiarism, cheating, or falsifying records
- d) Failure to complete program or graduation requirements
- e) Dismissal from program
- f) Final course grades

Students have the responsibility for reviewing and following the Appeal Procedures outlined in the *Student Handbook* which also outlines various causes and remedies. All appeals must be initiated by the student by first notifying the Senior Vice President for Academic Affairs.

Stated deadlines may not normally be appealed. These include deadline for applying for graduation, deadline for withdrawal from a course, deadline for late registration, and other deadlines that are specifically stated in advance and are published in the college catalog, in class schedules or are prominently displayed on campus bulletin boards or video monitors.

#### Timing of Appeals.

- a) Grade appeals must be instituted by the student within 30 days following the date of posting grade reports.
- b) Appeals of academic suspension must be instituted prior to the start of the semester during which the student is to be suspended from enrollment.
- c) All other appeals listed above must be initiated within ten working days following the rendering of the decision that is to be appealed.
- d) Exceptions to the above deadlines may be made by the Senior Vice President for Academic Affairs in situations of special concern or unusual circumstances.
- e) At each step in the appeal process, the next level of appeal must be initiated by student action within five working days following completion of the prior step.

### 4. ACADEMIC HONORS

Students who maintain high grade-point averages during any semester are identified for academic honors, as follows:

**President's Scholars.** Full-time students (earning 12 or more credit hours in a semester) who maintain a 4.0 grade-point average for that semester are identified as President's Scholars.

**Dean's List.** All students who are registered for at least six credit hours in a



semester and who maintain a grade-point average of 3.5 or higher qualify for recognition as Dean's List members.

**Honor Graduates.** All persons who complete graduation requirements and who maintain high cumulative grade-point averages are identified with the following designations:

<u>Cumulative GPA</u>	<u>Honor Designation</u>
3.50-3.74	Cum Laude
3.75-3.99	Magna Cum Laude
4.00	Summa Cum Laude

## 5. ACADEMIC STANDING

**Good Academic Standing.** To be in good academic standing, a student must maintain a minimum 2.0 cumulative grade-point average for all work undertaken.

### Requirements of Probationary Students.

**Academic Probation.** Any student who, at the end of a grading period, has not maintained a 2.0 cumulative grade-point average shall be placed on Academic Probation.

**Course Load.** Any student on Academic Probation may register for no more than 13 credit hours during a full Fall or Spring semester. Probationary students may register for no more than eleven credit hours over all summer terms. In all cases, a probationary student's specific course load must be approved prior to registration by the student's assigned Academic Advisor.

**GPA Minimum.** Students placed on academic probation must maintain a minimum 2.01 for each semester until they return to good academic standing (cumulative GPA of 2.0 or better).

**Removal from Academic Probation.** A student on academic probation shall be returned to Good Academic Standing at any time that the cumulative grade-point average reaches 2.0 or higher.

**Academic Suspension.** Any probationary student who, upon completing one additional semester after being placed on Academic Probation, fails to maintain a minimum 2.01 grade-point average during that semester shall be placed on Academic Suspension.

**First Suspension.** A student's first Academic Suspension shall be in effect for one full semester (not including Summer Sessions.) At the end of one semester's suspension, the student may be reinstated on Academic Probation. All circumstances and conditions relating to Academic Probation outlined on the

previous page shall apply.

**Second Suspension.** After return to Academic Probation, a student who completes an additional semester and fails to achieve a minimum grade-point average of 2.01 during that semester is placed on Second Academic Suspension.

Second Academic Suspension shall be for a minimum of two consecutive semesters (not including Summer Sessions). Students returning from suspension must maintain a grade-point average of 2.01 or better to be continued on Academic Probation.

**Third Suspension.** After returning to Academic Probation, a student who completes an additional semester and fails to achieve a minimum grade-point average of 2.01 during that semester shall be placed on Third Academic Suspension. Third Academic Suspension shall be for a minimum of eight (8) consecutive full semesters (not including Summer Sessions). Students returning from suspension must maintain a grade point average of 2.01 or better to be continued on academic probation.

**Appeal of Academic Suspension.** Any student who is placed on Academic Suspension may request to appeal this decision to the Academic Appeals Panel. Requests for appeals must be made to the Senior Vice President for Academic Affairs by August 1 for reinstatement for fall, and by January 2 for reinstatement for spring.

The Academic Appeals Panel may (a) uphold the Suspension, (b) reinstate the student on Academic Probation, or (c) reinstate the student to establishing maximum course load, mandating that specific courses be repeated, requiring specified counseling, or requiring specified testing or other academic procedures deemed necessary.

The Academic Appeals Panel shall make its decision immediately, notifying the Senior Vice President for Academic Affairs of this decision. The Senior Vice President for Academic Affairs will notify the student of the Panel's decision. The decision to reinstate students on second academic suspension rests solely with the Senior Vice President for Academic Affairs. The Senior Vice President for Academic Affairs will notify the student of this decision.

## **6. ADVANCED PLACEMENT EXAMINATION**

West Virginia University at Parkersburg recognizes the examinations of the College Board Advanced Placement Program. A high school senior who participates in the AP program and wishes to have scores evaluated for credit should have examination results sent to the Registrar's Office. WVU Parkersburg's code is 5932. The AP examinations are prepared by the College

Board and the papers are graded by readers of the Educational Testing Service, Princeton, NJ 08540. In accordance with West Virginia Higher Education Policy Commission's Administrative Bulletin No. 19, regarding the establishment of Advanced Placement examinations by the College Board and the minimum number of credits awarded to students, West Virginia University at Parkersburg establishes the following:

<b>AP Examination</b>	<b>Minimum Score</b>	<b>Credit Hours</b>	<b>Course Equivalent</b>
<b>ARTS</b>			
Art History	3	3	ART 105
Music Theory	3	4	MUSI 121
Studio Art 2-D Design	3	3	ART 121
Studio Art 3-D Design	3	3	ART 122
Studio Art Drawing	3	3	ART 111
<b>ENGLISH</b>			
English Language & Composition	3 4	3 6	ENGL 101 ENGL 101 & 102
English Literature & Composition	3 4	3 6	ENGL 131 ENGL 131 & 132
<i>(9 units maximum for both tests)</i>			
<b>HISTORY &amp; SOCIAL SCIENCES</b>			
Comparative Government & Politics	3	3	POLS 101
European History	3	6	HIST 101 & 102
Human Geography	3	3	GEOG 102
Macroeconomics	3	3	ECON 202
Microeconomics	3	3	ECON 201
Psychology	3	3	PSYC 101
U.S. Government & Politics	3	3	POLS 102
U.S. History	3	6	HIST 152 & 153
World History	3	6	HIST 101 & 102
<b>MATHEMATICS &amp; COMPUTER SCIENCE</b>			
Calculus AB	3 4	4 8	MATH 126 MATH 126 & 155
Calculus BC	3 4	8 8	MATH 126 & 155 MATH 155 & 156
Computer Science A	3	4	CS 121
Statistics	3	3	MATH 211
<b>SCIENCE</b>			
Biology	3	8	BIOL 101/103 & 102/104
Chemistry	3	8	CHEM 115 & 116
Environmental Science	3	3	ENVR 102
Physics 1	3	4	PHYS 101
Physics 2	3	4	PHYS 102
Physics C: Electricity	3	4	PHYS 112

AP Examination	Minimum Score	Credit Hours	Course Equivalent
& Magnetism			
Physics C: Mechanics	3	4	PHYS 111
<b>WORLD LANGUAGES &amp; CULTURES</b>			
Chinese Language & Culture	3	6	
French Language & Culture	3	6	FREN 101 & 102
German Language & Culture	3	6	GERM 101 & 102
Italian Language & Culture			
Japanese Language & Culture	3	6	JAPN 101 & 102
Latin	3	3	
Spanish Language & Culture	3	6	SPAN 101 & 102
Spanish Literature & Culture	3	6	
<b>AP CAPSTONE</b>	3	3	
Seminar	3	3	
Research	3	3	

## 7. AUDITING A COURSE

Persons wishing to audit a course must complete registration procedures at the Records Office and must designate “audit” on their registration forms. Students may not change their registration from “credit” to “audit” or from “audit” to “credit” after the close of registration in any semester or summer session. No grades or credit are awarded to a student who audits a course. Course requirements are established for auditors at the discretion of instructors.

## 8. CATALOG SELECTION

A catalog is produced annually. Students are assigned to a catalog based on their year of admission. If a student is not enrolled for longer than one academic year and then re-enrolls, the student will be assigned to the new catalog for that year. CATALOG POLICY: Students continually enrolled in an academic program whose curriculum has changes may choose to pursue their degrees under the new program requirements by **notifying the Records Office of their intent by completing a Major Change Form**. Students who choose to follow a newer curriculum may not retroactively select to return to a program's previous course requirements after requesting a change.

After formal admissions to a program, a student has the option of moving to a more recent curriculum but is not required to do so.

Students who are continually enrolled are required to complete their degree under the program requirements as outlined in the catalog for the year in which they were admitted or granted program admission. Students have the option of moving to a future catalog based on program changes and requirements, but cannot move to previous catalog.

## 9. CLASS ATTENDANCE

WVU Parkersburg encourages excellence in student performance. Educational research finds a positive relationship between excellence in student performance and regular class attendance. WVU Parkersburg's faculty and academic administration, therefore, hold to the following principles:

- a) WVU Parkersburg expects students to attend all classes except in cases of sickness, accident, or other situations of extreme emergency.
- b) Faculty are expected to publish expectations relating to class attendance in course syllabi and to make specific reference to these expectations in all of their classes.
- c) Students must understand that final course grades can be adversely affected by a record of excessive absences on the part of a student. Such a record of absence from class may result in a student's receiving a course grade of F or FIW (Failure, Irregular Withdraw).
- d) "Excessive absences" is defined as any number of absences that exceeds the number of class meetings that are scheduled in one week.
- e) "Excessive absences" is defined for a hybrid course as being absent from more than one scheduled class meeting.

## 10. COOPERATIVE EDUCATION

Cooperative Education is based upon the idea that on-the-job training is an integral part of a student's academic background. Cooperative Education joins West Virginia University at Parkersburg students with businesses, community agencies, and industries in staging a vital educational experience. Co-op is offered each semester, including summer and links classroom theories and instruction with the actual practices of work. Working under the supervision of college faculty and employers, eligible students earn college credit while working at jobs which are directly related to their college majors and career goals. Students wishing to participate in the cooperative education must meet with an advisor and visit [www.wvup.edu/careerservices](http://www.wvup.edu/careerservices) to submit an online co-operative education application.

Co-op students earn college credit, work experience, and wages, although some internships may be unpaid experience. Students may attend classes part-time and work part-time, or they may alternate periods of work with periods of study. Cooperative Education is the integration of classroom and laboratory study with planned and supervised periods of relevant and meaningful employment. While on co-op assignment, students work as regular employees of the co-op employer

and earn academic credit for the knowledge and skills acquired from their work experience.

Co-op courses can be used as elective credits in most programs. In advisor-approved cases, co-op courses may be used to replace required courses. A course substitution waiver form must be approved by the advisor. Co-op credit shall not be awarded for prior work experiences that were not arranged, supervised, and evaluated by the College. This restriction applies to all WVU Parkersburg certificate and degree programs, including BOG and RBA degrees.

## **Standards for Co-op Participation**

**Enrollment Status.** In order to be eligible to register for a Cooperative Education course at West Virginia University at Parkersburg, a student must be currently enrolled and actively pursuing a Bachelor's Degree, an Associate Degree, or a Certificate. Students must have completed at least 12 semester hours of 100-level college credit with a cumulative grade-point average of 2.0 to earn lower-division co-op credit for use in the Associate Degree or Certificate programs. Students must have completed 60 semester hours and be admitted to their programs to earn upper-division co-op credit for use in selected Bachelor's degree programs. Specific deviations from these standards may occur with permission of the course instructor and the Division Chair.

**Certification of Credit.** Credit for co-op courses is based upon the ratio of five hours' work experience per week for one 15-week semester to one semester hour of credit. This standard requires that a student work 80 (+/- 10) clock hours in one semester or summer term to earn one hour of credit.

**Maximum Credit.** In select Baccalaureate Degrees, students may apply a maximum of 12 credit hours in co-op courses toward their degrees. Associate Degree and Certificate students may apply a maximum of 8 credit hours in co-op courses.

Students may not earn more co-op hours in a single semester than the maximum allowable in their degrees. If students have earned the maximum number of co-op hours allowed in a degree, additional registration for co-op credit may occur with the clear understanding that such credit will not fulfill any degree requirements at the College.

**Grading.** Instructors will grade co-op courses on a traditional ABCDF scale. The means of grading is stated clearly to students on the course outline form that accompanies each co-op course. Unethical behavior on the part of the student, leading to termination of employment, can result in a grade of F in the co-op course.

**Other Requirements.** Students must get Employers' approval to participate in a

cooperative education experience. All co-op experiences will include employer evaluations as part of the grading process. A job description is used to help determine whether the experience will be upper or lower college level.

## 11. COURSE LOAD

**Normal Load for Full-Time Students.** A person who registers for 12 credit hours in any one semester is classified a full-time student. Students are advised, however, that it is not possible to complete any associate degree program in two academic years or any baccalaureate degree program in four years if they are registered for only 12 hours credit per semester.

In order to complete an associate degree program in two academic years, or a baccalaureate degree program in four years, a student should plan to register for an average of 15 to 17 credit hours each semester. In many instances, registration during a summer session may be required.

**Maximum Course Load.** Maximum course load for a full-time student is 18 credit hours during the fall and spring semester. For Summer Session, maximum course load is 15 hours. A student may consult the Financial Aid Office concerning the number of credit hours required to receive financial aid during summer months.

**Overload.** Students wishing to register for more than the stated maximum course loads must submit an approved overload request form to the Records Office, LOCATED IN THE Center for Student Services, at the time of registration. Forms must have been approved by both the student's Division Chair and by the Senior Vice President for Academic Affairs. The following restrictions apply to requests for overload:

- a) No overloads will be approved unless students have already completed a minimum of 12 semester hours of college credit.
- b) A student must have a cumulative grade-point average of 3.25 or higher to be approved for overload.
- c) No requests for an overload in excess of 21 credit hours per semester will be approved.

**Note:** Students placed on Academic Probation are held to a maximum course load of 13 credit hours in any full semester. Probationary students are held to a maximum of 11 total credit hours over the summer terms.

## 12. CREDIT-BY-EXAMINATION AND CLEP

Regularly enrolled students may apply to receive credit-by-examination in certain courses offered by the College. Credit-by-examination is available by either of two processes: taking the College-Level Examination Program (CLEP) exams, which are prepared by the College Board, or taking in-house tests prepared by faculty of the College.

**Several rules must be observed:**

- a) Application forms for credit-by-examination must be completed and fees paid before the examinations may be given.
- b) A student may attempt to take credit-by-examination in any individual course only once.\*
- c) Students may not attempt credit-by-examination in courses for which they are already registered. Additionally, students may not attempt credit-by-examination in courses which they have already completed and for which they have grades on their transcripts.
- d) In-house examinations are to be prepared by the department faculty responsible for teaching the course that is to be tested. The Division Chair shall attest that the examination to be used is appropriate to the course and is not one that has been used previously for in-class examination sessions.
- e) CLEP exams are prepared by the College Board. The CLEP tests listed in this catalog have been approved for credit by College Division Chairs.
- f) Persons meeting specified score requirements on either CLEP or In-house exams will then have credit applied to their transcripts.

\*CLEP examinations may be retaken if unsuccessful on the first try; however, a six-month period must pass before attempting to retake the test.

**Transferability of Credit-by-Exam:**

Students intending to transfer to another institution should contact the transfer school to determine whether or not the particular examination credit will be accepted.

**Procedures for taking an In-House Examination:**

- 1) Discuss the matter with the appropriate Division Chair for permission to proceed with the appropriate instructor.
- 2) Make arrangements with the appropriate instructor to take the test.
- 3) Complete an In-house Credit-by-Examination form at the Records Office, located in the Center for Student Services.
- 4) Pay the \$25 testing fee at the Business Office.
- 5) Take the appropriate examination.



### Department Exam Administered by WVU Parkersburg

<b>Course No.</b>	<b>Title</b>	<b>Credit</b>
ACCT 123	Office Accounting	3
ASTR 106	Intro. To Astronomy	4
BIOL 107/108	Anatomy and Physiology 1 & 2	8
BIOL 102/103	General Biology 1	4
BIOL 102/104	General Biology 2	4
BIOL 200/201	Microbiology & Lab	4
BIOL 211	Zoology: Animals as Organisms	
BIOL 212	Botany: Plants as Organisms	4
BIOL 171	Nutrition & Health	3
BTEC 115	Beginning Keyboarding	3
BTEC 116	Intermediate Keyboarding	3
BTEC 235	Microsoft Word for Windows	3
BTEC 253	Medical Terminology	3**
BTEC 254	Medical Transcription	3
BTEC 255	Medical Billing	3**
BTEC 256	Intro to Web Page Design	3**
BTEC 275	Advanced Microcomputer Applications for Business	3**
CHEM 111	Intro. to General Chemistry	4
CHEM 112	Intro to Organic & Biological Chem	4
CHEM 115	Fundamentals of Chemistry 1	4
CHEM 116	Fundamentals of Chemistry 2	4
CHEM 233/235 & 234/236	Organic Chemistry 1 & 2	8
CIT 101	PC Management & Maintenance	4
CIT 105	Network Fundamentals	5
CIT 106	Routers & Routing Fundamentals (Cisco)	5
CIT 111	Windows Operating System	3
CIT 112	Server Configuration & Administration	3
CIT 205	Intermediate Routing & Switching (Cisco)	5
CIT 206	WAN Theory & Design	5
CIT 211	Network Infrastructure	3
CIT 305	Advanced Routing (Cisco)	5
CIT 306	Remote Access (Cisco)	5
CIT 330	Directory Services infrastructure (MCSE)	3

CIT 405	Multi-Layer Switched Networks (Cisco)	5
CIT 430	Network Security Design (MCSE)	3
CS 101	Introduction to Computing	3
ENGL 101	Composition 1	3
ENGL 107	Technical Writing	3
GBUS 101	Introduction to General Business	3
GBUS 117	Business Mathematics	3
GEOL 101/102	Physical Geology	4
GEOL 103/104	Historical Geology	4
GERM 203/204	Intermediate German 1 & 2	6
HPER 172	Standard First Aid	2
PHYS 101/102	Intro. to Physics 1 & 2	8
PHYS 111/112	General Physics 1 & 2	8
PSCI 111	Intro. to Physical Science	4
PSCI 112	Intro. to Earth Science	4
SPAN 101	Elementary Spanish 1	3
SPAN 102	Elementary Spanish 2	3
WELDING	All Welding Courses	4

\*\*In-house examinations open on a requested basis. Students who challenge any BTEC software package class not listed should discuss with Division Chair and arrange with a BTEC instructor to obtain credit-by-exam through BTEC 299.

***Note: Word Processing courses periodically offered in the Business Technology studies area are open to in-house examinations on a selected basis.***

### **Procedures for taking a CLEP Test:**

- 1) Complete the registration process on-line, prior to making an appointment for testing at Testing Center.
- 2) Pay the appropriate fees\*:
  - CLEP fee to the College Board at the time of registration for an exam.\*
  - Testing fee of \$15 payable to WVU Parkersburg Business Office before testing.
  - Sit for the examination during the appointed time and date.

\*Fees are set for CLEP yearly by The College Board and are subject to change.

**College-Level Examination Program  
Courses Available For Credit By Examination**

<b>WVU Parkersburg Course No.</b>	<b>CLEP Title</b>	<b>Passing Score</b>	<b>Credit</b>
CS 101	Introduction to Computing	50	3
ECON 201	Introductory Microeconomics	50	3
ECON 202	Introductory Macroeconomics	50	3
ENGL 131/132	Analy./Interp. of Literature	50	6
ENGL 261/262	English Literature	50	6
ENGL 241/242	American Literature	50	6
FREN 101, 102	College French-Level 1	50	6
FREN 101, 102 & 203, 204	College French-Level 2	62	12
GERM 101, 102	College German-Level 1	50	6
GERM 101, 102 & 203, 204	College German-Level 2	63	12
HIST 101	West. Civ. I: to 1648	50	3
HIST 102	West. Civ. II: 1648 to Present	50	3
HIST 152	Amer. History I: to 1865	50	3
HIST 153	Amer. History II: 1865 to Present	50	3
MATH 126	College Algebra	50	3
MATH 128	Trigonometry	50	3
MATH 155 & 156	Calculus I, II	50	8
PSYC 101	Introductory Psychology	50	3
PSYC 241	Human Growth and Development	50	3
SOC 101	Introductory Sociology	50	3
SPAN 101, 102	College Spanish-Level 1	50	6

### 13. EDUCATIONAL SUPPORT

WVU Parkersburg is committed to providing a quality education to students who need additional support with college-level courses. Students are provided support in their growth in knowledge, learning strategies, social skills, and motivation as they pursue their educational goals and embark on life-long learning.

#### English

Students are enrolled in either a Fundamentals of English class or English 101 with a lab, or a placed in co-requisites lab courses based on their performance on the Enhanced American College Testing (ACT), Scholastic Aptitude Test (SAT-1), or College Board's Accuplacer Testing Assessment

Students who have limited college level control of the organization, development, and mechanics of writing need to enroll in an English lab as a co-requisite for the college-level course. The co-requisite course will provide support for these students and increase their success in the college-level course. Skill levels may be verified by test scores according to the chart below:

1. A score of 14 to 17 on the English section of the ACT,
2. A score of 280 to 350 on the verbal portion of the SAT, or
3. A scaled score of 56 to 88 on the Sentence Skills test of Accuplacer,
4. A score of 1 or 2 on West Virginia Summative Assessment Exam.

#### Mathematics

Students who have a limited college level of mathematics (including arithmetic and algebra skills) will need to enroll and successfully complete Math 101. These skill levels can be verified by:

1. A score of 1 or 2 on West Virginia Summative Assessment Exam,
2. A score of 0 – 18 on mathematics portion of the ACT,
3. 0 – 84 on ARIT (WVUP Parkersburg Accuplacer exam),
4. 0 – 69 on AMTH (WVUP Parkersburg Accuplacer exam).

### 14. GRADES AND GRADING

The following letter grades are used at WVU Parkersburg. Numbers in parentheses indicate quality points accompanying grades.

A	(4.0)	Student has met maximum obtainable course objectives
B	(3.0)	Student has exceeded normal course objectives

C	(2.0)	Student has met normal course objectives
D	(1.0)	Student has met minimum course objectives
F	(0.0)	Student has not met minimum course objectives
FIW	(0.0)	Failure because of irregular withdrawal from class
I*		Incomplete. Must be changed to letter grade within one semester
IF		Grade given for any incomplete grade not removed after one semester unless a semester extension is given by the faculty member
W		Withdrawal before the designated withdrawal date each semester
CR		Credit for the class (does not affect grade-point average)
NC		No credit for the class (does not affect grade-point average)
X		Student has taken course for audit

\*Incomplete is a temporary grade, given only when students have completed most of the course but are unable to conclude it because of illness or some other circumstance beyond normal control. Incompletes are not granted routinely but are based on significant work having been completed, valid reasons, and the discretion of the instructor. Incomplete grade request forms are to be completed by the instructor and approved by the division chair. The form will identify all missing work and the date for its completion. If all work is not completed by the end of the next semester, the "I" will become a grade of "F." Continuations may be granted for one semester by the instructor with the approval of the division chair. Incomplete grades are not assigned quality points, and the semester hours for incomplete courses are not counted as hours attempted. Students receiving a grade of "I" will not be eligible for the Dean's or President's List that semester.

## 15. GRADE-POINT AVERAGE

Quality points are earned with each final course grade that a person receives. Using the following formula, these are then averaged against the total number of credit hours that the student has completed. This is done on the following formula:

<u>Final Course Grade</u>	<u>Quality Points</u>
A	4
B	3
C	2
D	1
F, FIW	0
W	N/A

To compute a grade-point average, the number of quality points for a single grade is multiplied by the number of credit hours given for completion of the course. The total number of quality points is then divided by the total number of credit hours on record.

**Example of Calculating GPA:**

<b>Courses Completed</b>	<b>Final Grade</b>	<b>Grade Points</b>	<b>Semester Hours</b>	<b>Grade Points</b>
ENGL 101	A	4	3	12
BIOL 101	D	1	3	3
BIOL 103	D	1	1	1
HIST 101	B	3	3	9
SOC 101	C	2	3	6
MATH 101	W	0	0	0
			<b>13</b>	<b>31</b>

31 Grade Points divided by 13 Credit Hours = 2.38 GPA

**Cumulative Grade-point average**

Students' records will show, in addition to the GPA earned in any one semester, the Cumulative GPA. This includes all semesters or quarters of college work completed, both at WVU Parkersburg, and at any other colleges that the student has attended.

**Courses Not Counted in GPA**

Grades and credit hours accumulated in developmental (those numbered below 100) or support (zero credit hour courses) are not included in any calculation of grade-point averages.

**16. GRADUATION REQUIREMENTS**

Students may be awarded diplomas or certificates at the end of any instructional term in May, August, or December. Students must apply for Certificates or Degrees in the OLSIS system early in the final term before they expect to graduate. Deadline dates and applications are published on the college's website.

Commencement exercises are held in December and May of each year. Students who have completed their degree and certificate programs at any time since the previous May Commencement are included in the roster of those graduating in December. Graduates are encouraged to participate in the ceremonies, and family and friends of graduates are invited to attend.

**In order to graduate from WVU Parkersburg, students must fulfill the following requirements:**

- Complete the minimum number of credit hours as outlined for the degree or certificate program. Courses numbered below 100 cannot be used to satisfy the minimum hour requirement.
- Maintain an overall grade-point average of C (2.00) or higher in associate and certificate programs. Students in the baccalaureate degree programs should refer to specific requirements for the respective program.

- Maintain a grade-point average of C (2.00) in all courses that are required within the certificate or associate degree.
- Complete all general education requirements for the degree.
- Fulfill all basic skills requirements.
- Complete a minimum of 16 credit hours with a minimum 2.00 grade-point average at West Virginia University at Parkersburg for associate degrees or 32 credit hours at WVU Parkersburg for baccalaureate degrees.
- Submit an electronic application for diploma or certificate in OLSIS by or before the stated deadline.

**NOTE:** Graduation requirements applicable to a specific certificate or degree are found in the corresponding catalog section.

**Waiver of Graduation Requirements.** Students who wish to request a waiver of graduation requirements must make such request in writing to the Senior Vice President of Academic Affairs.

**Catalog Policy.** Students continually enrolled in an academic program whose curriculum has changed may choose to pursue their degrees under the new program requirements by notifying the Records Office of their intent. Students who choose to follow a newer curriculum may not retroactively select to return to a program's previous course requirements after requesting a change.

After formal admissions to a program, a student has the option of moving to a more recent curriculum but is not required to do so.

Otherwise students who are continually enrolled are required to complete their degree under the program requirements as outlined in the catalog for the year in which they were admitted or granted program admission.

## 17. INTERNATIONAL EDUCATION AND TRAVEL

Recognizing that knowledge of the interdependent world in which we live and work is essential to all citizens, West Virginia University at Parkersburg provides opportunities for students to expand their global knowledge. Classroom-based opportunities range from foreign language study to global business to international films. Students also have the option of a variety of study abroad programs.

Study abroad can be a life-changing cultural experience, one that supports unique inquiry-based and experiential learning. WVU Parkersburg students can select from programs led by our faculty, programs sponsored by other colleges and universities, and programs offered through ISEP, the International Student Exchange Program. Additional information may be found at [www.wvup.edu/international](http://www.wvup.edu/international).

WVU Parkersburg offers a dedicated scholarship for short-term study abroad

programs, the Lawrence-Berrey Scholarship. Applicants must have a minimum GPA of 3.2 at the time of application and 26 hours of completed course work by the date of travel. The scholarship is administered by the WVU at Parkersburg Foundation.

Specialized scholarships are also available. Additional information can be found on the following websites:

- [www.wvup.edu/international](http://www.wvup.edu/international)
- <http://www.wvup.edu/scholarships/>
- <http://www.studyabroadfunding.org/>

## **18. LEADERSHIP OPPORTUNITIES**

Students are afforded opportunities to take academic leadership roles at WVU Parkersburg. Phi Theta Kappa, the national academic honorary society for two-year colleges, has a chapter on campus. Several individual programs also have honorary organizations. Students interested in participating in such an organization should contact a program advisor for information.

## **19. MID-TERM GRADES**

All students will be assigned a grade at mid-term (even if it is a passing grade). Students may view their mid-term grades in their OLSIS accounts. The mid-term grade is issued for the purpose of communicating to the student his or her status in a course and to encourage steps to improve performance during the second half of the semester. Mid-term grades are not part of a student's transcript and are not computed in grade-point averages.

## **20. REPEATING CLASSES (D/F REPEAT RULE)**

Students who received a final grade of D or F in any course completed at **this** college may repeat that course and have the original grade of D or F replaced by the later grade earned, under the following conditions and restrictions:

- A. Only courses with a final grade of D or F (or FIW) are covered under this policy.
- B. The course to be repeated must have originally been completed within the first 60 semester hours of college courses that the student took.
- C. Repetition of the course must occur before the student earns a bachelor's degree.
- D. The original grade will not be removed from the student's transcript. It will, however, not be counted in computing grade-point average or total hours of credit earned.
- E. If repeating the course does not yield a satisfactory grade, the course may be repeated a second time; however, all grades earned in the course, except the initial grade that has been slashed and disregarded, shall be counted in computing grade-point average.
- F. Any course that is repeated when the original grade was not a D or F, or



when the original grade was not earned during the student's first 60 hours of college credit, will be averaged with the initial grade for purposes of computing grade-point average.

- G. The student must indicate on the registration form in OLSIS that a course is being repeated under this policy.
- H. Specific programs may require that course credit completed at this college, or transferred from another college, with an original grade of D must be repeated.

### **Grade Forgiveness**

Students may request the forgiveness of D and F grades previously earned if they wish to do so. Forgiveness is not automatic, but must be initiated by the student and their academic advisor. Once the Grade Forgiveness form is completed, the request should be submitted to the Records Office, located in the Center for Student Services. Grades that are forgiven are not removed from the student's transcript but are marked to indicate that they are not being counted in tabulating either the student's total credit hours completed or grade-point average. Grade forgiveness may be requested no more than two times.

The following conditions apply in all cases of grade forgiveness requests:

- A. Any grade to be forgiven must have been earned at least four years prior to the date of requesting forgiveness.
- B. The student requesting grade forgiveness must not have been enrolled in any college on a full-time basis during any semester or summer session during the four years immediately prior to the request for grade forgiveness.
- C. The student's request for grade forgiveness should be requested their first semester after returning to college.
- D. Grade forgiveness should not be granted if the student can exercise the D/F Repeat Rule. That is, the student should demonstrate that a change in program or degree objective has rendered repeating a former grade impractical.
- E. In all instances of grade forgiveness, students are notified that other colleges or universities may have policies that do not allow the forgiveness of grades.
- F. Grades which were used in meeting graduation requirements for a degree or certificate that has already been awarded may not subsequently be forgiven.

Grade forgiveness requests will be reviewed following the end of the withdrawal period for the current semester.

### **21. SERVICE LEARNING (COMMUNITY SERVICE)**

Many organizations and programs at WVU Parkersburg provide opportunities for students to participate in service learning activities. Service learning combines classroom curriculum with meaningful service in public and private agencies,

schools, and organizations. Activities such as these offer students guided experiential opportunities to learn and reflect that enhance their program of study. Students interested in service learning activities at WVU Parkersburg should contact their academic program division office or the Office of Engagement and Student Support for information.

## **22. TUTORING CENTER**

The Tutoring Center provides free tutorial assistance for college-level courses. Brainfuse (online tutoring), Kurzweil Reader, Mavis Beacon, and many other resources are available. For Jackson County Center's tutoring information, please call (304) 372-6992 or (304) 424-8269.

## **23. WITHDRAWAL FROM COURSES**

Students wishing to withdraw from a course may do so via their OLSIS account, by visiting the Records Office, or the JCC Office. It is recommended that students consult with their advisor and/or the Financial Aid Office before withdrawing from a course. Withdrawal from courses may affect program progress and/or financial aid. Failure to withdraw from a course through one of the above listed venues can lead to a grade of F or FIW in classes for which the student was registered but did not complete.

## SECTION 6

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# PROGRAMS OF STUDY

The following section outlines the Non-Credit, Skills Set Certificates, Advanced Skills Set Certificates, Degree 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 Development, Corporate Training, and Community Education Division, 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.

**ADVANCED SKILLS SET CERTIFICATES:** 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:

- Broadcasting
- Business Administration
- Business Technology
- Child Development
- Chemical and Polymer Operator Technology

- Criminal Justice
- Industrial Electrical and Instrumentation Technician
- Industrial Maintenance
- Legal Studies
- Paraprofessional Studies Pre-K – 12
- Patient Care Technician
- Pharmacy Technician
- Welding Technology

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

**BACCALAUREATE PROGRAMS:** The Baccalaureate programs have a minimum of 120 credit hours and are generally four-year degree programs. 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.

## 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 of 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 of Arts (AA)**

The Associate of 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 of Science (AS)**

The Associate of 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, two 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.



## WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE OF ARTS DEGREE (AA)

	Composition & Rhetoric (6)	Science & Technology (4)	Math & Quantitative Skills (3)	Society, Diversity, & Connections (3)	Human Inquiry & the Past (6)	The Arts & Creativity (3)
<b>General Education Courses</b>  <b>Total General Education Hours: 25</b>	ENGL 101 (3) and ENGL 102 (3)	One course from Science and Technology General Education list (4)	MATH 126 or higher (3)	One course from Society, Diversity, & Connections General Education list (3)	COMM 111 (3) and One course from Human Inquiry & the Past list (3)	One course from Arts and Creativity General Education list (3)
<b>Program-Related &amp; Other Courses</b>  <b>Total Program Hours: 35</b>	<ul style="list-style-type: none"> <li>• <b>2 Science electives:</b> any two lab sciences (<b>do not need to be sequential</b>) (8)</li> <li>• <b>2 Science electives:</b> any two <b>sequential</b> lab sciences (8)</li> <li>• <b>19 Free Elective hours:</b> Students should work closely with their advisors to determine which free electives would be appropriate for their Area of Emphasis.</li> </ul> <p><b>Area of Emphasis:</b> The Associate of Science Degree is designed for both 'in-house' use and transfer to other colleges and universities for students who wish to earn a Bachelor of Arts or Bachelor of Science degree at another institution. Majors which would be appropriate for a student in the AS degree are the following areas of study: Biology, Chemistry, Geology, Physics, Pre-professional (medical school, pharmacy school, engineering, physician assistant, etc.).</p>					
<b>Other Pertinent Information</b>	<b>(August 2016)</b>					





Associate of Science* Program of Study Suggested Sequence of Courses (August 2016)						
*Please note that the Associate of Science is a degree with a great deal of flexibility, and the order of courses can be reasonably altered to meet scheduling needs.						
COURSE	HRS	GRADE			HRS	GRADE
Semester 1				Semester 2		
ENGL 101	3			ENGL 102	3	
MATH 126 or higher	3			1 lab science from Science & Technology General Education list (does not need to be sequential)	3	
One course from Human Inquiry & the Past General Education list	3			COMM 111:	3	
1 lab science from Science & Technology General Education list (does not need to be sequential)	3			Free Elective (s) Total 19 hours required for degree	3	
Free Elective (s) Total 19 hours required for degree	1-4			Free Elective (s) Total 19 hours required for degree	1-4	
<b>Total</b>	<b>13-17</b>			<b>Total</b>	<b>13-17</b>	
Semester 3				Semester 4		
One course from Arts & Creativity General Education list	3			One lab science course from Science & Technology General Education list	4	
1 lab science from Science & Technology General Education list (must be sequential)	4			1 lab science from Science & Technology General Education list (must be sequential)	4	
One course from Society, Diversity, & Connections General Education list	3			Free Elective Total 19 hours required for degree	3	
Free Elective Total 19 hours required for degree	1-4			Free Elective Total 19 hours required for degree	1-4	
Free Elective Total 19 hours required for degree	1-4					
<b>Total</b>	<b>12-18</b>			<b>Total</b>	<b>12-16</b>	
<b>Free Electives - 19 hours of electives required</b>						
<b>Name and Number of Course</b>	<b>HRS</b>	<b>GRADE</b>				
Elective 1						
Elective 2						
Elective 3						
Elective 4						
Elective 5						
Elective 6						
Elective 7						
<b>Total Hours Electives</b>				<b>Total Degree Program Hours</b>	<b>60</b>	
<b>(August 2016)</b>						

## BUSINESS, ACCOUNTING AND PUBLIC SERVICE

The Division of Business, Accounting, and Public Service is committed to providing job-ready programs at the certificate, associate, and bachelor's degree levels. Courses are offered in a variety of formats including traditional face-to-face, hybrid, and online. Graduates of BAPS programs will be prepared to enter the workforce with skills that match area employers' goals.

Career ladders are provided in Business Administration, Business Technology, Criminal Justice, and Legal Studies. Students may earn a Certificate of Applied Science and add courses to complete the Associate of Applied Science that leads to a bachelor of applied science degree.

**Degrees and Career Ladders:** The Business, Accounting, and Public Service Division at WVU Parkersburg offers certificate, associate, and bachelor's degrees in the following areas:

Program of Study:	Certificate	Associate	Bachelor's	Online
Applied Business Administration				
Concentrations in:				
Business Technology	Certificate of Applied Science	Associate of Applied Science	Bachelor of Applied Science	Certificate and Associate of Applied Science
Business Information Technology				
Accounting and Financial Management	Certificate of Applied Science	Associate of Applied Science	Bachelor of Applied Science	Certificate and Associate of Applied Science
Management Marketing				
Business Administration				
Concentrations in:		Associate of Science	Bachelor of Science	Associate of Science
Accounting				
General Business				
Criminal Justice				
Concentrations in:				
Administration of Justice	Certificate of Applied Science	Associate of Applied Science	Bachelor of Applied Science	
Crime Scene Investigations	Certificate of Applied Science	Associate of Applied Science	Bachelor of Applied Science	
Legal Studies				
Legal Studies	Certificate of Applied Science	Associate of Applied Science	Bachelor of Applied Science	

## Business Programs Accreditation

The Accreditation Council of Business Schools and Programs (ACBSP) accredits all business programs. For more information about accreditation, see the ACBSP web site at [www.acbsp.org](http://www.acbsp.org) or write to 11520 West 119th Street, Overland Park, KS 66213.

In consultation with ACBSP's requirements, the Business and Accounting faculty ensure high-quality programs by adhering to the ACBSP Common Professional Component (CPC) business core courses. These include:

Undergraduate Common Professional Component (CPC) Discipline Area:	WVU Parkersburg Business Core Course(s) that satisfy the requirement:			
	Associate-Degree Level	Cr. Hrs.	Bachelor's Degree Level	Cr. Hrs.
<i>Functional Areas:</i>	Grade Point Average in these courses must be 2.25 or higher		Grade Point Average in these courses must be 2.5 or higher.	
• Marketing	MKTG 230	3	MKTG 230	3
• Business Finance			FIN 340	3
• Accounting	ACCT 201, 202	6	ACCT 201, 202	6
• Management	MGMT 220	3	MGMT 220	3
<i>Business Environment</i>				
• Legal Environment of Business			GBUS 310	3
• Economics	ECON 201, 202	6	ECON 201, 202	6
• Business Ethics			GBUS 415	3
• Global Dimensions of Business			GBUS 405	3
<i>Technical Skills</i>				
• Information Systems	BTEC 275	3	BTEC 275, GBUS 300	6
• Quantitative Techniques / Statistics	GBUS 117, MATH 211	3	GBUS 117, GBUS 325, MATH 211	3
<i>Integrative Areas</i>				
• Business Policy			GBUS 440	3
• Capstone Experience	GBUS 240 or BTEC 295	3		
Total Hours for CPC		27		42

**Student Advising.** Prospective freshman business students and business students who transfer from other colleges should contact the Division of Business, Accounting, and Public Service 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, Accounting, and Public Service (BAPS) Division. Students will be assigned an advisor in the Division of Business, Accounting, and Public Service and should consult with that advisor for assistance in course scheduling or any

time there are questions about course sequences.

**Program Outcomes:** Upon completion of the business program, students will:

- 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 respectfully with people of diverse backgrounds and with people who have different roles, social affiliations, and personalities.

**ADVANCED SKILLS SET CERTIFICATE – ENTREPRENEURIAL STUDIES**

Requirements for Certificate: 12 hours

<b>COURSES</b>	<b>HRS</b>	<b>TERM</b>
ENT 200: Entrepreneurship 1	3	
ENT 206: Managing and Marketing	3	
ENT 207: Financing and Information	3	
ENT 208: New Venture Accounting	3	
<b>TOTAL HOURS</b>	<b>12</b>	
(August 2016)		

**ADVANCED SKILLS SET CERTIFICATE – HEALTH INSURANCE  
CUSTOMER SERVICE**

Requirements for Certificate: 12 hours

<b>COURSES</b>	<b>HRS</b>	<b>TERM</b>
BTEC 253: Medical Terminology	3	
BTEC 255: Medical Billing	3	
BTEC 256: Medical Coding	3	
GBUS 202: Business Communications	3	
<b>TOTAL HOURS</b>	<b>12</b>	
(August 2016)		

**ADVANCED SKILLS SET CERTIFICATE – MS OFFICE**

Requirements for Certificate: 12 hours

<b>COURSES</b>	<b>HRS</b>	<b>TERM</b>
BTEC 235: Microsoft Word/Windows	3	
BTEC 204 / GBUS 304: Advanced Excel	3	
BTEC 206 / GBUS 306: Advanced Access	3	
BTEC 275: Advanced Business Applications	3	
<b>TOTAL HOURS</b>	<b>12</b>	
(August 2016)		

**ADVANCED SKILLS SET CERTIFICATE – MEDICAL OFFICE ASSISTANT**

Requirements for Certificate: 12 hours

<b>COURSES</b>	<b>HRS</b>	<b>TERM</b>
BTEC 253: Medical Terminology	3	
BTEC 254: Medical Transcription	3	
BTEC 255: Medical Billing	3	
BTEC 256: Medical Coding	3	
<b>TOTAL HOURS</b>	<b>12</b>	
(August 2016)		

**ADVANCED SKILLS SET CERTIFICATE – PURCHASING COMPETENCY**

Requirements for Certificate: 12 hours

<b>COURSES</b>	<b>HRS</b>	<b>TERM</b>
GBUS 202: Business Communication	3	
GBUS 370: Principles of Purchasing	3	
GBUS 371 / MKTG 371: Business Logistics	3	
GBUS 372: Contract Administration	3	
<b>TOTAL HOURS</b>	<b>12</b>	
(August 2016)		

**CERTIFICATE OF APPLIED SCIENCE (CAS)  
BUSINESS TECHNOLOGY**

**PROGRAM OF STUDY  
Suggested Course Sequence:**

CRSE	HRS	TERM		CRSE	HRS	TERM
<b>Semester 1</b>				<b>Semester 2</b>		
ENGL 101 Composition 1	3			ENGL 102 Composition 2	3	
CS 101 Intro to Computing	4			**BTEC 235 MS Word	3	
**BTEC 116 Intermediate Keyboarding	3			**GBUS 117 Financial Business Applications	3	
*GBUS 101 Intro to Business	3			**BTEC 275 Advanced Business Computer Applications	3	
**Business Elective	2			COMM 111 Fundamentals of Communication	3	
	15				15	
<b>TOTAL HOURS: 30</b>						
(August 2016)						

\*Business Common Professional Component Core Course GPA >2.25; \*\*Business Concentration "Beyond the Core" Course GPA >2.50)

**Certificate of Applied Science Graduation Requirements:**

- Complete 30 credit hours.
- Maintain minimum grade point average of 2.0 or higher in all courses.
- Complete at least 16 hours of credit at WVU Parkersburg.
- Complete and file the graduation application in OLSIS within the stated deadlines.

**ASSOCIATE OF APPLIED SCIENCE (AAS)  
Business Technology**

**PROGRAM OF STUDY  
Suggested Course Sequence**

CRSE	HRS	TERM	CRSE	HRS	TERM
<b>Semester 1</b>			<b>Semester 2</b>		
ENGL 101 Composition 1	3		ENGL 102 Composition 2	3	
CS 101 Intro to Computing	4		**BTEC 235 MS Word	3	
**BTEC 116 Intermediate Keyboarding	3		**GBUS 117 Financial Business Applications	3	
*GBUS 101 Intro to Business	3		**BTEC 275 Advanced Business Computer Applications	3	
**Lower- or Upper-Division Business Elective	1		COMM 111 Fundamentals of Communication	3	
	14			15	
<b>Semester 3</b>			<b>Semester 4</b>		
MATH 102 Intermediate Algebra	4		**BTEC 270 Intro to Web Page Design	3	
*ECON 202 Macroeconomics	3		*ECON 201 Microeconomics	3	
*ACCT 201 Principles of Accounting 1	3		**Lower or Upper- Division Business Elective	3	
**BTEC 265 Multimedia Presentation	3		**GBUS 202 Business Communications	3	
**Lower- or Upper-Division Business Elective	3		**BTEC 295 BTEC Associate Degree Capstone	3	
	16			15	
<b>TOTAL HOURS: 60</b>					
(August 2016)					

\*Business Common Professional Component Core Course GPA >2.25; \*\*Business Concentration "Beyond the Core" Course GPA >2.50)

**Associate of Applied Science in Business Technology Graduation Requirements**

- Complete 60 credit hours.
- Maintain minimum grade point average of 2.0 in all General Education Foundation courses requirements (courses without an asterisk).
- Maintain minimum grade point average of 2.25 in all the Common Professional Component courses (designated with an asterisk \*).
- Maintain minimum grade-point average 2.5 in the Business Technology concentration and obtain a C or higher in GBUS 202 Business Communications and in each Business Technology course (designated with a double asterisk \*\*).
- Complete proctored Major Fields Test in capstone course BTEC 295.
- Complete at least 16 hours of credit at WVU Parkersburg.
- Complete and file the graduation application in OLSIS within the stated deadlines.



# WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

## Business Information Technology

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (6)	Society, Diversity, & Connections (6)	Human Inquiry & the Past (3)	The Arts & Creativity (3)
General Education Courses	ENGL 101 (3) and ENGL 102 (3)	CS 101 (4) and One course from Science and Technology General Education List (4)	MATH 126 (3) and MATH 211 (3)	ECON 201 (3) and ECON 202 (3)	COMM 111 (3)	One course from Arts and Creativity General Education list (3)
Total General Education Hours: 32						
Other Pertinent Information	All six strands of general education are completed by the end of the four years of study. (August 2016)					

**BACHELOR OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION**  
**Business Information Technology (BIT) Concentration**  
**Program of Study**  
**Suggested Course Sequence**

COURSE	HRS	GRADE	COURSE	HRS	GRADE
<b>Semester 1</b>			<b>Semester 2</b>		
<b>ENGL 101</b>	3		<b>ENGL 102</b>	3	
<b>CS 101</b>	4		**3 hours Business-related elective 100-200 level (BTEC 235 MS Word suggested)	3	
3 hours Business-related elective 100-200 level (BTEC 116 Intermediate Keyboarding suggested)	3		<b>**GBUS 117</b>	3	
<b>*GBUS 101</b>	3		<b>**BTEC 275</b>	3	
One hour Free Elective	1		<b>COMM 111</b>	3	
<b>Total Hours</b>	<b>14</b>		<b>Total Hours</b>	<b>15</b>	
<b>Semester 3</b>			<b>Semester 4</b>		
<b>MATH 126</b>	3		<b>**BTEC 270</b>	3	
<b>*ECON 202</b>	3		<b>ECON 201</b>	3	
<b>*ACCT 201</b>	3		<b>*ACCT 202</b>	3	
**3 hours Business-related elective 100-200 level (BTEC 265 Multimedia Presentations suggested)	3		<b>**GBUS 202</b>	3	
**3 hours Business-related elective 100-200 level	3		<b>**BTEC 295</b>	3	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>15</b>	
<b>Semester 5</b>			<b>Semester 6</b>		
<b>One course from The Arts &amp; Creativity General Education list</b>	3		<b>**GBUS 306</b>	3	
<b>**ACCT 310</b>	3		<b>*MKTG 230</b>	3	
<b>*MGMT 220</b>	3		<b>** Upper-Division Business-related elective 300-400 level</b>	3	
<b>**GBUS 304</b>	3		<b>**GBUS 415</b>	3	
<b>MATH 211</b>	3		<b>One lab science from Science &amp; Technology General Education list</b>	4	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>16</b>	
<b>Semester 7</b>			<b>Semester 8</b>		
<b>*GBUS 405</b>	3		<b>*GBUS</b>	3	
<b>*FIN 340</b>	3		<b>*GBUS 310</b>	3	
<b>**GBUS 300</b>	3		<b>**Upper-Division 300-400 level MGMT elective</b>	3	
<b>**Upper-Division Business-related elective 300-400 level</b>	3		<b>** Upper-Division Business-related elective 300-400 level</b>	3	
<b>** Upper-Division Business-related elective 300-400 level</b>	3		<b>** Upper-Division Business-related elective 300-400 level</b>	3	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>15</b>	
<b>Total Hours: 120</b> <b>(August 2016)</b>					

\*Business Common Professional Component Core Course GPA >2.25; \*\*BIT Concentration "Beyond the Core"  
Please Note: General Education Courses are listed in bold print. For a complete list refer to Section 1, page 7.

## CERTIFICATE OF APPLIED SCIENCE (CAS)

### Business Administration

### PROGRAM OF STUDY Suggested Course Sequence

CRSE	HRS	TERM		CRSE	HRS	TERM
<b>Semester 1</b>				<b>Semester 2</b>		
ENGL 101 Composition 1	3			ENGL 102 Composition 2	3	
CS 101 Intro to Computing	4			MATH 102 Intermediate Algebra or higher	4	
*GBUS 101 Intro to Business	3			COMM 111 Fundamentals of Communications	3	
*ECON 202 Macroeconomics	3			*ECON 201 Microeconomics	3	
**GBUS 117 Financial Business Applications	3			Free or Business Elective	1	
	16				14	
<b>TOTAL HOURS: 30</b>						
(August 2016)						

\*Business Common Professional Component Core Course GPA >2.25; \*\*Business Concentration "Beyond the Core" Course GPA >2.50)

### Certificate of Applied Science Graduation Requirements:

- Complete 30 credit hours.
- Maintain minimum grade point average of 2.0 or higher in all courses.
- Complete at least 16 hours of credit at WVU Parkersburg.
- Complete and file the graduation application in OLSIS within the stated deadlines.

**ASSOCIATE OF APPLIED SCIENCE (AAS)  
Business Administration**

**PROGRAM OF STUDY  
Suggested Course Sequence**

CRSE	HRS	TERM		CRSE	HRS	TERM
<b>Semester 1</b>				<b>Semester 2</b>		
ENGL 101 Composition 1	3			ENGL 102 Composition 2	3	
CS 101 Intro to Computing	4			MATH 102 Intermediate Algebra or higher	4	
*GBUS 101 Intro to Business	3			COMM 111 Fundamentals of Communications	3	
*ECON 202 Macroeconomics	3			*ECON 201 Microeconomics	3	
**GBUS 117 Financial Business Applications	3			Free or Business Elective	1	
	16				14	
<b>Semester 3</b>				<b>Semester 4</b>		
*ACCT 201 Principles of Accounting 1	3			*ACCT 202 Principles of Accounting 2	3	
**BTEC 275 Advanced Business Computer Applications	3			**GBUS 202 Business Communications	3	
**MGMT 220 Principles of Management	3			**MKTG 230 Principles of Marketing	3	
Free or Business Elective	3			*GBUS 240 Associate Degree Capstone	3	
**Business Elective	3			**Business Elective	3	
	15				15	
<b>TOTAL HOURS: 60</b>						
<b>(August 2016)</b>						

\*Business Common Professional Component Core Course GPA >2.25; \*\*Business Concentration "Beyond the Core" Course GPA >2.50)

**Associate of Applied Science in Business Administration Graduation Requirements**

- Complete 60 credit hours.
- Maintain minimum grade point average of 2.0 in all General Education Foundation courses requirements (course without an asterisk ).
- Maintain minimum grade point average of 2.25 in all the Common Professional Component courses (designated with an asterisk \*).
- Maintain minimum grade-point average 2.5 in the courses beyond the business core (designated with asterisks\*\*).
- Complete proctored Major Fields Test in capstone course GBUS 240.
- Complete at least 16 hours of credit at WVU Parkersburg.
- Complete and file the graduation application in OLSIS within the stated deadlines.

# WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION IN ACCOUNTING AND FINANCIAL MANAGEMENT

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (6)	Society, Diversity, & Connections (6)	Human Inquiry & the Past (3)	The Arts & Creativity (3)
General Education Courses	ENGL 101 (3) and ENGL 102 (3)	CS 101 (4) and one lab science from Science and Technology General Education List (4)	MATH 126 (3) and MATH 211 (3)	ECON 201 (3) and ECON 202 (3)	COMM 111 (3)	One course from Arts and Creativity General Education List (3)
Total General Education Hours: 32						
Other Pertinent Information	All six strands of general education are completed by the end of the four years of study. (August 2016)					

**Bachelor of Applied Science in Business Administration  
Accounting and Financial Management Concentration**

**PROGRAM OF STUDY  
Suggested Course Sequence**

<b>COURSE</b>	<b>HRS</b>	<b>GRADE</b>	<b>COURSE</b>	<b>HRS</b>	<b>GRADE</b>
<b>Semester 1</b>			<b>Semester 2</b>		
<b>ENGL 101</b>	3		<b>ENGL 102</b>	3	
<b>CS 101</b>	4		<b>MATH 126</b>	3	
*GBUS 101	3		<b>COMM 111</b>	3	
*ECON 202	3		*ECON 201	3	
**GBUS 117	3		1 hour Free Elective	1	
<b>Total Hours</b>	<b>16</b>		<b>Total Hours</b>	<b>13</b>	
<b>Semester 3</b>			<b>Semester 4</b>		
*ACCT 201	3		*ACCT 202	3	
**BTEC 275	3		**GBUS 202	3	
**MGMT 220	3		**MKTG 230	3	
<b>MATH 211</b>	3		*GBUS 240	3	
**One Free or Business elective	3		**One free or Business Elective	3	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>15</b>	
<b>Semester 5</b>			<b>Semester 6</b>		
<b>One course from Arts &amp; Creativity General Education list</b>	3		**ACCT 331 or 432	3	
*GBUS 310	3		**ACCT 312	3	
**ACCT 311	3		Upper-Division Business Elective	3	
**ACCT 310	3		**ECON 331	3	
*FIN 340	3		<b>1 lab science from Science &amp; Technology General Education list</b>	4	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>16</b>	
<b>Semester 7</b>			<b>Semester 8</b>		
*GBUS 405	3		*GBUS 440	3	
**FIN 356	3		**ACCT 401	3	
**GBUS 304	3		*GBUS 415	3	
**Upper-Division Accounting Elective (ACCT 353, 354, 405)	3		**Upper-Division Accounting Elective (ACCT 353, 354, 405)	3	
**Upper-Division Business Elective	3		**Upper-Division Business Elective	3	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>15</b>	
<b>Total Hours: 120</b>					
(August 2016)					

\*Business Common Professional Component Core Course GPA >2.25; \*\*Business Concentration "Beyond the Core" Course GPA >2.50)

Please Note: General Education Courses are listed in bold print. For a complete list refer to Section 1, page 7.

## **Graduation Requirements**

### **BASBA Degree Accounting and Financial Management Concentration**

- Complete an Associate of Applied Science degree prior to application for graduation with the BASBA.
- Complete 120 credit hours in courses outlined for the Bachelor of Applied Science with a major in Business Administration in the following concentration: Accounting and Financial Management.
- Maintain minimum grade point average of 2.0 in all General Education Foundation courses requirements (courses without an asterisk).
- Maintain minimum grade point average of 2.25 in all the Common Professional Component courses (designated with an asterisk \*).
- Maintain minimum grade-point average 2.5 in all courses included in area of concentration (designed with \*\*).
- Complete proctored Major Fields Test in capstone course GBUS 440.
- Complete a minimum of 32 credit hours at WVU Parkersburg, 24 of which must be upper division (numbered 300 and above) 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 and file application in OLSIS prior to stated deadline.

## WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION IN MANAGEMENT AND MARKETING

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (6)	Society, Diversity, & Connections (6)	Human Inquiry & the Past (3)	The Arts & Creativity (3)
General Education Courses  Total General Education Hours: 32	ENGL 101 (3) and ENGL 102 (3)	CS 101 (4) and One lab science from Science and Technology General Education list (4)	MATH 126 (3) and MATH 211 (3)	ECON 201 (3) and ECON 202 (3)	COMM 111 (3)	One course from Arts and Creativity General Education list (3)
Other Pertinent Information	All six strands of general education are completed by the end of the four years of study. (August 2016)					



## Bachelor of Applied Science in Business Administration Management and Marketing Concentration

### PROGRAM OF STUDY Suggested Course Sequence

COURSE	HRS	GRADE	COURSE	HRS	GRADE
<b>Semester 1</b>			<b>Semester 2</b>		
<b>ENGL 101</b>	3		<b>ENGL 102</b>	3	
<b>**GBUS 117</b>	3		<b>MATH 126</b>	3	
<b>*GBUS 101</b>	3		<b>COMM 111</b>	3	
<b>*ECON 202</b>	3		<b>*ECON 201</b>	3	
<b>CS 101</b>	4		Free Elective	1	
<b>Total Hours</b>	<b>16</b>		<b>Total Hours</b>	<b>13</b>	
<b>Semester 3</b>			<b>Semester 4</b>		
<b>*ACCT 201</b>	3		<b>*ACCT 202</b>	3	
<b>**BTEC 275</b>	3		<b>**GBUS 202</b>	3	
<b>**MGMT 220</b>	3		<b>**MKTG 230</b>	3	
<b>MATH 211</b>	3		<b>*GBUS 240</b>	3	
<b>**Free or Business elective</b>	3		<b>**Free or Business Elective</b>	3	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>15</b>	
<b>Semester 5</b>			<b>Semester 6</b>		
<b>One course from the Arts &amp; Creativity General Education list</b>	3		<b>**MGMT 333</b>	3	
<b>**MGMT 322</b>	3		<b>**MKTG 401</b>	3	
<b>*GBUS 310</b>	3		<b>**Management Elective (MGMT 310, 338, 401, 410)</b>	3	
<b>**Upper-Division Business Elective</b>	3		<b>**ACCT 331 or 432</b>	3	
<b>*GBUS 300 Management Information Systems</b>	3		<b>One lab science chosen from Science &amp; Technology General Education list</b>	4	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>16</b>	
<b>Semester 7</b>			<b>Semester 8</b>		
<b>*GBUS 405</b>	3		<b>*GBUS 440</b>	3	
<b>*FIN 340</b>	3		<b>**Marketing Elective (MKTG 341, 351, 360, 371, 401, 403, 460)</b>	3	
<b>**GBUS 304</b>	3		<b>*GBUS 415</b>	3	
<b>**Marketing Elective (MKTG 341, 351, 360, 371, 401, 403, 460)</b>	3		<b>**Management Elective (MGMT 310, 338, 401, 410)</b>	3	
<b>**ECON 320</b>	3		<b>**Upper-Division Business Elective</b>	3	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>15</b>	
<b>TOTAL HOURS: 120</b>					
<b>(August 2016)</b>					

\*Business Common Professional Component Core Course GPA >2.25; \*\*Business Concentration "Beyond the Core" Course GPA >2.50)

Please Note: General Education Courses are listed in bold print. For a complete list refer to Section 1, page 7.

## **Graduation Requirements**

### **BASBA Degree Management/Marketing Concentration**

- Complete an Associate of Applied Science degree prior to application for graduation with the BASBA.
- Complete 120 credit hours in courses outlined for the Bachelor of Applied Science with a major in Business Administration in the following concentration: Accounting and Financial Management.
- Maintain minimum grade point average of 2.0 in all General Education Foundation courses requirements (courses without an asterisk).
- Maintain minimum grade point average of 2.25 in all the Common Professional Component courses (designated with an asterisk \*).
- Maintain minimum grade-point average 2.5 in all courses included in area of concentration (designed with \*\*).
- Complete proctored Major Fields Test in capstone course GBUS 440.
- Complete a minimum of 32 credit hours at WVU Parkersburg, 24 of which must be upper division (numbered 300 and above) 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 and file application in OLSIS prior to stated deadline.

## WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (6)	Society, Diversity, & Connections (9)	Human Inquiry & the Past (3)	The Arts & Creativity (3)
General Education Courses	ENGL 101 (3) and ENGL 102 (3)	CS 101 (4) and One lab from Science and Technology General Education list (4)	MATH 126 (3) and MATH 211 (3)	ECON 201 (3) and ECON 202 (3) and PSYC 101 or SOC 101 (3)	COMM 111 (3)	One course from Arts and Creativity General Education list (3)
Total General Education hours: 35 (August 2016)						

### Associate of Science in Business Administration (ASBA)

#### PROGRAM OF STUDY Suggested Course Sequence

CRSE	HRS	TERM	CRSE	HRS	TERM
<b>Semester 1</b>			<b>Semester 2</b>		
ENGL 101 Composition 1	3		ENGL 102 Composition 2	3	
CS 101 Intro to Computing	4		**BTEC 275 Advanced Business Computer Applications	3	
*GBUS 101 Intro to Business	3		Society & Connections PSYC 101 or SOC 101	3	
*ECON 202 Macroeconomics	3		*ECON 201 Microeconomics	3	
MATH 126 College Algebra	3		MATH 211 Statistics	3	
	16			15	
<b>Semester 3</b>			<b>Semester 4</b>		
*ACCT 201 Principles of Accounting 1	3		*ACCT 202 Principles of Accounting 2	3	
**MGMT 220 Principles of Management	3		**MKTG 230 Principles of Marketing	3	
Natural Science with Lab Elective	4		**GBUS 202 Business Communications	3	
COMM 111 Fundamentals of Communication	3		*GBUS 240 Associate Degree Capstone	3	
The Arts & Creativity Elective	3		Any Level Free or Business Elective	1	
	16			13	
<b>TOTAL HOURS: 60</b>					
(August 2016)					

\*Business Common Professional Component Core Course GPA >2.25; \*\*Business Concentration "Beyond the Core" Course GPA >2.50

Please Note: General Education Courses are listed in bold print. For a complete list refer to Section 1 page 7.

### Associate of Science in Business Administration Graduation Requirements

- Complete 60 credit hours.
- Maintain minimum grade point average of 2.0 in all General Education Foundation courses requirements (designated without an asterisk).
- Maintain minimum grade point average of 2.25 in all the Common Professional Component courses (designated with an asterisk \*).
- Maintain minimum grade-point average 2.5 in the courses beyond the business core (designed with two asterisks \*\*).
- Complete proctored Major Fields Test in capstone course GBUS 240.
- Complete at least 16 hours of credit at WVU Parkersburg.
- Complete and file the Graduation Application in OLSIS within the stated deadlines.

### WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION ACCOUNTING CONCENTRATION

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (6)	Society, Diversity, & Connections (9)	Human Inquiry & the Past (3)	The Arts & Creativity (3)
General Education Courses	ENGL 101 (3) and ENGL 102 (3)	CS 101 (4) and One lab science from Science and Technology General Education List (4)	MATH 126 (3) and MATH 211 (3)	ECON 201 (3) and ECON 202 (3) and PSYC 101 OR SOC 101 (3)	COMM 111 (3)	One course from Arts and Creativity General Education List (3)
Total General Education hours: 35						
Other Pertinent Information	All six strands of general education will be represented within the first two years of study. (August 2016)					

**Bachelor of Science in Business Administration  
Accounting Concentration**

**PROGRAM OF STUDY  
Suggested Course Sequence**

<b>COURSE</b>	<b>HRS</b>	<b>GRADE</b>		<b>COURSE</b>	<b>HRS</b>	<b>GRADE</b>
<b>Semester 1</b>				<b>Semester 2</b>		
<b>ENGL 101</b>	3			<b>ENGL 102</b>	3	
<b>CS 101</b>	4			<b>**BTEC 275</b>	3	
<b>*GBUS 101</b>	3			<b>PSYC 101 or SOC 101</b>	3	
<b>*ECON 202</b>	3			<b>*ECON 201</b>	3	
<b>MATH 126</b>	3			<b>MATH 211</b>	3	
<b>Total Hours</b>	<b>16</b>			<b>Total Hours</b>	<b>15</b>	
<b>Semester 3</b>				<b>Semester 4</b>		
<b>*ACCT 201</b>	3			<b>*ACCT 202</b>	3	
<b>**MGMT 220</b>	3			<b>**MKTG 230</b>	3	
<b>One lab science from Science &amp; Technology General Education list</b>	4			<b>**GBUS 202</b>	3	
<b>COMM 111</b>	3			<b>*GBUS 240</b>	3	
<b>One course from Arts &amp; Creativity General Education list</b>	3			<b>One hour Free Elective</b>	1	
<b>Total Hours</b>	<b>16</b>			<b>Total Hours</b>	<b>13</b>	
<b>Semester 5</b>				<b>Semester 6</b>		
<b>*GBUS 300</b>	3			<b>*GBUS 325</b>	3	
<b>*GBUS 310</b>	3			<b>**GBUS 412</b>	3	
<b>**ACCT 311</b>	3			<b>**ACCT 312</b>	3	
<b>**ACCT 310</b>	3			<b>**ACCT 331 or 432</b>	3	
<b>**ACCT 353</b>	3			<b>**ACCT 354</b>	3	
<b>Total Hours</b>	<b>15</b>			<b>Total Hours</b>	<b>15</b>	
<b>Semester 7</b>				<b>Semester 8</b>		
<b>*GBUS 405</b>	3			<b>*GBUS 440</b>	3	
<b>**ACCT 401</b>	3			<b>**ACCT 405</b>	3	
<b>**GBUS 304</b>	3			<b>**GBUS 415</b>	3	
<b>*FIN 340</b>	3			<b>**Upper-Division Business Elective</b>	3	
<b>**Upper-Division Business Elective</b>	3			<b>**Upper-Division Business Elective</b>	3	
	15				15	
<b>TOTAL HOURS: 120</b>						
<b>(August 2016)</b>						

\*Business Common Professional Component Core Course GPA >2.25; \*\*Business Concentration "Beyond the Core" Course GPA >2.50)

Please Note: General Education Courses are listed in bold print. For a complete list refer to Section 1, page 7.

## **Bachelor of Science in Business Administration Graduation Requirements:**

- 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 required for the degree (designated without an asterisk).
- Maintain minimum grade point average of 2.25 overall in all courses included in the Common Professional Component (CPC) (designated with an asterisk \*).
- Maintain minimum grade point average of 2.5 overall in all courses included in area of concentration (designated with two asterisks\*\*)
- Complete proctored Major Fields Test in capstone course GBUS 440.
- Complete a minimum of 32 credit hours at WVU Parkersburg, 24 of which must be upper-division (numbered 300 and above) business courses designed with 2 asterisks (\*\*) in front of the course listing.
- Complete and file the Graduation Application in OLSIS within the stated deadlines

**Bachelor of Science in Business Administration (BSBA)  
General Business Concentration**

**PROGRAM OF STUDY  
Suggested Course Sequence**

COURSE	HRS	GRADE		COURSE	HRS	GRADE
<b>Semester 1</b>				<b>Semester 2</b>		
ENGL 101	3			ENGL 102	3	
CS 101	4			**BTEC 275	3	
*GBUS 101	3			PSYC 101 or SOC 101	3	
*ECON 202	3			*ECON 201	3	
MATH 126	3			MATH 211	3	
<b>Total Hours</b>	<b>16</b>			<b>Total Hours</b>	<b>15</b>	
<b>Semester 3</b>				<b>Semester 4</b>		
*ACCT 201	3			*ACCT 202	3	
**MGMT 220	3			**MKTG 230	3	
<b>1 lab science from Science &amp; Technology General Education list</b>	4			**GBUS 202	3	
COMM 111	3			*GBUS 240	3	
<b>1 course from the Arts &amp; Creativity General Education list</b>	3			One hour Free Elective	1	
<b>Total Hours</b>	<b>16</b>			<b>Total Hours</b>	<b>13</b>	
<b>Semester 5</b>				<b>Semester 6</b>		
*GBUS 300	3			*GBUS 325	3	
*GBUS 310	3			**MGMT 333	3	
**MGMT 322	3			**GBUS 304	3	
**Upper-Division MKTG elective (MKTG 341, 351, 360, 371, 401, 403, or 460)	3			**ACCT 331 or 432	3	
**Upper-Division Business Elective	3			**Upper-Division MGMT Elective (MGMT 310, 338, 401, 410)	3	
<b>Total Hours</b>	<b>15</b>			<b>Total Hours</b>	<b>15</b>	
<b>Semester 7</b>				<b>Semester 8</b>		
*GBUS 405	3			GBUS 440	3	
*FIN 340	3			*GBUS 415	3	
**MKTG 401	3			**Upper-Division MKTG elective (MKTG 341, 351, 360, 371, 401, 403, or 460)	3	
**Upper-Division MGMT Elective (MGMT 310, 338, 401, 410)	3			**ECON 320 Managerial Economics	3	
**Upper-Division Business Elective	3			**Upper-Division Business Elective	3	
<b>Total Hours</b>	<b>15</b>			<b>Total Hours</b>	<b>15</b>	
<b>TOTAL HOURS: 120</b>						
(August 2016)						

\*Business Common Professional Component Core Course GPA >2.25; \*\*Business Concentration "Beyond the Core"  
Please Note: General Education Courses are listed in bold print. For a complete list refer to Section 1, page 7.

## **Bachelor of Science in Business Administration Graduation Requirements:**

- 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 required for the degree (designated without an asterisk).
- Maintain minimum grade point average of 2.25 overall in all courses included in the Common Professional Component (CPC) (designated with an asterisk \*).
- Maintain minimum grade point average of 2.5 overall in all courses included in area of concentration (designated with two asterisks\*\*)
- Complete proctored Major Fields Test in capstone course GBUS 440.
- Complete a minimum of 32 credit hours at WVU Parkersburg, 24 of which must be upper-division (numbered 300 and above) business courses designed with 2 asterisks (\*\*) in front of the course listing.
- Complete and file the graduation application in OLSIS within the stated deadlines.



Program Outcomes:

- Demonstrate proficiency in the vocabulary pertaining to the CJ field.
- Explain the history and evolution of the CJ system in the US.
- Explain the investigative process and applicable laws.
- Demonstrate a basic understanding of the law and the legal system in the US.
- Examine the history and theories of, and current practices within, the corrections system.
- Explain ethics and how it applies to the CJ system and various CJ professionals.

<p align="center"><b>Certificate of Applied Science (CAS)</b>  <b>Criminal Justice</b></p> <p align="center"><b>PROGRAM OF STUDY</b>  <b>Suggested Course Sequence</b></p>						
CRSE	HRS	TERM		CRSE	HRS	TERM
<b>Semester 1</b>				<b>Semester 2</b>		
CJ 111 Introduction to Criminal Justice	3			CJ 212 Ethics in Criminal Justice	3	
CJ 112 Criminal and Constitutional Law	3			CJ 231 Criminal Investigations	3	
CJ 123 Introduction to Corrections	3			CJ 290 Professionalism in Criminal Justice	3	
ENGL 101 Composition 1	3			COMM 111 Fundamentals of Speech	3	
PSYC 101 Introduction to Psychology	3			SOC 101 Introduction to Sociology	3	
	15				15	
<b>TOTAL HOURS: 30</b>						
(August 2016)						

**Certificate of Applied Science Graduation Requirements:**

- Complete 30 credit hours.
- Maintain minimum grade point average of 2.0 or higher in all courses.
- Complete at least 16 hours of credit at WVU Parkersburg.
- Complete and file the graduation application in OLSIS within the stated deadlines.

**Associate of Applied Science (AAS)  
Criminal Justice**

The Associate of Applied Science Degree in Criminal Justice is embedded in the Bachelor of Applied Science (BAS) Criminal Justice 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 related fields. 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 291. The AAS in Criminal Justice is also available for completion as an online program.

**Program Outcomes:**

- Apply learned concepts by bridging the gap between theory and practice.
- Display decision making and critical thinking skills as it relates to criminal justice.
- Recognize the root causes of crime and criminal behavior and the role criminological theory plays in the study of CJ.

**Associate of Applied Science (AAS)  
Criminal Justice**

**PROGRAM OF STUDY  
Suggested Course Sequence**

CRSE	HRS	TERM		CRSE	HRS	TERM
<b>Semester 1</b>				<b>Semester 2</b>		
CJ 111 Introduction to Criminal Justice	3			CJ 212 Ethics in Criminal Justice	3	
CJ 112 Criminal and Constitutional Law	3			CJ 231 Criminal Investigations	3	
CJ 123 Introduction to Corrections	3			CJ 290 Professionalism in Criminal Justice	3	
ENGL 101 Composition 1	3			COMM 111 Fundamentals of Speech	3	
PSYC 101 Introduction to Psychology	3			SOC 101 Introduction to Sociology	3	
	15				15	
CRSE	HRS	TERM		CRSE	HRS	TERM
<b>Semester 3</b>				<b>Semester 4</b>		
ENGL 102 Composition 2	3			CJ 291 Internship (Capstone)	3	
MATH 102 Intermediate Algebra	4			Lab Science Elective	4	
SOC 232 Criminology	3			HPER 172 Standard First Aid	2	
POLS 102 American Federal Government	3			CJ elective	3	
PSYC 281 Abnormal Psychology OR PSYC 365 Forensic Psychology	3			SOC 235 Race Relations and Minority Groups	3	
	16				15	
<b>TOTAL HOURS: 60</b>						
<b>(August 2016)</b>						

**Graduation Requirements.**

- Complete 60 credit hours of required courses.
- Maintain minimum grade point average of 2.0 or higher in all courses.
- Complete at least 16 hours of credit at WVU Parkersburg.
- Complete proctored Major Fields Test in capstone course CJ 291.
- Complete application for graduation and file application in OLSIS prior to stated deadline

## **BACHELOR OF APPLIED SCIENCE CRIMINAL JUSTICE**

The Bachelor of Applied Science Degree with a major in Criminal Justice builds on the concepts provided in the AAS in Criminal Justice. The degree offers two concentrations: Administration of Justice or Crime Scene Investigations. Both concentrations provide the student with a comprehensive overview of the criminal justice system. The degree will prepare the student for a rewarding career in the criminal justice field in careers such as: police officer, crime scene technician, correctional officer, investigator, probation and parole officer, and other related fields. CJ 460 will be taken during the semester of graduation. A Major Fields Test will be taken in CJ 460.

### **Program Outcomes:**

- Display an advanced level of understanding of CJ theories and concepts.
- Demonstrate a proficiency in writing, research, and critical thinking pertaining to the CJ field.
- Recognize the underlying societal problems that lead to crime and victimization. (Administration concentration)
- Utilize CJ theories and concepts to combat social problems and distribute resources effectively. (Administration concentration)
- Utilize the scientific method to demonstrate proficiency in evidence identification, collection, handling, and admission in court. (CSI concentration)
- Integrate CJ theories and concepts with investigative techniques to determine the proper outcome of a criminal investigation. (CSI concentration)

### **Admission to BASCJ Degree Program:**

Admission to the Bachelor of Applied Science with a major in Criminal Justice 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 in Criminal Justice from an accredited college or university, or be currently enrolled in CJ 291 Internship. (Provisional admission may be granted by the Criminal Justice Program Coordinator 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.

Applications for admission to the BASCJ degree are available in the Office of the Division of Business, Accounting, and Public Service and should be filed during the semester in which the applicant will complete the Associate Degree.

Applicants must submit to a criminal history check conducted by the West Virginia State Police. Applicants with convictions and/or arrests should consult

with the Criminal Justice Program Coordinator regarding potential limitations for career opportunities within the Criminal Justice field prior to applying to the BASCJ program. 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. The criminal history check or waiver letter needs to be current (within 6 months 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 these codes may result in dismissal from the program.

Assessment: Students will take a Major Field Test in CJ 291, and CJ 460.

### **WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF APPLIED SCIENCE IN CRIMINAL JUSTICE: ADMINISTRATION OF JUSTICE**

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (3)	Society, Diversity, & Connections (15)	Human Inquiry & the Past (3)	The Arts & Creativity (3)
General Education Courses	ENGL 101 (3) and ENGL 102 (3)	Two lab sciences from Science and Technology General Education list (8)	MATH 211 (3)	POLS 102 (3) and POLS 220 (3) and PSYC 101 (3) and SOC 101 (3) and SOC 232 (3)	COMM 111 (3)	One course from Arts and Creativity General Education list (3)
Total General Education Hours: 38						
Other Pertinent Information	All six strands of general education are completed by the end of the Bachelor Program. (August 2016)					

### **Bachelor of Applied Science Criminal Justice Administration of Justice Concentration**

This concentration option focuses on development of knowledge and understanding of practices, theories, and concepts of justice administration. The Administration of Justice concentration 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 students who wish to attend graduate or law school.

**Bachelor of Applied Science (BAS) Criminal Justice  
Administration of Justice Concentration**

**PROGRAM OF STUDY  
Suggested Course Sequence**

COURSE	HRS	GRADE	COURSE	HRS	GRADE
<b>Semester 1</b>			<b>Semester 2</b>		
CJ 111 *	3		CJ 212 *	3	
CJ 112 *	3		CJ 231 *	3	
CJ 123 *	3		CJ 290 *	3	
<b>ENGL 101</b>	3		<b>COMM 111</b>	3	
<b>PSYC 101</b>	3		<b>SOC 101</b>	3	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>15</b>	
<b>Semester 3</b>			<b>Semester 4</b>		
<b>ENGL 102</b>	3		CJ 291 *	3	
MATH 102	4		One lab science from Science & Technology General Education list	4	
<b>SOC 232 *</b>	3		HPER 172	2	
<b>POLS 102</b>	3		CJ elective	3	
PSYC 281 OR PSYC 365	3		<b>SOC 235 *</b>	3	
<b>Total Hours</b>	<b>16</b>		<b>Total Hours</b>	<b>15</b>	
<b>Semester 5</b>			<b>Semester 6</b>		
One lab science from Science & Technology General Education list	4		CJ 305 *	3	
SPAN 103	3		CJ 320 *	3	
PSYC 231 *	3		COMM 308	3	
CJ 211 *	3		CJ elective	3	
CJ elective	3		CJ elective	3	
<b>Total Hours</b>	<b>16</b>		<b>Total Hours</b>	<b>15</b>	
<b>Semester 7</b>			<b>Semester 8</b>		
ENGL 308	3		CJ 440 *	3	
<b>MATH 211</b>	3		CJ 460 *Capstone	2	
<b>POLS 220 *</b>	3		Any CJ upper level elective	3	
One course from Arts & Creativity General Education course list	3		Any CJ upper level elective	3	
Any CJ upper level elective	3		Any CJ upper level elective	3	
	15			14	
<b>TOTAL HOURS: 120</b>					
(August 2016)					

Please Note: General Education Courses are listed in bold print. For a complete list refer to Section 1, page 7.

### Graduation Requirements.

- Complete all listed courses.
- Maintain a minimum 2.0 cumulative grade-point average.
- Maintain a minimum 2.5 cumulative grade-point average in program core subjects. (\* designates program core subjects)
- Complete proctored Major Fields Test in capstone course CJ 460.
- Complete at least 32 credit hours at WVU Parkersburg.
- Complete application for graduation and file application in OLSIS prior to stated deadline.

## WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF APPLIED SCIENCE IN CRIMINAL JUSTICE: CRIME SCENE INVESTIGATION

	Composition & Rhetoric (6)	Science & Technology (4)	Math & Quantitative Skills (3)	Society, Diversity, & Connections (12)	Human Inquiry & the Past (3)	The Arts & Creativity (3)
General Education Courses	ENGL 101 (3) and ENGL 102 (3)	One lab science from Science and Technology General Education list (4)	MATH 211 (3)	POLS 102 (3) and PSYC 101 (3) and SOC 101 (3) and SOC 232 (3)	COMM 111 (3)	One course from Arts and Creativity General Education list (3)
Total General Education Hours: 31						
Other Pertinent Information	All six strands of general education are completed by the end of the Bachelor Program.  FINAL REVIEW: 1/29/16 (August 2016)					

### Bachelor of Applied Science (BAS) Criminal Justice CRIME SCENE INVESTIGATION CONCENTRATION

The Crime Scene Investigation concentration 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.

## Bachelor of Applied Science Criminal Justice Crime Scene Investigation Concentration

### PROGRAM OF STUDY Suggested Course Sequence

COURSE	HRS	GRADE	COURSE	HRS	GRADE
<b>Semester 1</b>			<b>Semester 2</b>		
CJ 111 *	3		CJ 212 *	3	
CJ 112 *	3		CJ 231 *	3	
CJ 123 *	3		CJ 290 *	3	
ENGL 101	3		COMM 111	3	
PSYC 101	3		SOC 101	3	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>15</b>	
<b>Semester 3</b>			<b>Semester 4</b>		
ENGL 102	3		CJ 291 *	3	
MATH 102	4		<b>One lab science from Science &amp; Technology General Education list</b>	4	
SOC 232 *	3		HPER 172	2	
POLS 102	3		Any CJ elective	3	
PSYC 281 OR PSYC 365	3		SOC 235*	3	
<b>Total Hours</b>	<b>16</b>		<b>Total Hours</b>	<b>15</b>	
<b>Semester 5</b>			<b>Semester 6</b>		
SPAN 103	3		CJ 305 *	3	
CJ 355*	3		COMM 308	3	
CJ 375 *	3		CJ 330 *	3	
CJ 211 *	3		Any CJ elective	3	
Any CJ elective	3		Any CJ elective	3	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>15</b>	
<b>Semester 7</b>			<b>Semester 8</b>		
ENGL 308	3		CJ 440 *	3	
MATH 211	3		CJ 460 Capstone*	2	
CJ 388 *	4		<b>One course from Arts &amp; Creativity General Education list</b>	3	
Any CJ upper level elective	3		Any CJ upper level elective	3	
Any CJ upper level elective	3		Any CJ upper level elective	3	
	<b>16</b>			<b>14</b>	
<b>TOTAL HOURS: 120</b>					
<b>(August 2016)</b>					

Please Note: General Education Courses are listed in bold print. For a complete list refer to Section 1, page 7.

### Graduation Requirements.

- Complete all listed courses.
- Maintain a minimum 2.0 cumulative grade-point average.
- Maintain a minimum 2.5 cumulative grade-point average in program core subjects. (\* designates program core subjects)
- Complete proctored Major Fields Test in capstone course CJ 460.
- Complete at least 32 credit hours at WVU Parkersburg.
- Complete application for graduation and file application in OLSIS prior to stated deadline



## CERTIFICATE OF APPLIED SCIENCE (CAS) Legal Studies

Students may earn a Certificate of Applied Science in Legal Studies. The Legal Studies career pathway begins with the certificate, which is embedded into the AAS and leads to the Bachelor of Science in Legal Studies. The Certificate in Legal Studies provides an introduction to various areas of law and develops basic legal research and writing skills for use in various supporting positions within the legal field.

Certificate of Applied Science (CAS) Legal Studies						
PROGRAM OF STUDY Suggested Course Sequence						
CRSE	HRS	TERM		CRSE	HRS	TERM
Semester 1				Semester 2		
ENGL 101 Composition 1	3			LS 220 Legal Research & Writing 2	3	
LS 101 Intro to Legal Studies	3			LS 240 Civil Procedures	3	
LS 210 Legal Ethics	3			ACCT 201 or BTEC 275	3	
CS 101 Intro to Computing	4			SOC 101 Intro to Sociology	3	
PSYC 101 Intro to Psychology	3			COMM 111 Fundamentals of Communication	3	
	16				15	
TOTAL HOURS: 31						
(August 2016)						

### CAS in Legal Studies Outcomes

Students will:

1. Demonstrate knowledge, skills, and abilities in the legal field, including specific knowledge of the American legal system and civil litigation.
2. Exhibit knowledge of appropriate ethical behavior in the legal field.
3. Use problem solving and critical thinking skills to resolve legal problems and determine root causes of those problems.

### Certificate of Applied Science Graduation Requirements:

- Complete 31 credit hours.
- Maintain minimum grade point average of 2.0 or higher in all courses.
- Complete at least 16 hours of credit at WVU Parkersburg.
- Complete application for graduation and file application in OLSIS prior to stated deadline

## ASSOCIATE OF APPLIED SCIENCE (AAS) LEGAL STUDIES

Students may earn an Associate of Applied Science in Legal Studies. The Legal Studies career pathway begins with the certificate, which is embedded into the AAS and leads to the Bachelor of Applied Science. The AAS is a continuation of the program from the CAS and further prepares students for supporting positions within the legal field. Students will continue to gain experience and improve skills in various substantive areas of the law and in legal research and writing. Successful completion of the AAS will prepare students to apply for the BAS in Legal Studies and for careers in legal services and related careers.

Associate of Applied Science (AAS) Legal Studies						
PROGRAM OF STUDY						
Suggested Course Sequence						
CRSE	HRS	TERM		CRSE	HRS	TERM
<b>Semester 1</b>				<b>Semester 2</b>		
ENGL 101 Composition 1	3			LS 210 Legal Research & Writing 2	3	
LS 101 Intro to Legal Studies	3			LS 240 Civil Procedure	3	
LS 231 Legal Ethics	3			ACCT 201 or BTEC 275	3	
CS 101 Intro to Computing	4			SOC 101 Intro to Sociology	3	
PSYC 101 Intro to Psychology	3			COMM 111 Fundamentals of Communication	3	
	16				15	
<b>Semester 3</b>				<b>Semester 4</b>		
ENGL 102 Composition 2	3			LS 320 Property and Probate	3	
LS 220 Legal Research & Writing 2	3			LS 291 Internship	3	
LS 215 Law Office Management	3			LS 295 Legal Professional Development	2	
Any SOC 200 and above	3			POLS 101 or POLS 102	3	
Natural Science with Lab Elective	4			CJ 270 Courtroom Procedures	3	
	16				14	
<b>TOTAL HOURS: 61</b>						
(August 2016)						

### Graduation Requirements.

- Complete 61 credit hours of required courses.
- Maintain minimum grade point average of 2.0 or higher in all courses.
- Complete at least 16 hours of credit at WVU Parkersburg.
- Complete application for graduation and file application in OLSIS prior to stated deadline.

### WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF APPLIED SCIENCE IN LEGAL STUDIES

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (3)	Society, Diversity, & Connections (6)	Human Inquiry & the Past (6)	The Arts & Creativity (3)
General Education Courses	ENGL 101 (3) and ENGL 102 (3)	CS 101 (4) and One lab science from Science and Technology General Education list (4)	MATH 126 or MATH 211 (3)	PSYC 101 (3) and SOC 101 (3)	COMM 111 (3) and HIST 101 or HIST 102 or HIST 152 or HIST 153 (3)	One course from Arts and Creativity General Education list (3)
Total General Education Hours: 32						
Other Pertinent Information	All six strands of general education are completed by the end of the Bachelor Program. (August 2016)					

### PROGRAM OF STUDY Suggested Course Sequence

This program will allow students to earn a Bachelor of Applied Science Degree in Legal Studies. The Legal Studies career pathway begins with a certificate, which is embedded into the AAS and leads to the Bachelor of Applied Science. While not strictly a paralegal program, the BAS is anticipated to prepare and qualify students for the Certified Paralegal Exam. The BAS is a broad curriculum that will explore the various issues and areas relevant to the legal field and is anticipated to prepare students for supporting positions in the legal field generally.

## BAS in Legal Studies

### Program of Study Suggested Course Sequence

COURSE	HRS	GRADE		COURSE	HRS	GRADE
<b>Semester 1</b>				<b>Semester 2</b>		
<b>ENGL 101</b>	3			LS 210*	3	
LS 101 *	3			LS 240 *	3	
LS 231*	3			ACCT 201 or BTEC 275	3	
<b>CS 101</b>	4			<b>SOC 101</b>	3	
<b>PSYC 101</b>	3			<b>COMM 111</b>	3	
<b>Total Hours</b>	<b>16</b>			<b>Total Hours</b>	<b>15</b>	
<b>Semester 3</b>				<b>Semester 4</b>		
<b>ENGL 102</b>	3			LS 320 *	3	
LS 220*	3			LS 291*	3	
LS 215 *	3			LS 295 *	2	
Any SOC 200 and above	3			POLS 101 or POLS 102	3	
<b>1 lab science from Science &amp; Technology General Education list</b>	4			CJ 270	3	
<b>Total Hours</b>	<b>16</b>			<b>Total Hours</b>	<b>14</b>	
<b>Semester 5</b>				<b>Semester 6</b>		
CJ 112	3			CJ 213	3	
LS 315 *	3			LS 311*	3	
<b>One course from Arts &amp; Creativity General Education list</b>	3			POLS 211 or POLS 220	3	
<b>HIST 101 or 102 or 152 or 153</b>	3			GBUS 310	3	
<b>MATH 126 or higher</b>	3			Free Elective	3	
<b>Total Hours</b>	<b>15</b>			<b>Total Hours</b>	<b>15</b>	
<b>Semester 7</b>				<b>Semester 8</b>		
CJ 313	3			CJ 305	3	
LS 335 *	3			Free Elective	3	
Free Elective	3			LS 460(* designates program core subjects)	2	
PSYC 365	3			COMM 303	3	
SPAN 103	3			GBUS 412	3	
<b>Total Hours</b>	<b>15</b>			<b>Total Hours</b>	<b>14</b>	
<b>TOTAL HOURS: 120</b>						
(August 2016)						

Please Note: General Education Courses are listed in bold print. For a complete list refer to Section 1, page 7.

**BAS in Legal Studies Outcomes** – In addition to the CAS and AAS Outcomes, Students will:

Demonstrate knowledge, skills, and abilities in the legal field, including additional specific knowledge of Property, Estates, Contracts, Business Organizations, Torts, Criminal Law, Constitutional Law, Evidence, and Family Law.

1. Engage in high-level legal judgment and analysis.
2. Engage in effective legal research and writing.

**Graduation Requirements.**

- Complete 121 credit hours of required courses.
- Maintain minimum grade point average of 2.0 or higher in all courses.
- Maintain minimum grade point average of 2.5 or higher in core courses .  
(\* designates program core subjects)
- Complete at least 16 hours of credit at WVU Parkersburg.
- Complete application for graduation and file application in OLSIS prior to stated deadline

## DEGREE COMPLETION AND EXTENDED LEARNING

### Board of Governors Associate of Applied Science 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.

**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:

<b>Course</b>	<b>Credits</b>
Communications	6 hrs.
Mathematics/Natural Sciences	6 hrs.
Social Sciences/ Humanities	6 hrs.
Computer Literacy	3 hrs.
<b>Total</b>	<b>21 hrs.</b>

**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.

### **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 RBA 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/RBA](http://www.wvup.edu/RBA)

### **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, RBA 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 102 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 RBA 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 Pre-requisites 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
- 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 Degree Completion and Extended Learning 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 Degree Completion and Extended Learning Programs and should be filed prior to the completion of 60 credit hours toward the degree.

## EDUCATION DIVISION

The Education Division is committed to creating an exemplary workforce to help shape our community, state, and nation's future...our children. West Virginia University at Parkersburg offers a variety of educational opportunities for students interested in a career in education. Students are able to complete the requirements needed to work with children at the early childhood level, as assistant teachers or a paraprofessionals, and as elementary classroom teachers.

The Bachelor of Arts in Elementary Education is approved by the West Virginia Department of Education. The program has been accredited by the National Council for Accreditation of Teacher 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 college and career-readiness standards and 21<sup>st</sup> Century Learning Skills adopted by the West Virginia Department of Education.

*\*July 1, 2013, the National Council for Accreditation 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.*

Degrees available include the following:

Paraprofessional Certificate Pre K-12

Certificate of Applied Science (CAS) Child Development

Associate of Applied Science (AAS) Child Development

Bachelors in Applied Science (BAS) Child Development

Bachelor of Arts (BA) Elementary Education

Specializations available as an add-on to the BA in Elementary Education

- Early Childhood Pre K-K
- English 5-9
- General Science 5-9
- General Math 5-9
- Social Studies 5-9

## PARAPROFESSIONAL PRE K-12 CERTIFICATE

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 Pre K-12 Certificate is approved by the West Virginia Department of Education and meets the requirements for the Early Childhood Assistant Teacher credential. This certificate provides training for students to be public school classroom aides, classroom paraprofessionals, and special education aides.

### Program Objectives:

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 technological tools used in the classroom
- Demonstrate an understanding of classroom management skills
- Demonstrate knowledge, skills, and abilities necessary to plan for, teach, and assess the academic progress of young children

PARAPROFESSIONAL PRE K-12 CERTIFICATE						
Program of Study						
Suggested Course Sequence						
COURSE	HRS	GRADE		COURSE	HRS	GRADE
Semester 1				Semester 2		
EDUC 250	3			CDEV 205**	3	
CDEV 105*	3			MATH 121	3	
CDEV 210**	3			CDEV 155**	3	
ENGL 101	3			EDUC 255	3	
PSYCH 241	3			CS 108	3	
CDEV 240*	3			COMM 111	3	
Total Hours	18			Total Hours	18	
				Total Hours		
TOTAL HOURS: 36						

\*= Field Experience of 10 hours

\*\*= Field Experience of 20 hours

\*\*\*= Practicum Experience of 120 hours

## **CHILD DEVELOPMENT CERTIFICATE**

Requirements for Certificate: 31 hours

The child development programs have been designed using a career ladder approach. The associate degree content builds upon the content completed at the certificate level. Those completing the associate degree may add the remaining four semesters of coursework to complete the bachelor's degree.

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 grade of C or better.

### **Program Objectives:**

In alignment with the NAEYC standards for Professional Preparation, the Child Development Program at WVU Parkersburg is dedicated to achieving the following:

- Provides initial credentialing in the field of Child Development to move graduates toward increasing educational requirements for jobs in child care centers and Head Start.
- The flexibility of the program meets the needs of students who are already employed in the field of Child Development as well as those beginning their careers with their education. Through the program's flexible approach, it can serve place-bound and non-traditional students as well as traditional students.
- Promotes students' continued education in the field of Child Development by seamlessly transitioning into higher levels of education offered by WVU Parkersburg.

### **Program Outcomes:**

The curriculum is designed as a spiral, so each credential addresses the same goals with increasing depth and complexity. Upon completion of each CDEV program, graduates will be able to:

- Plan and implement developmentally appropriate curriculum based on knowledge of child development and educational theory with consideration for the multiple factors that influence child development.
- Initiate, sustain, and develop relationships with families and communities to build a respectful and reciprocal community of learners to support children.
- Select, use, and evaluate assessment techniques and strategies, such as observation and documentation.
- Identify as an early childhood professional and participate in the profession through commitment to the Code of Ethical Conduct,

professional organizations and professional development, and advocacy for children and families.

CERTIFICATE IN CHILD DEVELOPMENT						
Program of Study						
Suggested Course Sequence						
COURSE	HRS	GRADE		COURSE	HRS	GRADE
Semester 1				Semester 2		
EDUC 250	3			CDEV 205**	3	
CDEV 105*	3			MATH 121	3	
CDEV 210**	3			CDEV 155**	3	
ENGL 101	3			EDUC 255	3	
PSYCH 241	3			CDEV 240*	3	
Total Hours	15			Total Hours	15	
TOTAL HOURS: 30						

**Please Note:** it is the student's responsibility to enroll in the appropriate courses as per their advisor and degree curriculum.

\*=Field Experience of 10 hours

\*\*= Field Experience of 20 hours

\*\*\*= Practicum Experience of 120 hours

### **CHILD DEVELOPMENT** **Associate of Applied Science Degree (AAS)**

The Associate of 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 completion of the Apprenticeship Child Development Specialist (ACDS) program or a valid current Child Development Associate (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 Objectives:**

In alignment with the NAEYC standards for Professional Preparation, the Child Development Program at WVU Parkersburg is dedicated to achieving the following:

- Provides credentialing in the field of Child Development to move graduates toward increasing educational requirements for jobs in the field of early childhood including child care centers and Head Start.
- The flexibility of the program meets the needs of students who are already employed in the field of Child Development as well as those beginning their careers with their education. Through the program's flexible approach, it can serve place-bound and non-traditional students as well as traditional students.

- Promotes students' continued education in the field of Child Development by seamlessly transitioning into higher levels of education offered by WVU Parkersburg.

### **Program Outcomes:**

The curriculum is designed as a spiral, so each credential addresses the same goals with increasing depth and complexity. Upon completion of each CDEV program, graduates will be able to:

- Plan and implement developmentally appropriate curriculum based on knowledge of child development and educational theory with consideration for the multiple factors that influence child development.
- Initiate, sustain, and develop relationships with families and communities to build a respectful and reciprocal community of learners to support children.
- Select, use, and evaluate assessment techniques and strategies, such as observation and documentation.
- Identify as an early childhood professional and participate in the profession through commitment to the Code of Ethical Conduct, professional organizations and professional development, and advocacy for children and families.

### **Requirements for Admission and Retention**

In order to be considered for Admission to, and retention in, the Associate of Applied Science with an emphasis in Child Development:

1. Student must hold at least a 2.0 grade point average (GPA).
2. Student must complete all program (CDEV and EDUC) coursework with a grade of 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.

- 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.
- 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. Students must uphold the NAEYC Code of Ethical Conduct [http://www.naeyc.org/files/naeyc/image/public\\_policy/Ethics%20Position%20Statement2011\\_09202013update.pdf](http://www.naeyc.org/files/naeyc/image/public_policy/Ethics%20Position%20Statement2011_09202013update.pdf). 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 in order to graduate from the program.



## WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE OF APPLIED SCIENCE CHILD DEVELOPMENT

	Composition & Rhetoric (6)	Science & Technology (4)	Math & Quantitative Skills (3)	Society, Diversity, & Connections (3)	Human Inquiry & the Past (3)	The Arts & Creativity (3)
General Education Courses  Total General Education Hours: 22	ENGL 101 (3) and ENGL 102 (3)	1 lab science for Science & Technology General Education list (4)	MATH 121 (3)	PSYCH 241 (3)	COMM 111 (3)	ART 101, MUSC 170, or THEA 101 (3)
Program- Related & Other Courses  Total Program Hours: 41	CS 108 (3)    EDUC 250 (3)  CDEV 105 (3)    CDEV 210 (3)    CDEV 205 (3)    CDEV 155 (3)    EDUC 255 (3)    CDEV 240 (3)    CDEV 243 (3)  CDEV 242 (3)    CDEV 215 (4)    CDEV 220 (3)    CDEV 251 (4)					
Other Pertinent Information	(August 2016)					

**AAS CHILD DEVELOPMENT  
PROGRAM OF STUDY  
Suggested Course Sequence**

<b>COURSE</b>	<b>HRS</b>	<b>GRADE</b>		<b>COURSE</b>	<b>HRS</b>	<b>GRADE</b>
<b>Semester 1</b>				<b>Semester 2</b>		
EDUC 250	3			CDEV 205**	3	
CDEV 105*	3			MATH 121	3	
CDEV 210**	3			CDEV 155**	3	
ENGL 101	3			EDUC 255	3	
PSYCH 241	3			CDEV 240*	3	
<b>Total Hours</b>	<b>15</b>			<b>Total Hours</b>	<b>15</b>	
<b>Semester 3</b>				<b>Semester 4</b>		
ENGL 102	3			CDEV 215	4	
CDEV 243**	3			CDEV 220	3	
ART 101, MUS 171 or THEA 101	3			COMM 111	3	
CDEV 242**	3			CS 108	3	
General Education Lab Science Elective	4			CDEV 251***	4	
<b>Total Hours</b>	<b>16</b>			<b>Total Hours</b>	<b>17</b>	
<b>TOTAL HOURS: 63</b>						

\*= Field Experience of 10 hours

\*\*= Field Experience of 20 hours

\*\*\*= Practicum Experience of 120 hours

**Please Note:** it is the student's responsibility to enroll in the appropriate courses as per their advisor and degree curriculum.

## **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 preschool teachers 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 of Applied Science Child Development degree.

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

#### **Program Objectives:**

In alignment with the NAEYC standards for Professional Preparation, the Child Development Program at WVU Parkersburg is dedicated to achieving the following

- Provides credentialing in the field of Child Development to move graduates toward increasing educational requirements for jobs in the field of early childhood including child care centers and Head Start.
- The flexibility of the program meets the needs of students who are already employed in the field of Child Development as well as those beginning their careers with their education. Through the program's flexible approach, it can serve place-bound and non-traditional students as well as traditional students.
- Promotes students' continued education in the field of Child Development by seamlessly transitioning into higher levels of education offered by WVU Parkersburg.

#### **Program Outcomes:**

The curriculum is designed as a spiral, so each credential addresses the same goals with increasing depth and complexity. Upon completion of each CDEV program, graduates will be able to:

- Plan and implement developmentally appropriate curriculum based on knowledge of child development and educational theory with consideration for the multiple factors that influence child development.
- Initiate, sustain, and develop relationships with families and communities to build a respectful and reciprocal community of learners to support children.

- Select, use, and evaluate assessment techniques and strategies, such as observation and documentation.
- Identify as an early childhood professional and participate in the profession through commitment to the Code of Ethical Conduct, professional organizations and professional development, and advocacy for children and families.

### **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. Students 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.  
[http://www.naeyc.org/files/naeyc/image/public\\_policy/Ethics%20Position%20Statement2011\\_09202013update.pdf](http://www.naeyc.org/files/naeyc/image/public_policy/Ethics%20Position%20Statement2011_09202013update.pdf). Failure to adhere to the code may result in dismissal from the program.
6. Student must take the Early Childhood Education Competency Assessment (Praxis II—Pre Kindergarten Education), a standards-based competency assessment measuring knowledge and skills in the area of early childhood education to graduate from the program.

### WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF SCIENCE IN CHILD DEVELOPMENT

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (3)	Society, Diversity, & Connections (6)	Human Inquiry & the Past (3)	The Arts & Creativity (6)
General Education Courses	ENGL 101 (3)	Science w/ Lab (4)	Math 126 (3)	PSYC 241 (3) SOC 101 or 221 (3)	COMM 111 (3)	Art, Music, or Theater Appreciation (3)
Total General Education Hours: 32	ENGL 102 (3)	CS 101 (4)				ENGL 131 or 132 (3)
Program-Related & Other Courses	CDEV 105 (3), CDEV 155 (3), CDEV 205 (3), CDEV 210 (3), CDEV 240(3), CDEV 242 (3), CDEV 243 (3), CDEV 251 (4), CDEV 255 (3), CDEV 320 (3), CDEV 332 (3), CDEV 325 (3), CDEV 335 (3), CDEV 336 (3), CDEV 405 (3), CDEV 406 (4) (50)					
Total Program Hours: 88	EDUC 250 (3); 255 (3); EDUC 300 (3); EDUC 302 (3); EDUC 402 (2); and ONE of the following: EDUC 230 (3), PSYC 101 (3), PSYC 231 (3), PSYC 251 (3), PSYC 281 (3), or any HIST (3); (16)					
	ENGL 403 (3)					
	HPER 172, 215 (4)					
	MATH 100 (4), 304 (2) (6)					
Other Pertinent Information	PSYC 363 (3)					
	Any 300-400 level SOC (3)					
	Any COMM 300-400 level (3)					
	(August 2016)					

## BAS CHILD DEVELOPMENT

### Program of Study Suggested Course Sequence

COURSE	HRS	GRADE	COURSE	HRS	GRADE
<b>Semester 1</b>			<b>Semester 2</b>		
EDUC 250	3		CDEV 205**	3	
CDEV 105*	3		MATH 121	3	
CDEV 210**	3		CDEV 155**	3	
ENGL 101	3		EDUC 255	3	
PSYCH 241	3		CDEV 240*	3	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>15</b>	
<b>Semester 3</b>			<b>Semester 4</b>		
ENGL 102	3		CDEV 215	4	
CDEV 243**	3		CDEV 220	3	
ART 101, MUS 171 or THEA 101	3		COMM 111	3	
CDEV 242**	3		CS 108	3	
General Education Lab Science Elective	4		CDEV 251***	4	
<b>Total Hours</b>	<b>16</b>			<b>17</b>	
<b>Semester 5</b>			<b>Semester 6</b>		
General Education Society, Diversity, and Connections Elective: (Preferred PSYC 101, SOC 101, SOC 221, SOC 105)	3		CDEV 332*	3	
Math 126	3		CDEV 325	3	
SOC elective upper division	3		CDEV 335*	3	
EDUC 300**	3		CDEV 336*	3	
MATH 304*	3		COMM elective upper division	3	
<b>Total Hours</b>	<b>15</b>		<b>Total Hours</b>	<b>15</b>	
<b>Semester 7</b>			<b>Semester 8</b>		
General Education Human Inquiry and the Past Elective	3		CDEV 405*****	3	
General Education The Arts and Creativity Elective	3		CDEV 406	4	
PSYCH 363	3		ENGL 403	3	
EDUC 302	2		Any Elective	3	
EDUC 402*****	3				
<b>Total Hours</b>	<b>14</b>		<b>Total Hours</b>	<b>13</b>	
<b>TOTAL HOURS: 120</b>					

\*=Field Experience of 10 hours

\*\*= Field Experience of 20 hours

\*\*\*= Practicum Experience of 120 hours

\*\*\*\*= Practicum Experience of 45 hours

\*\*\*\*\*= Field Experience of 70 hours

**\*Please Note:** it is the student's responsibility to enroll in the appropriate courses as per their advisor and degree curriculum.

**Child Development Course Offerings by semester**  
**(Subject to change based on enrollment)**

<b>Fall</b>	<b>Spring</b>
EDUC 250	EDUC 250
CDEV 105	CDEV 105
CDEV 210	CDEV 210
CDEV 205	CDEV 205
CDEV 240	CDEV 240
CDEV 155	CDEV 155
EDUC 255	EDUC 255
CDEV 243	CDEV 243
CDEV 242	CDEV 242
CDEV 251	CDEV 251
CDEV 255	CDEV 255
EDUC 300	CDEV 320
MATH 304	CDEV 332
CDEV 332	CDEV 335
CDEV 325	CDEV 336
EDUC 230 (optional)	CDEV 405
EDUC 302	CDEV 406
EDUC 402	
CDEV 405	
CDEV 406	

### **T.E.A.C.H. Scholarship**

Students working 30 or more hours in a child care center, Head Start, or family child care may qualify for the T.E.A.C.H. Early Childhood® WEST VIRGINIA (T.E.A.C.H. WV) scholarship. Contact the T.E.A.C.H. Early Childhood® WEST VIRGINIA State Coordinator at (304) 529-7603 for more information.

## **ELEMENTARY EDUCATION**

### **Bachelor of Arts in Elementary Education**

The curriculum for the teacher education program at WVU Parkersburg is a product of the cooperative efforts of faculty, students, and practitioners. This program emphasizes the practical model. The model focuses on the theoretical, development, and technological aspects of the knowledge base that are Pre-requisites to the daily demands required to be a professional educator in a school environment. 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.

Teacher candidates who complete the Bachelor of Arts in Elementary Education will be certified in West Virginia to teach Elementary Education, multiple subjects, grades Kindergarten through six. Program reciprocity is available across the nation in most states.

Specializations are available as add-ons to the elementary program—Early Childhood PreK-K; English 5-9; General Science 5-9; Middle School Math 5-8; Social Studies 5-9. Candidates who complete all requirements for a specialization will have an additional endorsement to the professional teaching license in the respective subject and programmatic level.

### **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 General Education with a concentration in Education 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, educational technology, 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 Division, and the following requirements must be met:

- Complete at least 58 hours of credit in approved 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 (CASE).
- 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 102 (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 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, 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 into the 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](http://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 exempted 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 Core Academic Skills for Educators (CASE) test at [www.ets.org/praxis](http://www.ets.org/praxis). Tutoring is available for all areas covered on the test in the Tutoring 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, which can be found in the Teacher Education Handbook. 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 should be

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 develop 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 the 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 the 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.

### **Dispositions Assessment**

The dispositions assessment is used throughout the educational program to assist the candidate in understanding the critical dispositions that will support their efforts to be effective educators. These dispositions are based on the Interstate *Teacher* Assessment and Support Consortium (InTASC) Critical Dispositions Indicators and are aligned to the WVU Parkersburg Conceptual Framework and the West Virginia Professional Teaching Standards.

The dispositions rubric will be assessed as a part of the Admission to Teacher Education Program application process. Candidates will also be assessed for Admission to Student Teaching and at the conclusion of the Student Teaching experience.

### **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 beginning any field experience each academic year. These background checks will be administered by Wood County Schools. Instructions for completing these required background checks will be disseminated in education and education strategies courses.

### **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 might 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. An Application for Admission to Student Teaching must be filed with the Chair of the Education 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 Division. The following requirements must be met:

#### ***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 required 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.
- Completion of Zaner-Bloser Manuscript and Cursive Handwriting course with certificates on file in the Education Division.
- Completion of Ethics for Professional Educator (ETS) course with certificate on file in the Education Division.
- Issuance of a West Virginia Department of Education student teaching permit.

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 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 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, located in the Center for Student Services.

### **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.
- 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.

### **Jackson County Center**

Students may complete most 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 advisor. It is essential that students meet regularly with their advisor in the Education Division to plan their academic program. The Education Division 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 advisor 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.

## WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF ARTS IN ELEMENTARY EDUCATION

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (9)	Society, Diversity, & Connections (3)	Human Inquiry & the Past (9)	The Arts & Creativity (9)
General Education Courses	ENGL 101 (3) and ENGL 102 (3)	BIOL 101 & 103 (4) and BIOL 102 & 104 (4)	MATH 121 (3) and MATH 126 (3) and MATH 211 (3)	PSYC 241 (3)	COMM 111 (3) and HIST 152 (3) and HIST 153 (3)	One from the following: (3) ART 101 MUSC 170 THEA 101 and One from the following: (3) ENGL 131 ENGL 132 and One from the following: (3) ENGL 241 ENGL 242
Total General Education Hours: 44 (August 2016)						



**ELEMENTARY EDUCATION**  
**Program of Study**  
**Suggest Course Sequence**

<b>COURSE</b>	<b>HRS</b>	<b>GRADE</b>		<b>COURSE</b>	<b>HRS</b>	<b>GRADE</b>
<b>Semester 1</b>				<b>Semester 2</b>		
◇CS 108	3			◇PSYC 241	3	
◇ENGL 101	3			◇ENGL 102	3	
○MATH 121	3			○MATH 126	3	
◇COMM 111	3			HIST 153	3	
HIST 152	3			BIOL 101	3	
◇EDUC 100 **	2			BIOL 103	1	
<b>Total Hours</b>	<b>17</b>			<b>Total Hours</b>	<b>16</b>	
<b>Semester 3</b>				<b>Semester 4</b>		
MATH 211	3			ENGL 403	3	
ENGL 131 or 132	3			HPER 172	2	
BIOL 102	3			ART 101, MUSI 170, or THEA 101	3	
BIOL 104	1			◇EDUC 300 **	3	
◇EDUC 200 **	3			PSCI 101/101L	4	
GEOG 102	3			<b>Total Hours</b>	<b>15</b>	
<b>Total Hours</b>	<b>16</b>					
<b>Semester 5</b>				<b>Semester 6</b>		
LA 301**	3			READ 302**	3	
HIST 250	3			MATH 301**	3	
EDUC 310	3			SCI 301**	3	
ENGL 241 or 242	3			EDUC 330	3	
EDUC 320	3			EDUC 330L**	0	
<b>Total Hours</b>	<b>15</b>			HPER 315**	3	
<b>Semester 7</b>				<b>Total Hours</b>	<b>15</b>	
EDUC 315	3			<b>Semester 8</b>		
EDUC 316	3			EDUC 404**	5	
READ 401**	3			EDUC 408**	5	
EDUC 401	3			EDUC 410	2	
EDUC 401L**	0					
SOST 315	3			<b>Total Hours</b>	<b>12</b>	
<b>Total Hours</b>	<b>15</b>					
<b>TOTAL HOURS: 121</b>						
<b>(August 2016)</b>						

Please Note: General Education Courses are listed in bold print. For a complete list refer to Section 1, page 7.

**ENGLISH 5-9 SPECIALIZATION**

	HRS	TERM
ENGL 221	3	
ENGL 222	3	
ENGL 241 OR 242	3	
ENGL 131 OR 132	3	
ENGL 210	3	
ENGL 404	3	
ENGL 350*+	3	
ENGL 301*	3	
ENGL 302*	3	
<i>Choose One of the Following</i>	3	
ENGL 261 ENGL 262 ENGL 325 ENGL 285		
EDUC 407	5	
<b>TOTAL HOURS</b>	<b>35</b>	
<b>(August 2016)</b>		

**TESTING REQUIREMENTS FOR ENGLISH:** Passing score(s) on all state-required licensure exams.

\*Admission to Teacher Education required.

+Denotes field experience requirement.

**GENERAL MATH 5-9 SPECIALIZATION**

	HRS	TERM
MATH 126	3	
MATH 128	3	
MATH 150	3	
MATH 230	3	
MATH 315	3	
MATH 121	3	
MATH 211	3	
MATH 301*+	3	
MATH 302*+	2	
EDUC 406*	5	
<b>TOTAL HOURS</b>	<b>31</b>	
<b>(August 2016)</b>		

**TESTING REQUIREMENTS FOR MATH:** Passing score(s) on all state-required licensure exams.

\*Admission to Teacher Education required.

+Denotes field experience requirement.

**GENERAL SCIENCE 5-9 SPECIALIZATION**

	HRS	TERM
BIOL 101/103	4	
PSCI 114	1	
BIOL 211/211L	4	
BIOL 212/212L	4	
CHEM 111 OR CHEM 115	4	
PHYS 103	4	
GEOL 101/102	4	
ASTR 106	4	
SCIENCE 301*+	3	
SCIENCE 302*+	2	
EDUC 405*	5	
<b>TOTAL HOURS</b>	<b>38</b>	
<b>(August 2016)</b>		

**TESTING REQUIREMENT FOR GENERAL SCIENCE:** Passing score(s) on all state-required licensure exams.

\*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

**SOCIAL STUDIES 5-9 SPECIALIZATION**

	HRS	TERM
HIST 101	3	
HIST 102	3	
HIST 152	3	
HIST 153	3	
HIST 250	3	
GEOG 102	3	
GEOG 240	3	
ECON 201 OR 202	3	
SOC 101	3	
POLS 102	3	
SOST 315*	3	
SOST 316*+	2	
EDUC 409*	5	
<b>TOTAL HOURS</b>	<b>40</b>	
<b>(August 2016)</b>		

**TESTING REQUIREMENTS FOR SOCIAL STUDIES:** Passing score(s) on all state-required licensure exams

\*Admission to Teacher Education required.

+Denotes field experience requirement.

## EARLY EDUCATION PREK-K SPECIALIZATION

	HRS	TERM
PSYC 241	3	
EDUC 250	3	
EDUC 300+	3	
EDUC 255	3	
EDUC 302*	3	
EDUC 402*+	2	
EDUC 403*	5	
TOTAL HOURS	25	
(August 2016)		

\*Admission to Teacher Education required.

+Denotes field experience required

**TESTING REQUIREMENTS FOR EARLY EDUCATION PRE K-K:** Passing score(s) on all state-required licensure exams.

### 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 initiations in both the fall and spring semesters.

### Teacher Education Scholarships

Information regarding scholarships available for Education majors is available in the Financial Aid Office, located in the Center for Student Service. Of particular interest may be the Underwood Smith Teacher Scholarship Program which 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 is awarded on the basis of outstanding academic qualifications and interest in teaching. Recipients of the Underwood-Smith Teacher Scholarship are required to meet their teaching commitment in West Virginia's public school system.

## HUMANITIES, FINE ARTS AND SOCIAL SCIENCES

The **Humanities, Fine Arts, and Social Sciences Division** (HFA&SS) at West Virginia University at Parkersburg is committed to supporting the academic success of each of our students. This is accomplished through supporting broad basic education requirements that include courses in history, psychology, English, broadcasting, journalism, geography, social studies, sociology, music, art, religion, philosophy, health, physical education, foreign languages, sign language, and communication studies.

This division supports the development of the skills employers most want when they are deciding which new college graduates to hire. These include the ability to communicate verbally, (both orally and written), collaborate with others, plan and organize projects, decision making, problem solving, listening, and multicultural awareness.

### **Degrees available include:**

Advanced Skills Set Certificate in Basic Leadership  
 Advanced Skills Set Certificate in Creative Writing  
 Advanced Skills Set Certificate in Communication Arts  
 Advanced Skills Set Certificate in Communication Skills  
 Advanced Skills Set Certificate in Graphic Design  
 Advanced Skills Set Certificate in Leadership  
 Advanced Skills Set Certificate in Writing  
 Certificate of Applied Science in Broadcasting  
 Associate of Applied Science in Broadcasting  
 Associate of Applied Science in Journalism  
 Associate of Arts Degree  
 Bachelor of Applied Science in Communication and Media Studies: Broadcast Concentration  
 Bachelor of Applied Science in Communication and Media Studies: Public Relations Concentration  
 Bachelor of Arts in Multidisciplinary Studies

The Humanities, Fine Arts, and Social Sciences Division is also a vital contributor to the Regents Bachelor of Arts degree in the Psychology, Sociology, Communication Studies, Journalism, and History Areas of Emphasis. Students may also pursue Bachelor degrees in History, Strategic Communication, International Studies, Sociology/Anthropology, English, Criminology, and Psychology through an articulation agreement with West Virginia University. Students will complete their first two years at WVUP and transfer to WVU for their final two years.

Questions regarding the HFA&SS courses or degrees should be directed to the division office at 304-424-8253.

### ADVANCED SKILLS SET CERTIFICATE – BASIC LEADERSHIP

Requirements for Certificate: 12 hours

CRSE	HRS	TERM
PSYC 231: Leadership & Human Relations	3	
SOC 151: Sociology of the Workplace	3	
MGMT 220: Principles of Management	3	
MGMT 410: Essentials of Leadership	3	
<b>TOTAL HOURS</b>	<b>12</b>	
(August 2016)		

### ADVANCED SKILLS SET CERTIFICATE – CREATIVE WRITING

Requirements for Certificate: 15 hours

CRSE	HRS	TERM
ENGL 210: Intro to Creative Writing	3	
ENGL 444: Writer's Workshop	4	
<b><i>Choose three courses from:</i></b>		
ENGL 213: Creative Writing: Poetry	3	
ENGL 214: Creative Writing: Creative Nonfiction	3	
ENGL 215: Creative Writing: Fiction	3	
ENGL/THEA 406 Playwriting	3	
<b>TOTAL HOURS</b>	<b>15</b>	
(August 2016)		



**ADVANCED SKILLS SET CERTIFICATE – COMMUNICATION ARTS**

Requirements for Certificate: 12 hours

<b>COURSES</b>	<b>HRS</b>	<b>TERM</b>
COMM 111: Fundamentals of Speech	3	
COMM 202: Interpersonal Communication	3	
ENG 251: Creative Writing	3	
COMM 131: Oral Interpretation <b>OR</b>	3	
COMM 287: Reader's Theatre <b>OR</b>	3	
THEA 102: Acting 1	3	
<b>TOTAL HOURS</b>	<b>12</b>	
(August 2016)		

**ADVANCED SKILLS SET CERTIFICATE – COMMUNICATION SKILLS**

Requirements for Certificate: 12 hours

<b>COURSE</b>	<b>HRS</b>	<b>TERM</b>
COMM 111: Fundamentals of Public Speaking	3	
COMM 202: Interpersonal Communication	3	
ENG 107: Technical Writing <b>OR</b> ENGL 101: Composition 1	3	
ENGL 103: English Grammar, Usage and Style	3	
<b>TOTAL HOURS</b>	<b>12</b>	
(August 2016)		

**ADVANCED SKILLS SET CERTIFICATE – GRAPHIC DESIGN**

Requirements for Certificate: 12 hours

<b>CRSE</b>	<b>HRS</b>	<b>TERM</b>
JOUR 220: Photography	3	
JOUR 410: Graphic Design	3	
BTEC 270: Introduction to Web Page Design*	3	
ART 111: Drawing I	3	
<b>TOTAL HOURS</b>	<b>12</b>	
(August 2016)		

\*Prerequisite CS 101 or instructor's consent

**ADVANCED SKILL SET CERTIFICATE – LEADERSHIP**

Requirements for Certificate: 18 hours

COURSE	HRS	TERM
PSYC 213: Leadership & Human Relations	3	
SOC 151: Sociology in the Workplace	3	
PSYC 323: Industrial/Organizational Psychology	3	
GBUS 300: Principles of MGMT Info Systems	3	
MGMT 320: Principles of Management	3	
MGMT 410: Essentials of Leadership	3	
<b>TOTAL HOURS</b>	<b>18</b>	
(August 2016)		

**ADVANCED SKILL SET CERTIFICATE – WRITING**

Requirements for Certificate: 15 hours

*Select five courses from the following:*

COURSE	HRS	TERM
ENGL 101: Composition 1	3	
ENGL 102: Composition 2	3	
ENGL 103: English Grammar, Usage, and Style	3	
ENGL 107: Technical Writing 1	3	
ENGL 108: Technical Writing 2	3	
ENGL 308: Advanced Writing	3	
ENGL 334: Scientific and Technical Writing	3	
<b>TOTAL HOURS</b>	<b>15</b>	
(August 2016)		

## ASSOCIATE OF ARTS

The AA degree is a valuable transfer degree that offers the General Education requirements expected by most four-year institutions. The AA degree will provide students with the breadth of knowledge that four-year institutions seek. The AA degree is the foundation to the following majors: Art, Education, English, French, Geography, German, History, Journalism, Mathematics, Music, Philosophy, Political Science, Psychology, Religion, Social Work, Sociology, Spanish, Speech and Communications, and Theater. The AA degree is also the first two years of the Multi-Disciplinary Studies Bachelor of Arts degree. Along with the General Education courses, the AA degree also has the option of 'free' electives, which may prepare students for their choice of major, depending on the discipline they wish to study and how they will focus their education long term. If students know what they want to major in for their four-year degree, they should take classes in that major as their electives. This option is called "an areas of emphasis", and if chosen, that choice will appear on the diploma. Area of emphasis choices include: art, communication studies, education, English, French, geography, German, history, journalism, mathematics, music, philosophy, political science, psychology, religion, sociology, Spanish, and theatre.\*

### PROGRAM OUTCOMES

The Associate of Arts degree will provide students an opportunity to:

- Transfer successfully to a four-year degree program
- Allow students to concentrate on specific subjects within the context of a two-year degree
- Integrate course content, civic engagement, and workforce experiences for personal and professional development.
- Pursue programs of study that prepare them for the workplace
- Learn in an environment that is flexible and accessible to meet students' needs

### GRADUATION REQUIREMENTS

- Complete a minimum 60 hours in credit courses as outlined below
- Complete at least 16 credit hours at WVU Parkersburg.
- Maintain a minimum 2.0 cumulative grade point average
- Complete application for graduation and file application in OLSIS prior to stated deadline.

<b>ASSOCIATE OF ARTS</b> <b>Program of Study</b> <b>Suggested Course Sequence</b>		
<b>COURSE</b>	<b>HRS</b>	<b>TERM</b>
ENGL 101: Composition 1	3	
ENGL 102: Composition 2	3	
Two courses from the Science & Technology General Education list	8	
MATH 121 or higher	3	
Three courses from the Society, Diversity & Connectives General Education list**	9	
Two courses from the Human Inquiry and the Past General Education list	6	
Two courses chosen from ART 101, THEAT 101, MUSC 170	6	
Two courses chosen from ENGL 131, 132, 221, 222, 241, 242, 261, 262, and 286	6	
Free electives	16	
<b>TOTAL HOURS</b>	<b>60</b>	
(August 2016)		

\*The Associate of Arts Degree is designed for 'in-house' use and transfer to other colleges and universities. Students who wish to earn a Bachelor of Arts or Bachelor of Science degree at another institution in any of the following fields should choose five electives in their future major (Area of Emphasis): Art, Biology, Communication Studies, Education, English, Chemistry, French, Geography, Geology, German, History, Journalism, Mathematics, Music, Philosophy, Physics, Political Science, Psychology, Religion, Sociology, Spanish, and Theater.

\*\*Students who will be transferring to WVU and seeking a Bachelor of Arts degree may need to have completed sophomore level status in a Foreign Language before transferring. Students should check the requirements of the program to which they will be transferring.

## AA HISTORY CONCENTRATION

COURSE	HRS	TERM
HIST 101	3	
HIST 102	3	
HIST 152	3	
HIST 153	3	
<i>Required Course (3 hour)</i>		
HIST 201	3	
<i>Elective Course (3 hour)</i>		
HIST 250	3	

## BROADCASTING CERTIFICATE OF APPLIED SCIENCE

This certificate degree is designed to transfer into the (AAS) Associate of Applied Science in Broadcast and then the (BAS) Bachelor of Applied Science in Communication & Media – Broadcast Concentration. It provides education and training for entry level positions in broadcasting.

### PROGRAM OUTCOMES

Upon completion of the Certificate of Applied Science in Broadcasting, students will be able to:

- Analyze and articulate the theories and critical models of the broadcasting industry
- Demonstrate an understanding of the principles of radio production and announcing, including professional terminology and procedures
- Demonstrate the basic oral and written communication tools needed to function professionally in a radio and television production environment, including the ability to research, structure and write dramatic and non-dramatic scripts for radio
- 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
- Learn to present multimedia stories in new ways while maintaining traditional journalism standards of fairness, accuracy, and quality
- Evaluate and apply the basic principles of post-production digital audio editing, mixing and mastering for final distribution

- Demonstrate and employ operation of recording studio hardware and software.

## GRADUATION REQUIREMENTS

- Complete a minimum 30 hours in credit courses as outlined below
- Maintain a minimum 2.0 cumulative grade point average
- Complete and file the graduation application, in OLSIS, within the stated deadlines.

<b>BROADCASTING</b> <b>CERTIFICATE OF APPLIED SCIENCE</b>  <b>Program of Study</b> <b>Suggested Course Sequence</b>						
COURSE	HRS	TERM		COURSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>				<b>2<sup>nd</sup> Semester</b>		
ENGL 101: Composition 1	3			PHIL 150: Introduction to Ethics	3	
CS 101: Intro to Computing	4			JOUR 215: Media Writing	3	
COMM 105: Intro to Mass Media	3			JOUR 219: Fundamentals of Radio Production	3	
JOUR 110: Basic Newswriting	3			JOUR 221: Broadcast Announcing	3	
COMM 111: Fundamentals of Speech	3			JOUR 235: Fundamentals of Video Production	3	
Total hours	16			Total hours	15	
(August 2016)						

## BROADCASTING

### Associate of Applied Science

## PROGRAM OUTCOMES

Upon completion of the Associate of Applied Science in Broadcasting, students will be able to:

- Analyze and articulate the theories and critical models of the broadcasting industry
- Demonstrate an understanding of the principles of radio production and announcing, including professional terminology and procedures
- Demonstrate the basic oral and written communication tools needed to function professionally in a radio and television production environment, including the ability to research, structure and write dramatic and non-dramatic scripts for radio

- 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
- Learn to present multimedia stories in new ways while maintaining traditional journalism standards of fairness, accuracy, and quality
- Evaluate and apply the basic principles of post-production digital audio editing, mixing and mastering for final distribution
- Demonstrate and employ operation of recording studio hardware and software.

## **GRADUATION REQUIREMENTS**

- Complete a minimum 60 hours in credit courses as outlined below
- Complete at least 16 credit hours at WVU Parkersburg.
- Maintain a minimum 2.0 cumulative grade point average
- Maintain a minimum 2.5 grade point average in program core courses
- Earn the grade of C or higher in all program core courses (those with a JOUR or COMM prefix)
- Complete and file the graduation application, in OLSIS, within the stated deadlines.

**AAS BROADCASTING  
PROGRAM OF STUDY  
Suggested Course Sequence**

COURSE	HRS	TERM	COURSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>			<b>2<sup>nd</sup> Semester</b>		
ENGL 101: Composition 1	3		ENGL 102: Composition 2	3	
CS 101: Intro to Computing	4		JOUR 215: Media Writing	3	
COMM 105: Intro to Mass Media	3		JOUR 225: Media Design I	1	
JOUR 110: Basic Newswriting	3		JOUR 219: Fundamentals of Radio Production	3	
COMM 111: Fundamentals of Speech	3		JOUR 319: Broadcast News Writing	3	
<b>Total hours</b>	<b>16</b>		<b>Total hours</b>	<b>13</b>	
<b>3<sup>rd</sup> Semester</b>			<b>4<sup>th</sup> Semester</b>		
JOUR 117: Intro to Social Media	3		PHIL 150: Introduction to Ethics	3	
College-level Math	3		COMM 202: Interpersonal Communication	3	
JOUR 221: Broadcast Announcing	3		JOUR 226: Media Design II	1	
JOUR 226: Media Design II	1		JOUR 235: Fundamentals of Video Production	3	
JOUR 321: Radio Programming	3		JOUR 240: Multimedia Reporting**	3	
One course from Human Inquiry & the Past General Education list	3		JOUR 329: Sports News Writing or JOUR 339: Reporting Public Affairs	3	
<b>Total hours</b>	<b>16</b>		<b>Total hours</b>	<b>16</b>	
<b>(August 2016)</b>					

\*Capstone course; to be taken in the graduation semester



## **JOURNALISM**

### **Associate of Applied Science**

The associate degree is a pathway to the newly-approved Bachelor of Applied Science in Communication and Media Studies Bachelor of Applied Science degree. It offers a hands-on learning experience in Fundamentals of Public Relations, Public Relations Writing/Case Study and Public Relations Campaign Management. Students are able to pursue a variety of service learning projects as they complete the requirements for these courses. Student and industry interest in the program's success is evident. Area media outlets, graphic designers and marketing firms also are depending on the WVU Parkersburg program to prepare journalists to fill slots.

### **PROGRAM OUTCOMES**

Upon successful completion of the Associate of Applied Science in Journalism degree, the graduate will be able to:

1. Write well and synthesize information into a coherent and informative piece
2. Demonstrate an appreciation of the theory and practice of good visual communication, whether it be in information graphics, photojournalism, online journalism, or television journalism
3. Formulate cogent questions and develop principled conclusions in the interviewing sources and covering public affairs
4. Uphold the principles and responsibilities of a free press, including a commitment to accuracy, fairness, depth, and social conscience
5. 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
6. Become the kind of web-first journalist who reports, writes, edits, and publishes on the Internet
7. Learn to present multimedia stories in new ways while maintaining traditional journalism standards of fairness, accuracy, and quality

### **GRADUATION REQUIREMENTS**

- Students must complete the 60 hours of credit courses as outlined in the Program of Study
- Complete at least sixteen 16 hours of credit at WVUP;
- Maintain a minimum 2.0 cumulative grade-point average (GPA);
- maintain a minimum of 2.5 cumulative GPA in core required courses (those with a JOUR or COMM prefix)
- Complete and file the graduation application, in OLSIS, within the stated deadlines.

**AAS JOURNALISM  
PROGRAM OF STUDY  
Suggested Course Sequence**

COURSE	HRS	TERM		COURSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>				<b>2<sup>nd</sup> Semester</b>		
ENGL101: Composition 1	3			ENGL 102: Composition 2	3	
CS 101: Intro to Computing	4			COMM 202: Interpersonal Communication	3	
COMM 105: Intro to Mass Media	3			JOUR 117: Intro to Social Media	3	
JOUR 110: Basic Newswriting	3			JOUR 215: Media Writing	3	
COMM 111: Fundamentals of Speech	3			JOUR 220: Photography	3	
				JOUR 225: Media Design I	1	
<b>Total hours</b>	<b>16</b>			<b>Total hours</b>	<b>16</b>	
<b>3<sup>rd</sup> Semester</b>				<b>4<sup>th</sup> Semester</b>		
JOUR 319: Broadcast News Writing	3			PHIL 150: Introduction to Ethics	3	
JOUR 226: Media Design II	1			JOUR 226: Media Design II	1	
JOUR 318: News Reporting	3			JOUR 240: Multimedia Reporting*	3	
JOUR 360 Digital Imaging	3			COMM 308: Nonverbal Communication	3	
College-level Math	3			JOUR 410: Graphic Design	3	
One course from Human Inquiry & the Past General Education list	3					
<b>Total hours</b>	<b>16</b>			<b>Total hours</b>	<b>13</b>	
<b>(August 2016)</b>						

\*Capstone course; to be taken in the graduation semester

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (3)	Society, Diversity, & Connections (6)	Human Inquiry & the Past (6)	The Arts & Creativity (3)
<b>General Education Courses</b>	ENGL 101 (3) and ENGL 102 (3)	CS 101 (4) and One course from Science and Technology General Education list: (4) Choose from: BIOL 101/103 BIO 102/104 CHEM 111 CHEM 115 or 116 GEOL 101/102 GEOL 103/104 PSCI 111 OR 112 PHYS 111 OR 112	Math 126 (3)	COMM 105 (3) and One course chosen from Society, Diversity, and Connections General Education list (3)	COMM 111 (3) and One class chosen from Human Inquiry and the Past General Education list (3)	One course chosen from Arts and Creativity General Education list (3)
<b>Total General Education Hours: 32</b>						
<b>(August 2016)</b>						

**COMMUNICATION and MEDIA STUDIES**  
**Bachelor of Applied Science**  
**Broadcast Concentration**

**PROGRAM OUTCOMES**

Upon completion of the Bachelor of Applied Science in Communication and Media Studies with a Broadcasting Concentration, students will be able to:

- Analyze and articulate the theories and critical models of the broadcasting industry
- Demonstrate an understanding of the principles of radio production and announcing, including professional terminology and procedures
- Demonstrate the basic oral and written communication tools needed to function professionally in a radio and television production environment, including the ability to research, structure and write dramatic and non-dramatic scripts for radio
- 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
- Learn to present multimedia stories in new ways while maintaining traditional journalism standards of fairness, accuracy, and quality
- Evaluate and apply the basic principles of post-production digital audio editing, mixing and mastering for final distribution
- Demonstrate and employ operation of recording studio hardware and software.

**GRADUATION REQUIREMENTS**

Students must:

- Complete the 120 hours of credit courses as outlined in the Program of Study.
- Complete at least 30 hours of credit at WVUP.
- Maintain a minimum 2.0 cumulative grade-point average (GPA).
- Maintain a minimum of 2.5 cumulative GPA in core required courses (those with a JOUR or COMM prefix).
- Complete and file the graduation application, in OLSIS, within the stated deadlines.

**Communication and Media Studies Broadcasting Concentration  
PROGRAM OF STUDY  
Suggested Course Sequence**

COURSE	HRS	TERM	COURSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>			<b>2<sup>nd</sup> Semester</b>		
ENGL 101: Composition 1	3		ENGL 102: Composition 2	3	
CS 101: Intro to Computing	4		JOUR 215: Media Writing	3	
COMM 105: Intro to Mass Media	3		JOUR 225: Media Design I	1	
JOUR 110: Basic Newswriting	3		JOUR 219: Fundamentals of Radio Production	3	
COMM 111: Fundamentals of Speech	3		JOUR 319: Broadcast News Writing	3	
<b>Total hours</b>	<b>16</b>		<b>Total hours</b>	<b>13</b>	
<b>3<sup>rd</sup> Semester</b>			<b>4<sup>th</sup> Semester</b>		
JOUR 117: Intro to Social Media	3		PHIL 150: Introduction to Ethics	3	
MATH 126: College Algebra	3		COMM 202: Interpersonal Communication	3	
JOUR 221: Broadcast Announcing	3		JOUR 226: Media Design II	1	
JOUR 226: Media Design II	1		JOUR 235: Fundamentals of Video Production	3	
JOUR 321: Radio Programming	3		JOUR 240: Multimedia Reporting	3	
One course from Human Inquiry & the Past General Education list	3		JOUR 329: Sports News Writing or JOUR 339: Reporting Public Affairs*	3	
<b>Total hours</b>	<b>16</b>		<b>Total hours</b>	<b>16</b>	
<b>5<sup>th</sup> Semester</b>			<b>6<sup>th</sup> Semester</b>		
One course from Science & Technology General Education list	4		One course from Society, Diversity & Connections General Education list	3	
One course from The Arts & Creativity General Education list	3		MATH 211: Statistics	3	
JOUR 220: Photography	3		COMM 306: Human Comm. In Organizations	3	
COMM 303: Business/Professional Communication	3		COMM 308: Nonverbal Communication	3	
COMM 304: Human Communication & Rational Decisions	3		JOUR 318: News Reporting	3	
<b>Total hours</b>	<b>16</b>		<b>Total hours</b>	<b>15</b>	
<b>7<sup>th</sup> Semester</b>			<b>8<sup>th</sup> Semester</b>		
Free elective	3		ENGL 227: Film as Art	3	
ART 111: Drawing I	3		COMM 404: Persuasion Theory & Research	3	
COMM 316: Intercultural Communication	3		JOUR 419: Advance Radio Production	3	
JOUR 349: Sports Reporting OR JOUR 359: Radio Reporting	3		JOUR 425: Video Production	3	
JOUR 428: Media Ethics and Law	3		COMM 460: Capstone*	1	
<b>Total hours</b>	<b>15</b>		<b>Total hours</b>	<b>13</b>	
<b>(August 2016)</b>					

\*Capstone course; to be taken in the graduation semester

**Please Note:** General Education Courses are listed in bold print. For a complete list refer to Section 1, page 7.

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (3)	Society, Diversity, & Connections (6)	Human Inquiry & the Past (6)	The Arts & Creativity (3)
General Education Courses	ENGL 101 (3) and ENGL 102 (3)	CS 101 (4) and One course chosen from: BIOL 101/103 BIO 102/104 CHEM 111 CHEM 115 or 116 GEOL 101/102 GEOL 103/104 PSCI 111 OR 112 PHYS 111 OR 112	Math 126 (3)	COMM 105 (3) and One course chosen from Society, Diversity, and Connections General Education list (3)	COMM 111 (3) and One class chosen from Human Inquiry and the Past General Education list (3)	One course chosen from Arts and Creativity General Education list (3)
Total General Education Hours: 32						
(August 2016)						

## **Bachelor of Applied Science Communication and Media Studies Public Relations Concentration**

### **PROGRAM OUTCOMES**

In addition to the outcomes set forth in the AAS Journalism degree, upon completion of the BAS Communication and Media Studies with a Public Relations Concentration, students will be able to:

- Practice many aspects of public relations such as community relations, employee communications, government relations, lobbying, media relations, and public affairs.
- Analyze case studies and readings effectively in order to apply concepts to practice.
- Evaluate strategies for communicating effectively with different publics.
- Diagnose the ethical implications of public relations practices.
- Critically analyze the environment of an organization, and devise a plan of action to promote the organization.
- Evaluate how public relations practitioners deal with problems and opportunities. Utilize skills to manage time, people, and money in solving problems.
- Enhance abilities to design and write copy for a variety of consumer markets.

### **GRADUATION REQUIREMENTS**

Students must:

- Complete the 120 hours of credit courses as outlined in the Program of Study.
- Complete at least 30 hours of credit at WVUP.
- Maintain a minimum 2.0 cumulative grade-point average (GPA).
- Maintain a minimum of 2.5 cumulative GPA in core required courses (those with a JOUR or COMM prefix).
- Complete and file the graduation application, in OLSIS, within the stated deadlines.

**Bachelor of Applied Science Communication and Media Studies:  
Public Relations Concentration  
PROGRAM OF STUDY  
Suggested Course Sequence**

COURSE	HRS	TERM	COURSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>			<b>2<sup>nd</sup> Semester</b>		
ENGL101: Composition 1	3		ENGL 102: Composition 2	3	
CS 101: Intro to Computing	4		JOUR 117: Introduction to Social Media	3	
COMM 105: Intro to Mass Media	3		COMM 202: Interpersonal Communication	3	
JOUR 110: Basic Newswriting	3		JOUR 215: Media Writing	3	
COMM 111: Fundamentals of Speech	3		JOUR 220: Photography	3	
			JOUR 225: Media Design I	1	
<b>Total hours</b>	<b>16</b>		<b>Total hours</b>	<b>16</b>	
<b>3<sup>rd</sup> Semester</b>			<b>4<sup>th</sup> Semester</b>		
One course from Human Inquiry and the Past General Education list	3		PHIL 150: Introduction to Ethics	3	
MATH 126: College Algebra	3		JOUR 226: Media Design II	1	
JOUR 226: Media Design II	1		JOUR 240: Multimedia Reporting	3	
JOUR 318: News Reporting	3		COMM 308: Nonverbal Communication	3	
JOUR 319: Broadcast News Writing	3		JOUR 410: Graphic Design	3	
JOUR 360: Digital Imaging	3				
<b>Total hours</b>	<b>16</b>		<b>Total hours</b>	<b>13</b>	
<b>5<sup>th</sup> Semester</b>			<b>6<sup>th</sup> Semester</b>		
One course from Science & Technology General Education list	4		One course from Society, diversity & Connections General Education list	3	
COMM 303: Business/ Professional Comm	3		MATH 211: Statistics	3	
COMM 304: Human Comm & Rational Decisions	3		CS 230: Graphics	3	
JOUR 330: Fundamentals of Public Relations	3		COMM 306: Human Comm. in Organizations	3	
One course from The Arts & Creativity General Education list	3		JOUR 437: PR Writing/Case Studies	3	
<b>Total hours</b>	<b>16</b>		<b>Total hours</b>	<b>15</b>	
<b>7<sup>th</sup> Semester</b>			<b>8<sup>th</sup> Semester</b>		
Free elective	3		ENG 227: Film as Art	3	
ART 111: Drawing I	3		MKTG 341: Advertising	3	
MKTG 230: Principles of Marketing	3		COMM 404: Persuasion Theory & Research	3	
COMM 316: Intercultural Communication	3		JOUR 428: Media Ethics and Law	3	
JOUR 428: Media Ethics and Law	3		COMM 460: Capstone*	1	
JOUR 439: PR Campaign Management	3				
<b>Total hours</b>	<b>18</b>		<b>Total hours</b>	<b>13</b>	
<b>(August 2016)</b>					

\*Capstone course; to be taken in the graduation semester



## 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	47 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	16 hours
<b>TOTAL</b>	<b>121 hours</b>

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.

#### SENIOR PROJECT: 4 credit hours

MDS 491 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 (16 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.

#### REQUIREMENTS FOR ADMISSION

1. Students must apply for formal admission to the Multidisciplinary Studies degree program.
2. New students should begin their college studies in the Associate of Arts degree program.
3. Students must have completed at least 30 credit hours in the MDS General Education curriculum with at least one course in each general education strand 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.

## WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF ARTS IN MULTI-DISCIPLINARY STUDIES

	Composition & Rhetoric (6)	Science & Technology (8)	Mathematics & Quantitative Skills (3)	Society, Diversity, & Connections (12)	Human Inquiry & the Past (6)	The Arts & Creativity (12)
<b>General Education Courses</b>	ENGL 101 (3) and ENGL 102 (3)	Two consecutively numbered courses <b>OR</b> one course in <b>Biological Science</b> and one course in a <b>Physical Science</b> selected from:  <b>Biological Science</b> BIOL 101/103 (4) BIOL 102/104 (4)  <b>Physical Science</b> ASTR 106 (4) CHEM 111 (4) CHEM 115 (4) CHEM 116 (4) GEOL 101/102 (4) GEOL 103/104 (4) PSCI 111 (4) PSCI 112 (4) PHYS 101 (4) PHYS 102 (4) PHYS111(4) PHYS 112 (4)	One course selected from:  MATH 121 (3) MATH 126 (3) MATH 128 (3) MATH 150 (3) MATH 155 (4) MATH 156 (4) MATH 211 (3)	Four courses selected from four* different disciplines from the following list:  COMM 112 (3)  ECON 201 (3) or ECON 202 (3)  GEOG 102 (3)  POLS 102 (3)  PSYC 101 (3) or PSYC 241 (3)  RELI 231 (3)  SOC 101 (3) or SOC 221 (3)	Two courses selected from two* different disciplines* from the following list:  HIST 101 (3) HIST 102 (3) HIST 152 (3) HIST 153 (3)  PHIL 111 (3) PHIL 170 (3)  COMM 111 (3)	Four courses selected from four* different disciplines from the following list:  ART 101 (3) and  MUSI 170 (3) and  THEA 101 (3) and  <b>one of the following:</b> ENGL 131 (3) ENGL 132 (3) ENGL 221 (3) ENGL 222 (3) ENGL 241 (3) ENGL 242 (3) ENGL 261 (3) ENGL 262 (3)

**Total General Education Hours: 47**

August 2016

### DEGREE REQUIREMENTS:

General Education * (see chart on next page)	47 hours
3 minors (18 credit hours each)	54 hours
MDS 491 and 492 (Project Proposal and Senior Project)	4 hours
Electives (approved by MDS advisor)	16 hours
<b>TOTAL</b>	<b>121 hours</b>

\*Multidisciplinary Studies students may take 6 hours (two courses) of general education in the following disciplines if elected as an MDS minor: Communication, Economics, History, Literature, Psychology, and Sociology

## Bachelor of Arts in Multidisciplinary Studies Program of Study\*

\*Course sequencing for this degree requires careful advising each semester based on the requirements of the minors selected.

COURSE	HRS	GRADE		COURSE	HRS	GRADE
<b>Semester 1</b>				<b>Semester 2</b>		
English 101 (General Education)	3			English 102 (General Education)	3	
Mathematics (General Education)	3			General Education	3	
Minor 1 (General Ed prerequisite)*	3			General Education	3	
Minor 2 (General Ed prerequisite)*	3			General Education	3	
Minor 3 (General Ed prerequisite)*	3			General Education	3	
<b>Total</b>	<b>15</b>			<b>Total</b>	<b>15</b>	
<b>Semester 3</b>	<b>HRS</b>	<b>GRADE</b>		<b>Semester 4</b>	<b>HRS</b>	<b>GRADE</b>
Minor 1 (General Ed prerequisite)*	3			Minor 1	3	
Minor 2 (General Ed prerequisite)*	3			Minor 2	3	
Minor 3 General Ed prerequisite)*	3			Minor 3	3	
General Education (Science)	4			General Education (Science)	4	
General Education or Minor	3			General Education or Minor	3	
<b>Total</b>	<b>16</b>			<b>Total</b>	<b>16</b>	
<b>Semester 5</b>	<b>HRS</b>	<b>GRADE</b>		<b>Semester 6</b>	<b>HRS</b>	<b>GRADE</b>
Minor 1	3			Minor 1	3	
Minor 2	3			Minor 2	3	
Minor 3	3			Minor 3	3	
Minor 1, 2 or 3 as needed	3-4			Minor 1, 2 or 3 as needed	3-4	
Elective (MDS advisor approved)	3-4			Elective (MDS advisor approved)	3-4	
<b>Total</b>	<b>15-16</b>			<b>Total</b>	<b>15-16</b>	
<b>Semester 7</b>	<b>HRS</b>	<b>GRADE</b>		<b>Semester 8</b>	<b>HRS</b>	<b>GRADE</b>
MDS 491 – Project Proposal	1			MDS 492 – Senior Project	3	
Minor 1	3			Minor 1	3	
Minor 2	3			Minor 2	3	
Minor 3	3			Minor 3	3	
Minor 1, 2 or 3 as needed	3			Elective (MDS advisor approved)	3-4	
Elective (MDS advisor approved)	3-4					
<b>Total</b>	<b>16-17</b>			<b>Total</b>	<b>15-16</b>	
<b>TOTAL HOURS: 121</b>						

\*Select these General Education prerequisites for appropriate minors:

Biology	Biology 101/103 and Biology 102/104
Business	Economics 201 and Economics 202
Chemistry	Chemistry 115 and Chemistry 116
Communications	Communications 111 and Communications 112
Fine Arts	Art 101 and Music 170
History	Two courses from History 101, 102, 152,153
Literature	Two courses from English 131, 132, 221,222,241,242, 261, 262
Psychology	Psychology 101 and Psychology 241
Sociology	Sociology 101 and Sociology 221

**MINORS (18 credit hours each)**

Multidisciplinary Studies students select three minors and complete all courses for each listed below:

**BIOLOGY MINOR**

<b><i>Biology Minor</i></b> <b><i>(a grade of C or higher is required in all minor coursework)</i></b>			
Required Courses	Courses Completed	Hrs	Grade
<b><i>Courses to be completed from General Education Requirements</i></b>			
BIOL 101	General Biology 1	3	
BIOL 103	General Biology 1 Lab	1	
BIOL 102	General Biology 2	3	
BIOL 104	General Biology 2 Lab	1	
<b><i>Choose two courses from the following (8 hours)</i></b>			
BIOL 107	Anatomy and Physiology I	4	
BIOL 108	Anatomy and Physiology 2	4	
<b><i>OR</i></b>			
BIOL 211	Zoology: Animals as Organisms	4	
BIOL 212	Botany: Plants as Organisms	4	
<b><i>Courses selected from the following (10 hours)</i></b>			
BIOL 200 and 200L	Microbiology with Lab	4	
BIOL 371	Principles of Genetics	4	
BIOL 436	General Animal Physiology	3	
BIOL 461	Principles of Evolution	3	

## BUSINESS MINOR

<b><i>Business Minor</i></b> <b><i>(a grade of C or higher is required in all minor coursework)</i></b>			
Required Courses	Courses Completed	Hrs	Grade
<b><i>Courses to be completed from General Education Requirements</i></b>			
ECON 201	Microeconomics	3	
ECON 202	Macroeconomics	3	
<b><i>Required Business Courses (12 hours)</i></b>			
ACCT 201	Principles of Accounting I	3	
GBUS 310	Business Law 1	3	
MGMT 220	Principles of Management	3	
MGMT 230	Principles of Marketing	3	
<b><i>Two Upper Level Business or Economics courses (6 hours)</i></b> <b><i>Approved in advance by MDS Program Advisor</i></b>			
		3	
		3	

## CHEMISTRY MINOR

<b>Chemistry Minor*</b> (a grade of C or higher is required in all minor coursework)			
Required Courses	Course Completed	Hrs	Grade
<b>Courses to be completed from the General Education Requirements</b>			
CHEM 115	Fundamentals of Chemistry 1	4	
CHEM 116	Fundamentals of Chemistry 2	4	
<b>Required Chemistry Courses (16 hours)</b>			
CHEM 233	Organic Chemistry 1	3	
CHEM 235	Organic Chemistry 1 Lab	1	
CHEM 234	Organic Chemistry 2	3	
CHEM 236	Organic Chemistry 2 Lab	1	
CHEM 410	Biochemistry	3	
CHEM 412	Biochemistry Lab	1	
PHYS 101 OR PHYS 111	Introduction to Physics I OR General Physics I	4	
<b>Upper Level Chemistry (2-3 hours)</b>			
<b>*Note: Chemistry 111 does <u>not</u> meet any requirement for the MDS chemistry minor.</b>			



## COMMUNICATION MINOR

<b>Communication Studies Minor</b> <i>(a grade of C or higher is required in all minor coursework)</i>			
Required Courses	Course Completed	Hrs	Grade
<b><i>Courses to be completed from General Education Requirements</i></b>			
COMM 111	Fundamentals of Speech	3	
COMM 112	Interpersonal Communication	3	
<b><i>Required Communication Studies Courses (18 hours)</i></b>			
COMM 303	Business & Professional Comm.	3	
COMM 304	Human Communications and Rational Decisions	3	
COMM 306	Human Communication in Organizations/Institutions	3	
COMM 308	Nonverbal Communication	3	
COMM 316	Intercultural Communication	3	
COMM 404	Persuasion – Theory and Research	3	

## FINE ARTS MINOR

<b><i>Fine Arts Minor</i></b> (Select One Track) (a grade of C or higher is required in all minor coursework)								
<b>Art</b>			<b>Music</b>			<b>Theatre</b>		
Course	Hrs	Grade	Course	Hrs	Grade	Course	Hrs	Grade
<b><i>Courses to be completed from General Education Requirements</i></b>			<b><i>Courses to be completed from General Education Requirements</i></b>			<b><i>Courses to be completed from the General Education Requirements</i></b>		
ART 101	3		ART 101	3		ART 101	3	
MUSI 170	3		MUSI 170	3		MUSI 170	3	
THEA 101	3		THEA 101	3		THEA 101	3	
<b><i>Completion of the following courses (18 hours)</i></b>			<b><i>Completion of the following courses (18 hours)</i></b>			<b><i>Completion of the following courses (18 hours)</i></b>		
ART 111	3		MUS 121	4		THEA 102	3	
ART 240	3		MUSI 122	4		THEA 131	3	
Choose One: ART 112 ____ ART 213 ____ ART 241 ____	3		MUSI 171-190 Applied Music	1		THEA (lower level)	3	
ART (upper level studio)	3		MUSI 390 (Upper level applied music-1 hr each)	3		THEA 302 or THEA 404	3	
ART 360	3		MUSI 311	3		Topics in Theatre History	3	

**ALL FINE ARTS MINORS:** MDS 460: Fine Arts Seminar (required)– 3 hours

## HISTORY MINOR

<b><i>History Minor</i></b> <b><i>(a grade of C or higher is required in all minor coursework)</i></b>			
Required Courses	Course Completed	Hrs	Grade
<b><i>Choose two courses (6 hours)</i></b>			
HIST 101	Western Civ through Reformation	3	
HIST 102	Western Civ from Reformation	3	
HIST 152	US History through Civil War	3	
HIST 153	US History from Reconstruction	3	
<b><i>Choose 18 hours from the following courses</i></b>			
HIST 302	History of American Indians	3	
HIST 306	Colonial America 1607-1763	3	
HIST 310	African-American History	3	
HIST 340	20 <sup>th</sup> Century America: 1900-1945	3	
HIST 342	20 <sup>th</sup> Century America: 1945-2000	3	
HIST 355	Greece and Rome	3	
HIST 370	Modern East Asia	3	
HIST 390	Legends, Lore, and Mythology	3	
HIST 410	Revolutionary America: 1763-1787	3	
HIST 430	Civil War and Reconstruction	3	
HIST 445	History of American Women	3	
HIST 463	Europe and the Middle Ages	3	
HIST 465	Renaissance and Reformation	3	
HIST 475	Modern Europe 1900-Present	3	

# LITERATURE MINOR

<b>Literature Minor</b> <b>(a grade of C or higher is required in all minor coursework)</b>			
Required Courses	Course Completed	Hrs	Grade
<b>Courses to be completed from General Education Requirements 6 hours selected from</b>			
ENGL 131	Types of Literature 1	3	
ENGL 132	Types of Literature 2	3	
ENGL 221	World Literature 1	3	
ENGL 222	World Literature 2	3	
ENGL 241	American Literature 1	3	
ENGL 242	American Literature 2	3	
ENGL 261	English Literature 1	3	
ENGL 262	English Literature 2	3	
<b>Required Courses—Choose 18 hours from these courses:</b>			
ENGL 320	Medieval Literature	3	
ENGL 325	Shakespeare	3	
ENGL 330	Milton	3	
ENGL 335	The Romantic Movement	3	
ENGL 340	The Victorian Era	3	
ENGL 345	Modern & Post Modern Lit.	3	
ENGL 410	Regional Literature	3	
ENGL 415	American Voices	3	
ENGL 420	Single Author	3	
ENGL 425	Topics Contemp. Global Lit.	3	
ENGL 430	Comparative Literature	3	
ENGL 450	Literary Criticism	3	

## PSYCHOLOGY MINOR

<b>Psychology Minor</b> <i>(a grade of C or higher is required in all minor coursework)</i>			
Required Courses	Course Completed	Hrs	Grade
<b><i>Courses to be completed from the General Education Requirements</i></b>			
PSYC 101	Introduction to Psychology	3	
PSYC 241	Human Development	3	
<b><i>Required Courses (18 hours)</i></b>			
PSYC 281	Abnormal Psychology	3	
PSCY 318	History and Systems	3	
PSCY 323	Industrial Psychology	3	
PSYC 350	Counseling Psychology	3	
PSYC 362	Psychological Assessment	3	
PSYC 363	Theories of Personality	3	

## SOCIOLOGY MINOR

<b>Sociology Minor</b> <i>(a grade of C or higher is required in all minor coursework)</i>			
Required Courses	Course Completed	Hrs	Grade
<b><i>Courses to be completed from the General Education Requirements</i></b>			
SOC 101	Intro to Sociology	3	
SOC 221	Marriage and the Family	3	
<b><i>Required Courses (18 hours)</i></b>			
SOC 107	Social Problems	3	
SOC 302	Deviant Behavior	3	
SOC 360	Gender Human Identity	3	
SOC 362	Sociology of Aging	3	
SOC 390	World Cultures Through Film	3	
SOC 405	Social Inequality	3	

## NURSING AND HEALTH SCIENCES DIVISION

The Nursing & Health Sciences Division at West Virginia University at Parkersburg is committed to supporting the college's mission in providing "accessible, life-changing educational opportunities in a safe and supportive environment." Careers within healthcare are one of the fastest growing areas of opportunity. According to the United States Bureau of Labor and Statistics ([www.bls.org](http://www.bls.org)) employment in occupations related to health care is projected to increase in the coming years. This growth in employment is driven by technological advances in patient care, an increasing emphasis on preventive care, and an increase in the elderly population. Health care occupations with the largest projected employment increases are registered nurses; personal and home care aides; home health aides; nursing aides, orderlies, and attendants; medical assistants; and licensed practical and licensed vocational nurses ([www.bls.org](http://www.bls.org)).

Careers in health care are exciting, rewarding, and offer a lifetime of fulfillment. The Nursing and Health Sciences Division ascribes to the college's commitment to provide academic excellence. We pride ourselves on the quality of education we have to offer as well as the success our graduates enjoy. Information about the degrees offered through the Nursing and Health Sciences Division can be found on the college's website at [www.wvup.edu/healthsciences](http://www.wvup.edu/healthsciences)

### Degrees available include:

- Certificate of Applied Science (CAS) Patient Care Technician
- Certificate of Applied Science (CAS) Pharmacy Technician
- Associate of Applied Science (AAS) Nursing
- Associate of Applied Science (AAS) Surgical Technology
- Bachelors of Science Nursing (RN-BSN)

In addition to meeting the requirements for general admission to the college, students requesting admission to programs within the Nursing & Health Sciences Division must meet individual program admission requirements, complete a Nursing & Health Sciences Application and adhere to the clinical practice program requirements. Questions regarding the application process, program requirements, and course of study should be directed to the Nursing and Health Sciences Division at 304-424-8300.

### REQUIREMENTS for PARTICIPATION IN CLINICAL EXPERIENCES

Programs within the Nursing and Health Sciences Division have a clinical component that requires rotations into community health care agencies for patient care. Travel to these agencies is the responsibility of the student. Therefore, each student admitted into a Nursing and Health Sciences 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, complete required education as determined by the affiliate health care agencies, and adhere to HIPAA regulations and the Professional Standards/Safe Clinical Practice Standards of the program. The requirements for participation in clinical experiences can be found online at [www.wvup.edu/healthsciences](http://www.wvup.edu/healthsciences)

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 programs within the Nursing and Health Sciences Division, 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.



**PATIENT CARE TECHNICIAN\***

Certificate of Applied Science (CAS)

**\*Will be Offered 2016-2017 Academic Year Pending Sufficient Enrollment**

The Patient Care Technician Certificate of Applied Science program prepares a student for employment as Patient Care Technician or to choose a pathway for entry into the nursing program. The Patient Care Technician works alongside other health care professionals to provide hands on assistance to meet patient's basic needs. Successful completion of the program prepares the graduate to sit for the national certification exam for Patient Care Technician. The graduate will also be eligible to sit for the Phlebotomy Technician Certification and EKG Technician Certification. The graduate will have opportunities for employment in health care facilities such as hospitals, home health agencies, community health agencies, clinics, physician offices, and laboratories.

The Patient Care Technician program is approved by the National Health Career Association (NHA). Information can be obtained at <http://www.nhanow.com>. At the completion of the program, the student will sit for the NHA Patient Care Technician/Assistant certification exam. In addition, the student will be eligible to sit for the NHA Phlebotomy Technician and EKG Technician certification exams. Certification exams offered through NHA are accredited by the National Commission for Certifying Agencies (NCCA). Earning your NCCA-accredited allied health certifications demonstrate your knowledge, dedication, and professionalism in your field.

**PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the CAS Patient Care Technician program, the graduate is prepared to:

1. Apply the knowledge and skills to safely perform patient care within the scope of practice of the designated role within the health care team.
2. Utilize effective communication techniques and proper medical terminology when interacting with a diverse patient population and other members of the health care team.
3. Demonstrate infection control practices per Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and facility guidelines when providing patient care within the designated role.
4. Comply with legal, ethical, and professional standards within the designated role when performing patient care.

**APPLICATION TO PROGRAM**

The Nursing and Health Sciences programs have limited enrollment and a selective review process. Students requesting admission to the Patient Care 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 Nursing and Health Sciences application and provide an official copy of their high school transcript or GED and any prior college transcripts. Applications to the Patient Care Technician Certificate Program are available in the Health Sciences Division office and online at [www.wvup.edu/healthsciences](http://www.wvup.edu/healthsciences)

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.

### **ADMISSION REQUIREMENTS for the PATIENT CARE TECHNICIAN CERTIFICATE PROGRAM**

1. Be a high school graduate or possess a GED.
2. Completion of Math 101 by placement exam or credit
3. Minimum 2.0 cumulative college or high school GPA

<b>PATIENT CARE TECHNICIAN PROGRAM OF STUDY Suggested Course Sequence</b>						
<b>CRSE</b>	<b>HRS</b>	<b>TERM</b>		<b>CRSE</b>	<b>HRS</b>	<b>TERM</b>
<b>1<sup>st</sup> Semester</b>				<b>2<sup>nd</sup> Semester</b>		
BIOL 109/109L*	5			PCT 102	6	
PCT 101	6			PSYCH 101	3	
HYPER 172	2			BTEC 253	3	
PSYC 241	3			ENGL 101	3	
	16				15	
<b>TOTAL HOURS: 31</b>						
<b>(August 2016)</b>						

**\*Please Note:** it is the student's responsibility to enroll in the appropriate courses as per their advisor and degree curriculum.

\*Students on the pathway to nursing are encouraged to take BIOL 107 and BIOL 108 in lieu of BIOL 109/109L

### **GRADUATION REQUIREMENTS**

- Complete 31 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.
- Complete the NHA Patient Care Technician Certification Exam
- Optional: Completion of the NHA EKG Technician and Phlebotomy Certification Exams (at own expense).
- Complete and file the graduation application, in OLSIS, within the stated deadlines.

### **PHARMACY TECHNICIAN CERTIFICATE\***

Certificate of Applied Science (CAS)

**\*Will be Offered 2016-2017 Academic Year Pending Sufficient Enrollment**

The Pharmacy Technician Certificate of Applied Science 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 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.

The Pharmacy Technician Certificate program is approved by the West Virginia Board of Pharmacy.

### **PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Pharmacy Technician program, the graduate is prepared to:

1. Assist the pharmacist in the safe preparation and dispensing of drugs.
2. Facilitate the maintenance of the pharmacy practice site including inventory maintenance, record keeping, drug product storage and handling, and ordering/inventory of materials.
3. Use verbal, non-verbal, and written communication skills to function effectively within the health care team.
4. 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.
5. 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 Nursing and 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 Nursing and Health Sciences application and provide an official copy of their high school transcript or GED and any prior college transcripts. Applications to the Pharmacy Technician Certificate Program are available in the Nursing and Health Sciences Division office and online at [www.wvup.edu/healthsciences](http://www.wvup.edu/healthsciences)

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.**

## **ADMISSION REQUIREMENTS FOR THE PHARMACY TECHNICIAN CERTIFICATE PROGRAM**

1. Be a high school graduate or possess a GED.
2. Completion of Math 101 by placement exam or credit.
3. Minimum 2.0 cumulative college or high school GPA.

<b>PHARMACY TECHNICIAN PROGRAM OF STUDY Suggested Course Sequence</b>						
CRSE	HRS	TERM		CRSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>				<b>2<sup>nd</sup> Semester</b>		
COMM 112	3			PHIL 231	3	
BTEC 253	3			PTEC 111	2	
PTEC 101	7			PTEC 114	3	
PTEC 112	3			PTEC 102	4	
				PTEC 121	3	
	16				15	
<b>TOTAL HOURS: 31</b>						
<b>(August 2016)</b>						

**\*Please Note:** it is the student's responsibility to enroll in the appropriate courses as per their advisor and degree curriculum.

### GRADUATION REQUIREMENTS

- Complete 31 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.
- Complete the Pharmacy Technician Certification Exam.
- Complete and file the graduation application, in OLSIS, within the stated deadlines.

## NURSING

### Associate of Applied Science (AAS)

The Associate of Applied Science Degree in Nursing at West Virginia University (WVU) 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.

The nursing program prepares students for professional nursing practice while providing a knowledge base for career mobility and further academic study. The program is committed to providing accessible, high-quality nursing education to meet the diverse and changing health-care needs of the community and beyond. Clinical nursing experiences are offered under faculty supervision at Appalachian Behavioral Health, Camden-Clark Medical Center, Charleston Area Medical Center, Marietta Memorial Health Systems, Selby General Hospital, area nursing homes, and other selected community agencies.

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. 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.)

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/](http://www.acenursing.org/).

## **PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the AAS Nursing program, the graduate is prepared to:

1. Collaborate with the patient or designee to plan and provide nursing care that respects the patient's individual values and needs.
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.
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.
6. Integrate current best practices to plan and implement safe and effective patient care.

## **APPLICATION TO PROGRAM**

The Nursing and 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 Nursing and Health Sciences application, provide an official copy of their high school transcript and any prior college transcripts, and complete the pre-nursing admission exam. Applications will be accepted year round. Application forms are available in the Nursing and Health Sciences Division office and online at [www.wvup.edu/academics/academic-divisions/health-sciences](http://www.wvup.edu/academics/academic-divisions/health-sciences).

Additionally, the applicant must be able to engage in educational and training activities in a manner that does not endanger themselves or others. The curricula leading to a degree in Nursing from WVU 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 Nursing and Health Sciences website in the Student Nurse Handbook. Candidates for a nursing degree must be able to meet these minimum standards with or without reasonable accommodation for successful completion of degree requirements.

**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 Nursing and Health Sciences Division. It is the responsibility of the student to provide appropriate documentation of changes in his/her personal and/or academic record.

## **ADMISSION REQUIREMENTS FOR THE AAS NURSING**

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.

### **Requirements for admission include:**

1. High school graduate or equivalent (USA GED)
2. English proficiency
3. 2.5 GPA from high school or college courses
4. Completion of Math 101 by placement exam or credit
5. Pre-nursing Health Education Systems, Incorporated (HESI) A2 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/healthsciences](http://www.wvup.edu/healthsciences)



<b>ASSOCIATE OF APPLIED SCIENCE NURSING PROGRAM OF STUDY Suggested Course Sequence</b>						
CRSE	HRS	TERM		CRSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>				<b>2<sup>nd</sup> Semester</b>		
NURS 132	1			NURS 142	1	
NURS 133	2			NURS 143	1	
NURS 134	8			NURS 144	9	
BIOL 107**	4			BIOL 108**	4	
PSYC 101*	3					
	18				15	
<b>3<sup>rd</sup> Semester</b>				<b>4<sup>th</sup> Semester</b>		
NURS 234	9			NURS 244	9	
BIOL 200**	3			NURS 245	3	
ENG 101*	3					
	15				12	
<b>(August 2016)</b>						

**Please Note:** it is the student's responsibility to enroll in the appropriate courses as per their advisor and degree curriculum.

\*All required general education courses are pre-requisites of N244 and N245.

\*\*Biology's must be within the last 5 years.

## GRADUATION REQUIREMENTS

- Complete 60 credit hours as outlined in the Program of Study.
- Maintain a minimum 2.0 cumulative grade-point average.
- Complete all courses in the curriculum with a grade of C or better.
- Completion of the HESI Nursing Live Review
- Complete and file the graduation application, in OLSIS, within the stated deadlines.

## **SURGICAL TECHNOLOGY\***

### **Associate in Applied (AAS) Science**

**\*Will Not be Offered During the 2016-2017 Academic Year**

The Associate of 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.

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

## **PROGRAM STUDENT LEARNING OUTCOMES**

Upon successful completion of the Surgical Technology program the graduate is able to:

1. Maintain a safe environment as a surgical team member throughout the peri-operative experience by applying principles of asepsis and practicing sterile technique.
2. Apply basic scientific principles related to anatomy, physiology and pathophysiology when preparing for surgical procedures and providing care to the surgical patient.
3. Incorporate legal/ethical principles in decision-making when applying problem-solving strategies in the care of the surgical patient.

4. Individualize communication techniques to support interpersonal relationships with patients and surgical team members
5. Uphold the professional standards defined by the Association of Surgical Technologists (AST).

## APPLICATION TO PROGRAM

The Nursing and 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 Nursing and Health Sciences application and provide an official copy of their high school transcript or GED and any prior college transcripts. Applications will be accepted year round. Application forms are available in the Nursing and Health Sciences Division office and online at [www.wvup.edu/healthsciences](http://www.wvup.edu/healthsciences)

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.**

## ADMISSION REQUIREMENTS FOR THE SURGICAL TECHNOLOGY PROGRAM

1. Be a high school graduate or possess a GED.
2. Completion of Math 101 by placement exam or credit
3. Eligibility to take college level English with support lab
4. Minimum 2.0 cumulative college GPA.
5. Complete the pre-admission, entrance examination with the required benchmark. Information about the exam can be found online at [www.wvup.edu/healthsciences](http://www.wvup.edu/healthsciences)

<b>SURGICAL TECHNOLOGY PROGRAM OF STUDY Suggested Course Sequence</b>						
CRSE	HRS	TERM		CRSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>				<b>2<sup>nd</sup> Semester</b>		
ST 100	6			ST 110	6	
ST 102	3			ST 113	3	
ENGL 101	3			MATH 102	4	
BIOL 109	4			BIOL 110	3	
BIOL 109L	1					
	17				16	
<b>3<sup>rd</sup> Semester</b>				<b>4<sup>th</sup> Semester</b>		
ST 211	8			ST 212	10	
ST 114	3			Social Science Elective	3	
COMM 112	3					
	14				13	
<b>TOTAL HOURS: 60</b> (August 2016)						

**Please Note:** it is the student's responsibility to enroll in the appropriate courses as per their advisor and degree curriculum.

### GRADUATION REQUIREMENTS

- Complete 60 credit hours as outlined in the Program of Study.
- Maintain a minimum 2.0 cumulative grade-point average.
- Complete all courses in the curriculum with a grade of C or better.
- Complete the NBSTSA Surgical Technology Certification Exam
- Complete and file the graduation application, in OLSIS, within the stated deadlines.

## BACHELOR OF SCIENCE IN NURSING (BSN)

It is the goal of WVU Parkersburg's Nursing and Health Sciences Division to provide registered nurses an educational experience which will build on current nursing knowledge and facilitate professional growth. The RN-to-BSN program prepares students for advancement in professional nursing practice and provides a knowledge base for career mobility and graduate study. The 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 with diplomas and/or associates degrees to continue their education to the bachelor's degree without having to interrupt their education and/or employment. Nursing courses will be taught online to give nurses the flexibility to fit their academic work into their professional and personal calendars. 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.

This nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326. Phone **404.975.5000**, FAX **404.975.5020**, Website [www.acenursing.org](http://www.acenursing.org).

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the Bachelor of Science in Nursing program, the graduate is prepared to:

1. Incorporate the knowledge and skills learned to help patients, families, and communities continually progress toward fulfillment of human capacities.
2. 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.
3. 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.
4. 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 Nursing and Health Sciences programs have limited enrollment and a selective review process. Applicants requesting admission to the RN-BSN program 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, applicants must complete a separate Nursing and Health Sciences application and provide an official copy of any prior college transcripts demonstrating completion of an associate degree nursing program or diploma from an accredited school/college.

Applications will be accepted year round. Application forms are available in the Nursing and Health Sciences Division office and online at [www.wvup.edu/healthsciences](http://www.wvup.edu/healthsciences)

For an application to be complete, each applicant must:

- Submit a completed application to the college (new and returning students)
- Submit a completed Nursing and Health Sciences application
- Submit transcripts of any college work from another college

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

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

## ADMISSION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN NURSING

To be considered for admission to the program, applicants must submit a completed application and:

1. Have an associate degree or diploma in nursing from an accredited school.
2. Possess an active unencumbered license to practice as a Registered Nurse in the United States.
3. Have a valid RN license in the state in which you will be completing assignments.
4. NOT been excluded from another nursing program for any reason, including (but not limited to) academic dishonesty, disruptive behavior, or course failure (If student attended another nursing program they must submit a letter from the school's Director or Dean of Nursing indicating their eligibility to return).

5. Have a minimum cumulative grade point average of 2.5 based on a 4.0 scale on all college/university courses completed prior to admission.

Students who are currently enrolled in the Associate Degree Nursing (ADN) program and who plan to continue their education through the RN-BSN track may transition into the Bachelors of Science in Nursing (BSN) program, in the second year of their Associate Degree classes. Students are eligible to enroll in NURS 320, Health Assessment and Promotion across the Lifespan, with the consent of the Program Director. ADN students are still held responsible to meet all of the requirements to graduate with the Associate of Applied Science Degree Nursing at the end of their second year of nursing. To continue in the Bachelors of Science Nursing program, students must successfully complete the NCLEX and have an unencumbered license to practice nursing. Upon graduation from the ADN program, students who wish to pursue the RN-BSN must change their major in the Record's Office and see their academic advisor for current information regarding program requirements.

### **Admission Limitations**

In the event of space limitations, qualified applicants will be ranked according to cumulative GPA and number of general education courses completed. The highest ranked students who meet the admission requirements by March 15<sup>th</sup> for fall admission or September 15<sup>th</sup> 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 the competition for space, it is possible qualified applicants may not be selected for admission.

# WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF SCIENCE DEGREE IN NURSING

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (3)	Society, Diversity, & Connections (6)	Human Inquiry & the Past (3)	The Arts & Creativity (6)
General Education Courses  Total General Education Hours: 32	ENGL 101 (3) and ENGL 102 (3)	BIOL 107 (4) and BIOL 108 (4)	MATH 211 (3)	PSYC 101 (3) and SOC 101 (3)	HIST 101, 102, 152, or 153 (3)	ART 101, MUSI 170, or THEA 101 (3)  ENGL 131, 132, 221, 222, 241, 242, 261, 262, or 285 (3)
Program-Related & Other Course Hours Credits: 88 hours  Total Program Hours: 120	Additional Support Courses: <ul style="list-style-type: none"> <li>• MATH 102 (4)</li> <li>• COMM 111 or COMM 112 (3)</li> <li>• PHIL 150 (3)</li> <li>• Free Elective of choice (3)</li> <li>• PSYC or SOC elective (3)</li> <li>• One Science and Technology Science Elective Fulfilled by BIOL 200 (3)</li> </ul> Nursing Core Courses <ul style="list-style-type: none"> <li>• 40 hours of nursing credit awarded for an RN license.</li> <li>• 29 hours of additional nursing credits required for the RN-BSN.</li> </ul>					
Other Pertinent Information	BIOL 107 and/or BIOL 108 will not transfer to WVU as General Education. Students are advised that if they choose to opt out of the nursing programs or transfer to WVU, they may be required to take another Lab Science course or be allowed a course substitution in order to fulfill their General Education lab science requirement.  (August 2016)					



## BACHELORS OF SCIENCE NURSING PROGRAM OF STUDY

### Suggested Course Sequence

RN Licensure	40	Verified by: _____ Cum GPA _____						
<b>Courses Required Prior to Admission</b>								
<b>CRSE</b>	<b>HRS</b>	<b>TERM</b>	<b>GRD</b>					
BIOL 107	4							
BIOL 108	4							
ENGL 101	3							
ENGL 102	3							
MATH 102	4							
MATH 211	3							
PSYC 101	3							
SOC 101	3							
Hours	27							
<b>1<sup>st</sup> Semester</b>	<b>HRS</b>	<b>TERM</b>			<b>3<sup>rd</sup> Semester</b>	<b>HRS</b>	<b>TERM</b>	
NURS 311	4				NURS 440	3		
NURS 320	3				NURS 431	3		
PHIL 150	3				ART 101 or MUSI 170 or THEA 101	3		
PSYC or SOC Elective	3							
Free Elective	3				ENGL 131, 132, 221, 222, 241, 242, or 261, 262 or 285	3		
Hours	16				Hours	12		
<b>2<sup>nd</sup> Semester</b>	<b>HRS</b>	<b>TERM</b>			<b>4<sup>th</sup> Semester</b>	<b>HRS</b>	<b>TERM</b>	
NURS 324	3				NURS 450	3		
NURS 330	3				NURS 451	3		
COMM 111 or COMM 112	3				NURS 452*	4		
HIST Elective HIST 101, 102, 152, or 153	3				Science Elective	3		
Hours	12				Hours	13		
<b>TOTAL HOURS: 120</b> (August 2016)								

**Please Note:** it is the student's responsibility to enroll in the appropriate courses as per their advisor and degree curriculum.

\*All general education courses must be completed prior to or concurrently with NURS 452

### **GRADUTION REQUIREMENTS**

- Complete a minimum of 120 credit hour equivalents with 60 credit hours as outlined in the Program 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.
- Complete and file the graduation application, in OLSIS, within the stated deadlines.

## SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM)

The Science, Technology, Engineering, and Mathematics (STEM) Division at West Virginia University at Parkersburg is committed to supporting the college's mission in providing "accessible, life-changing educational opportunities in a safe and supportive environment." The STEM Division offers a wide variety of courses and programs. Our Science and Math courses support other programs at the institution, but can lead to bachelor's level degrees at other institutions through multiple transfer and articulation options using the Associate of Science degree. Some of our students have continued into medical fields (physician, physician assistant, pharmacy, etc.) or into 4-year science or engineering programs (Biology, Chemistry, Physics, etc.). Our Technology programs are designed to prepare students for careers in fields that are in-demand in our region. Whether you are already employed and seeking a promotion by obtaining an advanced degree or if you are looking to obtain a new skill, we offer a broad array of options from Welding to Computer Information Technology. Information about all of the degrees offered through the STEM Division can be found below and on the college's website at [www.wvup.edu/stem](http://www.wvup.edu/stem)

### Degrees available include:

Certificate of Applied Science (CAS) Chemical & Polymer Operator Technology  
 Certificate of Applied Science (CAS) Industrial Electrical & Instrumentation Technician  
 Certificate of Applied Science (CAS) Industrial Maintenance  
 Associate of Applied Science (AAS) Multi-Craft Technology  
 Certificate of Applied Science (CAS) Welding  
 Associate of Applied Science (AAS) Welding  
 Associate of Applied Science (AAS) Drafting  
 Associate of Applied Science (AAS) Engineering Technology  
 Associate of Applied Science (AAS) Computer Information Technology  
 Associate of Applied Science (AAS) Computer Science  
 Bachelors of Applied Technology (BAT) Software Engineering  
 Bachelors of Applied Technology (BAT) Computer Networking and Security  
 Associate of Science (AS) General Studies: Science and Pre-Professional

## **CHEMICAL AND POLYMER OPERATOR TECHNOLOGY**

### **Certificate of Applied Science (CAS)**

The Chemical & Polymer Operator Technology program is a 32-hour Certificate of Applied Science. The hands-on program prepares individuals to enter the process operator/technician field. 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:

1. Understanding of OSHA General Industry requirements.
2. Understanding of Total Quality Management concepts including customer service, variance, process capability, continuous improvement, corrective/preventive action, SPC basics, data collection, and control charts.
3. Understanding of the process instrumentation that a process technician/operator utilizes in performing job functions.
4. Ability to use the various types of equipment in the process environment and the interaction of the process operator/technician with it.
5. Knowledge of equipment roles and control methods for each process system.
6. Ability to demonstrate safety and the role played by operator in maintaining the system safely.

<b>CHEMICAL AND POLYMER OPERATOR TECHNOLOGY PROGRAM OF STUDY Suggested Course Sequence</b>						
CRSE	HRS	TERM		CRSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>				<b>2<sup>nd</sup> Semester</b>		
ATPT 130*	2			ATPT 150	1	
ATPT 131*	3					
ATPT 140*	4					
ATPT 141	3					
Math 111	3					
	15				1	
<b>3<sup>rd</sup> Semester</b>				<b>4<sup>th</sup> Semester</b>		
ATPT 242*	3			ATPT 250	1	
ATPT 244*	4					
ATPT 260	1					
ATPT 132	3					
ENGL 107	4					
	15				1	
<b>(August 2016)</b>						

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

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

Requirements for Certificate: 32 hours.

On the job training is an integral component to this cooperative program. On the job training for students is arranged with employers in the Chemical and Polymer industry. Students will complete alternating semesters of classroom work and on the job training work. The on the job training placements are arranged and supervised by WVU-P faculty and staff and credit hours are earned during the on the job training semesters.

# INDUSTRIAL ELECTRICAL & INSTRUMENTATION TECHNICIAN CERTIFICATE

## Certificate of Applied Science (CAS)

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

<b>INDUSTRIAL ELECTRICAL &amp; INSTRUMENTATION TECHNICIAN CERTIFICATE PROGRAM OF STUDY</b> <b>Suggested Course Sequence</b>						
CRSE	HRS	TERM		CRSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>				<b>2<sup>nd</sup> Semester</b>		
MTEC 102	2			ELEC 202	3	
MTEC 103	3			ELEC 203	3	
ELEC 102	3			ELEC 204	3	
ELEC 103	3			ENGL 107	3	
ELEC 104	3			Math 107	3	
				ELEC 260	1	
	14				16	
<b>(August 2016)</b>						

- 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

INDUSTRIAL MAINTENANCE CERTIFICATE PROGRAM OF STUDY Suggested Course Sequence								
CRSE	HRS	TERM	GRD		CRSE	HRS	TERM	GRD
<b>1<sup>st</sup> Semester</b>					<b>2<sup>nd</sup> Semester</b>			
MTEC 102	2				IM 201	3		
MTEC 103	3				IM 202	3		
IM 101	3				IM 203	3		
IM 102	3				ENGL 107	3		
IM 103	3				IM 260	1		
	14					13		
<b>(August 2016)</b>								

## **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 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.





## **WELDING TECHNOLOGY CERTIFICATE**

### Certificate of Applied Science (CAS)

The Welding Certificate of Applied Science 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.

#### **Program Outcomes** *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.

<b>WELDING TECHNOLOGY CERTIFICATE PROGRAM OF STUDY Suggested Course Sequence</b>						
CRSE	HRS	TERM		CRSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>				<b>2<sup>nd</sup> Semester</b>		
WELD 171	2			WELD 134	3	
WELD 111	3			WELD 281	3	
WELD 160	3			WELD 261	3	
WELD 121	3			Math 107	3	
WELD 131	3			MTEC 102	2	
WELD 133	3					
	<b>17</b>				<b>14</b>	
<b>(August 2016)</b>						

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

## **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.

**AAS WELDING TECHNOLOGY  
PROGRAM OF STUDY  
Suggested Course Sequence**

CRSE	HRS	TERM		CRSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>				<b>2<sup>nd</sup> Semester</b>		
MTEC 102	2			WELD 131	3	
WELD 171	2			WELD 133	3	
WELD 281	3			WELD 134	3	
WELD 111	3			WELD 261	3	
WELD 160	3			MATH 107	3	
WELD 121	3					
	16				15	
<b>3<sup>rd</sup> Semester</b>				<b>4<sup>th</sup> Semester</b>		
WELD 291	3			WELD 279	3	
WELD 132	3			WELD 136	3	
WELD 221	3			WELD 135	3	
CS 101 or CS 100	3			WELD 260	3	
ENGL 107	3			PHIL 231	2	
	15				14	
(August 2016)						

**Graduation Requirements:**

- Complete 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
- Complete and file the graduation application, in OLSIS, within the stated deadlines.
- Successfully pass identified AWS certification examinations.

## DRAFTING

### Associate in Applied (AAS) Science

The Associate of Applied Science Degree in Drafting 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 include 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.

**AAS DRAFTING  
PROGRAM OF STUDY  
Suggested Course of Study**

[illegible]

## **ENGINEERING TECHNOLOGY**

### **Associate of Applied Science (AAS)**

The Associate of Applied Science 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 hired 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 apply 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.



<b>AAS ENGINEERING TECHNOLOGY PROGRAM OF STUDY Suggested Course Sequence</b>						
CRSE	HRS	TERM		CRSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>				<b>2<sup>nd</sup> Semester</b>		
ENGR 124	3			ENGR 230	3	
CS 121	4			CS 122	4	
DRAF 114	3			Math 128	3	
ELEC 101	2			ENGR 120	3	
ELEC 101L	1			ENGR 240	3	
Math 126	3					
	16				16	
<b>3<sup>rd</sup> Semester</b>				<b>4<sup>th</sup> Semester</b>		
PSCI 111	4			ENGR 220	3	
PSCI 111L	0			CIT 105	5	
ENGR 234 or ENGR 241	3			ENGR 228 or ENGR 250	3	
ENGL 101	3			ENGR 280	4	
COMM 111	3					
HDP Elective	3					
	16				15	
<b>(August 2016)</b>						

### 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. Complete application for graduation and file application in OLSIS prior to stated deadline.
5. "C" or better must be earned in all courses.

## **COMPUTER AND INFORMATION TECHNOLOGY**

### **Associate of Applied Science (AAS)**

The Computer and Information Technology Associate of Applied Science Degree gives students a foundation in computer hardware and operating systems, and provides academic as well as hands-on coursework in network administration through Cisco Networking Academy courses, and systems administration through Microsoft Windows and Linux courses.

This program will provide students clear transition to employment in the fields of networking and systems administration and/or into the Bachelor of Applied Technology Degree in Computer Networking and Security major.

#### **Program Outcomes:**

Students will be able to:

- Identify and describe layers of the OSI and TCP/IP models, and use them effectively in troubleshooting.
- Describe and apply LAN and WAN technologies in wired and wireless environments.
- Demonstrate ability to apply workstation and server installation, configuration, management and troubleshooting techniques.
- Demonstrate ability to install, configure, manage, and maintain routing and switching technologies.
- Describe and discuss different operating systems and their relationship with hardware, their functions, advantages and disadvantages, and their respective tools and software packages.
- Explain Information Systems and choose appropriate systems based on requirements.
- Describe basic information security and computer ethics.

AAS COMPUTER AND INFORMATION TECHNOLOGY PROGRAM OF STUDY Suggested Course Sequence						
CRSE	HRS	TERM		CRSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>				<b>2<sup>nd</sup> Semester</b>		
CIT 101	5			Composition & Rhetoric ENGL 101	3	
CIT 105	5			CIT 114	3	
Math & Quantitative Skills (MATH126 or higher)	3			CIT 106	4	
CIT 130	3			Science & Technology CS 101	4	
	16				14	
<b>3<sup>rd</sup> Semester</b>				<b>4<sup>th</sup> Semester</b>		
CS 121	4			SEC 101	3	
CIT 205	4			CIT 206	4	
CIT 240	3			CIT 211	3	
Society, Diversity & Connections Elective	3			CIT 260	3	
				Human Inquiry & the Past COMM 111	3	
	14				16	
(August 2016)						

## **COMPUTER SCIENCE**

### Associate of Applied Science (AAS)

The Associate of Applied Science Degree in Computer Science gives students a foundation in computer programming and software development, and provides academic as well as hands-on coursework in programming, web design, database design and SQL, systems administration, and network theory. This program will provide students clear transition to employment in the fields of software development and/or into the Bachelor of Applied Technology in Software Engineering.

### **Program Outcomes**

*Students will have a/an:*

- Ability to understand and use elements of good programming style and best practices, measured through various class assignments and end of class projects.
- 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, measured through various class assignments and end of class projects.
- Ability to perform top-down design, use modular programming, string processing, elementary data structures, basic disk I/O, and recursion
- Possess understanding of problem-solving methods and development of algorithms for data manipulation, searching and sorting, measured by solutions students create to in class assignments and end of class comprehensive projects, as well as their capstone project.
- Ability to use data structures and algorithms to represent data relationships and solve complex problems, measured by solutions students create to in class assignments and end of class comprehensive projects, as well as their capstone project
- Ability to design, configure, troubleshoot, and manage database tables, normalize data, and store and retrieve object attributes in a database, measured by solutions students create to in class assignments and end of class comprehensive projects, as well as their capstone project.

**AAS COMPUTER SCIENCE  
PROGRAM OF STUDY  
Suggested Course Sequence**

CRSE	HRS	TERM	CRSE	HRS	TERM
<b>1<sup>st</sup> Semester</b>			<b>2<sup>nd</sup> Semester</b>		
Science & Technology CS 101	4		Composition & Rhetoric ENGL 101	3	
CS 121	4		CS 122	4	
Math & Quantitative Skills Elective (MATH126 or higher)	3		CIT 130	3	
Elective	3		CIT 114	3	
			SEC 101	3	
	14			16	
<b>3<sup>rd</sup> Semester</b>			<b>4<sup>th</sup> Semester</b>		
CS 221	4		Society, Diversity & Connections Elective	3	
CS 301	3		CS 220	3	
CIT 105	5		CIT 240	3	
CS 129	3		Human Inquiry & The Past COMM 111	3	
			CS 260	3	
	15			15	
<b>(August 2016)</b>					

## BACHELOR OF APPLIED TECHNOLOGY (BAT)

The Bachelor of Applied Technology program gives students the opportunity to continue their education after completing their associate's degree. The majors in the BAT program are designed for students who complete an Associate of Applied Science in Computer Information Technology or Computer Science degree, and want to learn advanced skills in either Computer Networking and Security, or Software Engineering. The degree provides both academic as well as hands-on coursework in both majors. This program will provide students clear transition to employment with advanced skills.

### Program Outcomes:

Students who complete this program will have knowledge, skills, and abilities in the following areas:

- Ability to understand, plan, and execute good project management.
- Ability to recognize and apply industry recognized code of ethics to various situations.
- Ability to understand and apply information security concepts and best practices.

**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.
- Demonstrate satisfactory results on approved college placement tests.
- Complete an associate-level degree in the following:
  - For a major in Computer Network and Security – Information Security-Complete the Associate of Applied Science in Computer and Information Technology (or equivalent degree).
  - For a major in Software Engineering Major-Complete the Associate of Science in Computer Science (or an equivalent degree).
  - Meet with Program Coordinator 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.

### Program Outcomes:

Students who complete this program will have knowledge, skills, and abilities in the following areas:

- Ability to understand, plan, and implement good systems analysis and software engineering.
- Ability to understand, plan, implement, and troubleshoot mobile applications and related technologies

- Ability to understand, plan, implement, and troubleshoot advanced web design and web services technologies.

## WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF APPLIED TECHNOLOGY (BAT) IN SOFTWARE ENGINEERING

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (3)	Society, Diversity, & Connections (6)	Human Inquiry & the Past (6)	The Arts & Creativity (3)
General Education Courses	ENGL 101 (3) and ENGL 102 (3)	CS 101 (4) and One course from Science and Technology General Education list (4)	One course from Math and Quantitative Skills General Education list, Math 126 or higher (3)	Two courses from Society, Diversity, and Connections General Education list (6)	COMM 111 (3) and one course from Human Inquiry and the Past General Education list (3)	One course from Arts and Creativity General Education list (3)
Total General Education Hours: 32						August 2016

### Program Outcomes:

Students who complete this program will have knowledge, skills, and abilities in the following areas:

- Software Engineering Major
  - Ability to understand, plan, and implement good Systems Analysis and Software Engineering
  - Ability to understand, plan, implement, and troubleshoot Mobile Applications and related technologies
  - Ability to understand, plan, implement, and troubleshoot Advanced Web Design and Web Services technologies

**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 Computer Network and Security-Complete the Associate of Applied Science in Computer and Information Technology (or equivalent degree).
  - For a major in Software Engineering Major-Complete the Associate of Science in Computer Science (or an equivalent degree).
  - Meet with the Program Coordinator
- Maintain a minimum 2.0 grade point average on a 4.0 scale for all courses transferred to or taken at WVU Parkersburg.

**BACHELOR OF TECHNOLOGY IN SOFTWARE ENGINEERING  
PROGRAM OF STUDY  
Suggest Course Sequence**

COURSE	HRS	GRADE		COURSE	HRS	GRADE
<b>Semester 1</b>				<b>Semester 2</b>		
CS 101	4			ENGL 101	3	
CS 121	4			CS 122	4	
1 course from Math & Quantitative Skills General Education list (MATH 126 or higher)	3			CIT 130	3	
Free Elective	2			CIT 114	3	
				SEC 101	3	
<b>Total hours</b>	<b>13</b>			<b>Total hours</b>	<b>16</b>	
<b>Semester 3</b>				<b>Semester 4</b>		
CS 221	4			1 course from Society, Diversity & Connections General Education list	3	
CS 301	3			CS 220	3	
CIT 105	5			CIT 240	3	
CS 129	3			COMM 111	3	
				CS 260	3	
<b>Total hours</b>	<b>15</b>			<b>Total hours</b>	<b>15</b>	
<b>Semester 5</b>				<b>Semester 6</b>		
CS 302	3			CS 309	3	
CS 320	3			CS 321	3	
SEC 300	3			CS 329	3	
MATH 318	3			1 course from Society, Diversity & Connections General Education list	3	
ENGL 102	3			Upper level Technical Elective	3	
<b>Total</b>	<b>15</b>			<b>Total</b>	<b>15</b>	
<b>Semester 7</b>				<b>Semester 8</b>		
CS 420	3			PHIL 231 OR PHIL 151 OR PHIL 347	3	
CS 403	3			1 course from Science & Technology General Education List	4	
CS 404	3			1 course from Human Inquiry & the Past General Education list	3	
STEM 420	3			Upper level Technical Elective	3	
1 course from Arts & Creativity General Education List	3			CS 460	3	
<b>Total</b>	<b>15</b>			<b>Total</b>	<b>16</b>	
<b>TOTAL HOURS: 121</b>						



**WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR  
BACHELOR OF APPLIED TECHNOLOGY (BAT) IN  
COMPUTER NETWORKING AND SECURITY**

	Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (3)	Society, Diversity, & Connections (6)	Human Inquiry & the Past (6)	The Arts & Creativity (3)
General Education Courses  Total General Education Hours: 32	ENGL 101 (3) and ENGL 102 (3)	CS 101 (4) and One course from Science and Technology General Education list (4)	Math 126 or higher (3)	Two courses from Society and Diversity General Education list (6)	COMM 111 (3) and One course from Human Inquiry and the Past General Education list (3)	One course from Arts and Creativity General Education list (3)  (August 2016)

**BACHELOR OF APPLIED TECHNOLOGY  
COMPUTER NETWORKING AND SECURITY**

**Program Outcomes:**

Students who complete this program will have knowledge, skills, and abilities in the following areas:

- All B.A.T. Majors
  - Ability to understand, plan, and execute good Project Management
  - Ability to recognize and apply industry recognized code of ethics to various situations
  - Ability to understand and apply Information Security concepts and best practices
- Computer Networking and Security Major
  - Ability to plan, implement, and troubleshoot Advanced Routing and Switching technologies
  - Ability to plan, implement, and troubleshoot Advanced Systems Administration technologies
  - Ability to plan, implement, and troubleshoot Advanced Security Systems

**BACHELOR OF APPLIED TECHNOLOGY  
COMPUTER NETWORKING AND SECURITY PROGRAM OF STUDY  
Suggested Course Sequence**

<b>COURSE</b>	<b>HRS</b>	<b>GRADE</b>	<b>COURSE</b>	<b>HRS</b>	<b>GRADE</b>
<b>Semester 1</b>			<b>Semester 2</b>		
CIT 101	5		<b>ENGL 101</b>	3	
CIT 105	5		CIT 114	3	
<b>1 course from Math &amp; Quantitative Skills General Education list (MATH126 or higher)</b>	3		CIT 106	4	
CIT 130	3		<b>CS 101</b>	4	
<b>Total hours</b>	<b>16</b>		<b>Total hours</b>	<b>14</b>	
<b>3<sup>rd</sup> Semester</b>			<b>4<sup>th</sup> Semester</b>		
CS 121	4		SEC 101	3	
CIT 205	4		CIT 206	4	
CIT 240	3		CIT 211	3	
<b>1 course from Society, Diversity &amp; Connections General Education list</b>	3		CIT 260	3	
			<b>COMM 111</b>	3	
<b>Total hours</b>	<b>14</b>		<b>Total hours</b>	<b>16</b>	
<b>Semester 5</b>	<b>HRS</b>	<b>GRADE</b>	<b>Semester 6</b>	<b>HRS</b>	<b>GRADE</b>
SEC 300	3		CIT 405	5	
CIT 305	5		CIT 330	3	
MATH 318	3		SEC 351	3	
ENGL 102	3		<b>1 course from Society, Diversity &amp; Connections General Education list</b>	3	
			<b>Upper Level Technical Elective</b>	3	
<b>Total hours</b>	<b>14</b>		<b>Total hours</b>	<b>17</b>	
<b>Semester 7</b>	<b>HRS</b>	<b>GRADE</b>	<b>Semester 8</b>	<b>HRS</b>	<b>GRADE</b>
CIT 406 (5) or SEC 350 (4)	4 or 5		<b>Upper Level Technical Elective</b>	3	
SEC 430	3		<b>1 course from Science &amp; Technology General Education list</b>	4	
STEM 420	3		<b>1 course from Human Inquiry &amp; the Past General Education list</b>	3	
<b>1 course from Arts &amp; Creativity General Education list</b>	3		PHIL 230 or PHIL 151 or PHIL 347	3	
<b>1 hour free elective if not taking CIT 406</b>	1		CIT 460	3	
<b>Total hours</b>	<b>14</b>		<b>Total hours</b>	<b>16</b>	
			<b>Total Program Hours</b>	<b>121</b>	

(August 2016)

Please Note: General Education Courses are listed in bold print. For a complete list refer to Section 1, page 7.

## WVU PARKERSBURG GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE OF SCIENCE DEGREE

	Composition & Rhetoric (6)	Science & Technology (4)	Math & Quantitative Skills (3)	Society, Diversity, & Connections (3)	Human Inquiry & the Past (6)	The Arts & Creativity (3)
<b>General Education Courses</b>	ENGL 101 (3) and ENGL 102 (3)	One course from Science and Technology General Education list (4)	MATH 126 or higher (3)	One course from Society, Diversity, & Connections General Education list (3)	COMM 111 (3) and One course from Human Inquiry & the Past list (3)	One course from Arts and Creativity General Education list (3)
<b>Total General Education Hours: 25</b>						
<b>Program-Related &amp; Other Courses</b>	<ul style="list-style-type: none"> <li>• <b>2 Science electives:</b> any two lab sciences (<b>do not need to be sequential</b>) (8)</li> <li>• <b>2 Science electives:</b> any two <b>sequential</b> lab sciences (8)</li> <li>• <b>19 Free Elective hours:</b> Students should work closely with their advisors to determine which free electives would be appropriate for their Area of Emphasis.</li> </ul> <p><b>Area of Emphasis:</b> The Associate of Science Degree is designed for both 'in-house' use and transfer to other colleges and universities for students who wish to earn a Bachelor of Arts or Bachelor of Science degree at another institution. Majors which would be appropriate for a student in the AS degree are the following areas of study: Biology, Chemistry, Geology, Physics, Pre-professional (medical school, pharmacy school, engineering, physician assistant, etc.).</p>					
<b>Total Program Hours: 35</b>						

### ASSOCIATE OF SCIENCE DEGREE

The Associate of Science Degree is designed for transfer to other colleges and universities by students who seek bachelor's degrees. The Associate of Science Degree is available in Business Administration or General Studies: Science and Pre-Professional.. General Studies: Science and Pre-Professional 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, Engineering or Veterinary 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.

**Associate of Science\***  
**Program of Study**  
**Suggested Sequence of Courses**

\*Please note that the Associate of Science is a degree with a great deal of flexibility, and the order of courses can be reasonably altered to meet scheduling needs.

COURSE	HRS	GRADE			HRS	GRADE
<b>Semester 1</b>				<b>Semester 2</b>		
ENGL 101	3			ENGL 102	3	
MATH 126 or higher	3			1 lab science from Science & Technology General Education list (does not need to be sequential)	3	
One course from Human Inquiry & the Past General Education list	3			COMM 111:	3	
1 lab science from Science & Technology General Education list (does not need to be sequential)	3			Free Elective (s) Total 19 hours required for degree	3	
Free Elective (s) Total 19 hours required for degree	1-4			Free Elective (s) Total 19 hours required for degree	1-4	
<b>Total</b>	<b>13-17</b>			<b>Total</b>	<b>13-16</b>	
<b>Semester 3</b>				<b>Semester 4</b>		
One course from Arts & Creativity General Education list	3			One lab science course from Science & Technology General Education list	4	
1 lab science from Science & Technology General Education list (must be sequential)	4			1 lab science from Science & Technology General Education list (must be sequential)	4	
One course from Society, Diversity, & Connections General Education list	3			Free Elective Total 19 hours required for degree	3	
Free Elective Total 19 hours required for degree	1-4			Free Elective Total 19 hours required for degree	1-4	
Free Elective Total 19 hours required for degree	1-4					
<b>Total</b>	<b>12-18</b>			<b>Total</b>	<b>12-17</b>	
<b>Free Electives 19 hours of electives required</b>						
<b>Name and Number of Course</b>	<b>HRS</b>	<b>GRADE</b>				
Elective 1						
Elective 2						
Elective 3						
Elective 4						
Elective 5						
Elective 6						
Elective 7						
<b>Total Hours Electives</b>						
<b>TOTAL HOURS: 60</b>						
<b>(August 2016)</b>						





## SECTION 7

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# COLLEGE CREDIT OPPORTUNITIES FOR HIGH SCHOOL STUDENTS

### **College Credit Opportunities for Students Still in High School**

WVU Parkersburg offers high school students the opportunity to earn college credit while still in high school. Taking college courses while still in high school can result in considerable cost savings for the student and has been shown to increase academic achievement. All college-level courses earned are transferable to other West Virginia colleges and universities and to most other institutions of higher education throughout the nation.

Three programs offer college credit opportunities to high school students: Early Admission, EDGE, and Transitions to College. WVU Parkersburg also engages in a special partnership with Wood County Schools for programs offered at the Caperton Center for Technology.

#### **Early Admission program:**

Early Admission classes are college classes offered to select high school students either on the campus of WVU Parkersburg, online, or at the student's high school. Early Admission classes usually include general education courses, such as history or psychology. Early Admission classes are subject to tuition and fee charges. According to WVCTC Series 19 policy, students still enrolled in high school are not eligible for financial aid.

#### **Early Admissions Student Qualifications**

***To qualify for early admission high school status, applicants must:***

**Submit an Early Admissions application form** to the Admissions Office located in the Center for Student Success, at the Parkersburg campus, or at the Jackson County Center in Ripley.

**Be at least a Junior in high school and have at least a 3.0 cumulative GPA.** A high school counselor must submit a high school transcript to the Admissions Office, located in the Center for Student Success. Students will not be allowed to register until the college has received a transcript verifying the grade point average. High schools reserve the right to set a higher minimum GPA for their students.

**Achieve a minimum ACT or Accuplacer placement test score** for certain courses. Pre-requisites are listed in course descriptions in Section 10 of this catalog.

All college-level courses earned are transferable to other West Virginia colleges and universities and to most other institutions of higher education throughout the nation. However, it is up to the receiving institution to determine the application of any credits received at WVU Parkersburg.

More information about the Early Admission program is available at [www.wvup.edu/earlyadmission](http://www.wvup.edu/earlyadmission) or by contacting the Center for Student Success at **(304) 424-8310**.

### **EDGE (Earn a Degree-Graduate Early):**

EDGE stands for Earn a Degree – Graduate Early. The EDGE program makes it possible for participants to earn free community and technical college credit in West Virginia while still in high school. EDGE courses generally consist of skilled and career technical classes offered in high schools and technical centers, such as welding or early childhood development. Since EDGE credits are offered as high school credit which can be articulated into college credit, there is no charge for EDGE courses. Based on WVCTC Series 28 policy, a complete listing of current EDGE credits at WVU Parkersburg is available at [www.wvup.edu/edge](http://www.wvup.edu/edge)

**EDGE Student Qualifications:** To qualify for EDGE credit, a student must:

- Be enrolled in a course that is eligible for EDGE credits at the high school or technical center.
- Receive end-of-course national certification or a score of at least 75% on an approved end-of-course exam.

More information about the EDGE program is available at [www.wvup.edu/edge](http://www.wvup.edu/edge) or by contacting the Center for Student Success at **(304) 424-8310**.

### **Transitions to College:**

The College Transition 101 course is available for some high school students and is intended to increase participation of select students in developing a career pathway to postsecondary education. The College Transition Program provides more students the opportunity to acquire college credit courses while in high school and to provide additional ancillary services necessary to effectively and efficiently transition from high school to postsecondary education.

### **Transitions to College Qualifications:**

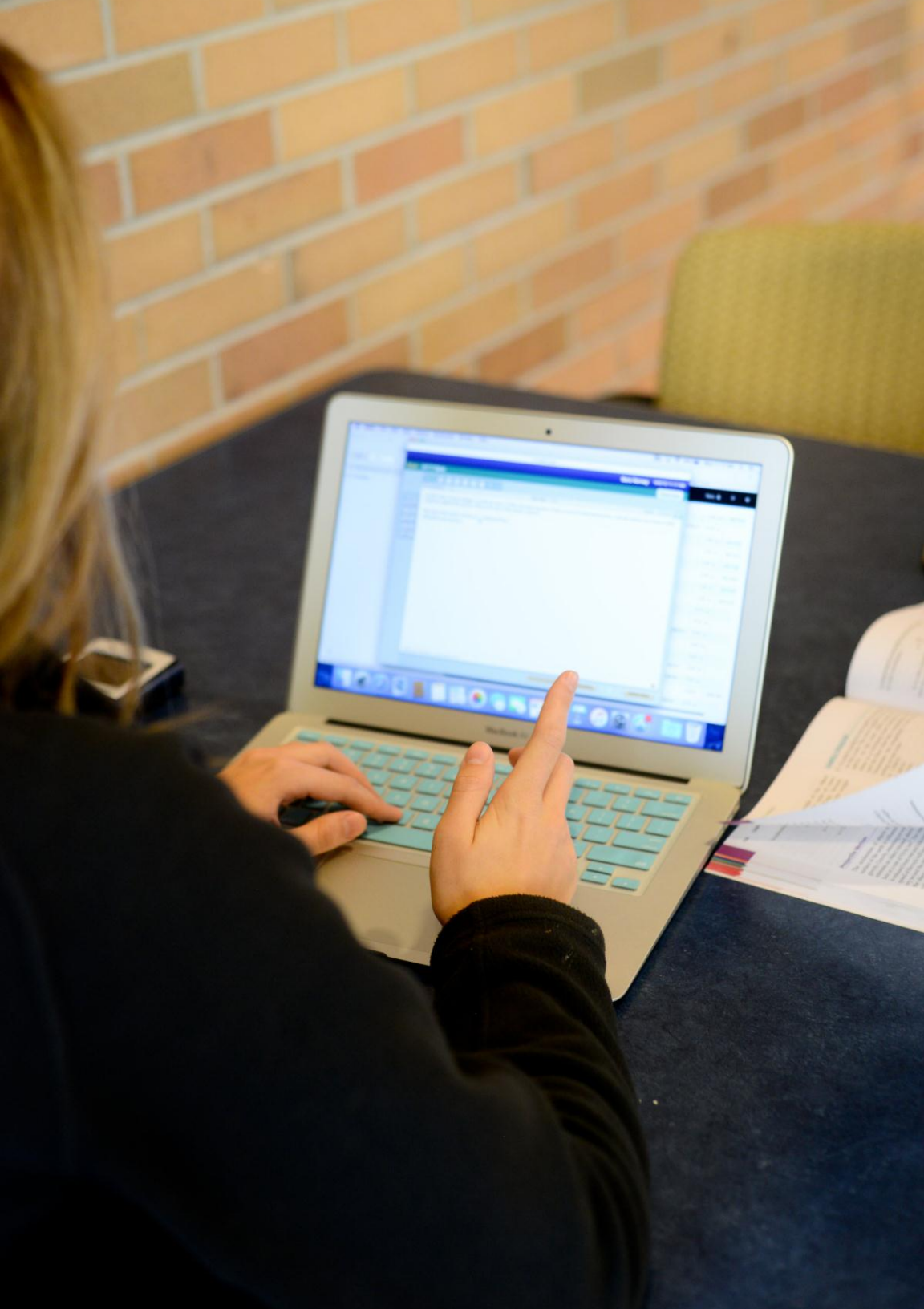
Attend a high school or technical center with a Transitions to College program  
Other qualifications may apply upon recommendation of a high school guidance counselor.



Information about the Transitions to College program is available by contacting the Admissions Office located in the Center for Student Success at **(304) 424-8310**.

**Caperton Center for Technology**

West Virginia University at Parkersburg, Wood County Schools and area business, industry and labor are collaborating as partners to prepare and develop the region's workforce to meet the needs of current and potential employers. The Caperton Center for Applied Technology offers the best the region has to offer in instruction and training for those interested in the challenges of sophisticated technology careers. Wood County Schools' high school students can pursue college programs while in high school and earn college credit while enrolled in the Caperton Center.



## SECTION 8

# DISTANCE LEARNING

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WVU Parkersburg offers college-credit courses through several instructional methods, including online, hybrid, and face-to-face. These courses are equivalent to on-campus sections of the same course in terms of outcomes, competencies, content, credit and transferability.

Students participating in these courses may use all WVU Parkersburg on-campus services as well as the web-based services on the WVU Parkersburg website. WVU Parkersburg provides each enrolled student with an official e-mail account, which should be checked every day.

Online and hybrid courses are primarily text-based and effective reading and writing skills are critical for successful course completion. Students enrolled in online and hybrid courses should carefully read information provided by faculty and closely review course syllabi for additional instructions on communicating throughout the course. Online courses can also be time intensive, and varying keyboard skill rates can impact the amount of time students spend completing course work.

It is recommended that students carefully evaluate their readiness and abilities in these areas before selecting distance learning courses. Typically, successful distance learners are:

- Self-motivated and willing to accept responsibility for their own learning.
- Self-disciplined, able to budget their time effectively and willing to stick to deadlines.
- Willing to take the initiative and contact their instructor when they have questions or concerns regarding the course.
- Comfortable with technology, especially web-based and Internet technologies.
- Aware that the flexibility offered by an online course does not mean that the course will be easy.
- 

To assist students in determining their readiness for distance learning courses, additional resources are available at [www.wvup.edu/online](http://www.wvup.edu/online).

### **Distance Learning Delivery Modes at WVU Parkersburg**

Students should be advised that any course at WVU Parkersburg may require use of a computer, computer labs, email, the Internet, or other digital resources and support software, and these requirements are not necessarily in the course schedule. The primary types of distance learning courses offered are hybrid, online, and face-to-face.

Type of Course	Description
Hybrid	Hybrid or blended classrooms use some version of a course management system application to connect with students online. Through platforms like these, students can access video of lectures, track assignments and progress, interact with professors and peers, and review other supporting materials, like PowerPoint presentations or scholarly articles. There is also a face-to-face component included in this delivery method.
Online	Uses remote electronic delivery for 100% of the course content. No face-to-face class sessions are required during a semester.

### Technology Requirements

All students registering for an online course are responsible for providing their own access to a computer with an Internet connection and any other hardware and software necessary to complete course requirements. Students registering for a hybrid course may need a computer with Internet access and software necessary for course requirements if there is an electronic component. General requirements can be found at [www.wvup.edu/online](http://www.wvup.edu/online) and specific course requirements will be listed in the course schedule or syllabus. Students are encouraged to email the professor listed in the course schedule for specific hardware and software requirements before registering for a hybrid or online course to ensure readiness.

### Accessibility

WVU Parkersburg is committed to creating an accessible academic community. For students with documented disabilities, the college will ensure that equal opportunity to participate in, contribute to and benefit from academic programs at WVU Parkersburg is available. Information for students requesting disability-related accommodations can be found at: [www.wvup.edu/disabilityservices](http://www.wvup.edu/disabilityservices)

## Resources for Distance Learning Courses

### Library Services

A complete list of resources for Off Campus Access can be found at [www.wvup.edu/library](http://www.wvup.edu/library). The following are a few of the Library Services available at a distance:

- Remotely accessible web-based resources for student research, including articles, eBooks and streaming video.
- Research guides and tutorials specific to WVU Parkersburg collections.
- Librarian selected websites that support the college curriculum.
- Reference instruction by email.

To review all the services available at a distance, visit: [www.wvup.edu/library](http://www.wvup.edu/library)

**Student Services**

WVU Parkersburg offers a wide range of online services for students:

- Applications for Admission and Financial Aid
- New Student Orientation Materials
- Orientation to Online Learning
- Course Registration
- Financial Planning and Education
- Tutoring and Student Success
- Career and Counseling Services
- Technical Support.

To review all the services available at a distance, visit: [www.wvup.edu/online](http://www.wvup.edu/online)

## SECTION 9

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# WORKFORCE DEVELOPMENT, CORPORATE TRAINING AND COMMUNITY EDUCATION DIVISION

### **Workforce Development, Corporate Training And Community Education Division**

The Workforce Development, Corporate Training, and Community Education Division (WDCTCE) at West Virginia University of Parkersburg is committed to supporting the college's mission in providing "accessible, life changing educational opportunities in a safe and supportive environment." WDCTCE is a proactive and customer-guided component of the college which supports the personal, professional, technical, economic, and development training needs of our students as individuals, and also of our local businesses and industries. We provide high quality, cost effective programs, seminars, workshops, institutes, courses and consulting services which result in improved performance and outcomes for the participating individuals and corporations.

#### **SHORT TERM PROGRAMS**

Short term programs are developed to meet high demand occupations in our region. We are committed to developing these programs with specific outcomes so that the individual has every opportunity to show the employer they have achieved the skills required for positions available. WDCTCE develops these programs based on input from local business and industry, high demand occupations lists from Workforce West Virginia, and input from our Community & Technical College System. These Non-Credit Certificate Programs are accelerated curriculums designed to provide training in less than 90 days, resulting in certificates of employable skill sets. These programs are delivered in a Non-Credit to Credit format, which allows students to convert their skill-set certificate to college credit. Short term programs are eligible for Workforce, Higher Education Adult Part-time Student (HEAPS) grant funding to assist with payment if individuals qualify. Contact 304-424-8275 for more information.

#### **Skill Set Certificate Programs include:**

Certificate in Certified Nursing Assistant  
Certificate in Dental Assistant  
Certificate in IV Therapy

Certificate in Medial Office Technology  
Certificate in Phlebotomy  
Certificate in Real Estate Pre-Licensure  
Certificate in Bookkeeping  
Certificate in Downhill Welding  
Certificate in Aluminum Welding

In addition to completing the WDCTCE program application, students requesting admission to some programs may have to meet additional program specific requirements such as drug screening and background check. Course availability and program dates may vary from the academic program schedule. Students are strongly encouraged to contact us for questions regarding the application process or specific program requirements. Questions can be directed to the WDCTCE Division at 304.424.8271. In addition, information about the latest program offerings can be found on the college website at <http://www.wvup.edu/workforce-community>.

### **Certified Nursing Assistant Non-credit Certificate**

This 120 hour certificate course onto the nursing career ladder is designed to meet the WV State Requirements to prepare a nursing assistant to work in a long-term care facility and sit for the State's certification examination to be a Certified Nursing Assistant. Additional hours have been incorporated to train students to work in any health care facility as a nursing assistant (hospital, home health, assisted living). Areas of study include medical ethics, infection control, communication, resident's rights, vital signs, activities of daily living, restorative care, death and dying, and the aging process. **This course includes 64 hours of classroom instruction, and 56 hours of clinical instruction at an approved facility.**

#### **Course Learning Outcomes:**

1. Incorporate a strong sense of medical and personal ethics in relation to their job performance and their working relationships in the health care setting.
2. Utilize effective communication techniques that enhance interpersonal relationships in the individual, family, community and health care team in promoting patient care.
3. Incorporate professional standards into the care of a patient by developing good working relationships with their peers, instructors, clinical personnel, and patients.
4. Apply the knowledge to safely perform the skills required of a C.N.A.

**Topics to be Studied:**

1. Orientation to the role of a nursing assistant
2. Understanding self and others
3. Abuse issues
4. The working environment
5. Basic personal skills
6. Understanding special needs of the elderly
7. Basic restorative skills
8. Communicable diseases
9. Death and dying
10. Orientation to the clinical facility.

**Program Outcomes:**

Communicates clearly and effectively in various contexts and with various constituents/audiences.

Employs higher order thinking skills in situations that demand quantitative literacy.

Possesses appropriate competencies in Scientific Inquiry.

Illustrates knowledge and understanding of historical and diverse perspectives.

Expresses, develops, promotes and values aesthetic awareness.

**Additional Requirements:**

1. Current immunizations
2. Criminal background check\*
3. Scrubs
4. Clean, closed toe shoes
5. Parking permit

\*A national background check is required, which you may obtain by visiting S.W. Resources, located on 1007 Mary Street, off of 7<sup>th</sup> Street, Parkersburg, WV, 304-428-6344.

**Certificate in Dental Assistant**

This 90 hour program familiarizes the student with all areas of the pre-clinical dental assisting procedure and includes hands on clinical practice to become skilled professionals, functioning as an assistant to the dental practice team. This program also prepares students to sit for certain Dental Assisting National Board (DANB) certification exams including the DANB-Radiation Health & Safety (RHS) exam and the DANB-Infection Control Exam (ICE).



**Course Learning Outcomes:**

1. Incorporate a strong sense of medical and personal ethics in relation to their job performance and their working relationships in the Dental care setting.
2. Utilize effective communication techniques that enhance interpersonal relationships in the individual, family, and community.
3. Incorporate professional standards into the care of a patient by developing good working relationships with their peers, instructors, clinical personnel, and patients.
4. Apply the knowledge to safely perform the skills required of a Dental Assistant.

**Topics to be Studied:**

1. The history of dentistry and dental assisting
2. Introduction to the dental anatomy
3. Dental operator
4. Dental equipment
5. Introduction to tooth structure
6. Primary and permanent teeth
7. The oral cavity and related structures
8. Proper patient positioning
9. Dental hand-pieces; sterilization; and other areas

**Additional Requirements:**

1. Current immunizations
2. Criminal background check\*
3. Scrubs
4. Parking permit

\*A national background check is required, which you may obtain by visiting S.W. Resources, located on 1007 Mary Street, off of 7<sup>th</sup> Street, Parkersburg, WV, 304-428-6344.

## **Certificate in IV Therapy**

This 16 hour program provides introductory knowledge of Intravenous Therapy, including roles and responsibilities of IV therapist, along with legal and ethical issues. This course can also be used to strengthen skills for nursing or CNA participants.

### **Course Learning Outcomes:**

1. Demonstrate the ability to recognize and understand complications associated with IV therapy.
2. Demonstrate Universal Precautions
3. Demonstrate the roles and responsibilities in IV Therapy Administration

### **Topics to be Studied:**

1. History of Intravenous Therapy
2. Risk Management and Patient Care with Infusion Therapy
3. Circulatory System
4. Veins used in IV Therapy
5. The Lymphatic System
6. Blood: its components and functions
7. Proper Hygiene/Disinfection
8. OSHA
9. Methods of administering IV medications
10. Calculating IV flow rate/infusion times
11. Calculating amount of drug in a solution

### **Additional Requirements:**

1. A national background check is required, which you may obtain by visiting S.W. Resources, located on 1007 Mary Street, off of 7<sup>th</sup> Street, Parkersburg, WV, 304-428-6344.
2. Parking permit

## **Certificate in Medical Office Technology**

This 180 hour program prepares students for a career in the medical field, providing knowledge of medical terminology, medical billing procedures, and medical coding procedures used in the medical profession and medical insurance operations. This program also prepares students to sit for the CCA Medical Coding Examination.

Pre-requisites: None

### **Course Learning Outcomes:**

1. Demonstrates the ability to analyze, define, spell, and memorize medical word parts and meanings.

2. Demonstrates the ability to input patient information, schedule patient appointments, post accounts receivable, edit data, create reports and lists, and process medical billing.
3. Demonstrates the ability to identify placement of CPT codes on CMS-1500 insurance forms.
4. Demonstrates the ability to recognize the symbols, list the major sections and interpret information in section Guidelines and Notes in the CPT manual.
5. Demonstrates the ability to apply modifiers and determine when to assign unlisted and Category III codes.

**Topics to be studied:**

1. Working knowledge of the spelling, pronunciation, and meaning of terms commonly used in the medical field.
2. Working knowledge of medical billing procedures used in the medical field and in medical insurance operations.
3. Working knowledge of Medical Coding procedures used in the medical field and in medical insurance operations.

**Additional Requirements:**

1. Computer and internet access
2. Parking permit

## **Certificate in Phlebotomy**

This 135 hour course prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. This course can stand alone to achieve employment or be converted to credit hours as a stepping stone to a degree certificate. (This course is also offered at our JCC Campus.)

Pre-requisites: None

**Course Learning Outcomes:**

1. Demonstrates the ability to collect blood specimens from clients by venipuncture and micro-collection; for the purpose of laboratory analysis.
2. Develop comprehensive skills to perform venipuncture's completely and safely.

**Topics to be Studied:**

1. Anatomy and physiology of the circulatory system
2. Medical terminology and laboratory theory
3. Laboratory law, ethics and regulatory issues
4. Specimen documentation and transportation, non-blood specimen collection

5. Pediatric & geriatric blood collection quality, competency and performance assessment
6. Phlebotomy theory / simulated lab arterial, intravenous (IV) & special collections procedures
7. Specimen collection, processing and handling
8. Laboratory operations (e.g. safety, quality control, cells, lab safety, anatomy of the arm, using a tourniquet)
9. Blood collection systems, review of medical asepsis and hand washing blood and blood composition, blood tubes, coagulation, venipuncture
10. Protocols, working with a training arm anatomy of hand, leg & foot – arteries and vein heel puncture, protocol, practice, syringe draws, blood banks and blood typing, lab departments and personnel universal precautions – safety protocols, infection control respiratory, pneumonia & TB isolation protocol, live venipuncture's and skin punctures, syringe practice CBC/DIFF, hematological lab tests, disease and disorders, order of draw training arm practice and other clinical lab exercises

**Additional Requirements:**

1. Current immunizations
2. Criminal background check\*
3. Scrubs
4. Clean, closed toe shoes
5. Parking permit

\*A national background check is required, which you may obtain by visiting S.W. Resources, located on 1007 Mary Street, off of 7<sup>th</sup> Street, Parkersburg, WV, 304-428-6344.

**Certificate in Real Estate Pre-Licensure**

This 120 hour course is accredited by both the West Virginia Real Estate Commission and the Ohio Division of Real Estate. Course work includes Real Estate Finance, Appraisal, Principles and Practices and Real Estate Law. Upon successful completion of the WV State Sales Agent exam, students will be qualified to sell real estate in West Virginia, and also have the option of taking the Ohio State Real Estate exam.

**Course Learning Outcomes:**

1. Identify the various careers available in real estate and professional organizations that support them;
2. Describe the five categories of real property;
3. Explain the operation of supply and demand in the real estate market;
4. Distinguish the economic, political, and social factors that influence supply and demand;

5. Define the following key terms: broker, licensee, market, salesperson, and supply and demand.

**Topics to be Studied:**

1. The Real Estate Business
2. Real Property and the Law
3. Concepts of Home Ownership
4. Real Estate Brokerage
5. Listing Agreements and Buyer Representation
6. Interests in Real Estate
7. Forms of Real Estate Ownership
8. Legal Descriptions
9. Real Estate Taxes and Liens
10. Real Estate Contracts
11. Transfer of Title
12. Title Records
13. Real Estate Financing and Principles
14. Leases
15. Property Management
16. Real Estate Appraisal
17. Land Use Controls and Property Development
18. Fair Housing and Ethical Practices
19. Environmental Issues
20. Closing the Real Estate Transaction
21. Real Estate Investment
22. Web Links for State Statutes

**Additional Requirements:**

1. A national background check is required, which you may obtain by visiting S.W. Resources, located on 1007 Mary Street, off of 7<sup>th</sup> Street, Parkersburg, WV, 304-428-6344.
2. Parking permit

**Certified Bookkeeper**

This 120 hour program familiarizes students of all key functions of the adjusted trial balance procedure including basic payroll, depreciation, inventory, internal controls and fraud prevention. Certification ensures an employer that you have the proven skills and knowledge to entrust their most important assets.

**Course Learning Outcomes:**

1. Identify the various careers available for bookkeepers in multiple professional organizations.

2. Determine the difference between cash basis and accrual basis accounting.
3. Demonstrate the ability to master adjusting entries.
4. Correction of accounting errors.
5. Mastering payroll.

**Topics to be Studied:**

1. Accruals and Deferrals
2. Accrued Revenue
3. Accrued Expenses
4. Unearned Revenue
5. Differed Expenses
6. Bad Debt
7. Depreciation
8. The Trial Balance
9. Closing Entries
10. Error Correction
11. Payroll
12. Inventory
13. Check and Credit card Fraud
14. Vendor Cheating
15. Con Schemes and Scams
16. Internal Controls
17. Fraud Prevention

**Additional Requirements:**

To become a Certified Bookkeeper you must meet 3 requirements;

1. Pass the four-part national certification examination
2. Sign a code of ethics
3. Submit evidence of at least 2 years full time bookkeeping experience or 3,000 hours part-time or freelance experience before or after you take the national exam. You have 3 years from the date that you pass the last exam taken to fulfill this requirement.

## **Certificate in Downhill Welding**

This 18 hour certification is only offered in this region at West Virginia University at Parkersburg. Upon completion you will receive a certificate from WV State Downhill Pipe Welding with API 1104 recognition. To enter this program, you must be stick weld proficient; have completed a welding program or have three years welding experience. Current WVU Parkersburg welding students enrolled in last semester of A.A.S. program with WV state certification are also accepted.

## **Certificate in Aluminum Welding**

This 30 hour course provides hands on welding experience to meet employer skill demand. On successful completion students will be trained in welding safety, equipment set up, stringer welds, and horizontal, vertical up and down, and overhead aluminum welds.

### **Course Learning Outcomes:**

1. Aluminum Welding Safety
2. Equipment Set Up
3. Stringer Welds
4. Step Welding in all positions: horizontal, vertical up and down, overhead

### **Topics to be Covered:**

1. Identify common hazards in aluminum welding.
2. Identify proper personal protection needed.
3. Describe how to avoid fumes.
4. Explain safety handling and storage of cylinders.
5. Explain how to avoid electric shock.
6. Identify shielding gases used for aluminum welding.
7. Learn proper step pattern used in testing in all T-Joint positions.

## **CORPORATE TRAINING**

WDCTCE Corporate Trainings are offered on an on-going basis, and also individually developed to meet a corporation's specific needs in any area. To request development of an additional training not listed, contact 304.424.8355.

### **Corporate Training on-going Safety schedule includes:**

HAZWOPER and HAZWOPER Refresher  
OSHA 10 for Construction  
OSHA 10 for Industry  
OSHA 30 for Construction  
OSHA 20 for Industry  
AWARE/Safeland

### **HAZWOPER**

HAZWOPER 40 is required for workers that perform activities that expose, or potentially expose, them to hazardous substances. This course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. Topics include protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment and OSHA regulations. This course covers topics included in 29 CFR 1910.120. 40 contact hours. This includes classroom (off site) training only. Successful completion will result in the issuance of a photo certification card.

### **HAZWOPER Refresher**

HAZWOPER Refresher is required annually for workers that perform activities that expose, or potentially expose, them to hazardous substances. This course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. 8 contact hours. Successful completion will result in the issuance of a photo certification card.

### **OSHA 10 for Construction**

The 10-hour Construction Outreach Training Program is intended to provide entry level construction workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may



encounter at a construction site. 10 contact hours. Successful completion will result in the issuance of an OSHA 10 card

### **OSHA 10 for Industry**

The 10-hour General Industry Outreach Training Program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter. Training emphasizes hazard identification, avoidance, control and prevention. 10 contact hours. Successful completion will result in the issuance of an OSHA 10 card.

### **OSHA 30 for Construction**

The 30-hour Construction Outreach Training Program is intended to provide a variety of training to workers with some safety responsibility. Training emphasizes hazard identification, avoidance, control and prevention. 30 contact hours. Successful completion will result in the issuance of an OSHA 30 hour card.

### **OSHA 30 for Industry**

The 30-hour General Industry Outreach Training Program is intended to provide a variety of training to workers with some safety responsibility. Training should emphasize hazard identification, avoidance, control and prevention. 30 contact hours. Successful completion will result in the issuance of an OSHA 30 hour card.

### **AWARE/Safeland**

This course is designed to educate employers and employees on the recognition, avoidance, and prevention of hazards specific to the Oil and Gas industry. Using a picture-based curriculum, AWARE, proves to relate safety hazards in a practical and clear manner for employees. This orientation course is delivered in 13 modules, with a minimum of 8 contact hours. This program is accredited by the IADC RigPass Program and meets SafeLandUSA endorsement criteria, with a certified RigPass Instructor.

## COMMUNITY EDUCATION

WDCTCE Community Education Programs are designed for life enrichment. The varieties of personal offerings enhance job skills, provide recreational opportunity, or provide applicable life skills for everyday use. Our offerings are often changing, so please visit our website at [www.wvup.edu/workforce-community/](http://www.wvup.edu/workforce-community/) or call 304.424.8271 for more information.

### **WDCTCE Community Education programs include:**

Apple IOS  
Basic Computer for Senior Citizens  
Boating Safety  
De-stressed to be Your Best  
Excel 2013  
Genealogy  
Smart Phone

### **Apple IOS**

The objective of this course is to acquaint users with the basic operations of the iPad and the iPhone, including functions of applications, connectivity, care and downloading applications. Participants will become familiar with the basic functions, customizing order of applications, creating folders, preserving battery life and creating secure passcodes.

### **Boating Safety**

In one day, participants will learn how to be safe on the water in various watercraft, including safety guidelines and equipment, basic knot tying, traffic laws of the waterways, navigational lights and sound signals, WV licensing and operational laws, boating emergencies, and responsibilities of boat owners. This class could help with insurance discounts. WV Be safe on the water boater education is required for all persons born after December 31, 1986 to operate powered water craft on West Virginia waters. Most insurance companies will reduce boat insurance by 10-15% annually with successful completion of this course.

### **De-stressed to be Your Best**

In this course we will provide the materials you need to begin your journey into a world of relaxation. Studies prove the effectiveness of art therapy in reducing stress, and coloring offers some similar benefits, producing satisfaction of seeing your thoughts and efforts create a tangible work of art. (This course is also offered at our JCC Campus.)

## **Excel 2013**

Excel Courses are offered in three skill levels of Beginner, Intermediate, and Advanced. Participants can take one level, or all three. The course series starts with basic skills to familiarize students with the spreadsheet components and how to manipulate and edit cells, columns, rows, and text and complete a functional record of data. As the level of Excel class advances, a student will learn more in depth worksheet manipulation, formula writing, functions, calculations, and aesthetic enhancements such as charts and graphs.

## **Basic Computer Skills for Seniors**

For senior citizens, learning computers is not only for accessing information, it is a tool for keeping in touch with friends and family.

- Use a mouse to point, click and double-click
- Keyboard and typing tips
- Opening and closing software files
- Accessing the internet
- Locating a saved file, saving files and creating folders
- How to copy and paste files or text

## **Genealogy**

This course is instructed by a professional historian and genealogist from the Mid-Ohio Valley area of West Virginia. By the end of the course, the successful student will be able to:

- Access, evaluate, and use primary record sources for family and local history research in the United States and gain an awareness of accessing records outside the United States
- Use pedigree charts and family group sheets to document their own family record using primary and public record sources
- Understand how the historical record, migration patterns, and major events shape the search for family history
- Write a genealogical proof sheet to document their proof on at least one ancestor in their tree and source it properly
- Be familiar with the digital media and storage options available to today's genealogical community

## **Smart Phone for Seniors**

If you're new to cell or smartphones, this hands-on class walks you through everything you need to know to get started.

- Phone Set up
- Navigating screens
- Settings
- Contacts
- Text messaging
- Increase battery life

- And much more

### **ACT Test Prep Training**

ACT review classes are being offered. Topics include English, Math, Reading, and Science. The most current version of “Cracking the ACT Exam” book published by the Princeton Review, sample test questions, and test-taking techniques are covered. All public and private school juniors and seniors are welcome to enroll in the class.

# SECTION 10

## COURSE DESCRIPTIONS

The following pages contain brief descriptions of all courses currently offered by West Virginia University at Parkersburg. Course numbering helps to identify courses into one of the following categories:

**Numbers 100 - 199**      **Freshman level courses.**

**Numbers 200 - 299**      **Sophomore level courses.**  
Most courses in this group have Pre-requisites and should normally not be taken by entering students.

**Numbers 300 - 499**      **Junior and Senior level courses.**  
Applicable to baccalaureate degrees.

In addition to the listed offering of courses by subject matter areas, each Department or Division is authorized to offer the following courses:

293*	Cooperative Work Experience	1-8 hours
393*	Cooperative Work Experience	1-12 hours
197	Special Topics	1-6 hours
297	Special Topics	1-6 hours
397	Special Topics	1-6 hours
497	Special Topics	1-6 hours
299	Independent Study	1-6 hours
399	Independent Study	1-6 hours
499	Independent Study	1-6 hours

\*The division chairperson must approve all cooperative work experience placements.

### TRANSFER OF COURSES

Many of the courses described are designed for transfer to other colleges and universities to meet specific requirements for a bachelor's degree. Other courses, however, are not so designed.

Students who seek to transfer credit to another institution are cautioned to work closely with their academic advisors or to follow carefully the catalog requirements set forth by the institution to which they plan to transfer. Caution: In all matters relating to transfer of credit, students must recognize two levels of transfer:

**First, general transfer.** This means simply that the receiving college will note on the student's transcript that a course was taken at WVU Parkersburg and yielded a given amount of credit. The credit may or may not apply to a degree at the receiving institution.

**Second, transfer and apply to degree.** This means that the course taken at WVU Parkersburg will appear on the student's transcript at the receiving institution and that the credit earned will apply toward the degree that the student seeks at the receiving institution.

In case of any questions regarding transfer of credit, students should consult with an Academic Advisor, a Counselor, the Registrar, or the Senior Vice President of Academic Affairs.

All courses are, regardless of pre-requisites, subject to instructor's consent.

## **ACCOUNTING (ACCT)**

### **ACCT 123. OFFICE ACCOUNTING.**

**3 Hrs.**

Fundamentals of accounting and the accounting cycle for both service and merchandise businesses. Special emphasis is put on payroll procedures, cash accounting, and accounts payable and accounts receivable record keeping. This course is not available for students working toward the BSBA degree. It is particularly suited for students in the two-year AAS in Business Technology. Offered on demand.

### **ACCT 201. PRINCIPLES OF ACCOUNTING I.**

**3 Hrs.**

Covers the fundamentals of accounting; the accounting cycle; journals and ledgers; working papers; financial statements; types of accounts; analysis of financial statements; fundamentals of budgeting; and an introduction to internal controls. (Pre-requisite: Placement test) [Common Professional Component Course]

### **ACCT 202. PRINCIPLES OF ACCOUNTING II.**

**3 Hrs.**

Continuation of ACCT 201. Introduction to Partnership accounting procedures; Corporation accounting procedures; bond accounting; capital stock accounts; asset accounting procedures; introduction to manufacturing accounting. (Pre-requisite: ACCT 201) [Common Professional Component Course]

### **ACCT 310. ACCOUNTING INFORMATION SYSTEMS.**

**3 Hrs.**

This course is an examination of accounting information systems within a context of computerized technology. The course focuses on accounting terms, concepts, and technology found within the accounting information systems environment; accounting cycles and control of accounting information systems; theory and practices relating to systems development; and reporting practices related to

accounting information systems. (Pre-requisite: ACCT 201)

**ACCT 311. INTERMEDIATE ACCOUNTING I.**

**3 Hrs.**

Analysis of accounting principles and procedures at the intermediate level. Addresses the theory and practices of accounting that are tested at the CPA level. Asset valuation, continued study of liabilities, and income determination are several topics covered. (Pre-requisites: B or higher in ACCT 201 and 202, and MATH 126)

**ACCT 312. INTERMEDIATE ACCOUNTING II.**

**3 Hrs.**

Continuation of ACCT 311. Topics covered include noncurrent assets, equity, flow of funds and ratio analysis. (Pre-requisite: ACCT 311)

**ACCT 331. MANAGERIAL ACCOUNTING.**

**3 Hrs.**

Accounting and budgeting techniques for management planning and control. The use of accounting data in management decision making. (Pre-requisites: ACCT 202 and MATH 126)

**ACCT 353. FEDERAL INCOME TAX ACCOUNTING I.**

**3 Hrs.**

Tax theory and practice with special emphasis on individual income taxation; the federal tax code and regulations; and, federal tax forms.

**ACCT 354. FEDERAL INCOME TAX ACCOUNTING II.**

**3 Hrs.**

This course focuses on income taxation of corporations, estates, trusts, and partnerships. Tax considerations in establishing business organizations, reorganizations, and liquidations. (Pre-requisites: ACCT 202)

**ACCT 360. FRAUD EXAMINATION.**

**3 Hrs.**

Delve into the world of white-collar crime and forensic accounting. Study methods of detection, prevention, and investigation.

**ACCT 401. ADVANCED ACCOUNTING.**

**3 Hrs.**

Accounting practices and procedures for business combinations and consolidations, and introduction to not-for-profit accounting theories, and advanced partnership accounting theories. (Pre-requisites: ACCT 312)

**ACCT 405. AUDITING.**

**3 Hrs.**

Study of auditing theory and practice, generally accepted auditing standards, the audit plan, internal control evaluation, statistical sampling and testing procedures; and auditor's reports. (Pre-requisites: ACCT 312)

**ACCT 410. GOVERNMENT/NOTFORPROFIT ACCOUNTING.**

**3 Hrs.**

Covers the techniques and principles of fund accounting as generally encountered in government agencies, charities, and other not for profit organizations. (Pre-requisite: ACCT 312)

**ACCT 432. COST ACCOUNTING.****3 Hrs.**

Determination of costs in manufacturing entities; interpretation of cost data; study of job order costs, process costs, and standard costs. (Pre-requisites: ACCT 202 and MATH 126, and Admission to BSBA or BASBA Program)

**APPLIED TECHNOLOGY/PROCESS TECHNOLOGY (ATPT)**

*Course descriptions are provided under **Process Technology**.*

**ART****ART 101. ART APPRECIATION.****3 Hrs.**

Visual arts and artists, periods, societies, cultures; design and composition; media, materials, and techniques.

**ART 105. SURVEY OF ART HISTORY 1.****3 Hrs.**

History of painting, sculpture, architecture, and minor arts of the Western world from prehistory to Renaissance; the relationship between art, artists (artisans, craftsmen) and developing society in Western civilization.

**ART 106. SURVEY OF ART HISTORY 2.****3 Hrs.**

Continuation of ART 105. History of painting, sculpture, architecture, and minor arts of Western civilization from Renaissance to Twentieth Century. (Pre-requisite: ART 105)

**ART 111. DRAWING 1.****3 Hrs.**

This course provides the foundation for observational drawing and the basic elements of art and design. Emphasis will be placed on value, form, line, composition and perspective. Various black and white media and techniques will be introduced.

**ART 112. DRAWING 2.****3 Hrs.**

Continuation of ART 111 stressing expressive drawing in both color and black and white media. (6 studio hours per week) (Pre-requisite: ART 111)

**ART 121. FUNDAMENTALS OF TWO DIMENSIONAL DESIGN.****3 Hrs.**

Manipulation of picture plane; abstract elements of line, shape, form, texture, value, space, and color. (6 studio hours per week) On demand.

**ART 122. FUNDAMENTALS OF THREE DIMENSIONAL DESIGN.****3 Hrs.**

Continuation of ART 121, introducing three dimensional arts concerns using wire, plaster, wood, clay, cardboard and metals to investigate functional and sculptural problems. (Pre-requisite: ART 121)

**ART 162. WATERCOLOR.****3 Hrs.**



Introduction to materials and techniques used in watercolor; composition, color theory, and personal expression. (6 studio hours per week) (Pre-requisite: ART 111 or ART 121)

**ART 213. PAINTING 1.**

**3 Hrs.**

Procedures, techniques, and concepts of painting and color theory; use of oils or acrylics. (6 studio hours per week) (Pre-requisite: ART 111 or ART 121)

**ART 214. PAINTING 2.**

**3 Hrs.**

Continuation of painting. Building increased skill in technical and personal expression using either oils or acrylics. (6 studio hours per week) (Pre-requisite: ART 213)

**ART 221. ADVANCED DRAWING.**

**3 Hrs.**

Continuation of ART 112; emphasis on in depth exploration of media, and personal expression. (6 studio hours per week) (Pre-requisite: ART 112, ART 121)

**ART 225. LIFE DRAWING.**

**3 Hrs.**

Human anatomy, foreshortening, light and shading, form and expression. (6 studio hours per week) (Pre-requisite: ART 111, ART 121) On demand.

**ART 230. PRINTMAKING 1.**

**3 Hrs.**

Introductory printmaking using planographic, relief, stencil, and intaglio to execute original prints; print and paper aesthetics; printmaking ethics. (6 studio hours per week.) (Pre-requisite: ART 111, ART 121) On demand.

**ART 231. PRINTMAKING 2.**

**3 Hrs.**

Continuation of ART 230. Exploration, craftsmanship and personal expression in one of four print media. (6 studio hours per week) (Pre-requisite: ART 230 ) On demand

**ART 240. CERAMICS 1.**

**3 Hrs.**

Techniques of hand building, clay and glaze formulation, gas and electric kiln use; introduction to throwing on potter's wheel. (6 studio hours per week)

**ART 241. CERAMICS 2.**

**1-3Hrs.**

Continuation of ART 240. Development of personal aesthetics; acquisition of throwing skills for functional and sculptural purposes. Gas and electric kiln use, glaze chemistry. (6 studio hours per week) (Pre-requisite: ART 240) On Demand

**ART 242. WOODCARVING.**

**3 Hrs.**

Sculpturing in wood; direct carving, assemblage, lamination, wood bending, joints, and finishes. (6 studio hours per week) (Pre-requisite: ART 240)

**ART 243. BRONZE CASTING.****3 Hrs.**

Casting bronze statuary using lost wax process. Introduction to ceramic molding techniques.

(6 studio hours per week) (Pre-requisite: ART 240)

**ART 244. MODELING AND CASTING.****3 Hrs.**

Modeling and casting the human form in clay, plaster, wax, and metals.

(6 studio hours per week) (Pre-requisite: ART 240, ART 121)

**ART 245. BRONZE CASTING 2.****3 Hrs.**

This course is a continuation of ART 243 and will aid the student in more proficient creating of cast bronze sculpture through a better understanding of the processes and techniques used.

**ART 251. ART WELDING****3 Hrs.**

Students will learn basic welding and cutting techniques in the creation of welded steel sculptures using stock steel and found steel objects.

**ART 314. ADVANCED PAINTING.****3 Hrs.**

This course builds on the skills and techniques developed in Painting 2.

Emphasis will be placed on the creation of a body of work through exploration, contemporary media, and an individual voice. (Pre-requisites: Art 111, Art 214)

**ART 315. ART SKILLS AND INSTRUCTIONAL STRATEGIES K-6.****3 Hrs.**

Provides experience in two and three-dimensional media employed in public school (K6), and background in Discipline-Based Art Education (curriculum content, visual learning development, art classroom management, evaluation procedures, and art education philosophy). (Pre-requisites: Admission to Teacher Education and ART 101)

**ART 340. ADVANCED CERAMICS.****3 Hrs.**

This course is a continuation of Ceramics 2, where students will refine and increase their skills in throwing functional pottery, glazing their wares, and firing both the electric and gas kilns as well as increase their sensitivity to design elements as they relate to ceramics.

**ART 343. ADVANCED BRONZE CASTING.****3 Hrs.**

This course is a continuation of Bronze Casting 2. Students will use skills learned in previous semesters to create well-crafted finished bronze sculptures.

**ART 351. FOUND OBJECT WELDED SCULPTURE.****3 Hrs.**

This course is a continuation of ART 251 Art Welding. Students will use steel found objects to fabricate free standing sculptures using a flux core MIG welder.

**ART 360. CONTEMPORARY ART HISTORY.****3 Hrs.**

This course explores the various artistic movements from 1945 to the present. Emphasis will be placed on critical theory, historical context, and familiarity with images and artists.

**ASTRONOMY (ASTR)****ASTR 106. INTRODUCTION TO ASTRONOMY.****4 Hrs.**

Introduction to the study of the Universe, including the latest theories on the origin of the Universe, the solar system and the Earth. Covered will be the origin of galaxies, stars, planets, asteroids, meteoroids, comets, etc., stressing modern techniques of gathering information about the Universe. The lab portion of the course will include observations of the sky, use of telescopes, and use of the celestial sphere and star charts. May also include planetarium visits and other astronomy related field trips. (3 lecture hours and 2 lab hours per week)

**BIOLOGY (BIOL)****BIOL 101. GENERAL BIOLOGY 1.****3 Hrs.**

An introduction to biological principles including the chemistry, structure, and energetics of the cell (photosynthesis and respiration); membrane transport; molecular biology (RNA and DNA), cell reproduction (mitosis and meiosis); molecular genetics to include Mendelian and human genetics; evolution (natural selection and population genetics); and ecology (biodiversity, communities, and populations of living organisms.) (3 lecture hours and 2 lab hours per week.) (Co-requisite: BIOL 103)

**BIOL 102. GENERAL BIOLOGY 2.****3 Hrs.**

An application of basic biological principles to plant and animal organisms. Plant evolution and taxonomy, structure, transport, reproduction, growth and development are included. Animal evolution and taxonomy, organ systems and homeostasis, and reproduction complete the course. (3 lecture hours and 2 lab hours per week.) (Co-requisite: BIOL 104) (Pre-requisite: BIOL 101)

**BIOL 103. GENERAL BIOLOGY 1 LAB.****1 Hr.**

Introductory exercises & experiments in general biology to include microscopy & cell structure, organic compounds, osmosis & diffusion, photosynthesis, cell respiration, hydrolysis of carbohydrates, cell reproduction & genetics. (2 hrs. per week) (Co-requisite: BIOL 101)

**BIOL 104. GENERAL BIOLOGY 2 LAB.****1 Hr.**

Laboratory studies in general biology that includes evolution & systematics, a survey of organism diversity, and basic plant & animal anatomy. (2 hrs. per week) (Co-requisite: BIOL 102)

**BIOL 107. ANATOMY AND PHYSIOLOGY 1.****4 Hrs.**

An introduction to normal structure and function of the human body. The course covers principles of the chemistry compounds (biochemistry), cellular, tissue and organs of the body. Four systems are studied for gross and microscopic anatomy and normal functioning; these are integumentary, skeletal, muscular, and nervous systems. The lab work emphasizes microscopic work on cells and tissues, study of bones and muscles, and dissections of brain and eyeball. (3 lecture hours, 2 lab hours per week)

**BIOL 108. ANATOMY AND PHYSIOLOGY 2.****4 Hrs.**

Continuation of Biology 107. This class includes study of the respiratory, circulatory (blood, heart, vessels) lymphatic, urinary, digestive, endocrine and reproductive systems. Normal anatomy and physiology is emphasized, but some pathology is included. Lab work includes dissection of the body systems, plus selected physiology experiments in respiratory volumes, blood and blood genetics, urinalysis, and digestion rates. Critical thinking is developed using clinical examples. The students do research as group projects, such as nutrition, development of science events for teens, or clinical interviews. (3 lecture hours, 2 lab hours per week) (Pre-requisite: BIOL 107 or BIOL 101)

**BIOL 109. ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH.****4 Hrs.**

This class is a survey class in human anatomy and physiology for those students entering the Allied Health areas. The course is for students in Surgical Technology, Pharmacy Technology, and Paramedic Sciences. The course will have special emphasis on problems requiring surgery, emergency treatments, and drug interventions. Prevention of disease is discussed and the pathology associated with normal aging and common problems for each system. All systems of the body will be discussed.

**BIOL 109L. ANATOMY & PHYSIOLOGY FOR ALLIED HEALTH LAB.****1 Hrs.**

The lab portion of this course is required in the Surgical Technology and Paramedic Sciences areas. Labs include dissections of all systems, microscopic work on cells and tissues, and identification of muscles and bones with related connective tendons. Some physiology work in the respiratory volumes, blood typing, and urine analysis are also included. (2 lab hours per week)

**BIOL 110. INTRO TO MICROBIOLOGY FOR SURGICAL TECH.****3 Hrs.**

Overview of the structure, physiology and human health implications of microorganisms in relation to human health and disease will be presented. Topics include the relationship between pathogens and the body's defense system, structure and function of cells, process of infection and the immunologic defense mechanisms, and principles of sanitation, sterilization and disinfection. Laboratory sessions will include growth and identification of various pathogens as well as methods to control their spread. (2 lecture hours; 2 laboratory hours per week) (Pre-requisite: BIOL 109, ST 101, ST 114) Does not meet biology

requirement for Nursing.

### **BIOL 115. PRINCIPLES OF BIOLOGY.**

**4 Hrs.**

An introductory biology course that presents basic principles of modern biology. In combination with the accompanying laboratory (BIOL 115L), the course represents the first in an integrated sequence required of biology major transfer students; students who elect biology as a minor in the Multidisciplinary studies BA degree program; or to fulfill the general education requirement in science. Students must register for both a lecture section and a laboratory section. (3 lecture hours, 2 lab hours per week) F (Pre or Co-requisite: Chemistry 115)

### **BIOL 117. INTRODUCTORY PHYSIOLOGY**

**4 Hrs.**

A continuation of Biology 115 the course focuses on the structure, function, and diversity of reproductive, developmental, functional, and integrative mechanisms in plants and animals. In combination with the accompanying laboratory (BIOL 117L), the course represents the second in an integrated sequence required of biology major transfer students; students who elect biology as a minor in the Multidisciplinary studies BA degree program; or to fulfill the general education requirement in science. Students must register for both a lecture section and a laboratory section. (3 lecture hours, 2 lab hours per week) S (Pre-requisite: Biology 115; Chemistry 115; Pre or Co-requisite: Chemistry 116)

### **BIOL 171. NUTRITION AND HEALTH.**

**3 Hrs.**

This course will cover basic nutrients needed for human health; nutritional changes and adaptations during various stages of the life cycle will be discussed. Some consideration will be included regarding nutrition for common disorders such as excess weight, athletic training and diseases such as hypertension and diabetes. (3 lecture hours per week)

### **BIOL 200. MICROBIOLOGY.**

**3 Hrs.**

Designed for students requiring a basic medical microbiology course to meet program requirements or as a science elective. Topics include types of microorganisms, microbial growth and metabolism, control of microbial populations, microbial resistance and principles of infection and immunity. (3 lecture hours and 2 lab hours per week) (Pre-requisites: BIOL 107 and 108; or BIOL 101/103 and 102/104)

### **BIOL 201. MICROBIOLOGY LABORATORY.**

**1 Hr.**

Biology 201 is designed to accompany Biology 200 (Microbiology) lecture to practical laboratory experiences for students requiring a basic medical microbiology course to meet program requirements or as a science elective. Topics include staining procedures, observations and study of fixed specimens using the microscope, and culturing and identifying living microorganisms. (2 laboratory hours per week) (Pre-requisites: BIOL 107 and 108; or BIOL 101/103 and 102/104) (Pre-requisite/Co-requisite: BIOL 200) To be offered in Spring Semester only.

**BIOL 211. ZOOLOGY: ANIMALS AS ORGANISMS.****4 Hrs.**

Anatomical and physiological study of invertebrate and vertebrate body systems and processes including taxonomy and evolution. (3 lecture hours and 2 lab hours per week.) (Pre-requisites: BIOL 101/103, 102/104) Offered only In the Fall Semester of odd numbered years.

**BIOL 212. BOTANY: PLANTS AS ORGANISMS.****4 Hrs.**

Development, structure, function, and evolution of vascular and nonvascular plants; physiological and ecological relationships. (3 lecture hours and 2 lab hours per week) (Pre-requisites: BIOL 101/103, 102/104) Offered only In the Fall Semester of even numbered years.

**BIOL 219. THE LIVING CELL.****4 Hrs.**

A more in-depth study of prokaryotic and eukaryotic cells that builds on material covered in Biology 115 and Biology 117. The course represents the third in an integrated sequence required of biology transfer students; students who elect biology as a minor in the Multidisciplinary studies BA degree program; or to fulfill the general education requirement in science. Students must register for both a lecture section and a laboratory section. (3 lecture hours, 2 lab hours per week) F (Pre-requisites: Biology 101/103/102/104 or Biology 115 and Biology 117; Chemistry 115; Chemistry 116; Co-requisites: Biology 219L (laboratory); Chemistry 233; Chemistry 235)

**BIOL 371. PRINCIPLES OF GENETICS.****4 Hrs.**

Introduction to genetics principles, including common terms used in genetics, basic concepts (DNA structure and function, Mendelian genetics, genetics of eukaryotes and procaryotes, recombinant DNA technology) and practical experience in techniques used in genetics research. (3 lecture hours and 3 lab hours per week) (Pre-requisites: BIOL 101/103; BIOL 102/104; CHEM 115 or consent) Offered only In the Fall Semester of even numbered years.

**BIOL 436. GENERAL ANIMAL PHYSIOLOGY.****3 Hrs.**

In-depth current treatment of physiological principles which operate at various levels of biological organization in animals of diverse taxonomic relationships, with emphasis on vertebrate physiology. (3 lecture hours per week) (Pre-requisites: BIOL 101/103; BIOL 102/104) Offered in Spring Semester of odd numbered years

**BIOL 461. PRINCIPLES OF EVOLUTION.****3 Hrs.**

Introduction to biologic evolution, including genetic change, the history and diversity of life, natural selection and other mechanisms of evolution, population studies, speciation, extinction, co-evolution, group behavior, and human evolution. (3 lecture hours per week) (Pre-requisites: BIOL 371 or the following: BIOL 101/103, BIOL 102/104, and consent of instructor) Offered in the Spring

Semester of even numbered years.

## **BUSINESS TECHNOLOGY (BTEC)**

### **BTEC 115. BEGINNING KEYBOARDING.**

**3 Hrs.**

Using Microsoft Word, students are taught keyboard touch control and techniques to build basic speed and accuracy. Emphasis is on formatting e-mails, reports, letters, memos, tables, and other kinds of personal and business communications. (EDGE credit available)

### **BTEC 116. INTERMEDIATE KEYBOARDING.**

**3 Hrs.**

This is a sequel course to BTEC 115. This course uses Microsoft Word and continues the development of basic keyboarding skills. The course focuses on formatting various kinds of business correspondence, reports, tables, electronic forms, and desktop publishing projects from arranged, unarranged, handwritten, and rough-draft sources with an emphasis on speed and accuracy. International formatting, legal, medical, and employment documents are covered. (Pre-requisite: CS 101)

### **BTEC 204. ADVANCED EXCEL.**

**3 Hrs.**

Using Microsoft Excel, students are taught Excel advanced spreadsheet formatting. Topics include advanced formulas and logical functions, mathematical computations, data analysis, lookups, scenarios, goal seek, chart presentations, pivot tables and charts, data imports, exporting, and linking multiple workbooks, with an emphasis on critical thinking, problem solving, and decision making for marketing, finance, accounting, economics, and management. (Pre-requisite: BTEC 275)

### **BTEC 206. ADVANCED ACCESS.**

**3 Hrs.**

Using Microsoft Access, students are taught advanced Access data management to create fields, tables, queries, calculations, charts, forms and reports, data imports, exporting, and relationship databases, with an emphasis on critical thinking, problem solving, and decision making for marketing, finance, accounting, economics, and management. (Pre-requisite: BTEC 275)

### **BTEC 210. COMPUTERIZED ACCOUNTING.**

**3 Hrs.**

This course covers small business accounting using computerized software. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing reports. In addition, setting up a new company is covered as well as advanced topics such as exporting to Excel software, ratios, and using the audit trail with an emphasis on analysis of business transactions and accounting reports. (Pre-requisite: CS 101)

### **BTEC 235. MICROSOFT WORD/WINDOWS.**

**3 Hrs.**

Using Microsoft Word, students are taught how to create and customize

documents; format text and paragraphs; use themes, SmartArt and styles, manipulate text; control pagination; work with visual content; structure and organize content using Quick Parts, tables and lists; calculate with equations; modify tables and charts; insert and format references and captions; merge documents and data sources; compare and merge document versions; insert, modify, and delete comments; prepare documents for sharing, control document security, and create web pages. (Pre-requisite: CS 101)

**BTEC 253. MEDICAL TERMINOLOGY.**

**3 Hrs.**

This course provides an introduction to and working knowledge of the spelling, pronunciation, and meaning of terms commonly used in the medical field.

**BTEC 254. MEDICAL TRANSCRIPTION.**

**3 Hrs.**

This course is designed to prepare students in developing medical transcription skills through a building block format. Students will be exposed to medical reports that are fundamental to ambulatory care, related medical terminology, formatting styles, and specialized rules of grammar and punctuation characteristic to dictated medical reports. Students will apply these principles as they transcribe medical reports relating to outpatient health care. (Pre-requisite: BTEC 253)

**BTEC 255. MEDICAL BILLING.**

**3 Hrs.**

This microcomputer software course provides an introduction and working knowledge of medical billing procedures used in the medical field and in medical insurance operations. (Pre-requisites: BTEC 253 and CS 101)

**BTEC 256. MEDICAL CODING.**

**3 Hrs.**

This course provides an introduction and working knowledge of medical coding procedures used in the medical field and in medical insurance operations. (Pre-requisite: BTEC 253)

**BTEC 265. MULTIMEDIA PRESENTATIONS.**

**3 Hrs.**

This course is designed to provide students with the use of multimedia information and communication capabilities available via the Internet. Students learn how to locate, access, and retrieve a variety of media including text, images, audio, and video, as well as how to develop web resources including social networking. (Pre-requisite: CS 101)

**BTEC 270. INTRODUCTION TO WEB PAGE DESIGN.**

**3 Hrs.**

This course introduces students to the fundamentals of web development with an emphasis on good design practices and effective troubleshooting techniques. Web design software tools are used to create and manage dynamic web sites. Topics include formatting text with CSS, working with images, hyperlinks, using tables and forms, creating web page layouts, publishing a web site and social networking tools. (Pre-requisite: CS 101)



### **BTEC 275. ADVANCED MICROCOMPUTER APPLICATIONS FOR BUSINESS.**

**3 Hrs.**

This course is an advanced integration of Microsoft Office 2013 using Excel, Access, Word, PowerPoint, the Internet and social networking with an emphasis on advanced business applications using critical thinking, problem solving, and decision making. [Common Professional Component Course] (Pre-requisite: CS 101)

### **BTEC 295. PROFESSIONAL DEVELOPMENT SEMINAR.**

**3 Hrs.**

This course provides students with an opportunity to explore business procedures and practices used in the 21st century workplace. Topics include international business practices, technology, electronic customer service, conflict resolution, Internet research, personnel training and professional growth, conferences, critical thinking, problem solving, decision making and various business communication competencies with an emphasis on using Microsoft Office. This course is the capstone for the Business Technology (BTEC) AAS degree and requires capstone assessment project and exam. Capstone Course for AAS in Business Technology. Requires departmental assessment project and exam. (Pre-requisite: BTEC 275)

## **CERTIFIED NURSING ASSISTANT (CNA)**

### **CNA 101. CERTIFIED NURSING ASSISTANT.**

**7 Hrs.**

This entry level course onto the nursing career ladder is designed to meet the WV State Requirements to prepare the student to work in a long-term care facility and sit for the State's certification examination to be a Certified Nursing Assistant. Additional hours have been incorporated to train students to work in any health care facility as a nursing assistant (hospital, home health, assisted living). This course includes 52 hours of classroom instruction, 62 hours of clinical instruction at an approved long term care facility, and 36.5 hours of lab skills practice.

## **CHEMICAL TECH (CTEC)**

### **CTEC 211. SPECIAL TOPICS IN ANALYTIC CHEMISTRY.**

**4 Hrs.**

Includes a study of the gravimetric and volumetric methods of analysis. Laboratory experiments are designed to illustrate and reinforce the concepts discussed in the lecture. (Pre-requisite: CTEC104) (Co-requisite: CTEC 211L)

### **CTEC 212. INSTRUMENTAL ANALYSIS LABORATORY.**

**3 Hrs.**

The study of the theory, design, and uses of modern electrochemical, spectrochemical, chromatographic and other instruments. The laboratory includes practice in the techniques of instrumental analysis. (Pre-requisite: CTEC 211)

**CHEMISTRY (CHEM)****CHEM 111. INTRODUCTION TO GENERAL CHEMISTRY. 4 Hrs.**

Elementary introduction to concepts of chemistry including metric measurement, periodic properties, atomic and molecular structure, bonding, formulas and nomenclature, redox chemistry, stoichiometry, states of matter and gas laws, solutions, equilibria, and acid-base chemistry. Designed for students with no background in chemistry. Co-requisite laboratory coordinates exercises with lecture topics. (3 lecture hours and 2 lab hours per week)

**CHEM 112. INTRO TO ORGANIC & BIOLOGICAL CHEMISTRY. 4 Hrs.**

Introductory survey of organic and biological chemistry for students in health sciences as well as those desiring a laboratory science elective to satisfy general education requirements or as a preparation for CHEM 223. Includes nomenclature and the basic physical and chemical properties of the major classes of aliphatic and aromatic organic compounds as well as the major classes of biomolecules. The major metabolic pathways of carbohydrate, lipid and protein metabolism of eucaryotes will also be discussed. (3 lecture hours per week and 2 lab hours per week) (Pre-requisites: CHEM 111 or CHEM 115)

**CHEM 115. FUNDAMENTALS OF CHEMISTRY 1. 4 Hrs.**

Terminology and quantitative relationships; atomic structure, periodic law, chemical bonding, states of matter, and solutions. (3 lecture hours; 2 lab hours per week)

**CHEM 116. FUNDAMENTALS OF CHEMISTRY 2. 4 Hrs.**

Continuation of CHEM 115. Chemical equilibrium, Ionic equilibrium, electrochemistry, and organic chemistry. (3 lecture hours; 2 lab hours per week) (Pre-requisite: CHEM 115)

**CHEM 231. ORGANIC CHEMISTRY. 4 Hrs.**

An overview of organic chemistry with emphasis on biological applications for students in medical technology, agriculture & nutrition. Nomenclature, structure, reactivity and stereochemistry will be covered. (3 hr. lecture, 3 hr lab.) (Pre-requisite: CHEM 115, CHEM 112 )

**CHEM 233. ORGANIC CHEMISTRY 1. 3 Hrs.**

Study of characteristic reactions, synthesis, and stereochemistry of major classes of organic compounds using a mechanistic approach. Classes of compounds studied include alkanes, alkyl halides, alkenes, and alcohols. Mechanisms studied include: free radical halogenation, nucleophilic substitution, nucleophilic addition, and electrophilic addition. (Pre-requisites: CHEM 115 and 116 or equivalent) (Co-requisite: CHEM 235)

**CHEM 234. ORGANIC CHEMISTRY 2.****3 Hrs.**

Continuation of CHEM 233 to include spectroscopic methods, theory and interpretation. Classes of compounds studied include alkynes, aromatics, carbonyls, amides, amines, and synthetic polymers. Mechanisms studied include electrophilic aromatic substitution, Aldol condensation, esterification, and polymerization. Lab work includes some computer simulation, unknown analysis & individual work. (3 lecture hours and 3 lab hours per week) (Co-requisite: CHEM 236) (Pre-requisite: CHEM 233/235)

**CHEM 235. ORGANIC CHEMISTRY 1 LAB.****1 Hr.**

An introduction to microscale techniques of organic chemistry preparation and purification, this lab is designed to be taken concurrently with CHEM 233. Techniques studied will be re-crystallization, distillation, extraction and preparation of simple aliphatic compounds. (3 lab hours per week) (Co-requisite: CHEM 233)

**CHEM 236. ORGANIC CHEMISTRY 2 LAB.****1 Hr.**

A continuation of CHEM 235, this lab is designed to be taken concurrently with CHEM 234. Techniques studied will include multi-step synthesis, qualitative analysis and instrumental analysis. Some computer simulation and individualized experiments will be involved. (3 lab hours per week) (Co-requisite: CHEM 234)

**CHEM 305. SURVEY OF CHEMICAL ANALYSIS.****3 Hrs.**

A survey of analytical methods in chemistry, including volumetric analysis, gravimetric analysis, solution equilibria, spectrophotometry, separations, and electrochemical methods. Chromatographic and spectroscopic methods of instrumental analysis may also be included. (Pre-requisite: CHEM 116).

**CHEM 410. INTRODUCTORY BIOCHEMISTRY.****3 Hrs.**

Introduction to chemistry of cellular constituents (proteins, amino acids, carbohydrates, lipids, nucleic acids, enzymes and coenzymes) and their metabolism in animals and plants. (Pre-requisite: CHEM 115, CHEM 116, CHEM 233/235 or equivalent or Consent) Offered in the Spring Semester of odd numbered years.

**CHEM 412. INTRO TO BIOCHEMISTRY WET LABORATORY.****1 Hr.**

Introduction to Biochemistry Wet Laboratory. Classic and modern laboratory techniques in biochemistry. (Pre-requisite or Co-requisite: CHEM 410 or Consent) Offered in the Spring Semester of odd numbered years.

**CHILD DEVELOPMENT (CDEV)****CDEV 105. FAMILY AND THE CHILD.****3 Hrs.**

Examines the relationships between the young child, members of the family, and the early childhood program. Focused on the child during infancy, toddler, and preschool years including the diversity of family lifestyles and cultures.

**CDEV 155. GUIDING YOUNG CHILDREN.****3 Hrs.**

Study of developmentally appropriate classroom management and guidance. Discusses common misbehavior in early childhood and strategies for addressing the behavior.

**CDEV 205. YOUNG CHILDREN WITH SPECIAL NEEDS.****3 Hrs.**

An introduction to young children with special needs addressing legal and ethical considerations, family and community involvement in meeting the needs of exceptional children. Includes assessment, identification, and planning to meet the needs of all children.

**CDEV 210. CURRICULUM AND STRATEGIES FOR EARLY CHILDHOOD PROGRAMS.****3 Hrs.**

Explores curricula associated with early childhood programs, organizing and preparing experiences for young children including creative play, and integrating experiences in early childhood programs.

**CDEV 215. HEALTHY ENVIRONMENTS.****4 Hrs.**

Introduction to health and safety requirements and responsibilities for early childhood professionals. Health, nutrition, and safety policies, procedures, and practices are studied. Students meet state requirements for child care providers.

**CDEV 220. ETHICS AND ADMINISTRATION 1****3 Hrs.**

Background and ethics issues related to administering early childhood programs.

**CDEV 240. OBSERVATION AND ASSESSMENT SKILLS.****3 Hrs.**

Focuses on the various tools and assessments for children ages birth through age 5 years. Includes the role of assessment and documentation in curriculum development and individual learning goals and objectives.

**CDEV 242. PRESCHOOL DEVELOPMENT.****3 Hrs.**

Explores the social-emotional, cognitive, and physical development of children from 3 to 6 years. Examines models and international perspectives. Apply knowledge of preschoolers to curricular choices. Discuss home, school, community connections.

**CDEV 243. INFANT AND TODDLER DEVELOPMENT.****3 Hrs.**

Explores the social-emotional, cognitive, and physical development of children from prenatal period- age two. Relates the significance of relationships. Apply knowledge of young children to the guidance and care of infants and toddlers.

**CDEV 251. CHILD DEVELOPMENT CAPSTONE 1.****4 Hrs.**

Practicum experience in a setting related to professional goals of Child Development student.

**CDEV 255. CHILD DEVELOPMENT SEMINAR.****3 Hrs.**

Weekly seminar focusing on students' practicum experiences and other topics and issues that are timely to the profession. Concurrent enrollment with CDEV 251 required.

**CDEV 320. ETHICS AND ADMINISTRATION 1.****3 Hrs.**

Background and ethics issues related to administering early childhood programs. Emphasizes managing operations and budget, meeting state regulations, and licensing requirements and building programs.

**CDEV 325. ETHICS AND ADMINISTRATION 2.****3 Hrs.**

Background and ethics issues related to administering early childhood programs. Emphasizes managing operations and budget, meeting state regulations, licensing regulations and building programs.

**CDEV 332. SCIENCE EXPLORATION FOR PRE-K.****3 Hrs.**

Developmentally appropriate methods of teaching science for preschoolers, toddlers, and infants.

**CDEV 335. CREATIVE EXPERIENCES.****3 Hrs.**

Examines theories of play and creative expression in early childhood education. Study of methods for integrating play, art, construction, music, movement, dance, and drama with content standards throughout the curriculum.

**CDEV 336. EARLY SOCIAL STUDIES.****3 Hrs.**

Theories and methods of social studies education in early childhood education.

**CDEV 405. PRACTICUM IN EARLY CHILDHOOD.****3 Hrs.**

Advanced practicum experience in a setting related to professional goals of child development student. Capstone course. Field experience required.

**CDEV 406. SEMINAR IN EARLY CHILDHOOD.****4 Hrs.**

Seminar focused on practicum experiences and topics relevant to early childhood professionals.

**COLLEGE****COLL 101. WVU AT PARKERBURG COLLEGE 101****3 Hrs.**

Students develop the skills necessary for success through an integrated curriculum. Content will focus on personal development, interpersonal / academic skills, campus connection, community engagement.

## COMMUNICATION STUDIES (COMM)

### **COMM 105. INTRODUCTION TO MASS MEDIA 3 Hrs.**

Critical examination of mass media with special emphasis on ways in which social, economic, and psychological factors influence the structure, functions, and effects of the media.

### **COMM 111. FUNDAMENTALS OF SPEECH. 3 Hrs.**

Principles of public communication; public speaking. (Pre-requisite: Placement Test)

### **COMM 112. SMALL GROUP COMMUNICATION 3 Hrs.**

This course focuses on the theories, concepts and skills necessary to function effectively in a variety of group settings. Topics include group norms, rules, roles, conflict management, leadership, problem solving, decision-making and team building.

### **COMM 131. ORAL INTERPRETATION. 3 Hrs.**

Theory and practice in interpreting literature orally; selection, analysis, and presentational techniques; poetry, prose, and drama are explored. (Pre-requisite: COMM 111)

### **COMM 190-199. COMMUNICATIONS APPLICATIONS FOR THE BUSINESS, PROFESSIONAL, AND INDUSTRIAL SETTING.**

190	The Communication Process	(1)
191	Listening	(1)
192	Nonverbal Communication	(1)
193	Employee Motivation and Communication	(1)
194	Interviewing Theory, Practice, Technique	(1)
195	Effective Oral Language Usage	(1)
196	Conflict Resolution through Communication	(1)
197	Small Group Problem-Solving and Decision-Making	(1)
198	Message Organization and Design	(1)
199	Effective Message Delivery	(1)

### **COMM 202. INTERPERSONAL COMMUNICATION. 3 Hrs.**

One-to-one communication; strengths and weaknesses of one's own communication skills; approaches to conflict; listening; verbal and nonverbal interactions. (Pre-requisite: Placement Test)

### **COMM 210. AMERICAN SIGN LANGUAGE 1. 3 Hrs.**

An Introduction to American Sign Language Part 1. Recognize and produce approximated 700 signs, understand basic structure of ASL, communicate expressively in one to one conversations.

**COMM 212. AMERICAN SIGN LANGUAGE 2.****3 Hrs.**

Improve skills needed to communicate in sign language. Includes increasing sign language vocabulary, practicing finger spelling, and communicating with signs.

(Pre-requisite: COMM 210)

**COMM 281. CONTEST SPEAKING: DEBATE.****1 Hr.**

Concentrates on events that are prepared and memorized in advance.

**COMM 282. CONTEST SPEAKING: PLATFORM.****1 Hr.**

Concentrates on the events that are original but which are not completely prepared and memorized in advance: extemporaneous and impromptu.

**COMM 283. CONTEST SPEAKING: INTERPRETATION.****1 Hr.**

Concentrates on the interpretation of prose, poetry, and drama in the contest setting. Emphasis upon finding literature, analyzing and interpreting it.

**COMM 287. READERS THEATRE.****1-3 Hrs.**

The study and practice of the art including script analysis, interpretation, proper use of the expressive voice, staging approaches including both the ensemble and solo performance. Students will participate in a Reader's Theatre Program.

**COMM 295. SEMINARS IN COMMUNICATION.****1-3Hrs.****COMM 303. BUSINESS & PROFESSIONAL COMMUNICATION.****3 Hrs.**

This course is an application of the principles of communication. Simulated projects and oral presentations will be used to refine communication skills necessary for entry-level positions within business and other professional settings. (Pre-requisite: ENGL 101, 102, COMM 111, COMM 112, or COMM 202)

**COMM 304. HUMAN COMMUNICATION & RATIONAL DECISIONS.****3 Hrs.**

Argumentation, small group, persuasion, and systems theories application to the process and outcome of rational decision-making in communication. (Pre-requisite: ENGL 101, 102, COMM 111, COMM 112, or COMM 202)

**COMM 306. HUMAN COMMUNICATION IN ORGANIZATIONS/INSTITUTIONS****3 Hrs.**

Communication processes and problems in business and non-business organizations and institutions with attention to practical application. (Pre-requisite: ENGL 101, 102, COMM 111, COMM 112, or COMM 202)

**COMM 308. NONVERBAL COMMUNICATION.****3 Hrs.**

A study of nonverbal behavior as it occurs in personal, workplace, and cross-cultural settings. (Pre-requisites: ENGL 101 and COMM 111, COMM 112, or COMM 202)

**COMM 309. HEALTH COMMUNICATION.****3 Hrs.**

This course will provide an introduction to communication within the healthcare context using an interpersonal and organizational approach. It will examine how individuals construct, exchange and evaluate health care messages. (Pre-requisites: ENGL 101, ENGL 102, COMM 111, COMM 112, or COMM 202)

**COMM 310. ARGUMENTATION AND DEBATE****3 Hrs.**

This course provides an overview of the principles of argumentation, logic, and reasoning, evidence, forms of debate, and decision making. Application of the principles will take the form of in-class debates. (Pre-requisite: ENGL 101, 102, COMM 111)

**COMM 316. INTERCULTURAL COMMUNICATION.****3 Hrs.**

A comprehensive overview of communication in various cultures. (Pre-requisites: 48 college credit hours and ENGL 101, 102, COMM 111, COMM 112, or COMM 202)

**COMM 404. PERSUASION - THEORY AND RESEARCH.****3 Hrs.**

Theory and research in persuasion, emphasizing a critical understanding and a working knowledge of select principles of speech communication upon changing attitudes, beliefs, values and behavior. (Pre-requisites: ENGL 101, ENGL 102 and COMM 111)

**COMM 460. COMMUNICATION SENIOR CAPSTONE.****1 Hr.**

This course provides students with an opportunity to demonstrate comprehensive learning and application in Communication Studies. The course will also focus on final preparation for work and/or graduate school. (Pre-requisite: 15 hours of upper division COMM courses)

**COMPUTER AND INFORMATION TECHNOLOGY (CIT)****CIT 101. PC MANAGEMENT AND MAINTENANCE.****5 Hrs.**

This is an introductory course on PC management, maintenance and troubleshooting. Topics covered include operating systems and OS architecture, software/hardware relationships.

**CIT 102. NETWORK MANAGEMENT, MAINTENANCE & ADMIN****4 Hrs.**

This is an introductory course on networking technologies. Subjects covered are local area networks, the OSI Model, protocols, topologies, transmission media and security. Included in this course are all the elements required for Network+ certification (Pre-requisites: CS 101, CIT 101)

**CIT 105. INTRODUCTION TO NETWORKS. (Cisco #1)****5 Hrs.**

The first of four courses to prepare the student for the Cisco CCNA certification. Topics covered in this semester include the OSI Model, the TCP/IP Model, IP addressing, sub-netting, data encapsulation, basic network design and



troubleshooting. (Co-requisite: CS 101, CIT 101, and MATH 111)

**CIT 106. ROUTING AND SWITCHING ESSENTIALS (Cisco #2). 4 Hrs.**

The second in a series of four courses required to prepare the student for the Cisco CCNA certification. Topics covered in this semester include routing, switching, VLANs, ACLs, DHCP, NAT, and troubleshooting.- (Pre-requisite: Grade of "C" or better in CIT 105)

**CIT 111. WINDOWS OPERATING SYSTEMS (MCP #1). 3 Hrs.**

The first in the series of courses required to prepare the student for Microsoft MCSE certification. Topics covered in this semester include all aspects of Windows OS including OS architecture, OS administration of resources, hardware devices/drivers and the OS, Optimizing OS performance and reliability, OS security and troubleshooting. (Co-requisite: CS 101)

**CIT 112. SERVER CONFIGURATION & ADMINISTRATION (MCP #2). 3 Hrs.**

The second in the series of courses required to prepare the student for the Microsoft MCSE certification. Topics include all aspects of the Windows Server, Network access to servers resources, Network server hardware devices and drivers. Server performance, reliability, and availability. Windows network connections, security and server troubleshooting. (Pre-requisite: Grade of C or better in CIT 111)

**CIT 114. WINDOWS OPERATING SYSTEMS. 3 Hrs.**

The second in the series of three courses required to prepare the student for the Microsoft MCP certification. Topics covered in this semester include all aspects of a Windows workstation OS and a Windows Server OS. Network access to server resources. Network server hardware devices and driver. Server performance, reliability, and availability, network connections, security and server troubleshooting. (Pre-requisite: CS101 or concurrent).

**CIT 130. PRINCIPLES OF INFORMATION SYSTEMS. 3 Hrs.**

An introduction to basic computer information systems principles and terminology, offering a broad survey of the discipline and illustration of the importance of determining information system requirements. It will examine the importance of information systems in networked and global business. Topics will include hardware and software selection criteria, scheduling, conversion planning, legal and ethical issues, and security. (Pre-requisite: CS101 or concurrent).

**CIT 140. ELECTRICITY & DIGITAL ELECTRONICS FUNDAMENTALS. 2 Hrs.**

Study of theory and laboratory experiments in basic and advanced direct current circuits as well as networks. Concepts covered include voltage, current, resistance, conductance and power. Topics studied are: Ohms Law, Series Circuits, Parallel Circuits, Complex Circuits and Network Theorems. (Pre-requisites: MATH 111 or 126 or concurrent) (Co-requisite: CIT 140L)

**CIT 140L. ELECTRICITY & DIGITAL ELECTRONICS FUNDAMENTALS LAB****1 Hr.**

Application of theory and laboratory experiments in basic and advanced direct circuits as well as networks. Applied concepts from CIT 140 include voltage, current, resistance, conductance and power. Topics studied are: Ohms Law, Series Circuits, Parallel Circuits, Complex Circuits and Network Theorems. (Co-requisites: CIT 140)

**CIT 205. SCALING NETWORKS (Cisco #3).****4 Hrs.**

The third of four courses to prepare the student for the Cisco CCNA certification. Topics covered in this course: enhanced switching technologies, redundancy protocols, wireless networking, complex routing protocols, and managing Cisco IOS software. (Pre-requisite: Grade of "C" or better in CIT 106)

**CIT 206. CONNECTING NETWORKS (Cisco #4).****4 Hrs.**

The last in a series of four courses required to prepare the student for the Cisco CCNA certification. Topics covered in this semester include wide-area network (WAN) technologies and network services for converged applications, data link protocols, and virtual private network (VPN) technologies. (Pre-requisite: Grade of "C" or better in CIT 205)

**CIT 211. NETWORK INFRASTRUCTURE. (MCP #3).****3 Hrs.**

The third in the series of courses required to prepare the student for the Microsoft MCITP certification. Topics covered include DNA, DHCP, Remote access, network protocols, WINS, IP routing, NAT and troubleshooting. (Pre-requisite: Grade of "C" or better in CIT 114)

**CIT 240. INTRODUCTION TO LINUX.****3 Hrs.**

Students learn the basics of how to install, configure, and use the Linux operating system; learn the commands and graphical interfaces; and configuration and troubleshooting techniques. (Pre-requisites: Grade of "C" or better in CIT 114).

**CIT 260. CAPSTONE PROJECT.****3 Hrs.**

Students will conduct a semester long major networking project. The project will include proper network design, documentation and an oral presentation. Students will sit for the CompTIA Network+ industry certification. Capstone course. (Pre-requisite: Grade of "C" or better in CIT 205 and grade of "C" or better in CIT 206 or concurrent and grade of "C" or better in CIT 240 or concurrent and grade of "C" or better in CIT 211 or concurrent)

**CIT 260L. CAPSTONE LABORATORY.****1 Hr.**

Students will sit for an industry certification. Students must pass the exam to pass the class.

**CIT 280. PRACTICUM IN COMPUTER/NETWORKING APPLICATIONS. 1 Hr.**

This is a course designed to give the student experience in real world computer/networking applications. The student will work at the school a minimum of 5 hours per week. The student will work as requested in computer labs, faculty/staff offices as well as with the university network administrator in a variety of computer related responsibilities. (Co-requisite: CIT 101, CS 101)

**CIT 305. ADVANCED ROUTING (Cisco #5). 5 Hrs.**

This course is the first in a series of four required to prepare the student for a career in networking and the Cisco CCNP certification. Topics covered include scalable networks, advanced IP addressing management, advanced routing, OSPF, multi-area OSPF, EIGRP, route optimization, BGP, scaling BGP, and security, (Pre-requisite: Grade of "C" or better in CIT 206)

**CIT 306. SECURE CONVERGED WAN's (Cisco #6). 5 Hrs.**

This course is one of four required to prepare the student for a career in networking and the Cisco CCNP certification. Topics include remote network connectivity requirements, teleworker connectivity, IPsec VPN's, Frame Mode MPLS, Cisco device hardening, and Cisco IOS threat defense features. (Pre-requisite: Grade of "C" or better in CIT 206)

**CIT 310. FUNDAMENTALS OF VOICE AND DATA CABLING. 5 Hrs.**

This course is a hands-on lab oriented course that provides a curriculum on the physical aspects of voice and data cabling and installation.

**CIT 320. BUILDING A VIRTUAL INFRASTRUCTURE. 3 Hrs.**

This course will introduce students to the concepts and practices of computer virtualization, especially in the context of enterprise datacenter virtualization.

**CIT 330. DIRECTORY SERVICES INFRASTRUCTURE (MCP #4). 3 Hrs.**

Advanced class to help prepare students for the MCITP certification. Topics include active directory, DNS for active directory, network management, components of active directory and troubleshooting active directory security. (Pre-requisite: Grade of "C" or better in CIT 211)

**CIT 331. DIRECTORY SERVICES DESIGN (MCP #5). 3 Hrs.**

The fifth in the series of courses required to prepare the student for the Microsoft MCSE certification. Topics include analyzing business requirements, analyzing technical requirements, directory services architecture design and service location design. (Pre-requisite: Grade of "C" or better in CIT 112; Co-requisite: CIT 211)

**CIT 333. MANAGING MS-SQL SERVER. 3 Hrs.**

Managing MS-SQL Server will teach students to install, configure, maintain, and troubleshoot a Microsoft SQL Server.

**CIT 340. ADVANCED LINUX NETWORKING.****4 Hrs.**

Students learn how to design, configure, and maintain network services with the Linux operating system and learn advanced configuration and troubleshooting techniques. (Pre-requisite: C or better in CIT 240)

**CIT 380. PRACTICUM IN SYSTEM ADMINISTRATION.****3 Hrs.**

Students will experience hands-on operation and maintenance of a computer network, communicating with network users, troubleshooting problems, and documenting network changes. (Pre-requisite: Grade of B or better in CIT 111, 114; Grade of A in CIT 211; Instructor permission)

**CIT 405. MULTI-LAYER SWITCHED NETWORKS (Cisco #7).****5 Hrs.**

This course is the third in a series of four required to prepare the student for a career in networking and the Cisco CCNP certification. Topics covered include LAN media, advanced switch configuration, VLAN's spanning tree protocol and redundant links, routing between switches, multi-layer switching, hot standby routing protocol, multi-casting, and restricting network access. (Pre-requisite: Grade of "C" or better in CIT 206)

**CIT 406. OPTIMIZING NETWORK TECHNOLOGIES (Cisco #8).****5 Hrs.**

This course is one of four required to prepare the student for a career in networking and the Cisco CCNP certification. Topics covered include converged network connectivity requirements, Cisco VoIP implementations, Introduction to IP QoS, Implementing the DiffServ QoS model, Implementing Cisco AutQoS, Implementing Wireless Scalability. (Pre-requisite: CIT 305 and CIT 405)

**CIT 410. AUTOMATING SYSTEM ADMINISTRATION.****3 Hrs.**

Automating System Administration will teach students how to use a modern, cross-platform scripting language to automate complex and repetitive systems administrative tasks.

**CIT 430. NETWORK SECURITY DESIGN (MCP #6).****3 Hrs.**

The sixth in the series of courses required to prepare the student for the Microsoft MCITP certification. Topics include analyzing business and technical requirements for network security, network security design, security between networks and communication channel security. (Pre-requisite: Grade of "C" or better in CIT 112 and CIT 211 pre-requisite or concurrent)

**CIT 431. NETWORK INFRASTRUCTURE DESIGN (MCP #7).****3 Hrs.**

The seventh in the series of courses required to prepare the student for the Microsoft MCITP certification. Topics include analyzing business and technical requirements for network infrastructure design, Internet connectivity design, WAN infrastructure design, and network management and implementation design. (Pre-requisites: Grade of C or better in CIT 114; and CIT 211 pre-requisite or

concurrent)

**CIT 460. INTERDISCIPLINARY PROJECTS.**

**3 Hrs.**

An investigation of an actual or experimental situation; may involve the design, construction, and testing of an experimental apparatus. Students will be assigned to a multiple-disciplinary project team. Capstone course. (Pre-requisites: STEM 420)

**COMPUTER SCIENCE (CS)**

**CS 100. COMPUTER LITERACY.**

**3 Hrs.**

Students will learn basic computer concepts relating to current operating systems, the Internet, setting up a home network, using multimedia and photo functions. Word processing, spreadsheet and presentation software will be covered.

**CS 101. INTRODUCTION TO PC APPLICATIONS.**

**4 Hrs.**

Students learn to use computer applications as tools for problem solving and data analysis using four different Microsoft Office applications, with primary focus on using Excel and Access to analyze and explore real world data. (Pre-requisite: Grade of "C" or better in MATH 101 or appropriate Math placement score).

**CS 102. SPREADSHEET APPLICATIONS.**

**2 Hrs.**

Course teaches the use, design, and application of Excel spreadsheets from a technician viewpoint. Topics include: creating and using spreadsheets, predefined functions, graphs and charts, filters, and application design and development.

**CS 108. EDUCATIONAL TECHNOLOGY.**

**3 Hrs.**

Course focuses on practical applications for computers and technology in the elementary/middle school classroom. Practice using presentation, grade book, word processing and Internet software, and use of computers, printers, scanners, cameras and projectors will be offered. EDUCATION MAJORS ONLY

**CS 115. PROGRAMMING SMALL COMPUTERS.**

**3 Hrs.**

Introduction to interaction with small computer systems and microcomputers; available hardware and software; manipulation of numeric and string variables and constants; sequential and direct access files. (Pre-requisite: instructor's consent) (Requires 3 outside lab hours per week)

**CS 118. DISCRETE MATHEMATICS.**

**3 Hrs.**

The course is designed to help students acquire knowledge needed to understand the mathematical principles underlying a number of modern computer science disciplines.

**CS 121. INTRODUCTION TO PROGRAMMING.**

**4 Hrs.**

Students study and learn the fundamentals of computer programming techniques to solve problems. Topics include: programming language structure, syntax, style, types of data, variables, functions, control structures, and algorithms. (Pre-requisite: Math 126 or Math 128 or Math 129 or Math 150 or Math 155 or Math 156 or Math 211 should be passed with a grade of “C” or better, or taken concurrently).

### **CS 122. OBJECT ORIENTED PROGRAMMING.**

**4 Hrs.**

This course introduces new programming tools required to solve more advanced problems. Students will study object-oriented design and programming, including using interfaces, inheritance, and the fundamentals of data sets and data structures. (Pre-requisite: Math 126 or Math 128 or Math 129 or Math 150 or Math 155 or Math 156 or Math 211 should be passed with a grade of “C” or better; CS 121 must be passed with a grade of “C” or better)  
(Pre-requisite: CS 121)

### **CS 123. FLASH.**

**3 Hrs.**

Students will learn step-by-step instructions and in-depth explanations of the features of Adobe Flash. Drawing objects, symbols, and interactivity, creating animations, creating special effects, preparing and publishing movies, and importing and modifying graphics, behaviors and components are covered. Students will learn how to create complex animations, using ActionScript, adding sound and video, and begin using advanced ActionScript.

### **CS 126. COBOL.**

**3 Hrs.**

Structure and syntax of the most predominant business applications programming language. Programming projects designed to support applications in management information systems, including elementary disk I/O. Recommended for students preparing for programming in business. (Pre-requisite: CS 121)

### **CS 127. FLASH INTERACTIVITY & GAMES.**

**3 Hrs.**

This course teaches interactivity, game programming and implementing mathematical function within the Flash development environment. Sophisticated animated interfaces, ActionScript and virtual reality concepts are employed in an application driven approach. (Pre-requisites: CS 123)

### **CS 128. INTRO TO ANIMATION.**

**6 Hrs.**

This course teaches the entire process of animation from sketching to electronic design. The focus of the course is classical animation techniques for digital designers. Contour drawings sequencing, character design and development, storyboards, production and workflow are covered.

### **CS 129. WEB PAGE DESIGN.**

**3 Hrs.**

Students will learn how to create web sites using Adobe Dreamweaver by critical

thinking, problem solving approaches involving hands-on projects. Students must pass an industry-standard external assessment. (Pre-requisite: CS 101 or concurrent).

**CS 130. 3D ANIMATION & MODELING.**

**3 Hrs.**

Students will learn how to create 3D objects and characters in three dimensional graphics program for use in games, animated advertisements and web sites.

**CS 202. DIGITAL GAME DESIGN.**

**3 Hrs.**

This course is an introductory overview of the electronic game development process and underlines the historical context, content creation strategies, and future trends in the industry. The course will also explain how games are produced, tested and released.

**CS 203. ANIMATION AND ADVERTISING.**

**3 Hrs.**

This course covers creating 3D advertisements for television, electronic signage and web applications using industry and standard software.

**CS 209. OPERATING SYSTEMS.**

**3 Hrs.**

Characteristics of operating systems; relationships between operating systems and computer architecture; language translators; supervisor; data management programs; multiprogramming and virtual memory concepts; and comparisons of popular operating systems for small and main frame systems. (Pre-requisite: CS 122)

**CS 215. RPG PROGRAMMING.**

**3 Hrs.**

Structure and syntax of language designed for report generation; auxiliary file creation; updating and generation of multistep reports. (Pre-requisite: CS 209)

**CS 220. WEB APPLICATION PROGRAMMING**

**3 Hrs.**

Students learn how to design, develop, and deploy ASP.NET web applications.

**CS 221. DATA STRUCTURES.**

**4 Hrs.**

The conceptualization and usage of software data structures and abstract data types to solve complex problems. Topics include using standard libraries to develop complex software and analyze algorithms for efficiency and performance. (Pre-requisite: CS 122 must be passed with a grade of "C" or better)

**CS 222. COMPUTER ARCHITECTURE & ASSEMBLY PROGRAMMING**

**3 Hrs.**

Internal representation of data types and instructions; structure and syntax of assembly language instructions; function of registers; construction of assemblers; and linkage of assembly modules with modules compiled from a high-level language. (Pre-requisite: CS 122)

**CS 230. GRAPHICS.****3 Hrs.**

Students will make graphics with Illustrator and Photoshop. Course covers formatting files into appropriate graphic file formats, learning how to draw with a vector graphics program and how to create artwork outlines. Students will learn the basic of digital image editing with Photoshop. File formats, filters, layers, color correction, sharpening, transparency, color matching and drawing tools will be covered.

**CS 251. QUANTITATIVE METHODS.****3 Hrs.**

Pert charts, linear programming, critical path method, forecasting, inventory analysis, queuing and simulations, network models, Markov analysis. (Pre-requisite: CS 121, MATH 126)

**CS 260. COMPUTER SCIENCE CAPSTONE****3 Hrs.**

This course is the final capstone project for the CS degree. It is designed to give the student supervised experience in a real world software development. The student will undertake a real world project that will encompass all the different subject areas covered in the CS program. Students will also sit for an industry certification exam. (Pre-requisites: Grade of "C" or better in CS 301, CS 220, and CS 221)

**CS 295. SEMINAR.****Variable Hrs.**

Designed for small groups interested in a particular topic. Participants will present material for discussion. Course may be repeated up to 6 credit hours. (Pre-requisite: departmental approval)

**CS 300. COMPUTER GRAPHICS.****3 Hrs.**

Introduction to computer graphics; hardware; algorithms; support software; user interface; business application. (Pre-requisites: CS 221 and MATH 128)

**CS 301. DATABASE THEORY AND DESIGN.****3 Hrs.**

Introduction to database structure, organization, and retrieval. Query languages, normalization, file structures, database security and distributed database systems will be discussed. (Pre-requisite: Grade of "C" or better in CS 121)

**CS 302. SYSTEM ANALYSIS AND DESIGN.****3 Hrs.**

Analysis and design of computer-based information systems; organization of information systems; techniques for conducting system studies; developing specifications and design; and documentation. (Pre-requisite: CS 221 or Instructor consent)

**CS 303. ANIMATION FOR ADVERTISING.****3 Hrs.**

This course covers creating 3D advertisements for television, electronic signage and web applications using industry and standard software.



**CS 304. DIGITAL GAME DESIGN.****3 Hrs.**

This course is an introductory overview of the electronic game development process and underlines the historical context creation strategies, and future trends in the industry. The course will also explain how games are produced, tested and released.

**CS 309. OPERATING SYSTEMS****3 Hrs.**

Students learn the history and internal workings of operating systems software, the fundamentals of UNIX operating system, and learn the C programming language. (Pre-requisites: "C" or better in CS 221 and MATH 128)

**CS 318. DISCRETE MATH****3 Hrs.**

Topics include: Logic and set theory, functions, algorithms, recursion, combinatorics, and graphs. (Pre-requisites: Grade of "C" or better in MATH 126, or MATH 112 or a satisfactory score on placement test)

**CS 320. EXTENSIBLE MARKUP LANGUAGE (XML)****3 Hrs.**

This course teaches how to use extensible markup language (XML) to represent data and exchange data between separate systems with the use of serialization/deserialization and XML Stylesheet Language Transforms (XSLT). (Pre-requisites: Grade of "C" or better CS 122)

**CS 321. MOBILE APPLICATION DEVELOPMENT.****3 Hrs.**

This course teaches how to design, author, and publish applications for mobile devices such as smart phones and tablets. (Pre-requisites: Grade of "C" or better CS 122)

**CS 323. FLASH.****3 Hrs.**

Students will learn step-by-step instructions and in-depth explanations of the features of Adobe Flash. Drawing objects, symbols, and interactivity, creating animations, creating special effects, preparing and publishing movies, and importing and modifying graphics, behaviors and components are covered. Students will learn how to create complex animations, using Action-Script, adding sound and video, and begin using advanced Action-Script. CS 323 covers more material than CS 123.

**CS 327. FLASH INTERACTIVITY & GAMES.****3 Hrs.**

This course teaches interactivity, game programming and implementing mathematical functions within the Flash development environment. Sophisticated animated interfaces, Action-Script and virtual reality concepts are employed in an application driven approach. (Pre-requisites: CS 123 or CS 323)

**CS 328. INTRODUCTION TO ANIMATION.****6 Hrs.**

This course teaches the entire process of animation from sketching to electronic

design. The focus of the course is classical animation techniques for digital designers. Contour drawings, sequencing, character design and development, storyboards, production and workflow are covered.

### **CS 329. WEB PAGE DESIGN.**

**3 Hrs.**

Students will learn how to create 3D objects and characters in a three dimensional graphics program for use in games, animated advertisements and web sites. Students enrolled in CS 330 will be required to cover more material.

### **CS 330. 3D ANIMATION & MODELING.**

**3 Hrs.**

This course teaches the fundamentals of low polygonal modeling and character design with a 3D graphics program. The course also includes a brief overview of motion synthesis via physics in a scripting system. Students in CS 330 are required to cover more material than CS 130 students.

### **CS 400. COMPUTER SIMULATIONS.**

**3 Hrs.**

Principles of simulation and application of simulation languages to both continuous and discrete systems. (Pre-requisites: CS 221 and INDT 211 or INDT 311)

### **CS 401. COMPUTER NETWORKS.**

**3 Hrs.**

Understanding of the design of software to support computer networks, layered protocol architecture, and distributed operating systems. Other topics include switching, encryption, data compression, and security. (Pre-requisite: Grade of "C" or better CS 221)

### **CS 403. SOFTWARE ENGINEERING AND DATA STRUCTURES.**

**3 Hrs.**

Dealing with problems of programming in the large, software life cycle, object-oriented design, numerical algorithms, graph algorithms, pattern matching and encryption methods. (Pre-requisite: Grade of "C" or better CS 221)

### **CS 404. WEB SERVICES**

**3 Hrs.**

Students learn the use of SOAP and REST technologies, and using the Internet as a platform for building distributed information systems. (Pre-requisites: "C" or better in CS 220 and CS 221)

### **CS 420. ADVANCED WEB DEVELOPMENT**

**3 Hrs.**

Students learn the use of the Model/View/Controller (MVC) programming paradigm in web application development. (Pre-requisites: "C" or better in CS 220 and CS 221)

### **CS 430. GRAPHICS.**

**3 Hrs.**

Students will make graphics with Illustrator and Photoshop. Course covers formatting files into appropriate graphic file formats, learning how to draw with a vector graphics program and how to create artwork outlines. Students will learn

the basics of digital image editing with Photoshop. File formats, filters, layers, color correction, sharpening, transparency, color matching and drawing tools will be covered. Students enrolled in CS 430 are required to cover more material than students enrolled in CS 230.

**CS 460. SENIOR PROJECT.****3 Hrs.**

Students will present a systems analysis and design project as a final senior project in Computer Information Systems. Capstone course. (Pre-requisites: STEM 420)

**CRIMINAL JUSTICE (CJ)****CJ 111. INTRODUCTION TO CRIMINAL JUSTICE****3 Hrs.**

Introductory course designed to familiarize students with the criminal justice system. Emphasis is placed on understanding the nature, functions, and limits of law and the criminal justice process from arrest to final disposition.

**CJ 112. CRIMINAL AND CONSTITUTIONAL LAW.****3 Hrs.**

Covers substantive criminal and constitutional laws and how they relate to the criminal justice system. Examination of case, common, and penal law in conjunction with the Bill of Rights.

**CJ 122. POLICE COMMUNITY RELATIONS.****3 Hrs.**

A study of the philosophy and history of American law enforcement: limitations imposed on law enforcement in a democratic society, law enforcement agencies, and police ethics. Special emphasis is placed on the police and community relations.

**CJ 123. INTRODUCTION TO CORRECTIONS.****3 Hrs.**

A survey of the history of corrections, the philosophy of punishment, historical and contemporary correctional theories, and correctional institutions, services and programs with an emphasis on correctional policies.

**CJ 143. PRINCIPLES OF PRIVATE SECURITY.****3 Hrs.**

An overview of the security field, covering the organization and management of the security function in industry, business, government and institutions. The protection of personnel, facilities and other assets as well as the administrative, legal and technical problems of loss prevention and control are analyzed. Various areas within the security field are explored along with employment opportunities.

**CJ 160. CRISIS/DOMESTIC COMMUNICATION.****3 Hrs.**

A course providing knowledge of crisis theory and the development of communication skills pertaining to intervention services for family violence, sexual assault and other crisis situations.

**CJ 211. CRIMINAL BEHAVIOR.****3 Hrs.**

The course is organized around the phenomenon of crime as a developmental process occurring in social, political, and individual contexts. It examines the criminal and juvenile justice systems; the biological, psychological, social and environmental roots of crime; the nature of the crimes themselves; the victims of crime; and the punishment of crime. (Pre-requisite: CJ 111 and SOC 101 with a grade of C or better)

**CJ 212. ETHICS IN CRIMINAL JUSTICE.****3 Hrs.**

An introduction to fundamental ethical theory, doctrines, controversies, and the rules of moral judgment. Emphasis is place on reforms and unethical themes in criminal justice and criminal justice management. (Pre-requisite: CJ 111 with a grade of C or better)

**CJ 213. PROBATION AND PAROLE.****3 Hrs.**

The study of the development, organization, operation, and outcomes of the systems of probation and parole, as substitutions for incarceration methods; selection, success criteria, and public attitudes are addressed.

**CJ 226. PENOLOGY.****3 Hrs.**

Development of interpersonal communication and decision making skills for direct intervention with correctional clients and analysis of current methods of correctional treatment with a focus on rehabilitation.

**CJ 230. WOMEN AND CRIME.****3 Hrs.**

An introductory examination of women's roles in the various aspects of criminal justice, including the various theories and approaches to the slow but progressive changes taking place by women as offenders, victims and professionals within the criminal justice system who are women.

**CJ 231. CRIMINAL INVESTIGATIONS.****3 Hrs.**

Introduces the investigative procedures for concluding that a crime was committed. The course also introduces the processes of recognizing, collecting and preparing physical evidence for transmission to court and preparing an investigation report in the potential prosecution of a criminal case.

**CJ 245. VICTIMOLOGY.****3 Hrs.**

An introductory examination of victimology within the sociological framework in order to deepen the student's understanding of the victim of a crime. The student will explore the role of victimology in today's criminal justice system, examining the consequences of victimization and the various remedies now available for victims.

**CJ 255. DRUGS IN AMERICA.****3 Hrs.**

A course designed to provide an overview of drug issues in America, including an understanding of drugs and substance abuse, historical and contemporary

responses to the drug problem, and the role of the criminal justice system in responding to substance abuse through prevention and treatment.

**CJ 270. COURTROOM PROCEDURE.****3 Hrs.**

An introduction and overview of courtroom procedures, to include the historical influences on the court system, the steps in the criminal justice system prior to trial (including investigation, arrest, and pre-trial proceedings), and the trial process itself and post-trial proceedings such as sentencing and appeals.

**CJ 280. DEATH INVESTIGATIONS.****3 Hrs.**

This course will cover the procedures in conducting death investigations from crime scene through courtroom trial of death investigations. Topics include the role of the medical examiner/coroner, cause and manner of death, identifying human remains, the autopsy and interpretation of various types of injuries, equivocal death investigations and legal considerations in death cases.

**CJ 290. PROFESSIONALISM IN CRIMINAL JUSTICE****3 Hrs.**

Provides instruction on the many facets of professional behavior within the Criminal Justice system. This course examines the nuances of establishing a professional identity associated with being a criminal justice practitioner. The capstone course for the Certificate in Criminal Justice.

**CJ 291. INTERNSHIP.****3 Hrs.**

Provides on-site, supervised observation and participation in various law enforcement areas. Students work with the respective agencies in the performance of regular criminal justice related duties. This course bridges the gap between theory and practice and requires a specific number of field work hours each week and a periodic seminar. (Serves as the capstone for the AAS degree and is to be taken the semester of graduation)

**CJ 301. HISTORY OF CRIME AND PUNISHMENT.****3 Hrs.**

The development of the legal world with a focus on the history of criminal activity and punishment from recorded history through the modern age. (Pre-requisite: CJ 111 with a grade of C or better)

**CJ 305. INTERVIEWING.****3 Hrs.**

This course concentrates on the theories and applications of law enforcement interviewing techniques. The learner examines the issues and impacts of proper and improper application of interviewing skills on the criminal justice system. It will also examine the management of crises within the criminal justice field. It looks at the response of the criminal justice field to major incidents and the management of those incidents. (Pre-requisite: CJ 111 with a grade of C or better. Requires admission to BAS CJ Program or signature of program coordinator)

**CJ 306. CRISIS MANAGEMENT.****3 Hrs.**

This course will examine the role of criminal justice in the proper response to and management of crisis incidents. The course will focus on the Federal Emergency Management Agency's (FEMA) National Incident Management System (NIMS) and Incident Command System (ICS). The course will also explore appropriate responses for interacting with individuals experiencing a crisis, including the purpose of crisis intervention team models. (Pre-requisites: CJ 111 with C or better. admission to BAS in Criminal Justice Program or signature of program coordinator.)

**CJ 313. CRIMINAL PROCEDURES.****3 Hrs.**

Advanced instruction in the rules of criminal procedures for Circuit Court, Magistrates, Court and Federal Courts. Additionally, topics will include Rules of Evidence and Appeal Court Procedures. (Pre-requisites: CJ 111 and 112. Requires admission to BAS CJ Program or signature of Program Coordinator)

**CJ 315. POLICE TECHNOLOGY.****3 Hrs.**

This course will cover the history, current and future uses of technology in the criminal justice field. Attention will be given to technical aspects of various forms of technology, implementation and interoperability, and ethical and legal implications. (Pre-requisite: CJ 111 with a grade of C or better. Requires admission to BAS CJ Program or signature of Program Coordinator)

**CJ 320. POLICE ADMINISTRATION AND SUPERVISION.****3 Hrs.**

Identifies the investigative procedures used in the process of fact gathering, testing and confirmation techniques by police administrators in relationship to effective utilization of resources. Examines the executive's responsibilities, provides for implementation of command policy and studies the auxiliary services in support of police operations. (Pre-requisites CJ 111 with a C or better. Admission to the BAS In Criminal Justice Program or signature of the coordinator.)

**CJ 321. EVIDENCE COLLECTIONS AND HANDLING.****3 Hrs.**

This course will cover the proper ways to locate, identify, collect and process evidence at a crime scene, the proper way to request lab examinations and the proper ways to submit to a crime lab. (Pre-requisite: CJ 111 with a grade of C or better. Requires admission to BAS CJ Program or signature of Program Coordinator)

**CJ 330. FIREARMS AND BALLISTICS.****3 Hrs.**

This course will examine the history of firearms as related to the criminal justice field. It will also examine firearms and ballistics evidence collection at crime scenes and their submission to crime labs for further testing. (Pre-requisite: CJ 111 with a grade of C or better. Requires admission to BAS CJ Program or

signature of Program Coordinator.)

**CJ 339. ORGANIZED CRIME.**

**3 Hrs.**

The study of organized crime and how it has evolved into modern day organizations. Students will become familiar with federal statutes dealing with organized crime and various departments assigned to investigating them. Students will also understand the various roles of the local, state and local task forces. (Requires admission to BAS CJ Program or signature of Program Coordinator)

**CJ 341. FINGERPRINTS AND TRACE EVIDENCE.**

**3 Hrs.**

This course will examine the history of fingerprints as an identification procedure in the criminal justice field. The course will explore the collection procedures in collecting fingerprints and trace evidence at a crime scene. It will also cover processing of trace evidence for submission to crime labs for further testing. (Pre-requisite: CJ 111 with a grade of C or better. Requires admission to BAS CJ Program or signature of Program Coordinator)

**CJ 355. CRIME SCENE INVESTIGATIONS.**

**3 Hrs.**

This course will cover the evolution of the crime scene investigations. It will cover how to conduct crime scene investigations from first response to court room presentation. It will also cover future trends in crime scene investigations. This may serve as a lab science for the CJ program. (Pre-requisite: CJ 111 with a grade of C or better. Requires admission to BAS CJ Program or signature of Program Coordinator)

**CJ 360. FRAUD EXAMINATION.**

**3 Hrs.**

Delve into the world of white-collar crime and forensic accounting. Study methods of detection, prevention and investigation. (Pre-requisite: CJ 111 with a grade of C or better. Requires admission to BAS CJ Program or signature of Program Coordinator)

**CJ 372. POLICE TACTICS.**

**3 Hrs.**

Advanced study of law enforcement practices with an emphasis on major issues involving ethical practices, use of force and deadly force and other liability issues, as well as high speed pursuit, and certification in fire arms and other tactical weapons.

**CJ 375. CRIME SCENE PHOTOGRAPHY.**

**3 Hrs.**

Focus on developing skills in photographing a crime scene. Includes black and white film, and paper, and color films and paper use and developing of photos. Also includes tools and equipment taking basic crime scene photographs and chemical process used in processing crime scene photos. (Pre-requisite: CJ 111 with a grade of C or better. Requires admission to BAS CJ Program or signature of Program Coordinator)

**CJ 388. BLOODSTAIN PATTERNS.****4 Hrs.**

A practice-oriented class on the techniques and methods of identifying and interpreting blood spatter evidence. Topics includes fundamentals of bloodstain evidence, low velocity impact and angular bloodstains, medium and high velocity bloodstains, significance of partially dried, clotted, aged, physically altered bloodstains and others. Course will serve as a one lab science course for BAS CJ program. (Requires admission to BAS CJ Program or signature of Program Coordinator. Must have taken CJ 355 and earned a C or better.)

**CJ 410. ADVANCED CRIME SCENE PHOTOGRAPHY.****3 Hrs.**

This course concentrates on the use of the Single Lens Reflex (SLR) photographic equipment as it relates to the criminal justice field and crime scenes. The course also covers the proper ways to take, keep and store crime scene photographs with an emphasis on macro and other special photography techniques. ( Requires admission to BAS CJ Program or signature of Program Coordinator)

**CJ 440. RESEARCH METHODS IN CJ.****3 Hrs.**

The student will explore concepts and research methods within the Criminal Justice field and how it relates to other social science. Emphasis will be place on the continued development of superior writing skills and statistical evaluations of information. (Pre-requisites: CJ 111 and ENGL 102 with a grade of C or higher and MATH 126 or 211. Requires admission to BAS CJ Program or signature of Program Coordinator)

**CJ 460. CAPSTONE.****2 Hrs.**

Student will conduct a semester long project in the criminal justice field that will be concluded with a research report and oral presentation. Taken the semester of graduation. (Pre-requisites: CJ 111 and ENGL 102 with a grade of C or better. Requires Program Coordinator signature)

**DRAFTING (DRAF)****DRAF 102. DRAFTING FUNDAMENTALS.****3 Hrs.**

Introductory-level drafting course, including graphic language, fundamentals of lettering, sketching, orthographic projection, dimensioning, sectioning, axonometric projection, and auxiliary views.

**DRAF 103. MECHANICAL BLUEPRINT READING.****2 Hrs.**

Reading of machine prints and drawings commonly used in industry and trades.

**DRAF 111. FUNDAMENTALS OF DRAFTING USING AUTOCAD.****3 Hrs.**

Graphic designs and drawings developed by use of computer. Drawings include orthographic, pictorial, electrical, auxiliary, isometric, mechanical and



architectural.

**DRAF 112. ADVANCED DRAFTING TECHNIQUES.**

**3 Hrs.**

Continuation of DRAF 111. Working drawings, intersections, geometric space problems, and engineering drawings. (Pre-requisite: DRAF 111 or DRAF 102 or DRAF 314)

**DRAF 113. DESCRIPTIVE GEOMETRY.**

**3 Hrs.**

Graphic representation and solution of space problems; points, lines, planes, parallelism, perpendicularity, vectors, developments, intersections, and warped surfaces. (Pre-requisite: DRAF 111 or DRAF 102 or DRAF 314)

**DRAF 114. ELECTRICAL DRAFTING.**

**3 Hrs.**

Study of electronics components and symbols. Electronics symbol in CAD, CAD Generated Diagrams, block diagrams, schematic diagrams, logic diagrams, wiring diagrams, motors and control circuits, power distribution printed circuit design, and printed circuit boards. (2 lecture hours; 2 lab hours per week)

**DRAF 115. COMPUTERAIDED DRAFTING.**

**3 Hrs.**

Graphic designs and drawings developed by use of computer. Drawings include orthographic, pictorial, electrical, electronic, petrochemical, metal and mining, and architectural. (Co-requisite: DRAF 111 or DRAF 102 or DRAF 314)

**DRAF 116. 3D MODELING WITH AUTOCAD. 3 Hrs.**

Introduction to customizing computer-aided drafting software using AutoCAD. Topics covered are 3D drawing, solid modeling, symbol libraries, slides, screen menus, icon menus and tablet menus. (Pre-requisite: DRAF 111 or DRAF 102 or DRAF 314)

**DRAF 122. FUNDAMENTALS OF 3D STUDIO MAX.**

**3 Hrs.**

Students will learn the fundamentals of creating 3D models in an environment that is used in multiple fields of study such as Design, Engineering and Animation. (Pre-requisite: DRAF 111 or DRAF 102 or DRAF 314).

**DRAF 212. STRUCTURAL DESIGN.**

**3 Hrs.**

Design and checking of steel to be used as beams, girders, lintels, columns and struts; design of simple frames; use of bar and open-web, long joists; design of timber beams, girders, columns and wood floors. (Pre-requisite: DRAF 111 or DRAF 102 or DRAF 314)

**DRAF 213. SCHEMATIC DRAFTING.**

**3 Hrs.**

Schematic interpretation of electronic, hydraulic and pipe drawings. Electronic drawings include logic and integrated circuit schematics; hydraulic drawings include multiple position and pictorial schematics; and pipe drawings include isometric and oblique schematics. (Pre-requisite: DRAF 111 or DRAF 102 or

## DRAF 314)

**DRAF 220. FUNDAMENTALS OF MICROSTATION WITH 3D. 3 Hrs.**

Graphic designs and drawings developed by use of computer. Drawings include orthographic, pictorial, electrical, auxiliary, isometric, mechanical and architectural. An introduction to 3D modeling using CAD is also covered.

**DRAF 225. ADVANCED WORK WITH 3D STUDIO MAX. 3 Hrs.**

This is a continuation of DRAF 122. Students will learn advanced techniques and uses of creating 3D models in an environment that is used in multiple fields of study such as Design, Engineering and Animation. (Pre-requisite: DRAF 122)

**DRAF 226. 3D PARAMETRIC MODELING WITH INVENTOR. 3 Hrs.**

Students will learn the fundamentals of creating 3D models using feature based modeling. This method starts with rough sketches that are transformed into intelligent models by applying dimensions and constraints. The model can then be refined by adjusting these constraints using engineering design data. (Pre-requisite: DRAF 111 or DRAF 102 or DRAF 314)

**DRAF 227. 3D MODELING AND SIMULATION WITH EON. 3 Hrs.**

Students will learn the fundamentals of creating 3D models in an environment that is used in multiple fields of study such as Design, Engineering and Animation. Here they will also learn how to use these models in simulations that are used for training and marketing. (Pre-requisite: DRAF 226)

**DRAF 228. 3D ARCHITECTURAL DRAFTING. 3 Hrs.**

Students will learn the fundamentals of creating 3D models in an architectural environment. Architectural drafting and design will be studied using 3D modeling that can be applied to many areas of engineering and construction. (Pre-requisite: DRAF 116)

**DRAF 229. AUTODESK REVIT. 3 Hrs.**

Students will learn the fundamentals of creating 3D models in an architectural environment using Autodesk Revit. Architectural drafting and design will be studied using 3D modeling that can be applied to many areas of engineering and construction. (Pre-requisite: DRAF 111 or DRAF 102 or DRAF 314)

**DRAF 235. TOOLMACHINE DESIGN. 3 Hrs.**

Advanced drafting; design and techniques used in planning and designing dies, jigs, and fixtures. (Pre-requisite: DRAF 111 or DRAF 102 or DRAF 314)

**DRAF 260. ENGINEERING TECHNOLOGY-DRAFTING OPTION CAPSTONE COURSE. 1 Hr.**

This course serves as a culmination of the Engineering Technology – Drafting Option A.A.S. Degree program. A project is designed and completed that

demonstrates competencies and skills learned within the courses of the program. Industry Standards Examinations are prepared for and taken. Capstone course.

### **DRAF 314. COMPUTER-AIDED DESIGN.**

**3 Hrs.**

The basics of 2-D AutoCAD. Study drawing types from the major field of study. Create drawings in technology majors, such as electronics, electro-mechanical, environmental, manufacturing, and welding.

## **ECONOMICS (ECON)**

### **ECON 201. MICROECONOMICS.**

**3 Hrs.**

Introduction to types of business organizations; market models of capitalism. Basic theories of costs of production, and output determination. This course also touches on labor unions, international trade, and economic considerations in the control of American industry. [Common Professional Component Course]

### **ECON 202. MACROECONOMICS.**

**3 Hrs.**

Theories of supply and demand, national income determination and public debt. Overview of classical and Keynesian economic theory; national fiscal policy; and current problems/policies bearing thereon. [Common Professional Component Course]

### **ECON 311. INTRODUCTION TO ECONOMIC DEVELOPMENT.**

**3 Hrs.**

To present the concept of development in an evolutionary context with an emphasis on inclusiveness in a world of scarcity. Broad introduction to the principles and practices, tactics and techniques of local and regional economic development. (Pre-requisites: ECON 201 and ECON 202)

### **ECON 320. MANAGERIAL ECONOMICS.**

**3 Hrs.**

Managerial Economics is concerned with the application of economic principles and methodologies to business decision making. In this course students will increase their understanding of managerial economics and learn a variety of approaches that will allow them to solve business problems relating to costs, prices, revenues, profits, and competitive strategies. (Pre-requisites: ECON 201, ECON 202)

### **ECON 331. FINANCIAL ECONOMICS.**

**3 Hrs.**

This course emphasizes the financial system, financial institutions, central banks, monetary policy, foreign exchange rate and financial stability. The course studies the role of money and interest rates in the operation of the U.S. economy. The aim is to give students an overview of the U.S. financial system and an understanding of the theory and practice of monetary policy. (Pre-requisites: ECON 201, ECON 202)

**ECON 413. ANALYSIS OF ENTERPRISES FOR ECONOMIC DEVELOPMENT PURPOSES. 3 Hrs.**

Analysis of business or other entities that show an interest in relocating or expanding within the target community or county will be undertaken by students in this course. (Pre-requisites: ECON 201, ECON 202, ECON 311 or instructor's consent)

**EDUCATION (EDUC)**

**EDUC 100. INTRODUCTION TO TEACHER EDUCATION. 2 Hrs.**

Overview of the teaching profession. Central themes cover the aspects of becoming a teacher; schools and their place in society; students and curriculum, as well as career opportunities and professional development. Historical foundations of education are presented together with a look to the future. Classroom computer applications also are introduced. (Co-requisites: 20 hours of field experience)

**EDUC 200. INTRODUCTION TO EXCEPTIONAL CHILDREN. 3 Hrs.**

Survey of the non- traditional learner with emphasis upon the legal, ethical and educational ramifications for public school personnel. Characteristics and etiologies of categorical classifications will be studied. (Pre-requisites: EDUC 100 and PSYC 241) (Co-requisites: 20 hours field experience)

**EDUC 230. COOPERATIVE DISCIPLINE. 3 Hrs.**

Students will study the attention seeking, power seeking, revenge seeking, and avoidance of failure behaviors. Manifestations of these behaviors will be studied, as well as preventions and interventions. Issues of self-esteem and belonging will be emphasized in this class that helps students learn to build communities in their classrooms (Pre-requisite: Placement Test(Co-requisites: Field Experience)

**EDUC 250. INTRO TO EARLY EDUCATION. 3 Hrs.**

Study of developing and creating learning environments for kindergarten and pre-kindergarten classrooms. Also includes study of family involvement, engaged advocacy, and importance of the community in building relationships for strong programs.

**EDUC 255. LANGUAGE ARTS & EMERGENT LITERACY. 3 Hrs.**

Focus on planning, selection, and use of programs for beginning readers. Includes study of strategies for oral skills and emergent literacy. Course will review evaluation strategies appropriate for early reading assessment.

**EDUC 300. THEORIES OF LEARNING. 3 Hrs.**

Focus on psychological learning principles and their classroom applications. Major classical and modern theories of learning are emphasized. An exploration of learning styles, metacognition and forms of problem solving and their

importance in the classroom to the Early and Middle Childhood teacher. (Pre-requisites: EDUC 200. To be taken the semester applying for admission to the program) (Co-requisite: Field experience)

**EDUC 302. STRATEGIES IN EARLY EDUCATION.**

**3 Hrs.**

Study of essential concepts, inquiry tools, and structure of content area for early education. Includes identification of resources to deepen understanding of appropriate materials, manipulatives, media, and technology for young learners. Practice observation skills/techniques. (Pre-requisites: Admission to Teacher Education Program (Concurrent enrollment in EDUC 402 required)

**EDUC 310. DIVERSITY IN EDUCATION.**

**3 Hrs.**

Strategies for providing differentiated instruction to students with diverse learning, social, and behavior needs who are being educated in inclusive settings. Emphasis will be on practical planning and teaching of students from diverse backgrounds. (Pre-requisites: Admission to Teacher Education Program (Field experience required)

**EDUC 315. ART STRATEGIES.**

**3 Hrs.**

This course prepares teacher candidates to use basic art skills in the elementary classroom. The course will focus on the integration of art into all areas of the multi-subjects curriculum. (Pre-requisites: Admission to Education Program)

**EDUC 316. MUSIC STRATEGIES.**

**3 Hrs.**

This course prepares teacher candidates to use basic music skills in the elementary classroom. This course will focus on the integration of music into all areas of the multi-subjects curriculum. (Pre-requisites: Admission to Education Program)

**EDUC 320. EDUCATIONAL ASSESSMENT.**

**3 Hrs.**

Introduction to the assessment process. A study of the philosophical and theoretical foundations of evaluation procedures used in public schools will lead to the statistical devices for measuring pupil progress in early childhood and middle school levels. Focus will be upon the skills of device design, administration, scoring and interpretation of data in all content areas. (Pre-requisite: Admission to Teacher Education Program)

**EDUC 330. CLASSROOM MANAGEMENT.**

**3 Hrs.**

Focus on the major models of classroom management and characteristics of positive classroom environments. Emphasizes prevention of classroom disruptions through understanding student behaviors. Basic physiological, emotional and cognitive needs of students and teachers are studied. Philosophical approaches to teaching are developed through coursework and reflective journal writing. Computer applications in the classroom also are emphasized. This class should be completed the semester prior to EDUC 401.

(Pre-requisites: Admission to Teacher Education Program) (Co-requisite: EDUC 330L)

**EDUC 330L. CLASSROOM MANAGEMENT PRACTICUM. 0 Hrs.**

A practicum offered on-site at a local professional development school. Application of management plans and techniques are the focus of this experience. This class should be completed the semester prior to EDUC 401. (Pre-requisite: Admission to Teacher Education Program) (Co-requisite: Enrollment in EDUC 330)

**EDUC 350. SPECIAL PRACTICUM IN TEACHING - PRIMARY. 1-6Hrs.**

This practicum provides skills development in observation, planning, teaching, and evaluation at the primary levels under the direct supervision of public schools and college supervisors. (Pre-requisite: Division Chair Permission)

**EDUC 351. SPECIAL PRACTICUM IN TEACHING-INTERMEDIATE. 1-6 Hrs.**

This practicum provides skills development in observation, planning, teaching, and evaluation at the intermediate levels under the direct supervision of public schools and college supervisors. (Pre-requisite: Division Chair Permission)

**EDUC 401. EARLY CHILDHOOD & MIDDLE SCHOOL CURRICULUM. 3 Hrs.**

The analysis and application of various curriculum design, instructional strategies and planning models for Early and Middle Childhood teachers. Cooperative learning and the application of technology in the classroom are emphasized. (Pre-requisites: EDUC 330 and EDUC 330L) (Co-requisites: EDUC 401L)

**EDUC 401L. CLINICAL EXPERIENCE I. 0 Hrs.**

A practicum offered on-site at a local Professional Development School in Early Childhood and Middle School Curriculum. Application and observation of curriculum design, instructional strategies, cooperative learning, planning models, teach, and technology are the focus of this experience. (Pre-requisite: Admission to Teacher Education Program) (Co-requisite: Enrollment in EDUC 401)

**EDUC 402. CURRICULUM IN EARLY EDUCATION. 2 Hrs.**

This class will focus on planning skills both in class and in the field experience. Interpersonal skills and decision-making skills will be exercised in team activities and experiences. Professional commitment, instructional skills, decision-making and diversity will be addressed both in the classroom activities and through field experiences. The application of technology will be emphasized and incorporate in class activities and in the field experience. (Pre-requisites: Admission to Teacher Education Program) (Co-requisite: Field experience; enrollment in EDUC 302)

**EDUC 403. STUDENT TEACHING - EARLY EDUCATION. 5 Hrs.**

Eight weeks of full-time observation, planning, teaching, and evaluation at the Pre K-K levels under the direct supervision of public school and college

supervisors. (Pre-requisites: Admission to Student Teaching)

**EDUC 404. STUDENT TEACHING - PRIMARY. 5 Hrs.**

Eight weeks of full-time observation, planning, teaching and evaluation at the Primary (K-2) levels under the direct supervision of public school and college supervisors. (Pre-requisite: Admission to Student Teaching)

**EDUC 405. STUDENT TEACHING IN GENERAL SCIENCE 5-9. 5 Hrs.**

Full-time planning, teaching and evaluation at the middle school level in Science under the direct supervision of public school and college supervisors. (Pre-requisite: Admission to Student Teaching)

**EDUC 406. STUDENT TEACHING IN GENERAL MATH 5-9. 5 Hrs.**

Full-time planning, teaching and evaluation at the middle school level in Mathematics under the direct supervision of public school and college supervisors. (Pre-requisite: Admission to Student Teaching)

**EDUC 407. STUDENT TEACHING IN ENGLISH 5-9. 5 Hrs.**

Full-time planning, teaching and evaluation at the middle school level in English under the direct supervision of public school and college supervisors. (Pre-requisite: Admission to Student Teaching)

**EDUC 408. STUDENT TEACHING - INTERMEDIATE. 5 Hrs.**

Eight weeks of full-time observation, planning, teaching, and evaluation at the Intermediate (3-6) levels under the direct supervision of public school and college supervisors. (Pre-requisite: Admission to Student Teaching)

**EDUC 409. STUDENT TEACHING IN SOCIAL STUDIES 5-9. 5 Hrs.**

Full-time planning, teaching and evaluation at the middle school level in Social Studies under the direct supervision of public school and college supervisors. (Pre-requisite: Admission to Student Teaching)

**EDUC 410. STUDENT TEACHING SEMINAR. 2 Hrs.**

Self-analysis and evaluation of instructional performance through a peer counseling approach. Preparation of a plan for continued professional development and inquiry into current issues in the profession. (Pre-requisite: Admission to Student Teaching; Co-requisite: EDUC 404, 408.)

## **ELECTRONICS (ELEC)**

**ELEC 101. ELECTRICITY & ELECTRONICS FUNDAMENTALS. 2 Hrs.**

Introduction to concepts and applications of electricity and electronics related to technical fields. Topics include electron flow, analog vs. digital waveforms, process control, motors, generators, wiring, and drawings. (Co-requisite: ELEC 101L)

**ELEC 101L. ELECTRICITY & ELECTRONICS FUNDAMENTALS LAB. 1 Hr.**

Application of concepts introduced in ELEC 101. (Co-requisite: ELEC 101)

**ELEC 102. ELECTRICAL & INSTRUMENTATION 1. 3 Hrs.**

Provides an introduction to electrical theory, safety, Electrical & Instrumentation (E&I) testing and process technologies. Laboratory exercises are designed to provide hands-on practice of concepts.

**ELEC 103. ELECTRICAL AND INSTRUMENTATION 2. 3 Hrs.**

Study of flow, pressure, level, temperature, tubing conductors and drawings. Laboratory exercises are designed to provide hands-on practice of concepts.

**ELEC 104. ELECTRICAL AND INSTRUMENTATION 3. 3 Hrs.**

Study of electronic components, hazardous locations, machine bending, and installation of tubing systems. Laboratory exercises are designed to provide hands-on practice of concepts.

**ELEC 105. DIRECT CURRENT CIRCUITS. 2 Hrs.**

Study of theory and laboratory experiments in basic and advanced direct current circuits as well as networks. Concepts covered include voltage, current, resistance, conductance and power. Topics studied are: Ohms Law, Series Circuits, Parallel Circuits, Complex Circuits and Network Theorems. (Pre-requisite: MATH 111 or 126 or concurrent registration) (Co-requisite: ELEC 105L)

**ELEC 105L. DIRECT CURRENT CIRCUITS LAB. 1 Hr.**

Application of concepts introduced in ELEC 105. (Co-requisite: ELEC 105)

**ELEC 115. RES/COMM ELECTRICAL 1. 3 Hrs.**

This course introduces students to the electrical trade through knowledge competencies and performance tasks. Topics include: hand bending, electrical theory, electrical test equipment, raceways, boxes, and fittings, conductors, and residential, commercial, and industrial wiring.

**ELEC 116. RES/COMM ELECTRICAL 2. 3 Hrs.**

This course is a continuation of ELEC 115 with students expanding their knowledge competencies and performance capabilities within the electrical trade. Topics include: alternating current, motors, grounding, conductor installations, cable tray, and electric lighting.

**ELEC 117. RES/COMM ELECTRICAL 3. 3 Hrs.**

This course is a continuation of ELEC 116 with students continuing to expand their knowledge competencies and performance capabilities within the electrical trade. Topics include: load calculations, hazardous locations, overcurrent protection, distribution equipment, and transformers.



**ELEC 118. RES/COMM ELECTRICAL 4.****3 Hrs.**

This course is a continuation of ELEC 117 with students continuing to expand their knowledge competencies and performance capabilities within the electrical trade. Topics include: lighting applications, heat/freezing protection, motor maintenance, and high-voltage terminations/splices.

**ELEC 120. ALTERNATING CURRENT CIRCUITS.****2 Hrs.**

Theory and laboratory experiments in the area of alternating current in resistive, capacitive and inductive circuits. Topics covered are: sinusoidal and nonsinusoidal waveforms, current/ voltage relationships in RC, RL and RLC circuits, power factor, phase angles, phasor diagrams and network analysis (Pre-requisite: ELEC 105, Math 111 or 126) (Co-requisite: ELEC 120L)

**ELEC 120L. ALTERNATING CURRENT CIRCUITS LAB.****1 Hr.**

Application of concepts introduced in ELEC 120. (Co-requisite: ELEC 120)

**ELEC 124. ANALOG CIRCUITS.****3 Hrs.**

Concepts covered include atomic structures, P-type and N-type materials, Rectification, Voltage Regulation, Signal Processing, Amplification, Filters, Harmonic Distortion, Power Supplies, Transistor Operation, Thyristor Applications and LEDs. Laboratory experiments are used to verify the topics covered in lecture. (Pre-requisites: ELEC 101, 102, 105, or concurrent registration)

**ELEC 133. INDUSTRIAL WIRING AND CODE.****2 Hrs.**

Industrial, commercial and residential electrical wiring, safety code, motor starters and controllers. (Co-requisite: ELEC 133L)

**ELEC 133L. INDUSTRIAL WIRING AND CODE LAB.****1 Hr.**

Application of concepts introduced in ELEC 133. (Co-requisite: ELEC 133)

**ELEC 202. ELECTRICAL AND INSTRUMENTATION 4.****3 Hrs.**

Study of motor control, electrical distribution, transformer applications, hydraulic and pneumatic controls. Laboratory exercises are designed to provide hands-on practice of concepts.

**ELEC 203. ELECTRICAL AND INSTRUMENTATION 5.****3 Hrs.**

Study of emergency systems, control elements, transducers, and actuators. Laboratory exercises are designed to provide hands-on practice of concepts.

**ELEC 204. ELECTRICAL AND INSTRUMENTATION 6.****3 Hrs.**

Study of instrument calibration, loop checks, troubleshooting a loop, Programmable Logic Controllers (PLCs), and data networks. Laboratory exercises are designed to provide hands-on practice of concepts.

**ELEC 210. ELECTRICAL CERTIFICATION.****1 Hr.**

This is a review course for West Virginia Electrician Apprentice exam. Exams dates are scheduled through the State Fire Marshal's office. The first four chapters of the National Electric Code are reviewed.

**ELEC 222. DIGITAL LOGIC CIRCUITS.****3 Hrs.**

The analysis of digital logic circuits and systems with the help of truth table diagrams, Boolean Algebra and Karnaugh maps. Devices studied include: inverters, logic gates, memory, arithmetic and numbering circuits AND Gates, OR Gates NAND and NOR Gates, Exclusive OR and Exclusive NOR Gates. Systems studied include: Half and Full Adders, Encoders, and Decoders Code Converters, Multiplexers, Analog/Digital and Digital/Analog Conversion. (Pre-requisites: ELEC 101 or ELEC 102, or ELEC 105)

**ELEC 224. ET - ELECTRONICS CAPSTONE COURSE.****1 Hr.**

This course serves as a culmination of the Engineering Technology – Electronics Option A.A.S. Degree Program. A project is designed and completed that demonstrates competencies and skills learned within the ELEC courses of the program.

**ELEC 225. ELECTRICAL MACHINERY.****3 Hrs.**

Theory and applications of direct and alternating current motors and generators; armature winding, field winding, induced voltage, types of AC, DC machines, parallel operation, speed regulation, power factor, efficiency and losses. (Pre-requisite: ELEC 120) (Co-requisite: ELEC 225L)

**ELEC 225L. ELECTRICAL MACHINERY LAB.****1 Hr.**

Application of concepts introduced in ELEC 225. (Co-requisite: ELEC 225)

**ELEC 234. SERVICE LEARNING EXPERIENCE.****3 Hrs.**

This course combines student knowledge and abilities to perform work as an apprentice electrician on a construction site, under the supervision of the instructor.

**ELEC 237. ANALOG AND DIGITAL CIRCUITS.****3 Hrs.**

Provides an overview of Semiconductors, Signal Processing, Amplification, Boolean Algebra and Karnaugh maps, Truth Tables, Logic Gates, Memory, Encoders, Decoders, Analog/Digital and Digital/Analog Conversion. (Pre-requisites: ELEC 101, 102, 105, or concurrent registration)

**ELEC 260. E&I CAPSTONE COURSE.****1 Hr.**

This course serves as a culmination of the Electrical & Instrumentation (E&I) Certificate program. A project is designed and completed that demonstrates competencies and skills learned within the Multi-Craft Technology (MTEC) and

E&I courses of the program. NCCER and or NEC Examinations are prepared for and taken. Capstone course.

**ELEC 324. ADVANCED ANALOG CIRCUITS.**

**3 Hrs.**

Advanced theory and application of Voltage Regulation, Signal Processing, Amplification, Filters, Harmonic Distortion, Power Supplies, Transistor Operation, Thyristor Applications and Light Emitting Diodes LEDs). Laboratory experiments are used to verify the topics covered in lecture. (Pre-requisites: ELEC 101, 102, 105, or concurrent registration)

**ELEC 420. ADVANCED AUTOMATED SYSTEMS CONTROL.**

**3 Hrs.**

Course topics include, Advanced Programmable Logic Controller (PLC) Programming and Applications, Variable Frequency Motor Drives, Robotics, Power Generation, Distribution and Transformation, Motor and Generator Theory and Telemetry. (Pre-requisites: ELEC 101 or ELEC 102 or ELEC 105)

**ELEC 422. ADVANCED DIGITAL LOGIC CIRCUITS.**

**3 Hrs.**

Advanced applications of logic gates, memory, arithmetic and numbering circuits, encoders, and decoders, CPUs, storage media and A/D and D/A Conversion. (Pre-requisites: ELEC 101 or ELEC 102 or ELEC 105)

**ENGINEERING (ENGR)**

**ENGR 101. ENGINEERING PROBLEM SOLVING I.**

**2 Hrs.**

Engineering problem-solving methodologies and analysis, use of computers in problem-solving, technical report writing, team based project work and presentations. (Co-requisite: Math 155)

**ENGR 102. ENGINEERING PROBLEM SOLVING II.**

**3 Hrs.**

Continued development of engineering problem-solving, teamwork and communication skills, with focus on using the computer as a tool through algorithm development and the use of a high-level computing language, such as MATLAB (Pre-requisites: ENGR 101, Math 155 with a C or higher)

**ENGR 120. ENGINEERING METHODS FOR TECHNICIANS.**

**3 Hrs.**

Roles and responsibilities of Engineering Technicians and Technologists, including the basic tools, problem-solving, computer and mathematical skills.

**ENGR 124 PLCs, NETWORKS AND TELEMETRY FUND.**

**3 Hrs.**

Provides an overview of Computer hardware, I/O, operating systems, communications, routing, addressing, telemetry devices and networking. (Pre-requisites: ELEC 101)

**ENGR 199. ORIENTATION TO ENGINEERING.**

**1 Hrs.**

This course provides a beginning engineering student with information and tools

to prepare him/her for a successful college life. Freshmen students can explore various engineering disciplines, prepare for an engineering career, and learn academic success strategies.

**ENGR 220. FLUID, MECHANICAL & ELECTRICAL POWER SYSTEMS. 3 Hrs.**

Introduction to the elements of power transmission and the principles that guide the application of those elements in industry.

**ENGR 228. EMBEDDED SYSTEMS PROGRAMMING. 3 Hrs.**

This course introduces embedded system controls. Included are an introduction to various hardware and software platforms. Student will create, deploy and troubleshoot a java embedded control program. (Pre-requisites: CS 122 and ENGR 220)

**ENGR 230 CONTROL SYSTEMS. 3 Hrs.**

Course topics include, Programmable Logic Controller (PLC) Programming and Applications, Variable Frequency Motor Drives, Robotics, Power Generation, Distribution and Transformation, Motor and Generator Theory and Telemetry. Laboratory exercises are included in this course.

**ENGR 234 ADVANCED CONTROL SYSTEMS. 3 Hrs.**

A continuation of ENGR 230, topics include Advanced Programmable Logic Controller (PLC) Programming and Applications, Variable Speed Motor Drives, Robotics, Discrete Control Systems, Designing and programming embedded control systems. (Pre-requisites: Grade of "C" or better in ELEC 101, ELEC 101L, ENG)

**ENGR 240. HEATING AND COOLING SYSTEMS 1. 3 Hrs.**

This course introduces students to the Heating, Ventilation, Air Conditioning and Refrigeration Systems. Topics include: heating and cooling load calculation, introduction to cooling, introduction to heating, and air distribution systems, furnaces, boilers and air conditioning systems.

**ENGR 241. HEATING AND COOLING SYSTEMS 2. 3 Hrs.**

This course continues instruction of Heating, Ventilation, Air Conditioning and Refrigeration Systems introduced in Heating and Cooling Systems 1. Topics include: heating and cooling load calculation, advanced heating and cooling systems, commercial air handlers and commercial building comfort control systems. (Pre-requisites: Grade of "C" or better in ENGR 240)

**ENGR 250 BUILDING AUTOMATION CONTROLS. 3 Hrs.**

This course introduces building automation controls. Included are operator access to room sensors, alarms, schedules, trends and reports. Students will create, deploy and troubleshoot a control program. (Pre-requisites: ENGR 240 Heating and Cooling Systems 1, ELEC 220 Automated Systems Control)

**ENGR 280. SPECIALIZED TECHNOLOGIES.****4 Hrs.**

This course discusses the theory of operation and application of various state-of-the-art technologies as they apply to modern technological fields.

Communications, Automation, Controls, Sustainability and Current Innovations are examined. (Pre-requisites: ELEC 101, CS 121)

**ENGLISH (ENGL)****ENGL 100. ENGLISH FUNDAMENTALS.****4 Hrs.**

English Fundamentals uses an imbedded lab to emphasize grammar, punctuation, sentence formation, paragraph development, and basic essay development and provides students with the skills necessary to prepare for their general education English course. (Pre-requisite: Appropriate placement exam score).

**ENGL 101. COMPOSITION 1.****3 Hrs.**

Students write a minimum of twenty formally-evaluated pages in order to expand skills necessary to express ideas and feelings effectively in expository essays centered on rhetorical patterns and strengthening critical thinking skills. 4,000-5,000 words evaluated writing. ((Pre-requisite: Appropriate placement exam score).

**ENGL 101L. COMPOSITION 1 LAB.****1 Hr.**

This lab provides structured learning support for English 101, offering tailored instruction in the specifics of the writing process; grammar, punctuation, and sentence structure; various forms of documentation; and the traditional rhetorical modes. (Pre-requisite: Placement test) (Co-requisite: ENGL 101)

**ENGL 102. COMPOSITION 2.****3 Hrs.**

Enhancing skills for writing research-based informative and/or argumentation papers using analysis, synthesis, drawing conclusions from credible sources. Refining research skills, documenting, citing. Employing traditional rhetorical patterns to create an argument. 4,000-5,000 words evaluated writing. (Pre-requisite: Grade of C or better in ENGL 101 or ENGL 107)

**ENGL 103. ENGLISH GRAMMAR, USAGE, AND STYLE.****3 Hrs.**

Study of syntax, grammar, word forms, punctuation, various accepted writing styles. Designed for people who will be writing professionally or want to reinforce correct grammar, punctuation, usage, and to work within different writing contexts. (Pre-requisite: Placement test)

**ENGL 104. SPECIAL PROBLEMS IN ENGLISH AS A SECOND LANGUAGE****3 Hrs.**

English for non-native speakers. Depending on individual student requirements,

special attention is given to speaking, writing, reading, and/or listening skills, as well as American culture. (Pre-requisite: High school diploma or equivalent).

**ENGL 107. TECHNICAL WRITING 1.**

**3 Hrs.**

Develops basic technical writing skills by applying various approaches used to communicate in technical environments. Includes writing structural descriptions, operational descriptions, process explanations, analytical summaries and basic technical reports. Emphasis is on basic writing skills in grammar, mechanics, punctuation, spelling and sentence structure. (Pre-requisite: English ACT score of 18 or Placement test)

**ENGL 107L. TECHNICAL WRITING 1 LAB.**

**1 Hr.**

This lab provides structured learning support for Technical Writing 1, offering tailored instruction in the specifics in the writing process used in a technical environment. (Pre-requisite: Placement test) (Co-requisite ENGL 107)

**ENGL 108. TECHNICAL WRITING 2.**

**3 Hrs.**

Continues development of students' technical writing skills. Expands problem solving abilities through writing technical content associated with the principles of inductive/deductive reasoning. Emphasizes student interaction to complete applied communications assignments, conduct team research, and write analytical reports that may include pictorial and statistical data. Clarity and organization are stressed. Develops skills in writing in response to other writers' ideas through reading and interpreting technical and nontechnical materials. Requires strong grammar and usage skills. (Pre-requisite: Grade of "C" or better in ENGL 101 or ENGL 107 or permission of instructor)

**ENGL 131. TYPES OF LITERATURE 1.**

**3 Hrs.**

A genre approach with an emphasis on the development of critical reading and writing skills through the definition, analysis, and personal experience of poetry and drama. (Pre-requisite: Grade of C or better in ENGL 101)

**ENGL 132. TYPES OF LITERATURE 2.**

**3 Hrs.**

A genre approach with an emphasis on the development of critical reading and writing skills through the definition, analysis, and personal experience of the short story, novella, and/or novel. (Pre-requisite: Grade of C or better in ENGL 101)

**ENGL 210. INTRODUCTION TO CREATIVE WRITING**

**3 Hrs.**

An open enrollment introduction to writing in different literary forms – poetry, fiction, creative nonfiction, and plays. Includes development of clarity, originality, and personal style.

**ENGL 213. CREATIVE WRITING: POETRY.**

**3 Hrs.**

An open enrollment introduction to the writing of poetry; practice in the basics of image, metaphor, line, form, sound, and voice; the basics of seeking an

audience.

**ENGL 214. CREATIVE WRITING: CREATIVE NONFICTION. 3 Hrs.**

An open enrollment introduction to the writing of creative nonfiction, including literary journalism, personal essay, characterization and scene, detail and description, distinctive voice and point of view, and memoir.

**ENGL 215. CREATIVE WRITING: FICTION. 3 Hrs.**

An open-enrollment introduction to the writing of fiction.

**ENGL 221. WORLD LITERATURE 1. 3 Hrs.**

Masterworks from Western culture through the Renaissance with emphasis on universal themes and changing attitudes toward them. (Pre-requisite: Grade of C or better in ENGL 101)

**ENGL 222. WORLD LITERATURE 2. 3 Hrs.**

Representative master works of literature from throughout the world from the Renaissance through the present times with emphasis on universal themes and changing attitudes toward them. (Pre-requisite: Grade of C or better in ENGL 101)

**ENGL 227. FILM AS ART. 3 Hrs.**

"Reading" film as a visual and sound experience. Basic concepts of narrative film form and style: film time and space, elements of theatre in film, cinematography, editing, and sound. (Pre-requisite: ENGL 101)

**ENGL 241. AMERICAN LITERATURE 1. 3 Hrs.**

Representative works from pre-national period to the Civil War. (Pre-requisite: Grade of C or better in ENGL 101)

**ENGL 242. AMERICAN LITERATURE 2. 3 Hrs.**

Representative poetry, fiction, and drama from the post-Civil War period to the present. (Pre-requisite: Grade of C or better in ENGL 101)

**ENGL 257. INTRODUCTION TO SCIENCE FICTION. 3 Hrs.**

An exploration of the development of science fiction and fantasy through the study of representative works. (Pre-requisite: Grade of C or better in ENGL 101)

**ENGL 260. INTERNATIONAL TRAVEL AND LITERARY STUDIES. 3 Hrs.**

A combination of the study of literature from different areas of the world and a tour to those sites for further setting and background research. (Pre-requisite: Grade of C. or better in ENGL 101)

**ENGL 261. ENGLISH LITERATURE 1. 3 Hrs.**

Representative works from the Middle Ages to the Eighteenth Century; Beowulf,

Chaucer, Shakespeare, and others. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 262. ENGLISH LITERATURE 2.**

**3 Hrs.**

Representative works from the Romantic period through the twentieth century. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 285. GENDER IN LITERATURE.**

**3 Hrs.**

Exploration of multiple definitions and understandings of gender roles and labels, often accompanied by stereotypes, as portrayed in a variety of literary genres, films, and other materials. How personal and cultural assumptions interact with individual interpretation and perception of what are often considered archetypal roles. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 290. CLASSROOM COMMUNICATION SKILLS.**

**1-3Hrs.**

A review of both verbal and written communication skills needed by public school teachers with an emphasis on basic grammar and effective speaking (Individualized as much as possible). (The course is geared toward, but not limited to, education majors.)

**ENGL 308. ADVANCED WRITING.**

**3 Hrs.**

Advanced Writing develops enhanced techniques expected in academic and professional writing. This course concentrates on formal formats, audience analysis, research and documentation, proofreading, editing, revision, and integration of source materials from various disciplines. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 320. MEDIEVAL LITERATURE.**

**3 Hrs.**

This course examines works written primarily in the British Isles in the period between 500-1500. Exact topics will vary but may include Old and Middle English texts, the Arthurian legends, religious writings, and Chaucer and his contemporaries. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 325. SHAKESPEARE.**

**3 Hrs.**

Shakespeare's comedies, tragedies, and histories are covered. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 330. MILTON.**

**3 Hrs.**

Milton's poems and selected prose are discussed as well as the literary context of Neoclassicism. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 334. SCIENTIFIC AND TECHNICAL WRITING.**



Upper-level course requiring the study of readings, practices, technical/scientific writing conventions: uses of graphics, professional vocabulary, audience analysis, research techniques, parameters and professional requirements for scientific or technical content and secondary research writing. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 335. THE ROMANTIC MOVEMENT.**

**3 Hrs.**

An upper-division survey of the works of the major Romantic writers. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 340. THE VICTORIAN ERA.**

**3 Hrs.**

An upper-division concentration on major Victorian writers and an overview of cultural and literary criticism of the time. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 345. MODERN AND POST MODERN LITERATURE.**

**3 Hrs.**

Examines the influence of culture and thought on the themes, styles, literary devices and approaches of Modern and Post Modern authors. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 350. APPROACHES TO TEACHING GRAMMAR.**

**3 Hrs.**

Students learn diagramming sentences, active/passive voice, distinction among verbals, use of modifiers, how to connect words, phrases, clauses and sentences correctly, and how to maximize the computer as learning and teaching aid for grammar. (Pre-requisite: Admission to Teacher Education) (Co-requisite: Field Experience) Fall only

**ENGL 403. CHILDREN'S LITERATURE.**

**3 Hrs.**

Development of children's literature with emphasis on modern books; evaluation, selection, and use of books and non-print materials; illustrations. (Pre-requisite: Grade of C or better in ENGL 101)

**ENGL 404. ADOLESCENT LITERATURE.**

**3 Hrs.**

Examines literature for young adults through discussion of historical development and current trends. Recognition of story elements and application of critical judgments practiced. Study of diversity and use of adolescent literature emphasized. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 406. PLAYWRITING.**

**3 Hrs.**

Students will develop basic skills in playwriting techniques through the examination of written theatrical works, attendance at live performances, and completion of classroom exercises. Self-expression will be emphasized.

**ENGL 410. REGIONAL LITERATURE.**

**3 Hrs.**

A study of regional essayists, short story writers, poets, novelists, dramatists, and writers of creative nonfiction in relation to ideological and cultural background, style, and subject matter. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 415. AMERICAN VOICES.**

**3 Hrs.**

Students examine literature by one or more American authors representative of particular movements, eras, genres, styles, themes, cultures, or other relevant perspectives. Focus may vary each semester. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 420. SINGLE AUTHOR.**

**3 Hrs.**

This course provides in-depth study of a single author's literary work. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 425. TOPICS IN CONTEMPORARY GLOBAL LITERATURE. 3 Hrs.**

Specialized topics, which may vary per semester, will provide students with the opportunity to discuss, interpret, compare, and critique contemporary literature by international authors. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 430. COMPARATIVE LITERATURE.**

**3 Hrs.**

Using literary texts, "Comparative Literature" promotes studying intercultural relations that cross national boundaries, multicultural relationship, and the interactions between literature, the arts, the sciences, technology, history, political science, philosophy, and linguistic boundaries and other disciplines. (Pre-requisite: ENGL 101 or 107 with grade of "C" or permission of instructor)

**ENGL 444. WRITER'S WORKSHOP.**

**3 Hrs.**

Offers opportunity to create, shape, and polish poetry, fiction, screen plays, drama, creative non-fiction. Focus on elements essential to good writing. Stresses both creativity and practical skills, such as manuscript preparation, critiquing, editing, and marketing. (Pre-requisite: Grade of C or better in ENGL 101 and ENGL 102 or permission of instructor.)

**ENGL 450. LITERARY CRITICISM.**

**3 Hrs.**

The study of literary criticism from Aristotle to the present. (Pre-requisites: Grade of C or better in ENGL 101 or permission of instructor)

**ENTREPRENEURSHIP (ENT)**

**ENT 200. ENTREPRENEURSHIP 1.**

**3 Hrs.**

This course will involve developing a business plan, starting or expanding a business venture and understanding the legal requirements of business.

**ENT 206. MANAGING AND MARKETING.****3 Hrs.**

This course offers several approaches to the study of small business management and marketing. Specific topics will cover the management process, strategic planning, human resources, business promotion, pricing and inventory control.

**ENT 207. FINANCING AND INFORMATION.****3 Hrs.**

This course will provide the student with the knowledge of what financing options are available and their requirements for small businesses. This course will also cover the use of computer technology in the business setting.

**ENT 208. NEW VENTURE ACCOUNTING.****3 Hrs.**

This course will cover entrepreneurial accounting concepts and various accounting and financial records needed in business. The course will also familiarize the student with the tax consequences of different forms of business organizations.

**ENVIRONMENTAL TECHNOLOGY (ENVR)****ENVR 102. BASIC ENVIRONMENTAL SCIENCE.****3 Hrs.**

Students will learn the fundamentals of environmental science including the elements of chemistry, biology, and ecology; review historical and current environmental legislation; learn to recognize environmental hazards; and learn how to identify their role in environmental protection.

**ENVR 310. TOPICS IN ENVIRONMENTAL SCIENCE.****3 Hrs.**

This course will present a number of current topics of environmental science for discussion which may include resource use, global warming, ozone depletion, and global environmental crime. An overview of the history of environmental regulation in the US will also be presented.

**FINANCE AND BANKING (FIN)****FIN 101. PERSONAL FINANCE.****3 Hrs.**

This course introduces the basic tools of money management and personal finance. The course aims to prepare the student to live better financially. Topics include budgeting, managing checking and savings accounts, obtaining loans and credit.

**FIN 121. PRINCIPLES OF BANKING.****3 Hrs.**

The history and evolution of banking as a service and as an institution are covered. The examination of specific banking functions such as handling deposits, check processing, collections, internal bookkeeping, loans, bank investments, and the trust department is cast against the regulations governing banks. This course is designed primarily for American Institute of Banking

students.

**FIN 224. ANALYZING FINANCIAL STATEMENTS.**

**3 Hrs.**

A study of the analytical processes and techniques available to interpret the financial data contained in the financial statements. This course is designed primarily for American Institute of Banking students. (Pre-requisites: ACCT 123 or ACCT 201 and FIN 121)

**FIN 226. CONSUMER LENDING.**

**3 Hrs.**

An overview of consumer credit analysis and lending policies using basic techniques. Governmental regulations underlying consumer lending policies. This course is designed primarily for American Institute of Banking students. (Pre-requisite: FIN 224)

**FIN 240. COMMERCIAL LENDING.**

**3 Hrs.**

A study of the organization of the commercial lending department in lending institutions and the loan processing from the initial application for the loan to the collection of the moneys owed. This course is designed primarily for American Institute of Banking students. (Pre-requisites: FIN 121 and FIN 224)

**FIN 340. PRINCIPLES OF BUSINESS FINANCE.**

**3 Hrs.**

The role of financial management in business enterprises; financial analysis; planning for short-term and long-term financing; budgeting; and current asset management are topics covered in this course. (Pre-requisites: ACCT 202; admission to BSBA or BASBA)

**FIN 356. FUNDAMENTALS OF INVESTING.**

**3 Hrs.**

This course covers the various types of investment instruments, the organized exchanges (NYSE, AMEX and Regionals), the over-the-counter market, the international financial exchanges, mutual funds, portfolio management, setting and achieving financial goals.

**FOREIGN LANGUAGES (FLAN)**

**CLASSICS (CLAS)**

**CLAS 101. ELEMENTARY LATIN 1**

**3 Hrs.**

Students will study Classical Latin grammar and vocabulary through the reading of stories. Attention is also given to proper pronunciation, writing, and the study of ancient Roman culture.

**CLAS 103. ELEMENTARY ANCIENT GREEK 1**

**3 Hrs.**

Students will study ancient Greek grammar and vocabulary through the reading of Classical Attic, Septuagint, and Koiné Greek selections. Attention is also given to proper pronunciation, writing in Greek, and the study of the Athenian, Spartan,

and broader Hellenistic cultures.

**CLAS 297. SPECIAL TOPICS.**

**3 Hrs.**

Special courses in foreign languages which are not taught on a regular basis.

**FRENCH (FREN)**

**FREN 101. ELEMENTARY FRENCH 1.**

**3 Hrs.**

Students will acquire beginning skills in speaking, reading, writing, and listening to the language. A cultural component is included in the course.

**FREN 102. ELEMENTARY FRENCH 2.**

**3 Hrs.**

Continuation of FREN 101. Students will develop a greater mastery of speaking, reading, writing, and listening than in the beginning course. A cultural component is included in the course (Pre-requisite: FREN 101 or equivalent)

**FREN 203. INTERMEDIATE FRENCH 1.**

**3 Hrs.**

Continuation of FREN 102. Students will focus on deeper vocabulary development and the mastery of intermediate sentence patterns through reading and speaking. (Pre-requisite FREN 102 or equivalent)

**FREN 204. INTERMEDIATE FRENCH 2.**

**3 Hrs.**

Continuation of FREN 102. Students will focus on deeper vocabulary development and the mastery of intermediate sentence patterns through reading and speaking. (Pre-requisite FREN 102 or equivalent)

**GERMAN (GERM)**

**GERM 101. ELEMENTARY GERMAN 1.**

**3 Hrs.**

Students will acquire beginning skills in speaking, reading, writing, and listening to the language. A cultural component is also included in the course

**GERM 102. ELEMENTARY GERMAN 2.**

**3 Hrs.**

Continuation of GERM 101. Students will develop a greater mastery of speaking, reading, writing, and listening than in the beginning course. A cultural component is also included in the course. (Pre-requisite: GERM 101 or equivalent)

**GERM 203. INTERMEDIATE GERMAN 1.**

**3 Hrs.**

Continuation of GERM 102. Students will focus on deeper vocabulary development and the mastery of intermediate sentence patterns through reading and speaking. (Pre-requisite GERM 102 or equivalent)

**GERM 204. INTERMEDIATE GERMAN 2.**

**3 Hrs.**

Continuation of GERM 203. Students will focus on deeper vocabulary development and the mastery of intermediate sentence patterns through reading

and speaking. (Pre-requisite GERM 203 or equivalent)

### **JAPANESE (JAPN)**

#### **JAPN 101. ELEMENTARY JAPANESE 1.**

**3 Hrs.**

Students will acquire beginning skills in speaking, reading, writing katakana, and listening to the language. A cultural component is also included in the course

#### **JAPN 102. ELEMENTARY JAPANESE 2.**

**3 Hrs.**

Continuation of JAPN 101. Students will develop a greater mastery of speaking, reading, writing (hiragana), and listening than in the beginning course. A cultural component is also included in the course. (Pre-requisite: JAPN 101 or equivalent)

#### **JAPN 203. INTERMEDIATE JAPANESE 1.**

**3 Hrs.**

Continuation of JAPN 102. Students will focus on deeper vocabulary development and the mastery of intermediate sentence patterns through reading and speaking. Kanji will be introduced. (Pre-requisite JAPN 102 or equivalent)

#### **JAPN 204. INTERMEDIATE JAPANESE 2.**

**3 Hrs.**

Continuation of JAPN 203. Students will focus on deeper vocabulary development and the mastery of intermediate sentence patterns through reading and speaking. (Pre-requisite JAPN 203 or equivalent)

### **SPANISH (SPAN)**

#### **SPAN 101. ELEMENTARY SPANISH 1.**

**3 Hrs.**

Students will acquire beginning skills in speaking, reading, writing, and listening to the language. A cultural component is also included in the course

#### **SPAN 102. ELEMENTARY SPANISH 2.**

**3 Hrs.**

Continuation of SPAN 101. Students will develop a greater mastery of speaking, reading, writing, and listening than in the beginning course. A cultural component is also included in the course. (Pre-requisite: SPAN 101 or equivalent)

#### **SPAN 103. SPANISH FOR FIRST RESPONDERS.**

**3 Hrs.**

This course concentrates on communicating in Spanish in emergency situations by phrases, questions and answers, and commands.

#### **SPAN 203. INTERMEDIATE SPANISH 1.**

**3 Hrs.**

A continuation of SPAN 102. Students will focus on deeper vocabulary development and the mastery of intermediate sentence patterns through reading and speaking. (Pre-requisite SPAN 102 or equivalent)

#### **SPAN 204. INTERMEDIATE SPANISH 2.**

**3 Hrs.**

Continuation of SPAN 203. Students will focus on deeper vocabulary

development and the mastery of intermediate sentence patterns through reading and speaking. (Pre-requisite SPAN 203 or equivalent)

**SPAN 295. SEMINAR IN SPANISH.**

**1-3Hrs.**

(Pre-requisite: Foreign Languages Departmental consent)

**GENERAL BUSINESS (GBUS)**

**GBUS 101. INTRODUCTION TO BUSINESS.**

**3 Hrs.**

A study of forms of business organizations and the functions performed within the typical business organization. Includes introduction to accounting, business law, economics, finance, management, and marketing. Covers history of American business, forms of business ownership, and business ethics and social responsibility. [Common Professional Component Course]

**GBUS 117. FINANCIAL BUSINESS APPLICATIONS.**

**3 Hrs.**

Topics such as interest computations, depreciation amounts, payroll calculations, determination of markups, inventory pricing and valuations, and basic tax computations are covered. This course is not available for credit toward the BSBA degree. (Pre-requisite: Placement test)

**GBUS 202. BUSINESS COMMUNICATIONS.**

**3 Hrs.**

Prepares the student to understand business communication in its ever-changing environment. Includes: business writing, business style, business memos, short and long reports, word usage, public speaking and business research methods. [Common Professional Component Course]

**GBUS 240. BUSINESS CAPSTONE AAS**

**3 Hrs.**

This is the capstone course for all Associate of Applied Science in Business Administration majors. Outcomes include development of a career planning portfolio and completions of the Major Fields Test for Associate Degree. Topics to be explored include self-management, personal finance, human relations, workplace ethics, diversity and accountability. Capstone course. (Pre-requisites: GBUS 101 and BTEC 275)

**GBUS 300. PRINCIPLES OF MANAGEMENT INFORMATION SYSTEMS**

**3 Hrs.**

The course provides an overall picture of how technology is used to assist businesses in making informed decisions. It covers the important features of management information structure and technology to business and managerial applications. Topics covered include database management, responsibilities of Information Technology personnel and interaction with functional managers, analysis of organizational communications using online and web-based technology, e-commerce, decision support, project management, and other software solutions to business problems. [Common Professional Component

CPC course for BSBA majors] (Pre-requisites: CS 101, MGMT 220)

**GBUS 304. ADVANCED EXCEL.**

**3 Hrs.**

Using Microsoft Excel, students are taught Excel advanced spreadsheet formatting. Topics include advanced formulas and logical functions, mathematical computations, data analysis, lookups, scenarios, goal seek, chart presentations, pivot tables and charts, data imports, exporting, and linking multiple workbooks, with an emphasis on critical thinking, problem solving, and decision making for marketing, finance, accounting, economics, and management. Additional “advanced hands-on projects and tests” are required. (Pre-requisite: CS 101)

**GBUS 306. ADVANCED ACCESS.**

**3 Hrs.**

Using Microsoft Access, students are taught advanced Access data management to create fields, tables, queries, calculations, charts, forms and reports, data imports, exporting, and relationship databases, with an emphasis on critical thinking, problem solving, and decision making for marketing, finance, accounting, economics, and management. Additional “advanced hands-on projects and tests” are required. (Pre-requisite: CS 101)

**GBUS 310. BUSINESS LAW I.**

**3 Hrs.**

An introduction to the Law and the Legal Process is followed by a study of the substantive law of torts, contracts, and agency. [Common Professional Component Course]

**GBUS 325. QUANTITATIVE BUSINESS ANALYSIS.**

**3 Hrs.**

The objective of this course is to understand the concept and process of quantitative analysis in theory and practice as applied to a business. Students learn the basics of mathematical models and their use in analysis and decision making in functional areas of business. Content areas include techniques like Linear Programming (Graphical, Corner point, Simplex, sensitivity analysis), Basic concepts of probability, commonly used probability distributions and Decision Theory. Broad survey of other topics like Network models, Game theory, dynamic programming, AHP, Inventory, Forecasting. Common Professional Component Course for BSBA majors. (Pre-requisite: MATH 211)

**GBUS 370. PRINCIPLES OF PURCHASING.**

**3 Hrs.**

This course is an intensive study of the role of purchasing and materials management in a firm’s ability to achieve its goals of providing high quality raw materials and supplies while containing costs. The course covers terminology and techniques used by purchasing and materials management personnel as well as legal and ethical issues of purchasing. (Pre-requisite: GBUS 101)

**GBUS 371. BUSINESS LOGISTICS.**

**3 Hrs.**

A study of the policies, procedures, and problems encountered by the business manager in establishing and maintaining an effective distribution system.



Students in this course also discuss the historical development of the transportation system in the United States and the present regulatory environment. (Pre-requisite: MKTG 230)

**GBUS 372. CONTRACT ADMINISTRATION.****3 Hrs.**

This course is an intensive study of the contract administration area of purchasing. Students will explore the total process needed to ensure a fair and competitive environment for suppliers to place bids on purchasing packages. The course will cover the topics of developing clear and accurate specifications, pre-bid activities, various bidding processes, and evaluating bids for quality and cost containment. In addition, the concepts of financial management, labor-management relations, accounting, and the global aspects of contract administration will be studied. Social responsibility and ethical contract administration will be emphasized. (Pre-requisite: GBUS 202)

**GBUS 405. GLOBAL BUSINESS.****3 Hrs.**

A study of the emergence of the "global economy" concept and its impact on business in the United States. International marketing channels, financial markets, management challenges and opportunities are covered in this course. [Common Professional Component Course.] (Pre-requisite: Senior Status)

**GBUS 410. GOVERNMENT REGULATION OF BUSINESS.****3 Hrs.**

This course exposes students to a number of historical and contemporary examples and illustrations wherein state and/or federal government agencies or courts imposed rules or regulations on segments of the business community. (Pre-requisite: GBUS 412.)

**GBUS 412. BUSINESS LAW II.****3 Hrs.**

A sequel course in Business Law that covers the substantive law of Sales, Negotiable Instruments, Property, Bankruptcy, Wills and Trusts. Selected areas of government regulation of business are also covered. (Pre-requisite: Admission to BSBA or BASBA or instructor's consent, GBUS 310 and MGMT 220) [Common Professional Component Course for BSBA]

**GBUS 415. MANAGERIAL BUSINESS ETHICS.****3 Hrs.**

This course will focus on both theoretical constructs and frameworks of ethical behavior and practical application of ethics in today's business world. Students will review literature on ethical standards and read extensive case analysis on companies who have demonstrated poor social responsibility. Areas of study will include personal values, serving and providing value to stakeholders, and what it means for a company to be a good corporate citizen. (Pre-requisites: MGMT 220 and admission to BSBA or BASBA)

**GBUS 440. BUSINESS POLICY.****3 Hrs.**

The capstone experience must be taken only in the last semester of a BSBA or

BASBA. Course integrates common Professional Component (CPC) and uses case studies and simulations. Major Fields Test (MFT) is required. (Pre-requisites: Senior status, Admission to BSBA or BASBA, and open only to students in their last semester) Common Professional Component Course for BSBA and BASBA. Capstone Course Senior status, Admission to BSBA or BASBA, and open only to students in their last semester.

## **GEOGRAPHY (GEOG)**

### **GEOG 102. WORLD GEOGRAPHY.**

**3 Hrs.**

Students will study the spatial relationship between geographic features such as climate, natural vegetation, topography, natural resources and physical landscapes; along with political, social, economic, globalization, and cultural systems within world regions.

### **GEOG 240. NORTH AMERICAN GEOGRAPHY.**

**3 Hrs.**

Students will study the spatial relationships between the geographic features such as climate, natural vegetation, topography, natural resources and physical landscape, along with political, social, economic, and cultural systems in the United States and Canada.

## **GEOLOGY (GEOL)**

### **GEOL 101. PHYSICAL GEOLOGY.**

**3 Hrs.**

The physical, chemical, and biological processes that shape the Earth will be studied in light of the concept of global plate tectonics and the interaction of Earth's subsystem's (the lithosphere, biosphere, hydrosphere, and atmosphere). (3 lecture hours per week)

### **GEOL 102. PHYSICAL GEOLOGY LAB.**

**1 Hr.**

The laboratory study of rocks and minerals, interpretation of topographic and geologic maps, earth structures, earthquakes, economic resources, and local geology with field trips. (2 laboratory hours per week) (Co-requisite: GEOL 101)

### **GEOL 103. HISTORICAL GEOLOGY.**

**3 Hrs.**

An introduction to the study of the origin of the Earth and its evolutionary development through time are presented. The concepts of geologic time, organic evolution, and plate tectonics are fundamental themes used to unravel Earth history. In this context, present and past interactions of Earth's subsystems (the lithosphere, biosphere, hydrosphere, and atmosphere) are studied (3 lecture hours per week) (Pre-requisites: GEOL 101 and 102 or PSCI 112) (Co-requisite: GEOL 104)

### **GEOL 104. HISTORICAL GEOLOGY LAB.**

**1 Hr.**

The laboratory study of sedimentary rocks, fossils, correlation or rock units,

interpretation of geologic maps, and local geology with field trips. (2 laboratory hours per week) (Co-requisite: GEOL 103)

### **GEOL 105. ENVIRONMENTAL GEOLOGY**

**4 Hrs.**

And introduction to the study of the Earth's processes and interconnections between the humans and Earth. The physical, chemical, and biological processes that shape Earth will be studied in conjunction with environmental issues. The study of Earth's subsystems (the lithosphere, biosphere, hydrosphere, and atmosphere) and the human impact on the subsystems. The laboratory work will emphasize; minerals and rocks, interpretation of maps, and geologic processes. (Co-requisites: GEOL 105L. 2 laboratory hours per week, 3 lecture hours per week)

### **GEOL 307. PALEOBIOLOGY OF DINOSAURS.**

**3 Hrs.**

This course will explore the evolution, history and paleobiology of dinosaurs from their appearance in the geologic record to their extinction. The course will also cover the relationship of dinosaurs to ancestral vertebrates of the Paleozoic era, and to the birds and mammals, two groups which emerged in the early Mesozoic era. Hypotheses dealing with the extinction (perhaps catastrophic) of the dinosaurs and other groups at the end of the Mesozoic era will also be studied. (Pre-requisite: ENGL 101 and 102 and a 100 or 200 level Natural Science course)

### **GEOL 310. FIELD STUDIES IN GEOLOGY.**

**1-3Hrs.**

This is a field studies course that will have two primary focuses: 1) the study of the geologic history of a region of the U.S. and 2) the study and practice of geologic and paleontologic data collection (including fossils, rocks, and minerals) and the application of this data to paleontologic, stratigraphic, and sedimentologic interpretations of paleoenvironments. (Pre-requisites: GEOL 101/102 or PSCI 112 or consent of instructor) (Other information: Variable credit, 1-3 credit hours and repeatable to a maximum of 6 credit hours)

## **HEALTH, PHYSICAL EDUCATION AND RECREATION (HPER)**

### **HPER 100. SPORTS SKILLS UNDERSTANDING.**

**1 Hr.**

Provides students with specific knowledge pertaining to physical fitness, golf, tennis and bowling. It is intended to develop a minimal amount of fitness for each student with emphasis on cardiovascular endurance, muscular strength, and flexibility. It is also intended to provide students with the basic knowledge of skills, rules, strategy and etiquette in the games of golf, tennis and bowling.

### **HPER 111-159. GENERAL ACTIVITY COURSES.**

**1 Hr.**

The activity courses listed below are designed to acquaint the student with the fundamental skills necessary for maximum enjoyment of leisure time pursuits. Courses will be offered as interest dictates and as facilities are available. The

one credit hour classes meet a total of 32 class hours per semester. (An eight week course meets 4 hours per week/A 16 week course meets 2 hours per week)

111 Beginning Golf	121 Basic Judo
113 Beginning Tennis	122 Advanced Judo
114 Intermediate Tennis	123 Karate
115 Beginning Bowling	124 Basic Aikido
116 Advanced Bowling	125 Shao-Lin Kung Fu
119 Beginning Volleyball	135 Life Saving
120 Advanced Golf	136 Beginning Yoga
	159 Beginning Table Tennis

#### **HPER 145. FITNESS – AEROBIC ACTIVITIES 1 Hr.**

Provides students with specific knowledge pertaining to physical fitness, weight loss, and relaxation. It is intended to develop a minimal amount of fitness for each student with emphasis place on personal assessment and program development in the areas of cardiovascular strength and endurance, muscular strength and endurance, flexibility, diet and nutrition, and relaxation.

#### **HPER 148. FITNESS FOR LIFE. 1 Hr.**

Provides students with specific knowledge pertaining to physical fitness, weight loss and relaxation. It is intended to develop a minimal amount of fitness for each student with emphasis placed on personal assessment and program development in the areas of cardiovascular strength and endurance, muscular strength and endurance, flexibility, diet and nutrition, and relaxation.

#### **HPER 150-157. SPORTS OFFICIATING. 1 Hr.**

These courses provide instruction and practice in officiating procedures within a clinical atmosphere. Topics include the Pre-requisites of good officiating, rule interpretation, and officiating mechanics. Each student will become a rated official.

150 – Officiating Football	154 - Officiating Softball
151 – Officiating Basketball	155 – Officiating Baseball
152 – Officiating Volleyball	156 – Officiating Wrestling
153 – Officiating Soccer	157 – Officiating Track

#### **HPER 167. INTRODUCTION TO PHYSICAL EDUCATION. 2 Hrs.**

Introduction to the field of Physical Education. Provide students with a basic historical, biological, and sociological foundation of Physical Education. Students will be encouraged to develop introspection regarding their professional interests and talents in relation to Physical Education.

**HPER 172. STANDARD FIRST AID.****2 Hrs.**

Stresses the functional First Aid capabilities required to provide the initial emergency care necessary to sustain life and to maintain life support until the victims of an accident or sudden illness are cared for by qualified medical personnel. Opportunity for students to receive American Heart Association CPR certification.

**HPER 215. PERSONAL AND COMMUNITY HEALTH.****2 Hrs.**

Emphasis will be placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Examinations will be made of the ways in which these issues have implications that not only deal with each individual but also with the community at large. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying.

**HPER 315. INSTRUCTIONAL STRATEGIES****3 Hrs.**

This course will provide the student with a philosophy of elementary physical education and health. It will also provide techniques for curriculum design, program implementation and evaluation, plus other strategies, skills and methods of teaching physical education activities to elementary and middle school children. (10 hours of field work required) (Pre-requisite: Admission to Teacher Ed. Program)

**HISTORY (HIST)****HIST 101. WESTERN CIVILIZATION THROUGH THE REFORMATION. 3 Hrs.**

An analytical survey of the major events from about 4000 B.C. to 1648. Emphasis upon the relationship between the past and the present wherever possible.

**HIST 102. WESTERN CIVILIZATION FROM THE REFORMATION.****3 Hrs.**

An analytical survey of the major events from 1648 to the present. Emphasis is placed upon the events as they reveal the intimate ties between the histories of Great Britain, France, Germany, Russia and the United States.

**HIST 152. U.S. HISTORY THROUGH THE CIVIL WAR.****3 Hrs.**

Examines the major issues in the nation's development from the beginning of colonization through the end of the Civil War, with an emphasis on the role of slavery and contact with Native Americans.

**HIST 153. U.S. HISTORY FROM RECONSTRUCTION TO THE PRESENT.****3 Hrs.**

Describes the history of the United States as it grew from a predominately rural, agrarian society at the conclusion of the Civil War to today's urban, industrial nation and world economic and military superpower.

**HIST 201. RESEARCH METHODOLOGY****3 Hrs.**

Introduces students to skills needed for the study of history, including library/archive research, use of the Internet, historiography and historical schools of thought, *The Chicago Manual of Style*, and discussions on careers for history majors.

**HIST 250. WEST VIRGINIA AND THE APPALACHIAN REGION.****3 Hrs.**

A course which deals with all phases of the state's history economic, cultural, social, and political in relationship to Appalachia, the nation and the world.

**HIST 302. HISTORY OF AMERICAN INDIANS.****3 Hrs.**

Migration to and settlement of North America, development of distinct cultures, encounters with Europeans; wars of survival and the twentieth century; all from the perspective of American Indians. (Pre-requisites: HIST 152, and HIST 153)

**HIST 306. COLONIAL AMERICA 1607-1763.****3 Hrs.**

Settlement of the individual British colonies; Native American contact, trade and conflict; evolving relationships with other colonies and Great Britain; establishing social, political, and economic institutions; race and gender. (Pre-requisites: HIST 152)

**HIST 310. AFRICAN-AMERICAN HISTORY.****3 Hrs.**

Trace history of African-Americans from 1619 to the present; describe origins of slavery in Colonial America; examine opposition to slavery and racial inequality; describe results of Reconstruction; understand development of a unique African-American culture. (Pre-requisites: HIST 152 and HIST 153)

**HIST 340. AMERICAN CENTURY, 1919-1989.****3 Hrs.**

Study of the political, economic, and social changes that swept the United States as the nation grew to a world power, from the conclusion of World War I through the end of the Cold War. (Pre-requisites: HIST 153)

**HIST 355. ANCIENT GREECE AND ROME.****3 Hrs.**

The development of the Western World, with a focus on Ancient Greece and its surrounding cultures through the Roman Empire in the 5th century. (Pre-requisites: ENGL 102, HIST 101, or Instructor's consent)

**HIST 360. HISTORY OF CRIME AND PUNISHMENT.****3 Hrs.**

The development of the legal world with a focus on the history of criminal activity and punishment from recorded history through the modern age.

**HIST 370. MODERN EAST ASIA.****3 Hrs.**

An examination of the emergence of the Chinas, Koreas, and Japan since 1905. Their evolving role in the contemporary world. (Pre-requisites: Six hours of

history)

**HIST 390. LEGENDS, LORE AND MYTHOLOGY**

**3 Hrs.**

This course exposes different historical aspects of mythology and development of legends and lore throughout mankind and advancement of mythological beliefs or legendary influence in a social and historical event.

**HIST 410. REVOLUTIONARY AMERICA, 1763-1787.**

**3 Hrs.**

Constitutional and economic causes of rebellions; major military campaigns and engagements, diplomatic and domestic political issues; impact on race and gender in war and peace; goals of self-government. (Pre-requisites: HIST 152)

**HIST 430. CIVIL WAR AND RECONSTRUCTION.**

**3 Hrs.**

Causes as well as constitutional and diplomatic aspects of the Civil War; the role of race and gender in war and peace; and the economic and political aspects of Reconstruction. (Pre-requisites: ENGL 102, HIST 152 and HIST 153)

**HIST 445. HISTORY OF AMERICAN WOMEN.**

**3 Hrs.**

Examination of the history of American women from 1607 to the present, with emphasis on working conditions, women's rights, development of feminism, women's roles in war time and women in the family. (Pre-requisites: HIST 152 and HIST 153)

**HIST 463. EUROPE AND THE MIDDLE AGES.**

**3 Hrs.**

Europe from the fall of the Roman Empire to the beginning of the Renaissance, with emphasis on religious, cultural, social, political, and economic advancement. (Pre-requisites: ENGL 102, HIST 101, or Instructor consent)

**HIST 465. RENAISSANCE AND REFORMATION.**

**3 Hrs.**

The impact of the Renaissance upon economic and political developments in the 15th and 16th centuries. A study of the growth of the Protestant movement and the influence of the movement upon the New and Old World. (Pre-requisites: ENGL 102, HIST 101, HIST 102 or Instructor's consent)

**HIST 475. MODERN EUROPEAN HISTORY 1900- PRESENT.**

**3 Hrs.**

Development of the modern Western world focusing on political, social, and economic developments through the Age of Imperialism carrying through the modern age. (Pre-requisites: ENGL 102, HIST 102, or Instructor consent)

**INDUSTRIAL ELECTRICAL/INSTRUMENTATION TECH (IDIT)**

**IDIT 101. ADVANCED INSTRUMENTATION 1.**

**3 Hrs.**

Comprehensive study of temperature and pressure instrumentation devices. Students will learn installation, calibration, and troubleshooting skills associated

with various types of sensors, controllers, and recording devices relating to temperature and pressure parameters. (2 lecture; 2 lab)

**IDIT 102. ADVANCED INSTRUMENTATION 2.**

**3 Hrs.**

Comprehensive study of flow and level instrumentation devices and procedures. Students will learn installation, calibration, and troubleshooting skills associated with various types of sensors, controllers, and recording devices relating to flow and level parameters.

**IDIT 201. ADVANCED INSTRUMENTATION 3.**

**3 Hrs.**

Comprehensive study of analytical instrumentation devices and procedures. Students will learn installation, calibration, and troubleshooting skills associated with various types of analyzers, including pH and ORP meters, gas chromatographs, spectrophotometers, color, carbon, and optical analyzers (turbidity, opacity, etc.). (2 lecture; 2 lab)

**IDIT 202. ADVANCED INSTRUMENTATION 4.**

**3 Hrs.**

Comprehensive study of Supervisory Control and Data Access (SCADA) systems, Distributed Control systems (DCS), and Programmable Control systems (PLC). Students will discuss the hardware, software, and telemetry systems involved with these control mechanisms. (2 lecture; 2 lab)

**IDIT 260. ADVANCED INSTRUMENTATION CAPSTONE.**

**1 Hr.**

Serves as the culmination of the Industrial Electrical/Instrumentation Technician program. Students will present a project related to the field of study.

**INDUSTRIAL MAINTENANCE (IM)**

**IM 101. INDUSTRIAL MAINTENANCE 1.**

**3 Hrs.**

Provides an introduction to piping, valves installation, hydraulic and pneumatic testing. Laboratory exercises are designed to provide hands-on practice of concepts.

**IM 102. INDUSTRIAL MAINTENANCE 2.**

**3 Hrs.**

Provides an introduction to bearings, steam systems, distillation towers, heaters, coolers and furnaces. Laboratory exercises are designed to provide hands-on practice of concepts.

**IM 103. INDUSTRIAL MAINTENANCE 3.**

**3 Hrs.**

Provides an introduction to measuring tools, advanced trade math, bearing and coupling installation. Laboratory exercises are designed to provide hands-on practice of concepts.

**IM 132. SHOP FABRICATION.**

**4 Hrs.**

Sketching, pattern making, layout, and assembly of parts from sheet metal.



Development of elbows, tees, offsets and transitions. (2 class hours and 4 lab hours per week)

**IM 201. INDUSTRIAL MAINTENANCE 4.**

**3 Hrs.**

Topics include setting base plates, pre-alignment, belt, seal, and chain installation. Laboratory exercises are designed to provide hands-on practice of concepts.

**IM 202. INDUSTRIAL MAINTENANCE 5.**

**3 Hrs.**

Topics include preventative and predictive maintenance, advanced blueprint reading and compressor systems. Laboratory exercises are designed to provide hands-on practice of concepts.

**IM 203. INDUSTRIAL MAINTENANCE 6.**

**3 Hrs.**

Topics include laser alignment, troubleshooting and repairing hydraulic systems, troubleshooting and repairing pumps. Laboratory exercises are designed to provide hands-on practice of concepts.

**IM 254. CNC MACHINING 1.**

**3 Hrs.**

This course will teach students how to program computer controlled milling machines. Conversational language will be used and G codes will be discussed. (Pre-requisite: IM 111 or equivalent)

**IM 255. CNC MACHINING 2.**

**3 Hrs.**

This course will teach students to program and run CNC Lathes and Milling Machines. Both G Code and conversational language will be included. No previous knowledge of computers is required. (Pre-requisite: IM 111 or equivalent)

**IM 260. INDUSTRIAL MAINTENANCE CAPSTONE COURSE.**

**1 Hr.**

This course serves as a culmination of the Industrial Maintenance Certificate program. A project is designed and completed that demonstrates competencies and skills learned within the MTEC and IM courses of the program. NCCER Examinations are prepared for and taken. Capstone course.

**JOURNALISM (JOUR)**

**JOUR 102. INTRODUCTION TO VIDEO DOCUMENTARY PRODUCTION.**

**3 Hrs.**

An introduction to the technical and aesthetic aspects of producing video documentaries and to the relevance of this subject to journalism. Student will use hands-on projects to explore the documentary process and will review one another's work.

**JOUR 110. BASIC NEWSWRITING.****3 Hrs.**

Introduction to the fundamentals of covering and writing news. Reporters must acquire skills to identify a story and its essential elements, gather information efficiently, place it in a meaningful context, and write concise and compelling accounts, as well as learning the basics of design and layout.

**JOUR 117. INTRO TO SOCIAL MEDIA MANAGEMENT****3 Hrs.**

Introduction to Social Media is a three-credit survey course that acquaints students with contemporary social media issues by examining the content, theory and evolution of social media. The course emphasizes the ever changing social media atmosphere and the mass amount of social media outlets available to businesses. The history, development and current structure of social media are all covered. Whatever the outlet, this course is most concerned with creating an understanding of how social media operates and of how past and present social media strategies have succeeded in creating virality. Students will develop critical analysis skills while becoming proficient social media users.

**JOUR 215. MEDIA WRITING.****3 Hrs.**

Introduction to the fundamental writing and fact-gathering skills of journalism for print and electronic media.

**JOUR 217. ADVANCED SOCIAL MEDIA MANAGEMENT.****3 Hrs.**

Social Media management is a three-credit survey course that engages students in social media and society issue by developing methods of analysis and critical understanding. The class will draw from a range of sources including cultural studies, media anthropology, and communication theory to understand the impact of social media on today's world. Copyright law, social media effectiveness, and the analysis of good and bad types of social communication will be covered. Students will develop guidelines for using social media on personal and professional accounts while cultivating, curating, and monitoring those accounts. Students will further develop basic social media and communication skills while learning the landscape and best practices.

**JOUR 219. FUNDAMENTALS OF RADIO PRODUCTION.****3 Hrs.**

This course is an introduction to radio broadcasting focusing on development, function and artistry. It includes studio practices, procedures and demonstrations as related to radio applications. Hands-on production experience reinforces theoretical material.

**JOUR 220. PHOTOGRAPHY.****3 Hrs.**

Cameras, composition, film processing, enlarging, lighting, and finishing; news photography; picture editing. (Student must provide own camera)

**JOUR 225. MEDIA DESIGN 1.****3 Hrs.**

Photography, reporting, layout, and paste-up of college newspaper in informal

lab setting. (Pre/Co-requisite: JOUR 215, 220, 318, 410)

**JOUR 226. MEDIA DESIGN 2.**

**3 Hrs.**

Continuation of JOUR 225. Students will assume editorial leadership of the college newspaper. (Pre-requisite: JOUR 225)

**JOUR 237. SOCIAL MEDIA CAMPAIGNS.**

**3 Hrs.**

Social Media Campaigns engages students in actual social media by conducting original research, construction a campaign plan, producing original materials for the campaign, and tracking the campaign's success. Students will use their existing knowledge of social media best practices to implement their campaign and track the organic growth of it.

**JOUR 240. MULTIMEDIA REPORTING.**

**3 Hrs.**

To build upon the fundamentals of gathering, organizing, evaluating and writing objective reports/broadcasts, and to provide them with an understanding of what a career in the age of digital journalism entails. (Pre-requisites: JOUR 215, JOUR 318, JOUR 220, JOUR 360)

**JOUR 318. NEWS REPORTING.**

**3 Hrs.**

Essentials of news gathering and writing, beat assignment reporting, interviewing and specialized reporting. Overview of ethics and legal issues. Course focus is print journalism. (Pre-requisite: JOUR 215)

**JOUR 319. BROADCAST NEWS WRITING.**

**3 Hrs.**

Broadcast Journalism is concerned with HOW meaning is created through pictures and/or sound. Broadcast Journalism is a medium for the ear and/or the eye. Whereas as a print journalist writes for the eye, to be read, the broadcast journalist writes for the ear, to be heard and in television, for the eye, to be seen. This course will enable you as developing journalists to acquire the necessary critical thinking skills you will need to best convey broadcast messages to diverse audiences.

**JOUR 329. SPORTS NEWS WRITING.**

**3 Hrs.**

Take me out to the ballgame, but make sure I have a pencil and paper in hand. This course teaches broadcasters how to analyze and write content for covering sporting events. (Pre-requisites: JOUR 219)

**JOUR 330. FUNDAMENTALS OF PUBLIC RELATIONS.**

**3 Hrs.**

Discover the relationship between public relations practitioners and the news media, and how it is utilized to shape public perceptions. This course introduces students to the basics of target audiences, messages, special events, and how they all fit into a cohesive program as part of the promotional mix of an organization. (Pre-requisites: JOUR 215 and JOUR 318)

**JOUR 339. REPORTING PUBLIC AFFAIRS.****3 Hrs.**

This course is an introduction to public affairs reporting, including coverage of local government, public schools, courts, crime, and social services. Students cover anything from town government and school board meetings to trials and the police beat. (Pre-requisites: JOUR 219)

**JOUR 349. SPORTS REPORTING.****3 Hrs.**

Play ball – not just tell how it is played in this course that demonstrates sports reporting, including trends and philosophies of sports writing, writing for varying styles of sports, interviewing, features, columns, and legal aspects of sports reporting. (Pre-requisites: JOUR 219, JOUR 329)

**JOUR 359. RADIO REPORTING.****3 Hrs.**

Radio presents a unique partnership between the reporter and the listener – as you describe the scene, the listener must imagine it. Writing for radio must be crisp, clear, concise and evocative all at the same time. (Pre-requisites: JOUR 219, JOUR 339)

**JOUR 360. DIGITAL IMAGING.****3 Hrs.**

Methodologies and techniques for using both traditional photography and the computer in creating and manipulating digital imagery. Students will explore a variety of creative techniques for producing, editing, and altering images using computers, software, and digital tools. Emphasis will be on using Photoshop as a tool in the process of image creation, manipulation, and enhancement for visual expression and communication. (Pre-requisites: JOUR 220)

**JOUR 410. GRAPHIC DESIGN.****3 Hrs.**

Creative and practical aspects of typography, layout, and design; preparation of comprehensive and camera ready layouts with use of desktop publishing.

**JOUR 419. ADVANCED RADIO PRODUCTION.****3 Hrs.**

Students learn the theory and techniques of sophisticated audio production, including analog and digital multi-track recording, mixing, signal processing, live remote recording, digital editing, creative sound production, and sound design. (Pre-requisites: JOUR 219)

**JOUR 425. VIDEO PRODUCTION.****3 Hrs.**

Video production, also known as videography, is the process of capturing video by capturing moving images, and creating combinations of parts of the video in live production and post-production. (Pre-requisites: JOUR 219, JOUR 419)

**JOUR 437. PUBLIC RELATIONS WRITING/CASE STUDIES.****3 Hrs.**

Discover how to become an effective writer in a variety of formats expected of public relations practitioners. This course introduces students to not only writing,

but also a study of cases and situations designed to help students develop agility in applying effective public relations practices.  
(Pre-requisites: JOUR 330)

**JOUR 439. PUBLIC REALTIONS CAMPAIGN MANAGEMENT 3 Hrs.**

Students will conduct original research, construct a comprehensive campaign plan, and produce public relations collateral material that could be used to implement their campaign. This course culminates with the pitching of a campaign to a client. (Pre-requisites: JOUR 330, JOUR 437)

**LANGUAGE ARTS (LA)**

**LA 301. LANGUAGE ARTS. 3 Hrs.**

The study of language development and the strategies for language arts instruction in early and middle-childhood education. The course acquaints students with the whole language approach in an integrated language arts program. (Pre-requisites: ENGL 131 or 132; ENGL 403; admission to Teacher Education) (Co-requisite: Field Experience)

**LA 302. READING/LANGUAGE ARTS FOR MIDDLE SCHOOL. 3 Hrs.**

Students learn relationships among thinking, learning and the six language arts; includes explanation of principles that guide instruction and determine appropriate assessment and use of technology in the language arts. Identifies characteristics and the five systems of language. (Pre-requisite: Admission to Teacher Education; LA 301) (Co-requisite: Field Experience) Spring only

**LEGAL STUDIES (LS)**

**LS 101. INTRODUCTION TO LEGAL STUDIES. 3 Hrs.**

This course will explore the world of law, its functions, roles and elements. It will cover an introductory look at the legal systems and its functions in the United States.

**LS 210. LEGAL RESEARCH AND WRITING 1. 3 Hrs.**

In this course the student will learn how to research and analyze legal problems and to convey that legal analysis of a problem into a written form that adheres to the conventions of the legal profession. Pre-requisite: ENGL 101

**LS 215. LAW OFFICE MANAGEMENT. 3 Hrs.**

This course will cover the fundamentals of law office management. This course is designed to familiarize the legal assistant with the practical inner workings of a law office, including an understanding of law office procedures.

**LS 220. LEGAL RESEARCH AND WRITING 2. 3 Hrs.**

The student will build on their knowledge of conducting legal research and being

able to convey that information in various written legal documents. Serves as the capstone for the CAS. (Pre-requisite: LS 210)

**LS 231. LEGAL ETHICS.****3 Hrs.**

In this course the student is to evaluate the main philosophical theories of ethics and law, probe central moral and legal issues, examine the practical application of such theories and issues, and analyze the interrelationship between ethics and law.

**LS 240. CIVIL PROCEDURES.****3 Hrs.**

This course provides an introduction to the civil adjudicative process, primarily that of the federal and state courts, including jurisdiction, pleadings, discovery, dispositive motions and trial procedures.

**LS 291. INTERNSHIP.****3 Hrs.**

This course provides a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts in a legal setting. Serves as the capstone for the AAS.

**LS 295. LEGAL PROFESSIONAL DEVELOPMENT.****2 Hrs.**

The course incorporates all course work in the AAS program through creation of a professional portfolio. The course works on skills related to legal professionalism and career development.

**LS 311. TORTS.****3 Hrs.**

The purpose of this course is to provide a comprehensive overview of the major areas of tort law, including basic intentional torts, defamation and privacy, negligence, strict (or absolute) liability, product liability, and nuisance and to understand the concepts relevant to all torts. (Requires Admission into BAS LS Program or Program Coordinator signature)

**LS 315. CONTRACTS.****3 Hrs.**

This course provides an introduction to the principles of contract law, including the formation, performance and interpretation of contracts, and the consequences of failure to perform contracts. (Requires Admission into BAS LS Program or Program Coordinator signature)

**LS 320. PROPERTY AND PROBATE.****3 Hrs.**

This course is an overview of ownership and process of transferring assets. Topics include real and personal property, trusts, wills and gifts, administration of decedent's estates, probate procedure, federal and state estate and income taxes, and fiduciary accounting and responsibilities.

**LS 330. EVIDENCE.****3 Hrs.**

This course provides a systematic study of the rules of evidence and emphasizes the role and importance of these rules to any legal action. The course specifically

emphasizes how the paralegal assist the attorney in recognizing and identifying admissible evidence and the challenges to admissibility of evidence. (Requires Admission into BAS LS Program or Program Coordinator signature)

### **LS 335. FAMILY LAW.**

**3 Hrs.**

This course provides the student with practical and procedural aspects of family law practice. Areas explored include matrimonial law, divorce, alimony, child custody, adoption, paternity, abortion and family violence. (Requires Admission into BAS LS Program or Program Coordinator signature)

### **LS 460. CAPSTONE.**

**2 Hrs.**

This course provides the student with an opportunity for students to review, enhance and demonstrate their knowledge and practical application of the law in legal office setting. Capstone course. (Requires Program Coordinator signature and is to be taken semester of graduation)

## **MANAGEMENT (MGMT)**

### **MGMT 214. PERSONNEL SUPERVISION.**

**3 Hrs.**

Leadership skills, employee development and evaluation, communication skills, and selected employer employee current issues are the major topics covered herein. The credits earned in this course are not applicable toward the BSBA degree.

### **MGMT 220. PRINCIPLES OF MANAGEMENT.**

**3 Hrs.**

Principles of Management includes the functions of planning, organizing, staffing, and leading, and controlling for organizations in the global environment. Ethics, diversity, technology, future trends, and practical application of principles are included. (Pre-requisite: GBUS 101) [Common Professional Component Course]

### **MGMT 310. SMALL BUSINESS MANAGEMENT.**

**3 Hrs.**

This course offers several approaches to the study of small business management. The traditional approach whereby students are exposed to the various functional areas of the business enterprise and the functions are discussed as part of this course. (Pre-requisite: MGMT 220)

### **MGMT 322. ORGANIZATIONAL BEHAVIOR.**

**3 Hrs.**

Students analyze how behavior impacts the success of a business at the organization level, department/team level, and individual level. Organizations are recognized as social systems and the relationships among all employees and supervisors enable students to be better employees and better managers. Students also learn about authority, communications, performance appraisal, discipline, informal organizations, job satisfaction, and motivation. (Pre-requisite: MGMT 220)

**MGMT 333. HUMAN RESOURCE MANAGEMENT.****3 Hrs.**

The organization and role of the personnel function in business and nonbusiness entities are explored and discussed. Specifically, job analysis, employment procedures, compensation, employee training programs, employment regulations, and collective bargaining are topics considered in depth. (Pre-requisite: MGMT 220)

**MGMT 338. LABOR RELATIONS.****3 Hrs.**

The development of labor organizations and the process of collective bargaining are the primary topics covered in this course. Collateral concerns include arbitration, grievance procedures, mediation, the NLRB, and selected statutes governing labor relations. (Pre-requisite: MGMT 220)

**MGMT 401. PRODUCTION AND OPERATIONS MANAGEMENT.****3 Hrs.**

Students in this course are introduced to the functions of operations management, including designing, planning, organizing, scheduling, and controlling and its relationship with other functional areas of the business enterprise. (Pre-requisites: MGMT 220 and GBUS 325) [Common Professional Component Course for BSBA]

**MGMT 410. ESSENTIALS OF LEADERSHIP.****3 Hrs.**

This course explores the nature, function, and importance of the leadership process in organizations and society. Topics studied include leader-follower relationships, leadership styles, and the development of current theories that help managers determine the “best” style of leadership to use based on situational analysis. A thorough review of the literature and research surrounding leadership will help the student find his/her leadership strengths and understand the source of leader strengths (nurture or nature). A service learning component may be required for this course.

**MARKETING (MKTG)****MKTG 230. PRINCIPLES OF MARKETING.****3 Hrs.**

Analysis of the flow of goods and services from the producer to the consumer. Includes target marketing and segmentation, analysis of market research and marketing information systems to provide data for decision making regarding the 4 Ps: Product, Promotion, Pricing, and Placement/Distribution. Includes international marketing, business ethics and social responsibility, and marketing management overview. [Common Professional Component Course for BSBA and BASBA] (Pre-requisite: GBUS 101)

**MKTG 341. ADVERTISING.****3 Hrs.**

An analysis of the principles and practices businesses adapt as part of their promotional mix options, including advertising using traditional media, media selections and implementation, and sales promotions. Students will analyze and



practice using social media and online advertising options. All forms of promotional communications will be explored from the perspective of the consumer, business and macro-environment. (Pre-requisite: MKTG 230)

**MKTG 351. PRINCIPLES OF RETAILING.****3 Hrs.**

A comprehensive analysis of retailing enterprises in all business arenas. Students will learn the role retail stores play in the economy and review all issues related to managing a retail business from site selection, HR, IT, customer relationship management, in-store merchandising, visual merchandising and design, buying and pricing strategies, and financial analysis related to retailing. A study of the structure and function of retailing; and, the special demands on the business person who elects to work in business at the retailing level. (Pre-requisite: MKTG 230)

**MKTG 360. BUSINESS MARKETING.****3 Hrs.**

An examination of the process of marketing to business, Institutional and governmental entities, with a focus on business buyers and development of appropriate marketing strategies for goods and services. (Pre-requisite: MKTG 230)

**MKTG 371. BUSINESS LOGISTICS.****3 Hrs.**

Logistics is a course in advanced logistical concepts. It is designed to provide the student with an in depth foundation in logistics. Students will understand the role procurement and specifically logistics, plays in achieving the goals of a government facility, private company, manufacturing firm, or a small or large business firm. Students completing this course will obtain skills in research, analysis, writing, speaking, listening, and observing. (Pre-requisite: MKTG 230)

**MKTG 401. MARKETING RESEARCH.****3 Hrs.**

This course is an introduction to research methods which will emphasis the collection, analysis, and interpretation of data that will guide marketing managers toward making effective decisions for planning and controlling the activities of business and service organizations. In addition, students will be able to analyze the effectiveness of the research design, data collection, and analysis of information provided by other researchers in order to make informed decisions about the usefulness of information provided. A team project for a business client is required. (Pre-requisite: MKTG 230 and MATH 211)

**MKTG 403. MARKETING MANAGEMENT.****3 Hrs.**

An analysis of the principles and practices businesses adopt as part of their promotional mix options including advertising using traditional and social media, media selection and implementation, and sales promotions. Students will analyze and practice using social media and online advertising options. All forms of promotional communications will be explored from the perspective of the consumer, business, and macro-environment. (Pre-requisite: MKTG 230)

**MKTG 460. SALES MANAGEMENT.****3 Hrs.**

An investigation of the functions and activities of sales managers. Topics include recruiting, organizing, training, compensating, leading, motivating, and managing the sales force. (Pre-requisite: MKTG 230)

**MATHEMATICS (MATH)****MATH 101. FOUNDATIONAL ARITHMETIC AND ALGEBRA.****4 Hrs.**

A study of fractional and decimal arithmetic and an introduction to the concepts of basic algebra. This course will not count for graduation credit for any program.

**MATH 102. INTERMEDIATE ALGEBRA.****4 Hrs.**

Linear and quadratic equations and inequalities, absolute value equations and inequalities, algebraic fractions,  $2 \times 2$  and  $3 \times 3$  systems of linear equations and complex numbers. (Pre-requisite: Math 101 or satisfactory score on placement test.) (Requires TI 84 graphing calculator)

**MATH 107. SHOP MATH 1.****3 Hrs.**

Applications involving fractions and decimals; shop measuring devices; percentages; area and volume; algebraic equations. (Pre-requisite: satisfactory score on placement test)

**MATH 108. SHOP MATH 2.****3 Hrs.**

Continuation of MATH 107. Geometric constructions; work, power, energy, and stress formulas; right triangle trigonometry; pulleys and gears; mathematics used in electrical shop and machine shop. (Pre-requisite: C or better in MATH 107)

**MATH 111. TECHNICAL MATH 1.****4 Hrs.**

Solving and graphing linear and quadratic equations; systems of equations; trigonometry of triangles; vectors; function concepts. (Pre-requisite: ACT Math Score  $\geq 19$ , or ACT Math Score of 14-18 with concurrent enrollment in Math 111L, or satisfactory Score on placement exam)

**MATH 112. TECHNICAL MATH 2.****4 Hrs.**

Continuation of MATH 111. Exponential and logarithmic functions; higher order polynomials; complex numbers; analytic geometry; matrices; and determinants. (Pre-requisite: C or better in MATH 111)

**MATH 120. QUANTITATIVE LITERACY.****3 Hrs.**

Topics will included logic, problem solving, quantitative information in everyday life, probability, statistics, and mathematical modeling. (Pre-requisite: Satisfactory score on a placement test or consent of instructor)

**MATH 121. INTRODUCTION TO MATHEMATICS.****3 Hrs.**

A survey of mathematical topics including Euclidean geometry, set theory, number theory, numeration, techniques of problem solving, probability & statistics and the history of mathematics. (Pre-requisite: C or better or better in MATH 102 or satisfactory score on placement test)

**MATH 126. COLLEGE ALGEBRA.****3 Hrs.**

Quadratic equations; quadratic type equations; radical equations; rational equations; linear, nonlinear and absolute value inequalities; function concepts; graphing; linear functions and applications; polynomial functions; rational functions; exponential and logarithmic functions; systems of equations using Gaussian elimination; matrix theory and determinants. (4 lecture hours per week.) (Pre-requisite: C or better or better in MATH 102 or satisfactory score on placement test)

**MATH 128. COLLEGE TRIGONOMETRY.****3 Hrs.**

Degree and radian measure, right and oblique triangles, vector applications, graphing, inverse trigonometric functions, identities and conditional trigonometric equations and applications. (Pre-requisite: C or better or better in MATH 102 or satisfactory score on placement test)

**MATH 141. FINITE MATH.****3 Hrs.**

Logic, sets, counting principles, vectors, matrices, probability theory, linear programming, applications. (Pre-requisite: C or better in MATH 126) On Demand

**MATH 150. INTRODUCTION TO CALCULUS.****3 Hrs.**

For students in other disciplines needing calculus for applications. Limits of sequences and functions, continuity, derivatives, and integrals of polynomials, rational functions, and exponential and logarithmic functions, partial derivatives, maxima and minima. (Pre-requisites: C or better in MATH 126)

**MATH 155. CALCULUS 1.****4 Hrs.**

Limits, continuity, derivatives and applications, properties of the definite integral, and applications. (5 lecture hours per week.) (Pre-requisites: C or better in MATH 126 and 128 or placement test)

**MATH 156. CALCULUS 2.****4 Hrs.**

Continuation of MATH 155. Derivatives and integrals of logarithmic, exponential, and trigonometric functions, techniques of integration; polar coordinates; series. (5 lecture hours per week.) S (Pre-requisite: C or better in MATH 155)

**MATH 211. STATISTICS.****3 Hrs.**

Descriptive and inferential statistics, descriptive measures, probability, random variables, discrete and continuous probability distributions, expected value. The central limit theorem, confidence intervals, tests of hypothesis, chisquare test,

regression and correlation. (Pre-requisite: C or better in MATH 102 or satisfactory score on placement test)

**MATH 230. INTRODUCTION TO EUCLIDEAN GEOMETRY. 3 Hrs.**

Fundamental concepts of plane & solid Euclidean Geometry including points, lines, space, construction proofs, transformation, area formulas, volume formulas, polygons, circles, coordinate geometry and triangle ratio. (Pre-requisites: C or better in MATH 126)

**MATH 251. CALCULUS 3. 4 Hrs.**

Vector products; linear transformations; matrices and determinants; vector differential calculus; line and surface integrals; double and triple integrals; Green's Theorem; Stokes' Theorem; Fourier Series and Integrals. (Pre-requisite: C or better in MATH 156)

**MATH 261. CALCULUS 4. 4 Hrs.**

Ordinary differential equations; Laplace transforms; partial differential equations with emphasis on engineering and scientific applications. (Pre-requisite: C or better in MATH 251)

**MATH 301. INSTRUCTIONAL STRATEGIES IN MATHEMATICS. 3 Hrs.**

Methods and content with respect to real numbers, algebra, geometry, graphing, problem solving, measurement, probability and statistics. (Pre-requisites: C or better in MATH 121, MATH 126, Math 211 and Admission to Teacher Ed Program) (Co-requisite: Field Experience)

**MATH 302. MATH STRATEGIES GRADES 7-ALGEBRA I. 2 Hrs.**

This course is designed for senior education majors seeking a math specialization. Curricula and methods at the middle school levels are studied. Laboratory and field experiences will occur, along with the use of current technology. (Pre-requisites: Admission to Teacher Education Program, completion of all mathematics requirements) (Co-requisite: Field Experience) Fall only

**MATH 303. DIAGNOSTIC & PRESCRIPTIVE MATH. 2 Hrs.**

Methods and content with respect to primary grade mathematics. Focus will be on error analysis and guidance for assessment and preventive teaching (Pre-requisites: Admission to Teacher Education Program, MATH 301, EDUC 320) (Co-requisite: Field Experience)

**MATH 304. MEDIA AND COMMUNICATION FOR MATH. 2 Hrs.**

Explores available technology, its uses in the primary mathematics classroom, study and critical evaluation of manipulatives, and develops avenues of communication with peers, families, and community leaders to foster school-based partnerships focusing on mathematics. (Pre-requisites: Admission to

Teacher Education Program, MATH 301, MATH 303 or Admission to BAS Child Development.

**MATH 315. INTRODUCTION TO MODERN ALGEBRA.**

**3 Hrs.**

An introduction to abstract algebra and modern mathematical thinking. Topics include: group properties, sub-groups, Lagrange's Theorem, cosets, permutations, normal sub-groups, homomorphisms, and rings. (Pre-requisites: C or better in MATH 126, MATH 121)

**MATH 318. DISCRETE MATH.**

**3 Hrs.**

Topics include: logic and set theory, functions, algorithms, recursion, combinatorics, and graphs. (Pre-requisites: Grade of "C" or better in MATH 126, MATH 112 or satisfactory score on placement test)

**MULTI-CRAFT TECHNOLOGY (MTEC)**

**MTEC 102. INTRODUCTORY CRAFT SKILLS**

**2 Hrs.**

Provides introduction to, safety, tools, blueprints and rigging. Laboratory exercises are designed to provide hands-on practice of concepts.

**MTEC 103. INTRODUCTION TO MAINTENANCE TECHNOLOGIES**

**3 Hrs.**

Topics include fasteners and anchors, oxyfuel cutting, gaskets, pumps and lubrication. Laboratory exercises are designed to provide hands-on practice of concepts.

**MTEC 112. WORKPLACE SAFETY.**

**3 Hrs.**

Safety topics will include ALL OSHA General Industry safety requirements. Successful completion will result in the issuance of an OSHA 30 Hour Safety Card.

**MTEC 280. CAPSTONE COURSE.**

**1 Hr.**

This course serves as a culmination of the MTEC A.A.S. program. A project is designed and completed that demonstrates competencies and skills learned within the MTEC, IM and E & I courses of the program. Capstone course.

**MULTIDISCIPLINARY STUDIES (MDS)**

**MDS 460. FINE ARTS SEMINAR.**

**3 Hrs.**

Senior level course that examines the interdisciplinary relationships among the visual and performing arts. Required for MDS minor in Fine Arts. (Pre-requisite ART 101, MUSI 170, and THEA 101)

**MDS 491. PROJECT PROPOSAL DEVELOPMENT.**

**1 Hr.**

Project Proposal Development provides guidance for students as they clarify goals and integrate knowledge from their three minors in planning an appropriate

project to complete their Bachelor of Arts degree in Multidisciplinary Studies.  
(Pre-requisite for MDS 492)

**MDS 492. SENIOR PROJECT.**

**3 Hrs.**

Multidisciplinary studies degree students will combine their three minor disciplines to complete a culminating project during their final semester of their degree program. Fee required. (Pre-requisite: MDS 491)

**MUSIC (MUSI)**

**MUSI 121. MUSIC THEORY 1.**

**4 Hrs.**

First in a developmental sequence of music courses designed to provide the music student with basic fundamentals necessary for advanced study. Sequence will integrate harmony, analysis, composition, ear training, and dictation, sight singing and keyboard fundamentals. Covers scales, modes, intervals, triads, figured bass, and four-part harmonization.

**MUSI 122. MUSIC THEORY 2.**

**4 Hrs.**

Continuation of MUSI 121 focusing on four-part harmonizations utilizing the dominant seventh, leading tone and diminished sevenths and non-dominant secondary seventh chords, secondary dominants and modulation. Two- and three- part forms will also be examined. Course continues to develop student skills in ear training, sight singing and keyboard harmony. (Pre-requisites: MUSI 121 with grade of C)

**MUSI 151. GUITAR FUNDAMENTALS.**

**1 Hr.**

Fundamentals of tone production, hand position, tuning, basic chords, finger picking, playing simple folk songs, and reading musical notation.

**MUSI 152. VOCAL TECHNIQUES.**

**1 Hr.**

Fundamentals of singing; vocal production, breath control, style, interpretation, sight reading, diction, and literature.

**MUSI 161. CLASS PIANO 1.**

**1 Hr.**

Piano skills for beginners; group instruction at electronic piano; keyboard familiarity; notation; chord progressions; transposition; improvisation; techniques; literature for solo and ensemble performance.

**MUSI 162. CLASS PIANO 2.**

**1 Hr.**

Continuation of MUSI 161. Music reading; functional piano skills; theory; pop/jazz chords; literature from Baroque to contemporary; transposition; improvisation; simple accompaniment; solo and ensemble performance at electronic keyboards. (Pre-requisite: MUSI 161 with a grade of C or audition)

**MUSI 163. CLASS PIANO 3.****1 Hr.**

Continuation of MUSI 162. Scales; arpeggios; chords; creative activities; technique; theory; sight reading; lead sheet reading; solo and ensemble literature from Baroque through contemporary periods. (Pre-requisite: MUSI 162 with grade of C or audition)

**MUSI 164. CLASS PIANO 4.****1 Hr.**

Continuation of MUSI 163. Electronic and acoustic pianos used. All major and minor scales; arpeggios; sight reading; chord progressions; study and performance of intermediate piano literature. (Pre-requisite: MUSI 163 with grade of C or audition)

**MUSI 170. MUSIC APPRECIATION.****3 Hrs.**

Survey of music with emphasis on the masterworks of the Western tradition. Historical and theoretical concepts will be introduced. Attendance at live performances is a course requirement. Primary course objective is to provide a wide variety of listening experiences which promote development of a curiosity about, an enthusiasm for, and an enjoyment of many types and styles of music. (Pre-requisite: Placement test of English 101.)

**MUSI 171-190. APPLIED MUSIC.****1 Hr.**

171 Piano	181 Trumpet
172 Voice	182 French Horn
173 Guitar	183 Trombone
174 Organ	184 Baritone Horn
175 Percussion	185 Tuba
176 Flute	186 Violin
177 Oboe	187 Viola
178 Clarinet	188 Cello
179 Saxophone	189 Bass
180 Bassoon	190 Harp

Individual music instruction in above listed areas offered to all students and members of the community. Lessons scheduled at time of registration. Twelve 45-minute private lessons earn one college credit. Some lessons may be scheduled off campus. May be repeated for credit. Fee required. (Pre-requisite: Department Approval)

**MUSI 191. COLLEGE CHORALE.****1 Hr.**

Select chamber choir which performs finest choral music of all periods and styles. Chorale presents a festive performance during the fall semester and tours West Virginia and surrounding states at the end of the spring semester. Auditions are held during first week of classes each semester. May be repeated for credit. (Pre-requisite: Audition)

**MUSI 193. SYMPHONIC CHOIR.****1 Hr.**

Select choral group which performs with orchestra. Membership by audition. (May be repeated.)

**MUSI 195. WIND ENSEMBLE.****1 Hr.**

An instrumental ensemble which studies and performs standard wind ensemble literature. (May be repeated) (Pre-requisite: Permission)

**MUSI 196. JAZZ ENSEMBLE.****1 Hr.**

An instrumental ensemble allowing the student to learn jazz styles and techniques. (May be repeated) (Pre-requisite: Permission)

**MUSI 198. CHAMBER ORCHESTRA.****1 Hr.**

An instrumental ensemble which studies and performs standard chamber orchestra works. (May be repeated) (Pre-requisite: Permission)

**MUSI 199. CHAMBER MUSIC.****1 Hr.**

Various small ensembles providing the student an opportunity to perform standard chamber music. (May be repeated) (Pre-requisite: Permission)

**MUSI 221. MUSIC THEORY 3.****4 Hrs.**

Continuation of MUSI 122. Examines Neapolitan and augmented sixth chords, upper tertian chords, and chromatic harmony. Sixteenth and eighteenth century counterpoint will be introduced along with analysis of rondo, variation and sonata allegro forms. Course will continue to develop student skills in ear training, sight singing and keyboard harmony. (Pre-requisite: MUSI 122 with a grade of "C")

**MUSI 222. MUSIC THEORY 4.****4 Hrs.**

Course is final semester of the music theory sequence. Examines music of the late nineteenth century and beyond but focuses primarily on compositional principles of the twentieth century. Course will continue to develop student skills in ear training, sight singing and keyboard harmony. (Pre-requisite: MUSI 221 with a grade of "C")

**MUSI 241. CHORAL CONDUCTING & TECHNIQUES.****3 Hrs.**

Conducting and rehearsal techniques; conducting patterns, development of choral sound; singers' diction; selection of repertoire; analysis of musical score; performance problems. On demand. (Pre-requisite: Permission)

**MUSI 270. HISTORY OF WESTERN MUSIC 1.****3 Hrs.**

This course surveys the music of Western Europe and the New World from the notated music and writings of the ancient Greeks through the Classical period.



**MUSI 271. HISTORY OF WESTERN MUSIC 2.****3 Hrs.**

This course surveys all of the musical traditions, languages, and repertoires that are currently cultivated in the United States, beginning with the European music from around 1770 and the musical traditions of West Africa.

**MUSI 291. MUSICAL THEATRE WORKSHOP.****1-3 Hrs.**

College musical theatre production. (Same as THEA 291; may be repeated)

**MUSI 311. AMERICAN MUSIC.****3 Hrs.**

American Music is a survey of the varied musical traditions, both historical and sociological, found in the United States. Topics include folk and ethnic music, jazz, blues, rock, country, sacred, musical theatre, concert music, and regional styles. (Pre-requisite: ENGL 102 with a grade of C)

**MUSI 312. AMERICAN MUSICAL THEATRE.****3 Hrs.**

American Musical Theatre is a survey that will examine masterworks of the genre and recent productions currently running on Broadway. Students will also attend and review live performances. This course does not meeting the general education fines arts requirement for any associate degree program. (Pre-requisite: ENGL 102 with a grade of C)

**MUSI 315. INSTRUCTIONAL STRATEGIES IN MUSIC.****3 Hrs.**

Using the West Virginia Music Program of Study and the National Standards for General Music Education as guides, students will explore the concepts of melody, harmony, form, rhythm, tempo, dynamics and timbre; learn effective lesson planning for music, and examine appropriate textbooks and materials. The philosophies of Orff, Kodaly and Dalcroze will be presented and experienced throughout the course providing a basis for an eclectic curriculum. Learning will be achieved primarily through participation in a wide variety of creative activities including singing, playing instruments, creative movement, games, listening and imagining. (Pre-requisites: MUSI 170, EDU 300; Admission to Teacher Education Program; Co-requisite: Field Experience)

**MUSI 390. UPPER LEVEL APPLIED MUSIC.****1 Hr.**

Advanced individual music instruction in voice, guitar, and all band, orchestra, and keyboard instruments. (Pre-requisite: Student must enroll in lower level applied music study (Music 171-190) at WVU Parkersburg and successfully complete a qualifying jury examination. May be repeated for credit. Fee required.

**NURSING (NURS)****NURS 101. ORIENTATION TO HEALTH CAREERS.****3 Hrs.**

This course is designed specifically for students who are entering college and are interested in a career in health science. Theory presentation centers on the

individual student's development of study skills that are consistent with predicting success in college. Key concepts include adaptation to the role of the student, organization, time management, study skills and communication represented within the context of health science careers. Learning activities include the investigation of career opportunities.

**NURS 132. DRUG AND DOSAGE CALCULATION I.**

**1 Hr.**

This course is designed to enhance the nursing student's ability to read, interpret, and solve dosage calculation problems. Critical thinking skills are applied to medication situations to emphasize the importance of accuracy and the avoidance of medication errors. (Pre-requisite: Admission to Program; Pre/Co-Requisite BIOL 107; Co-Requisite NURS 133, NURS 134)

**NURS 133. HEALTH ASSESSMENT AND DIAGNOSTICS.**

**2 Hrs.**

This course is designed to introduce the nursing student to the knowledge and skills required to perform a health assessment across the lifespan and to document appropriate findings. The nursing student will be introduced to normal lab values and basic diagnostic procedures. (Pre-requisite: Admission to Program; Pre/Co-Requisite BIOL 107; Co-Requisite NURS 132, NURS 134)

**NURS 134. INTRODUCTION TO NURSING CONCEPTS.**

**8 Hrs.**

This foundational course is designed to introduce concepts to the beginning nursing student that will focus on maintaining health and promoting wellness throughout the lifespan. Concepts and core values basic to the foundation of nursing practice are presented. Classroom and laboratory experiences provide opportunity for understanding of the nursing process, clinical judgment and decision making. (Pre-requisite: Admission to Program; Pre/Co-Requisite BIOL 107; Co-Requisite NURS 132, NURS 133; standardized final exam)

**NURS 142. DRUG AND DOSAGE CALCULATIONS II.**

**1 Hr.**

This course expands the nursing student's ability to read, interpret, and solve increasingly complex dosage calculation problems. Critical thinking skills are applied to age and acuity specific variations in select populations. (Pre-requisite: BIOL 107, NURS 132, NURS 133, NURS 134; Pre/Co-Requisite BIOL 108; Co-Requisite NURS 143, NURS 144; **standardized final exam**)

**NURS 143. HEALTH ASSESSMENT AND DIAGNOSTICS II.**

**1 Hr.**

This course is designed to focus on abnormal assessment and diagnostic findings. Modifications of assessment for select populations will be addressed. (Pre-requisite: BIOL 107, NURS 132, NURS 133, NURS 134; Pre/Co-Requisite BIOL 108, Co-Requisite NURS 142, NURS 144; standardized final exam)

**NURS 144. NURSING CONCEPTS OF HEALTH AND ILLNESS I.**

**9 Hrs.**

This course builds upon foundational concepts across the lifespan while introducing the concepts of the wellness-illness continuum and the individual and

family response. Classroom and laboratory experiences provide opportunity for application of the nursing process and development of clinical judgment and decision making. (Pre-requisite: BIOL 107, NURS 132, NURS 133, NURS 134; Pre/Co-Requisite BIOL 108; Co-Requisite NURS 143, NURS 142; standardized final exam)

**NURS 234. NURSING CONCEPTS OF HEALTH AND ILLNESS II. 9 Hrs.**

This course expands the concepts of the wellness-illness continuum, with emphasis on the expanding family and tertiary care within the community. Classroom and laboratory experiences provide opportunity for analysis within the nursing process and application of clinical judgment and decision making. (Pre-requisite: BIOL 108, PSYC 101, NURS 142, NURS 143, NURS 144; Pre/Co-requisite: BIOL 200; ENGL 101; standardized final exam)

**NURS 244. SYNTHESIS OF NURSING CONCEPTS. 9 Hrs.**

This course together with the capstone course focuses on the integration of interrelated concepts across the wellness-illness continuum. Classroom and laboratory experiences provide opportunity for synthesis of the nursing process and integration of clinical judgment and decision making. (Pre-requisite: NURS 234, BIOL 200, ENGL 101; Co-requisite: NURS 245; standardized final exam)

**NURS 245. PROFESSIONAL NURSING AND HEALTH SYSTEMS CONCEPTS 3 Hrs.**

This capstone course will focus on current issues in health care and the nursing profession and is designed to facilitate the transition from student to professional registered nurse. Topics of discussion will include national health policy and politics, ethical and bioethical issues, career development, application for state licensure and preparation for the NCLEX-RN examination. (Pre-requisite: NURS 234, BIOL 200, ENGL 101; Co-requisite: NURS 244; standardized final exam; preceptor hours)

**NURS 311. FRAMEWORK FOR PROFESSIONAL PRACTICE. 4 Hrs.**

A theoretical basis for nursing practice is presented through an exploration of professional nursing role. Selected nursing theories will be explored. Emphasis of the course is on clear and appropriate oral and written communication consistent with American Psychological Association (APA) format. (Pre-requisites: Admission into the RN-to-BSN Program, ENGL 101, ENGL 102)

**NURS 320. HEALTH ASSESSMENT AND PROMOTION ACROSS THE LIFE SPAN. 3Hrs.**

The focus of this course is on health promotion across the lifespan. Concepts, theories and current research are explored in relation to health promotion, health behaviors, and behavioral change. (Pre-requisites: Admission into the RN-to-BSN Program or second year of A.D.N. program with instructor permission)

**NURS 324. TRENDS AND ISSUES OF HEALTH CARE.****3 Hrs.**

This course provides the opportunity for an exploration of selected current issues or concepts affecting nurses, nursing and/or health care. (Pre-requisites: NURS 311, NURS 320)

**NURS 330. INFORMATICS: CONCEPTS, APPLICATION & ISSUES. 3 Hrs.**

This course introduces the student to the language and technology of nursing. Ethical management of data, information, and knowledge are discussed. (Pre-requisites: NURS 311, NURS 320)

**NURS 431. LEGAL AND ETHICAL ISSUES IN NURSING.****3 Hrs.**

This course focuses on the complexity of moral, legal, and ethical issues in health care. (Pre-requisites: PHIL 150, NURS 311, NURS 320 )

**NURS 440. RESEARCH IN PROFESSIONAL NURSING.****3 Hrs.**

The basic concepts of the research process will be introduced. Students will perform rapid critical appraisals, learn search strategies using various databases, and enhance their ability to analyze and synthesize research findings into clinical practice. (Pre-requisites: NURS 311, NURS 320, MATH 211)

**NURS 450. EVIDENCE-BASED PRACTICE IN PROFESSIONAL NURSING.****3 Hrs.**

The application of an evidence-based approach to patient care will be promoted. The focus will be on enhancing the student's ability to read, comprehend, critically appraise and apply the best evidence to professional nursing practice. (Pre-requisites: NURS 324, NURS 330, NURS 440, NURS 431)

**NURS 451. LEADERSHIP AND MANAGEMENT IN PROFESSIONAL NURSING.****3 Hrs.**

This course focuses on leadership skills, knowledge, and creativity to promote and manage safe, holistic patient-centered care for diverse individuals, families, groups, and populations across the lifespan. (Pre-requisites: NURS 324, NURS 330, NURS 440, NURS 431)

**NURS 452. COMMUNITY AND POPULATION BASED HEALTH CARE.****4 Hrs.**

This final capstone course is designed to provide the baccalaureate nursing student with an opportunity for reflective synthesis of cognitive and affective concepts explored in the BSN completion program. The focus is on community and population-based health promotion and disease/injury prevention. (Pre-requisites: NURS 324, NURS 330, NURS 440, NURS 431), (Pre/Co-requisites: NURS 450, NURS 451)

**NURS 491. PROFESSIONAL FIELD EXPERIENCE.****2 Hrs.**

Prearranged experiential learning program, to be planned, supervised and evaluated for credit by faculty and field supervisors. Involves temporary

placement with public or private enterprise for professional competence development.

## **PATIENT CARE TECHNICIAN (PCTA)**

### **PCT 101. PATIENT CARE TECHNICIAN I.**

**6 Hrs.**

This course prepares students for the Patient Care Technician (PCT) – Direct Care Worker role in health care settings. Emphasis is on the personal qualities, knowledge, and skills needed by the PCT to provide quality basic care in a healthcare agency or independent assistance to patients in the home setting under the supervision of registered nurses. Basic nursing and home health care, client rights, principles of therapeutic communication, safety and infection control, emergency situations, restorative care, death and dying, and legal/ethical issues related to nursing practice are introduced. This course includes classroom instruction, campus laboratory skills practice, and clinical laboratory rotations to community health care agencies (**Pre-requisites:** Admission to the program; **Pre/Co-requisites:** BIOL 109/109L or BIOL 107, HPER 172; Direct Care Worker Certification Exam)

### **PCT 102. PATIENT CARE TECHNICIAN II.**

**6 Hrs.**

This course is designed to expand upon the role of the Patient Care Technician as a phlebotomist and ECG technician. The student will be introduced to the knowledge and skills required to prepare and monitor clients when performing venipuncture and ECGs safely. This course includes classroom instruction, campus laboratory skills practice, and clinical laboratory rotations to community health care agencies. (**Pre-requisites:** Completion of PCTA I, HPER 172, and BIOL 109/109L or BIOL 107; **Pre/Co-requisites:** BTEC 253, PSYC 101, ENGL 101; Patient Care Technician Certification Exam).

## **PHARMACY TECHNICIAN (PTEC)**

### **PTEC 101 & 101L. PHARMACY PRACTICE.**

**7 Hrs.**

This course, designed for Pharmacy Technician students, introduces the concepts of basic pharmacy activities and the skills required to work in a clinical or community pharmacy. The students will use basic communication skills in interacting with instructors, patients and co-workers. Pharmacy practices will be examined in terms of symbols, language, abbreviations, legal issues, ethical considerations, and accountability. Pharmacy principals studied will provide a basis of practical understanding when working in a pharmacy. Structured campus laboratory experiences provide the student with an opportunity to practice technical skills. The clinical component provides opportunity for each student to observe and apply these skills in clinical and community pharmacies. (3 lecture hours; 2 campus lab hours; 9 clinical lab hours) (Pre-requisite: Admission to the program)

**PTEC 102. CLINICAL COMMUNITY PHARMACY.****4 Hrs.**

This course, designed for Pharmacy Technician students, provides hands on experience in hospital and community settings. The course provides general training necessary to interpret, prepare, label and maintain records of physicians' medication orders and prescriptions in a community pharmacy and a hospital environment. All training will be under the supervision of a licensed pharmacist. (Pre-requisite: PTEC 101, PTEC 112) (12 hours clinical pharmacy)

**PTEC 111. CALCULATIONS FOR PHARMACY TECHNICIANS.****2 Hrs.**

This course, designed for Pharmacy Technician students, includes reading, interpreting, and solving calculations problems encountered in the preparation and distribution of drugs. This course also discusses the conversion of measurement with the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include calculations for community, and institutional pharmacy. (Pre-requisite: PTEC 101, PTEC 112)

**PTEC 112. PHARMACOLOGY I.****3 Hrs.**

This course, designed for Pharmacy Technician students provides study of the properties, reaction, and therapeutic value of the primary agents in the major drug classes. This includes understanding of pharmaceuticals for the major body systems. Students will develop knowledge of brand names as well as generic names of drugs. (Pre-requisite: Admission to program)

**PTEC 114. PHARMACOLOGY II.****3 Hrs.**

This course, designed for Pharmacy Technician students continues the study of the properties, reaction, and therapeutic value of the primary agents in the major drug classes. This includes understanding of pharmaceuticals for the major body systems. Students will develop knowledge of brand names as well as generic names of drugs. (Pre-requisite: PTEC 112)

**PTEC 121. PHARMACY TECH CERTIFICATION REVIEW.****3 Hrs.**

This course, designed for Pharmacy Technician students, is designed to prepare Pharmacy Technician students in reviewing for the national certification exam. This class will entail a comprehensive review for the areas that are covered on the exam. (Pre-requisite: Admission to program)

**PHILOSOPHY (PHIL)****PHIL 111. INTRODUCTION TO PHILOSOPHY.****3 Hrs.**

An introduction to the art of wondering. Designed for the student interested in clarifying one's own philosophy through the study of the discipline which, in Greek, means "the love of wisdom."

**PHIL 150. INTRODUCTION TO ETHICS.****3 Hrs.**

An introduction to the major theories of ethics and values. In light of such

personal and social problems as morality, freedom, right and wrong, social and political responsibility and the meaning of “good”, the course asks how we ought to live in relationships to contemporary moral issues.

**PHIL 170. INTRODUCTION TO LOGIC.**

**3 Hrs.**

A comprehensive introduction to the art of making sense, that is critical thinking. Designed to improve one’s reasoning abilities through study of the most common mistakes made in thinking.

**PHIL 231. WORKPLACE ETHICS.**

**3 Hrs.**

A study of the ethical theories and daily applications of ethics in the workplace. Includes value judgments, critical thinking, problem solving and decisions making guidelines.

**PHIL 308. PHILOSOPHY OF RELIGION.**

**3 Hrs.**

A study of the major philosophical problems associated with religion, with attention given to such problems as the existence and nature of God, faith, religious truth, the nature of man, grounds of beliefs, immortality, etc.

**PHIL 347. ADVANCED ETHICS.**

**3 Hrs.**

Provides a critical reexamination of current moral issues and studies the application of ethical theories, concepts, and principles. Topics may include abortion, capital punishment, euthanasia, global poverty, sexuality, and other Issues of social concern. Readings are drawn from contemporary and historical sources.

**PHYSICAL SCIENCE (PSCI)**

**PSCI 101. FUNDAMENTALS OF PHYSICAL SCIENCE.**

**4 Hrs.**

Introduction to the basic concepts of physics, chemistry, geology, oceanography, meteorology, and astronomy. Scientific data collection and analysis will be stressed in lab. (3 lecture hours and 2 lab hours per week.) F S

**PSCI 107. ENERGY TECHNOLOGY.**

**4 Hrs.**

This course presents the knowledge and analytic tools needed to evaluate energy choices while discussing the latest energy technology innovations. The various vocational opportunities available to graduates of the EAMT and SET programs are reviewed.

**PSCI 111. INTRODUCTION TO PHYSICAL SCIENCE.**

**4 Hrs.**

An introduction to the basic concepts of science and scientific methods and the essentials of physics and chemistry. Topics covered include forces, motion, heat, sound, electricity, magnetism, light, atomic structure, chemical bonding, chemical equations, and chemical applications. Scientific data collection and analysis will be stressed in the laboratory portion of the course. (3 lecture hours and 2 lab

hours per week)

**PSCI 112. INTRODUCTION TO EARTH SCIENCE.**

**4 Hrs.**

Fundamental concepts of geology, meteorology, and astronomy. Earth processes, both past and present, will be studied. Topics covered will include the origin of the Universe, solar system and earth; the structure and composition of the earth; plate tectonics; the atmosphere, weather and climate; earth's water resources, and the Earth's place in the Universe. Earth resources and environmental topics will be stressed in the course, rocks and minerals and topographic maps will be studied, and there will be a local geologic field trip. (3 lecture hours and 2 lab hours per week.)

**PSCI 114. INTRODUCTION TO METEOROLOGY.**

**1 Hr.**

This course covers the basic concepts of meteorology (weather and climate). The course is designed for students seeking the Bachelor of Arts Degree in Elementary Education General Science 5-9 Specialization.

**PHYSICS (PHYS)**

**PHYS 101. INTRODUCTION TO PHYSICS 1.**

**4 Hrs.**

Mechanics, heat, and sound. Non-calculus based for students in pre-professional programs and college transfer programs. (3 lecture hours and 2 lab hours per week) (Pre-requisite: MATH 128 or consent)

**PHYS 102. INTRODUCTION TO PHYSICS 2.**

**4 Hrs.**

Continuation of PHYS 101. Light; optics; electricity; magnetism. (3 lecture hours and 2 lab hours per week) (Pre-requisite: PHYS 101)

**PHYS 103. INTRODUCTORY PHYSICS.**

**4 Hrs.**

Designed to meet the requirements of the Elementary Education Science Specialization 5-9. Topics to be covered are motion, work, energy, heat, sound, light, electricity and magnetism. An integration of scientific inquiry with basic principles of physics. (3 lecture hours and 2 lab hours per week) (Pre-requisite: MATH 126)

**PHYS 111. GENERAL PHYSICS 1.**

**4 Hrs.**

Mechanics; heat; sound; designed for physics, chemistry and engineering majors. (3 lecture hours and 2 lab hours per week) (Pre-requisite: MATH 155)

**PHYS 112. GENERAL PHYSICS 2.**

**4 Hrs.**

Continuation of PHYS 111. Light; optics; electricity; magnetism; modern physics. (Calculus based.) (3 lecture hours and 2 lab hours per week) (Pre-requisite: MATH 155, PHYS 111)



**POLITICAL SCIENCE (POLS)****POLS 101. ELEMENTS OF DEMOCRATIC GOVERNMENT. 3 Hrs.**

Introduction to government, origin, forms, and functions of the state, organization and forms of government, and the relations of groups and individuals to the state. Taught generally on a comparative basis.

**POLS 102. AMERICAN FEDERAL GOVERNMENT. 3 Hrs.**

A survey course dealing with all aspects of our system of government, with emphasis on the constitution, the federal system, civil rights, the three branches of government, and foreign policy.

**POLS 211. FUNCTIONS OF DEMOCRATIC GOVERNMENT. 3 Hrs.**

Course deals primarily with the activities of the executive branch of the government, particularly as they relate to social and economic development and expansion of government activities and services since 1932.

**POLS 220. STATE AND LOCAL GOVERNMENT. 3 Hrs.**

Politics and policy at the state and local level in the American political system. Areas for study include constitutional, cultural, and financial constraints on state and local politics; community power structures; state legislatures; governors and other elected executives; and judicial elected institutions.

**POLS 225. CONSTITUTIONAL LAW. 3 Hrs.**

Constitutional law is concerned primarily with the exercise of judicial review. The focus is on the manner in which the courts generally have interpreted the cryptic provisions of the US Constitution. The student should emphasize the principles, doctrines and rules developed in the cases and the underlying policies and values.

**POLS 256. WEST VIRGINIA LEGISLATIVE PROCESS. 2 Hrs.**

A study of the organization, operation and function of the West Virginia Legislature. Course seeks to involve the student in a direct learning experience through frequent visits to the Legislature, including an intensive internship week at the Capitol. A preliminary phase of the course is instructed by resource people and is designed to prepare students to the point that the later internship phase will be more meaningful. (Pre-requisite: departmental approval)

**POLS 310. AMERICAN PRESIDENCY. 3 Hrs.**

This course surveys the literature on the American Presidency with particular attention to its historical and institutional development. It examines the constitutional foundations of the office, the method of election and removal, the President's role as chief executive and administrative head, the nature and extent of executive prerogative, and the dimensions of presidential leadership.

**PROCESS TECHNOLOGY (ATPT)****ATPT 130. INTRODUCTION TO PROCESS TECHNOLOGY. 2 Hrs.**

Introduction to the job requirements and duties of a process technician including the physics, chemistry, equipment, safety, health and the environment for process industries.

**ATPT 131. PROCESS SAFETY, HEALTH & ENVIRONMENTAL. 3 Hrs.**

Safety topics include all OSHA General Industry requirements. Course includes an introduction to the major environmental regulations affecting process industries. Successful completion will result in the issuance of an OSHA 30 Hour Safety Card.

**ATPT 132. PROCESS QUALITY. 3 Hrs.**

Introduces Total Quality Management concepts including customer service, effective communication, team skills, variance and operating consistency, process capability, continuous improvement, corrective/preventive action, SPC basics, data collection, control charts.

**ATPT 140. PROCESS INSTRUMENTATION. 4 Hrs.**

Introduces the process instrumentation that a process technician/operator utilizes in performing job functions. In addition, this course provides the student with rudimentary knowledge and troubleshooting assistance of process instrumentation. (Pre-requisites: ATPT 130 grade of C or better)

**ATPT 141. PROCESS TECHNOLOGY 1 - EQUIPMENT. 3 Hrs.**

Course covers the various types of equipment used in the process environment and the interaction of the process operator/technician with it. An understanding of the operation, operator maintenance and trouble shooting is gained. (Pre-requisites: ATPT 130 C or better and INDT 143 C or better)

**ATPT 150. PROCESS TECHNOLOGY FIELD EXPERIENCE.1 1 Hr.**

A required hands-on experience at a partner processing facility, designed to supplement the classroom curriculum with an understanding of the workplace environment. (Pre-requisites: ATPT 130, ATPT 131, ATPT 140, and ATPT 141)

**ATPT 242. PROCESS TECHNOLOGY 2 - SYSTEMS. 3 Hrs.**

Equipment roles and control methods are studied for each process system. Emphasis is on the safety of each of these systems and the role played by operator in maintaining the system safely. (Pre-requisites: ATPT 140 grade of C or better, ATPT 141 grade of C or better and Math 111)

**ATPT 244. PROCESS TECH 3 - OPERATIONS. 4 Hrs.**

Equipment is studied for the role and control method within each process system. Emphasis is on the safety of each of these systems and the role played by

operator in maintaining the system safely. (Pre-requisite: ATPT 242) (Co-requisite: ATPT 260).

**ATPT 250. PROCESS TECHNOLOGY FIELD EXPERIENCE 2. 1 Hr.**

A required hands-on experience at a partner processing facility, designed to supplement the classroom curriculum with an understanding of the workplace environment. (Pre-requisites: ATPT 132, ATPT 242, ATPT 244 and ATPT 260)

**ATPT 260. PROCESS TECH CULMINATION. 1 Hr.**

Culminating course work (capstone) around Process Technology Certification. Utilizing a needs assessment the student will develop the skills sets needed to achieve success in the process industry. Capstone course. (Co-requisite- ATPT 244)

**PROFESSIONAL DEVELOPMENT (PDEV)**

**PDEV 220. PORTFOLIO DEVELOPMENT SEMINAR. 3 Hrs.**

This course is designed to assist students in developing a portfolio that will be used to document life and work experiences. Flexible format.

**PDEV 420. PORTFOLIO DEVELOPMENT SEMINAR. 3 Hrs.**

This course is designed to assist students in developing a portfolio that will be used to document life and work experiences. Flexible format.

**PSYCHOLOGY (PSYC)**

**PSYC 101. INTRODUCTION TO PSYCHOLOGY. 3 Hrs.**

A general introduction survey course, introducing the core areas of psychology. As a behavioral science, the focus will include an eclectic study of heredity, environment and learning. Other topics surveyed will include memory, perception, motivation, emotion, human development, personality, abnormal psychology, and psychotherapies. A general overview of specific theories in psychology will be included.

**PSYC 220. INTRODUCTION TO INDUSTRIAL PSYCHOLOGY. 3 Hrs.**

This course provides an overview of the field of industrial psychology which includes testing, performance appraisal, training, leadership, job satisfaction, working conditions, organization, safety, stress and engineering psychology.

**PSYC 231. LEADERSHIP AND HUMAN RELATIONS. 3 Hrs.**

Overview of the psychological dynamics associated with leadership and human relations training. Special emphasis will be placed on the basic theories and constructs of leadership styles and techniques, team orientation, communication, group dynamics within organizations, and basic leadership issues.

**PSYC 241. INTRODUCTION TO HUMAN DEVELOPMENT. 3 Hrs.**

Survey of human development across the life span with an emphasis on change in physical, cognitive, and social emotional processes. Applied problem solving by use of developmental information provides experience for service related professions such as social work, nursing, education and counseling.

**PSYC 251. INTRODUCTION TO SOCIAL PSYCHOLOGY. 3 Hrs.**

Awareness of the many social factors which determine human behavior and the relationship of class, race, culture, gender, social structure and group interactions impacting individual behavior.

**PSYC 281. ABNORMAL PSYCHOLOGY. 3 Hrs.**

An introduction to abnormal behavior patterns, descriptions, causes, and treatment. Focuses on major functional and organic disorders, theories related to mental disorders and methods of therapy. (Pre-requisite: PSYC 101 or PSYC 241)

**PSYC 310. ENVIRONMENTAL PSYCHOLOGY. 3 Hrs.**

This course will involve the student in research concerning environmental issues and how we as humans are impacted and how we impact our environment.

**PSYC 318. HISTORY AND SYSTEMS. 3 Hrs.**

A survey of Psychology from its origins in Philosophy, Biology and Physics through the early major schools of psychological thought to modern perspectives on the science of behavior and its applications to human affairs. (Pre-requisites: PSYC 101 or 241 and 60 hours)

**PSYC 323. INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY. 3 Hrs.**

An introduction to the application of psychological principles in the areas of employee selection, performance appraisal, motivation and morale, sexual harassment, leadership, decision making, team building and general organization behavior. (Pre-requisites: ENGL 102 or its equivalent; 2 Psychology or related Social Science courses, and a Communications course)

**PSYC 350. INTRODUCTION TO COUNSELING PSYCHOLOGY. 3 Hrs.**

Basic introduction to group facilitation related to the field of counseling. Included is information, techniques and strategies concerning group foundation. Teamwork and co-facilitation of groups will be emphasized and practiced. (PSYC 101 or 241 and 60 hrs.)

**PSYC 351. INTERNATIONAL CULTURE. 3 Hrs.**

Psychological study of the personal behaviors and structures of international cultures. The course will examine beliefs, symbols, language, values, norms, folkways, and mores of various cultures.

**PSYC 362. PSYCHOLOGICAL ASSESSMENT.****3 Hrs.**

This course introduces the student to the theory and practice of psychological assessment procedures. The course includes intelligence testing, personality testing, career testing, behavioral assessment procedures, statistics, interviewing and interpretation. (PSYC 101 or 241 and MATH 211 or consent and 60 hrs.)

**PSYC 363. THEORIES OF PERSONALITY.****3 Hrs.**

Theoretical and empirical readings in a discussion of the major perspectives in personality theory and methodological problems in personality and research. (Pre-requisite: PSYC 101 plus 60 hours)

**PSYC 365. FORENSIC PSYCHOLOGY.****3 Hrs.**

An in-depth study of criminal behavior, criminal responsibility, abnormal psychology and the challenges of mental health issues and the criminal justice system.

**PSYC 410. APPLIED ENVIRONMENTAL PSCHOLOGY.****6 Hrs.**

To involve students in an experiential learning opportunity with the environment. Includes research, projects, team development, group dynamics, and communication. (Pre-requisites: 60 hrs: ENGL 101 & COMM 111) (Co-requisites: Application required)

**PSYC 459. CAPSTONE SEMINAR – ADVANCED LEADERSHIP CERTIFICATE.****3 Hrs.**

Provides students an opportunity to demonstrate knowledge, skills acquisition, and application of course information. Capstone course. (Restricted to Adv. Leadership certificate students only, taken semester of certificate completion – instructor permission only)

**PSYC 460. CAPSTONE SEMINAR IN PSYCHOLOGY.****1 Hr.**

This course provides students with an opportunity to demonstrate comprehensive learning and application in Psychology. The course will also focus on final preparation for work and/or graduate school. Capstone course. (Pre-requisite: Eligible to graduate with RBA) (Co-requisite: Emphasis in Psychology)

**READING (READ)****READ 101. SPEED READING.****3 Hrs.**

Increased reading speed; previewing; post viewing; maintaining attention; comprehension.

**READ 111. ADVANCED VOCABULARY STUDY.****2 Hrs.**

Understanding and use of new words, both general and technical; use of word parts and context cues; use of glossaries and textual aids.

**READ 302. TEACHING READING K6.****3 Hrs.**

Strategies and materials in teaching reading for Early and Middle Childhood teacher. (Pre-requisites: Admission to Teacher Education Program and LA 301. Concurrent enrollment with LA 301 with instructor's consent) (Co-requisite: Field Experience)

**READ 401. DIAGNOSTIC AND PRESCRIPTIVE READING.****3 Hrs.**

The development of competencies in diagnosing reading problems through the use of various instruments and in prescribing remediation based on the evaluations. (Pre-requisites: Admission to Teacher Education Program, EDUC 300, and LA 301 and READ 302 with grade of "C" or higher) (Co-requisite: Field Experience)

**RELIGION (RELI)****RELI 111. OLD TESTAMENT SURVEY.****3 Hrs.**

The course is designed to help the student acquire a critical and appreciative knowledge of the historical, literary, and religious values of the Old Testament.

**RELI 205. NEW TESTAMENT SURVEY.****3 Hrs.**

Study of the beginnings of Christianity, to include the world into which it was born; the person upon whom it was founded; the church it called into being; and its first great advocate, the Apostle Paul. The course is designed to help the student acquire a critical and appreciative knowledge of the historical, literary, and religious values of the New Testament.

**RELI 231. RELIGIONS OF THE WORLD.****3 Hrs.**

A study of the major living religions of the world; their basic beliefs and practices; their historical, ethical, social and spiritual impact upon society; and their fundamental strengths and weaknesses. The course provides an introduction to theological analysis.

**RELI 341. AMERICAN RELIGION AND POPULAR CULTURE.****3 Hrs.**

Study of the rise of the Social Gospel Movement and the origins of modern marketing and advertising. Emphasis is placed on the influence of the theological concepts and imagery in modern commercialism and consumer culture.

**SCIENCE (SCI)****SCI 301. INSTRUCTIONAL STRATEGIES IN SCIENCE.****3 Hrs.**

A course designed to facilitate the elementary education major in the teaching of science. The course will investigate the teaching of science through discovery and inquiry. A hands on approach will be used as students prepare lessons on

selected topics to be used as a practicum with local elementary students (Pre-requisites: Admission to Teacher Education Program, BIOL101/103, 102/104, PSCI 111/112 or PSCI 101) (Co-requisite: Field Experience)

**SCI 302. SCIENCE STRATEGIES FOR MIDDLE SCHOOL. 2 Hrs.**

Instructional strategies and curriculum materials appropriate for the teaching of science in grades 7-9 will be investigated. Students will prepare and use hands-on inquiry lessons in teaching experience with local junior high students. (Pre-requisites: All Science requirements, MATH 126, Admission to Teacher Education Program) (Co-requisite: Field Experience) Spring only

**SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS  
(STEM)**

**STEM 420. PROJECT MANAGEMENT 3 Hrs.**

This course covers how, when, and why to plan and implement all the stages of project management, from conception, planning, implementation, through to completion.

**SECURITY (SEC)**

**SEC 101. SECURITY FUNDAMENTALS. 3 Hrs.**

This course is intended for users who want to increase their understanding of information security issues and practices. It is intended for end users who use computers in the office or at home.

**SEC 300. INTRODUCTION TO SECURITY. 3 Hrs.**

This class addresses real-world business challenges and provides hands-on exercises working with corporate security policies, practices, and procedures. Students will learn topics such as working with acceptable use policies, cryptography, common attackers, and business communications in real-world security situations.

**SEC 350. NETWORK SECURITY. 5 Hrs.**

This class will teach students to design and implement security solutions that will reduce the risk of revenue loss and vulnerability. The course focuses on the overall security processes based on a security policy, with an emphasis on hands-on skills in the areas of secure perimeter, secure connectivity, security management, identity services, and intrusion detection. (Pre-requisite: C or better in CIT 206; Pre-requisite or concurrent: SEC 300)

**SEC 351. DEFENSE & COUNTERMEASURES. 3 Hrs.**

This course will teach students to design and implement intrusion detection, firewalls, and Virtual Private Network security, as well as implementing a security policy, through advanced computer network operating systems. (Pre-requisites:

SEC 300)

**SEC 410. MANAGEMENT OF INFORMATION SECURITY. 3 Hrs.**

This course is designed to explore the management aspects of information security. This course will take a decision-making perspective and presents important information for effectively combining topics covered in other security classes into a holistic security management approach. (Pre-requisites: C or better in SEC 300)

**SEC 430. OPERATING SYSTEM SECURITY. 3 Hrs.**

This course is designed to expand networking student's basic network and operating system skills to include planning, implementation, and auditing of a system's security. This course covers a variety of operating systems, including a Window client operating system, Windows server operating system, Linux, Novell NetWare and Mac OS. (Pre-requisite: SEC 300)

**SEC 431. COMPUTER FORENSICS. 3 Hrs.**

This course presents the methods to properly conduct a computer forensics investigation including a discussion of investigative tools and techniques, investigative reporting, testifying in a court of law, and ethics. (Pre-requisite: SEC 300)

**SEC 460. SECURITY CAPSTONE. 3 Hrs.**

This course will involve an investigation of an actual or experimental situation, and may include the design, construction, and testing of an experimental, comprehensive scenario demonstrating mastery of security topics covered in previous classes. Capstone course. (Pre-requisites or concurrent: SEC 410 and STEM 420)

**SOCIAL STUDIES (SOST)**

**SOST 315. INSTRUCTIONAL STRATEGIES IN SOCIAL STUDIES. 3 Hrs.**

This course covers the subject content, materials and instructional strategies for planning, teaching and evaluating social studies lessons in grades K-6. (Pre-requisites: Admission to Teacher Education program.)

**SOST 316. INSTRUCTIONAL STRATEGIES FOR MIDDLE SCHOOL SOCIAL STUDIES. 2 Hrs.**

This course covers content, materials and instructional strategies for planning, teaching and evaluating social studies lessons at the middle school level. (Pre-requisites: Admission to Teacher Education; SOST 315; Co-requisite: 20-hour field experience.) Fall only



**SOCIOLOGY (SOC)****SOC 101. INTRODUCTION TO SOCIOLOGY.****3 Hrs.**

The course will cover the fundamental concepts and methods of the scientific study of human society and social behavior. It will focus on institutional foundations of group life; social roles and interpersonal relations; values and social processes in context of technological change ethnicity, race, age, gender and socioeconomic classes. Students will gain insight into the social behavior of people in other cultures and adopt an attitude of cultural relativism.

**SOC 105. INTRODUCTION TO ANTHROPOLOGY.****3 Hrs.**

Physical, cultural, and archaeological anthropology; origin, development, and differentiation of man as a biological organism; human behavior in different cultures; evolution; fossils; human diversity; kinship; marriage; religion; law.

**SOC 107. SOCIAL PROBLEMS.****3 Hrs.**

Theory and practice of problems that affect the integration and functioning of society as a whole. Both classical and contemporary social issues are addressed as to their cause, impact and meaning.

**SOC 151. SOCIOLOGY OF THE WORKPLACE.****3 Hrs.**

A study of occupational and organizational work settings, social meanings, types and social functions of work. Contemporary social issues are addressed as they apply to the work environment.

**SOC 221. MARRIAGE AND THE FAMILY.****3 Hrs.**

The course will examine the concepts and the processes of love, dating, sexual behavior, mate selection, marriage, divorce, parenting, etc. in the context of social expectations of American culture and ongoing social change in the values, attitudes and the roles of men and women. The students will come to understand themselves and their interpersonal relationships in the context of their group affiliations, such as family, school, peers, workers, socioeconomic class and the religious organization, etc. It will provide the kind of information that will make the students more aware of the factors that might be causing marriage and family problems and also various skills and techniques of coping with and resolving the problems.

**SOC 223. DEATH AND DYING.****3 Hrs.**

Sociological and anthropological perspectives on death and dying. Examines socio-psychological and structured factors supporting the beliefs and practices associated with the institution of death, both historically and in contemporary society.

**SOC 232. CRIMINOLOGY.****3 Hrs.**

This course provides an introduction to the sociological study of crime and

criminal behavior, focusing on the various theories of crime causation. Criminological methods of inquiry and societal reactions to crime will also be addressed.

**SOC 233. JUVENILE DELINQUENCY.**

**3 Hrs.**

This course examines the nature, extent, and causes of juvenile delinquency. The course is structured to focus on the juvenile justice system, theoretical explanations of delinquency, and current research in the field of study.

**SOC 235. RACE RELATIONS AND MINORITY GROUPS.**

**3 Hrs.**

A study of racial and ethnic groups in the United States with special emphasis upon understanding the cause of the prejudices and the reason for antagonisms between the majority and minority groups. Area of concentration will include problems in education, demographic factors, prejudice and discrimination, conflict and change, racial identity and the social structure of racism. A look at theories and techniques of eliminating prejudices will be made. Students will investigate all structural, institutional and systemic problems as they relate to minority groups and race relations.

**SOC 302. DEVIANT BEHAVIOR.**

**3 Hrs.**

Course examines, within a sociological framework, deviance within society. Explanations, descriptions, and societal reactions are examined, with emphasis on mental illness and mental hospitals, suicide, drug addiction, sexual deviations, crime and delinquency. (Pre-requisite: SOC 101)

**SOC 350. INTERNATIONAL CULTURE.**

**3 Hrs.**

Sociological study of the social behavior and structure of an international culture. The course will examine beliefs, symbols, language, values, norms, folkways, and mores of various cultures.

**SOC 360. GENDER AND HUMAN IDENTITY.**

**3 Hrs.**

Course will explore the concepts of gender from a sociological perspective. Focus will be on perceptions of learning and living gender, roles and relationships, cultural differences of gender, and expectations and consequences of gender. Considerable attention will be focused upon applying knowledge. (Pre-requisites: SOC 101)

**SOC 362. SOCIOLOGY OF AGING.**

**3 Hrs.**

Social forces influencing the experience of aging and the effects of a growing elderly population on society. Topics include changing roles and status of the elderly, intergenerational relationships, retirement traditions, widowhood. (Pre-requisites: SOC 101)

**SOC 390. WORLD CULTURES THROUGH FILM.**

**3 Hrs.**

Cultural perspectives through international films with critical thinking discussions

and writing components included. (Pre-requisites: SOC 101 and ENGL 102)

**SOC 405. SOCIAL INEQUALITY.**

**3 Hrs.**

Systematic study of the ways individuals/groups are differentiated and ranked historically and currently within the United States. Major systems examined are gender, race, ethnicity, socioeconomic status, sexual orientation, place, age, ability and religion. (Pre-requisites: SOC 101)

**STUDENT DEVELOPMENT (SDEV)**

**SDEV 100. TRANSITIONS TO COLLEGE.**

**1-3Hrs.**

This course will provide high school students with active participation in the assessment and development of abilities in line with college expectations including an orientation to college services and activities, learning and test taking skills, using traditional and electronic resources, problem solving, people skills, self-management skills, and career/life planning strategies.

**SURGICAL TECHNOLOGY (ST)**

**ST 100. INTRODUCTION TO SURGICAL TECHNOLOGY.**

**6 Hrs.**

This course is designed to introduce the student to the role, working environment, and required skills of the ST. Asepsis, sterile technique, and surgical case management are emphasized in structured campus laboratory and in the clinical setting. (Pre-requisites: Admission to the program; Co-requisites: ST 102; Pre/Co-requisites BIOL 109/109L)

**ST 102. SURGICAL INSTRUMENTATION, EQUIPMENT, AND SUPPLIES.**

**3 Hrs.**

This course is designed to introduce students to the different classifications of instrumentation, equipment, and supplies required to perform surgical procedures. Assembly of instrumentation will help refine students' manual dexterity and anticipatory skills. (Pre-requisites: Admission to the program; Co-requisites: ST 100; Pre/Co-requisites BIOL109/109L)

**ST 110. PATIENT CARE CONCEPTS I.**

**6 Hrs.**

Diagnostic and surgical procedures in various surgical specialties will be discussed. The clinical component will focus on developing skills in assisting team members and the organization of work by learning to use economy of time, motion, and materials. ST 110 will introduce incisions, diagnostic and surgical procedures in various surgical specialties. (Pre-requisites: ST 100, ST 102, BIOL 109/109L; Co-requisites: ST 113; Pre/Co-requisites BIOL 110, MATH 102)

**ST 113. PATHOPHYSIOLOGY OF THE SURGICAL PATIENT.**

**3 Hrs.**

This course will enable students to effectively communicate as a surgical team

member utilizing medical terminology. Introduction to disease and tumors will be discussed. Surgically treatable diseases and disorders are emphasized. (Pre-requisites: ST 100, ST 102, BIOL 109/109L; Co-requisites: ST 110; Pre/Co-requisites BIOL 110, MATH 102)

**ST 114. PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST. 3 Hrs.**

This course is designed to introduce the surgical technology students to their role in handling of medications and solutions in the surgical setting. A discussion of medication use during the peri-operative period will assist the learner in understanding patient response to various medications. (Pre-requisites: ST 110, ST 113, BIOL 110, MATH 102, ENGL 101; Co-requisite ST 211)

**ST 211. PATIENT CARE CONCEPTS II. 8 Hrs.**

This course is a continuation of ST 110. The ST 211 clinical component provides solo scrub experiences that promote anticipating needs and minimizing the patient's exposure to trauma. (Pre-requisites: ST 110, ST 113, BIOL 110, MATH 102, ENGL 101; Co-requisites: ST 114)

**ST 212. SURGICAL TECHNOLOGY CAPSTONE. 10 Hrs.**

Independent first scrub roles and medication preparation in the clinical setting are emphasized. Students will display the manual dexterity and physical stamina required in the employment setting. Concentration will be directed toward anticipatory socialization and adaption to aid role transition from student to graduate. (Pre-requisites: ST 211, ST 114; certification exam)

**ST 250. DISASTER PREPAREDNESS. 3 Hrs.**

Focus on current events involving man-made and natural disasters and what the surgical technologist's role is during these emergencies. Students will develop team building skills to be utilized if these disasters were to occur in the local area. (Pre-requisites: Certificate in Surgical Technology and CST, BIOL 109/109L, 110)

**ST 255. LEADERSHIP FOR THE SURGICAL TECHNOLOGIST 4 Hrs.**

This course is designed to prepare the practicing surgical technologist for leadership roles. Emphasis will be on professional accountability and the importance of credentialing in the surgical technology practice. (Pre-requisites: Certificate in Surgical Technology and CST, BIOL 109/109L, 110)

## **THEATRE (THEA)**

**THEA 101. THEATRE APPRECIATION. 3 Hrs.**

A survey of the art of theatre addressing the practical and historical/theoretical aspects of the craft. Students will examine/participate in elements of play production, analysis, genres, historical periods, and the viewing/discussion of live productions.

**THEA 102. ACTING 1.****3 Hrs.**

For the beginning actor. Logical steps to follow when approaching a role, exploring the tools of the actor (mind, body, voice) and refining skills in using these tools to communicate a character to the audience.

**THEA 103. ORAL INTERPRETATION.****3 Hrs.**

Theory and practice in interpreting literature orally; selection, analysis, and presentational techniques; poetry, prose, and drama are explored. (Pre-requisite: COMM 111)

**THEA 125. UNIVERSITY PLAYERS.****1-3Hrs.**

This course is a performance-oriented class designed to give students hands-on experience through involvement in theatre productions. The emphasis is on directed student activity-one-on-one combined with a team of fellow performers. May be repeated.

**THEA 131. INTRODUCTION TO TECHNICAL THEATRE.****3 Hrs.**

A practicum course in technical theatre. Students will participate in all drama productions as a part of the course requirement.

**THEA 215. THEATRE MAKEUP.****3 Hrs.**

A course designed to give the student an elementary command of theatre makeup through a study of the human face, light and shadow, color, equipment, construction and makeup types.

**THEA 250. DRAMATIC LITERATURE.****3 Hrs.**

Reading and discussion of a minimum of 10 major dramatic works.

**THEA 287. READERS THEATRE.****3 Hrs.**

The study and practice of the art including script analysis, interpretation, proper use of the expressive voice, staging approaches including both the ensemble and solo performance. Students will participate in a Reader's Theatre Program.

**THEA 291. MUSICAL THEATRE WORKSHOP.****1-3Hrs.**

College musical theatre production. Credit for participation in a musical. (Same as MUSI 291; May be repeated)

**THEA 302. DIRECTING.****3 Hrs.**

Examination of directing skills: Script interpretation, casting techniques, rehearsal methods, time and space management, and artistic collaboration so the student will obtain the skills required to direct a production.

**THEA 404. PLAYWRITING.****3 Hrs.**

Students will develop basic skills in playwriting techniques through the examination of written theatrical works, attendance at live performances, and

completion of classroom exercises. Self-expression will be emphasized.

## **WELDING (WELD)**

### **WELD 111. BASIC OXYACETYLENE.**

**3 Hrs.**

Principles of oxyacetylene welding, cutting, and brazing. Nomenclature of the equipment, assembly, care, and safety.

### **WELD 121. BASIC SMAW.**

**3 Hrs.**

Safety and nomenclature of the SMAW welding process. Hands-on welding utilizing E6010 and E7018 electrodes on pad of beads, lap joints, tee joints, and butt joints in all positions.

### **WELD 131. BASIC GTAW.**

**3 Hrs.**

Introduction to the gas tungsten arc welding process. Equipment set-up and safety. Hands-on welding on pad of beads, lap joints, tee joints, and butt joints.

### **WELD 132. ADVANCED GTAW.**

**3 Hrs.**

Pipe certification utilizing the gas tungsten arc welding process according to the ASME Code.

### **WELD 133. BASIC FCAW.**

**3 Hrs.**

Introduction to the flux core arc welding process. Equipment set-up and safety. Hands-on welding on pad of beads, lap joints, tee joints, and butt joints.

### **WELD 134. BASIC GMAW.**

**3 Hrs.**

Introduction to the gas metal arc welding process. Equipment set-up and safety. Hands-on welding on pad of beads, lap joints, tee joints, and butt joints.

### **WELD 135. ADVANCED GMAW.**

**3 Hrs.**

Pipe certification utilizing the gas metal tungsten arc welding process according to ASME Code

### **WELD 136. ADVANCED FCAW.**

**3 Hrs.**

Pipe certification utilizing the flux core arc welding process according to the ASME Code

### **WELD 160. WELDING BLUEPRINT READING.**

**3 Hrs.**

Fundamentals of blueprint reading geared towards teaching students to decipher blueprints found in industrial settings.

### **WELD 171. WELDING THEORY.**

**2 Hrs.**

Theory of all ARC welding processes; equipment function and their use. Methods and procedures application.

**WELD 221. ADVANCED SMAW.****3 Hrs.**

Bevel plate certification with the shielded metal arc welding process according to the AWS Code. (Pre-requisite: WELD 121)

**WELD 260. WELDING CAPSTONE.****2 Hr.**

This capstone course requires students to demonstrate the skills and knowledge acquired throughout the program. Successful completion of the identified external industry standard assessment(s) is required to graduate. Capstone course. (Pre-requisite: Welding students in final semester before graduation)

**WELD 261. STEEL FABRICATION.****3 Hrs.**

Job estimation, interpreting layouts from simple sketches or prints. Mathematics of the layout and fit-up situations which arise in weld fabrication. (Pre-requisite: MATH 107)

**WELD 279. WELDING INSPECTION.****3 Hrs.**

Teaches the student about inspection and prepares the student to take the AWS welding inspection exam with the API 1104 Code Book.

**WELD 281. METALLURGY.****3 Hrs.**

Properties of ferrous and nonferrous metals; physical metallurgy of ferrous metals; producing iron and steel; surface treatment; alloys of special steel; classification of steels.

**WELD 291. FAB SHOP.****3 Hrs.**

This course is designed to introduce the student into a work environment depicting the actual day-to-day operations of a fabrication shop. The student will incorporate the skills and knowledge acquired to gain experience that is required to enter the workforce successfully. (Pre-requisite: Welding students in their final semester before graduation)





## SECTION 11

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# FACULTY AND STAFF CREDENTIALS

### FACULTY AND ACADEMIC ADMINISTRATION

(Date in parenthesis indicates date of initial appointment. All appointments are continuous since that date unless otherwise noted.)

**ALMOND, CHARLES**

Professor of Computer and Information Technology. B.A., Wheeling Jesuit University, M.S., Marshall University. (2007)

**ANDERSON, ROBERT**

Associate Professor of History. B.A., Mercyhurst College; M.A., Slippery Rock University; Ph.D., West Virginia University. (2005)

**BAKER, DEBRA K.**

Professor of Business. B.A., West Liberty State College; M.B.A., California State University. (1990)

**BARKER, DEBRA**

Instructor of Nursing, A.D.N., Penn Valley; B.S.N., West Virginia University; M.S.N., Liberty University. R.N. (2010)

**BEEBE, ROSELLA**

Professor of Nursing & Chair, Nursing and Health Sciences Division. B.S.N., M.S., Ohio State University; Ed. D., West Virginia University; R.N. (1983)

**BRADEN, PAMELA A.**

Professor of Business. B.A., M.A., Marshall University. (1979)

**CHANNELL, WILLIAM**

Instructional Specialist, Chemical & Polymer Operator Technology. (2014)

**CHENG, PAUL**

Associate Professor of Chemistry. B.S., Tamkang University; M.S., Central Michigan University; Sc.D., MIT. (2010)

**COBERLY, STANLEY T.**

Professor of English. B.A., Marshall University; M.A., West Virginia

University. (1975)

**COX, BETH SEARS**

Professor of Art. B.F.A., Ohio University; M.F.A., Boston University.  
(1996)

**CRITES, AARON**

Associate Professor of History. B.A., Alderson-Broaddus College; M.A.,  
Marshall University. (2005)

**CRUMBAKER, CHAD**

Assistant Professor & Program Coordinator, Legal Studies. B.A.,  
University of South Carolina; J.D., Capital University Law School. (2014)

**CUNNINGHAM, CHRISTOPHER**

Professor of Mathematics. A.A., Parkersburg Community College; B.A.,  
M.A., Marshall University. (1993)

**DAVIS, S. DIANNE**

Associate Professor of Business Technology. B.S., West Virginia  
University at Parkersburg; M.S., West Virginia University; Ed.D., West  
Virginia University. (2003)

**DAWKINS, JENNY**

Professor of Computer Information and Technology. B.S., West Liberty  
State College; M.S., West Virginia Graduate College. (2002)

**DUCKWORTH, REBECCA**

Assistant Professor of Nursing. A.D.N., Washington State Community  
College; B.S.N., M.S.N., Ohio University; R.N. (2007)

**FARKAS, JOEL**

Assistant Professor of Biology. B.S., University of Akron; M.S., University  
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