



ASSOCIATE OF APPLIED SCIENCE DEGREE

# OCCUPATIONAL DEVELOPMENT

IN PARTNERSHIP WITH  
SHEET METAL WORKERS  
LOCAL UNION 33



300 Campus Drive  
Parkersburg, WV 26104  
[www.wvup.edu](http://www.wvup.edu)

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action Institution and is accredited by the Higher Learning Commission.



For Sheet Metal Workers Local Union 33 specific questions, contact Scott Newell, Training Coordinator, at 304.422.5549.

REV. 02/21



# Associate of Applied Science in Occupational Development Application Process

1. Apply for admission at [www.wvup.edu](http://www.wvup.edu) and select Associate of Applied Science Occupational Development 525S.
2. Request that your high school transcript, GED or TASC test scores or homeschool transcript be mailed directly to WVU Parkersburg. This requirement does not apply to applicants who graduated more than five years prior to WVU Parkersburg enrollment.
3. Only credits earned at accredited institutions will be accepted for transfer. These transcripts must be sent directly from the issuing institution to the WVU Parkersburg Admissions Office. Transcripts marked "issue to student," faxed, or submitted directly by students will not be accepted. Upon review, you may be required to submit course syllabi for evaluation.
4. Please contact your WVU Parkersburg admissions counselor, Nicole Shutts, at [Nicole.Shutts@wvup.edu](mailto:Nicole.Shutts@wvup.edu) or 304.424.8310 for more details.
5. Once Nicole Shutts has verified orientation, please contact Kim McFee, your academic advisor, at 304.424.8293 or [Kim.McFee@wvup.edu](mailto:Kim.McFee@wvup.edu) to register for classes.
6. You may be eligible for financial aid. Complete a financial aid application at [www.fafsa.gov](http://www.fafsa.gov). If you have questions about financial aid, contact the WVU Parkersburg Financial Aid Office at 304.424.8310.
7. Visit [www.wvup.edu/academic-calendars](http://www.wvup.edu/academic-calendars) to keep track of registration dates and tuition and fee deadlines.
8. Payment plans are available through WVU Parkersburg. Contact the Business Office at 304.424.8223 for more information.



# Associate of Applied Science in Occupational Development 525S

## CREDIT HOURS

### Communication Skills

(6 Credit Hours)

<b>ENGL 107</b> Technical Writing 1	Must choose one	3
<b>ENGL 101</b> Composition 1		3
<b>COMM 111</b> Fundamentals of Speech	Must choose one	3
<b>COMM 112</b> Small Group Communication		3
<b>COMM 202</b> Interpersonal Communication		3

### Quantitative Skills/Laboratory Science Experience

(6 Credit Hours)

<b>MATH 125</b> Technical Math	4
<b>MATH 120</b> Quantitative Literacy	3
<b>MATH 126</b> College Algebra	3
<b>MATH 107</b> Shop Math	3
<b>PHYS 101</b> Introduction to Physics 1 (Pre-requisite: Math 126)	4
<b>CS 101</b> Introduction to PC Applications (Pre-requisite: College level Math Course or Co-Requisite with Math Course)	4

At least one college-level course must be in Mathematics

### Choose one of the following electives

(3 Credit Hours)

<b>PHIL 231</b> Workplace Ethics	3
<b>PHIL 170</b> Introduction to Logic	3
<b>PSYC 231</b> Leadership and Human Relations	3
<b>SOC 101</b> Introduction to Sociology	3
<b>SOC 151</b> Sociology of the Workplace	3
<b>PSYC 101</b> Introduction to Psychology	3
<b>ENVR 102</b> Basic Environmental Science	3

**Total** **15**

**NOTE:** FIFTEEN (15) CREDIT HOURS OF COURSEWORK MUST BE TAKEN THROUGH WVU PARKERSBURG.

IN THE LAST SEMESTER OF CLASSES, YOU MUST SUBMIT YOUR DEPARTMENT OF LABOR (DOL) APPRENTICESHIP CERTIFICATE.