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COURSE CATALOG 2017-2018

Road Map To The Future.

W Parkersburg
West Virginia University®

Office	Number
Business Office	(304) 424-8223
Business, Accounting, and Public Service Division Office	(304) 424-8289
Campus Police & Security Office	(304) 424-8235 or (304) 424-8376 Cell (304) 834-7383
Career Services	(304) 424-8246
Center for Early Learning (Child care)	(304) 424-8311
Center for Student Services	(304) 424-8310
Education Division Office	(304) 424-8314
Financial Aid	(304) 424-8310
Humanities, Fine Arts, and Social Science Division Office	(304) 424-8253
Jackson County Administration	(304) 424-8269 or (304) 424-8369 or Cell (304) 991-4449
Library	(304) 424-8260
Lost & Found (Security Office)	(304) 424-8235
Nursing and Health Sciences Division Office	(304) 424-8300
Online Help	(304) 424-8215
Professional Advising Center (PAC)	(304) 424-8267
Records Office	(304) 424-8220
Riverhawk Resources and Tutoring Center	(304) 424-8278
STEM Division Office	(304) 424-8299
Student Support Services	(304) 424-8378
Student Government	(304) 424-8308
Veterans Service	(304) 424-8337

West Virginia University at Parkersburg serves Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt and Wood counties. WVU at Parkersburg offers Certificates, Associate in Arts, Associate in Applied Science, Associate in Science degrees and select Baccalaureate degrees. WVU at 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 at 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 at 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
Email address: **WVUPInfo@wvup.edu**

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COLLEGE PROFILE

College Profile
West Virginia University at Parkersburg enrolls approximately 2,600 annual students in credit classes and additionally serves the community with non-credit classes, seminars, workforce development training, and workshops.

Academic credits earned at WVU at Parkersburg are transferable to any institution in the West Virginia higher education state system as well as other accredited institutions throughout the country. WVU at 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 at 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 at 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 at 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 at Parkersburg is under the jurisdiction of the West Virginia Community and Technical College System. WVU at Parkersburg is governed locally by the WVU at Parkersburg Board of Governors.

Accreditation
West Virginia University at Parkersburg is accredited by the Higher Learning Commission to offer Certificates, Associate, and Bachelor's degrees. The Higher Learning Commission of the NCA may be contacted by writing Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, calling 800-621-7440, or visiting www.hlcommission.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

• 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

• National Council for Accreditation of Teacher Education, 2010 Massachusetts Ave NW, Suite 500, Washington, DC 20036; 202-223-0077; 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

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.

Jackson County Center
The Jackson County Center of WVU at 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 in Arts and Associate in 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 provide 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 at 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 at Parkersburg. It is governed by a volunteer Board of Directors comprised of business and community leaders. Each year the WVU at Parkersburg Foundation awards scholarships to students who demonstrate strong academic performance and academic promise. The WVU at Parkersburg Foundation also provides funds for staff and faculty professional 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.**

SECTION 2
ADMISSIONS

ADMISSION TO WEST VIRGINIA UNIVERSITY AT PARKERSBURG

Any person seeking to enroll at WVU at Parkersburg 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:
Center for Student Services, WVU at Parkersburg, 300 Campus Drive, Parkersburg, WV 26104, Jackson County Center, JCC, 105 Academy Drive, Ripley, WV 25274, or the online address, www.wvup.edu/apply.

Admissions Requirements - General Admission

Note: Admission to the institution does not necessarily imply admission to a particular program of study or limited admissions programs. Individual programs, especially health programs, may publish their own requirements for admission.

To be fully admitted under general admissions requirements, a student must complete an admission application and:
• Submit official high school transcripts or a high school equivalency exam, such as GED or TASC scores from an accredited institution or source. This requirement does not apply to applicants who graduated more than five years prior to WVU at Parkersburg enrollment.

• Submit official transcripts from each college or university previously attended. (These transcripts must be sent directly from issuing institution to the WVU at Parkersburg Admissions Office, located in the Center for Student Services. Transcripts marked "issue to student," faxed, or submitted directly by students cannot be accepted as official transcripts and may only be used to provide initial advising.

• Placement test scores are not required for general admission or course placement. However, placement test scores are used as cut-off scores for specific classes such as English or math. Students without test scores or an inadequate cut-off score will be required to take co-requisite courses in math and English.

Admissions Requirements – Home School Students

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.

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 (however they are not needed if it has been 5 years or more).

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 Departments of Education.

Admissions Requirements - Transfer Students

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

• Submit official high school transcripts or a high school equivalency exam scores, such as the GED or TASC, from an accredited institution or source. This requirement does not apply to applicants who graduated more than five years prior to WVU at Parkersburg enrollment.

• 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 at Parkersburg. WVU at 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 at 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 issuing institution to the WVU at Parkersburg Admissions Office. Transcripts marked "issue to student," faxed, or submitted directly by students cannot be accepted.

• Placement test scores are not required for general admission or course placement. However, students may be required to attend co-requisite class for certain courses for which specific cut-off scores are required. Admission to the institution does not necessarily imply admission to a particular program of study. Individual programs or selective admissions programs may publish their own requirements for admission.

Admission Requirement - Transient Students

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

• Submit a transient approval form or letter of good standing from the home institution. The transient form should be submitted well in advance of the desired term of entry.

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 2.5 grade point average. To be fully admitted under early admission requirements, a student must:

• Complete an Application for Early Admission at the online address, 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 2.5 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 federal, state or institutional financial aid. Exceptions to these admissions 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 at Parkersburg as a student. This applies to any student who has not been enrolled for at least one academic year. To be fully admitted under readmission requirements, a student must complete an admission application and:

• Complete additional requirements for admission transfer if the student has attended any other college since last enrolled at WVU at Parkersburg.

Admissions Requirements - Non-degree Students

A non-degree student is a person who has no plans to earn a degree or certificate while attending WVU at Parkersburg and who does not intend to register for more than two courses in any semester. An admission application must be completed. A non-degree student is not eligible for federal, state, or institutional financial aid.

Admissions Requirements - International Students

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

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

Complete an International Application for Admission, which can be found at each administrative center of the college or may be requested to 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 higher education 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 WVUP 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 at 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 at 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 demonstrating 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. Funds are expected to be on deposit at the time the student arrives for their first day of education.

Make a deposit with the college to guarantee tuition payment in an amount set each year by the college's Business Office. This deposit must be received before the issuance of the I-20 or registration for classes. Submit a copy of a valid 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 and deposit, 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 at Parkersburg. Provisional Admission students are not eligible for financial aid.

SECTION 3
STUDENT INFORMATION

GENERAL INFORMATION

Admissions. 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.

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 at 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 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.

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 and is open most hours while classes are in session. Vending machines are also available at hours when the cafeteria is closed.

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

- assistance with interview skills
- assessments
- career exploration
- cooperative education
- help in developing or updating your resume, references, and cover letter
- job postings
- job skills building

Career Services offers a jobs posting and resume database system service to all students and alumni at www.collegecentral.com/wvup.

Career Service also offers a self-paced, online career guidance tool called Career Coach. The free program at https://wvup.emsicareercoach.com/ allows students and community members to explore interests and personality and their relation to potential careers. Through a simple keyword search, you can learn about the employment prospects of hundreds of careers. The real-time information is customized for our region and includes detailed wage estimates, employment statistics and up-to-date job postings associated with any career. You'll discover what WVU at Parkersburg degree programs are right for you depending on your career goals.

Changes in Schedule. Students may change their class schedules by accessing their OLSIS account.

Regular registration typically closes 10 days before classes begin. Late registration begins the week prior to the first day of the semester or part of term and continues until the start time of the first class meeting. Once a class has begun, students may not register into it. Late fees apply during late registration.

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 Vice President for Academic Affairs, the Vice President for Student Services, or at the Jackson County Center, the Assistant Dean of the Center.

Counseling Services. The Center for Student Support Services carries out its missions 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 include 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 at 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/ disability services for information regarding accommodations for online, hybrid, or face-to-face classes.

Center for Early Learning. The Center for Early Learning (CEL) is a nonprofit childcare center, providing assistance for students with young children as well as for college employees on the main campus. Occasionally, drop-in services may be provided as space is available. Check with the CEL for more details.

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 students, 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 at 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, classification of student level (freshman, sophomore, etc.), 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 at 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 can 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. Official transcripts for yourself, an employer, or another school may be submitted via a student's OLSIS account.

DegreeWorks (MyDegree). Track your courses and your path to graduation. With MyDegree you can see exactly where you stand toward completion of your degree or certificate. MyDegree provides you with what you have completed and what you have yet to complete to meet your goals of graduation. MyDegree is your tool to ensure you complete the right classes for your degree at WVU at Parkersburg. MyDegree can be accessed through a link from OLSIS.

Office of Student Financial Assistance. Located in the Center for Student Services. This office handles all questions related to student financial aid.

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 Office.

Payment Due Dates. Tuition and fees for each term are due 10 days before the start of the fall or spring term. Summer terms have other deadlines posted before each term starts. All tuition and fees must be paid by the deadline or students will be de-registered from all classes.

Tuition and fees may be paid by:
• Cash or check
• Financial Aid or Veteran's actual awards
• Third party providers (sponsors of a student)
• College payment plans (established by payment deadline)

During late registration payment of all or added classes must be paid by the end of the day in which the classes were added.

Records Office. The Records Office, located in the Center for Student Services, maintains the records of the student grades and enrollment.

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 at Parkersburg adheres to the WV Community & Technical College system policy Series 25 which may be viewed at www.wvctcs.org/images/tories/Regs_Rules/135-25.pdf. Residency is determined by a student's permanent home ("domicile").

Process for Classification for Admission and Fee Purposes. WVU at 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 at 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.

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.

Fitness Center. A fully equipped Fitness Center is available to students free of charge on a daily basis at the Parkersburg campus.

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.

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.

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

The Testing Center in the Tutoring Center provides a wide variety of testing. WVU at Parkersburg is a designated testing site for ACT for persons in the Parkersburg area, whether or not they intend to register at WVU at 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 at Parkersburg.

Placement tests are available for students who request them for course placement purposes. Some programs may require specific tests for program admission.

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Transfer of credits among public institutions of higher education and with West Virginia private institutions will be completed consistent with appropriate and legitimate academic integrity. WVU at Parkersburg follows Series 17, a rule established by the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission. Details can be found at either http://www.wvhepc.edu/wp-content/uploads/2015/11/HEPC-Series17-FinalFileSOS-2015-11-24.pdf or http://webhost-wp.wvnet.edu/wvctcs/wp-content/uploads/sites/15/2016/05/Series17-Transfer_Rule-Final_File.pdf

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.

The Emergency Alert System.
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! Campus community members are automatically enrolled in the program although an opt-out procedure is available.

WITHDRAWAL PROCEDURES

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

Failure To Withdraw. Failure to process withdrawal forms at the Records Office, in the Center for Student Services, at the Jackson County Center, 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.

CODE OF STUDENT CONDUCT SUMMARY

(Board of Governors Policy D-46)
West Virginia University at Parkersburg expects that every member of its academic community share its historic and traditional commitment to honesty, integrity, and the search for truth. In addition, West Virginia University at Parkersburg is concerned with the living and learning environment of all its students. It is expected that each person will grow to have greater respect for self, others, and property. Students and student organizations are required to engage in responsible social conduct that reflects credit upon the college community and to model good citizenship.

It is further expected that every member of the academic community will respect the democratic process, a society based on law, and the basic tenets on which our country was founded. All students at West Virginia University at Parkersburg are citizens of the larger community, and as such are free to exercise their fundamental and constitutional rights. Rights and responsibilities under local, state, and national law are neither abridged nor extended because of student status and each student must be mindful of his/her responsibility in this regard.

The college will not request special consideration for students charged with violations of a city, county, or state law on the basis of their status as students, nor will prosecution by federal, state, or local authorities necessarily preclude disciplinary action by the college.

Students charged with violations of the conduct code will be provided substantive and procedural due process and the right of appeal. Their right to be treated with respect and dignity will be protected.

When a student is charged with a specific violation, the college will employ procedures for determining if the charge is fair and accurate. This document enumerates and explains specific procedures used in determining the fairness and accuracy of such charges and the sanctions which might be imposed if the charges are found to be true.

Opportunities for participation in the process and equality of treatment are afforded all students, irrespective of race, religion, age, sex, handicap, or national origin. To ensure this, state and federal regulations and the guide lines and requirements of Title VI of the Civil Rights Act and Title IX of the Higher Education Act of 1972 are followed.

The mission of West Virginia University at Parkersburg, as further elaborated in its mission statement, is to, among other things, educate its members and prepare them for responsible and full participation in society. In implementing this Code, the college is not seeking to be punitive or adversarial. The collegiate nature of the educational mission requires that all members of the college community unite to administer and support this Code and to suggest change and improvement as necessary.

Jurisdiction of the Code of Student Conduct

The Code of Student Conduct shall apply to conduct that occurs on WVU at Parkersburg premises, at WVU at Parkersburg sponsored activities, and to off-campus conduct that adversely affects the WVU at Parkersburg community and/or the pursuit of its objectives.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Code of Student Conduct shall apply to a student's conduct, while a student, as defined in this Code, even if the student withdraws from school while a disciplinary matter is pending. The Vice President of Student Services or his/her designee shall decide whether the Code of Student Conduct shall be applied to conduct occurring off campus, on a case by case basis.

Standards of Conduct

The Institution considers the following to be categories of misconduct:

• Unauthorized possession or duplication of keys to college-owned or controlled property

• Use of any tobacco product, as defined by the college, on campus property

• Disruption of, or inciting others to disrupt or obstruct teaching, research, administration, disciplinary proceedings, or college activities – on or off campus

• Unauthorized occupancy of college buildings

• Theft, attempted theft, alteration, or malicious destruction of college, faculty, staff, or student property or equipment

• Possession, use, or distribution of alcohol, illicit drug, or controlled substances, except as permitted by law; or public intoxication

• Intentional false reporting of a fire or bomb or other explosive device that allegedly has been placed on school property. Tampering with or falsely activating any safety equipment

• Dishonesty including fraud, forgery, or knowingly furnishing false information

• Lewd, indecent, or obscene conduct on college-owned, sponsored, or supervised function

• Illegal or unauthorized possession or use of firearms, guns, knives, other weapons, explosives, dangerous chemicals, fireworks, or other items with potential to cause harm, or use of any item, even if legally possessed, in a manner that harms, threatens, or causes fear to others

• Physical or verbal abuse, intimidation, threats, or harassment of any kind which threatens or endangers the health, well being, or safety of any person

• Abuse of the Code of Student Conduct and hearing procedures; violation of prior disciplinary rulings or sanctions

• Hazing of any kind as defined by college hazing policy (See Answer Book #VI-3C)

• Sexual harassment as defined by college policy (See BOG Policy A-44)

• Misuse of the college computer system as defined in BOG Policy E-57 and explained in Answer Book #VII-1 including:

• Interference or impairment to the activities of others

• Unauthorized access and use of the resources of others

• Damage or impairment of college resources

• Unauthorized commercial activities

• Violation of city, state, or federal laws

• Failure to comply with the lawful directions of any college official or employee who is acting in the performance of their duties

• Violation of federal, state, or local law

• Violation of any published college policies, rules, or regulations published in hard copy or available electronically on the college website

• Inciting others to commit any of the acts listed above; involvement as an accessory to any of these acts; assisting or encouraging others to engage in violation

Disciplinary Action

Violation of these standards may result in the initiation of a disciplinary complaint against the student by another student, by a faculty or staff member, or by any academic or administrative officer of the college and subsequent disciplinary action by the college.

Complaints need to be submitted to the Vice President for Student Services as soon as possible after the event or discovery takes place, but no later than ninety days.

The Vice President for Student services shall conduct a preliminary investigation to ascertain the appropriate disciplinary action.

Disciplinary actions of the college include, but are not limited to:
• An official warning
• Activity Restriction
• Probation
• Fines
• Restitution
• Discretionary Sanctions
• Interim Suspension
• Suspension
• Expulsion

Any student involved in a disciplinary hearing or the appeal process will be afforded proper due process. This includes, but may not be limited to, a written statement of the charges, a fair hearing, and the opportunity to present relevant evidence.

The Complete Code of Student Conduct, including Disciplinary Hearings and Appeal Procedure and Confidentiality can be obtained online at http://www.wvup.edu/about/board-of-governors/policy/d-students/

SECTION 4
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 10 days prior to the first day of classes each term. Failure to make timely payment arrangements will lead to being administratively de-registered 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 (OLSIS) 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 at Parkersburg students are eligible for some type(s) of financial aid. Students interested in any type of financial aid must file the Free Application for Federal Student Aid (FAFSA) located at 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.

Students must be fully admitted as a regular student at WVU at 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 at 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/finaid. 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 at Parkersburg's refund servicer, Bank Mobile. It is each student's responsibility to choose one of the following options to receive their refund:

1. A "Vibe" debit card issued by Bank Mobile in partnership with the college
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 at 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 at Parkersburg will not receive their loan proceeds until thirty (30) days after their first day of class. Loan amounts are based on class level.

Financial Aid and Attendance. Due to the requirements of federal and institutional financial aid policy, the college takes attendance in all college courses during the first four weeks of class. 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.

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 (dropped from classes). 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 at 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 at Parkersburg.

STANDARDS OF SATISFACTORY PROGRESS FOR FINANCIAL AID RECIPIENTS

Satisfactory Academic Progress. Students who receive financial aid from WVU at 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 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 at 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 at Parkersburg.

Scholarships. First-year scholarships awarded by WVU at 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 relevant scholarship committees 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. Please refer to the WVU at Parkersburg Foundation Website for the deadline.

Tuition Reciprocity for Ohio Residents. Under terms of a tuition reciprocity agreement between WVU at 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 Center for Student Services for additional information. Details are available at www.wvup.edu/ohio.

SECTION 5
ACADEMIC INFORMATION

1. ACADEMIC ADVISING (PAC)
Quality academic advising is an important component of achieving educational success in college. Advisors can help students along their entire academic journey. Services provided by advisors include:

• Individual advising conferences
• Clarification of career and life goals
• Development of suitable educational plans
• Appropriate course scheduling
• Interpretation of institutional requirements
• Increase student awareness of institutional support systems
• Evaluation of student progress toward goals
• Reinforcement of student self-direction
• Referral, when appropriate, to institutional and community support services

At West Virginia University at Parkersburg, all students are required to see an advisor. The College has a two-step advising process:

A) Students with 30 or less college credits:
All students admitted to West Virginia University at Parkersburg who have 30 or less earned college credits are initially assigned to an advisor housed in the Professional Advising Center (PAC). The PAC is staffed by five full-time professional advisors who assist students in scheduling and registering for classes. PAC advisors also serve as a source of reference for general questions and can refer students to specific campus services when necessitated. PAC advisors are available each weekday by walk-in or appointment. Students remain with their PAC advisor until they successfully complete 30 or more credits.

B) Students with more than 30 college credits:
After a student attains 30 college credits, it is beneficial for them to be seen by an advisor who actually resides in the academic division of their major. These advisors are knowledgeable about their career fields, special requirements of the career, and other information that a generalist advisor might not have available. Students will be transferred to an academic division advisor at the 30 credit mark.

2. CENTER FOR STUDENT SERVICES
The Center for Student Services houses the Records Office, the Financial Aid Office, and the Admissions Office.

3. ACADEMIC APPEALS
Academic Appeals may be instituted by any regularly enrolled student for any of the following:
• Academic suspension
• Denial of admission to program
• Charges of academic dishonesty, such as plagiarism, cheating, or falsifying records
• Failure to complete program or graduation requirements
• Dismissal from program
• Final course grades

Students have the responsibility for reviewing and following the Appeal Procedures outlined in the Student Handbook. Appeals are initiated by first notifying the office of the Vice President for Academic Affairs.

Timing of Appeals.

• Grade appeals must be instituted by the student within 30 days following the date of posting grade reports.

• Appeals of academic suspension must be instituted prior to the start of the semester during which the student is to be suspended from enrollment.

• All other appeals listed above must be initiated within ten working days following the rendering of the decision that is to be appealed.

• Exceptions to the above deadlines may be made by the Vice President for Academic Affairs in situations of special concern or unusual circumstances.

• 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.

• **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.

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

Cumulative GPA	Honor Designation
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. Transfer students must meet the same academic requirements.

• **Academic Warning.** 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 Warning. This serves as a written notice to students that timely completion of their intended degree path may be in jeopardy and continued lack of improvement may lead to Academic Probation.

• **Academic Probation.** Any Student who, at the end of a second consecutive semester that has not maintained 2.0 cumulative grade-point average shall be placed on Academic Probation.

• **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 2.0 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 shall apply.

• **Second Suspensions.** After return to Academic Probation, a student who completes an additional semester and fails to achieve a minimum grade-point average of 2.0 during that semester shall be placed on Second Academic Suspension. Students returning from suspension must maintain a grade point average of 2.0 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 or the Vice-President for Academic Affairs in their absence. Requests for appeals must be made to the Vice-President for Academic Affairs for re-instatement. The course schedule will be deleted for any suspended student who has not filed an appeal.

• The Academic Appeals Panel, or the Vice-President for Academic Affairs in their absence, may (a) uphold the Suspension, (b) reinstate the student on Academic Probation, or (c) reinstate the student on Academic Probation with specific stipulations such as (but not limited to) establishing maximum course load, mandating that specific courses be repeated, requiring specified counseling and/or career counseling or requiring specified testing or other academic procedures deemed necessary.

• The Academic Appeals Panel, or the Vice-President for Academic Affairs in their absence, shall make a decision within two weeks of receiving the appeal. Students will be notified of the final decision.

• The final decision to reinstate students on second academic suspension rests solely with the Vice-President for Academic Affairs and may not be appealed.

• Students returning from Second Suspension must make an appointment to meet with the Vice-President for Academic Affairs to discuss academic expectations for successful re-entry into the College and meet with Career Services to review their career options.

6. ADVANCED PLACEMENT EXAMINATION
West Virginia University at Parkersburg recognizes the examinations of the College Board Advanced Placement Program. WVU at Parkersburg's code is 5932 for scores to be forwarded to. Please contact the Records Office, located in the Center for Students Services for more information.

7. AUDITING A COURSE
Persons wishing to audit a course must complete registration procedures at the Records Office and designate "audit" on their registration forms. Persons auditing courses must complete the same work as regular students but no grades or credit are awarded for an audited course.

8. CATALOG SELECTION
Students are assigned to a catalog based on their year of admission and are required to complete their degree under those program requirements.

• 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.

• Students continually enrolled in an academic program whose curriculum has changes may choose to pursue their degree under the new program requirements by notifying the Records Office of their intent by completing a Change of Major/Advisor/Catalog 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.

9. CLASS ATTENDANCE
• WVU at Parkersburg expects students to regularly attend all classes.
• Faculty are expected to publish expectations relating to class attendance in their course syllabi.
• Final course grades can be adversely affected by a record of excessive absences. Such a record of absence from class may result in receiving a course grade of F or FIW (Failure, Irregular Withdraw).
• "Excessive absences" is defined as any number of absences that exceeds the number of class meetings that are scheduled in one week.
• "Excessive absences" is defined for a hybrid course as being absent from more than one scheduled class meeting.
• Financial Aid and Veterans students' awards may be affected or adjusted based on non-attendance.

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. Co-op students can earn college credit, work experience, and wages, although some internships may be unpaid experience.

• Co-op courses can be used as elective credits in most programs. Co-op credit shall not be awarded for prior work experiences.
• To register for a Cooperative Education course, a student must be currently enrolled and actively pursuing a Bachelor's, an Associate, or a Certificate Degree.

- Students must have completed at least 12 semester hours of 100-level college credit with a cumulative grade-point average of 2.0.
- 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.
- 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.
- 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.
- Instructors will grade co-op courses on a traditional ABCDF scale. 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.

11. COURSE LOAD

- **Normal Load for Full-Time Students.** In order to complete an associate degree in two academic years, or a baccalaureate degree in four years, a student should plan to register for an average of 15 to 17 credit hours each semester.
- **Maximum Course Load.** Maximum course load for a full-time student is 18 credit hours during the fall and spring semester, or 12 credit hours for summer.
- **Overload.**
    - Students must have completed a minimum of 12 semester hours of college credit.
    - A student must have a cumulative grade-point average of 3.25 or higher.
    - No requests for an overload in excess of 21 credit hours per semester will be approved.

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. Contact your division to determine if they conduct credit-by-exam for your desired course.

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 three-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:

- Discuss the matter with the appropriate Division Chair
- Complete an In-house Credit-by-Examination form at the Records Office located in the Center for Student Services.
- Pay the $25 testing fee at the Business Office.
- Take the appropriate examination.

**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. Contact the Tutoring Center to determine CLEP tests availability.
2. Complete the registration process on-line, prior to making an appointment with the Tutoring Center.
3. Pay the appropriate fees*:
> • CLEP fee to the College Board at the time of registration for an exam.*
> • There will be a testing fee payable to WVU at 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.

13. GRADES AND GRADING
The following letter grades are used at WVU at 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 six weeks after end of 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. "I" grades will turn to F grades if not made up within the first six weeks after the grade is assigned.
• 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.

14. GRADE-POINT AVERAGE
Quality points are earned with each final course grade. 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:

Final Course Grade	Quality Points
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:

Courses Completed	Final Grade	Grade Points	Semester Hours	Grade Points
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
			13	**31**

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 at Parkersburg and at any
other colleges that the student has attended.

15. 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.

Students may have certificates or degrees posted on their transcript for no fee. Students should contact
their advisors or check their MyDegree website to determine when they have met completion requirements.

Students who wish to participate in graduation or receive a diploma will be required to pay a fee for those
services.

In order to graduate from WVU at Parkersburg, students must fulfill the following requirements:
• Complete the minimum number of credit hours as outlined for the degree or certificate program.
• 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.
• Complete all general education requirements for the degree.
• Complete a minimum of 15 credit hours with a minimum 2.00 grade-point average at West Virginia University
  at Parkersburg for associate degrees or 30 credit hours at WVU at Parkersburg for baccalaureate degrees.
• Submit an electronic application for diploma or certificate in OLSIS by or before the stated deadline.
  If students want a printed diploma, there will be a charge.

Students are encouraged to check their My Degree academic maps, accessed through OLSIS, to ascertain
when they have or are about to complete the requirements for their academic programs. Students in bachelor's
degree programs should not wait until the end of their BA degree to apply for associate's degrees which they
already have earned.

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

Waiver or Substitution of Graduation Requirements. Students who wish to request a waiver of graduation
requirements must make such request in writing to the Vice President for Academic Affairs well in advance of
the term in which they desire to graduate. Requests for course substitutions should be made early in a student's
educational career and not wait until the semester of graduation to request them.

16. INTERNATIONAL EDUCATION AND TRAVEL
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.
• WVU at 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.
• WVU at 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.

17. 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. Mid-term grades are not part of a student's transcript and are not computed in
grade-point averages. Students with less than C grades should contact their instructors to determine viable
methods to improve those grades.

18. REPEATING CLASSES (D/F REPEAT RULE)
Refer to Answer Book...VI-5B.

19. RIVERHAWK RESOURCE AND TUTORING CENTER
The Riverhawk Resource and Tutoring Center provides:
• Free tutoring in a variety of subjects
• Access to assistive device and programs
• Collaboration tables
• Test Proctoring Center

For services at JCC (Jackson County Center) contact Jackson County Center at http://www.wvup.edu/about/jackson-county-center or by phone at (304) 372-6992.

The website has many other resources available to students as well: tutoring.wvup.edu

20. WITHDRAWAL FROM COURSES
• Students wishing to withdraw from a course may do so via their OLSIS account.
• It is recommended that students consult with their advisor and/or the Financial Aid Office/Veterans office before withdrawing from a course.
• Withdrawal from courses may affect program progress and/or financial aid. Failure to properly withdraw from a course can lead to a grade of F or FIW in classes for which the student was registered but did not complete.
• Students who improperly withdraw may owe funds to financial aid and/or be placed on hold which would prohibit future registration.

21. 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 at 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 general 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. However, students should always consult with an intended transfer school to make sure that their credits will transfer and that they will not lose a substantial amount of credits.

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.

22. TRANSFER AGREEMENTS WITH WVU MORGANTOWN

• Agribusiness Managements and Rural Development (B.S.)
• Applied and Environmental Microbiology (B.A.)
• Agricultural and Extension Education (B.S.A.)
• Animal and Nutritional Sciences (B.S.)
• Environmental and Natural Resource Economics (B.S.)
• Environmental Protection (B.S.A.)
• Environmental and Energy Resources Management (B.S.)
• Human Nutrition and Foods (B.S.)
• Horticulture (B.S.A.)
• Aerospace Engineering (B.S.)
• Civil Engineering (B.S.)
• Chemical Engineering (B.S.)
• Computer Engineering (B.S.)
• Electrical Engineering (B.S.)
• Industrial Engineering(B.S.)
• Mechanical Engineering(B.S.)
• Mining Engineering (B.S.)

For more information, please contact the Science, Technology, Engineering, and Mathematics division chair at (304) 424-8226.

SECTION 6
PROGRAMS OF STUDY

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

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.

GENERAL EDUCATION COURSES

WVU Parkersburg — West Virginia University

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 120*	COMM 105	HIST 101	ART 101
ENGL 102	BIOL 101 & BIOL103 lab	MATH 121	COMM 111	HIST 102	MUSI 170
ENGL 107*	BIOL 102 & BIOL 104 lab	MATH 125*	COMM 112	HIST 152	THEA 101
ENGL 108*	BIOL 107*	MATH 126	ECON 201	HIST 153	ENGL 131
	BIOL 108 *	MATH 128	ECON 202	PHIL 111	ENGL 132
	BIOL 115	MATH 129	GEOG 102	PHIL 170	ENGL 221
	BIOL 117	MATH 150	GEOG 240		ENGL 222
	CHEM 111	MATH 155	POLS 102		ENGL 241
	CHEM 115	MATH 156	POLS 220		ENGL 242
	CHEM 116	MATH 211	PSYC 101		ENGL 261
	CS 101		PSYC 241		ENGL 262
	GEOL 101 & GEOL 102 lab		SOC 101		ENGL 285
	GEOL 103 & GEOL 104 lab		SOC 105		
	GEOL 105 & GEOL 105L		SOC 221		
	PSCI 111		SOC 232		
	PSCI 112		FREN 101		
	PHYS 101		FREN 102		
	PHYS 102		RELI 231		
	PHYS 111		SPAN 101		
	PHYS 112		SPAN 102		

* Serves technical and professional degree programs specific to WVU Parkersburg. Does not transfer to WVU as General Education.

(August 2017)

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
  - Multi-Disciplinary Studies
- **Bachelor of Applied Science with majors in**
  - Business Administration
    - Accounting and Financial Management
    - Management and Marketing
    - Business Information Technology
  - Child Development
  - Communication and Media Studies
    - Strategic Communications
    - Digital Communications
  - Criminal Justice
  - Legal Studies
  - Nursing
  - Supervisory Management
- **Bachelor of Science in**
  - Business Administration
    - Accounting
    - General Business
  - Nursing
- **Bachelor of Applied Technology with a major in**
  - Computer Networking and Security
  - Software Engineering
- **Regents Bachelor of Arts**

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**
  - Business Administration
  - Pre-Nursing
- **Associate of Applied Science**
  - Board of Governors
  - Business Administration
  - Business Technology
  - Child Development
  - Computer and Information Technology
  - Computer Science
  - Criminal Justice
  - Digital Communication
  - Drafting
  - Engineering Technology
  - Legal Studies
  - Nursing
  - Multi-craft Technology
  - Strategic Communication
  - Surgical Technology
  - Welding

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.

DEGREE CERTIFICATES: Degree certificates are one-year certificate programs with a minimum of 30 credit hours that offer specific training for specific occupations. These certificates include six hours of general education. Many degree certificates can lead to additional educational opportunities at the associate degree level. Degree Certificates available are:

- Business Administration
- Business Technology
- Child Development
- Chemical and Polymer Operator Technology
- Criminal Justice
- Digital Communication
- Electricity and Instrumentation
- Industrial Maintenance
- Legal Studies
- Patient Care Technician
- Pharmacy Technician
- Welding Technology

NON-CREDIT COURSES: Courses and programs may be offered as non-credit through Workforce and Economic Development at WVU Parkersburg.

Non-credit training activities may sometimes be converted to credit in academic programs. Please see an academic advisor for specific details.

SKILLS SET CERTIFICATES: Skills Set Certificates provide specific competencies and carry a value of fewer than 12 credit hours. Students should check with individual academic divisions to determine the availability of skill set certificates.

ADVANCED SKILLS SET CERTIFICATES: Advanced Skills Set Certificates carry a value of 12 or more (but less than 30) credit hours. Students should check with individual academic divisions to determine the availability of advanced skill set certificates.

BUSINESS, ACCOUNTING, AND PUBLIC SERVICE

The Division of Business, Accounting, and Public Service (BAPS) 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 in applied science and add courses to complete the associate in applied science that leads to a bachelor of applied science degree.

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 or write to 11520 West 119th Street, Overland Park, KS 66213.

your ACADEMIC MAP
Business Technology, C.A.S.

WVU Parkersburg West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 101 — COMPOSITION 1	3	
CS 101 — INTRO TO PC APPLICATIONS (CO-REQ. MATH)	4	
GBUS 101 — INTRO TO BUSINESS (COLL 101 EMBEDDED)	3	🚩
BTEC 116 — INTERMEDIATE KEYBOARDING (CO-REQ. CS 101)	3	
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2 (PRE-REQ. ENGL 101 C OR HIGHER)	3	
BTEC 275 — ADVANCED BUSINESS APPLICATIONS (PRE-REQ. CS 101)	3	🚩
BTEC 235 — MICROSOFT WORD/WINDOWS	3	
BUSINESS ELECTIVE	2	
COMM 111 — FUNDAMENTALS OF SPEECH	3	
TOTAL	**14**	

The **Certificate of Applied Science in Business Technology** gives students a basic understanding of business technology skills and competencies. Graduates are prepared to work as receptionists in a variety of business settings.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING It is recommended that you continue on for the Associate of Applied Science in Business Technology to prepare you for additional positions in the business world.
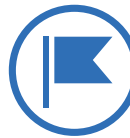
BUSINESS ELECTIVES Choose courses with the following prefixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
30

GENERAL
EDUCATION COURSES

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
6 Cr Hrs.	4 Cr Hrs.	3 Cr Hrs.	3 Cr Hrs.	0 Cr Hrs.	0 Cr Hrs.
ENGL 101 ENGL 102	CS 101	MATH 120 OR HIGHER	COMM 111	Included in BASBA	Included in BASBA

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

Certificate of Applied Science Graduation Requirements:
- Monitor program progress through My Degree to remain on graduation pathway.
- Complete 30 credit hours.
- Maintain minimum grade point average of 2.0 or higher in all courses.
- Complete at least 8 hours of credit at WVU at Parkersburg.
- Complete and file the graduation application in OLSIS within the stated deadlines.

your ACADEMIC MAP
Business Technology, A.A.S.

WVU Parkersburg
West Virginia University

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 101— COMPOSITION 1	3	
CS 101— INTRO TO PC APPLICATIONS (CO-REQ. MATH)	4	
GBUS 101— INTRO TO BUSINESS (COLL 101 EMBEDDED)	3	🚩
BTEC 116 — INTERMEDIATE KEYBOARDING (CO-REQ. CS 101)	3	
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2 (PRE-REQ ENGL 101 C OR HIGHER)	3	
BTEC 275 — ADVANCED BUSINESS COMPUTER APPLICATIONS (PRE-REQ. CS 101)	3	🚩
BTEC 235 — MS WORD	3	
BUSINESS ELECTIVE	2	See Reverse
COMM 111 — FUNDAMENTALS OF SPEECH	3	
TOTAL	**14**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
GBUS 117 — FINANCIAL BUSINESS APPLICATION	3	
ECON 202 — MACROECONOMICS	3	
ACCT 201 — PRINCIPLES OF ACCOUNTING 1	3	🚩
BTEC 265 — MULTIMEDIA PRESENTATIONS	3	
BUSINESS ELECTIVE	3	See Reverse
TOTAL	**15**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
BTEC 270 — INTRO TO WEB PAGE DESIGN	3	
ECON 201 — MICROECONOMICS	3	
HUMAN INQUIRY & THE PAST GENERAL EDUCATION ELECTIVE	3	See Reverse
GBUS 202 — BUSINESS COMMUNICATIONS	3	
BTEC 295 — BTEC ASSOCIATE DEGREE CAPSTONE OR GBUS 240 OR APPROVED EQUIVALENT CAPSTONE EXPERIENCE/COURSE	3	🏆 🚩
TOTAL	**15**	

The **Associate of Applied Science in Business Technology** gives students a strong background in business technology skills and competencies. Graduates are prepared to work as administrative assistants or office managers in a variety of business settings. In addition, students may be admitted to the BASBA in Business Information Technology to complete a bachelor's degree.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING AND BASBA APPLICATION As you prepare for your last year before graduation, visit Career Services to write your resume, plan your job search, and learn how to have a successful interview. Students interested in the BAS should apply for the program in their final semester of the AAS program.

CAPSTONE COURSE The capstone is a semester-long project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

60

2017-2018

GENERAL EDUCATION COURSES

Parkersburg
West Virginia University®

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
6 Cr Hrs.	4 Cr Hrs.	3 Cr Hrs.	9 Cr Hrs.	3 Cr Hrs.	0 Cr Hrs.
ENGL 101 ENGL 102	CS 101	MATH 120*	COMM 111 ECON 201 ECON 202	HIST 101 HIST 102 HIST 152 HIST 153 PHIL 111 PHIL 170	Included in BASBA BIT

BUSINESS ELECTIVES:
Business electives may be chosen from courses with the following prefixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG. For assistance in choosing electives please see your academic advisor.

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

Associate in Applied Science in Business Technology Graduation Requirements:
- Maintain minimum grade point average of 2.25.
- Monitor program progress through My Degree to remain on the graduation pathway.
- 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 (designed with a double asterisk **).
- Complete proctored Major Fields Test in capstone course BTEC 295.
- Complete at least 15 hours of credit at WVU at Parkersburg.
- Complete and file the graduation application in OLSIS within the stated deadlines.

BACHELOR OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION
Business Information Technology (BIT) Concentration

your ACADEMIC MAP
Business Administration, B.A.S.B.A. B.I.T

WVU Parkersburg
West Virginia University

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 101 — COMPOSITION 1	3	
CS 101 — INTRO TO PC APPLICATIONS (CO-REQ. MATH)	4	
GBUS 101— INTRO TO BUSINESS (COLL 101 EMBEDDED)	3	🚩
BTEC 116 — INTERMEDIATE KEYBOARDING (CO-REQ. CS 101)	3	
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2 (PRE-REQ. ENGL 101 OR HIGHER)	3	
BTEC 275 — ADVANCED BUSINESS COMPUTER APPLICATIONS (PRE-REQ. CS 101)	3	🚩
BTEC 235 — MS WORD	3	
BUSINESS ELECTIVE	2	See Reverse
COMM 111— FUNDAMENTALS OF SPEECH	3	
TOTAL	**14**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
GBUS 117 — FINANCIAL BUSINESS APPLICATIONS OR GBUS 325	3	🚩
ECON 202 — MACROECONOMICS	3	
ACCT 201 — PRINCIPLES OF ACCOUNTING 1	3	
BTEC 265 — MULTIMEDIA PRESENTATIONS	3	
BUSINESS ELECTIVE	2	See Reverse
TOTAL	**14**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
BTEC 270 — INTRO TO WEB PAGE DESIGN	3	
ECON 201 — MICROECONOMICS	3	
HUMAN INQUIRY & THE PAST GENERAL EDUCATION ELECTIVE	3	See Reverse
GBUS 202 — BUSINESS COMMUNICATIONS	3	
BTEC 295 — ASSOCIATE DEGREE CAPSTONE OR GBUS 240 OR APPROVED EQUIVALENT CAPSTONE EXPERIENCE / COURSE	3	Capstone 🏆🚩
TOTAL	**15**	

The **Bachelor of Applied Science in Business Administration with a concentration in Business Information Technology (BASBA BIT)** gives students a strong background in business technology skills and competencies. Graduates will be prepared to manage an office in a variety of business environments.

MILESTONE COURSES
These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING AND BASBA APPLICATION
During the fourth semester of the BTEC degree, students interested in the BAS should apply for the program in their final semester of the AAS program.

CAPSTONE COURSE
The capstone is a semester-long capstone project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

2017-2018

your ACADEMIC MAP
Business Administration, B.A.S.B.A. B.I.T

W Parkersburg
West Virginia University®

Semester 5

COURSE	CREDIT HOURS	SIGNIFICANCE
THE ARTS & CREATIVITY GENERAL EDUCATION ELECTIVE (SEE ATTACHED)	3	
ACCT 202 — PRINCIPLES OF ACCOUNTING 2	3	
MGMT 220— PRINCIPLES OF MANAGEMENT	3	🚩
GBUS 304 — ADVANCED EXCEL	3	
MATH 211 — STATISTICS	3	
TOTAL	**15**	

Semester 6

COURSE	CREDIT HOURS	SIGNIFICANCE
NATURAL SCIENCE WITH LAB GENERAL EDUCATION ELECTIVE	4	
ACCT 310 — ACCOUNTING INFORMATION SYSTEMS	3	
MKTG 230 — PRINCIPLES OF MARKETING	3	🚩
GBUS 306 — ADVANCED ACCESS	3	
UPPER-DIVISION BUSINESS ELECTIVE	3	
TOTAL	**16**	

Semester 7

COURSE	CREDIT HOURS	SIGNIFICANCE
GBUS 300 — MANAGEMENT INFORMATION SYSTEMS	3	🚩
FIN 340 — PRINCIPLES OF BUSINESS FINANCE	3	
UPPER-DIVISION BUSINESS ELECTIVE	3	
GBUS 310 — BUSINESS LAW 1	3	
GBUS 405 — GLOBAL BUSINESS	3	
TOTAL	**15**	

Semester 8

COURSE	CREDIT HOURS	SIGNIFICANCE
GBUS 440 — BUSINESS POLICY CAPSTONE	3	Capstone 🏆🚩
GBUS 415 — MANAGERIAL BUSINESS ETHICS	3	
UPPER-DIVISION BUSINESS ELECTIVE	3	
UPPER-DIVISION BUSINESS ELECTIVE	3	
UPPER-DIVISION BUSINESS ELECTIVE	3	
TOTAL	**15**	

BASBA
Business electives may be chosen from courses with the following pre-fixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG. See your advisor for recommendations on selection of elective hours.

MILESTONE COURSES
These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING AND BASBA APPLICATION
As you get ready for your last year before graduation, visit Career Services to plan your job search, and learn how to have a successful interview. Attend Career Fairs and take advantage of other opportunities for meeting potential employers throughout your last two semesters.

CAPSTONE COURSE
The capstone is a semester-long capstone project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

15-30
Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
120

For back of this Academic Map please see General Education Map on page 30.

GRADUATION REQUIREMENTS
- Complete an Associate of Applied Science degree prior to application for graduation with the BASBA.
- Complete 120 credit hours in course outlined for the Bachelor of Applied Science with a major in Business Administration in any of the following concentrations: Accounting and Financial Management (AFM), or Management/Marketing (MM), Business Information Technology see BTEC AAS and BIT degree.
- Maintain an overall grade point average of 2.0 or higher in all General Education Foundation courses required for the degree.
- Maintain minimum grade point average of 2.25 overall in all courses included in the Common Professional Component (CPC) Business Core (designed with *).
- Maintain minimum grade point average of 2.5 in all courses included in area of concentration (designated with **).
- Complete a minimum of 30 credit hours at WVU at Parkersburg, 24 of which must be upper division (numbered 300 and above) business courses.
- Students pursuing both the BASA and the BSBA degrees must complete all course requirements for each degree to be eligible to earn a second bachelor's degree.
- Complete application for graduation, pay graduation fee, and file application in OLSIS prior to stated deadline.

your ACADEMIC MAP
Business Administration, C.A.S.

WVU Parkersburg
West Virginia University

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 101 — COMPOSITION 1	3	
CS 101 — INTRO TO PC APPLICATIONS (CO-REQ. MATH)	4	
GBUS 101 — INTRO TO BUSINESS (COLL 101 EMBEDDED)	3	🚩
ECON 202 — MACROECONOMICS	3	
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2 (PRE-REQ. ENGL 101 C OR HIGHER)	3	
BTEC 275 — ADVANCED BUSINESS APPLICATIONS (PRE-REQ. CS 101)	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	
ECON 201 — MICROECONOMICS	3	
GBUS 117 — FINANCIAL BUSINESS APPLICATIONS	3	🚩
TOTAL	**15**	

The **Certificate of Applied Science in Business Administration** gives students a background in business skills and competencies and prepares them for entry-level positions in a variety of business settings.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING As you prepare for your last semester with the Certificate of Applied Science, visit the Career Services to write your resume, plan your job search, and learn how to have a successful interview.

Apply to graduate with the Certificate of Applied Science in Business Administration during your second semester.

See your advisor for assistance in moving into the Associate of Applied Science in Business Administration.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
31

GENERAL EDUCATION COURSES

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
6 Cr Hrs.	4 Cr Hrs.	3 Cr Hrs.	9 Cr Hrs.	0 Cr Hrs.	0 Cr Hrs.
ENGL 101 ENGL 102	CS 101	MATH 120 OR HIGHER	COMM 111 ECON 201 ECON 202	Included in AAS	Included in BASBA

BUSINESS ELECTIVES:
Business electives may be chosen from courses with the following prefixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG. For assistance in choosing electives please see your academic advisor.

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

Certificate of Applied Science Graduation Requirements:
- Monitor program progress through My Degree to remain on graduation pathway.
- Complete 30 credit hours.
- Maintain minimum grade point average of 2.0 or higher in all courses.
- Complete at least 8 hours of credit at WVU at Parkersburg.
- Complete and file the graduation application in OLSIS within the stated deadlines.

your ACADEMIC MAP
Business Administration, A.A.S.

W Parkersburg
West Virginia University

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 101 — COMPOSITION 1	3	
CS 101 — INTRO TO PC APPLICATIONS (CO-REQ. MATH)	4	
GBUS 101— INTRO TO BUSINESS (COLL 101 EMBEDDED)	3	🚩
ECON 202 — MACROECONOMICS	3	
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2 (PRE-REQ. ENGL 101 OR HIGHER)	3	
BTEC 275 — ADVANCED BUSINESS COMPUTER APPLICATIONS (PRE-REQ. CS 101)	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	
ECON 201 — MICROECONOMICS	3	
GBUS 117— FINANCIAL BUSINESS APPLICATIONS, OR GBUS 325	3	🚩
TOTAL	**15**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 201 — PRINCIPLES OF ACCOUNTING 1	3	
GBUS 202 — BUSINESS COMMUNICATIONS	3	
MGMT 220 — PRINCIPLES OF MANAGEMENT	3	🚩
HUMAN INQUIRY & THE PAST GENERAL EDUCATION ELECTIVE	3	See Reverse
FREE ELECTIVE	2	
TOTAL	**14**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 202 — PRINCIPLES OF ACCOUNTING 2 (PRE-REQ. ACCT 201)	3	
FREE ELECTIVE	3	
MKTG 230 — PRINCIPLES OF MARKETING	3	
GBUS 240 — ASSOCIATE DEGREE CAPSTONE	3	Capstone 🏆 🚩
BUSINESS ELECTIVE	3	See Reverse
TOTAL	**15**	

The **Associate of Applied Science in Business Administration** gives students a strong background in business skills and competencies. Upon completing the AAS, students are ready to enter the workforce in entry-level positions or continue their education toward the Bachelor of Applied Science in Business Administration at WVUP. The AAS is not designed as a transfer degree. For students interested in transferring to another institution for a bachelor's degree, it is recommended to pursue the AS in Business Administration.

MILESTONE COURSES
These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING AND BASBA APPLICATION
As you get ready for your last year before graduation, visit Career Services to write your resume, plan your job search, and learn how to have a successful interview. Students interested in the BAS should apply for the program in their final semester of the AAS program.

CAPSTONE COURSE
The capstone is a semester-long project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

60

2017-2018

GENERAL
EDUCATION COURSES

WV Parkersburg
West Virginia University®

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
6 Cr Hrs.	4 Cr Hrs.	3 Cr Hrs.	9 Cr Hrs.	3 Cr Hrs.	0 Cr Hrs.
ENGL 101 ENGL 102	CS 101	MATH 120 * or higher	COMM 111 ECON 201 ECON 202	HIST 101 HIST 102 HIST 152 HIST 153 PHIL 111 PHIL 170	Included in BASBA

BUSINESS ELECTIVES:
Business electives may be chosen from courses with the following prefixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG. For assistance in choosing electives please see your academic advisor.

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

Associate in Applied Science in Business Administration Graduation Requirements
- Complete 60 credit hours.
- Monitor program progress through My Degree to remain on graduation pathway
- Maintain minimum grade point average of 2.0 in all General Education courses
- Maintain minimum grade point average of 2.25 in all Common Professional Component courses
- Maintain minimum grade-point average 2.5 in courses beyond the business core
- Complete proctored Major Fields Test in capstone course GBUS 240.
- Complete at least 15 hours of credit at WVU at Parkersburg.
- Complete and file the graduation application in OLSIS within the stated deadlines.

your ACADEMIC MAP

Business Administration, B.S.B.A. / A.C.C.T.

WV Parkersburg West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 101 — COMPOSITION 1	3	
CS 101 — INTRO TO PC APPLICATIONS (CO-REQ. MATH)	4	
GBUS 101 — INTRO TO BUSINESS (COLL 101 EMBEDDED)	3	🚩
ECON 202 — MACROECONOMICS	3	
MATH 126 — COLLEGE ALGEBRA OR HIGHER-LEVEL MATH	3	
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2 (PRE-REQ. ENGL 101 C OR HIGHER)	3	
BTEC 275 — ADVANCED BUSINESS COMPUTER APPLICATIONS (PRE-REQ. CS 101)	3	🚩
HUMAN INQUIRY & THE PAST GENERAL EDUCATION LIST	3	SEE ATTACHED
ECON 201 — MICROECONOMICS	3	
MATH 211 — STATISTICS	3	
TOTAL	**15**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 201 — PRINCIPLES OF ACCOUNTING 1	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	
MGMT 220 — PRINCIPLES OF MANAGEMENT	3	🚩
NATURAL SCIENCE WITH LAB GENERAL EDUCATION	4	SEE ATTACHED
THE ARTS & CREATIVITY GENERAL EDUCATION LIST	3	SEE ATTACHED
TOTAL	**16**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 202 — PRINCIPLES OF ACCOUNTING 2 (PRE-REQ ACCT 201)	3	🚩
GBUS 202 — BUSINESS COMMUNICATIONS	3	
MKTG 230 — PRINCIPLES OF MARKETING	3	
GBUS 240 — ASSOCIATE DEGREE CAPSTONE OR APPROVED EQUIVALENT CAP STONE EXPERIENCE COURSE	3	Capstone 🏆
FREE ELECTIVE	1	
TOTAL	**13**	

The **Bachelor of Science in Business Administration Accounting Concentration (BSBA ACCT)** gives students a strong background in business skills and competencies. The BSBA in Accounting plus 30 hours will prepare graduates to sit for the Certified Public Accountant (CPA) exam in WV.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING AND BSBA APPLICATION As you get ready for your last semester for the AS degree before graduation, visit Career Services to write your resume, plan your job search, and learn how to have a successful interview.

CAPSTONE COURSE The capstone is a semester-long course that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

Apply to graduate with the Associate of Science in Business Administration during your fourth semester. Apply for admission to the Bachelor of Science before midterm. See your advisor for assistance.

2017-2018

your ACADEMIC MAP

Business Administration, B.S.B.A. / A.C.C.T.

WV Parkersburg
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Semester 5

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 311 — INTERMEDIATE ACCOUNTING 1	3	
ACCT 353 — FEDERAL TAX 1	3	
GBUS 310 — BUSINESS LAW 1	3	
ACCT 310 — ACCOUNT INFORMATION SYSTEMS	3	
FIN 340 — PRINCIPLES OF BUSINESS FINANCE	3	🚩
TOTAL	**15**	

Semester 6

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 312 — INTERMEDIATE ACCT 2	3	🚩
ACCT 354 — FEDERAL TAX 2	3	
GBUS 412 — BUSINESS LAW 2	3	
ACCT 331 OR 432 — MGL OR COST ACCOUNTING	3	
GBUS 304 — ADVANCED EXCEL	3	
TOTAL	**15**	

Semester 7

COURSE	CREDIT HOURS	SIGNIFICANCE
GBUS 405 — GLOBAL BUSINESS	3	
ACCT 401 — ADVANCED ACCOUNTING	3	🚩
GBUS 300 — MANAGEMENT INFORMATION SYSTEMS	3	
GBUS 325 — QUANTITATIVE BUSINESS ANALYSIS	3	
UPPER-DIVISION BUSINESS ELECTIVE	3	
TOTAL	**15**	

Semester 8

COURSE	CREDIT HOURS	SIGNIFICANCE
GBUS 440 — BUSINESS POLICY CAPSTONE (MUST BE TAKEN IN LAST SEMESTER)	3	Capstone 🏆 🚩
ACCT 405 — AUDITING	3	
GBUS 415 — MANAGERIAL BUSINESS ETHICS	3	
UPPER DIVISION BUSINESS ELECTIVE	3	
UPPER DIVISION BUSINESS ELECTIVE	3	
TOTAL	**15**	

BUSINESS ELECTIVES
Business electives may be chosen from courses with the following pre-fixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG. Upper-division courses are those that are numbered 300 or higher. For assistance in choosing electives, please see your advisor.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
120

For back of this Academic Map please see General Education Map on page 30.

Graduation Requirements
BASBA Degree Accounting and Financial Management Concentration
• Monitor program progress through My Degree to remain on graduation pathway.
• 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 courses requirements.
• Maintain minimum grade point average of 2.25 in all Common Professional Component courses
• Maintain minimum grade-point average 2.5 in all courses included in area of concentration.
• Complete proctored Major Fields Test in capstone course GBUS 440.
• Complete at least 30 credit hours at WVU at Parkersburg.
• Complete application for graduation and file application in OLSIS prior to stated deadline.

your ACADEMIC MAP
Business Administration, B.A.S.B.A. / M.M.

WV Parkersburg
West Virginia University

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 101 — COMPOSITION 1	3	
CS 101 — INTRO TO PC APPLICATIONS (CO-REQ. MATH)	4	
GBUS 101— INTRO TO BUSINESS (COLL 101 EMBEDDED)	3	🚩
ECON 202 — MACROECONOMICS	3	
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2 (PRE-REQ. ENGL 101 C OR HIGHER)	3	
BTEC 275 — ADVANCED BUSINESS COMPUTER APPLICATIONS (PRE-REQ. CS 101)	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	🚩
ECON 201 — MICROECONOMICS	3	
GBUS 117— FINANCIAL BUSINESS APPLICATIONS OR MATH HIGHER LEVEL THAN MATH 120	3	
TOTAL	**15**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 201 — PRINCIPLES OF ACCOUNTING 1	3	
GBUS 202 — BUSINESS COMMUNICATIONS	3	
MGMT 220 — PRINCIPLES OF MANAGEMENT	3	🚩
HUMAN INQUIRY & THE PAST GENERAL EDUCATION ELECTIVE	3	See Attached
FREE ELECTIVE	2	
TOTAL	**14**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 202 — PRINCIPLES OF ACCOUNTING 2	3	
FREE ELECTIVE	3	
MKTG 230 — PRINCIPLES OF MARKETING	3	
GBUS 240 — ASSOCIATE DEGREE CAPSTONE OR APPROVED EQUIVALENT CAPSTONE EXPERIENCE/COURSE	3	Capstone 🏆 🚩
BUSINESS ELECTIVE	3	
TOTAL	**15**	

The **Bachelor of Applied Science in Business Administration with a concentration in Management and Marketing (BASBA MM)** gives students a strong background in management and marketing. Graduates will be prepared to manage in government, retail, food service, and other business environments.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING AND BASBA APPLICATION During the fourth semester of the AAS degree, students interested in the BAS should apply for the admission to the Bachelor's program. See your advisor for assistance.

2017-2018

your ACADEMIC MAP
Business Administration, B.A.S.B.A. / M.M.

W Parkersburg
West Virginia University.

- Semester 5

COURSE	CREDIT HOURS	SIGNIFICANCE
THE ARTS & CREATIVITY GENERAL EDUCATION ELECTIVE	3	See Attached
MGMT 322 — ORGANIZATIONAL BEHAVIOR	3	
GBUS 310 — BUSINESS LAW 1	3	🚩
ECON 320 — MANAGERIAL ECONOMICS OR ECON 331 FINANCIAL ECONOMICS	3	
MATH 211 — STATISTICS	3	
TOTAL	**15**	

Semester 6

COURSE	CREDIT HOURS	SIGNIFICANCE
NATURAL SCIENCE WITH LAB GENERAL EDUCATION ELECTIVE	4	See Attached
MGMT 333 — HUMAN RESOURCES MANAGEMENT	3	🚩
GBUS 304 — ADVANCED EXCEL	3	
UPPER-DIVISION BUSINESS ELECTIVE	3	
FIN 340 — PRINCIPLES OF BUSINESS FINANCE	3	
TOTAL	**16**	

Semester 7

COURSE	CREDIT HOURS	SIGNIFICANCE
GBUS 405 — GLOBAL BUSINESS	3	🚩
ACCT 331 OR ACCT 432 — MANAGERIAL OR COST ACCOUNTING	3	
UPPER-DIVISION MARKETING ELECTIVE	3	
UPPER-DIVISION MANAGEMENT ELECTIVE	2	
GBUS 300 — MANAGEMENT INFORMATION SYSTEMS	3	
TOTAL	**14**	

Semester 8

COURSE	CREDIT HOURS	SIGNIFICANCE
GBUS 440 — BUSINESS POLICY CAPSTONE	3	Capstone 🏆🚩
GBUS 415 — MANAGERIAL BUSINESS ETHICS	3	
UPPER-DIVISION MANAGEMENT ELECTIVE	3	
UPPER-DIVISION MARKETING ELECTIVE	3	
MKTG 401 — MARKETING RESEARCH	3	
TOTAL	**15**	

CAPSTONE COURSE
The capstone is a semester-long capstone project that prepares you for the workforce by perfecting your resume, assessing student performance on learning outcomes, and preparing for the world of work.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
120

For back of this Academic Map please see General Education Map on page 30.

BASBA Degree Management/Marketing Concentration
Graduation Requirements
• Monitor program progress through My Degree to remain on graduation pathway.
• Complete 120 credit hours in courses outlined for the Bachelor of Applied Science
  with a major in Business Administration in the following concentration: Management/Marketing
• Maintain minimum grade point average of 2.0 in all General Education courses requirements
• Maintain minimum grade point average of 2.25 in all Common Professional Component.
• Maintain minimum grade-point average 2.5 in all courses included in area of concentration.
• Complete proctored Major Fields Test in capstone course GBUS 440.
• Complete at least 30 credit hours at WVU at Parkersburg, of which 24 must be 300/400 level courses.
• Complete application for graduation and file application in OLSIS prior to stated deadline.

your ACADEMIC MAP
Business Administration, A.S.

WV Parkersburg
West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 101 — COMPOSITION 1	3	
CS 101 — INTRO TO PC APPLICATIONS (CO-REQ. MATH)	4	
GBUS 101— INTRO TO BUSINESS (COLL 101 EMBEDDED)	3	🚩
ECON 202 — MACROECONOMICS	3	
MATH 126 — COLLEGE ALGEBRA OR HIGHER LEVEL MATH	3	
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2 (PRE-REQ. ENGL 101 OR HIGHER)	3	
BTEC 275 — ADVANCED BUSINESS COMPUTER APPLICATIONS (PRE-REQ. CS 101)	3	🚩
HUMAN INQUIRY & THE PAST GEN ED ELECTIVE	3	See Reverse
ECON 201 — MICROECONOMICS	3	
MATH 211 — STATISTICS	3	
TOTAL	**15**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 201 — PRINCIPLES OF ACCOUNTING 1	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	
MGMT 220 — PRINCIPLES OF MANAGEMENT	3	🚩
NATURAL SCIENCE WITH LAB GEN ED	4	See Reverse
THE ARTS & CREATIVITY GEN ED ELECTIVE	3	See Reverse
TOTAL	**16**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 202 — PRINCIPLES OF ACCOUNTING 2 (PRE-REQ. ACCT 201)	3	
GBUS 202 — BUSINESS COMMUNICATIONS	3	
MKTG 230 — PRINCIPLES OF MARKETING	3	
GBUS 240 — ASSOCIATES DEGREE CAPSTONE OR APPROVED EQUIVALENT CAPSTONE EXPERIENCE COURSE	3	Capstone 🏆🚩
FREE ELECTIVE	1	
TOTAL	**13**	

The **Associate of Science in Business Administration** gives students a background in business core competencies and prepares them for admission to the Bachelor of Science in Business Administration at WVUP or to transfer to another institution for a business program.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING AND BSBA APPLICATION As you prepare for your last semester of the Associate in Science, contact the institution to which you plan to graduate or work with your advisor to apply for admission to the BSBA at WVUP.

CAPSTONE COURSE The capstone is a semester-long project that prepares you for the workforce by perfecting your resume and assessing student learning outcomes. Apply for graduation with the Associate in Science during your fourth semester. See your advisor to apply for admissions to the BSBA degree program.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
60

GENERAL EDUCATION COURSES

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 120*	COMM 105	HIST 101	ART 101
ENGL 102	BIOL 101 & BIOL103 lab	MATH 121	COMM 111	HIST 102	MUSI 170
ENGL 107*	BIOL 102 & BIOL 104 lab	MATH 125*	COMM 112	HIST 152	THEA 101
ENGL 108*	BIOL 107*	MATH 126	ECON 201	HIST 153	ENGL 131
	BIOL 108 *	MATH 128	ECON 202	PHIL 111	ENGL 132
	BIOL 115	MATH 129	GEOG 102	PHIL 170	ENGL 221
	BIOL 117	MATH 150	GEOG 240		ENGL 222
	CHEM 111	MATH 155	POLS 102		ENGL 241
	CHEM 115	MATH 156	POLS 220		ENGL 242
	CHEM 116	MATH 211	PSYC 101		ENGL 261
	CS 101		PSYC 241		ENGL 262
	GEOL 101 & GEOL 102 lab		SOC 101		ENGL 285
	GEOL 103 & GEOL 104 lab		SOC 105		
	GEOL 105 & GEOL 105L		SOC 221		
	PSCI 111		SOC 232		
	PSCI 112		FREN 101		
	PHYS 101		FREN 102		
	PHYS 102		RELI 231		
	PHYS 111		SPAN 101		
	PHYS 112		SPAN 102		

* Serves technical and professional degree programs specific to WVU Parkersburg. Does not transfer to WVU as General Education. (August 2017)

BUSINESS ELECTIVES: Business electives may be chosen from courses with the following prefixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG. For assistance in choosing electives please see our academic advisor.

Associate in Science in Business Administration Graduation Requirements
• Complete 60 credit hours.
• Monitor program progress through My Degree to remain on graduation pathway.
• Maintain minimum grade point average of 2.0 in General Education courses requirements.
• Maintain minimum grade point average of 2.25 in all Common Professional Component courses.
• Maintain minimum grade-point average 2.5 in the courses beyond the business core.
• Complete proctored Major Fields Test in capstone course GBUS 240.
• Complete at least 15 credit hours at WVU at Parkersburg.
• Complete and file the Graduation Application in OLSIS within the stated deadlines.

your ACADEMIC MAP

Business Administration Accounting, B.A.S.

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Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 101 — COMPOSITION 1	3	
CS 101 — INTRO TO PC APPLICATIONS (CO-REQ. MATH)	4	
*GBUS 101— INTRO TO BUSINESS (COLL 101 EMBEDDED)	3	🚩
*ECON 202 — MACROECONOMICS	3	
MATH 126 — COLLEGE ALGEBRA OR HIGHER LEVEL MATH	3	
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2 (PRE-REQ. ENGL 101 OR HIGHER)	3	
BTEC 275 — ADVANCED BUSINESS COMPUTER APPLICATIONS (PRE-REQ. CS 101)	3	🚩
SOCIETY, DIVERSITY & CONNECTIONS CHOOSE FROM PSYC 101 OR SOC 101	3	
ECON 201 — MICROECONOMICS	3	
MATH 211 — STATISTICS	3	
TOTAL	**15**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 201 — PRINCIPLES OF ACCOUNTING 1	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	
MGMT 220 — PRINCIPLES OF MANAGEMENT	3	🚩
NATURAL SCIENCE WITH LAB GENERAL EDUCATION	4	See Attached
THE ARTS & CREATIVITY GENERAL EDUCATION LIST	3	Attached
TOTAL	**16**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 202 — PRINCIPLES OF ACCOUNTING 2 (PRE-REQ. ACCT 201)	3	🚩
**GBUS 202 — BUSINESS COMMUNICATIONS	3	
MKTG 230 — PRINCIPLES OF MARKETING	3	
BUSINESS ELECTIVE	4	
TOTAL	**13**	

The **Bachelor of Science in Business Administration Accounting Concentration** gives students a strong background in business skills and competencies. The BSBA in Accounting plus 30 hours will prepare graduates to sit for the Certified Public Accountant (CPA) exam in WV.

MILESTONE COURSES
These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING AND BSBA APPLICATION
As you get ready for your last semester for the AS degree before graduation, visit Career Services to write your resume, plan your job search, and learn how to have a successful interview.

CAPSTONE COURSE
The capstone is a semester-long project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

60

2017-2018

GENERAL EDUCATION COURSES

Parkersburg
West Virginia University®

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
6 Cr Hrs.	4 Cr Hrs.	3 Cr Hrs.	9 Cr Hrs.	0 Cr Hrs.	0 Cr Hrs.
ENGL 101 ENGL 102	CS 101	MATH 120*	COMM 111 ECON 201 ECON 202		Included in AAS

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

Bachelor of Science in Business Administration
Graduation Requirements:
• Monitor program progress through My Degree to remain on graduation pathway.
• Maintain overall grade point average of 2.0 or higher in all General Education courses required for the degree.
• Maintain minimum grade point average of 2.25 overall in all courses included in the Common Professional Component (CPC).
• Maintain minimum grade point average of 2.5 overall in all courses included in area of concentration.
• Complete proctored Major Fields Test in capstone course GBUS 440.
• Complete at least 30 credit hours at WVU Parkersburg, 24 of which must 300/400 level.
• Complete and file the Graduation Application in OLSIS within the stated deadlines.

your ACADEMIC MAP
Business Administration, B.S.B.A. / GEN BUS.

W Parkersburg
West Virginia University

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 101 — COMPOSITION 1	3	
CS 101 — INTRO TO PC APPLICATIONS (CO-REQ. MATH)	4	
GBUS 101— INTRO TO BUSINESS (COLL 101 EMBEDDED)	3	🚩
ECON 202 — MACROECONOMICS	3	
MATH 126 — COLLEGE ALGEBRA OR HIGHER	3	
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2 (PRE-REQ. ENGL 101 C OR HIGHER)	3	
BTEC 275 — ADVANCED BUSINESS COMPUTER APPLICATIONS (PRE-REQ. CS 101)	3	
HUMAN INQUIRY & THE PAST GENERAL EDUCATION ELECTIVE	3	See Attached 🚩
ECON 201 — MICROECONOMICS	3	
MATH 211 — STATISTICS	3	
TOTAL	**15**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 201 — PRINCIPLES OF ACCOUNTING 1	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	
MGMT 220 — PRINCIPLES OF MANAGEMENT	3	🚩
NATURAL SCIENCE WITH LAB GENERAL EDUCATION ELECTIVE	4	See Attached
THE ARTS & CREATIVITY GENERAL EDUCATION ELECTIVE	3	See Attached
TOTAL	**16**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 202 — PRINCIPLES OF ACCOUNTING 2	3	
GBUS 202 — BUSINESS COMMUNICATIONS	3	
MKTG 230 — PRINCIPLES OF MARKETING	3	
GBUS 240 — ASSOCIATE DEGREE CAPSTONE OR APPROVED EQUIVALENT CAPSTONE EXPERIENCE/COURSE	3	Capstone 🏆🚩
FREE ELECTIVE	1	See Reverse
TOTAL	**13**	

The **Bachelor of Science in Business Administration with a General Business concentration (BSBA Gen Bus)** gives students a strong background in the functional areas of business. Graduates will be prepared to work in a variety of environments including corporate management, retail, or government.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING AND BSBA APPLICATION As you get ready for your last year before graduation, visit Career Services to write your resume, plan your job search, and learn how to have a successful interview. Students interested in the BS should apply for the program in their final semester of the AS program, which should be the 4th semester.

CAPSTONE COURSE The capstone is a semester-long capstone project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

Apply for admission to the Bachelor of Science in Business Administration before midterm during the fourth semester.

2017-2018

your ACADEMIC MAP

Business Administration, B.S.B.A. / GEN BUS

WV Parkersburg West Virginia University

Semester 5

COURSE	CREDIT HOURS	SIGNIFICANCE
GBUS 300 — MANAGEMENT INFORMATION SYSTEMS	3	
GBUS 310 — BUSINESS LAW 1	3	🚩
FIN 340 — PRINCIPLES OF BUSINESS FINANCE	3	
MGMT 322 — ORGANIZATIONAL BEHAVIOR	3	
UPPER-DIVISION BUSINESS ELECTIVE	3	
TOTAL	**15**	

Semester 6

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 331 OR 432 — MANAGERIAL OR COST ACCOUNTING	3	
GBUS 304 — ADVANCED EXCEL	3	🚩
GBUS 325 — QUANTITATIVE BUSINESS ANALYSIS	3	
MGMT 333 — HUMAN RESOURCES MANAGEMENT	3	
UPPER-DIVISION BUSINESS ELECTIVE	3	
TOTAL	**15**	

Semester 7

COURSE	CREDIT HOURS	SIGNIFICANCE
GBUS 405 — GLOBAL BUSINESS	3	🚩
ECON 320 — MANAGERIAL ECONOMICS	3	
UPPER-DIVISION BUSINESS ELECTIVE	3	
UPPER-DIVISION MARKETING ELECTIVE	3	
UPPER DIVISION MANAGEMENT ELECTIVE	3	
TOTAL	**15**	

Semester 8

COURSE	CREDIT HOURS	SIGNIFICANCE
GBUS 440 — BUSINESS POLICY CAPSTONE	3	Capstone 🏆 🚩
MKTG 401 — MARKETING RESEARCH	3	
GBUS 415 — MANAGERIAL BUSINESS ETHICS	3	
UPPER-DIVISION MARKETING ELECTIVE	3	
UPPER DIVISION MANAGEMENT ELECTIVE	3	
TOTAL	**15**	

Business Electives: Business electives may be chosen from courses with the following pre-fixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG. Upper-division courses are those that are numbered 300 or higher. For assistance in choosing electives, please see your academic advisor.

CAREER PLANNING AND BSBA APPLICATION As you get ready for your last year before graduation, visit Career Services to plan your job search, and learn how to have a successful interview.

CAPSTONE COURSE The capstone is a semester-long capstone project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

120

For back of this Academic Map please see General Education Map on page 30.

BUSINESS ELECTIVES: Business electives may be chosen from courses with the following prefixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG. For assistance in choosing electives please see our academic advisor.

Bachelor of Science in Business Administration Graduation Requirements:
• Monitor program progress through My Degree to remain on graduation pathway.
• Maintain overall grade point average of 2.0 or higher in General Education courses required for the degree.
• Maintain minimum grade point average of 2.25 overall in all courses included in the
  Common Professional Component (CPC).
• Maintain minimum grade point average of 2.5 overall in all courses included in area of concentration.
• Complete proctored Major Fields Test in capstone course GBUS 440.
• Complete at least 30 credit hours at WVU Parkersburg, 24 of which must be 300/400 level business courses.
• Complete and file the graduation application in OLSIS within the stated deadlines.

your ACADEMIC MAP
Supervisory Management, B.A.S.

WVU Parkersburg — West Virginia University

First Semester of Third-Year BAS Supervisory Management

COURSE	CREDIT HOURS	SIGNIFICANCE
MGMT 220 — PRINCIPLES OF MANAGEMENT	3	
ECON 201 — MICROECONOMICS	3	🚩
GBUS 117— FINANCIAL BUSINESS APPLICATIONS	3	
ACCT 200 — ACCOUNTING FOR NON-BUSINESS MAJORS OR HIGHER	3	
MKTG 230 — PRINCIPLES OF MARKETING	3	
TOTAL	**15**	

Second Semester of Third-Year BAS Supervisory Management

COURSE	CREDIT HOURS	SIGNIFICANCE
ACCT 301 — MANAGERIAL ACCOUNTING FOR NON-BUSINESS MAJORS	3	🚩
UPPER-DIVISION ELECTIVE (300 OR 400 LEVEL CLASSES)	3	
MGMT 322 — ORGANIZATIONAL BEHAVIOR (PRE-REQ. MGMT 220)	3	
GBUS 304 — ADVANCED EXCEL (PRE = CS 101)	3	
UPPER-DIVISION BUSINESS ELECTIVE	2	See Reverse
TOTAL	**14**	

First Semester of Fourth-Year BAS Supervisory Management

COURSE	CREDIT HOURS	SIGNIFICANCE
MGMT 333 — HUMAN RESOURCES MANAGEMENT	3	🚩
NATURAL SCIENCE WITH LAB	4	
UPPER-DIVISION BUSINESS ELECTIVE	3	See Reverse
UPPER-DIVISION ELECTIVE (300 OR 400 LEVEL CLASSES)	3	
*ARTS & CREATIVITY GEN ED ELECTIVE	3	See Reverse
TOTAL	**16**	

Second Semester of Fourth-Year BAS Supervisory Manage-

COURSE	CREDIT HOURS	SIGNIFICANCE
GBUS 301 — PROCESS AND QUALITY MANAGEMENT	3	🚩
UPPER-DIVISION BUSINESS ELECTIVE	3	See Reverse
UPPER-DIVISION ELECTIVE (300 OR 400 LEVEL CLASSES)	3	
GBUS 401 — SUPERVISORY MANAGEMENT CAPSTONE	3	Capstone 🏆 🚩
UPPER-DIVISION BUSINESS ELECTIVE	3	See Reverse
TOTAL	**15**	

The **Bachelor of Applied Science in Supervisory Management** is a 2+2 to enable graduates of Associate of Applied Science degrees in a variety of workforce areas to complete a Bachelor's degree. The BAS/SM will provide skills for first-line supervisors including managerial accounting, process and quality management, and strategic management.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING Students may begin revising their resumes to include enhanced skill sets in supervision and quality management.

CAPSTONE COURSE The capstone is a semester-long integrative project course that prepares you for the workforce by perfecting your resume, assessing student performance on required learning outcomes. Apply to graduate with the BAS in Supervisory Management during the last semester.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS TO GRADUATE (60 FROM AAS)

120

2017-2018

GENERAL EDUCATION COURSES

Parkersburg
West Virginia University®

*	The Arts & Creativity	Science & Technology	Upper-Division Business Electives Choose from:	Upper-Division Electives Choose from:
	3 Cr. Hrs.	8 Cr. Hrs.	12 Cr. Hrs.	6 Cr. Hrs.
	ART 101	CS 101 AND	MGMT 310	COMM 303
	MUSI 170	**Choose from:**	MGMT 338	COMM 304
	THEA 101	ASTR 106	MGMT 410	COMM 308
	ENGL 131	BIOL 101 & BIOL103 lab	GBUS 306	COMM 316
	ENGL 132	BIOL 102 & BIOL 104 lab	GBUS 310	PHIL 347
	ENGL 221	BIOL 107*	MKTG 370	PSYC 323
	ENGL 222	BIOL 108 *	MKTG 371	PSYC 351
	ENGL 241	BIOL 115	MKTG 403	SOC 405
	ENGL 242	BIOL 117		
	ENGL 261	CHEM 111		
	ENGL 262	CHEM 115		
	ENGL 285	CHEM 116		
		GEOL 101 & GEOL 102 lab		
		GEOL 103 & GEOL 104 lab		
		GEOL 105 & GEOL 105L		
		PSCI 111		
		PSCI 112		
		PHYS 101		
		PHYS 102		
		PHYS 111		
		PHYS 112		

*Serves technical and professional degree programs specific to WVU Parkersburg. Does not transfer to WVU as General Education. (August 2017)

**Business electives may be chosen from courses with the following pre-fixes: ACCT, BTEC, ECON, ENT, FIN,GBUS, MGMT, MKTG. See your advisor for recommendations on selection of elective hours.

CRIMINAL JUSTICE Certificate of Applied Science (CAS)

The Certificate in Applied Science Degree in Criminal Justice is embedded in the Associate and Bachelor of Applied Science (BAS) criminal justice degrees. This degree program provides an introduction to basic concepts in criminal justice, including the role of police, courts, and corrections, as well as the basic skills to pursue further education and work in criminal justice.

CERTIFICATE OF APPLIED SCIENCE (CAS) CRIMINAL JUSTICE

your ACADEMIC MAP
Criminal Justice, C.A.S.

Parkersburg
West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
ENGL 101 — COMPOSITION 1	3	Pre-Req. for ENGL 102
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
CJ 111 — INTRO TO CRIMINAL JUSTICE	3	Pre-Req. for all CJ
CJ 112 — CRIMINAL LAW	3	Core Course
SOCIETY, DIVERSITY & CONNECTIONS GENERAL EDUCATION ELECTIVE	3	See Reverse
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2	3	Core Course
CJ 123 — INTRO TO CORRECTIONS	3	Core Course
CJ 231 — CRIMINAL INVESTIGATIONS	3	
HPER 172 — STANDARD FIRST AID	2	
HUMAN INQUIRY & THE PAST GENERAL EDUCATION ELECTIVE	3	See Reverse
TOTAL	**14**	

The Certificate of Applied Science in Criminal Justice gives students an introduction to basic concepts in criminal justice, including the role of police, courts, and corrections, as well as the basic skills to pursue further education and work in criminal justice.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
30

Transfer of Credits: See academic advisor for approval of transfer courses from accredited colleges and universities.

Graduation Requirements — Certificate of Applied Science in Criminal Justice Degree:
Complete 30 credit hours in courses outlined.

Maintain an overall grade point average of 2.0 or higher in all courses required for the degree.

Residency Requirement: Complete a minimum of 8 credit hours at WVU Parkersburg.

Complete application for graduation and file application in OLSIS prior to stated deadline.

GENERAL EDUCATION COURSES

Parkersburg
West Virginia University

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 120*	COMM 105	HIST 101	ART 101
ENGL 102	BIOL 101 & BIOL103 lab	MATH 121	COMM 111	HIST 102	MUSI 170
ENGL 107*	BIOL 102 & BIOL 104 lab	MATH 125*	COMM 112	HIST 152	THEA 101
ENGL 108*	BIOL 107*	MATH 126	ECON 201	HIST 153	ENGL 131
	BIOL 108 *	MATH 128	ECON 202	PHIL 111	ENGL 132
	BIOL 115	MATH 129	GEOG 102	PHIL 170	ENGL 221
	BIOL 117	MATH 150	GEOG 240		ENGL 222
	CHEM 111	MATH 155	POLS 102		ENGL 241
	CHEM 115	MATH 156	POLS 220		ENGL 242
	CHEM 116	MATH 211	PSYC 101		ENGL 261
	CS 101		PSYC 241		ENGL 262
	GEOL 101 & GEOL 102 lab		SOC 101		ENGL 285
	GEOL 103 & GEOL 104 lab		SOC 105		
	GEOL 105 & GEOL 105L		SOC 221		
	PSCI 111		SOC 232		
	PSCI 112		FREN 101		
	PHYS 101		FREN 102		
	PHYS 102		RELI 231		
	PHYS 111		SPAN 101		
	PHYS 112		SPAN 102		

* Serves technical and professional degree programs specific to WVU Parkersburg. Does not transfer to WVU as General Education. (August 2017)

Certificate of Applied Science Graduation Requirements:
• Monitor program progress through My Degree to remain on graduation pathway.
• Complete 30 credit hours.
• Maintain minimum grade point average of 2.0 or higher in all courses.
• Complete at least 8 credit hours at WVU at Parkersburg.
• Complete and file the graduation application in OLSIS within the stated deadlines.

Associate in Applied Science (AAS) Criminal Justice

The Associate in 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 investigation process. It covers various aspects of crime prevention, law enforcement and policing functions, criminal law and the courts, the corrections system 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 policing, corrections, and related fields.

ASSOCIATE IN APPLIED SCIENCE (AAS) CRIMINAL JUSTICE

your ACADEMIC MAP

Criminal Justice, A.A.S.

WVU Parkersburg West Virginia University

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
ENGL 101 — COMPOSITION 1	3	Pre-req. for ENGL 102
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
CJ 111 — INTRO TO CRIMINAL JUSTICE	3	Pre-req. for all CJ courses, Core Course
CJ 112 — CRIMINAL LAW	3	Core Course
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Reverse
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2	3	
CJ 123 — INTRO TO CORRECTIONS	3	Core Course
CJ 231 — CRIMINAL INVESTIGATIONS	3	Core Course
HPER 172 — STANDARD FIRST AID	2	
HUMAN INQUIRY & THE PAST GEN ED ELECTIVE	3	See Reverse
TOTAL	**14**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
CJ 285 — BASIC CJ RESEARCH METHODS	3	Core course
SOC 232 — CRIMINOLOGY	3	Core course
SCIENCE & TECHNOLOGY GEN ED ELECTIVE	4	See Reverse
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Reverse
CJ ELECTIVE	3	See Reverse
TOTAL	**16**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
CJ 212 — ETHICS IN CJ	3	Core Course
CJ 291 — INTERNSHIP	3	Core Course
PSYCHOLOGY/SOCIOLOGY ELECTIVE	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	
FREE ELECTIVE	2	
TOTAL	**14**	

The **Associate of Applied Science in Criminal Justice** covers various aspects of crime prevention, police and law enforcement functions, criminal law and the courts, the corrections system, and root causes of crime. The program is designed to provide students with a basic understanding of the criminal justice system and the skills needed to pursue further education and work in policing, courts, corrections, and related fields.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING AND BAS APPLICATION As you prepare for your last year before graduation, visit Career Services to write your resume, plan your job search, and learn how to have a successful interview. Students interested in the BAS in Criminal Justice should apply for the program in their final semester of the AAS CJ program.

CAPSTONE COURSE This semester-long project prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

60

2017-2018

For back of this Academic Map please see General Education Map on page 30.

CJ Electives (Any course with CJ prefix that is not required): ACCT 360, HIST 360, LS 101, LS 210, LS 220, LS 313, POLS 225, PSYC 231, PSYC 281, PSYC 362, PSYC 363, PSYC 365, SEC 300, SEC 431, SOC 107, SOC 223, SOC 233, SOC 235, SOC 302, SOC 360, SOC 362, SOC 405.

Graduation Requirements.
• Monitor program progress through My Degree to remain on graduation pathway.
• Complete 60 credit hours of required courses.
• Maintain minimum grade point average of 2.0 or higher in all courses.
• Complete at least 15 credit hours at WVU at 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 provides 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 office
• investigator
• probation and parole officer
• and other related fields

Admission to BASCJ Degree Program:
• 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.)
• A minimum 2.0 grade point average is required for admission.

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.

your ACADEMIC MAP
Criminal Justice, B.A.S.

W Parkersburg
West Virginia University

- - Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
ENGL 101 — COMPOSITION 1	3	Pre-req. for ENGL 102
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
CJ 111 — INTRO TO CRIMINAL JUSTICE	3	Pre-req. for all CJ courses, Core Course
CJ 112 — CRIMINAL LAW	3	Core Course
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Reverse
TOTAL	**16**	

Semester 2 - - - -

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2	3	
CJ 123 — INTRO TO CORRECTIONS	3	Core Course
CJ 231 — CRIMINAL INVESTIGATIONS	3	Core Course
HPER 172 — STANDARD FIRST AID	2	
HUMAN INQUIRY & THE PAST GEN ED ELECTIVE	3	See Reverse
TOTAL	**14**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
CJ 285 — BASIC CJ RESEARCH METHODS	3	Core Course
SOC 232 — CRIMINOLOGY	3	Core Course
SCIENCE & TECHNOLOGY GENERAL EDUCATION ELECTIVE	4	See Reverse
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Reverse
CJ ELECTIVE	3	See Reverse
TOTAL	**16**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
CJ 212 — ETHICS IN CJ	3	Core Course
CJ 291 — INTERNSHIP	3	Core Course
PSYCHOLOGY/SOCIOLOGY ELECTIVE	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	
FREE ELECTIVE	2	
TOTAL	**14**	

The **Bachelor of Applied Science in Criminal Justice** will prepare the student for a rewarding career in the criminal justice field in careers such as: police officer, investigator, crime scene technician, correctional officer, probation and parole officer, program specialist and evaluator, and other related fields, or for an advanced degree in criminal justice.

MILESTONE COURSES
These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING AND BAS IN CJ APPLICATION
As you prepare for your last year before graduation, visit Career Services to write your resume, plan your job search, and learn how to have a successful interview. Students interested in furthering their education in a Master's degree program should meet with their advisor at the end of their third year, or 6th semester.

your ACADEMIC MAP
Criminal Justice, B.A.S.

W Parkersburg
West Virginia University®

Semester 5

COURSE	CREDIT HOURS	SIGNIFICANCE	
CJ 311 — CRIMINAL BEHAVIOR	3	Core course	🚩
CJ UPPER DIVISION ELECTIVE	3	See List	
CJ UPPER DIVISION ELECTIVE	3	See List	
SCIENCE & TECHNOLOGY GEN ED ELECTIVE OR CJ 388 — BLOODSTAIN PATTERNS	4	See Reverse	
FREE ELECTIVE UPPER DIVISION	3		
TOTAL	**16**		

Semester 6

COURSE	CREDIT HOURS	SIGNIFICANCE	
LS 313 — CRIMINAL PROCEDURE	3	Core Course	🚩
COMM 308 — NONVERBAL COMMUNICATION	3		
MGMT 220 — PRINCIPLES OF MANAGEMENT	3		
HUMAN INQUIRY & THE PAST ELECTIVE OR SOCIETY, DIVERSITY & CONNECTIONS GENERAL EDUCATION ELECTIVE	3	See Reverse	
CJ UPPER DIVISION ELECTIVE	3	See List	
TOTAL	**15**		

Semester 7

COURSE	CREDIT HOURS	SIGNIFICANCE	
ENGL 308 — ADVANCED WRITING OR ENGL 334 — TECHNICAL WRITING	3	Core Course	🚩
MATH 211 — STATISTICS	3	See Reverse	
ARTS AND CREATIVITY GEN ED ELECTIVE	3	See List	
CJ UPPER DIVISION ELECTIVE	3	See List	
CJ UPPER DIVISION ELECTIVE	3		
TOTAL	**15**		

Semester 8

COURSE	CREDIT HOURS	SIGNIFICANCE	
CJ 440 — APPLIED CRIMINAL JUSTICE RESEARCH METHODS	3	Core Course	
CJ 460 — CAPSTONE	2	Core Course	🏆🚩
CJ UPPER DIVISION ELECTIVE	3	See List	
HUMAN INQUIRY & THE PAST ELECTIVE OR SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3		
FREE ELECTIVE UPPER DIVISION	3		
TOTAL	**14**		

CAPSTONE COURSE
The capstone is a semester-long capstone project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
120

CJ Electives (Any course with CJ prefix that is not required):
ACCT 360: Fraud Examination
HIST 360: History of Crime and Punishment
LS 101: Introduction to Legal Studies
LS 210: Legal Research and Writing 1
LS 220: Legal Research and Writing 2
LS 313: Criminal Procedure
POLS 225: Constitutional Law
PSYC 231: Leadership and Human Relations
PSYC 281: Abnormal Psychology
PSYC 362 Psychological Assessment
PSYC 363: Theories of Personality
PSYC 365: Forensic Psychology
SEC 300: Introduction to Security
SEC 431: Computer Forensics
SOC 107: Social Problems
SOC 223: Death and Dying
SOC 233: Juvenile Delinquency
SOC 235: Race Relations and Minority Groups
SOC 302: Deviant Behavior
SOC 360: Gender and Human Identity
SOC 362: Sociology of Aging
SOC 405: Social Inequality

PROGRAM CORE COURSES

COURSE	LETTER GRADE	QUALITY POINTS	CREDIT HOURS	TOTAL POINTS
CJ 111			3	
CJ 112			3	
CJ 123			3	
CJ 212			3	
CJ 231			3	
CJ 285			3	
CJ 291			3	
CJ 311			3	
CJ 440			3	
CJ 460			2	
ENGL 308			3	
LS 313			3	
SOC 232			3	
GPA MUST BE ≥ 2.50				
DIVIDE TOTAL QUALITY POINTS BY CR HR TOTAL				

Quality Points Conversion: A=4; B=3; C=2; D=1

Admission to BASCJ Degree Program. See Academic Advisor for admission to program during the last semester of the AAS program (generally, the 4th semester).
Transfer of Credits. See Academic Advisor for approval of transfer courses from accredited colleges and universities.

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.

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.

Graduation Requirements.
• Monitor program progress through My Degree to remain on graduation pathway.
• 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.
• Complete proctored Major Fields Test in capstone course CJ 460.
• Complete at least 30 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

The Legal Studies career pathway begins with the certificate, which is embedded into the Associate of Applied Science and leads to the Bachelor of Applied 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.

your ACADEMIC MAP
Legal Studies, C.A.S.

WV Parkersburg West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
LS 101 — INTRODUCTION TO LEGAL STUDIES	3	🚩
ENGL 101 — COMPOSITION 1	3	Pre-Req. for ENGL 102
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Reverse
HUMAN INQUIRY & THE PAST GEN ED ELECTIVE	3	See Reverse
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
LS 210 — LEGAL RESEARCH AND WRITING 1	3	Pre-Req. for LS 220 🚩
LS 231— LEGAL ETHICS	3	
LS 240 — CIVIL PROCEDURES	3	
ENGL 102 — COMPOSITION 2	3	
SCIENCE & TECHNOLOGY GEN ED ELECTIVE	3	See Reverse
TOTAL	**15**	

Certificate of Applied Science in Legal Studies gives students a foundation in legal studies and various areas of law and develops basic legal research and writing skills for supporting positions within the legal field. This Certificate of Applied Science begins the Legal Studies career pathway that leads to the Associate of Applied Science and then to the Bachelor of Applied Science in Legal Studies.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
31

Transfer of Credits: See academic advisor for approval of transfer courses from accredited colleges and universities.

Graduation Requirements — Certificate of Applied Science in Legal Studies Degree:
Complete 31 credit hours in courses outlined.

Maintain an overall grade point average of 2.0 or higher in all courses required for the degree.

Residency Requirement: Complete a minimum of 8 credit hours at WVU Parkersburg.

Complete application for graduation and file application in OLSIS prior to stated deadline.

For back of this Academic Map please see General Education Map on page 30.

Certificate of Applied Science Graduation Requirements:
• Monitor program progress through My Degree to remain on graduation pathway.
• Complete 31 credit hours.
• Maintain minimum grade point average of 2.0 or higher in all courses.
• Complete at least 8 credit hours at WVU at Parkersburg.
• Complete application for graduation and file application in OLSIS prior to stated deadline

ASSOCIATE IN APPLIED SCIENCE (AAS) LEGAL STUDIES

The AAS is a continuation of the program from the CAS and further prepares students for supporting positions within the legal field. 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 IN APPLIED SCIENCE (AAS)

your ACADEMIC MAP
Legal Studies, A.A.S.

W Parkersburg West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
LS 101 — INTRODUCTION TO LEGAL STUDIES	3	
ENGL 101 — COMPOSITION 1	3	Pre-Req. for ENGL 102
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Reverse
HUMAN INQUIRY & THE PAST GEN ED ELECTIVE	3	See Reverse
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
LS 210 — LEGAL RESEARCH & WRITING 1	3	Pre-Req. for LS 220
LS 231 — LEGAL ETHICS	3	
LS 240 — CIVIL PROCEDURES	3	
ENGL 102 — COMPOSITION 2	3	
SCIENCE & TECHNOLOGY GEN ED ELECTIVE	3	See Reverse
TOTAL	**15**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
LS 215 — LAW OFFICE MANAGEMENT	3	
LS 220 — LEGAL RESEARCH AND WRITING 2	3	
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Reverse
PSYCHOLOGY/SOCIOLOGY ELECTIVE	3	
ARTS & CREATIVITY GEN ED ELECTIVE	3	See Reverse
TOTAL	**15**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
LS 295 — LEGAL PROFESSIONAL DEVELOPMENT	2	AAS Capstone
LS 291 — INTERNSHIP OR LS ELECTIVE	3	
LS ELECTIVE	3	See Reverse
CJ ELECTIVE	3	See Reverse
FREE ELECTIVE	3	
TOTAL	**14**	

The **Associate of Applied Science in Legal Studies** gives students a foundation in legal studies and expands and develops student knowledge of various areas of substantive law and legal research in writing. Successful completion of the AAS LS will prepare students for entry level careers and to apply for the Bachelor of Applied Science in Legal Studies.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to complete on time.

CAREER PLANNING AND BAS IN LS APPLICATION As you prepare for your last year before graduation, be sure to visit Career Services to write your resume, plan your job search, and learn how to have a successful interview. Students interested in the BAS should apply for the program in their final semester of the AAS LS program.

CAPSTONE COURSE The capstone is a semester-long project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

60

2017-2018

GENERAL EDUCATION COURSES

Parkersburg
West Virginia University.

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 120*	COMM 105	HIST 101	ART 101
ENGL 102	BIOL 101 & BIOL103 lab	MATH 121	COMM 111	HIST 102	MUSI 170
ENGL 107*	BIOL 102 & BIOL 104 lab	MATH 125*	COMM 112	HIST 152	THEA 101
ENGL 108*		MATH 126	ECON 201	HIST 153	ENGL 131
	BIOL 107*	MATH 128	ECON 202	PHIL 111	ENGL 132
	BIOL 108 *	MATH 129	GEOG 102	PHIL 170	ENGL 221
	BIOL 115	MATH 150	GEOG 240		ENGL 222
	BIOL 117	MATH 155	POLS 102		ENGL 241
	CHEM 111	MATH 156	POLS 220		ENGL 242
	CHEM 115	MATH 211	PSYC 101		ENGL 261
	CHEM 116		PSYC 241		ENGL 262
	CS 101		SOC 101		ENGL 285
	GEOL 101 & GEOL 102 lab		SOC 105		
	GEOL 103 & GEOL 104 lab		SOC 221		
	GEOL 105 & GEOL 105L		SOC 232		
	PSCI 111		FREN 101		
	PSCI 112		FREN 102		
	PHYS 101		RELI 231		
	PHYS 102		SPAN 101		
	PHYS 111		SPAN 102		
	PHYS 112				

* Serves technical and professional degree programs specific to WVU Parkersburg. Does not transfer to WVU as General Education. (August 2017)

CJ Electives: ACCT 360, HIST 360, LS 101, LS 210, LS 220, LS 313, POLS 225, PSYC 231, PSYC 281, PSYC 362, PSYC 363, PSYC 365, SEC 300, SEC 431, SOC 107, SOC 223, SOC 233, SOC 235, SOC 302, SOC 360, SOC 362, SOC 405.

LS Electives: Any course with an LS prefix.

Graduation Requirements.
• Monitor program progress through MyDegree to remain on graduation pathway.
• Complete 60 credit hours of required courses.
• Maintain minimum grade point average of 2.0 or higher in all courses.
• Complete at least 15 credit hours at WVU at Parkersburg.
• Complete application for graduation and file application in OLSIS prior to stated deadline.

BACHELOR OF APPLIED SCIENCE LEGAL STUDIES

The BAS is anticipated to prepare and qualify students for the Certified Paralegal Exam. The BAS has 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 and for graduate level study in law.

your ACADEMIC MAP
Legal Studies, B.A.S.

W Parkersburg
West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
LS 101 — INTRODUCTION TO LEGAL STUDIES*	3	🚩
ENGL 101 — COMPOSITION 1	3	Pre-Req. for ENGL 102
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
SOCIETY, DIVERSITY & CONNECTIONS ELECTIVE	3	See Attached
HUMAN INQUIRY & THE PAST GEN ED ELECTIVE (RECOMMEND COMM 111)	3	See Attached
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
LS 210 — LEGAL RESEARCH & WRITING 1*	3	Pre-Req. for LS 220 🚩
LS 231 — LEGAL ETHICS*	3	
LS 240 — CIVIL PROCEDURES*	3	
ENGL 102 — COMPOSITION 2	3	
SCIENCE & TECHNOLOGY GEN ED ELECTIVE	3	See Attached
TOTAL	**15**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
LS 215 — LAW OFFICE MANAGEMENT*	3	
LS 220 — LEGAL RESEARCH AND WRITING 2*	3	🚩
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Attached
PSYCHOLOGY/SOCIOLOGY ELECTIVE	3	
ARTS & CREATIVITY GEN ED ELECTIVE	3	See Attached
TOTAL	**15**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
LS 295 — LEGAL PROFESSIONAL DEVELOPMENT OR LS ELECTIVE*	2	AAS Capstone 💲🏆
LS 291 — INTERNSHIP OR LS ELECTIVE*	3	
LS ELECTIVE*	3	
CJ ELECTIVE	3	See Attached
FREE ELECTIVE	3	
TOTAL	**14**	

The **Bachelor of Applied Science in Legal Studies (BAS LS)** gives students a broad foundation in legal studies and expands, develops and explores student knowledge of various issues and areas relevant to the legal field. While not strictly a paralegal program, successful completion of the BAS LS will prepare students for careers in the legal and related fields and for the Certified Paralegal Exam.

MILESTONE COURSES
These courses are the keys to graduation. Courses should be taken in the recommended semesters to complete on time.

BAS IN LS APPLICATION
Students should formally apply for the BAS in LS program after completing an AAS or 58 credit hours in required courses, which should be the 4th semester.

CAPSTONE COURSE
The capstone is a semester-long project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

2017-2018

your ACADEMIC MAP
Legal Studies, B.A.S.

Parkersburg West Virginia University

Semester 5

COURSE	CREDIT HOURS	SIGNIFICANCE
LS 315 — CONTRACTS*	3	
UPPER-LEVEL LAW ELECTIVE*	3	See Attached
SCIENCE & TECHNOLOGY GEN ED ELECTIVE	4	See Attached
FREE ELECTIVE	3	See Attached
BUS/ENT/CJ/LAW ELECTIVE	3	See Attached
TOTAL	**16**	

Semester 6

COURSE	CREDIT HOURS	SIGNIFICANCE
LS 335 — FAMILY LAW*	3	
GBUS 310 — BUSINESS LAW	3	
UPPER-LEVEL LAW ELECTIVE*	3	See Attached
UPPER-LEVEL COMM ELECTIVE OR ENGL ELECTIVE	3	
HUMAN INQUIRY & THE PAST OR SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Attached
TOTAL	**15**	

Semester 7

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 308 OR ENGL 334	3	
UPPER-LEVEL LS ELECTIVE*	3	
UPPER-LEVEL LS ELECTIVE*	3	
UPPER-LEVEL FREE ELECTIVE	3	
FREE ELECTIVE	3	See Attached
TOTAL	**15**	

Semester 8

COURSE	CREDIT HOURS	SIGNIFICANCE
LS 460 — CAPSTONE*	2	Capstone
GBUS 412 — BUSINESS LAW 2	3	
UPPER-LEVEL LS ELECTIVE*	3	
UPPER-LEVEL FREE ELECTIVE	3	
BUS/ENT/CJ/LAW ELECTIVE	3	See Attached
TOTAL	**14**	

MILESTONE COURSES
These courses are the keys to graduation. Courses should be taken in the recommended semesters to complete on time.

CAREER PLANNING
As you get ready for your last year before graduation, visit Career Services to write your resume, plan your job search, and learn how to have a successful interview.

CAPSTONE COURSE
The capstone is a semester-long project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a comprehensive project that is the culmination of your Legal Studies Education.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
120

For back of this Academic Map please see General Education Map on page 30.

GENERAL EDUCATION COURSES

Additional Program Information

LS ELECTIVES: Any courses with an LS prefix including Cooperative Education electives in an LS discipline. Cooperative Education electives may account for no more than 6 lower-level and 3 upper-level credit hours toward graduation requirements.

LAW ELECTIVES: Any of the following courses are considered a LAW elective for purposes of the LS degrees: ACCT 353, ACCT 354, ACCT 360 or CJ 360, CJ 112, CJ 123, CJ 213, CJ 231, CJ 270, CJ 305, CJ 313, ECON 201, ECON 202, GBUS 410, HIST 360, MGMT 220, MGMT 310, MGMT 333, MGMT 338, PHIL 231, PHIL 347, POLS 225, POLS 256, SOC 221, SOC 232, SOC 233, SOC 235, SOC 302, PSYC 281, PSYC 365.

BUS Electives: Any courses with the following prefixes are BUS electives: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG.

BUS Tract: Any 4 BUS elective courses.

ENT Tract: The following 4 ENT courses that culminate in the receipt of an Advanced Skill Set Certificate in Entrepreneurial Studies: ENT 200, ENT 206, ENT 207, ENT 208.

CJ Tract: The following 4 CJ courses are the CJ tract: CJ 111, CJ 112, CJ 123, CJ 231.

LAW Tract: The GEN tract is any 4 additional LAW electives that are not otherwise required for the BAS in Legal Studies.

BUS / ENT / CJ / LAW Electives: any BUS elective, ENT elective, CJ elective, or LAW elective.

Admission to BAS Legal Studies Degree Program. Admission to BAS Legal Studies requires completion of an AAS degree or 58 credit hours in required courses. Student must also apply for the BAS Legal Studies and be accepted.

Transfer of Credits. See Academic Advisor for approval of transfer courses from accredited colleges and universities.

Graduation Requirements – BAS Legal Studies Degree

Complete an Associate in Applied Science degree prior to application for graduation with the BASBA.

Complete 120 credit hours in courses outlined for the Bachelor of Applied Science. Complete at least 39 upper-level credit hours.

Maintain an overall grade point average of 2.0 or higher in all General Education Foundation courses required for the degree.

Maintain minimum grade point average of 2.5 overall in all core legal studies courses (designated with a *).

Residency Requirement: Complete a minimum of 32 credit hours at WVU Parkersburg.

Complete application for graduation and file application in OLSIS prior to stated deadline.

Graduation Requirements.
• Monitor program progress through My Degree to remain on graduation pathway.
• Complete 120 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 .
• Complete at least 30 credit hours at WVU at Parkersburg.
• Complete application for graduation and file application in OLSIS prior to stated deadline

Non-Traditional Degree Programs
Board of Governors Associate in 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
- achieve personal goals

This degree program provides an opportunity for adult learners to utilize credit for prior learning experiences via:

- licenses
- certificates
- military credit
- prior college credits
- portfolio review
- other non-collegiate sources

Through this program, adult students can establish deserved credentials, achieve a personal sense of accomplishment, and position themselves for advancement into a baccalaureate program. Interested students should contact the Professional Advising Center, in room 1207, for more information.

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.

Admission Requirements:
- Students are eligible for admission two years after graduation from high school.
- Students passing a high school equivalency examination must be out of school at least two years after their high school class has graduated.

Graduation Requirements include:
- Monitor program progress through My Degree to remain on graduation pathway.
- 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.
- Meet minimum of 12 credit hours from a regionally accredited higher education institution, including a minimum of three credits which must be earned from WVU at Parkersburg, as per state mandate.

General Education: 21 hours in the core areas and broken down as follows:

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

Free Electives: Students may complete the additional 39 hours by completion of any of the methods listed previously.

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. It is designed for students who are already working and seeking a degree, not for students at the beginning of an academic pathway.

The Portfolio Process

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 may complete the portfolio development course and submit a portfolio. The fee for the portfolio evaluation is $300.00 with an additional posting fee for each credit hour awarded.

Admission to the Regents Bachelor of Arts degree program
• Students with regionally accredited baccalaureate degrees are excluded.
• Must be fully admitted to WVU Parkersburg.
• Students must have a 2.0 GPA.
• Must have completed 58 hours toward the requirements of the program.
• Students are not eligible for admission until four years after graduation from high school.
• Completion of portfolio development course.

PROGRAM REQUIREMENTS

• 120 total credit hours
• 36 credit hours from 300 level and above
• 36 general education hours to include the following:
    • Communications: 6 credit hours
    • Mathematical Science or Computer Applications: 3 credit hours
    • Natural Sciences: 6 credit hours
    • Humanities: 6 credit hours
    • Social Sciences   6 credit hours
    • 3 hrs. from portfolio development course   3 credit hours
    • Additional credit hours from: 9 credit hours
        • Communications
        • Humanities
        • Natural Sciences
        • Social Sciences
        • Mathematical Sciences
        • Computer Applications

Residency
The state residency requirement is 24 credit hours, a minimum of which 12 must be completed at WVU at Parkersburg. Students may take courses at any public college or university in the state system to meet the residency requirement. Neither portfolio credit nor credit by exam may be used to meet the residency requirement.

Applications for admission to the RBA program are available in the Professional Advising Center, room 1207, and should be completed the semester in which the portfolio development course is taken.

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 as 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 21st Century Learning Skills adopted by the West Virginia Department of Education.
*See the third bullet point on page 2.

Degrees available include the following:

Paraprofessional Certificate Pre K-12
Certificate in Applied Science (CAS) Child Development
Associate in 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
- General Math – Algebra I
- Social Studies 5-9

PARAPROFESSIONAL PRE K-12 CERTIFICATE

The Education Division offers a one-year Paraprofessional Pre K-12 Certificate. Coursework provided in the curriculum of this Certificate is approved by the West Virginia Department of Education and meets the requirements for the Early Childhood Assistant Teacher credential.

your ACADEMIC MAP
Paraprofessional Certificate Pre K-12

WVU Parkersburg
West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
EDUC 250 — INTRO TO EARLY EDUCATION	3	
CDEV 105 — FAMILY AND THE CHILD (COLL 101 EMBEDDED)	3	🚩 10 HOURS
CDEV 210 — CURRICULUM AND STRATEGIES FOR EARLY CHILDHOOD	3	🚩 20 HOURS
ENGL 101 — COMPOSITION 1	3	
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	
TOTAL	**18**	30 HOURS OF FIELD EXP.

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
CDEV 205 — YOUNG CHILDREN WITH SPECIAL NEEDS	3	🚩 20 HOURS
PSYC 241— INTRO TO HUMAN DEVELOPMENT	3	
CDEV 155 — GUIDING YOUNG CHILDREN	3	🚩 20 HOURS
EDUC 255 — LANGUAGE ARTS & EMERGENT LITERACY	3	
CDEV 240 — OBSERVATION AND ASSESSMENT SKILLS	3	🚩 10 HOURS
EDUC 108 — EDUCATIONAL TECHNOLOGY	3	
TOTAL	**18**	50 HOURS OF FIELD EXP.

Graduation Requirements
A grade of "C" or better required in program courses with an overall GPA of 2.0.

Upon completion of the **Paraprofessional Certificate Pre K-12** 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 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.

CLINICAL COURSES
These courses have a component that requires placement in a child development setting and a completed CDEV file. The amount of hours can be found beside the flag.

CAREER LADDER
CDEV is designed as a career ladder with multiple entry and exit points. Students can earn a **Paraprofessional Certificate Prek-12** and in one more year, you can earn an **Associate of Applied Science in Child Development** without losing credits. In two years of study beyond the associates degree, you can earn a **Bachelor of Applied Science in Child Development**.

18-36 Students should average 18 credit hours per semester, or 36 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

36

For back of this Academic Map please see General Education Map on page 30.

2017-2018

CERTIFICATE OF APPLIED SCIENCE IN CHILD DEVELOPMENT

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.

your ACADEMIC MAP
Child Development, C.A.S.

WV Parkersburg
West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
EDUC 250 — INTRO TO EARLY EDUCATION	3	
CDEV 105 — FAMILY AND THE CHILD (COLL 101 EMBEDDED)	3	🚩 10 HOURS
CDEV 210 — CURRICULUM AND STRATEGIES FOR EARLY CHILDHOOD	3	🚩 20 HOURS
ENGL 101 — COMPOSITION 1	3	
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
TOTAL	**15**	30 HOURS OF FIELD EXP.

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
CDEV 205 — YOUNG CHILDREN WITH SPECIAL NEEDS	3	🚩 20 HOURS
PSYC 241— INTRO TO HUMAN DEVELOPMENT	3	
CDEV 155 — GUIDING YOUNG CHILDREN	3	🚩 20 HOURS
EDUC 255 — LANGUAGE ARTS & EMERGENT LITERACY	3	
CDEV 240 — OBSERVATION AND ASSESSMENT SKILLS	3	🚩 10 HOURS
TOTAL	**15**	50 HOURS OF FIELD EXP.

Graduation Requirements
A grade of "C" or better required in program courses with an overall GPA of 2.0.

The **Certificate of Applied Science in Child Development** builds early childhood professional knowledge, skills, and abilities so graduates can prepare, facilitate, and assess learning environments that are engaging and playful to promote social, emotional, cognitive, and physical development.

CLINICAL COURSES These courses have a component that requires placement in a child development setting and a completed CDEV file. The amount of hours can be found beside the flag.

CAREER LADDER CDEV is designed as a career ladder with multiple entry and exit points. Students can earn a **Certificate of Applied Science in Child Development.** To add a **Paraprofessional Certificate Pre K-12**, add two additional classes to your certificate — COMM 111 and EDUC 108. In just one more year, you can earn an **Associate of Applied Science in Child Development** without losing credits. In two years of study beyond the associates degree, you can earn a **Bachelor of Applied Science in Child Development** without losing credits.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
30

2017-2018

GENERAL EDUCATION COURSES

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 120*	COMM 105	HIST 101	ART 101
ENGL 102	BIOL 101 & BIOL103 lab	MATH 121	COMM 111	HIST 102	MUSI 170
ENGL 107*	BIOL 102 & BIOL 104 lab	MATH 125*	COMM 112	HIST 152	THEA 101
ENGL 108*	BIOL 107*	MATH 126	ECON 201	HIST 153	ENGL 131
	BIOL 108 *	MATH 128	ECON 202	PHIL 111	ENGL 132
	BIOL 115	MATH 129	GEOG 102	PHIL 170	ENGL 221
	BIOL 117	MATH 150	GEOG 240		ENGL 222
	CHEM 111	MATH 155	POLS 102		ENGL 241
	CHEM 115	MATH 156	POLS 220		ENGL 242
	CHEM 116	MATH 211	PSYC 101		ENGL 261
	CS 101		PSYC 241		ENGL 262
	GEOL 101 & GEOL 102 lab		SOC 101		ENGL 285
	GEOL 103 & GEOL 104 lab		SOC 105		
	GEOL 105 & GEOL 105L		SOC 221		
	PSCI 111		SOC 232		
	PSCI 112		FREN 101		
	PHYS 101		FREN 102		
	PHYS 102		RELI 231		
	PHYS 111		SPAN 101		
	PHYS 112		SPAN 102		

* Serves technical and professional degree programs specific to WVU Parkersburg. Does not transfer to WVU as General Education.
(August 2017)

Graduation Requirements
• Monitor program progress through My Degree to remain on graduation pathway.
• Student must maintain a minimum 2.0 grade point average
• Student must complete all program (CDEV and EDUC) coursework with a grade of C or better.
• 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 maintain a complete file at any time after admission will result in removal from Admitted status.
• Students must uphold the NAEYC Code of Ethical Conduct. Failure to adhere to the code may result in dismissal from the program. To access code use the following link: http://www.naeyc.org/files/naeyc/image/public_policy/Ethics%20position%20Statement2011_09202013update.pdf.
• Complete at least 8 credit hours at WVU at Parkersburg.
• Complete application for graduation and file application in OLSIS prior to stated deadline.

Associate in Applied Science in Child Development

The Associate in Applied Science (AAS) in Child Development provides preparation for those interested in working in childcare, Head Start, or preschool collaboratives.

your ACADEMIC MAP
Child Development, A.A.S.

WV Parkersburg West Virginia University

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
EDUC 250 — INTRO TO EARLY EDUCATION	3	
CDEV 105 — FAMILY & THE CHILD (COLL 101 EMBEDDED)	3	10 Hours 🚩
CDEV 210 — CURRICULUM AND STRATEGIES FOR EARLY CHILDHOOD	3	20 Hours 🚩
ENGL 101 — COMPOSITION 1	3	
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
TOTAL	**15**	30 Hours of Field Exp.

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
CDEV 205 — YOUNG CHILDREN WITH SPECIAL NEEDS	3	20 Hours 🚩
PSYC 241 — INTRO TO HUMAN DEVELOPMENT	3	
CDEV 155 — GUIDING YOUNG CHILDREN	3	20 Hours 🚩
EDUC 255 — LANGUAGE ARTS & EMERGENT LITERACY	3	
CDEV 240 — OBSERVATION AND ASSESSMENT STRATEGIES	3	10 Hours 🚩
TOTAL	**15**	50 Hours of Field Exp.

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
CDEV 243 — INFANT & TODDLER DEVELOPMENT	3	20 Hours 🚩
CDEV 242 — PRESCHOOL DEVELOPMENT	3	20 Hours 🚩
CDEV 220 — ETHICS & ADMINISTRATION 1	3	10 Hours 🚩
GENERAL EDUCATION LAB SCIENCE ELECTIVE	4	See Reverse
TOTAL	**13**	50 Hours of Field Exp.

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
CDEV 215 — HEALTHY ENVIRONMENTS	4	
ART 101, MUSI 170, OR THEA 101 APPRECIATION	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	
EDUC 108 — EDUCATIONAL TECHNOLOGY	3	
CDEV 251 — CAPSTONE	4	120 Hours 🏆🚩
TOTAL	**17**	120 Hours of Field Exp.

The **Associate of Applied Science in Child Development** develops knowledge, skills and abilities so graduates can prepare, facilitate, and assess learning environments that are engaging and playful to promote social, emotional, cognitive, and physical development.

FIELD EXPERIENCE AND/OR CLINICAL COURSES These courses have a component that requires placement in a child development setting and a completed CDEV file. The amount of hours can be found beside the flag.

CAREER LADDER CDEV is designed as a career ladder with multiple entry and exit points. In two years of study beyond the associate degree, you can earn a **Bachelor of Applied Science in Child Development** without losing credits.

CAPSTONE COURSE A semester long project that must be taken before graduation. A "C" or better must be earned, and the Pre-PAC Assessment must be completed.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

60

2017-2018

GENERAL EDUCATION COURSES

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 120*	COMM 105	HIST 101	ART 101
ENGL 102	BIOL 101 & BIOL103 lab	MATH 121	COMM 111	HIST 102	MUSI 170
ENGL 107*	BIOL 102 & BIOL 104 lab	MATH 125*	COMM 112	HIST 152	THEA 101
ENGL 108*	BIOL 107*	MATH 126	ECON 201	HIST 153	ENGL 131
	BIOL 108 *	MATH 128	ECON 202	PHIL 111	ENGL 132
	BIOL 115	MATH 129	GEOG 102	PHIL 170	ENGL 221
	BIOL 117	MATH 150	GEOG 240		ENGL 222
	CHEM 111	MATH 155	POLS 102		ENGL 241
	CHEM 115	MATH 156	POLS 220		ENGL 242
	CHEM 116	MATH 211	PSYC 101		ENGL 261
	CS 101		PSYC 241		ENGL 262
	GEOL 101 & GEOL 102 lab		SOC 101		ENGL 285
	GEOL 103 & GEOL 104 lab		SOC 105		
	GEOL 105 & GEOL 105L		SOC 221		
	PSCI 111		SOC 232		
	PSCI 112		FREN 101		
	PHYS 101		FREN 102		
	PHYS 102		RELI 231		
	PHYS 111		SPAN 101		
	PHYS 112		SPAN 102		

* Serves technical and professional degree programs specific to WVU Parkersburg. Does not transfer to WVU as General Education.
(August 2017)

Requirements for Admission

In order to be considered for Admission to, and Retention in, the Associate in Applied Science with an emphasis in Child Development: Student must fulfill the following requirements in accordance with the Admission to the BAS with an emphasis in Child Development Policy:

a. Fingerprints for BCI (Bureau for Criminal Investigation) 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. The TB Risk Assessment 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.

Graduation Requirements
• Monitor program progress through My Degree to remain on graduation pathway.
• Student must maintain a minimum 2.0 grade point average
• Student must complete all program (CDEV and EDUC) coursework with a grade of C or better.
• 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 maintain a complete file at any time after admission will result in removal from Admitted status.
• Students must uphold the NAEYC Code of Ethical Conduct. Failure to adhere to the code may result in dismissal from the program. To access code use the following link: http://www.naeyc.org/files/naeyc/image/public_policy/Ethics%20position%20Statement2011_09202013update.pdf.
• 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.
• Complete at least 15 credit hours at WVU at Parkersburg.
• Complete application for graduation and file application in OLSIS prior to stated deadline.

Bachelor of Applied Science in Child Development

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.

Student 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.

your ACADEMIC MAP
Child Development, B.A.S.

WVU Parkersburg — West Virginia University

-- Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE	
EDUC 250 — INTRO TO EARLY EDUCATION	3		
CDEV 105 — FAMILY & THE CHILD (COLL 101 INCL)	3	10 Hours	🚩
CDEV 210 — CURRICULUM AND STRATEGIES FOR EC	3	20 Hours	🚩
ENGL 101 — COMPOSITION 1	3		
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3		
TOTAL	**15**	30 Hours of Field Exp.	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE	
CDEV 205 — YOUNG CHILDREN WITH SPECIAL NEEDS	3	20 Hours	🚩
PSYC 241 — INTRO TO HUMAN DEVELOPMENT	3		
CDEV 155 — GUIDING YOUNG CHILDREN	3	20 Hours	🚩
EDUC 255 — LANGUAGE ARTS & EMERGENT LITERACY	3		
CDEV 240 — OBSERVATION AND ASSESSMENT STRATEGIES	3	10 Hours	🚩
TOTAL	**15**	50 Hours of Field Exp.	

-- Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE	
CDEV 243 — INFANT & TODDLER DEVELOPMENT	3	20 Hours	🚩
CDEV 242 — PRESCHOOL DEVELOPMENT	3	20 Hours	🚩
CDEV 220 — ETHICS & ADMINISTRATION 1	3	10 Hours	🚩
GENERAL EDUCATION LAB SCIENCE ELECTIVE	4	See Attached	
TOTAL	**13**	50 Hours of Field Exp.	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE	
CDEV 215 — HEALTHY ENVIRONMENTS	4		
ART 101, MUSI 170, OR THEA 101 APPRECIATION	3		
COMM 111 — FUNDAMENTALS OF SPEECH	3		
EDUC 108 — EDUCATIONAL TECHNOLOGY	3		
CDEV 251 — CAPSTONE	4	120 Hours 🏆	🚩
TOTAL	**17**	120 Hours of Field Exp.	

The **Bachelor of Applied Science in Child Development** is the final step on the CDEV career ladder. Students plan, implement, and assess developmentally appropriate learning experiences for young children. They use a strong understanding of child development to promote social, emotional, physical, and cognitive learning and growth.

FIELD EXPERIENCE AND/OR CLINICAL COURSES
These courses have a component that requires placement in a child development setting and a completed CDEV file. The amount of hours can be found beside the flag.

CAREER LADDER
CDEV is designed as a career ladder with multiple entry and exit points. Students can earn a **Certificate Degree.** To add a **Paraprofessional Prek-12** certification, add two additional classes to your certificate — COMM 111 and EDUC 108. In just one more year, you can earn an **AAS in Child Development** without losing credits. In two years of study beyond the Associate degree, you can earn a **Bachelor of Applied Science in Child Development** without losing credits.

CAPSTONE COURSE
A semester long project that must be taken before graduation. A "C" or better must be earned, and the Pre-PAC Assessment must be completed.

GRADUATION REQUIREMENTS
A grade of "C" or better is required in program courses with an overall GPA of 2.0.

2017-2018

your ACADEMIC MAP
Child Development, B.A.S.

W Parkersburg
West Virginia University

Semester 5

COURSE	CREDIT HOURS	SIGNIFICANCE	
CDEV 332 — SCIENCE EXPLORATION FOR PRE-K	3	10 Hours	⚑
CDEV 325 — ETHICS AND ADMINISTRATION 2	3	10 Hours	⚑
CDEV 335 — CREATIVE EXPERIENCES	3	10 Hours	⚑
CDEV 336 — EARLY SOCIAL STUDIES	3	10 Hours	⚑
COMM ELECTIVE UPPER DIVISION	3		
TOTAL	**15**	40 Hours	

Semester 6

COURSE	CREDIT HOURS	SIGNIFICANCE	
SOCIETY, DIVERSITY, AND CONNECTIONS GEN ED ELECTIVE (PREFERRED: PSYC 101, SOC 101, SOC 221, OR SOC 105)	3	See Attached	
MATH 211 — STATISTICS	3		
ENGL 102 — ENGLISH COMPOSITION 2	3		
SOC ELECTIVE UPPER DIVISION	3		
EDUC 300 — THEORIES OF LEARNING	3	20 Hours	⚑
MATH 304 — MATH FOR YOUNG CHILDREN	3	10 Hours	⚑
TOTAL	**18**	30 Hours	

Semester 7

COURSE	CREDIT HOURS	SIGNIFICANCE		
HUMAN INQUIRY AND THE PAST GEN ED ELECTIVE	3	See Attached		
THE ARTS AND CREATIVITY GEN ED ELECTIVE	3	See Attached		
PSYC 363 — THEORIES OF PERSONALITY	3			
EDUC 302 — STRATEGIES IN EARLY EDUCATION	3		◆	
EDUC 402 — CURRICULUM IN EARLY EDUCATION	2	◆	45 Hours	⚑
TOTAL	**14**		45 Hours	

Semester 8

COURSE	CREDIT HOURS	SIGNIFICANCE			
CDEV 405 — PRACTICUM IN EARLY CHILDHOOD	3	🏆	◆	70 Hours	⚑
CDEV 406 — SEMINAR IN EARLY CHILDHOOD	4	🏆	◆		
ENGL 403 — CHILDREN'S LITERATURE	3				
FREE ELECTIVE	3				
TOTAL	**13**			70 Hours	

The **Bachelor of Science in Child Development** is the final step on the CDEV career ladder. Must be admitted to BA Child Development Program to take EDUC 300, EDUC 302, and EDUC 402.

FIELD EXPERIENCE AND/OR CLINICAL COURSES
These courses have a component that requires placement in a child development setting and a completed CDEV file. The amount of hours can be found beside the flag.

CONCURRENT COURSES
Courses to be taken together.

PRACTICUM & SEMINAR
A semester long project concurrent practicum experience and seminar are taken during final year of study. A "C" or better must be earned.

GRADUATION REQUIREMENTS
A grade of "C" or better is required in program courses with an overall GPA of 2.0.

15-30
Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
120

For back of this Academic Map please see General Education Map on page 30.

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 grade 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. Fingerprints for CIB 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. The TB Risk Assessment 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. All students placed in Wood County Schools must complete the Wood County Board of Education background check.
4. Student must uphold the NAEYC Code of Ethical Conduct. Failure to adhere to the code may result in dismissal from the program.

Graduation Requirements
- Monitor program progress through My Degree to remain on graduation pathway.
- Student must hold at least a 2.0 grade point average (GPA).
- Complete all program (CDEV and EDUC) coursework with a C or better.
- 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.
- Student must uphold the NAEYC Code of Ethical Conduct. Failure to adhere to the code may result in dismissal from the program. To access code use the following link: http://www.naeyc.org/files/naeyc/image/public_policy/Ethics%20position%20Statement2011_09202013update.pdf.
- 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.
- Complete at least 30 credit hours at WVU at Parkersburg.
- Complete application for graduation and file application in OLSIS prior to stated deadline

ELEMENTARY EDUCATION
Bachelor of Arts in Elementary Education

The curriculum for the teacher education program at WVU at 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, developmental, 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.

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, or candidacy for earning the degree.

Transfer and Returning Students
It is important that education-related coursework be current. Current coursework is defined as successful completion of a course within the past 8 years. Transfer and returning students must request a transcript analysis from the Certification Analyst, located in the Education Division Office.

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 EDUC 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 (with a grade of "C" or better) in 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 as part of admission packet.
• Students must be recommended for admission by the Teacher Education Review Panel.

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 to 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.

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. 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. Study guides are also available for check out in the Partnerships Education Center (PEC) Room #1325.

Retention Requirements

Students admitted to the Teacher Education program must:
• Maintain an overall 3.0 GPA, a 3.0 GPA in the teaching field
• Maintain a 3.0 GPA in area of specialization
• Maintain 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. A student removed from the program may apply for readmission through a formal letter. This letter must address the failure to meet retention requirements and how the deficiency(ies) will be remedied within one semester should readmission be 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
• Intellectual, behavioral
• Social aspects of teacher performance.

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
- Be able to reason and make decisions appropriate for a classroom teacher at a level determined by the faculty.
- 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.
- 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.
- Have the emotional stability required to maximize utilization of intellectual abilities.
- 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.
- 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.
- Be able to organize time and materials, to prioritize tasks, to perform several tasks at once, and to adapt to changing situations.
- Possess attitudes of integrity, responsibility, confidentiality, and tolerance.
- Show respect for self and others and project an image of professionalism.
- 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.

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 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.

- 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 120 semester hours of approved college credit with an overall GPA of 3.0. At least 45 credit hours of the 120 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.
  - g. Students must complete at least 30 hours of credit at WVU at Parkersburg.
  - h. Complete application for graduation and file application in OLSIS prior to stated deadline

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.

your ACADEMIC MAP
Elementary Education, B.A.

W Parkersburg
West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 101 — COMPOSITION 1	3	◆
MATH 121 — INTRODUCTION TO MATHEMATICS	3	◆
COMM 111 — FUNDAMENTALS OF SPEECH	3	◆
HIST 152 — U.S. HISTORY THROUGH THE CIVIL WAR	3	
EDUC 100 — INTRODUCTION TO EDUCATION (COLLEGE 101 EMBEDDED IN EDUC 100)	3	◆ ⚑
TOTAL	**15**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
PSYC 241 — INTRO TO HUMAN DEVELOPMENT	3	◆
ENGL 102 — COMPOSITION 2	3	◆
MATH 126 — COLLEGE ALGEBRA	3	
HIST 153 — U.S. HISTORY RECONSTRUCTION TO PRESENT	3	
BIOL 101 — GENERAL BIOLOGY 1	3	
BIOL 103 — GENERAL BIOLOGY 1 LAB	1	
TOTAL	**16**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
MATH 211 — STATISTICS	3	
ENGL 131 OR ENGL 132 — TYPES OF LITERATURE 1 OR 2	3	
BIOL 102 — GENERAL BIOLOGY 2	3	
BIOL 104 — GENERAL BIOLOGY 2 LAB	1	
EDUC 200 — INTRO TO EXCEPTIONAL CHILDREN	3	◆ ⚑
EDUC 108 — EDUCATIONAL TECHNOLOGY	3	◆
TOTAL	**16**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 403 — CHILDREN'S LITERATURE	3	
GEOG 102 — WORLD GEOGRAPHY	3	
ART 101, MUSI 170, THEA 101 APPRECIATION	3	
EDUC 300 — THEORIES OF LEARNING	3	◆ ⚑
PSCI 101/101L — FUNDAMENTALS OF PHYSICAL SCIENCE	4	
TOTAL	**16**	

The **Bachelor of Arts in Elementary Education** prepares students for teaching in the elementary classroom in grades kindergarten to sixth grade. Completion of the program of study provides eligibility to apply for certification in the state of West Virginia.

FIELD EXPERIENCE AND/OR CLINICAL COURSES
These courses have a component that requires placement in a school and a background check.

GRADUATION REQUIREMENTS
A grade of "C" or better required in each course in the program of study.

APPLICATIONS TO PROGRAM AND STUDENT TEACHING DUE MARCH 31 AND OCTOBER 31.

COURSES
Needed for Admission to Program. **General Education courses listed in bold**

ADMISSION TO PROGRAM
- Completion of 58 hours
- Minimum 3.0 GPA
- No grade below a C
- Passage of CORE Praxis I Test
- 75 hours Service Learning
- Completion of EDUC 108, ENG 101, 102, COMM 111, PSYC 241, AND MATH 121 or higher
- Dispositional Assessment

2017-2018

~your~ ACADEMIC MAP
Elementary Education B.A.

WV Parkersburg
West Virginia University®

Semester 5

COURSE	CREDIT HOURS	SIGNIFICANCE
HIST 250 — WV AND THE APPALACHIAN REGION	3	
ENGL 241 OR ENGL 242 — AMERICAN LITERATURE 1 OR 2	3	
EDUC 301 — LANGUAGE ARTS FOR TEACHERS	3	★ ⚑
EDUC 310 — DIVERSITY IN EDUCATION	3	★ ⚑
EDUC 306 — INSTRUCTIONAL STRATEGIES IN HEALTH & PE	3	★ ⚑
TOTAL	**15**	

Semester 6

COURSE	CREDIT HOURS	SIGNIFICANCE
EDUC 303 — TEACHING READING K-6	3	★ ⚑
EDUC 304 — INSTRUCTIONAL STRATEGIES IN MATH	3	★ ⚑
EDUC 305 — INSTRUCTIONAL STRATEGIES IN SCIENCE	3	★
EDUC 330 — CLASSROOM MANAGEMENT	3	★
EDUC 330L — CLASSROOM MANAGEMENT PRACTICUM	0	★ ⚑
EDUC 320 — EDUCATIONAL ASSESSMENT	3	★
TOTAL	**15**	

Semester 7

COURSE	CREDIT HOURS	SIGNIFICANCE
EDUC 315 — ART STRATEGIES	3	★
EDUC 316 — MUSIC STRATEGIES	3	★
EDUC 412 — DIAGNOSTIC AND PRESCRIPTIVE READING	3	★
EDUC 412L — DIAGNOSTIC AND PRESCRIPTIVE READING LAB	0	★
EDUC 401 — EARLY/MIDDLE CHILDHOOD CURRICULUM	3	★
EDUC 401L — CURRICULUM PRACTICUM	0	★
EDUC 314 — INSTRUCTIONAL STRATEGIES IN SOCIAL SCIENCE	3	★
TOTAL	**15**	

Semester 8

COURSE	CREDIT HOURS	SIGNIFICANCE
EDUC 404 — STUDENT TEACHING — PRIMARY	5	Capstone 🏆 ★ ⚑
EDUC 408 — STUDENT TEACHING — INTERMEDIATE	5	★ ⚑
EDUC 410 — STUDENT TEACHING SEMINAR	2	
TOTAL	**12**	

★ These courses require full admission to the education program.

EDUCATION 301
EDUC 301 must be taken before EDUC 303, EDUC 303 must be taken before EDUC 412.

CRIMINAL BACKGROUND INVESTIGATION
A criminal background investigation is required for the student teaching permit and initial license.

EDUCATION 401
EDUC 401 must be taken the semester before student teaching.

ADMISSION TO STUDENT TEACHING
• Completion of ALL coursework
• Minimum 3.0 GPA
• 25 hours of professional development
• Passing scores on all of Praxis exams
• Completion of Zaner-Bloser Handwriting Course
• Completion of Ethics Module
• Dispositional Assessment
• Issuance of Student Teaching Permit

🏆 **CAPSTONE COURSE**
Student teaching must be completed the final semester of the senior year. All other coursework must be completed prior to student teaching.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
120

2017-2018

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. 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:
Certificate in Applied Science in Broadcast
Associate of Applied Science in Digital Communication
Associate of Applied Science in Strategic Communication
Associate of Arts Degree
Bachelor of Applied Science in Digital Communication
Bachelor of Applied Science in Strategic Communication
Bachelor of Arts in Multidisciplinary Studies

ASSOCIATE IN 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 for many of 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
- 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.

your ACADEMIC MAP
Associate of Arts

W Parkersburg
West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE	
ENGL 101 — COMPOSITION 1	3		⚑
COLL 101 — ORIENTATION TO COLLEGE	1		
MATH 121 OR HIGHER	3		⚑
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Attached	
ART 101, THEA 101, OR MUSI 170	3		
FREE ELECTIVE 15 TOTAL HOURS REQUIRED	3		
TOTAL	**16**		

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE	
ENGL 102 — COMPOSITION 2	3		⚑
SCIENCE & TECHNOLOGY GEN ED ELECTIVE	4	See Attached	
ART 101, THEA 101, OR MUSI 170	3		
HUMAN INQUIRY AND THE PAST GEN ED ELECTIVE	3	See Attached	
FREE ELECTIVE 15 TOTAL HOURS REQUIRED	3		
TOTAL	**16**		

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
HUMAN INQUIRY AND THE PAST GEN ED ELECTIVE	3	See Attached
1 COURSE CHOSEN FROM ENGL 131 132, 221, 222, 241, 242, 261, 262 OR 285	3	
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Attached
SCIENCE & TECHNOLOGY GEN ED ELECTIVE	4	See Attached
FREE ELECTIVE 15 TOTAL HOURS REQUIRED	3	
TOTAL	**16**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Attached
1 COURSE CHOSEN FROM ENGL 131 132, 221, 222, 241, 242, 261, 262 OR 285	3	
FREE ELECTIVE 15 TOTAL HOURS REQUIRED	3	
FREE ELECTIVE 15 TOTAL HOURS REQUIRED	3	
TOTAL	**12**	

The **Associate of Arts** is designed for transfer to other colleges and universities. Students who wish to earn a Bachelor of Arts or Bachelor of Science Degree at any other Institution can complete their first two years at WVUP. The AA degree is the foundation to the following majors: Art, Education, English, History, Journalism, Mathematics, Music, Philosophy, Political Science, Psychology, Religion, Social Work, Sociology, Spanish, Communications and Theater.

MILESTONE COURSES
These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

2+2 ASSOCIATES OF ARTS
Two years at WVUP and seamlessly transfer to WVU for the final two years degree.

FOREIGN LANGUAGE
Students who will be transferring to WVU or other schools seeking a Bachelor of Arts may need to have completed sophomore level status in a Foreign Language before transferring. Students should check the Foreign Language requirements of the program to which they will be transferring.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
60

2017-2018

GENERAL EDUCATION COURSES

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 120*	COMM 105	HIST 101	ART 101
ENGL 102	BIOL 101 & BIOL103 lab	MATH 121	COMM 111	HIST 102	MUSI 170
ENGL 107*	BIOL 102 & BIOL 104 lab	MATH 125*	COMM 112	HIST 152	THEA 101
ENGL 108*	BIOL 107*	MATH 126	ECON 201	HIST 153	ENGL 131
	BIOL 108 *	MATH 128	ECON 202	PHIL 111	ENGL 132
	BIOL 115	MATH 129	GEOG 102	PHIL 170	ENGL 221
	BIOL 117	MATH 150	GEOG 240		ENGL 222
	CHEM 111	MATH 155	POLS 102		ENGL 241
	CHEM 115	MATH 156	POLS 220		ENGL 242
	CHEM 116	MATH 211	PSYC 101		ENGL 261
	CS 101		PSYC 241		ENGL 262
	GEOL 101 & GEOL 102 lab		SOC 101		ENGL 285
	GEOL 103 & GEOL 104 lab		SOC 105		
	GEOL 105 & GEOL 105L		SOC 221		
	PSCI 111		SOC 232		
	PSCI 112		FREN 101		
	PHYS 101		FREN 102		
	PHYS 102		RELI 231		
	PHYS 111		SPAN 101		
	PHYS 112		SPAN 102		

* Serves technical and professional degree programs specific to WVU Parkersburg. Does not transfer to WVU as General Education.
(August 2017)

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

Associate in Arts Degree

Graduation Requirements:
• Monitor program progress through My Degree to remain on graduation pathway.
• Complete 60 credit hours.
• Maintain minimum grade point average of 2.0 or higher in all courses.
• Complete at least 15 hours of credit at WVU at Parkersburg.
• Complete and file the graduation application in OLSIS within the stated deadlines.

ASSOCIATE IN APPLIED SCIENCE IN DIGITAL COMMUNICATION

your ACADEMIC MAP
Digital Communications, A.A.S.

Parkersburg
West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
ENGL 101— COMPOSITION 1	3	🚩
MATH 120 — QUANTITATIVE LITERACY	3	
COMM 105 — INTRO TO MASS MEDIA	3	🚩
CMS 110 — BASIC NEWS WRITING	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	🚩
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
CS 101 — INTRO TO PC APPLICATIONS	4	
ENGL 102 — COMPOSITION 2	3	
COMM 202 — INTERPERSONAL COMMUNICATION	3	
CMS 215 — MEDIA WRITING	3	
CMS 219 — FUNDAMENTALS OF BROADCAST PRODUCTION	3	🚩
TOTAL	**16**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
CMS 117 — INTRO TO SOCIAL MEDIA	3	
CMS 218 — NEWS REPORTING	3	
CMS 221 — BROADCAST ANNOUNCING	3	
CMS 225 — MEDIA DESIGN 1	1	
HUMAN INQUIRY & THE PAST GEN ED ELECTIVE	3	
TOTAL	**13**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
PHIL 150 — INTRO TO ETHICS	3	
CMS 223 — BROADCAST PROGRAMMING	3	
CMS 235 — FUNDAMENTALS OF VIDEO PRODUCTION	3	🚩
CMS 239 — BROADCAST NEWS WRITING	3	
CMS 240 — (CAPSTONE) MULTIMEDIA REPORTING	3	🚩
TOTAL	**15**	

The **Associate of Applied Science in Digital Communications** is a valuable transfer degree that enables you to write and synthesize information into coherent pieces; demonstrate an appreciation of theory and practice of visual communication, photojournalism, online media and digital media; formulate questions and develop principled conclusions in interviewing sources and covering public affairs; and uphold the responsibilities of a free press with commitment to accuracy, fairness, depth and social conscience.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

POTENTIAL CAREERS If you want to work in broadcasting, journalism, public relations, human resources, advertising, graphic design, or education, a communication degree can help you launch a successful career. As a communications professional, you shape the way people share, receive, and process information — an invaluable role that will always be in demand.

2+2 with WVU Parkersburg: Finish your Associate's degree here and seamlessly transfer to the WVU Parkersburg Bachelor of Applied Science in Communication and Media Studies.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

60

2017-2018

GENERAL EDUCATION COURSES

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 120*	COMM 105	HIST 101	ART 101
ENGL 102	BIOL 101 & BIOL103 lab	MATH 121	COMM 111	HIST 102	MUSI 170
ENGL 107*	BIOL 102 & BIOL 104 lab	MATH 125*	COMM 112	HIST 152	THEA 101
ENGL 108*		MATH 126	ECON 201	HIST 153	ENGL 131
	BIOL 107*	MATH 128	ECON 202	PHIL 111	ENGL 132
	BIOL 108 *	MATH 129	GEOG 102	PHIL 170	ENGL 221
	BIOL 115	MATH 150	GEOG 240		ENGL 222
	BIOL 117	MATH 155	POLS 102		ENGL 241
	CHEM 111	MATH 156	POLS 220		ENGL 242
	CHEM 115	MATH 211	PSYC 101		ENGL 261
	CHEM 116		PSYC 241		ENGL 262
	CS 101		SOC 101		ENGL 285
	GEOL 101 & GEOL 102 lab		SOC 105		
	GEOL 103 & GEOL 104 lab		SOC 221		
	GEOL 105 & GEOL 105L		SOC 232		
	PSCI 111		FREN 101		
	PSCI 112		FREN 102		
	PHYS 101		RELI 231		
	PHYS 102		SPAN 101		
	PHYS 111		SPAN 102		
	PHYS 112				

* Serves technical and professional degree programs specific to WVU Parkersburg. Does not transfer to WVU as General Education. (August 2017)

GRADUATION REQUIREMENTS

• Monitor program progress through My Degree to remain on graduation pathway.
• Complete a minimum 60 hours in credit courses as outlined below.
• Complete at least 16 credit hours at WVU at 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 CMS prefix).
• Complete and file the graduation application, in OLSIS, within the stated deadlines.

your ACADEMIC MAP
Strategic Communications, A.A.S.

WV Parkersburg — West Virginia University

- Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
ENGL 101 — COMPOSITION 1	3	🚩
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3	
COMM 105 — INTRO TO MASS MEDIA	3	🚩
CMS 110 — BASIC NEWS WRITING	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	🚩
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
CS 101 — INTRO TO PC APPLICATIONS (PRE-REQ. MATH)	4	
ENGL 102 — COMPOSITION 2	3	
COMM 202 — INTERPERSONAL COMMUNICATION	3	
CMS 215 — MEDIA WRITING	3	
CMS 220 — PHOTOGRAPHY	3	
TOTAL	**16**	

- Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
CMS 117 — INTRO TO SOCIAL MEDIA	3	🚩
DRAF 122 — FUNDAMENTALS OF 3D STUDIO MAX	3	
CMS 218 — NEWS REPORTING	3	
CMS 225 — MEDIA DESIGN I	1	
HUMAN INQUIRY & THE PAST GEN ED ELECTIVE	3	
TOTAL	**13**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
PHIL 150 — INTRO TO ETHICS	3	
CMS 217 — SOCIAL MEDIA METRICS & ENGAGEMENT	3	
CMS 230 — FUNDAMENTALS OF STRATEGIC COMM.	3	🚩
CMS 239 — BROADCAST NEWS WRITING	3	
CMS 240 — MULTIMEDIA REPORTING	3	Capstone 🏆
TOTAL	**15**	

The **Associate of Applied Science in Strategic Communications** is a valuable transfer degree that enables you to write and synthesize information into coherent pieces; demonstrate an appreciation of theory and practice of visual communication, photojournalism, online media and digital media; formulate questions and develop principled conclusions in interviewing sources and covering public affairs; and uphold the responsibilities of a free press with commitment to accuracy, fairness, depth and social conscience.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

POTENTIAL CAREERS If you want to work in broadcasting, journalism, public relations, human resources, advertising, graphic design, or education, this degree can help you launch a successful career. As a communication professional, you shape the way people share, receive, and process information. The Bureau of Labor Statistics estimates that roughly 27,400 new positions will open in the field by 2024.

2+2 with WVU Parkersburg Finish your Associate degree here and seamlessly transfer to the WVU Parkersburg Bachelor of Applied Science in Communications and Media Studies.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

60

2017-2018

GENERAL EDUCATION COURSES

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 120*	COMM 105	HIST 101	ART 101
ENGL 102	BIOL 101 & BIOL103 lab	MATH 121	COMM 111	HIST 102	MUSI 170
ENGL 107*	BIOL 102 & BIOL 104 lab	MATH 125*	COMM 112	HIST 152	THEA 101
ENGL 108*	BIOL 107*	MATH 126	ECON 201	HIST 153	ENGL 131
	BIOL 108 *	MATH 128	ECON 202	PHIL 111	ENGL 132
	BIOL 115	MATH 129	GEOG 102	PHIL 170	ENGL 221
	BIOL 117	MATH 150	GEOG 240		ENGL 222
	CHEM 111	MATH 155	POLS 102		ENGL 241
	CHEM 115	MATH 156	POLS 220		ENGL 242
	CHEM 116	MATH 211	PSYC 101		ENGL 261
	CS 101		PSYC 241		ENGL 262
	GEOL 101 & GEOL 102 lab		SOC 101		ENGL 285
	GEOL 103 & GEOL 104 lab		SOC 105		
	GEOL 105 & GEOL 105L		SOC 221		
	PSCI 111		SOC 232		
	PSCI 112		FREN 101		
	PHYS 101		FREN 102		
	PHYS 102		RELI 231		
	PHYS 111		SPAN 101		
	PHYS 112		SPAN 102		

* Serves technical and professional degree programs specific to WVU Parkersburg. Does not transfer to WVU as General Education.
(August 2017)

ASSOCIATE IN APPLIED SCIENCE IN STRATEGIC COMMUNICATIONS

GRADUATION REQUIREMENTS

• Monitor program progress through My Degree to remain on graduation pathway.

• Complete a minimum 60 hours in credit courses as outlined below.

• Complete at least 16 credit hours at WVU at 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 CMS prefix).

• Complete and file the graduation application, in OLSIS, within the stated deadlines.

your ACADEMIC MAP
Communications & Media Studies
Digital Communications, B.A.S.

WV Parkersburg West Virginia University

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
ENGL 101 — COMPOSITION 1	3	🚩
MATH 120 — QUANTITATIVE LITERACY	3	
COMM 105 — INTRO TO MASS MEDIA	3	🚩
CMS 110 — BASIC NEWS WRITING	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	🚩
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
CS 101 — INTRO TO PC APPLICATIONS (CO-REQ. MATH)	4	
ENGL 102 — COMPOSITION 2	3	
COMM 202 — INTERPERSONAL COMMUNICATION	3	
CMS 215 — MEDIA WRITING	3	
CMS 219 — FUNDAMENTALS OF BROADCAST PRODUCTION	3	
TOTAL	**16**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
CMS 117 — INTRO TO SOCIAL MEDIA	3	🚩
CMS 218 — NEWS REPORTING	3	
CMS 221 — BROADCAST ANNOUNCING	3	
CMS 225 — MEDIA DESIGN 1	1	
HUMAN INQUIRY & THE PAST GEN ED ELECTIVE	3	See Attached
TOTAL	**13**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
PHIL 150 — INTRO TO ETHICS	3	
CMS 223 — BROADCAST PROGRAMMING	3	
CMS 235 — FUNDAMENTALS OF VIDEO PRODUCTION	3	🚩
CMS 239 — BROADCAST NEWS WRITING	3	
CMS 240 — MULTIMEDIA REPORTING	3	
TOTAL	**15**	

The **Bachelor of Applied Science in Communications and Media Studies-Digital Communication** is a four year program that prepares students for a career in broadcasting, journalism, digital media or marketing. Students gain real broadcasting experience through WVU Parkersburg's campus radio station. Communication professionals shape how people share, receive, and process information. The Bureau of Labor Statistics estimates that roughly 27,400 new positions will open up in the field before 2024.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

2017-2018

your ACADEMIC MAP
Communications & Media Studies
Digital Communications, B.A.S.

Parkersburg — WEST VIRGINIA UNIVERSITY.

Semester 5

COURSE	CREDIT HOURS	SIGNIFICANCE
FREE ELECTIVE	1	
ART 111 — DRAWING	3	
CMS 220 — PHOTOGRAPHY	3	
CMS 226 — MEDIA DESIGN II	1	🚩
COMM 303 — BUSINESS/PROFESSIONAL COMMUNICATION	3	
CMS 329 — SPORTS NEWS WRITING	3	
TOTAL	**14**	

Semester 6

COURSE	CREDIT HOURS	SIGNIFICANCE
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Attached
MATH 211 — STATISTICS	3	
COMM 304 — HUMAN COMM & RATIONAL DEC.	3	
CMS 339 — REPORTING PUBLIC AFFAIRS	3	
CMS 349 — SPORTS REPORTING	3	
TOTAL	**15**	

Semester 7

COURSE	CREDIT HOURS	SIGNIFICANCE
ART & CREATIVITY GEN ED ELECTIVE	3	See Attached
SCIENCE W/ LAB	4	See Attached
COMM 306 — HUMAN COMMUNICATIONS IN ORGANIZATIONS/INSTITUTIONS	3	
COMM 308 — NONVERBAL COMMUNICATIONS	3	
CMS 359 — BROADCAST REPORTING	3	
TOTAL	**16**	

Semester 8

COURSE	CREDIT HOURS	SIGNIFICANCE
COMM 316 — INTERCULTURAL COMMUNICATION	3	
COMM 404 — PERSUASION THEORY & RESEARCH	3	
CMS 419 — (CAPSTONE) ADV. BROADCAST PRODUCTION	3	Capstone 🏆 🚩
CMS 425 — VIDEO PRODUCTION	3	
CMS 428 — MEDIA ETHICS & LAW	3	🚩
TOTAL	**15**	

ADVISING
Once you have decided to pursue this degree, you will be assigned to an advisor who is an expert in the communications and media field you wish to pursue. The advisor can help you choose classes, plan for transfer to the four-year program after you finish your associates degree, and help you track your academic map toward a graduate degree.

INTERNSHIP OPPORTUNITIES
Students will have an opportunity for internships at WPKM and at a variety of local radio and television stations as they develop skills throughout the program.

REAL-WORLD EXPERIENCE
Reaching a listening population of over 170,000 residences, the college radio station offers a variety of musical genres, news/talk and sports shows as well as 24/7 online streaming. Students have opportunities in digital production and announcing; post-production digital audio editing and operation of recording studio equipment.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

120

For back of this Academic Map please see General Education Map on page 30.

2017-2018

GRADUATION REQUIREMENTS
• Monitor program progress through My Degree to remain on graduation pathway.
• 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 CMS prefix).
• Complete and file the graduation application, in OLSIS, within the stated deadlines.

your ACADEMIC MAP
Communications & Media Studies
Strategic Communications, B.A.S.

WV Parkersburg — West Virginia University

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
ENGL 101 — COMPOSITION 1	3	🚩
MATH 120 — QUANTITATIVE LITERACY	3	
COMM 105 — INTRO TO MASS MEDIA	3	🚩
CMS 110 — BASIC NEWS WRITING	3	
COMM 111 — FUNDAMENTALS OF SPEECH	3	🚩
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
CS 101 — INTRO TO PC APPLICATIONS (CO-REQ. MATH)	4	
ENGL 102 — COMPOSITION 2	3	
COMM 202 — INTERPERSONAL COMMUNICATION	3	
CMS 215 — MEDIA WRITING	3	
CMS 220 — PHOTOGRAPHY	3	
TOTAL	**16**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
CMS 117 — INTRO TO SOCIAL MEDIA	3	🚩
CMS 218 — NEWS REPORTING	3	
CMS 225 — MEDIA DESIGN 1	1	
DRAF 122 — FUNDAMENTALS OF 3D STUDIO MAX	3	🚩
HUMAN INQUIRY & THE PAST GEN ED ELECTIVE	3	See Attached
TOTAL	**13**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
PHIL 150 — INTRO TO ETHICS	3	
CMS 217 — SOCIAL MEDIA METRICS & ENGAGEMENT	3	
CMS 230 — FUNDAMENTALS OF STRATEGIC COMMUNICATIONS	3	🚩
CMS 239 — BROADCAST NEWS WRITING	3	
CMS 240 — MULTIMEDIA REPORTING	3	🚩
TOTAL	**15**	

The **Bachelor of Applied Science in Communications and Media Studies-Strategic Communication** is a four year program that prepares students for a career in advertising, marketing, public relations or corporate management. The curriculum concentrates on the relationship between organizational communication and the globalized market. You will learn theories and best practices to real-world problems in order to develop effective communication strategies. You will also be introduced to social media strategies and metrics.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER POSSIBILITIES
If you want to work in broadcasting, journalism, public relations, human resources, advertising or graphic design, a communication degree can help you launch a successful career. As a communication professional, you shape the way people share, receive, and process information — an invaluable role that will always be in demand. In fact, the Bureau of Labor Statistics (BLS) estimates that roughly 27,400 new positions will open up in the field before 2024.

your ACADEMIC MAP
Communications & Media Studies
Strategic Communications, B.A.S.

Parkersburg
West Virginia University®

Semester 5

COURSE	CREDIT HOURS	SIGNIFICANCE
ART 111 — DRAWING	1	
CMS 226 — MEDIA DESIGN II	3	
COMM 303 — BUSINESS/PROFESSIONAL COMMUNICATION	3	
COMM 317 — SOCIAL MEDIA CAMPAIGN	3	
CMS 360 — DIGITAL IMAGING	3	
TOTAL	**13**	

Semester 6

COURSE	CREDIT HOURS	SIGNIFICANCE
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Attached
FREE ELECTIVE	1	
MATH 211 — STATISTICS	3	
COMM 304 — HUMAN COMMUNICATION AND RATIONAL DECISIONS	3	
CMS 410 — GRAPHIC DESIGN	3	
CMS 437 — STRATEGIC COMMUNICATION WRITING	3	
TOTAL	**16**	

Semester 7

COURSE	CREDIT HOURS	SIGNIFICANCE
ART & CREATIVITY GEN ED ELECTIVE	3	See Attached
SCIENCE W/ LAB	4	See Attached
MKTG 230 — PRINCIPLES OF MARKETING	3	
COMM 306 — HUMAN COMM IN ORGANIZATIONS	3	
COMM 308 — NONVERBAL COMMUNICATIONS	3	
TOTAL	**16**	

Semester 8

COURSE	CREDIT HOURS	SIGNIFICANCE
COMM 341 — ADVERTISING	3	
COMM 316 — INTERCULTURAL COMMUNICATION	3	
CMS 404 — PERSUASION THEORY & RESEARCH	3	
CMS 428 — MEDIA ETHICS & LAW	3	
CMS 439 — (CAPSTONE) STRATEGIC COMMUNICATIONS CAMPAIGN MGMT.	3	Capstone
TOTAL	**15**	

INTERNSHIP OPPORTUNITIES
Students will have an opportunity for internships at WPKM and at a variety of local radio and television stations as they develop skills throughout the program.

ADVISING
Once you have decided to pursue this degree, you will be assigned to an advisor who is an expert in the communications and media field you wish to pursue. The advisor can help you choose classes, plan for transfer to the four-year program after you finish your associates degree, and help you track your academic map toward a graduate degree.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

120

For back of this Academic Map please see General Education Map on page 30.

GRADUATION REQUIREMENTS

Students must:
- Monitor program progress through My Degree to remain on graduation pathway.
- Complete the 120 hours of credit courses as outlined in the Academic Map.
- 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 CMS prefix).
- Complete and file the graduation application, in OLSIS, within the stated deadlines.

Bachelor of Arts Multidisciplinary Studies

The Bachelor of Arts 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 constitutes 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
- 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.
- an opportunity for students to study three disciplines and to investigate the interrelationships among them.
- 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	46 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
TOTAL	**120 hours**

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 in 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.

DEGREE REQUIREMENTS:

General Education * (see chart on next page)	46 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
TOTAL	**120 hours**

*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

*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

SENIOR PROJECT: 4 credit hours

MDS 491 Project Proposal Development (1 credit hour)
MDS 492 Senior Project (3 credit hours)

your ACADEMIC MAP
Multidisciplinary Studies B.A.

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Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
ENGL 101 — COMPOSITION 1	3	🚩
MATH 121 OR HIGHER	3	🚩
MINOR 1 (GEN ED PRE-REQUISITE)	3	
MINOR 2 (GEN ED PRE-REQUISITE)	3	
MINOR 3 (GEN ED PRE-REQUISITE)	3	
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION 2	3	🚩
GENERAL EDUCATION	3	
GENERAL EDUCATION	3	
GENERAL EDUCATION	3	
GENERAL EDUCATION	3	
TOTAL	**15**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
MINOR 1 (GEN ED PRE-REQUISITE)	3	
MINOR 2 (GEN ED PRE-REQUISITE)	3	
MINOR 3 (GEN ED PRE-REQUISITE)	3	
SCIENCE AND TECHNOLOGY GEN ED	4	
GENERAL EDUCATION OR MINOR	3	
TOTAL	**16**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
MINOR 1	3	
MINOR 2	3	
MINOR 3	3	
SCIENCE AND TECHNOLOGY GEN ED	3	
GENERAL EDUCATION OR MINOR	4	
TOTAL	**16**	

The **Bachelor of Arts in Multidisciplinary Studies** is a rigorous program with a foundation in the arts and sciences. It provides preparation for graduate and professional degrees beyond specialized and primarily professional/career focused Bachelor degree programs. The degree is comprised of three related minors areas, which each student selects and then demonstrates how these areas contribute to their educational and career goals. Minors currently available include: Biology, Business, Chemistry, Communication, Fine Arts (Art Music, or Theater), History, Literature, Psychology, and Sociology.

MILESTONE COURSES
These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

COURSE SEQUENCING AND ELECTIVES:
Course sequencing for the MDS requires careful advising each semester based on the requirements of the minors selected. Electives must be chosen carefully to ensure program completion.

your ACADEMIC MAP
Multidisciplinary Studies B.A.

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Semester 5

COURSE	CREDIT HOURS	SIGNIFICANCE
MINOR 1	3	
MINOR 2	3	
MINOR 3	3	
MINOR 1, 2, OR 3 AS NEEDED	3	
ELECTIVE (MDS ADVISOR APPROVED)	3	
TOTAL	**15**	

Semester 6

COURSE	CREDIT HOURS	SIGNIFICANCE
MINOR 1	3	
MINOR 2	3	
MINOR 3	3	
MINOR 1, 2, OR 3 AS NEEDED	3	
ELECTIVE (MDS ADVISOR APPROVED)	3	
TOTAL	**15**	

Semester 7

COURSE	CREDIT HOURS	SIGNIFICANCE
MDS 491 — PROJECT PROPOSAL	1	🚩
MINOR 1	3	
MINOR 2	3	
MINOR 3	3	
MINOR 1, 2, OR 3 AS NEEDED	3	
ELECTIVE (MDS ADVISOR APPROVED)	3	
TOTAL	**16**	

Semester 8

COURSE	CREDIT HOURS	SIGNIFICANCE
MDS 492 — PROJECT PROPOSAL	3	🚩
MINOR 1	3	
MINOR 2	3	
MINOR 3	3	
ELECTIVE (MDS ADVISOR APPROVED)	3	
TOTAL	**15**	

$

POTENTIAL CAREERS
The BA in Multidisciplinary studies provides a pathway for students who plan to earn a masters degree or professional degree in the 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. For students with an entrepreneurial spirit, this degree offers an opportunity to combine the three minors in unique ways.

APPLY FOR ADMISSION TO MDS
Students must complete at least 30 credits hours in MDS General education curriculum with at least one course in each general education strand with a 2.5 cumulative grade point average before applying for admission. Submit a formal application to MDS 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 archive their education or career goals.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
124

YOUR ACADEMIC MAP
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BIOLOGY MINOR (A GRADE OF C OR HIGHER IS REQUIRED IN ALL MINOR COURSEWORK	
COURSES TO BE COMPLETED FROM GENERAL EDUCATION REQUIREMENT	
BIOL 115 — PRINCIPLES OF BIOLOGY	4
BIOL 117 — INTRODUCTORY PHYSIOLOGY	4
CHOOSE TWO COURSES FROM THE FOLLOWING (8 HOURS)	
BIOL 107 — ANATOMY AND PHYSIOLOGY 1	4
BIOL 108 — ANATOMY AND PHYSIOLOGY 2	4
BIOL 211 — ZOOLOGY: ANIMALS AS ORGANISMS	4
BIOL 212 — BOTANY: PLANTS AS ORGANISMS	4
BIOL 219 — THE LIVING CELL	4
COURSES SELECTED FROM THE FOLLOWING (10 HOURS)	
BIOL 200 AND 201 — MICROBIOLOGY W/LAB	4
BIOL 371 — PRINCIPLES OF GENETICS	4
BIOL 436 — GENERAL ANIMAL PHYSIOLOGY	3
BIOL 461 — PRINCIPLES OF EVOLUTION	3

BUSINESS MINOR (A GRADE OF C OR HIGHER IS REQUIRED IN ALL MINOR COURSEWORK	
COURSES TO BE COMPLETED FROM GENERAL EDUCATION REQUIREMENT	
ECON 201 — MICROECONOMICS	3
ECON 202 — MICROECONOMICS	3
REQUIRED BUSINESS COURSES (18 HOURS)	
ACCT 201 — PRINCIPLES OF ACCOUNTING 1	3
MGMT 220 — PRINCIPLES OF MANAGEMENT	3
MKTG 230 — PRINCIPLES OF MARKETING	3
GBUS 310 — BUSINESS LAW 1	3
UPPER LEVEL BUSINESS OR ECONOMICS COURSE	3
UPPER LEVEL BUSINESS OR ECONOMICS COURSE	3

The **Bachelor of Arts in Multidisciplinary Studies** is a rigorous program with a foundation in the arts and sciences. It provides preparation for graduate and professional degrees beyond specialized and primarily professional/career focused Bachelor degree programs. The degree is comprised of three related minors areas, which each student selects and then demonstrates how these areas contribute to their educational and career goals. Minors currently available include: Biology, Business, Chemistry, Communication, Fine Arts (Art Music, or Theater), History, Literature, Psychology, and Sociology.

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CHEMISTRY	
(A GRADE OF C OR HIGHER IS REQUIRED IN ALL MINOR COURSEWORK	
COURSES TO BE COMPLETED FROM GENERAL EDUCATION REQUIREMENT	
CHEM 115 — FUNDAMENTALS OF CHEM. 1	4
CHEM 116 — FUNDAMENTALS OF CHEM. 2	4
REQUIRED CHEMISTRY COURSES (18 HOURS)	
CHEM 233/235 — ORGANIC CHEMISTRY 1 W/LAB	4
CHEM 234/236 — ORGANIC CHEMISTRY 2 W/LAB	4
CHEM 410/412 — BIOCHEMISTRY W/LAB	4
PHYS 101 — INTRO TO PHYSICS 1	4
UPPER LEVEL CHEMISTRY	2
*NOTE: CHEMISTRY 111 DOES NOT MEET ANY REQUIREMENTS FOR MDS CHEMISTRY MINOR	

COMMUNICATION MAJOR	
COURSES TO BE COMPLETED FROM GENERAL EDUCATION REQUIREMENT	
COMM 111 — FUNDAMENTALS OF SPEECH	3
COMM 112 — SMALL GROUP COMMUNICATION	3
REQUIRED COMMUNICATION STUDIES COURSES (18 HOURS)	
COMM 303 — BUSINESS & PROFESSIONAL COMMUNICATION	3
COMM 304 — HUMAN COMMUNICATION IN RATIONAL DECISIONS	3
COMM 306 — HUMAN COMM. AND ORGANIZATIONS/INSTITUTIONS	3
COMM 308 — NONVERBAL COMMUNICATION	3
COMM 316 — INTER CULTURAL COMMUNICATION	3
COMM 404 — PERSUASION THEORY AND RESEARCH	3

The **Bachelor of Arts in Multidisciplinary Studies** is a rigorous program with a foundation in the arts and sciences. It provides preparation for graduate and professional degrees beyond specialized and primarily professional/career focused Bachelor degree programs. The degree is comprised of three related minors areas, which each student selects and then demonstrates how these areas contribute to their educational and career goals. Minors currently available include: Biology, Business, Chemistry, Communication, Fine Arts (Art Music, or Theater), History, Literature, Psychology, and Sociology.

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FINE ARTS MINOR					
ART Courses to be completed from General Education		**MUSIC** Courses to be completed from General Education Requirements		**THEATRE** Courses to be completed from General Education Requirements	
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
Completion of the following		Completion of the following		Completion of the following courses (18 hours)	
ART 111	3	MUSI 121	4	THEA 102	3
ART 240	3	MUSI 122	4	THEA 131	3
Choose one: ART	3	MUSI 171 - 190	1	THEA (lower level)	3
ART (upper level studio)		MUSI 390 (upper level applied music)		THEA 302 or THEA 404	
ART 360	3	MUSI 311	3	THEA 131	3
ALL FINE ARTS MINORS: MDS 460: FINE ARTS SEMINAR (REQUIRED): 3 HOURS					

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HISTORY MINOR	
COURSES TO BE COMPLETED FROM GENERAL EDUCATION REQUIREMENTS.	
HIST 101 — WESTERN CIVILIZATION THROUGH REFORMATION	3
HIST 102 — WESTERN CIVILIZATION FROM REFORMATION	3
HIST 152 — US HISTORY THROUGH CIVIL WAR	3
HIST 153 — US HISTORY FROM RECONSTRUCTION	3
CHOOSE 18 HOURS FROM THE FOLLOWING LIST	
HIST 302 — HISTORY OF AMERICAN INDIANS	3
HIST 306 — COLONIAL AMERICAN 1607 - 1763	3
HIST 310 — AFRICAN - AMERICAN HISTORY	3
HIST 340 — 20TH CENTURY AMERICA 1919 - 1989	3
HIST 355 — GREECE AND ROME	3
HIST 360 — HISTORY OF CRIME AND PUNISHMENT	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

The **Bachelor of Arts in Multidisciplinary Studies** is a rigorous program with a foundation in the arts and sciences. It provides preparation for graduate and professional degrees beyond specialized and primarily professional/career focused Bachelor degree programs. The degree is comprised of three related minors areas, which each student selects and then demonstrates how these areas contribute to their educational and career goals. Minors currently available include: Biology, Business, Chemistry, Communication, Fine Arts (Art, Music, or Theater), History, Literature, Psychology, and Sociology.

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LITERATURE MINOR	
COURSES TO BE COMPLETED FROM GENERAL EDUCATION REQUIREMENTS. SELECT 6 HOURS SELECTED FROM THIS LIST	
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	
ENGL 242 — AMERICAN LITERATURE 2	3
ENGL 261 — ENGLISH LITERATURE 1	3
ENGL 262 — ENGLISH LITERATURE 2	3
REQUIRED COURSES: CHOOSE 18 HOURS FROM THESE COURSES.	
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 LITERATURE	3
ENGL 410 — REGIONAL LITERATURE	3
ENGL 420 — SINGLE AUTHOR	3
ENGL 425 — TOPICS CONTEMPORARY GLOBAL LIT	3
ENGL 430 — COMPARATIVE LITERATURE	3
ENGL 450 — LITERARY CRITICISM	3

The **Bachelor of Arts in Multidisciplinary Studies** is a rigorous program with a foundation in the arts and sciences. It provides preparation for graduate and professional degrees beyond specialized and primarily professional/career focused Bachelor degree programs. The degree is comprised of three related minors areas, which each student selects and then demonstrates how these areas contribute to their educational and career goals. Minors currently available include: Biology, Business, Chemistry, Communication, Fine Arts (Art, Music, or Theater), History, Literature, Psychology, and Sociology.

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PSYCHOLOGY MINOR	
COURSES TO BE COMPLETED FROM GENERAL EDUCATION REQUIREMENT	
PSYC 101 — INTRO TO PSYCHOLOGY	3
PSYC 241 — INTRO TO HUMAN DEVELOPMENT	2
REQUIRED PSYCHOLOGY COURSES (18 HOURS)	
PSYC 281 — ABNORMAL PSYCHOLOGY	3
PSYC 318 — HISTORY & SYSTEMS	3
PSYC 323 — INDUSTRIAL/ ORGANIZATIONAL PSYCHOLOGY	3
PSYC 350 — INTRO TO COUNSELING PSYCHOLOGY	3
PSYC 362 — PSYCHOLOGICAL ASSESSMENT	3
PSYC 363 — THEORIES OF PERSONALITY	3

The **Bachelor of Arts in Multidisciplinary Studies** is a rigorous program with a foundation in the arts and sciences. It provides preparation for graduate and professional degrees beyond specialized and primarily professional/career focused Bachelor degree programs. The degree is comprised of three related minors areas, which each student selects and then demonstrates how these areas contribute to their educational and career goals. Minors currently available include: Biology, Business, Chemistry, Communication, Fine Arts (Art Music, or Theater), History, Literature, Psychology, and Sociology.

SOCIOLOGY MINOR	
COURSES TO BE COMPLETED FROM GENERAL EDUCATION REQUIREMENT	
SOC 101 — INTRO TO SOCIOLOGY	3
SOC 221 — MARRIAGE AND FAMILY	3
REQUIRED COMMUNICATION STUDIES COURSES (18 HOURS)	
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

your ACADEMIC MAP
Multidisciplinary Studies B.A.

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Composition & Rhetoric (6)	Science & Technology (8)	Math & Quantitative Skills (3)	Society, Diversity, & Connections (12)	Human Inquiry & the Past (6)	The Arts & Creativity (12)
ENGL 101 (3) ENGL 102 (3) ENGL 107* ENGL 108*	Two consecutively numbered courses OR one course in Biological Science and one course in a Physical Science selected from: **Biological Science** BIOL 101 & BIOL103 lab BIOL 102 & BIOL 104 lab BIOL 115 BIOL 117 **Physical Science** ASTR 106 (4) CHEM 111 (4) CHEM 115 (4) CHEM 116 (4) GEOL 101 & (4) GEOL 102 lab (4) GEOL 103 & (4) GEOL 104 lab (4) PSCI 111 (4) PSCI 112 (4) PHYS 101 (4) PHYS 102 (4) PHYS 111 (4) PHYS 112 (4)	One course selected from: MATH 121 (3) MATH 125* 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 111 (3) COMM 112 (3) ECON 201 (3) ECON 202 (3) GEOG 102 (3) POLS 102 (3) PSYC 101 (3) PSYC 241 (3) RELI 231 (3) SOC 101 (3) SOC 221 (3)	Two consecutively numbered courses OR one course in History and one course in Philosophy from the following list: HIST 101 (3) HIST 102 (3) HIST 152 (3) HIST 153 (3) PHIL 111 (3) PHIL 170 (3)	Four courses selected from four* different disciplines from the following list: ART 101 (3) MUSI 170 (3) THEA 101 (3) **One of the following:** ENGL 131 (3) ENGL 132 (3) ENGL 221 (3) ENGL 222 (3) ENGL 241 (3) ENGL 242 (3) ENGL 261 (3) ENGL 262 (3)

* Multidiscipliniary Studies students may take 6 hours (two courses) of general education in the following disciplines if selected as an MDS minor.

Biology	Biology 115 and Biology 117
Business	Economics 201 and Economics 202
Chemistry	Chemistry 115 and Chemistry 116
Communications	Communications 111 and Communications 112
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
Fine Arts	Art 101 and Music 170

Graduation Requirements for Multidisciplinary Studies:
• Monitor program progress through My Degree to remain on graduation pathway.
• Earn 120 credit hours as listed in the curriculum above.
• Complete at least 30 credit hours at WVU at Parkersburg.
• 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.
• Earn 18 credit hours in each of three minors as specified below.
• Earn a grade of C or better in all coursework for each minor.
• Complete a proposal (MDS 491) and a senior project (MDS 492) with a grade of C or better.
• Achieve a cumulative grade point average of at least 2.7.
• Complete and file the graduation application, in OLSIS, within the stated deadlines.

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), 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).

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.

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 in 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 CLINCIAL EXPEREINCES
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.

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)

The Patient Care Technician Certificate of Applied Science program prepares a student for employment as a 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.

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.

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

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 felonious conduct or convictions.

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

ADMISSION REQUIREMENTS for the PATIENT CARE TECHNICIAN CERTIFICATE PROGRAM
1. Be a high school graduate or possess a GED.
2. Minimum 2.0 cumulative college or high school GPA.

your ACADEMIC MAP
Pharmacy Technician, C.A.S.

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Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
MATH 120 — QUANTITATIVE LITERACY (OR HIGHER)	3	
COMM 202 — INTERPERSONAL COMMUNICATION	3	
PTEC 101 + 101L — PHARMACY PRACTICE	7	🚩
PTEC 112 — PHARMACOLOGY 1	3	
TOTAL	**17**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
BTEC 253 — MEDICAL TERMINOLOGY	3	
PTEC 102 — CLINICAL COMMUNITY PHARMACY	3	🚩
PTEC 111 — CALCULATIONS FOR PHARMACY TECHNICIANS	2	
PTEC 114 — PHARMACOLOGY 2	3	
PTEC 121— PHARMACY TECH CERTIFICATION REVIEW	2	Capstone 🏆
TOTAL	**13**	

The Certificate of Applied Science in Pharmacy Technician is approved by the West Virginia Board of Pharmacy.

Program Progression
A grade of "C" or better is required in each course in the program of study to progress.

The **Certificate of Applied Science in Pharmacy Technician** prepares individuals to function as pharmacy technicians under the supervision of licensed pharmacists. The pharmacy technician utilizes appropriate techniques and procedures to prepare and dispense medications in both the community and institutional pharmacy settings.

CLINICAL COURSES
These courses have a clinical component that require a background check on admission, drug testing, active CPR card, and current immunizations.

CERTIFICATION
Successful completion of the program prepares the graduate to sit for the PTCB National Certification Exam.

15-30
Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
30

ACADEMIC MAP
Pharmacy Technician, C.A.S.

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PREPARATION FOR ADMISSION

- High School Graduate or Equivalent (USA GED)
- Meet requirements for general admission to college and be admitted to college
- Meet Technical Standards for Admission with or without reasonable accommodations.
- No history of felony convictions

ADMISSION TO PROGRAM

- Submit completed Nursing and Health Sciences application
- Provide official copy of HS and prior college transcripts
- 2.0 GPA from HS and/or college

Completion of the application process does not imply the applicant will be admitted to the PCT program. Due to space limitations, qualified applicants may be ranked according to GPA and submission of application.

ACCEPTANCE TO PROGRAM

Comply with Clinical Practice Requirements

- Background checks
- Physical Exam
- Immunizations
- CPR
- Drug Testing

GRADUATION REQUIREMENTS

- Completion of 30 credit hours as outlined in the program of study
- Maintain minimum 2.0 cumulative GPA
- Complete all courses in the curriculum with a grade of C or better
- Complete the Pharmacy Technician Certification Exam

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

GRADUATION REQUIREMENTS
• Complete 30 credit hours as outlined in the Course of Study.
• Maintain a minimum 2.0 cumulative grade-point average.
• Complete at least 8 credit hours at WVU at Parkersburg.
• 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 in Applied Science (AAS)

The Associate in 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/.**

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 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.

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 at Parkersburg requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to perform these functions satisfactorily. In addition to being essential to the successful completion of the requirements of a nursing degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other health care providers.

Technical standards that describe the non-academic qualifications required in addition to academic qualifications that the college considers essential for entrance to, continuation in, and graduation from its nursing degree program can be found on the 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. 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
5. HESI A2 math sub-score of 75 or higher or completion of MATH 120 with a "C" or higher.

*All required general education courses are pre-requisites of N244 and N245.
**Biology's must be within the last 5 years.

your ACADEMIC MAP
Nursing, A.A.S.

WV Parkersburg
West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
NURS 132 — DRUG & DOSAGE CALCULATIONS 1	1	
NURS 133 — HEALTH ASSESSMENT & DIAGNOSTICS 1	2	
NURS 134 — INTRODUCTION TO NURSING CONCEPTS	8	🚩
BIOL 107 — ANATOMY & PHYSIOLOGY 1	4	
PSYC 101— INTRODUCTION TO PSYCHOLOGY	3	
TOTAL	**18**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
NURS 142 — DRUG AND DOSAGE CALCULATIONS 2	1	
NURS 143 — HEALTH ASSESSMENT & DIAGNOSTICS 2	1	
NURS 144 — NURSING CONCEPTS OF HEALTH & ILLNESS 1	9	🚩
BIOL 108 — ANATOMY & PHYSIOLOGY 2	4	
TOTAL	**15**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
NURS 234 — NURSING CONCEPTS OF HEALTH & ILLNESS 2	9	🚩
BIOL 200 — MICROBIOLOGY	3	
ENGL 101 — COMPOSITION 1	3	
TOTAL	**15**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
NURS 244 — SYNTHESIS OF NURSING CONCEPTS	9	🚩
NURS 245 — PROFESSIONAL NURSING & HEALTH SYSTEMS CONCEPTS	3	🏆
TOTAL	**12**	

Approved by the West Virginia Board of Examiners for Registered Professional Nurses and accredited by the Accreditation Commission for Education in Nursing, Inc. 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326. **Phone 404.975.5000, Fax 404.975.5020, Website www.acenursing.org/.**

Program Progression
A grade of "C" or better is required in each course in the program of study to progress.

The **Associate of Applied Science in Nursing** prepares students for professional nursing practice while providing a knowledge base for career mobility and further academic study. Completion of the program of study provides eligibility to apply for licensure as a registered nurse.

CLINICAL COURSES
These courses have a clinical component that require a background check on admission, drug testing, active CPR card, and current immunizations.

NCLEX APPLICATION
As you prepare for your last semester, it is important that you begin the application process for authorization to sit for NCLEX, by the West Virginia Board of Examiners for Registered Professional Nurses (WVBERPN). Fingerprinting and background check should be completed prior to the 4th semester. See reverse.

CAPSTONE COURSE
This course includes 45 hours of preceptorship and a review for the NCLEX. Attendance at review is mandatory.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
60

ASSOCIATE OF APPLIED SCIENCE IN NURSING

Parkersburg
West Virginia University®

PREPARATION FOR ADMISSION

- High School Graduate or Equivalent (USA GED)
- Meet requirements for general admission to college and be admitted to college
- Meet Technical Standards for Admission with or without reasonable accommodations.
- No history of felony convictions

ADMISSION TO PROGRAM

- Submit completed Nursing and Health Sciences application
- Provide official copy of HS and prior college transcripts
- 2.5 GPA from HS and/or college
- Complete HESI admission exam with a composite score of 75 or higher
- Complete HESI admission exam math subscore of 75 or higher or completion of Math 120 with a C or higher

Completion of the application process does not imply the applicant will be admitted to the Nursing program. Due to space limitations, qualified applicants are ranked according to the Entrance Exam and GPA.

ACCEPTANCE TO PROGRAM

- Return contract and pay acceptance fee
- Comply with Clinical Practice Requirements
    - Background checks
    - Physical Exam
    - Immunizations
    - CPR
    - Drug Testing

NCLEX PREPARATION

All courses:
- Practice Questions and Adaptive Quizzing
- HESI Final Exam Benchmark of 850/Exit Exam 900

Prior to 4th semester:
- Complete fingerprinting and background check

- **4th semester:**
- Complete application to the Board of Nursing
- Submit final transcript to Board of Nursing
- Attend NCLEX live review
- Schedule date for NCLEX
  Practice, practice, practice!!!!!!!!!!

GRADUATION REQUIREMENTS

- Completion of 60 credit hours as outlined in the program of study.
- Maintain minimum 2.0 cumulative GPA.
- A grade of "C" or better in each course in the program of study.
- Attendance at NCLEX live review.

Admission to and graduation from the nursing program does not guarantee a Board of Nursing will endorse the graduate as a candidate to sit for the NCLEX-RN. Testing may be denied to any applicant proven guilty of certain infractions such as, but not limited to, fraud, felony, or moral misconduct.

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 at least 15 credit hours at WVU at Parkersburg.
• Complete and file the graduation application in OLSIS within the stated deadlines.

SURGICAL TECHNOLOGY
Associate in Applied (AAS) Science

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

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

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

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

APPLICATION TO PROGRAM
The 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.

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. Minimum 2.0 cumulative college GPA.
3. Complete the pre-admission, entrance examination with the required benchmark.
   Information about the exam can be found online at www.wvup.edu/healthsciences.

your ACADEMIC MAP
Surgical Technology, A.A.S.

WVU Parkersburg — West Virginia University

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
MATH 120 — QUANTITATIVE LITERACY (OR HIGHER)	3	
BIOL 109 — ANATOMY & PHYSIOLOGY FOR ALLIED HEALTH	4	
ST 100 — INTRODUCTION TO SURGICAL TECHNOLOGY	6	🚩
ST 102 — SURGICAL INSTRUMENTATION, EQUIPMENT & SUPPLIES	3	
TOTAL	**17**	

Semester 2 - - - - -

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 101 — COMPOSITION 1	3	
BIOL 200/201 — MICROBIOLOGY WITH LAB	4	
ST 110 — PATIENT CARE CONCEPTS 1	6	🚩
ST 113 — PATHOPHYSIOLOGY OF THE SURGICAL PATIENT	3	
TOTAL	**16**	

- - - Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
COMM 202 — INTERPERSONAL COMMUNICATION	3	
ST 211 — PATIENT CARE CONCEPTS 2	8	🚩
ST 114 — PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST	3	
TOTAL	**14**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
ST 212 — SURGICAL TECHNOLOGY CAPSTONE	10	Capstone 🏆 🚩
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	
TOTAL	**13**	

The **Associate of Applied Science in Surgical Technology** prepares students to work under the supervision of a surgeon to assist the safe and efficient performance of invasive surgical procedures and ensure the operative procedure is performed under optimal conditions for patient safety.

CLINICAL COURSES
These courses have a clinical component that require a background check on admission, drug testing, active CPR card, and current immunizations.

CAPSTONE COURSE
The course includes a 360-hour preceptorship and a review for the NBSTSA Certification Exam.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
60

NBSTSA Surgical Technology Certification Exam is a course requirement of ST 212. Successful students earn the credential of a Certified Surgical Technologist (CST).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 US Highway N, Suite 158, Clearwater, FL, 33763.

Program Progression
A grade of "C" or better is required in each course in the program of study to progress.

ASSOCIATE OF APPLIED SCIENCE IN SURGICAL TECHNOLOGY

W Parkersburg
West Virginia University®

PREPARATION FOR ADMISSION

- High School Graduate or Equivalent (USA GED)
- Meet requirements for general admission to college and be admitted to college
- Meet Technical Standards for Admission with or without reasonable accommodations.
- No history of felony convictions

ADMISSION TO PROGRAM

- Submit completed Nursing and Health Sciences application
- Provide official copy of HS and prior college transcripts
- 2.0 GPA from HS and/or college
- Complete pre-admission entrance exam with required benchmark

Completion of the application process does not imply the applicant will be admitted to the ST program. Due to space limitations, qualified applicants are ranked according to the Entrance Exam and GPA.

ACCEPTANCE TO PROGRAM

- Comply with Clinical Practice Requirements
  - Background checks
  - Physical Exam
  - Immunizations
  - CPR
  - Drug Testing

GRADUATION REQUIREMENTS

- Completion of 60 credit hours as outlined in the program of study.
- Maintain minimum 2.0 cumulative GPA.
- A grade of "C" or better in each course in the program of study.
- Complete the NBSTSA Surgical Technology Certification Exam.

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 at least 15 credit hours at WVU at Parkersburg.
• 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, and expanded knowledge of care of the individual, family, and communities.

WVU Parkersburg's RN-BSN program is accredited 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.

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 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.

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 15th for fall admission or September 15th 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.

your ACADEMIC MAP
Nursing, R.N.- B.S.N.

WV Parkersburg West Virginia University®

REQUIRED PRE-REQUISITES FOR PROGRAM	
COURSE	CREDIT HOURS
RN Licensure	40
ENGL 101	3
ENGL 102	3
BIOL 107	4
BIOL 108	4
PSYC 101	3
SOC 101	3
TOTAL	**60**

ADDITIONAL GENERAL EDUCATION COURSES	
COURSE	CREDIT HOURS
MATH 211	3
PHIL 150	3
COMM 111, 112, OR 202	3
PSYC/SOC ELECTIVE	3
FINE ARTS ELECTIVE	3
HISTORY ELECTIVE	3
LITERATURE ELECTIVE	3
SCIENCE ELECTIVE	3
FREE ELECTIVE	7
TOTAL	**31**

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
NURS 311 — FRAMEWORK FOR PROFESSIONAL PRACTICE	4	ENGL 102 ✴
NURS 320 — HEALTH ASSESSMENT/ PROMOTION ACROSS THE LIFESPAN	3	▼
TOTAL	**7**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
NURS 324 — TRENDS AND ISSUES OF HEALTHCARE	3	
NURS 330 — INFORMATICS: CONCEPTS, APPLICATION, AND ISSUES	3	
TOTAL	**6**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
NURS 431 — LEGAL AND ETHICAL ISSUES IN NURSING	3	PHIL 150 ✴
NURS 440 — RESEARCH IN PROFESSIONAL NURSING	3	MATH 211 ✴
TOTAL	**6**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
NURS 450 — EVIDENCE-BASED PRACTICE IN PROFESSIONAL NURSING	3	
NURS 451 — LEADERSHIP & MANAGEMENT IN PROFESSIONAL NURSING	3	
NURS 452 — COMMUNITY AND POPULATION BASED HEALTHCARE**	4	🏆 🚩
TOTAL	**10**	

The **RN-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).

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/**

✴ Denotes required pre-requisites.

▼ 2nd year ADN students may take with permission of Director.

CLINICAL COURSES These courses have a clinical component that require a background check on admission, drug testing, active CPR card, and current immunizations.

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

CAPSTONE COURSE The course includes 45 hours preceptorship and completion of a change project.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

120

BACHELORS OF SCIENCE IN NURSING

W Parkersburg
West Virginia University

Composition & Rhetoric (6 cr.)	Science & Technology (8 cr.)	Math & Quantitative Skills (3 cr.)	Society, Diversity, & Connections (6 cr.)	Human Inquiry & the Past (3 cr.)	The Arts & Creativity (6 cr.)	
ENGL 101	BIOL 107	MATH 211	PSYC 101	HIST 101	ART 101	One of these
ENGL 102	BIOL 108		SOC 101	HIST 102	MUSI 170	
				HIST 152	THEA 101	
				HIST 153	ENGL 131	
					ENGL 132	
					ENGL 221	
					ENGL 222	One of these
					ENGL 241	
					ENGL 242	
					ENGL 261	
					ENGL 262	
					ENGL 285	

Additional Courses: PHIL 150 (3), COMM 111 , COMM 112, or COMM 202 (3)

Free Electives (7), Science Electives (3), PSYC/SOC Electives (3)

ADMISSION TO PROGRAM

- Have an associate degree or diploma in nursing from an accredited school.
- Possess an active unencumbered license to practice as a Registered Nurse in the United States.
- Have a valid RN license in the state in which you will be completing assignments.
- NOT been excluded from another nursing program for any reason, including (but not limited to) academic dishonesty, disruptive behavior, or course failure.
- 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.
- Meet requirements for general admission to college and be admitted to college.
- Submit completed Nursing and Health Science application and transcripts of all prior college work.
- No history of felony convictions.

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 admission requirements by March 15th for fall admission or September 15th 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.

GRADUATION REQUIREMENTS

- Complete a minimum of 120 credit hour equivalents with 60 credit hours as outlined in the Course of Study.
- Complete a minimum of 32 credit hours at WVU Parkersburg, 29 of which must be RN-BSN upper division courses.
- Maintain an overall cumulative GPA of 2.5.
- Complete all courses in the program of study with a minimum grade of "C".
- Completion of all course work within five years after enrollment in the first nursing course of the RN-BSN program.

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 30 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".
• Complete 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 Math Division offers a wide variety of courses and programs. The 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 in Science degree.

The 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.

Degrees available include:
> Certificate of Applied Science (CAS) Chemical & Polymer Operator Technology
> Certificate of Applied Science (CAS) Electricity & Instrumentation Technology
> Certificate of Applied Science (CAS) Industrial Maintenance
> Certificate of Applied Science (CAS) Welding
> Associate of Applied Science (AAS) Multi-Craft Technology
> 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
> Bachelor of Applied Technology (BAT) Software Engineering
> Bachelor of Applied Technology (BAT) Computer Networking and Security
> Associate of Science (AS)

CHEMICAL AND POLYMER OPERATOR TECHNOLOGY
Certificate of Applied Science (CAS)

The Chemical & Polymer Operator Technology program is a 3OL-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.

your ACADEMIC MAP
Chemical and Polymer Operator, C.A.S.

Parkersburg
West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE	
COLL 101 — ORIENTATION TO COLLEGE	1		
MATH 120 — QUANTITATIVE LITERACY OR HIGHER	3		
ENGL 107 — TECHNICAL WRITING	3		
ATPT 130 — INTRO TO PROCESS TECHNOLOGY	2	CAPT* COURSE	🚩
ATPT 131 — PROCESS SAFETY, HEALTH AND ENVIRONMENTAL	3	OSHA CERTIFICATE	🚩
ATPT 141 — PROCESS TECHNOLOGY 1 (EQUIPMENT)	3	CAPT* COURSE	🚩
TOTAL	**15**		

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE	
ATPT 150 — PROCESS TECHNOLOGY FIELD EXPERIENCE 1	1	LEARN AND EARN	🚩
TOTAL	**1**		

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE	
ATPT 132 — PROCESS QUALITY	3		
ATPT 140 — PROCESS INSTRUMENTATION	3	CAPT* COURSE	🚩
ATPT 242 — PROCESS TECHNOLOGY 2 (SYSTEMS)	3		
ATPT 244 — PROCESS TECHNOLOGY 3 (OPERATIONS)	3		
ATPT 260 — PROCESS TECHNOLOGY CULMINATION	1	CAPSTONE	🏆
TOTAL	**13**		

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE	
ATPT 250 — PROCESS TECHNOLOGY FIELD EXPERIENCE 2	1	LEARN AND EARN	🚩
TOTAL	**1**		

*Courses developed by the Center for the Advancement of Process Technology (CAPT). ATPT courses are listed under the heading Process Technology.

The **Certificate of Applied Science in Chemical and Polymer Operator** is a hands-on program that prepares individuals to enter the good-paying field of process operator/technician. 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.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

POTENTIAL CAREERS Chemical Plant and System Operators, Power Plant Operators, and Process Operators.

CAPSTONE COURSE Culminating coursework around process technology certification.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
30

For back of this Academic Map please see General Education Map on page 30.

Graduation Requirements:
• Complete the minimum number of credit hours required for the degree.
• Complete at least 8 credit hours at WVU at Parkersburg.
• Complete the general education curricula for the degree.
• Maintain a minimum 2.0 cumulative grade point average.
• Complete and file the graduation application in OLSIS within the stated deadlines.

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.

ELECTRICITY & INSTRUMENTATION TECHNOLOGY 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.

your ACADEMIC MAP

Electricity & Instrumentation Technology, C.A.S.

W Parkersburg West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
ELEC 102 — ELECTRICAL AND INSTRUMENTATION (E&I) 1	3	
ELEC 103 — ELECTRICAL AND INSTRUMENTATION 2	3	EI NCCER Level 2
ELEC 104 — ELECTRICAL AND INSTRUMENTATION 3	3	
MATH 125 — TECHNICAL MATH	4	
ENGL 107 — TECHNICAL WRITING	3	
TOTAL	**17**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
MTEC 102 — INTRODUCTORY CRAFT SKILLS	2	NCCER Core
ELEC 101— ELECTRICITY AND ELECTRONICS FUNDAMENTALS	3	
ELEC 202 — ELECTRICAL AND INSTRUMENTATION 4	3	EI NCCER Level 3
ELEC 203 — ELECTRICAL AND INSTRUMENTATION 5	3	
ELEC 204 — ELECTRICAL AND INSTRUMENTATION 6	3	EI NCCER Level 4
TOTAL	**14**	

THE NEXT STEP

The Certificate of Applied Science Degree in Electricity and Instrumentation Technology is designed to combine with the Certificate of Applied Science Degree in Industrial Maintenance to obtain the Associate of Applied Science Degree in Multi-Craft. Consider continuing your education with the Industrial Maintenance certificate. With those 30 credit hours you could obtain the associate-level Multi-Craft degree and have a broader skill set to further your career.

The **Certificate of Applied Science in Electricity and Instrumentation Technology** prepares graduates for positions as technicians that install, service, repair, and maintain electrical equipment in today's modern industrial, commercial and/or manufacturing facilities. Students in this program receive the skills necessary to work with high voltage, 3 phase, commercial electrical equipment.

MILESTONE COURSES These courses are the keys to graduation and certification. Courses should be taken in the recommended semesters to stay on time for completion.

POTENTIAL CAREERS Electrical and Instrumentation Technician

Average wage: $15.74 - $26.15/hour

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

31

For back of this Academic Map please see General Education Map on page 30.

Graduation Requirements:
• Complete the minimum number of credit hours required for the degree.
• Complete the general education curricula for the degree.
• Complete at least 8 credit hours at WVU at Parkersburg.
• Maintain a minimum 2.0 cumulative grade point average.
• Complete and file the graduation application in OLSIS within the stated deadlines.

INDUSTRIAL MAINTENANCE
CERTIFICATE OF APPLIED SCIENCE

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

YOUR ACADEMIC MAP
Industrial Maintenance, C.A.S.

Parkersburg
West Virginia University®

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
IM 101 — INDUSTRIAL MAINTENANCE 1	3	
IM 102 — INDUSTRIAL MAINTENANCE 2	3	IM NCCER Level 2
IM 103 — INDUSTRIAL MAINTENANCE 3	3	
MATH 125 — TECHNICAL MATH	4	
ENGL 107 — TECHNICAL WRITING	3	
TOTAL	**17**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
MTEC 102 — INTRODUCTORY CRAFT SKILLS	2	NCCER Core
MTEC 103 — INTRODUCTION TO MAINTENANCE TECHNOLOGIES	3	IM and EI NCCER Level 1
IM 201 — INDUSTRIAL MAINTENANCE 4	3	IM NCCER Level 3
IM 202 — INDUSTRIAL MAINTENANCE 5	3	
IM 203 — INDUSTRIAL MAINTENANCE 6	3	IM NCCER Level 4
TOTAL	**14**	

THE NEXT STEP
The Certificate of Applied Science Degree in Industrial Maintenance is designed to combine with the Certificate of Applied Science Degree in Electricity and Instrumentation Technology to obtain the Associate of Applied Science Degree in Multi-Craft. Consider continuing your education with the Electricity and Instrumentation Technician certificate. With those 30 credit hours you can obtain the associate-level Multi-Craft degree and have a broader skill set to further your career.

The **Certificate of Applied Science in Industrial Maintenance** prepares graduates for jobs in every form of industry where machines are used. IM technicians are required anytime a piece of machinery or equipment is installed, aligned, repaired, repositioned, or dismantled. These personnel are also needed to perform preventative and routine scheduled maintenance on this equipment to ensure that it is functioning properly and efficiently.

MILESTONE COURSES These courses are the keys to graduation and certification. Courses should be taken in the recommended semesters to stay on time for completion.

POTENTIAL CAREERS Pipefitters, Millwrights, Industrial Maintenance Technicians make an average wage of $13.89 - $20.87/hour.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
31

For back of this Academic Map please see General Education Map on page 30.

Graduation Requirements:
• Complete the minimum number of credit hours required for the degree.
• Complete the general education curricula for the degree.
• Complete at least 8 credit hours at WVU at Parkersburg.
• Maintain a minimum 2.0 cumulative grade point average.
• Complete and file the graduation application in OLSIS within the stated deadlines.

MULTI-CRAFT TECHNOLOGY
Associate of 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.

your ACADEMIC MAP

Multi-Craft Technology, A.A.S.

WVU Parkersburg — West Virginia University

- - - Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
IM 101 — INDUSTRIAL MAINTENANCE 1	3	
IM 102 — INDUSTRIAL MAINTENANCE 2	3	IM NCCER Level 2
IM 103 — INDUSTRIAL MAINTENANCE 3	3	
MATH 125 — TECHNICAL MATH	4	
ENGL 107 — TECHNICAL WRITING	3	
TOTAL	**17**	

Semester 2 - - - - -

COURSE	CREDIT HOURS	SIGNIFICANCE
MTEC 102 — INTRODUCTORY CRAFT SKILLS	2	NCCER Core
MTEC 103 — INTRO TO MAINTENANCE TECH* OR ELEC 101 — ELEC. & ELECTRONICS FUND	3	* IM NCCER Level 1
IM 201 — INDUSTRIAL MAINTENANCE 4	3	IM NCCER Level 3
IM 202 — INDUSTRIAL MAINTENANCE 5	3	
IM 203 — INDUSTRIAL MAINTENANCE 6	3	IM NCCER Level 4
TOTAL	**14**	

- Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
ELEC 102 — ELECTRICAL & INSTRUMENTATION (E&I) 1	3	
ELEC 103 — ELECTRICAL & INSTRUMENTATION (E&I) 2	3	EI NCCER Level 2
ELEC 104 — ELECTRICAL & INSTRUMENTATION (E&I) 3	3	
PHIL 170 — INTRODUCTION TO LOGIC	3	
COMM 112 OR COMM 202 — INTERPERSONAL COMMUNICATION	3	
TOTAL	**15**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
ELEC 202 — ELECTRICAL & INSTRUMENTATION (E&I) 4	3	EI NCCER Level 3
ELEC 203 — ELECTRICAL & INSTRUMENTATION (E&I) 5	3	
ELEC 204 — ELECTRICAL & INSTRUMENTATION (E&I) 6	3	EI NCCER Level 4
CS 101 — INTRODUCTION TO PC APPLICATIONS	4	
MTEC 280 — CAPSTONE COURSE	1	Capstone
TOTAL	**14**	

The **Associate of Applied Science in Multi-Craft Technology** prepares graduates for positions as technicians that install, service, repair, and maintain equipment in today's modern industrial, commercial and/or manufacturing facilities. Courses include preventive maintenance, system design, and troubleshooting concepts that integrate practical application and knowledge of electrical, electronic, hydraulic, and mechanical systems.

MILESTONE COURSES
These courses are the keys to graduation and certification. Courses should be taken in the recommended semesters.

POTENTIAL CAREERS
Multi-Craft Technicians, Electrical and Instrumentation Technicians, Pipefitters, Millwrights, Industrial Maintenance Technicians make an average wage of $15.74 - $26.15 per hour.

CAPSTONE COURSE
The capstone is a semester long project that must be taken in the graduation semester. A "C" or better must be earned.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

60

GENERAL EDUCATION COURSES

Parkersburg
West Virginia University®

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 120*	COMM 105	HIST 101	ART 101
ENGL 102	BIOL 101 & BIOL103 lab	MATH 121	COMM 111	HIST 102	MUSI 170
ENGL 107*	BIOL 102 & BIOL 104 lab	MATH 125*	COMM 112	HIST 152	THEA 101
ENGL 108*	BIOL 107*	MATH 126	ECON 201	HIST 153	ENGL 131
	BIOL 108 *	MATH 128	ECON 202	PHIL 111	ENGL 132
	BIOL 115	MATH 129	GEOG 102	PHIL 170	ENGL 221
	BIOL 117	MATH 150	GEOG 240		ENGL 222
	CHEM 111	MATH 155	POLS 102		ENGL 241
	CHEM 115	MATH 156	POLS 220		ENGL 242
	CHEM 116	MATH 211	PSYC 101		ENGL 261
	CS 101		PSYC 241		ENGL 262
	GEOL 101 & GEOL 102 lab		SOC 101		ENGL 285
	GEOL 103 & GEOL 104 lab		SOC 105		
	GEOL 105 & GEOL 105L		SOC 221		
	PSCI 111		SOC 232		
	PSCI 112		FREN 101		
	PHYS 101		FREN 102		
	PHYS 102		RELI 231		
	PHYS 111		SPAN 101		
	PHYS 112		SPAN 102		

* Serves technical and professional degree programs specific to WVU Parkersburg. Does not transfer to WVU as General Education. (August 2017)

Graduation Requirements:
- Complete the minimum number of credit hours required for the degree.
- Complete the general education curricula for the degree.
- Complete at least 15 semester hours credit at WVU Parkersburg.
- Maintain a minimum 2.0 cumulative grade point average.
- Complete and file the graduation application in OLSIS within the stated deadlines.

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.

YOUR ACADEMIC MAP
Welding, C.A.S.

Parkersburg
West Virginia University

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
MTEC 102 — INTRODUCTORY CRAFT SKILLS	2	NCCER Core
WELD 111 — BASIC OXYACETYLENE	3	
WELD 171 — WELDING THEORY	1	
WELD 160 — WELDING BLUEPRINT READING	2	
MATH 125 — TECHNICAL MATH	4	
ENGL 107 — TECHNICAL WRITING	3	
TOTAL	**16**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
WELD 121 — BASIC SMAW	3	AWS Certificate
WELD 131 — BASIC GTAW	3	AWS Certificate
WELD 133 — BASIC FCAW	3	AWS Certificate
WELD 134 — BASIC GMAW	3	AWS Certificate
WELD 279 — WELDING INSPECTION	2	
TOTAL	**14**	

THE NEXT STEP
The Certificate of Applied Science in Welding is designed to lead directly into the Associate of Applied Science in Welding. Consider continuing your education with the advanced Welding courses in the associates program. With 30 more credit hours you could obtain the associate-level degree and have advanced skills to further your career.

The **Certificate of Applied Science in Welding** prepares graduates for positions in construction and oil and gas. Some of the skills learned will include hand-welding, flame cutting, hand-soldering, and brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

MILESTONE COURSES These courses are the keys to graduation and certification. Courses should be taken in the recommended semesters to stay on time for completion.

CAREER PLANNING Plant maintenance jobs, pipeline welders, field and shop welders, mobile welders, and pipe fitters in local fabrication shops make an average wage of $12.90 - $27.33/hour.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
30

Graduation Requirements:
• Complete the minimum number of credit hours required for the degree.
• Complete the general education curricula for the degree.
• Complete at least 8 credit hours at WVU at Parkersburg.
• Maintain a minimum 2.0 cumulative grade point average.
• Complete and file the graduation application in OLSIS within the stated deadlines.

WELDING TECHNOLOGY
Associate of 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.

your ACADEMIC MAP

Welding, A.A.S.

Parkersburg
West Virginia University®

COURSE	CREDIT HOURS	SIGNIFICANCE	
COLL 101 — ORIENTATION TO COLLEGE	1		
MTEC 102 — INTRODUCTORY CRAFT SKILLS	2	NCCER Core	🚩
WELD 111— BASIC OXYACETYLENE	3		
WELD 171 — WELDING THEORY	1		
WELD 160 — WELDING BLUEPRINT READING	2		
MATH 125 — TECHNICAL MATH	4		
ENGL 107 — TECHNICAL WRITING	3		
TOTAL	**16**		

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE	
WELD 121 — BASIC SMAW	3	AWS Certificate	🚩
WELD 131 — BASIC GTAW	3	AWS Certificate	🚩
WELD 133 — BASIC FCAW	3	AWS Certificate	🚩
WELD 134 — BASIC GMAW	3	AWS Certificate	🚩
WELD 279 — WELDING INSPECTION	2		
TOTAL	**14**		

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE	
WELD 261 — STEEL FABRICATION	3		
WELD 221 — ADVANCED SMAW	3	AWS Certificate	🚩
WELD 132 — ADVANCED GTAW	3	AWS Certificate	🚩
CS 101 — INTRODUCTION TO PC APPLICATIONS	4		
COMM 112 — SMALL GROUP COMMUNICATION OR COMM 202 — INTERPERSONAL COMMUNICATION	3		
TOTAL	**16**		

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE	
WELD 135 — ADVANCED GMAW	3	AWS Certificate	🚩
WELD 136 — ADVANCED FCAW	3	AWS Certificate	🚩
WELD 291 — FABRICATION SHOP	3		
PHIL 170 — INTRO TO LOGIC	3		
WELD 260 — WELDING CAPSTONE COURSE	2	Capstone	🏆
TOTAL	**14**		

The **Associate of Applied Science in Welding** prepares graduates for positions in construction and manufacturing. Skills learned include hand-welding, flame cutting, hand-soldering, and brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

MILESTONE COURSES
These courses are the keys to graduation. Courses should be taken in the recommended semesters to complete on time.

POTENTIAL CAREERS
Plant maintenance jobs, pipeline welders, field and shop welders, mobile welders, and pipe fitters in local fabrication shops make an average wage of $12.90 - $27.33/hour.

CAPSTONE COURSE
The capstone is a semester-long project that must be taken in the graduation semester. A "C" or better must be earned.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

60

For back of this Academic Map please see General Education Map on page 30.

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 15 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 of Applied (AAS) Science

The Associate in 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.

your ACADEMIC MAP

Drafting, A.A.S.

WV Parkersburg — West Virginia University

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
MATH 125 — TECHNICAL MATH	4	
ART 111 — DRAWING 1	3	
ENGL 101 — COMPOSITION 1	3	
DRAF 220 — FUND. OF MICROSTATION WITH 3D	3	
DRAF 111 — FUND. OF DRAFTING USING AUTOCAD	3	🚩
TOTAL	**17**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
FREE ELECTIVE	2	
FREE ELECTIVE	3	
DRAF 112 — ADV. DRAFTING TECHNIQUES	3	
DRAF 122 — FUND. OF 3D STUDIO MAX	3	🚩
DRAF 116 — 3D MODELING WITH AUTOCAD	3	🚩
TOTAL	**14**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
PHYS 101— INTRODUCTION TO PHYSICS 1	4	
DRAF 212— STRUCTURAL DESIGN	3	
DRAF 213 — SCHEMATIC DRAFTING	3	
DRAF 225 — ADV. WORK WITH 3D STUDIO MAX	3	
DRAF 226 — 3D PARAMETRIC MODELING W/INVENTOR	3	🚩
TOTAL	**16**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
COMM 111 — FUNDAMENTALS OF SPEECH	3	
DRAF 229 — AUTODESK REVIT	3	
DRAF 227 — AUTODESK SIMULATION	3	
DRAF 228 — 3D ARCHITECTURAL DRAFTING	3	
DRAF 260 — CAPSTONE COURSE	1	Certification Exam 🏆
TOTAL	**13**	

The **Associate of Applied Science in Drafting** offers a high quality and diversified curriculum that prepares students for work in the fields of engineering, simulation software design, architecture and graphic design. Students complete courses in 3-D modeling, simulation, parametric modeling and architectural drafting focusing on the use of AutoCAD, 3DSMax, Inventor, Microstation and Revit in addition to courses focusing on visual design, drafting and sketch rendering concepts.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

POTENTIAL CAREERS Detail Draftsman, Design Draftsman, Architectural Designer, Digital Imaging Assistant, Simulation Developer.

CAPSTONE COURSE A semester long course to prepare for industry certification exam (American Design Drafting Association).

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

60

2017-2018

For back of this Academic Map please see General Education Map on page 30.

Graduation Requirements:
• Complete the minimum number of credit hours required for the degree.
• Complete the general education curricula for the degree.
• Complete at least 15 semester hours credit at WVU Parkersburg.
• Maintain a minimum 2.0 cumulative grade point average.
• Complete and file the graduation application in OLSIS within the stated deadlines.

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.

your ACADEMIC MAP

Engineering Technology, A.A.S.

W Parkersburg
West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
ENGR 124 — INTRODUCTION TO PLC PROGRAMMING OR ELEC 102 & ELEC 103	3	🚩
CS 121 — COMPUTER PROGRAMMING 1	4	🚩
MATH 125 — TECHNICAL MATH OR HIGHER	3	
ENGL 101 — COMPOSITION 1	3	
ELEC 101 & ELEC 101L — ELECTRICITY AND ELECTRONICS FUNDAMENTALS AND LAB	3	
TOTAL	17	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGR 230 — CONTROL SYSTEMS OR ELEC 202	3	🚩
CS 122 — COMPUTER PROGRAMMING 2	4	
ENGR 240 — HEATING & COOLING SYSTEMS 1	3	
MATH 128 — TRIGONOMETRY, OR HIGHER	3	
TOTAL	13	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
PSCI 111 & 111L — INTRODUCTION TO PHYSICAL SCIENCE	4	
ENGR 234 — ADVANCED CONTROL SYSTEMS OR ENGR 241 — HEATING/COOLING SYSTEMS 2 OR ELEC 203	3	
DRAF 213 — SCHEMATIC DRAFTING	3	
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Reverse
COMM 111 — FUNDAMENTALS OF SPEECH	3	
TOTAL	16	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGR 220 — FLUID, MECH, & ELEC POWER SYSTEMS OR IM 201 & IM 202 — INDUSTRIAL MAINTENANCE 4 & 5	3	
CIT 105 — NETWORK FUNDAMENTALS	5	Cisco 1 🚩
ENGR 228 — EMBEDDED SYSTEMS PROGRAMMING OR ENGR 250 BUILDING AUTOMATION CONTROL	3	
ENGR 280 — SPECIALIZED TECHNOLOGIES OR — ELEC 204 & MTEC 280	3	Capstone 🏆
TOTAL	14	

The **Associate of Applied Science 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.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

POTENTIAL CAREERS Automated Systems Technician, Industrial Technician, Building Controls Technician, Robotics Technician, Installation Services Coordinator.

CAPSTONE COURSE The capstone is a semester-long project that must be taken in the graduation semester. A "C" or better must be earned.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

60

2017-2018

For back of this Academic Map please see General Education Map on page 30.

Graduation Requirements:
• Complete the minimum number of credit hours required for the degree.
• Complete the general education curricula for the degree.
• Complete at least 15 semester hours credit at WVU Parkersburg.
• Maintain a minimum 2.0 cumulative grade point average.
• Complete and file the graduation application in OLSIS within the stated deadlines.
• "C" or better must be earned in all courses.

COMPUTER AND INFORMATION TECHNOLOGY
Associate of Applied Science (AAS)

The Computer and Information Technology Associate in 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.

your ACADEMIC MAP

Computer & Information Technology, A.A.S.

Parkersburg
West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
CIT 101— PC MANAGEMENT AND MAINTENANCE	5	CompTIA A+
CIT 105 — INTRODUCTION TO NETWORKS	5	Cisco 1 🚩
MATH 125 — TECHNICAL MATH OR HIGHER	3	
ENGL 101 — COMPOSITION 1 OR ENGL 103 — ENGLISH GRAMMAR, USAGE, AND STYLE	3	
TOTAL	**17**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
CS 101 — INTRODUCTION TO PC APPLICATIONS	4	
CIT 106 — ROUTING AND SWITCHING ESSENTIALS	4	CCENT Cert./ Cisco 2 🚩
CIT 114 — WINDOWS OPERATING SYSTEMS	3	Microsoft Cert.
CIT 130 — PRINCIPLES OF INFORMATION SYSTEMS	3	
TOTAL	**14**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
CS 121 — INTRODUCTION TO PROGRAMMING	4	
CIT 205 — SCALING NETWORKS	4	Cisco 3 🚩
CIT 211 — NETWORK INFRASTRUCTURE	3	Microsoft Cert.
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Reverse
TOTAL	**14**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
SEC 101 — SECURITY FUNDAMENTALS	3	
CIT 206 — CONNECTING NETWORKS	4	CCNA Cert./ Cisco 4 🚩
CIT 240 — INTRODUCTION TO LINUX	3	Linux Cert.
COMM 111 — FUNDAMENTALS OF SPEECH	3	
CIT 260 — CAPSTONE PROJECT	3	Capstone 🏆
TOTAL	**16**	

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

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

POTENTIAL CAREERS Systems Technician, IT professional, Network Administrator.

CAPSTONE COURSE A semester long networking project that must be taken in the graduation semester. A "C" or better must be earned. Net + Certification.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

61

2017-2018

For back of this Academic Map please see General Education Map on page 30.

Graduation Requirements:
• Complete the minimum number of credit hours required for the degree.
• Complete the general education curricula for the degree.
• Complete at least 15 semester hours credit at WVU Parkersburg.
• Maintain a minimum 2.0 cumulative grade point average.
• C or better must be obtained for all CIT, CS, and SEC courses.
• Complete and file the graduation application in OLSIS within the stated deadlines.

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, 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.

your ACADEMIC MAP
Computer Science, A.A.S.

Parkersburg
West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE	
COLL 101 — ORIENTATION TO COLLEGE	1		
CS 101 — INTRODUCTION TO PC APPLICATIONS	4		
CS 121 — COMPUTER PROGRAMMING 1	4	Prerequisite	🚩
MATH 125 — TECHNICAL MATH OR HIGHER	3		🚩
ENGL 101— COMPOSITION 1 OR ENGL 103 — ENGLISH GRAMMAR, USAGE, AND STYLE	3		
TOTAL	**15**		

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
CS 122 — COMPUTER PROGRAMMING 2	4	
CIT 130 — PRINCIPLES OF INFORMATION SYSTEMS	3	
CIT 114 — WINDOWS OPERATING SYSTEMS	3	Microsoft Cert.
SEC 101 — SYSTEM SECURITY	3	
ELECTIVE	2	
TOTAL	**15**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE	
CS 221 — DATA STRUCTURES	4		🚩
CS 201 — DATABASE THEORY AND DESIGN	3		
CS 220 — WEB APPLICATION PROGRAMMING	3		
CIT 240 — INTRODUCTION TO LINUX	3		
CS 129 — WEB PAGE DESIGN	3	Linux Cert.	🚩
TOTAL	**16**		

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE	
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Reverse	
CIT 105 — NETWORK FUNDAMENTALS	5	Cisco 1	
COMM 111 — FUNDAMENTALS OF SPEECH	3		
CS 260 — COMPUTER SCIENCE CAPSTONE	3	Capstone	🏆
TOTAL	**14**		

The **Associate of Applied Science in Computer Science** provides the skills needed for success in software development, database design, website design and web applications, as well as other related fields. You'll be taught computer programming, web layout, database design and administration, networking and web applications.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

POTENTIAL CAREERS Web Developer / Designer, Database Administrator, Software Developer.

CAPSTONE COURSE A semester long project that must be taken in the graduation semester. A "C" or better must be earned. Software Development Fundamentals Certification.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
60

2017-2018

For back of this Academic Map please see General Education Map on page 30.

Graduation Requirements:
• Complete the minimum number of credit hours required for the degree.
• Complete the general education curricula for the degree.
• Complete at least 15 semester hours credit at WVU Parkersburg.
• Maintain a minimum 2.0 cumulative grade point average.
• C or better must be obtained for all CIT, CS, and SEC courses.
• Complete and file the graduation application in OLSIS within the stated deadlines.

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.

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.
• Complete an associate-level degree in the following:
      o For a major in Computer Networking and Security-Complete the Associate in Applied Science in Computer and Information Technology (or equivalent degree).
      o For a major in Software Engineering-Complete the Associate in Applied Science in Computer Science (or an equivalent degree).
      o Meet with Program Coordinator for program admission letter.
• Have 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.

your ACADEMIC MAP
Software Engineering, B.A.T.

Parkersburg
West Virginia University®

COURSE	CREDIT HOURS	SIGNIFICANCE	
COLL 101 — ORIENTATION TO COLLEGE	1		
CS 101 — INTRODUCTION TO PC APPLICATIONS	4		
CS 121 — COMPUTER PROGRAMMING 1	4	Prerequisite	🚩
MATH 125 — TECHNICAL MATH OR HIGHER	3		🚩
ENGL 101 OR ENGL 103	3		
TOTAL	**15**		

COURSE	CREDIT HOURS	SIGNIFICANCE
CS 122 — COMPUTER PROGRAMMING 2	4	
CIT 130 — PRINCIPLES OF INFORMATION SYSTEMS	3	
CIT 114 — WINDOWS OPERATING SYSTEMS	3	Microsoft Cert.
SEC 101 — SYSTEM SECURITY	3	
ELECTIVE	2	
TOTAL	**15**	

COURSE	CREDIT HOURS	SIGNIFICANCE	
CS 221 — DATA STRUCTURES	4		🚩
CS 201 — DATABASE THEORY AND DESIGN	3		
CS 220 — WEB APPLICATION PROGRAMMING	3		
CIT 240 — INTRODUCTION TO LINUX	3		
CS 129 — WEB PAGE DESIGN	3	Linux Cert.	🚩
TOTAL	**16**		

COURSE	CREDIT HOURS	SIGNIFICANCE	
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Reverse	
CIT 105 — NETWORK FUNDAMENTALS	5	Cisco 1	
COMM 111 — FUNDAMENTALS OF SPEECH	3		
CS 260 — COMPUTER SCIENCE CAPSTONE	3	Capstone	🏆
TOTAL	**14**		

The **Bachelor of Applied Technology in Software Engineering** builds on our Computer Science AAS degree. Students will be provided the skills to understand, plan and implement, systems analysis, software engineering, mobile applications, advanced web design, and web service technologies.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

120

GENERAL EDUCATION COURSES

WV Parkersburg
West Virginia University®

Semester 5

COURSE	CREDIT HOURS	SIGNIFICANCE
CS 302 — SYSTEM ANALYSIS AND DESIGN	3	
CS 320 — OBJECT ORIENTED DESIGN	3	
SEC 300 — INTRODUCTION TO SECURITY	3	
MATH 318 — DISCRETE MATH	3	
ENGL 334 — SCIENTIFIC AND TECHNICAL WRITING	3	
TOTAL	**15**	

Semester 6

COURSE	CREDIT HOURS	SIGNIFICANCE
CS 309 — OPERATING SYSTEMS	3	
CS 321 — MOBILE APPLICATION DEVELOPMENT	3	
CS 329 — ADVANCED WEB PAGE DESIGN	3	
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Attached
UPPER LEVEL TECHNICAL ELECTIVE**	3	
TOTAL	**15**	

Semester 7

COURSE	CREDIT HOURS	SIGNIFICANCE
UPPER LEVEL TECHNICAL ELECTIVE**	3	
CS 403 — SOFTWARE ENGINEERING AND DATA STRUCTURES	3	
CS 404 — WEB SERVICES	3	
STEM 420 — PROJECT MANAGEMENT	3	
ARTS AND CREATIVITY GEN ED ELECTIVE	3	See Attached
TOTAL	**15**	

Semester 8

COURSE	CREDIT HOURS	SIGNIFICANCE
UPPER LEVEL TECHNICAL ELECTIVE**	2	
SCIENCE AND TECHNOLOGY GEN ED ELECTIVE	4	
HUMAN INQUIRY AND THE PAST GEN ED ELECTIVE	3	
PHIL 231 OR PHIL 150 OR PHIL 347	3	
CS 460 — SENIOR PROJECT	3	Capstone 🏆
TOTAL	**15**	

POTENTIAL CAREERS
Web Developer, Database Administrator, Software Developer

CAPSTONE COURSE
A semester long project that must be taken in the graduation semester. A "C" or better must be earned.

**Upper Level Technical Electives may be chosen from the following list: Any 300 or 400 level CS, CIT, and SEC courses. DRAF 314, ACCT 310, GBUS 300, 304, and 306, JOUR 410.

GENERAL EDUCATION COURSES

W Parkersburg
West Virginia University®

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 120*	COMM 105	HIST 101	ART 101
ENGL 102	BIOL 101 & BIOL103 lab	MATH 121	COMM 111	HIST 102	MUSI 170
ENGL 107*	BIOL 102 & BIOL 104 lab	MATH 125*	COMM 112	HIST 152	THEA 101
ENGL 108*		MATH 126	ECON 201	HIST 153	ENGL 131
	BIOL 107*	MATH 128	ECON 202	PHIL 111	ENGL 132
	BIOL 108 *	MATH 129	GEOG 102	PHIL 170	ENGL 221
	BIOL 115	MATH 150	GEOG 240		ENGL 222
	BIOL 117	MATH 155	POLS 102		ENGL 241
	CHEM 111	MATH 156	POLS 220		ENGL 242
	CHEM 115	MATH 211	PSYC 101		ENGL 261
	CHEM 116		PSYC 241		ENGL 262
	CS 101		SOC 101		ENGL 285
	GEOL 101 & GEOL 102 lab		SOC 105		
	GEOL 103 & GEOL 104 lab		SOC 221		
	GEOL 105 & GEOL 105L		SOC 232		
	PSCI 111		FREN 101		
	PSCI 112		FREN 102		
	PHYS 101		RELI 231		
	PHYS 102		SPAN 101		
	PHYS 111		SPAN 102		
	PHYS 112				

* Serves technical and professional degree programs specific to WVU Parkersburg. Does not transfer to WVU as General Education. (August 2017)

Graduation Requirements:
- Complete the minimum number of credit hours required for the degree.
- Complete the general education curricula for the degree.
- Complete at least 30 semester hours credit at WVU Parkersburg.
- Maintain a minimum 2.0 cumulative grade point average.
- C or better must be obtained for all CIT, CS, STEM and SEC courses.
- Complete and file the graduation application in OLSIS within the stated deadlines.

your ACADEMIC MAP
Computer Networking & Security, B.A.T.

Parkersburg
West Virginia University.

COURSE	CREDIT HOURS	SIGNIFICANCE
COLL 101 — ORIENTATION TO COLLEGE	1	
CIT 101— PC MANAGEMENT AND MAINTENANCE	5	CompTIA A+
CIT 105 — INTRODUCTION TO NETWORKS	5	Cisco 1
MATH 125 — TECHNICAL MATH OR HIGHER	3	
ENGL 101 — COMPOSITION 1 OR ENGL 103 — ENGLISH GRAMMAR, USAGE, AND STYLE	3	
TOTAL	**17**	

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
CS 101 — INTRODUCTION TO PC APPLICATIONS	4	
CIT 106 — ROUTING AND SWITCHING ESSENTIALS	4	CCENT Cert./ Cisco 2
CIT 114 — WINDOWS OPERATING SYSTEMS	3	Microsoft Cert.
CIT 130 — PRINCIPLES OF INFORMATION SYSTEMS	3	
TOTAL	**14**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE
CS 121 — INTRODUCTION TO PROGRAMMING	4	
CIT 205 — SCALING NETWORKS	4	Cisco 3
CIT 211 — NETWORK INFRASTRUCTURE	3	Microsoft Cert.
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Reverse
TOTAL	**14**	

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
SEC 101 — SECURITY FUNDAMENTALS	3	
CIT 206 — CONNECTING NETWORKS	4	CCNA Cert./ Cisco 4
CIT 240 — INTRODUCTION TO LINUX	3	Linux Cert.
COMM 111 — FUNDAMENTALS OF SPEECH	3	
CS 260 — CAPSTONE PROJECT	3	Capstone
TOTAL	**16**	

The **Bachelor of Applied Technology in Computer Networking and Security** builds on our Computer and Information Technology AAS degree. Students will be provided the skills to plan, implement, and troubleshoot advanced routing and switching technologies, advanced systems administration technologies, and advanced security systems.

MILESTONE COURSES These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

your ACADEMIC MAP
Computer Networking & Security, B.A.T.

Parkersburg
West Virginia University®

Semester 5

COURSE	CREDIT HOURS	SIGNIFICANCE
SEC 300 — INTRODUCTION TO SECURITY	3	
CIT 305 — ADVANCED ROUTING	5	CCNP ROUTE
MATH 318 — DISCRETE MATH	3	
ENGL 334 — SCIENTIFIC AND TECHNICAL WRITING OR ENGL 308 — ADVANCED WRITING	3	
TOTAL	**14**	

Semester 6

COURSE	CREDIT HOURS	SIGNIFICANCE
CIT 405 — MULTI-LAYER SWITCHED NETWORKS	5	CCNP SWITCH
CIT 330 — DIRECTORY SERVICES INFRASTRUCTURE	3	
SEC 351 — DEFENSE & COUNTERMEASURES	3	
SOCIETY, DIVERSITY & CONNECTIONS GEN ED ELECTIVE	3	See Attached
UPPER LEVEL TECHNICAL ELECTIVE**	2	
TOTAL	**16**	

Semester 7

COURSE	CREDIT HOURS	SIGNIFICANCE
CIT 406 — ADVANCED NETWORK TROUBLE SHOOTING OR SEC 350 — NETWORK SECURITY	5	CCNP TSHOOT OR CCNA SECURITY
SEC 430 — OPERATING SYSTEMS SECURITY	3	
STEM 420 — PROJECT MANAGEMENT	3	
ARTS AND CREATIVITY GEN ED ELECTIVE	3	See Attached
TOTAL	**14**	

Semester 8

COURSE	CREDIT HOURS	SIGNIFICANCE
UPPER LEVEL TECHNICAL ELECTIVE	3	
SCIENCE AND TECHNOLOGY GEN ED ELECTIVE	4	See Attached
HUMAN INQUIRY AND THE PAST GEN ED ELECTIVE	3	See Attached
PHIL 231 OR PHIL 150 OR PHIL 347	3	
CIT 460 — INTERDISCIPLINARY PROJECT	3	Capstone
TOTAL	**16**	

POTENTIAL CAREERS
Systems Technician, IT professional, Network Administrator.

CAPSTONE COURSE
A semester long major networking project that must be taken in the graduation semester. A "C" or better must be earned.

**Upper Level Technical Electives may be chosen from the following list: Any 300 or 400 level CS, CIT, and SEC courses. DRAF 314, ACCT 310, GBUS 300, 304, and 306, JOUR 410.

15-30
Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE

121

For back of this Academic Map please see General Education Map on page 30.

Graduation Requirements:
• Complete the minimum number of credit hours required for the degree.
• Complete the general education curricula for the degree.
• Complete at least 30 semester hours credit at WVU Parkersburg.
• Maintain a minimum 2.0 cumulative grade point average.
• C or better must be obtained for all CIT, CS, STEM, and SEC courses.
• Complete and file the graduation application in OLSIS within the stated deadlines.

ASSOCIATE OF SCIENCE

The Associate of Science Degree is designed for transfer to other colleges and universities by students who seek to transfer into programs such as: Biology, Chemistry, Geology, Physics, or Pre-Professional study which may lead 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 15 semester hours credit at WVU Parkersburg.
• Maintain a minimum 2.0 cumulative grade point average.
• Complete and file the graduation application in OLSIS within the stated deadlines.

YOUR ACADEMIC MAP
Associate of Science

W Parkersburg West Virginia University®

Semester 1

COURSE	CREDIT HOURS	SIGNIFICANCE	
COLL 101 — ORIENTATION TO COLLEGE	1		
SCIENCE & TECH GEN ED ELECTIVE — SEQUENTIAL	4	See Reverse	🚩
FREE ELECTIVE	4		
MATH 126 (OR HIGHER) — COLLEGE ALGEBRA	3		🚩
ENGL 101 — COMPOSITION 1	3		🚩
TOTAL	**15**		

Semester 2

COURSE	CREDIT HOURS	SIGNIFICANCE
ENGL 102 — COMPOSITION	3	
SCIENCE & TECH GEN ED ELECTIVE — SEQUENTIAL	4	See Reverse
COMM 111 — FUNDAMENTALS OF SPEECH	3	
FREE ELECTIVE	3	
FREE ELECTIVE	2	
TOTAL	**15**	

Semester 3

COURSE	CREDIT HOURS	SIGNIFICANCE	
ARTS & CREATIVITY GEN ED ELECTIVE	3	See Reverse	
SOCIETY, DIVERSITY, & CONNECTIONS GEN ED ELECTIVE	3	See Reverse	🚩
SCIENCE & TECH ELECTIVE — NON-SEQUENTIAL	4		
FREE ELECTIVE	3		
FREE ELECTIVE	2		
TOTAL	**15**		

Semester 4

COURSE	CREDIT HOURS	SIGNIFICANCE
SCIENCE & TECH ELECTIVE — NON-SEQUENTIAL	4	
FREE ELECTIVE	3	
FREE ELECTIVE	4	
FREE ELECTIVE	4	
TOTAL	**15**	

The **Associate of Science** is designed for transfer to other colleges and universities for students seeking Bachelor's degrees. It can lead to study in dentistry, medicine, pharmacy, physical therapy, veterinary science, or other sciences.

MILESTONE COURSES
These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

POTENTIAL CAREERS
Scientist, Medical Doctor, Pharmacist, Engineer.
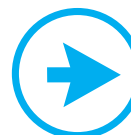
TRANSFER COURSES
Several electives are embedded into the curriculum to provide the flexibility to tailor your degree to fit your intended transfer program.

15-30 Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

TOTAL HOURS FOR DEGREE
60
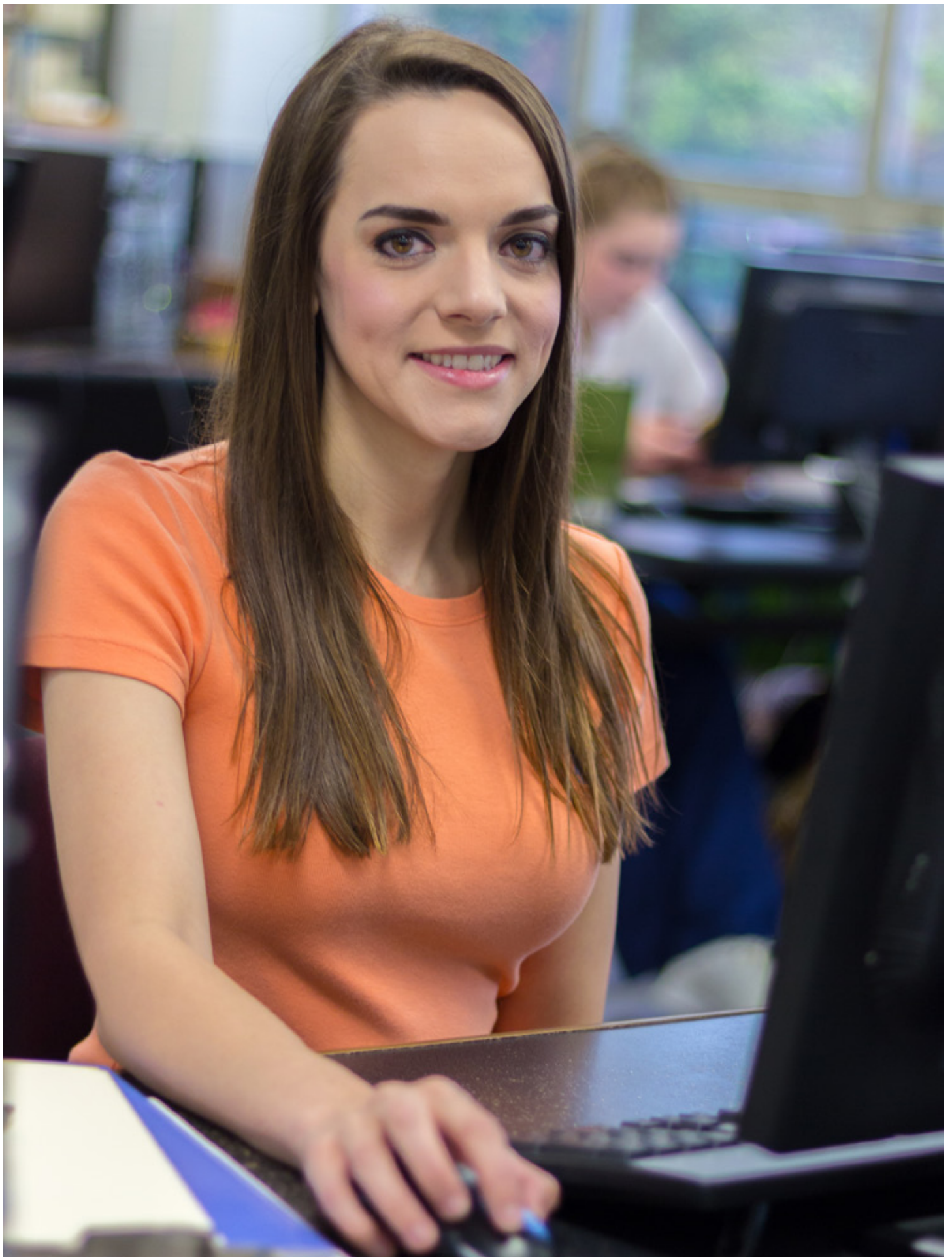
SECTION 7
DISTANCE LEARNING

Distance learning courses are especially suited to reach busy people who wish to increase their knowledge and skills without giving up their jobs, losing income, or interfering with family responsibilities. These courses are equivalent to on-campus sections of the same course in terms of outcomes, competencies, content, credit, and transferability. The various forms of communication and instructional technologies utilized allow and encourage students to participate in discussions with faculty and classmates. WVU at Parkersburg offers online and hybrid courses for distance learners.

Online Courses: All of the course content is delivered online. No face-to-face class sessions are required during a semester; however, proctored exams arranged locally, library research, or other activities may be required. Typically, the course orientation, assignments, presentations, learning activities, and interactive quizzes and tests are online. Instructors use e-mail, web pages, and course management tools to communicate with students.

Hybrid Courses: A hybrid course combines both face-to-face classroom instruction and online Internet-based learning, and may include electronic delivery for up to 50% of the course content. Instructors may require students to attend onsite or synchronous class sessions and/or take onsite examinations. Hybrid courses require students to have access to a computer to watch videos of lectures, track assignments and progress, interact with professors and peers, and review other supporting materials, such as PowerPoint presentations or scholarly articles.

Online and hybrid courses are primarily text-based and effective reading and writing skills are critical for successful course completion. 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. Additional resources are available to assist students in determining their readiness for distance learning courses at www.wvup.edu/online.

Technology Requirements:
Students should be advised that all courses at WVU at Parkersburg may require the use of a computer, email, the Internet, or other digital resources and support software.

All students registering for an online or hybrid 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.

General technical requirements can be found at 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 at 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 at Parkersburg is available. Information for students requesting disability-related accommodations can be found at: www.wvup.edu/disabilityservices

Library Services:
A complete list of resources for Off Campus Access can be found at 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 at 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

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

To review all the services available at a distance, visit: www.wvup.edu/online

SECTION 8
COLLEGE CREDIT OPPORTUNITIES FOR HIGH SCHOOL STUDENTS

College Credit Opportunities for Students Still in High School:
WVU at 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.

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

Early College Program:
Early College allows high school students to earn college credits while earning their high school diploma. Program participants get the full college experience – including access to advising, the library, bookstore, campus activities and more – and attend classes on our campus alongside regular college students.

Early Admission program:
Early Admission classes are college classes offered to select high school students either on the campus of WVU at Parkersburg, online, or at the student's high school. Early Admission classes usually include general education courses. Early Admission classes are subject to tuition and fee charges. According to West Virginia state policies, 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 Services 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 2.5 cumulative GPA. A high school counselor must submit a high school transcript to the Admissions Office, located in the Center for Student Services. 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. High school students who do not score above required cut scores for math and English are ineligible to attend those classes.

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 at Parkersburg.

More information about the Early Admission program is available at www.wvup.edu/earlyadmission or by contacting the **Center for Student Services 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 at Parkersburg is available at http://www.wvup.edu/high-school-students/about-edge.

EDGE Student Qualifications: To qualify for EDGE credit, a student must:
Complete an approved program of study.

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

Caperton Center for Applied Technology:
West Virginia University at Parkersburg, Wood County Schools, and area businesses, industrieas, and laborers 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 9
WORKFORCE AND ECONOMIC DEVELOPMENT (WED)

Workforce and Economic Development Division:

The Workforce and Economic Development Division (WED) at West Virginia University at Parkersburg is committed to supporting the college's mission of providing "accessible, life changing educational opportunities in a safe and supportive environment." WED's focus is on improving the personal, professional, technical, economic, and developmental training needs of our students as individuals as well as for our local businesses and industries. We provide high quality, cost effective programs and consulting services which result in improved performance and outcomes for the participating individuals and corporations.

Occupational Development Degree:

The Associate in Applied Science Degree in Occupational Development is a statewide program involving various colleges within the WV Higher Education system, the United States Department of Labor, and the Bureau of Apprenticeship Training. Minimum / Maximum of 60 credit hours.

These degrees are negotiated between an organization and the college. These are not degrees that students may enroll in without being employed by a participating organization.

Although each degree is similar, there may be differences between each organization that participates in them. Students are advised to contact the Human Resources Office of their participating organization or the division of Workforce and Economic Development at WVUP for more details.

Sample State Approved Curriculum Guide (may differ between organizations)
  • General Education – 15 hours minimum
  • Communication Skills
  • 3 hours English
  • 3 hours communication
  • Quantitative Skills/Laboratory Science
  • 6 hours
  • 3 hours
  • General Education Elective
  • 6 hours
  • Technical Core/Occupational Specialty – 40 hours maximum
    Classroom/Laboratory contact hours of Occupational Education converted to credit hours at the usual rate of 15:1 (classroom) or 30:1 (laboratory)
  • On-The-Job Training (OJT) in the Occupation – 12 hours maximum
    Maximum of 2,400 contact hours of on-the-job training, converted to credit hours on a ratio of 200:1, can be counted toward the A.A.S. degree.

To determine if a particular union participates, please contact the union hall or the Workforce & Economic Development Division at 304-424-8383.

Technical Studies Degree:

WVUP works with employers or agencies to develop programs which combine general education and technical training provided by the College to offer an associate degree. Students must be employees or clients of the sponsor to be eligible for enrollment in this program. Required courses are specified in agreements between the College and the sponsor. Minimum / Maximum of 60 credit hours.

Degree programs implemented under this degree designation will include instruction consistent with the following components and categories. SAMPLE State Approved Curriculum Guide (may vary slightly by organization)

- General Education – 15 hours minimum
- Communication Skills
- 3 hours business or technical writing course
- 3 hours communication
- Quantitative Skills/Laboratory Science
- 3 hours college level mathematics course
- General Education Elective
- 6 hours
- Technical Core – 39 hours maximum

- Each program of study must include a general technical core that meets the goal of developing skills that may be applied to a variety of occupations or that may be specific to an occupation. Technical courses such as the examples listed below are to be a part of every program of study under this degree designation.

- Technical Core/Occupational Specialty – 39 hours maximum

- This component consists of technical specialty courses specific to an occupational area. Apprenticeship and industry based education and training program courses are to be converted to college credit hours at the usual ration of 15:1 for lecture at a rate consistent with the lab hour/credit ration of the degree granting institution for laboratory credit.

- On-The-Job Training (OJT) in the Occupation or Supervised Work Based Learning – 12 hours maximum

- The on-the-job training component is to be converted to credit hours at a ratio of 160:1 with the maximum of 1,920 contact hours allowable. A statement of the total number of contact hours experienced through on-the-job training may be placed on the college record. This credit will be recorded immediately prior to graduation from college.

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. WED 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 Aluminum Welding
    Certificate in Bookkeeping
    Certificate in Certified Nursing Assistant
    Certificate in Dental Assistant
    Certificate in IV Therapy
    Certificate in Medial Office Specialist
    Certificate in Phlebotomy
    Certificate in Real Estate Pre-Licensure
    Certificate in Ultimate Administrative Assistant

In addition to completing the WED 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 WED Division at (304) 424.8271.

CORPORATE TRAINING

The Workforce and Economic Development division offers local business, industry, and organizations a variety of training opportunities designed to increase employee productivity and efficiency, helping them to maximize profits. These programs range from courses on Microsoft Office products to Management

Leadership and Conflict Resolution, to customized industry specific training. To request more information about how we can help meet your training needs, contact (304) 424-8383.

Our safety training offerings are designed to ensure that a company's on-site safety standards are met or exceeded. We offer most required OSHA training courses and can even help businesses develop their own custom safety programs. For more information, contact us at (304) 424-8383.

COMMUNITY EDUCATION

Workforce and Economic Development's Community Education Offerings are designed for life enrichment. The varieties of personal offerings can enhance job skills, provide recreational opportunity, and provide applicable life skills for everyday use along with opportunities for entrepreneurship. Our offerings are often changing, so please visit our website at http://www.wvup.edu/workforce/community-education/ or contact us at (304) 424-8383.

SECTION 10
COURSE DISCRIPTIONS

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 at 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 at 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 Vice President for Academic Affairs.

All courses are, regardless of pre-requisites, subject to instructor's consent.

Please Note: All CDEV courses with field experience require the completion of paper work listed in Child Development Requirement for Admission and Retention.

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 200. ACCOUNTING FOR MANAGERS.   **3 Hrs.**
Accounting information is examined from the perspective of effective management decision making with special emphasis on the planning and control responsibilities of practicing managers.

ACCT 201. PRINCIPLES OF ACCOUNTING I.   **3 Hrs.**
Covers the fundamentals of accounting, the accounting cycle, journ, budgeting, and an introduction to internal controls. (Pre-requisite: MATH 120 or higher) [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 301. MANAGERIAL ACCOUNTING FOR MANAGERS.   **3 Hrs.**
Accounting and budgeting techniques for non-business majors. This course will not count toward any business program at WVUP and is not intended for transfer. Pre-Requisites: ACCT 200 Accounting for Non-Business Majors (WVUP) or approved transfer course from home institution.

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 120 or higher)

ACCT 312. INTERMEDIATE ACCOUNTING II.   **3 Hrs.**
Continuation of ACCT 311. Topics covered include non-current 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 120 or higher)

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. (Pre-requisites: B or higher in ACCT 201 and 202, and MATH 120 or higher)

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, an 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 120 or higher, 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 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.   **1-3 Hrs.**
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 or BIOL 115 with grade of D or higher)

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, and genetics. (2 hrs. per week) (Co-requisite: BIOL 101)

BIOL 104. GENERAL BIOLOGY 2 LAB.   **1 Hr.**
Laboratory studies in general biology that include evolution & systematics, a survey of organism diversity, and basic plant and 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 Heath 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. (3 lecture hours, 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) (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) (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 non-vascular 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) (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 genetic 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 genetic 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 even 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 odd 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. (Co-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: CS 101)

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: CS 101)

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: 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: CS 101)

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.**
Capstone for AAS Business Technology. Requires proctored Major Fields Test and capstone assessment project.

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 233. 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. (Co-requisite: 10 hours Field Experience)

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. (Co-requisite: 20 hours Field Experience)

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. (Co-requisite: 20 hours Field Experience)

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. (Co-requisite: 20 hours Field Experience)

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. (Co-requisite: 10 hours field experience)

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. (Co-requisite: 10 hours Field Experience)

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. (Co-requisite: 20 hours Field Experience)

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. (Co-requisite: 20 hours Field Experience)

CDEV 251. CHILD DEVELOPMENT CAPSTONE 1.   **4 Hrs.**
Practicum experience in a setting related to professional goals of Child Development students. (Co-requisite: 120 hours Field Experience)

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 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, and licensing requirements and building programs. (Pre-requisite: Admission to CDEV BA Program) (Co-requisite: 10 hours field experience)

CDEV 332. SCIENCE EXPLORATION FOR PRE-K.   **3 Hrs.**
Developmentally appropriate methods of teaching science for preschoolers, toddlers, and infants. (Pre-requisite: Admission to CDEV BA Program) (Co-requisite: 10 hours Field Experience)

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. (Pre-requisite: Admission to CDEV BA Program) (Co-requisite: 10 hours Field Experience)

CDEV 336. EARLY SOCIAL STUDIES.   **3 Hrs.**
Theories and methods of social studies education in early childhood education. (Pre-requisite: Admission to CDEV BA Program) (Co-requisite: 10 hours Field Experience)

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. (Pre-requisite: Admission to CDEV BA Program) (Co-requisite: 70 hours Field Experience)

CDEV 406. SEMINAR IN EARLY CHILDHOOD.   **4 Hrs.**
Seminar focused on practicum experiences and topics relevant to early childhood professionals.
(Pre-requisite: Admission to CDEV BA Program) (Co-requisite: CDEV 405)

COLLEGE

COLL 101. ORIENTATIN TO COLLEGE.   **1 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 AND MEDIA STUDIES

CMS 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.

CMS 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.

CMS 215. MEDIA WRITING.   **3 Hrs.**
Introduction to the fundamental writing and fact-gathering skills of journalism for print and electronic media.

CMS 217. ADVANCED SOCIAL MEDIA MANAGEMENT.   **3 Hrs.**
Social Media management is a three-credit survey course that engages students in social media and society issues 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.

CMS 218. 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.

CMS 219. FUNDAMENTALS OF BROADCAST 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.

CMS 220. PHOTOGRAPHY.   **3 Hrs.**
Cameras, composition, film processing, enlarging, lighting, and finishing; news photography; and picture editing. (Student must provide own camera)

CMS 221. BROADCAST ANNOUNCING.   **3 Hrs.**
This course is designed to give the student a broad overview of broadcast announcing procedures in a number of different broadcast situations. The student will also practice delivery of a wide range of broadcast copy.

CMS 223. BROADCAST PROGRAMMING.   **3 Hrs.**
A study and practical use of broadcast equipment, announcing techniques, programming concepts, functions of a disc jockey (DJ),and researching, writing, and producing a newscast.

CMS 225. MEDIA DESIGN 1.   **1 Hr.**
Photography, reporting, layout, and paste-up of college newspaper in informal lab setting.

CMS 226. MEDIA DESIGN 2.   **1 Hr.**
Continuation of CMS 225. Students will assume editorial leadership of the college newspaper. (Pre-requisite: CMS 225)

CMS 230. FUNDAMENTALS OF STRATEGIC COMMUNICATION.   **3 Hrs.**
Discover the relationships between public relations practitioners, advertisers, marketing representatives and the news media, and how all are 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.

CMS 235. FUNDAMENTALS OF VIDEO PRODUCTION.   **3 Hrs.**
This course is designed to teach broadcast students digital video and audio techniques for productions, including field reports, newscasts, and studio-based programs.

CMS 239. BROADCAST NEWSWRITING.   **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.

CMS 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.

CMS 317. SOCIAL MEDIA CAMPAIGNS.   **3 Hrs.**
Social Media Campaigns engage students in actual social media by conducting original research, constructing a campaign plan, producing original materials for the campaign, and tracking the campaign's success. (Pre-requisite: CMS 217)

CMS 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.

CMS 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.

CMS 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.

CMS 359. BROADCAST REPORTING.   **3 Hrs.**
Broadcast presents a unique partnership between the reporter and the listener or viewer – as you describe the scene, the listener must imagine it. Writing for broadcast must be crisp, clear, concise, and evocative all at the same time.

CMS 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.

CMS 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.

CMS 419. ADVANCED BROADCAST 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: CMS 219)

CMS 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: CMS 235)

CMS 428. MEDIA ETHICS AND LAW.   **3 Hrs.**
How ethics and law work together to help create and maintain the media environment. Examines ethical paradigms within a legal framework with special emphasis on morality. (Pre-requisites: PHIL 150)

CMS 437. STRATEGIC COMMUNICATION WRITING/CASE STUDIES.   **3 Hrs.**
Discover how to become an effective writer in a variety of formats expected of strategic communication 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 strategic communication practices.

CMS 439. STRATEGIC COMMUNICATION CAMPAIGN MANAGEMENT.   **3 Hrs.**
Students will conduct original research, construct a comprehensive campaign plan, and produce public relations, advertising, and marketing collateral material that could be used to implement their campaign. This course culminates with the pitching of a campaign to a client.

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.

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.

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.

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.   **1-3 Hrs.**

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: 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: 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: 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: 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: 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, reasoning, evidence, forms of debate, and decision making. Application of the principles will take the form of in-class debates. (Pre-requisite: COMM 111, COMM 112 or COMM 202)

COMM 316. INTERCULTURAL COMMUNICATION.   **3 Hrs.**
A comprehensive overview of communication in various cultures. (Pre-requisites: 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. (Pre or Co-requisite: MATH 125 or MATH 126 with grade of C or higher)

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. NETWORKING INFRASTRUCTURE (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 125 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, DHCO, 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 CS 101 or concurrent

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 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 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 and 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 data center 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. (Pre-requisite: CIT 114 grade D or higher)

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. ADVANCED NETWORK TROUBLESHOOTING (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 network maintenance tasks, troubleshooting models, troubleshooting tools, and troubleshooting of specific network technologies. (Pre-requisite: CIT 305 grade C or higher and CIT 405 with grade of C or higher)

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 211 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 with grade of C or higher)

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: College level MATH or concurrent or appropriate MATH or 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 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 125 or 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: CS 121 with a grade of "C" or better and Math 125 or 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 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 I0. 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. INTRODUCTION TO 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 201. 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 or CIT 410)

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. This course will introduce students to the use of web programming and databases to create dynamic web-based applications for businesses. (Pre-requisites: CS 129 grade of C or better or concurrency and CS 201 grade of C or better or concurrency)

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, and 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 or concurrent, CS 220 or concurrent, and CS 221 or concurrent)

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 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: CIT 130 with a grade of C or higher)

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)

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 125 or a satisfactory score on placement test)

CS 320. OBJECT ORIENTED DESIGN.   **3 Hrs.**
Object-oriented design is the process of planning a system of interacting objects for the purpose of solving a software problem. (Pre-requisite: Grade of C or better in CS 221)

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 animation, 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. ADVANCED 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 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 212. ETHICS IN CRIMINAL JUSTICE.   **3 Hrs.**
An introduction to fundamental ethical theory, doctrines, controversies, and the rules of moral judgment. Emphasis is placed 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 285. BASIC CJ RESEARCH METHODS.   **3 Hrs.**
Explores basic concepts and terminology related to social science research used in CJ. Emphasis is placed on reading and understanding academic research articles and other relevant sources of data and information pertinent to criminal justice. (Pre-requisites: CJ 111 and ENGL 102 with C or higher)

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 or LS 101 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. (Pre-requisite: CJ 111 or LS 101 with a grade of C or better. Requires admission to BAS CJ Program or BAS LS 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 311. CRIMINAL BEHAVIOR.   **3 Hrs.**
Both Lifecourse and Biosocial perspectives of crime and offending are examined. Research issues covered include: criminal behavior across developmental stages, the influence of biology and molecular genetics on behavior, and programmatic intervention. (Pre-requisite: SOC 232 with a grade of C or better)

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, or LS 101. Requires admission to BAS CJ Program or BAS LS program or signature of Program Coordinator)

CJ 315. POLICE TECHNOLOGY.   **3 Hrs.**
This course will cover the historic, 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 federal task forces. (Requires admission to BAS CJ or BAS LS 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. (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 or LS 101 with a grade of C or better. Requires admission to BAS CJ Program or BAS LS 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. (Pre-requisite: CJ 111 with C or better and admission to BAS CJ program or signature of program coordinator)

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 PATTERN ANALYSIS.   **4 Hrs.**
Examines the techniques and methods of identifying and interpreting blood spatter evidence. Topics include fundamentals of bloodstain evidence, bloodstains of differing velocity, significance of partially dried, clotted, aged, physically altered bloodstains, and others. (Requires admission to BAS CJ Program or signature of Program Coordinator. "C" or better in CJ 355)

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. (Pre-requisite: CJ 375 with a grade of C or higher. Requires admission to BAS CJ Program or signature of Program Coordinator)

CJ 440. ADVANCED CJ RESEARCH METHODS.   **3 Hrs.**
Builds on the Basic research course and further explores concepts related to social science research. Emphasis is placed on the development of superior writing skills and statistical evaluation of information through conducting applied research. (Pre-requisite: CJ 285 with a grade of C or higher)

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. Admission to BAS CJ program and 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. COMPUTER AIDED 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.

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 or ELEC 101)

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 116)

DRAF 227. AUTODESK SIMULATION.   **3 Hrs.**
Students will learn advanced techniques and uses of creating 3D models with Inventor in an environment that is used in multiple fields of study such as design, engineering, and animation. (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. TOOL MACHINE 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   **1 Hr.**
CAPSTONE.
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 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).

EDUCATION (EDUC)

EDUC 100. INTRODUCTION TO TEACHER EDUCATION.   **3 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 108. EDUCATIONAL TECHNOLOGY.   **3 Hrs.**
Course focuses on practical applications for computers and technology in the elementary/middle school classroom.

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 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)

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 303. TEACHING READING K6.   **3 Hrs.**
Strategies and materials in teaching reading for Early and Middle Childhood teachers. (Pre-requisites: Admission to Teacher Education Program and EDUC 301). (Co-requisite: Field Experience)

EDUC 304. 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: MATH 121, MATH 126, and Admission to Teacher Ed Program) (Co-requisite: Field Experience)

EDUC 305. 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.

EDUC 306. INSTRUCTIONAL STRATEGIES IN HEALTH AND PHYS ED.   **3 Hrs.**
This course provides techniques for curriculum design, program implementation, and evaluation, plus other strategies, skills, and methods of teaching physical education and health activities to elementary and middle school children. (Pre-requisite: Admission to Teacher Education) (Co-requisite: Field Experience)

EDUC 310. DIVERSITY IN EDUCTION.   **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 314. 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)

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.   **1-6 Hrs.**

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. EARLY CHILDHOOD & MIDDLE SCHOOL CURRICULUM LAB.   **0 Hrs.**

A clinical offered on-site at a local professional development school. Application of lesson planning and management techniques are the focus of this experience. This class should be completed the semester prior to student teaching. (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 incorporated 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)

EDUC 412. DIAGNOSTIC 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-requisite: EDUC 301, EDUC 303, Admission to Teacher Education. Co-requisite: EDUC 412L)

EDUC 412L. DIAGNOSTIC PRESCRIPTIVE READING LAB.   **0 Hrs.**
This course requires teacher candidates to apply their knowledge of a variety of assessment instruments and remediate reading difficulties using evidence-based instructional strategies. Students will apply skills learned in EDUC 412. (Pre-requisite: EDUC 301, EDUC 303, Admission to Teacher Education. Co-requisite: EDUC 412)

ELECTRONICS (ELEC)

ELEC 101. ELECTRICITY & ELECTRONICS FUNDAMENTALS.   **3 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. (2 credit hour lecture and 1 credit hour lab)

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, 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/freeze 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. Exam 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, decoders, CPUs, storage media, and A/D and D/A Conversion. (Pre-requisites: ELEC 101 or ELEC 102 or ELEC 105)

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)

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 introduces 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.   **3 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 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: Co-requisite ENGL 101L required unless ACT score of 18 and above, SAT score of 450 and above, or SUMM score of 3)

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. (Co-requisite: ENGL 101 for students who do not have an ACT score of 18 and above, SAT score of 450 and above, or SUMM score of 3)

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, and 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, and various accepted writing styles. Designed for people who will be writing professionally or want to reinforce correct grammar, punctuation, and usage, and to work within different writing contexts.

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: Co-requisite ENGL 107L required unless ACT score of 18 and above, SAT score of 450 and above, or SUMM score of 3)

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: Co-requisite ENGL 107 required for students who do not have an ACT score of 18 and above, SAT score of 450 and above, or SUMM score of 3)

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 or ENGL 107)

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 or ENGL 107)

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 or ENGL 107)

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 or ENGL 107)

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: C or better in ENGL 101 or ENGL 107).

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 or ENGL 107)

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 or ENGL 107)

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 or ENGL 107)

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 or ENGL 107)

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.   **1-3 Hrs.**
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.   **3 Hrs.**
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, 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 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, and 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.

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)

<center>**SPANISH (SPAN)**</center>

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.   **1-3 Hrs.**
(Pre-requisite: Foreign Languages Departmental consent)

<center>**GENERAL BUSINESS (GBUS)**</center>

GBUS 101. INTRODUCTION TO BUSINESS.   **3 Hrs.**
Forms and functions performed within the business organizations. Covers accounting, law, economics, finance, management, marketing. COLL101 (embedded) will focus on personal development, interpersonal and academic skills and campus connections. [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: MATH 120 or higher)

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 in Applied Science in Business Administration majors. Outcomes include development of a career planning portfolio and completions of the Associate degree extreme assessment exam. Topics to be explored include self-management, personal finance, human relations, workplace ethics, diversity and accountability. Capstone course. This course will only count as the capstone for AAS in Business Administration. (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 301. PROCESS AND QUALITY MANAGEMENT.   **3 Hrs,**
Exploration of continuous quality management and process control. (Pre-requisite: GBUS 117 and MGMT 220 or higher)

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, 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, and 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 400. SUPERVISORY MANAGEMENT CAPSTONE.   **3 Hrs.**
Capstone experience includes a culminating project, case analysis, and a simulation. Final assessment required. This course does not count toward any business degree at WVU at Parkersburg and is not designed for transfer. (Pre-requisite: GBUS 301)

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, FIN 340 and MKTG 230)

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 310)

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 or BAS Legal Studies) [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. Extreme Assessment Exam 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 subsystems (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 of 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.
An 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 (perhaps catastrophic) extinction 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.   1-3 Hrs.
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	120 – Advanced Golf
136 – Beginning Yoga	59 – 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 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 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.

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; and 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, and 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)

INDUSTRIAL MAINTENANCE (IM)

IM 101. INDUSTRIAL MAINTENANCE 1.   **3 Hrs.**
Provides an introduction to piping, valves installation, and 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, and 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
(PLEASE SEE COMMUNICATION AND MEDIA STUIDES)

LANGUAGE ARTS (LA)

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 and 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.

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. (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.

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. Serves as the capstone for the AAS.

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 assists 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 students with an opportunity to review, enhance, and demonstrate his/her 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, leading, and controlling for organizations in the global environment. Ethics, diversity, technology, future trends, and practical application of principles are included. [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. (Pre-requisites: MGMT 220, and/or MGMT 311 or 320)

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]

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 emphasize 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)

MATH 120. QUANTITATIVE LITERACY.   **3 Hrs.**
Topics will include 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) (Co-requisite: MATH 120E if pre-requisites are not met)

MATH 120E. QUANTITATIVE LITERACY ENHANCED.   **0 Hrs.**
This co-requisite course is designed to establish the necessary background knowledge to be successful in Quantitative Literacy. (Co-requisite: MATH 120)

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-requisites for Elementary Education Majors: 23 on ACT or 3,4,5 on HS Sum Exam) (Co-requisite for Elementary Education Majors: MATH 126E if pre-requisites are not met)

MATH 125. TECHNICAL MATHEMATICS.   **4 Hrs.**
Provide students with a basic understanding of the algebraic and trigonometric concepts that are necessary to successfully advance in technological fields. (Pre-requisites: 19 on ACT or 3,4,5 on HS Sum Exam) (Co-requisite: MATH 125E if pre-requisites are not met)

MATH 125E. TECHNICAL MATHEMATICS ENHANCED.   **0 Hrs.**
Topics include study of real numbers, basic algebraic operations, solving linear equations and inequalities, and graphing linear equations. Includes applications and activities to build skills in problem solving. (Co-requisite: MATH 125)

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; and matrix theory and determinants. (4 lecture hours per week) (Pre-requisites: 23 on ACT or 3,4,5 on HS Sum Exam) (Co-requisite: MATH 126E if pre-requisites are not met)

MATH 126E. COLLEGE ALGEBRA ENHANCED.   **0 Hrs.**
This co-requisite lab is designed to establish the necessary background knowledge to be successful in College Algebra. (Co-requisite: MATH 121 or MATH 126)

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.

MATH 141. FINITE MATH.   **3 Hrs.**
Logic, sets, counting principles, vectors, matrices, probability theory, linear programming, and 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, integrals of polynomials, rational functions, 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, and 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; and series. (5 lecture hours per week) (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, chi-square test, and regression and correlation. (Pre-requisite: 23 on ACT or C or better in MATH 120 or MATH 121or MATH 125 or MATH 126 or NURS 132 and NURS 142)

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 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. MATH FOR YOUNG CHILDREN.   **3 Hrs.**
Study of interactions which set the stage for math talks and problem solving skills. Examine and evaluate use of materials, problem solving techniques, and enriching conversations that will foster mathematic processes. (Co-requisite: 10 hours field experience)

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, co-sets, 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: 23 on ACT or Grade of "C" or better in MATH 126, MATH 125)

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, 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, diminished sevenths, 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 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, and 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 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 meet 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 at 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, ENGL 101, NURS 142, NURS 143, NURS 144; Pre/Co-requisite: BIOL 200; PSYC 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, PSYC 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, PSYC 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 the 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.   **3 Hrs.**
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 (PCT)

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, 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 principles 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.   **3 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 calculation 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.   **2 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)

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, 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 MATH 125)

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, 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, and control charts.

ATPT 140. PROCESS INSTRUMENTATION.   **3 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.

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, 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 141 grade of C or better and Math 120)

ATPT 244. PROCESS TECH 3 - OPERATIONS.   **3 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.
(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 101or 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 more 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 hrs)

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)

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; and the use of glossaries and textual aids.

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 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 present 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 a 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 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; and 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; and 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 religious organizations. It 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. Areas 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.

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 more 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.

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, and widowhood.

SOC 390. WORLD CULTURES THROUGH FILM.   3 Hrs.
Cultural perspectives through international films with critical thinking discussions and writing components included.

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.

STUDENT DEVELOPMENT (SDEV)

SDEV 100. TRANSITIONS TO COLLEGE.   **1-3 Hrs.**
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, and 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)

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.   **1-3 Hrs.**
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 one-on-one activity 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, and staging approaches including both the ensemble and solo performance. Students will participate in a Reader's Theatre Program.

THEA 291. MUSICAL THEATRE WORKSHOP.   **1-3 Hrs.**
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 WELDING.   **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.
(Pre-requisites: Grade D or higher WELD 131)

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.
(Pre-requisites: Grade D or higher in WELD 134)

WELD 136. ADVANCED FCAW.   **3 Hrs.**
Pipe certification utilizing the flux core arc welding process according to the ASME Code.
(Pre-requisites: Grade D or higher WELD 133)

WELD 160. WELDING BLUEPRINT READING.   **2 Hrs.**
Fundamentals of blueprint reading geared towards teaching students to decipher blueprints found in
industrial settings.

WELD 171. WELDING THEORY.   **1 Hr.**
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.

WELD 279. WELDING INSPECTION.   **2 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
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
Assistant Professor 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, Director of RN-BSN program. 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)

CANFIELD, ALLISON
Professor of English. M. A., English, Marshall University, B. A., Education, Glenville State College.

CHANNEL, 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)

CRITES, AARON
Associate Professor of History. B.A., Alderson-Broaddus College; M.A., Marshall University. (2005)

CRUMBAKER, CHAD
Interium Vice President for Academic Affairs. 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)

DAWKINS, JENNY
Professor of Computer Information and Technology. B.S., West Liberty State College; M.S., West Virginia College of Graduate Studies (MUGC). (2002)

DUCKWORTH, REBECCA
Associate 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 of Akron; Ph.D., University of Georgia. (2014)

FERRIS, CATHY
Instructor, Education and Humanities. B.S. Glenville State College;
M.A. University of New Mexico. (2015)

FRUM, KATHRYN S.
Associate Professor of Nursing. A.D.N., WVU at Parkersburg, B.S.N., West Virginia University;
M.S.N., Otterbein College; R.N. (2002)

GIFFIN, CRAIG
Instructional Specialist of Industrial Maintenance. A.A.S., R.B.A., B.A.T., WVU at Parkersburg. (2015)

GUMP, JARED
Associate Professor & Chair, Science, Technology, Engineering & Mathematics Division. B.S.,
West Virginia University, MS and Ph.D., The Ohio State University. (2014)

HARTLEY, JONATHAN DALE
Chair, Humanities, Fine Arts & Social Sciences, B.A. University of West Georgia, M.A. .
New York Institute of Technology, M.A. Ottawa University and Ph.D. Capella University (2017)

HELD, MARY BETH
Assistant Professor of Communication Studies. B.S., M.A., Ph.D., West Virginia University. (2011)

HELLER, JULLIE
Associate Professor of Nursing. B.S.N., St. Louis University; M.S.N., Wheeling Jesuit University; R.N. (2010)

HEMPEL, UTA
Associate Professor of Biology. M.S., RWTH Aachen; Ph.D., University of Konstanz. (2011)

HETRICK, MARY
Assistant Professor of Biology; B.S., Bowling Green State University; Ph.D., Mississippi State University. (2013)

HOFF, E. REBECCA
Assistant Professor, English. B.A., M.A., Marshall University. (2010)

HOLLAND, JEFFERY
Interium Chair of Business, Accounting & Public Service., Associate Professor of Business
B.S., M.A., M.B.A., WVU. (2001)

HUNT, JOSEPH.
Instructional Specialist of Welding. Welding Certificate, WVU at Parkersburg; Journeyman Certification,
Boilermakers Local 667; B.A.T., Parkersburg Bible College. (2013)

JACKSON, TORIE LADON
Assistant Professor, Journalism. RBA, M.A., West Virginia University, ED.D., West Virginia University. (2008)

JAMES, MONICA LYNN
Instructor of Art, B.F.A. Tyler School of Art, M.F.A. Savannah College of Art and Design (2017)

KEINATH, VALERIE
Instructor of Physical Science; B.S., M.S., University of Akron. (2013)

KOLANKIEWICZ, SANDRA
Associate Professor of English. B.A., Ohio University; M.A., Johns Hopkins University; Ph.D.,
Ohio University. (2008)

LANCASTER, DAVID
Professor of Education & Chair, Education Division, Professor of Education. A.A., A.S., B.A.,
WVU at Parkersburg; M.A., Salem-Teikyo University; Ed.D., West Virginia University. (2001)

MADER, CHERYL
Associate Professor of Education. B.S., M.A., Ed.D., West Virginia University (2016)

MARSHALL, BOBBI
Assistant Professor of Education. M.A., Early Childhood Special Education, The George Washington University., B.S.E., Elementary Education with a minor in Early Childhood.

MARTIN, HOLLY
Assistant Professor of Biology. B.A. Emery and Henry College, B.S., Glenville State College; M.S., Ohio University (2009)

MASTON, KYLE
Instructional Specialist of Welding. Journeyman Local 667. (2014)

MICHAELS, CHERYL
Assistant Professor of Nursing and Chair Nursing and Health Sciences, B.S.N., M.S.N., Waynesburg University; R.N. (2016)

MILLER, CALLIX
Instructor of Drafting. A.A. S., Washington State Community College; B.S., Ohio State University. (2014)

MULLER, LARRY
Associate Professor of Business Administration. B.A., Eastern University; M.B.A., Marshall University; D.B.A., Argosy University. (2013)

NEWHART, ALLAN R.
Professor of Mathematics. B.S., Bluffton College; M.A., Bowling Green State University. (1969)

REDDINGER, KAITLIN
Instructor of Mathematics. Bachelor of Arts & Sciences University; M.A. Bowling Green State University (2016)

RHODES, DOUGLAS
Instructor of Computer Information Technology. A.A.S., B.A.T., WVU at Parkersburg. (2014)

RIDDLE, THOMAS H.
Assistant Professor of Mathematics. B.S., West Virginia University, M.S., Naval Post Graduate College, M.S., Kansas State University. (2011)

ROBINSON, CHERYL
Professor of Nursing. A.D.N., Parkersburg Community College; B.S.N., M.S.N., West Virginia University; R.N. (1995)

ROCHUS, ANDREW
Assistant Professor of Sociology. B.A., Baldwin-Wallace College; M.A., University of Akron. (2011)

ROWLEY, GERALD
Assistant Professor of Electricity, Instrumentation and Multi-Craft Technology. A.A., R.B.A., WVU at Parkersburg. (2010)

SARKARAT, SAIED
Professor of Economics. B.S., M.S., M.A., University of Wisconsin; Ph.D., West Virginia University. (1987)

SAYRE, DR. ALLISON
Assistant Professor of Nursing. B.S.N., Bowling Green University; M.S.N., Ohio University; DPN Case Western Reserve University R.N. (2008)

SHAH, VIJAY
Professor of Business. B.Tech. (Mechanical Engineering), Banaras Hindu University; M.B.A., Ph.D., Kent State University. (1992)

SMITH, STEPHEN
Associate Professor of Business. B.S. and M.B.A., West Virginia University; M.Acc., Stetson University. (2007)

SMITH-STOUT, STEPHANIE
Assistant Professor of Nursing. A.D.N., WVU at Parkersburg; B.S.N., West Virginia University; M.S.N., Wheeling Jesuit University; R.N. (2012)

SPIVY, MISSY
Assistant Professor of Education. B.S., Freed-Hardman University; M.S., Morehead State University, Ed.D., Marshall University. (2010)

SPROUT, KELLI
Assistant Professor of Nursing. A.D.N., WVU at Parkersburg; B.S.N., M.S.N., Wheeling Jesuit; R.N. (2008)

STOVER, JOYCE
Assistant Professor of English. RBA, West Virginia State, M.A., Marshall University. (2002)

STYRT, MIKHAIL
Assistant Professor of Math. B.S., Ivan Franko Institute; M.A., Cleveland State. (2008)

THOMAS, CAROL
Professor of Business. B.S., M.B.E., Morehead State University; M.A., West Virginia University. (1984)

THOMPSON, DAVID
Associate Professor of Psychology/Sociology. A.A.S., WVU at Parkersburg (two degrees); B.A., West Virginia University; M.A., Marshall University. (2005)

THOMPSON, GARY
Assistant Professor of Technology. B.S., University of Washington; M.S., San Francisco State. (2010)

TUCKER, REBECCA
Associate Professor of Biology. B.S., University of Charleston; M.A., West Virginia College of Graduate Studies. (2004)

TURNER, SCOTT
Assistant Professor of Legal Studies. B.S. Thomas Edison State College. M.A. Rutgers University. J.D. New York Law School. (2016)

WALKER, W. ANDREW
Instructor of Criminal Justice. B.A., M.S., Marshall University. (2014)

WATKINS, CYNTHIA
Assistant Professor of Nursing. A.D.N., Parkersburg Community College; B.S.N., West Virginia University; M.S.N., Marshall University. (2011)

WHARTON, RHETT R.
Assistant Professor of Criminal Justice. A.A.S., Jefferson Technical College; B.S., Ohio University; M.S., University of Cincinnati. (2013)

WILSON, WOODY
Assistant Professor of Humanities, Fine Arts and Social Science Division.

WOOTEN, TRACY
Assistant Professor of Business Administration. B.S., Faulkner University; M.B.A., South University. (2013)

YOUNG, H. G., III
Professor of Music. B.S., West Virginia Wesleyan College; M.A. (two degrees), West Virginia University; Ph.D., University of Florida. (1975)

AGLIO, HENRY R.
Associate Professor Emeritus of Art. B.A., B.S., Marietta College; M.F.A., University of Chicago; M.Ed., Rhode Island School of Design. (1976-2006)

ALLEN, BERNARD
Professor Emeritus of History and Philosophy. B.S., West Virginia University; M.A., Southern Illinois University; Ph.D., West Virginia University. (1966-68; 1971-1999)

ALLEN, ROGER W.
Professor Emeritus of Speech. B.A., M.Div., Anderson College; M.Ed., Clarion University of Pennsylvania. (1976-2001)

BARBER, CARMEL M.
Associate Professor Emerita of Education. B.A., M.A., Marshall University. (1974-83; 1985-89)

BARGELOH, C. WESLEY
Professor Emeritus of Chemistry. B.S., Glenville State College; M.S., Marshall University. (1970-2004)

BARRY, R. GENE
Professor Emeritus of Mathematics; Chair, Technology Division; Associate Dean of Applied Technology and the Caperton Center for Applied Technology. B.S., M.S., Ohio State University. (1975-2001)

BEALS, GORDON R.
Professor Emeritus of Biology and Chemistry. B.S., M.Ed., Kent State University; M.S., University of Cincinnati. (1984)

BEATY, CATHERINE L.
Professor Emerita of Speech. B.S., East Tennessee State University; M.A., Ohio University. (1967-2004)

BEITTEL, BARBARA K.
Associate Professor Emerita of Music. B.S., Lebanon Valley College; M.M., Ohio University. (1978 - 1986)

BENNETT, LESLIE L.
Professor Emeritus of English; B.A., Glenville State College; M.A., West Virginia University. (1975-2009)

BERDINE, MARGARET A.
Professor Emerita of English. B.A., Fairmont State College; M.A., University of Hawaii; M.A., Ohio University. (1972 - 2014)

BIBBEE, DOROTHY K.
Professor Emerita of Journalism. B.A., M.A., Marshall University. (1978-2006)

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Professor Emeritus of Drafting. B.S., M.A., West Virginia University. (1978-2006)

BINGMAN, H. DAVID
Professor Emeritus of Geology. B.A., Marietta College; M.A., West Virginia University. (1965-86)

BOSO, EDWIN
Professor Emeritus of Physics and Engineering. B.S., Old Dominion University; M.S., Ph.D., Ohio University. (1984-91)

BRUCE, MARK
Associate Professor Emeritus of English and Social Science. A.A., Parkersburg Community College; B.A., Marietta College; M.A., Ohio University. (1999-2013)

CAIM, ROBERT S.
Professor Emeritus of English. B.A., Ph.D., Temple University. (1975-2007)

COPELAND, RAGINA
Professor Emerita of English. B.A., Fairmont State College; M.A. and Ed.D.,
West Virginia University. (1973)

CORDELL, ROBERT R.
Professor Emeritus of Social Science. A.A., BGS, University of New Hampshire; MAL, Marietta College (1999),
B.A., M.Ed., Northwestern Oklahoma State University; M.A., West Virginia University. (1991- 2011)

COX, BETH SEARS
Professor Emerita of Art. B.F.A., Ohio University; M.F.A., Boston University. (1996)

COX, DOROTHY J.
Associate Professor Emerita of Psychology and Sociology. A.A., Parkersburg Community College; B.A.,
West Virginia State College; M.A., Marshall University. (1993-2005)

CRINIERI, ANTHONY V.
Professor Emeritus of Business. A.A.S., Orange County Community College; B.S., M.S.,
State University of New York at Albany. (1972)

CRISP, EDWARD L.
Professor Emeritus of Geology & Physical Science. B.S., Morehead State University; M.S.,
University of Kentucky; Ph.D., Indiana University. (1991 – 2013)

DAVIS, S. DIANNE
Associate Professor of Business Technology Emerita. B.S., West Virginia University at Parkersburg; M.S.,
West Virginia University; Ed. D., West Virginia University. (2003)

DEW, NANCY.
Assistant Professor Emerita of Biology. B.S., Lamar University; M.S., Ohio University. (2004 - 2014)

DUNN, JEROME J.
Professor Emeritus of Engineering. B.I.E., General Motors Institute; M.Ed., Kent State University. (1975-1998)

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(1990-91; 1992-2002)

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**West Virginia University at Parkersburg
2017 – 2018 Board of Governors**

Sam Winans, Chair
Donna Smith, Vice Chair
Steve Hardman, Secretary
John Denbigh
Cheryl Donohoe
J.P. Hushion
Jason Landers
Jeff Matheny
Joe Oliverio

Cody Irick, Classified Staff Representative
Austin Grimmett, Student Representative
Dr. Torie Jackson, Faculty Representative

SECTION 12
INDEX

Academic Calendar for 2017-2018
FALL 2017

Monday, April 3	Priority Pre-Registration for current students
Monday, April 10	Open Pre-Registration begins
Friday, July 28	Priority Financial Aid Deadline
Friday, August 4	Tuition and Fees due
August 7 - 11	Faculty Professional Development Week
August 7	Late registration fee assessed to all newly-registered students
Friday, August 11	Registration closes for full term classes
Sunday, August 13 – 11:59 p.m.	Deadline to register for full term and online classes using OLSIS
Monday, August 14	Classes begin
Friday, September 1 – 8:00 a.m.	Deadline for Attendance Verification reports to be submitted
Monday, September 4	Labor Day Holiday; Campus closed
Friday, September 8	Students dropped for non-attendance; Financial Aid processing begins
Friday, October 6	Payment and registration deadline for 2nd 8-week classes
Monday, October 9	2nd Eight-Week Classes Begin
Monday, October 9 – 8:00 a.m.	Mid-Term Grades Due for 16-week classes
Friday, October 20	Last Day to Apply to Graduate in December
Monday, October 30	Priority Pre-Registration for Current Students
Friday, November 3	Last Day to Withdraw from a full semester class
Monday, November 6	Open Pre-Registration for Spring
November 20 – 24	Thanksgiving Recess
November 22 – 24	Thanksgiving Holiday; Campus closed
Monday, November 27	Classes resume
Friday, December 1	Last day of classes
Monday, December 4	Final Exams begin
Thursday, December 7	Final Exams End
Friday, December 8	Final exams for Friday only classes or makeup exams
Saturday, December 9	Commencement, 10:30 am
Monday, December 11 – 8:00 a.m.	All Grades Due by 8:00 am; grade processing begins
December 22 – 26	Christmas Holiday; Campus closed
January 1	New Year's Holiday; Campus closed

Academic Calendar for 2017-2018
SPRING

Monday, October 30	Priority Pre-Registration for current students
Monday, November 6	Open Pre-Registration begins
Friday, December 15	Priority Financial Aid Deadline
Friday, December 29	Tuition and fees due
January 1	New Year's Holiday; Campus closed
January 2	Late registration fee assessed to all newly-registered students
January 2 – 5	Faculty Professional Development Week
Friday, January 5	Registration closes for full term classes
Sunday, January 7 – 11:59 p.m.	Deadline to register for full term and online classes using OLSIS
Monday, January 8	Classes begin
Monday, January 15	Martin Luther King Jr. Holiday; Campus closed
Friday, January 26 – 8:00 a.m.	Deadline for Attendance Verification reports to be submitted
Friday, February 2	Students dropped for non-attendance; Financial Aid processing begins
Friday, March 2	Payment and registration deadline for 2nd 8-week classes
Monday March 5	2nd Eight-Week classes begin
Monday, March 5 – 8:00 a.m.	Mid-Term Grades Due for 16-week classes
March 12 - 16	Spring Break (Recess)
Friday, March 16	Last day to apply to graduate in May
Monday, March 19	Classes resume
Friday, March 30	Easter Holiday; Campus closed
Monday, April 2	Priority Pre-Registration for current students
Friday, April 6	Last Day to Withdraw from a full semester class
Monday, April 9	Open Summer and Fall Pre-Registration
Friday, April 27	Classes End
Monday, April 30	Final Exams begin
Thursday, May 3	Final Exams End
Friday, May 4	Final exams for Friday only classes or make up exams
Saturday, May 5	Commencement, 10:30 am
Monday, May 7 – 8:00 a.m.	All Grades Due by 8:00 am; grade processing begins
Tuesday, May 8	Primary Election Day; Campus closed
Wed-Thurs, May 9 & 10	Annual Academic Assessment Days

Academic Calendar for 2017-2018
SUMMER

DATES COMMON TO ALL SESSIONS

Monday, April 2	Current Student Priority Pre-Registration Begins
Monday, April 9	Open Pre-Registration Begins
Monday, July 2	Last Day to Apply to Graduate in August

Twelve-Week Session   May 14 – August 3

Wednesday, May 10	Tuition and fees due
Sunday, May 13 – 11:59 p.m.	Deadline to register for classes using OLSIS
Monday, May 14	Classes Begin
Monday, May 28	Memorial Day Holiday; Campus closed
Wednesday, July 4	Independence Day Holiday; Campus closed
Wednesday, July 18	Last day to withdraw from the session

Final exams for this session are scheduled for the last class day during last week of the session.

Monday, August 6	All Grades Due by 8:00 am; grade processing begins

First Six-Week Session   May 14 – June 22

Wednesday, May 10	Tuition and fees due
Sunday, May 13 – 11:59 p.m.	Deadline to register for classes using OLSIS
Monday, May 14	Classes Begin
Monday, May 28	Memorial Day Holiday; Campus closed
Thursday, June 14	Last day to withdraw from the session

Final exams for this session are scheduled for the last class day during last week of the session.

Monday, June 25	All Grades Due by 8:00 am; grade processing begins

Second Six-Week Session   June 25 – August 3

Wednesday, June 20	Tuition and fees due
Sunday, June 24 – 11:59 p.m.	Deadline to register for classes using OLSIS
Monday, June 25	Classes Begin
Wednesday, July 4	Independence Day Holiday; Campus closed
Thursday, July 26	Last day to withdraw from the session

Final exams for this session are scheduled for the last class day during last week of the session.

Monday, August 6	All Grades Due by 8:00 am; grade processing begins

FINALS SCHEDULE

M/W and M/W/F classes

Normal Class Starting time is:	Day of final	Time of final
8 AM	W	8-10
9:30 AM	M	9:30-11:30
11 AM	W	11-1
12:30 PM	M	12:30-2:30
2 PM	W	2-4
3:30 PM	M	3:30-5:30
5:30 PM	W	5:30-7:30
7 PM	M	7-9
8:30 PM	W	8:30-10:30

T/Th classes

Normal Class Starting time is:	Day of final	Time of final
8 AM	Tu	8-10
9:30 AM	R	9:30-11:30
11 AM	Tu	11-1
12:30 PM	R	12:30-2:30
2 PM	Tu	2-4
3:30 PM	R	3:30-5:30
5:30 PM	Tu	5:30-7:30
7 PM	R	7-9
8:30 PM	Tu	8:30-10:30

Classes meeting once each week
Exam will start at the normal meeting time.

⇐ **To I-77 Exit 174**

State Route 47 (Staunton Pike)

**PARKERSBURG
CAMPUS MAP**

1. College Activities
   Center
2. Main Building (Student
   Welcome Center -
   Admissions)
3. Library
4. Applied Technology
   Lab
5. Caperton Center for
   Applied Technology
6. Facilities and Storage
7. Early Learning Center
8. Workforce and
   Economic
   Development
9. Eldon Miller Plaza
10. Activity and
    Convention Center
    (Planning)
11. Soccer Field
12. Science Laboratories
13. Fitness Trail
14. Courtyard
15. Energy Lab
16. Poor Farm Cemetery
    and Memorial

NOT ON MAP
a. Jackson County Center
b. College Farm

Parkersburg
West Virginia University

1124

1332A

1118 BOOK STORE

1110

TUTORING CENTER

1332 LIBRARY

1332B

STUDENT LOUNGE 1403

DEAN'S OFFICE

1405

1407

1409

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MULTIPURPOSE ROOM 1536

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1305 AUDITORIUM

COMMUNITY ROOM

1535

1537

1539

MAIN BUILDING 1ST FLOOR

LOWER AUDITORIUM

MAIN BUILDING 2ND FLOOR

OPEN

TECH. WING

0020A
0010
0020B
00I0A
0020C
0I20.1
0020E

0148
0150.4
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0150.3
0150.2
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0151
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VESTIBULE
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0148
0I46.3
0I46.2
0146
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0I47.1
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0144.2
0145
0147.2
0147.3
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0I53
0I55
0132
0I34
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0128
0125.1
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0126A 0128B
0I24
0I12B
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0I12A
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0I03A
0I02C
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0404A
04I4D
04I4E
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04I4B
04I4A
0415A
S-7
04I8
04I8A
04I6

BASEMENT

MAIN BUILDING GROUND FLOOR