



# **West Virginia University at Parkersburg Catalog 2023-2024**

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# HOME

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300 Campus Drive  
Parkersburg, WV 26104-8647  
Voice: 304.424.8000 | Fax: 304.424.8315 | Toll-Free: 1-800-WVA-WVUP (WV/OH)

Accredited by The Higher Learning Commission ([https://www.ncahlc.org/?option=com\\_directory&Action=ShowBasic&instid=1667](https://www.ncahlc.org/?option=com_directory&Action=ShowBasic&instid=1667))

A member institution of the Community and Technical College System of West Virginia (<http://wvctcs.org/>)

An Equal Opportunity/Affirmative Action (<https://www.wvup.edu/wp-content/uploads/2020/07/A-34-EO-AA-Nondiscrimination.pdf>) institution; auxiliary aids and services are available upon request to individuals with disabilities.

WVU Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs.

# COLLEGE PROFILE

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## College Profile

WVU Parkersburg enrolls approximately 2,500 students annually in credit classes and additionally serves the community with non-credit classes, seminars, workforce development training and workshops. Academic credits earned at WVU Parkersburg are transferable to any institution in the West Virginia higher education state system, as well as other accredited institutions throughout the country. WVU Parkersburg is the only public community college in West Virginia accredited to offer baccalaureate degrees. The college's primary service area consists of seven counties in West Virginia: Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt and Wood.

## College History

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

## Governance

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

## Accreditation

WVU Parkersburg is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org) (<http://hlcommission.org>)), a regional accreditation agency recognized by the U.S. Department of Education, to offer Certificate, Associate, and Bachelor's degrees. The Higher Learning Commission may be contacted by writing Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, calling 800-621-7440 or visiting [hlcommission.org](http://hlcommission.org) (<http://hlcommission.org>).

## College Mission

WVU Parkersburg provides accessible, life-changing educational opportunities in a safe and supportive environment.

## College Vision

WVU 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 WVU 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, WVU 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 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 and 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 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 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, and other institutional support.

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



# ADMISSIONS

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## Admissions to West Virginia University at Parkersburg

Any person seeking to enroll at WVU Parkersburg must complete an Application for Admission, which can be found at each administrative center of the college or online (<https://www.wvup.edu/future-students/admissions/?2021>).

### Addresses for Applications for Admissions

Center for Student Services  
WVU Parkersburg  
300 Campus Drive  
Parkersburg, WV 26104

Administrative Office  
Jackson County Center  
105 Academy Drive  
Ripley, WV 25271

### 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 or cosmetology 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 Parkersburg enrollment.
- Submit official transcripts from each college or university previously attended. (These transcripts must be sent directly from the issuing institution to the WVU Parkersburg Admissions Office, located in the Center for Student Services. Transcripts marked "issued 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 only 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 with a recognized Home School Administrator (often a parent of the student, West Virginia Code 18-8-12) as detailed in West Virginia Code 18-8-1 subsection (c), **or**
2. Official test scores from a high school equivalency exam such as the GED or TASC. These scores must be from an accredited institution or source recognized by the United States Department of Education or the State of West Virginia, (however they are not needed if it has been 5 years or more.) **or**
3. A transcript of class work from a secondary institution or organization recognized as accredited by an agency acceptable to the Office of the Vice President for Academic Affairs 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 Parkersburg who has attended another accredited college or university and who wishes to enroll at WVU Parkersburg and declare a major field of study. To be fully admitted under transfer requirements, a student must complete an admission application and:

- Submit official high school transcripts or 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 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 Parkersburg. WVU Parkersburg maintains an obligation to adhere to all policies required by federal financial aid regulations. Only credits earned at regionally accredited institutions or meeting 70% of course learning objectives of similar WVU Parkersburg courses as adjudicated by college faculty will be accepted for credit. (West Virginia Code 18B-1-6, 18B-2B6, 18B-14-2). These transcripts must be

sent directly from an issuing institution to the WVU Parkersburg Admissions Office. Transcripts marked "issued 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 classes 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 Parkersburg and have the course(s) 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 College Students**

An Early College student is defined as a high school sophomore, junior or senior who has maintained a minimum cumulative 2.5 grade point average. To be fully admitted under early college requirements, a student must:

- Complete an Application for Early College at the online address, [www.wvup.edu/apply](http://www.wvup.edu/apply) (<http://www.wvup.edu/apply/>).
- Submit written approval from either the high school principal or equivalent to take college courses while a high school or secondary student, if requested.
- Applicants for the Early College program 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 Office of the Vice President for Academic Affairs.

Only secondary students who meet these requirements are eligible to enroll in college level coursework while in high school. Early College students are not eligible for federal, state, or institutional financial aid. Exceptions to these admissions standards for entry may be granted by the Vice President for Academic Affairs upon appeal.

### **Admissions Requirements - Readmission Students**

A readmission student is defined as any student who has previously enrolled at WVU 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 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 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 Parkersburg. All documents must be on file by April 1 for admission to the subsequent fall semester and by October 1 for admission to the subsequent spring semester.

In addition to meeting the routine admission requirements of the student type for which they have 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, online, 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 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 WVU Parkersburg Registrar. Fees for such services are to be paid by applicant.
- Submit regional examination scores, if applicable, that have been evaluated and verified by the testing agency. No failures are accepted, and test scores should represent competency levels equivalent to a grade of "C." Submit a score on the Test of English as a Foreign Language (TOEFL) of 173 for the computerized test, 60 or higher on the Internet-based TOEFL, and 500 for the paper test. A score of 7 or higher on the IELTS academic test will also be acceptable.
  - If TOEFL is not available, WVU Parkersburg also accepts the STEP EIKEN Proficiency 2A which is equivalent to the 500 score TOEFL. These scores must be sent by the STEP EIKEN institute.

- An alternate means of English proficiency may be used if the student is attending WVU Parkersburg as part of a Cooperative Education Project Agreement between a recognized higher education institution and WVU 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 Student Financial Assistance 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 in order to continue enrollment at WVU Parkersburg. Provisional Admission students are not eligible for financial aid.

# STUDENT INFORMATION

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## 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.

### ASCEND

Contact: Jennifer Forster, Room 1332, 304-424-8353; ascend@wvup.edu

WVU Parkersburg's Accelerating Student Completion: Encouraging New Dreams (Ascend) is a program created to help more students earn certificates and associate degrees within three years. Funded by a grant from Arnold Ventures, Ascend replicates the ASAP program at CUNY colleges whose students doubled their graduation rates by providing a range of financial, academic, and personal support. This support includes comprehensive and personal advising, career counseling, tutoring, waivers for tuition and mandatory fees, Kroger gift cards for groceries and/or gas, and additional financial assistance to defray the cost of textbooks.

Ascend also offers special class scheduling options to ensure that Ascend students get the classes they need, are in classes with other Ascend students, and attend classes in convenient blocks of time to accommodate their work schedules. As students approach graduation, they receive additional assistance to help them transfer to a bachelor's degree program, another 4-year college or transition into the workforce, depending on their goals.

To learn more about Ascend, please visit <http://wvup.edu/ascend> (<http://wvup.edu/ascend/>) or email [ascend@wvup.edu](mailto:ascend@wvup.edu)

### 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 relate to those goals. Faculty use the assessment results to determine if program goals are being met. Academic support services such as the library, student affairs, academic advisement, and financial aid make a tremendous contribution to student learning on campus. Thus, all areas of the institution can assess how they contribute to the learning environment and what changes they might make to maximize learning experiences.

### Assessment Participation

WVU Parkersburg requires student participation in assessment tests and surveys. The results enable the College to monitor its programs and services, to assist students in fulfilling their academic goals, and fulfill reporting requirements to accrediting and government agencies. The Vice President for Academic Affairs, the Outcomes Assessment Committee, and the Institutional Assessment Director oversee the 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 collegiate wear and gifts.

### Cafeteria

Ricky's Café is located in the College Activities Center and is open Monday through Friday from 7:30 AM to 2:00 PM while classes are in session. Vending machines are also available at hours when the cafeteria is closed.

### Career Services

**Telephone:** 304-424-8395

**Email:** [careerservices@wvup.edu](mailto:careerservices@wvup.edu)

The most effective career decisions start here! WVU Parkersburg's Career Services is here to help you **explore, prepare, and earn**.

We are committed to student empowerment, workforce collaboration, and community involvement, and provide career-related counseling, resources, and programs to help students and alumni establish career goals, develop job-seeking skills, and successfully obtain employment. We work with students at every academic level, from first-year freshmen to graduating seniors.

Career Services also collaborates with employers to optimize their recruitment efforts and create opportunities for them to connect with our talented students and alumni.

**Explore:** Career Services can help undecided students identify their interests and explore careers while providing important occupational information. This can help students define and achieve career goals.

- Career Coach (<http://wvup.emsicc.com/>)

Discover majors, in-demand careers, and education based on your interests! <https://wvup.lightcastcc.com/>

- US DOL One Stop (<https://www.careeronestop.org/Videos/video-library.aspx>)

Browse a video collection to learn about careers, industries, skills and abilities, or work options and education levels. [www.careeronestop.org/Videos](http://www.careeronestop.org/Videos) (<http://www.careeronestop.org/Videos/>)

**Prepare:** Career Services can help students and alumni develop the skills necessary to conduct a successful job search. We can aid in creating or updating your resume, references, cover letter and other correspondence. We can also provide assistance with interviewing, networking and other job seeking skills.

- Career Coach (<http://wvup.emsicc.com/>)

**Earn:** The largest professional networking site available providing a way to connect with other professionals and stay in contact with millions of users. It has become a leading tool for helping individuals expand their networks as well as find jobs in their field.  
[www.linkedin.com](http://www.linkedin.com) (<http://www.linkedin.com>)

## Additions to Schedule

Students may change their class schedules by accessing their OLSIS account.

Regular Registration typically closes before classes begin.

To add a course after the start of a semester, a student must have the instructor's permission and the Division Dean's approval to enter a class.

## Center for Student Support Services

### Counseling Services

The Center for Student Support Services carries out its missions through the provision of a wide range of direct and indirect services that include: mental health counseling, disability/accessibility services, and case management support.

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

1. **Counseling:** The counselor provides crisis intervention and brief/short-term\* counseling (individual, couples family). Examples of issues include but are not limited to anxiety, depression, suicidal thoughts/ideation, stress management, substance abuse, self-confidence concerns, relationship issues, loss, and psychopathology \*Services include mental health referral support for individuals needing longer-term care.
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 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 conditions that substantially limit a major life activity. Accommodations are provided for students with a wide range of temporary or permanent disabilities in order to provide equal access to opportunities at WVU Parkersburg. Accommodations are tailored to the needs of the individual students rather than to a disability. Students requesting disability-related academic accommodations must complete the registration process with the Center for Student Support Services prior to receiving accommodations.

### Case Management Support

**Riverhawk Food Pantry:** The Riverhawk Food Pantry is open to the WVUP campus community (active students, faculty, and staff). The food pantry (located on the Parkersburg campus) offers a variety of non-perishable food items, along with basic hygiene items. Financial information is not required. Request for food distribution may be made by either visiting the Center for Student Support Services (Room 2210B) during normal office hours of 8:00 am to 4:00 pm, Monday thru Friday, or by calling 304-424-8378 to schedule an appointment for pick-up\*

\*Students may request special arrangements for the available items to be delivered to the Jackson County Center (JCC) for pick-up during normal business hours.

DHHR Temporary Assistance for Needy Families (TANF): Students enrolled with DHHR under the TANF program receive direct case management support services.

## Frozen Records

Individual records will be frozen if a student owes money to the college. Until obligations are met, students may not register for classes, receive financial aid, receive their diploma, or obtain a copy of their college transcript. Records may also be frozen for additional reasons such as disciplinary, overdue library materials, and other non-financial reasons.

## Library

Library services are provided to aid in classroom instruction, individual investigation, and research on the Parkersburg main campus. Books (both print and electronic) 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. Numerous databases are available on the library's homepage. Interlibrary loan services are available upon request. Please visit the library's homepage for operating hours and contact information.

## 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. WVU Parkersburg requires the official transcripts from all previously attended colleges, this includes college credits you earned through your military service. You can order your military transcripts from the following website: [jst.doded.mil](https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/) for Army, Navy, USMC, and Coast Guard. Air Force veterans can get their official transcript from: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

If you need assistance requesting your military transcripts WVUP's Veterans Advocate can help guide you through the process.

## Notification of Rights under FERPA

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

- The right to inspect and review their education records.
- The right to request the amendment of the record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. WVU Parkersburg has classified the following as Directory Information which may be released without prior consent: name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, 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 Parkersburg to comply with the requirements of FERPA:

Student Privacy Policy Office, U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

<https://studentprivacy.ed.gov/file-a-complaint> (<https://studentprivacy.ed.gov/file-a-complaint/>)

## OL SIS - Online Student Information System

This is a web-based system that allows students access to the following online services:

- **Academic Transcript** - Unofficial transcripts are available for students to view or print.
- **Financial Aid** – Students can view and accept their financial aid awards in OL SIS under the Financial Aid section. Students receive specific instructions for use of OL SIS 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 OL SIS.
- **Mid-Term and Final Grades** - Student grades are available only through OL SIS. 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.
- **MyDegree** (Degree Works)- 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 Parkersburg. MyDegree can be accessed through a link from OLSIS.

- **National Student Clearinghouse** - Requests for official transcripts for yourself, an employer, or another school may be submitted via a student's OLSIS account. You may also obtain enrollment and degree verifications from the National Student Clearinghouse.
- **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 Account/Billing Information** - Students can view and print their bills for a semester. In addition, accounts from prior semesters can be viewed and printed.
- **Student Information** - Name, address, and e-mail address information are available for the student to view and request to update as needed.

## Office of Student Financial Assistance

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

## PAC

The Professional Advising Center is located in the Success Epicenter in room 1332. Students will find their advisors (for their first 30 hours of credit) located there.

## Parking

Parking is available on lots adjacent to campus buildings. Posted parking regulations are to be followed.

## Tuition and Fee Charges

Tuition and fees for each term are published by the Business Office in advance of the billing period. Individual semester charges are available in OLSIS once the registration process is complete. All tuition and fee charges must be paid by the deadline or students will be de-registered from all classes.

During late registration, payment arrangements must be made by the end of the day in which the classes were added.

## Tuition Payments

Tuition and fees may be paid in OLSIS, on the website, or over the phone through the Business Office using a debit or credit card. Tuition and fees may also be paid in person at the Business Office with cash, check, debit, or credit card. A tuition Installment Plan is available as well.

Financial Aid, Veterans benefits, third-party providers, and scholarships are processed between the Business and Financial Aid Offices.

## 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 of admission and assignment of tuition and fees, WVU Parkersburg adheres to the WV Community & Technical College System policy Series 25 which may be viewed at <https://wvctcs.org/wp-content/uploads/rules-policies/Series-25-Rule-for-Final-File.pdf>. Residency is determined by a student's permanent home ("domicile").

## Process for Classification for Admission and Fee Purposes

WVU Parkersburg Answer Book policy #VI-8 - Residency Appeal Process 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 Admissions Officer 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 rate 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. No residency appeals will be considered for a semester once grades are final unless the residency status was due to an error on a party of the college.

## WVUP Success Epicenter

The Success Epicenter Center brings together academic support services in a welcoming and friendly environment. The Professional Advising Center, Library, Testing Center, Tutoring Center, and Ascend program are all housed in the Success Epicenter. These departments all work together to provide support and advice for all students. Students can specifically get help with coursework, advice on writing assignments and research, creating their academic pathway, taking the needed certification, placement, and make-up tests, and participating in success programming. The Success Epicenter provides group study space, computers for general use, and space to spread out and study individually. Please see the content for each area for more specific information.

## Student Activities

### College Chorale

The College Chorale is a chamber choir that sings music from a variety of styles and cultures, with performances in the local community and an annual concert with the West Virginia Symphony. Membership is open to all students by audition. Students earn academic credit for participation.

### Fitness Center

The Fitness Center is located in Room 1537 on the Parkersburg campus. During the semester, it is open Monday - Friday, from 8 a.m. - 9 p.m. Summer hours are Monday - Thursday, 8 a.m. - 7 p.m. and Friday 8 a.m. - 4 p.m. It is free for all student, faculty and staff use. In addition to the Aerobics and Weightlifting rooms, lockers and showers are offered. For more information, please contact JB Skidmore at [jb.skidmore@wvup.edu](mailto:jb.skidmore@wvup.edu).

### Student Publications

The Chronicle is a digital publication provided by our Communications and Media Studies Students. Students can earn academic credit for participation. Contact the program coordinator Jeremy Harrison at [Jeremy.Harrison@wvup.edu](mailto:Jeremy.Harrison@wvup.edu) (p. 5) for more information

## Student Organizations

WVU Parkersburg has a variety of student organizations on campus. These range from academic honor groups to personal interest and program-specific clubs and organizations. Additional information is available by going to <https://www.wvup.edu/current-students/student-resources/student-organizations/> or contacting the Student Activities and Engagement coordinator, JB Skidmore at [jbskidmore@wvup.edu](mailto:jbskidmore@wvup.edu) for details about the organizations and how to contact a group's faculty advisor.

## Testing

The WVU Parkersburg Academic Testing Center is located in the main building of the WVU at Parkersburg Campus, in room 1332 (the back right corner of the Success Epicenter). The center offers a secure and comfortable environment that houses 20 computer testing stations as well as a small area for paper tests. The testing center aims to meet the needs of current WVU Parkersburg students, prospective students, alumni, and the Mid-Ohio Valley area, by providing a wide variety of testing services such as: Accuplacer, CLEP, Distance Learning, PearsonVue, Praxis, and many others, including make-up exams, in order to encourage excellence in higher education and create opportunities for success.

Placement tests are available for students who request them for course placement purposes. Some programs may require specific tests for program admission. Contact Kristina Roberts at [Kristina.Roberts@wvup.edu](mailto:Kristina.Roberts@wvup.edu) ([https://wvup-public.courseleaf.com/student-information/Mail to:Kristina.Roberts@wvup.edu](https://wvup-public.courseleaf.com/student-information/Mail%20to:Kristina.Roberts@wvup.edu)) for further information.

## 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 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 [https://wvctcs.org/wp-content/uploads/rules-policies/Series17-Transfer\\_Rule-Final\\_File.pdf](https://wvctcs.org/wp-content/uploads/rules-policies/Series17-Transfer_Rule-Final_File.pdf)

## Veterans Resource Center

The WVU Parkersburg Veterans Resource Center provides special assistance for veterans, and qualified dependents of veterans, applying for veterans' educational benefits. For more information regarding Veterans Benefits, contact Darren Sherlock, MSG, USA (Ret.) in the Veterans Resource Center (Rm 2210) or email: [darren.shearlock@wvup.edu](mailto:darren.shearlock@wvup.edu) ([https://wvup-public.courseleaf.com/student-information/Mail to:Darren.Shearlock@wvup.edu](https://wvup-public.courseleaf.com/student-information/Mail%20to:Darren.Shearlock@wvup.edu)).

## Weather Cancellations

The official announcement regarding WVU Parkersburg class delays and cancellations and campus closings can be obtained from the following official college information sources:

- **Emergency Alert System** (text, phone call and email notifications)
  - Please log in to WVUP's Emergency Alert System (<https://www.wvup.edu/current-students/safety-security/emergency-alert-system-updates/>) to verify that your contact information is entered and correct. Texting is the fastest way both to send and receive alerts. Include your mobile device number to receive text messages of campus closings, delays and emergency situations (with a message lead of **Alert!**).
- Main switchboard number: 304-424-8000
- [www.wvup.edu](http://www.wvup.edu/) (<http://www.wvup.edu/>)
- **Note:** Area media (radio, newspaper and television) are contacted to announce closing/delay information; however, students should confirm media announcements from one of the above official college sources.



## **Withdrawal Procedures**

### **Withdrawal From the College or Individual Classes**

Before the semester begins, students withdrawing from an individual course or the College must access their OLSIS account. For each semester, once classes begin, students must complete and submit a withdrawal request: [https://my.wvup.edu/Withdraw\\_Requests/CreateRequest](https://my.wvup.edu/Withdraw_Requests/CreateRequest) ([https://my.wvup.edu/Withdraw\\_Requests/CreateRequest/](https://my.wvup.edu/Withdraw_Requests/CreateRequest/)), and monitor the progression of their request to sign/approve - once their academic advisor, their financial aid counselor and the Business Office have provided guidance/approval. Any questions about this process may be directed to staff in the Center for Student Services, the Professional Advising Center, or the Jackson County Center administrative office.

### **Failure To Withdraw**

Failure to process a withdrawal request through OLSIS can lead to grades of F or FIW in all classes for which the student was registered but did not complete.

# TUITION AND FINANCIAL AID

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## Tuition and Fees

The current tuition and fee schedule for WVU Parkersburg is published in the Answer Book and may be obtained on the college's website as Policy VI-11B Tuition and Fees (<https://www.wvup.edu/wp-content/uploads/bsk-pdf-manager/2023/06/VI-11B-TUITION-FEES-6.23.23.pdf>).

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 by the due date published in the academic calendar for the term of enrollment. Failure to make timely payment arrangements will lead to administrative removal 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 complete the withdraw process before they can receive a refund for withdrawing from the college. The refund schedule is subject to change without notice.

## Financial Aid

Most WVU Parkersburg students are eligible for some type(s) of financial aid. Students interested in any type of financial aid must file the Free Application for Federal Student Aid (FAFSA). This can be done by downloading the MyStudentAid app or by applying on line at [studentaid.gov/h/apply-for-aid/fafsa](http://studentaid.gov/h/apply-for-aid/fafsa) (<https://studentaid.gov/h/apply-for-aid/fafsa/>).

**For students to be eligible to receive financial aid, they must:**

- Be fully admitted as a degree-seeking student
- Have the FAFSA completed on or before April 15 of each year to ensure priority consideration for all types of federal and state financial aid. High school seniors applying for the PROMISE Scholarship must have the FAFSA completed by March 1. Learn more about West Virginia's state financial aid programs by visiting [www.cfww.com](http://www.cfww.com) (<http://www.cfww.com>)
- 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
- Be enrolled in a financial aid eligible degree program
- Maintain good academic standing
- Meet Standards of Satisfactory Academic Progress every semester. To review WVU at Parkersburg's full Satisfactory Academic Progress policy, please visit the financial aid webpage at [www.wvup.edu/finaid](http://www.wvup.edu/finaid) (<http://www.wvup.edu/finaid/>).
- Students who do not meet the Standards of Satisfactory 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 with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Visit this link for more information: <https://bankmobiledisbursements.com/refundchoices/>.

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 attendance verification period. For courses that meet in person, students will be reported as attending if they are present during classroom lectures, labs, or submit course assignments. Students taking online courses must timely complete assignments as proof of attendance. Simply logging into

Blackboard does not constitute proof of attendance. 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 their professor before being deregistered (dropped from classes). 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 attendance verification process.

## Financial Aid Repayment Policy

When a student withdraws from school before completing the period of enrollment, federal regulations require that WVU 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 WVU 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 WVU 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 Title IV, Standards for Satisfactory Academic Progress.
3. Students who owe a repayment on any federal aid program.
4. Students who have an outstanding balance with WVU at Parkersburg.

## Standards of Satisfactory Progress for Financial Aid Recipients

### Satisfactory Academic Progress

Students who receive financial aid from WVU Parkersburg must remain in good academic standing and must make satisfactory progress toward the completion of their academic goals. This policy applies to all students who apply to receive assistance from any federal or state financial aid program, as well as from any programs administered by the college that requires determination of academic progress for eligibility. For more information of WVU Parkersburg's Satisfactory Academic Progress Policy, please see answer book policy VI-10A Standards of Satisfactory Academic Progress for Financial Aid Applicants <https://www.wvup.edu/wp-content/uploads/2019/05/VI-10A-New-Standards-of-Satisfactory-Progress.pdf>

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

1. **Grade Point Average:**  
All students receiving financial aid must maintain a minimum of a 2.0 grade point average on a 4.0 scale.
2. **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.
3. **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.

To review West Virginia University Parkersburg's full Academic Progress policy, please visit the financial aid webpage at [www.wvup.edu/finaid](http://www.wvup.edu/finaid) (<http://www.wvup.edu/finaid/>).

**ADDENDUM TO CATALOG**

**VA Pending Payment Compliance**

West Virginia University at Parkersburg

**Facility Name:** \_\_\_\_\_

Heather Skidmore, Director of Financial Aid, School Certifying Official

**Person Completing Addendum:** \_\_\_\_\_

Despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, we will not:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

I certify this addendum to be true and correct in content and policy. I understand that an addendum is only a temporary solution. Our institution will ensure that the language in this addendum, or something similar that meets the criteria of 38 USC 3679, will be permanently added into the next edition of our academic catalog. *HJS*



\_\_\_\_\_  
**Signature**

04/16/2021

\_\_\_\_\_  
**Date**

# ACADEMIC INFORMATION

## Academic Advising

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 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 WVU Parkersburg, all students are required to see an advisor. The College has a two-step advising process:

**1. Students with 30 or less college credits:**

All students admitted to WVU 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.

**2. Students with more than 30 college credits:**

After a student attains 30 college credits, they are reassigned to 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.

## Center for Student Services

The Center for Student Services houses the Admissions Office, Office of Student Financial Assistance, and the Records Office.

## 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

## 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.

### Early College Students

Early College students must maintain a grade point average greater than 2.0 to continue in the program.

## Academic Watch

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 Watch. 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.

## Early College Students

Early College students who fail to maintain a 2.5 GPA must meet with an academic advisor for individual counseling to establish a plan for moving forward each semester

## Academic Probation

Any student who has not maintained a 2.0 cumulative grade-point average after being placed on Academic Watch, shall be placed on Academic Probation.

## Early College Students

Early College students who have a GPA below 2.0 will not be allowed to continue, or return, to the program.

## Course Load

Any student on Academic Probation may register for no more than 13 credit hours during a full Fall or Spring semester. Probationary students may register for no more than 7 credit hours during the summer session.

## Restriction from WVU Parkersburg Clubs and Organizations

Any student on Academic Probation may not participate in the activities and events of any WVU Parkersburg Club or Organization.

## Removal from Academic Probation

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

## 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 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 Suspension

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. A student's Second Academic Suspension shall be in effect for two full semesters (not including Summer Sessions). At the end of two semesters' suspension, the student may be reinstated on Academic Probation. All circumstances and conditions relating to Academic Probation shall apply.

## Third Suspension

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 Third Academic Suspension. Third Academic Suspension shall be for a minimum of eight consecutive full semesters (not including Summer Sessions).

## Academic Appeals

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

- 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

## Timing of Appeals

- Appeals of academic suspension must be instituted prior to the start of the semester during which the student is to be suspended from enrollment, August 1 for reinstatement for fall and January 2 for reinstatement for spring.

- Grade appeals must be instituted by the student within (30) calendar days following the date final grades were posted.
- All other appeals listed above must be initiated within ten (10) 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 (5) working days following completion of the prior step.

## Appeal of Academic Suspension

Any student who is placed on First or Second Academic Suspension may request to appeal this decision. Requests for appeals must be made to the Vice President for Academic Affairs for reinstatement. The course schedule will be deleted for any suspended student.

The appeal may be denied or approved with multiple requirements:

1. uphold the Suspension,
2. reinstate the student on Academic Probation, or
3. 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, requiring specified testing, or other academic procedures deemed necessary.

## Advanced Placement Examination

WVU 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 the Records Office, located in the Center for Students Services.

## Auditing a Course

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

## 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.

## 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.

## 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. To register for more than 18 credit hours per semester:
  - 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.

## 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:

1. Application forms for credit-by-examination must be completed and fees paid before the examinations may be given.
2. A student may attempt to take credit-by-examination in any individual course only once.<sup>1</sup>
3. Students may not attempt credit-by-examination in courses for which they are currently 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.

4. In-house examinations are to be prepared by the department faculty responsible for teaching the course that is to be tested. The Division Dean 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.
5. CLEP exams are prepared by the College Board. The CLEP tests listed in this catalog have been approved for credit by College Division Deans.
6. Persons meeting specified score requirements on either CLEP or In-house exams will then have credit applied to their transcripts.

<sup>1</sup> 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 Dean
- 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.

## Department Exam Administered by WVU Parkersburg

Code	Title	Hours
ASTR 106	INTRODUCTION TO ASTRONOMY	4
BIOL 107 & BIOL 108	~ANATOMY AND PHYSIOLOGY 1 and ~ANATOMY AND PHYSIOLOGY 2	8
BIOL 200 & BIOL 201	MICROBIOLOGY and MICROBIOLOGY LAB	4
BIOL 211	ZOOLOGY-ANIMALS AS ORGANISMS	4
BIOL 212	BOTANY-PLANTS AS ORGANISMS	4
BIOL 171	NUTRITION & HEALTH	3
CHEM 111	~INTRO TO GENERAL CHEMISTRY	4
CHEM 112	~INTRO ORGANIC & BIOL CHEM	4
CHEM 233 & CHEM 235 or CHEM 234 & CHEM 236	ORGANIC CHEMISTRY 1 and ORGANIC CHEMISTRY 1 LAB ORGANIC CHEMISTRY 2 and ORGANIC CHEMISTRY 2 LAB	4
CIT 101	PC MGMT & MAINTENANCE	5
CIT 105	INTRODUCTION TO NETWORKS	5
CIT 106	ROUTING & SWITCHING ESSENTIALS (Cisco)	5
CIT 114	WINDOWS OPERATING SYSTEMS	3
CIT 205	ENTERPRISE NETWORKS & SECURITY (Cisco)	4
CIT 211	NETWORK INFRASTRUCTURE (MCP)	3
CIT 305	ADVANCED ROUTING (Cisco)	5



CIT 306	SECURE CONVERGED WANS(CISCO 6) (Cisco)	5
CIT 405	MULTI-LAYER SWITCHED NETWORKS (Cisco)	5
GBUS 117	FINANCIAL BUSINESS APPLICATION	3
GEOL 101 & GEOL 102	~PHYSICAL GEOLOGY and ~PHYSICAL GEOLOGY LAB	4
GEOL 103 & GEOL 104	~HISTORICAL GEOLOGY and ~HISTORICAL GEOLOGY LAB	4
PHYS 101 & PHYS 102	~INTRO TO PHYSICS 1 and ~INTRO TO PHYSICS 2	8
PHYS 111 & PHYS 112	~GENERAL PHYSICS 1 and ~GENERAL PHYSICS 2	8
PSCI 111	~INTRO TO PHYSICAL SCIENCE	4
PSCI 112	~INTRO TO EARTH SCIENCE	4
SEC 430	OPERATING SYSTEM SECURITY	3
WELDING	All Welding Courses	1-3

Other exams may be available, please contact the Division Offices for information.

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

**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 Testing Center to determine CLEP tests available.
2. Complete the registration process on-line, prior to making an appointment with the Testing Center.
3. Pay the appropriate fees<sup>1</sup>:
  - CLEP fee to the College Board at the time of registration for an exam.<sup>1</sup>
  - There will be a testing fee payable to WVU Parkersburg Business Office before testing.
  - Sit for the examination during the appointed time and date.

<sup>1</sup> Fees are set for CLEP yearly by The College Board and are subject to change.

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

WVUP Course No.	CLEP Title	Passing Score	Credit
BIOL 101/BIOL 102	Biology	50	6
CHEM 115/CHEM 116	Chemistry	50	8
ECON 201	Principles of Microeconomics	50	3
ECON 202	Principles of Macroeconomics	50	3
ENGL 101	College Composition	50	3
ENGL 131/ENGL 132	Analy./Interp. of Literature	50	6
ENGL 261/ENGL 262	English Literature	50	6
ENGL 241/ENGL 242	American Literature	50	6
FREN 101, FREN 102	College French-Level 1	50	6
FREN 101, FREN 102 & FREN 203, FREN 204	College French-Level 2	60	12
GERM 101, GERM 102	College German-Level 1	50	6
GERM 101, GERM 102 & GERM 203, GERM 204	College German-Level 2	60	12
HIST 101	West. Civ. I: to 1648	50	3
HIST 102	West. Civ. II: 1648 to Present	50	3
HIST 152	Amer. History I: to 1865	50	3
HIST 153	Amer. History II: 1865 to Present	50	3
MATH 120	College Mathematics	50	3
MGMT 220	Principles of Management	50	3

MKTG 230	Principles of Marketing	50	3
MATH 126	College Algebra	50	3
MATH 155	Calculus I	50	3
PSYC 101	Introductory Psychology	50	3
PSYC 241	Human Growth and Development	50	3
SOC 101	Introductory Sociology	50	3
SPAN 101, SPAN 102	College Spanish-Level 1	50	6
SPAN 101, SPAN 102 & SPAN 203, SPAN 204	College Spanish-Level 2	60	12

## Grades and Grading

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

Grade	Description
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 <sup>1</sup>	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 an 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

<sup>1</sup> 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.

## 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	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

Course Completed	Final Grade	Quality Points	Semester Hours	Quality 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 126	W	0	0	0
			13	31

31 Quality 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.

## 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 are published on the college's website.

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 WVU at Parkersburg for associate degrees or 30 credit hours at WVU at Parkersburg for baccalaureate degrees.
- Submit an electronic application for graduation in OLSIS by or before the stated deadline.

Students are encouraged to check their MyDegree academic maps, accessed through OLSIS, to ascertain when they have or are about to complete the requirements for their academic programs. Students in bachelor degree programs should not wait until the end of their bachelor's degree to apply for associates degrees, or certificates, which have already been completed.

## Waiver or Substitution of Graduation Requirements

Students who wish to request a waiver of graduation requirements must make the 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.

## 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.

## Mid-Terms 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.

## Repeating Classes (D/F Repeat Rule)

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

- Only courses with a final grade of D or F (or FIW) are covered under this policy
- The course to be repeated must have originally been completed within the first 60 semester hours of college courses.
- The original grade will not be removed from the student's transcript. It will, however, not be counted in computing grade-point average or total hours of credit earned.
- If repeating the course does not yield a satisfactory grade, the course may be repeated a second time; however, all grades earned in the course, except the initial grade shall be counted in computing grade-point average.
- Any course that is repeated when the original grade was not a D or F, or when the original grade was not earned during the student's first 60 hours of college credit, will be averaged with the initial grade for purposes of computing grade-point average.
- The student must indicate on the registration form in OLSIS that a course is being repeated under this policy.
- Specific programs may require that course credit completed at this college, or transferred from another college, with an original grade of D must be repeated.

## Grade Forgiveness

Students may request the forgiveness of D and F grades previously earned. Forgiveness is not automatic, but must be initiated by the student and their academic advisor.

- Once a Grade Forgiveness form is completed, the request should be submitted to the Records Office, located in the Center for Student Services.
- Grades that are forgiven are not removed from the student's transcript but are marked to indicate that they are not being counted in tabulating either the student's total credit hours completed or grade-point average.
- Grade forgiveness may be requested no more than two times.
- Any grade to be forgiven must have been earned at least four years prior to the date of requesting forgiveness.
- The student requesting grade forgiveness must not have been enrolled in any college on a full-time basis during any semester or summer session during the four years immediately prior to the request for grade forgiveness.
- The student's request for grade forgiveness should be requested their first semester after returning to college.
- Grade forgiveness should not be granted if the student can exercise the D/F Repeat Rule.
- In all instances of grade forgiveness, students are notified that other colleges or universities may have policies that do not allow the forgiveness of grades.
- Grades which were used in meeting graduation requirements for a degree or certificate that has already been awarded may not subsequently be forgiven.
- Grade forgiveness requests will be reviewed following the end of the withdrawal period for the current semester.

## Tutoring Center

The Tutoring Center provides: Free tutoring in a variety of subjects, Computer assisted learning, Collaboration tables, Computer lab access, Science resources, Study areas, and Textbooks

For appointments or questions, you may contact the center at 304.424.8295 or [tutoring.wvup.edu](http://tutoring.wvup.edu) (<http://tutoring.wvup.edu>). For services at JCC (Jackson County Center), contact the Administrative Office at <http://www.wvup.edu/about/jackson-county-center> (<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](http://tutoring.wvup.edu) (<http://tutoring.wvup.edu>)

## Withdrawal from Courses

Before the semester begins, students withdrawing from an individual course or the College must access their OLSIS account. For each semester, once classes begin, students must complete and submit a withdrawal request: [https://my.wvup.edu/Withdraw\\_Requests/CreateRequest](https://my.wvup.edu/Withdraw_Requests/CreateRequest) ([https://my.wvup.edu/Withdraw\\_Requests/CreateRequest/](https://my.wvup.edu/Withdraw_Requests/CreateRequest/)), and monitor the progression of their request to sign/approve - once their academic advisor, their financial aid counselor and the Business Office have provided guidance/approval. Any questions about this process may be directed to staff in the Center for Student Services, the Professional Advising Center or the Jackson County Center administrative office.

## Transfer of Credit to Other Institutions

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

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

Students transferring to institutions outside West Virginia should encounter no problems in transfer because of the college's accreditation by the Higher Learning Commission. 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 The 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.

## **Transfer Agreements with WVU Morgantown**

### **Eberly College of Arts & Sciences**

- Anthropology B.A.
- Biology B.A.
- Biology B.S.
- Chemistry B.A.
- Chemistry B.S.
- English B.A.
- History B.A.
- International Studies B.A.
- Mathematics B.A.
- Mathematics B.S.
- Physics B.A.
- Physics B.S.
- Psychology B.A. with Addiction Studies Minor
- Psychology B.S.
- Psychology B.B. with Addiction Studies Minor
- Sociology B.A.

### **Statler College of Engineering & Mineral Resources**

- Aerospace Engineering B.S.A.E. (Aeronautical Emphasis)
- Aerospace Engineering B.S.A.E. (Astronautical Emphasis)
- Chemical Engineering B.S.Ch.E.
- Electrical Engineering B.S.E.E.
- Industrial Engineering B.S.I.E.
- Mechanical Engineering B.S.M.E.

For more information, please contact the Dean of Academic Affairs at 304.424.8226.

# SKILL SET CERTIFICATES

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Skill Set Certificates provide specific competencies in a variety of academic areas that carry a value of 12 or more (but less than 18) credit hours. Students should check with individual academic divisions to determine the availability and completion of skill set certificates.

**Skill Set Certificates are currently available in the following academic areas:**

**ARTS & SCIENCES DIVISION:**

- Creative Writing
- History
- Literature
- Organizational Communication
- Psychology
- Sociology

**Nursing & health sciences division:**

- Patient Care Technician

**Professional studies division:**

- Assistant Teacher
- Broadcast
- Director
- Entrepreneurial Studies
- Early Special Needs
- Event Planning
- Graphic Design
- Infant & Toddler
- Leadership
- Media Writing
- Microsoft Office
- Photography
- Preschool
- Purchasing Competency
- Social Media
- Special Education Multi-Categorical K-12

# PROGRAMS OF STUDY

Program	Credential	Division	Modality
Accelerated LPN to RN Pathway (p. 45)	Associate of Applied Science	Nursing and Health Sciences Division	Traditional
Advanced Manufacturing Technology, A.A.S. (p. 122)	Associate of Applied Science	Workforce, Technical and Computer Information Sciences Division	Traditional
Agribusiness, A.A.S. (p. 62)	Associate of Applied Science	Professional Studies Division	Traditional
Associate of Arts (p. 36)	Associate of Arts	Arts and Sciences Division	Online, Traditional
Associate of Science, A.S. (p. 40)	Associate of Science	Arts and Sciences Division	Traditional
Board of Governors, A.A.S. (p. 41)	Associate of Applied Science	Arts and Sciences Division	Traditional
Business Administration, A.A.S. (p. 64)	Associate of Applied Science	Professional Studies Division	Online, Traditional
Business Administration, A.S. (p. 66)	Associate of Science	Professional Studies Division	Traditional
Business Administration, Accounting and Financial Management Concentration (B.A.S.B.A. / A.F.M.) (p. 67)	Bachelors of Applied Science	Professional Studies Division	Traditional
Business Administration, Accounting Concentration (B.S.B.A. / ACCT.) (p. 69)	Bachelors of Science	Professional Studies Division	Traditional
Business Administration, C.A.S. (p. 72)	Certificate of Applied Science	Professional Studies Division	Traditional
Business Administration, General Business Concentration (B.S.B.A. / GEN. BUS.) (p. 73)	Bachelors of Science	Professional Studies Division	Traditional
Business Administration, Management and Marketing Concentration (B.A.S.) (p. 75)	Bachelors of Applied Science	Professional Studies Division	Traditional
Certified Surgical Technician to AAS in Surgical Technology (p. 47)	Associate of Applied Science	Nursing and Health Sciences Division	Online
Chemical Polymer Operator, C.A.S. (p. 123)	Certificate of Applied Science	Workforce, Technical and Computer Information Sciences Division	Traditional
Child Development, 2+2 B.A.S. (p. 78)	Bachelors of Applied Science	Professional Studies Division	Online
Child Development, A.A.S. (p. 80)	Associate of Applied Science	Professional Studies Division	Online
Child Development, B.A.S. (p. 81)	Bachelors of Applied Science	Professional Studies Division	Online
Child Development, C.A.S. (p. 84)	Certificate of Applied Science	Professional Studies Division	Online
Communication Media Studies - Digital Communication, BAS (p. 85)	Bachelors of Applied Science	Professional Studies Division	Traditional
Communication Media Studies - Strategic Communication, BAS (p. 87)	Bachelors of Applied Science	Professional Studies Division	Traditional
Community Education (p. 124)		Workforce, Technical and Computer Information Sciences Division	
Computer Information Technology, A.A.S. (p. 125)	Associate of Applied Science	Workforce, Technical and Computer Information Sciences Division	Traditional
Computer Science, A.A.S. (p. 126)	Associate of Applied Science	Workforce, Technical and Computer Information Sciences Division	Traditional
Corporate Training (p. 128)		Workforce, Technical and Computer Information Sciences Division	

Cosmetology, A.A.S. (p. 128)	Associate of Applied Science	Workforce, Technical and Computer Information Sciences Division	Traditional
Criminal Justice, A.A.S. (p. 89)	Associate of Applied Science	Professional Studies Division	Traditional
Criminal Justice, B.A.S. (p. 91)	Bachelors of Applied Science	Professional Studies Division	Traditional
Criminal Justice, C.A.S. (p. 94)	Certificate of Applied Science	Professional Studies Division	Traditional
Cyber Security Network Administration, B.A.T. (p. 130)	Bachelors of Applied Technology	Workforce, Technical and Computer Information Sciences Division	Traditional
Digital Communication, A.A.S. (p. 95)	Associate of Applied Science	Professional Studies Division	Traditional
Digital Media Production, A.A.S. (p. 96)	Associate of Applied Science	Professional Studies Division	Traditional
Digital Media Production, C.A.S. (p. 98)	Certificate of Applied Science	Professional Studies Division	Traditional
Drafting, A.A.S. (p. 132)	Associate of Applied Science	Workforce, Technical and Computer Information Sciences Division	Traditional
Electricity and Instrumentation Technology, C.A.S. (p. 134)	Certificate of Applied Science	Workforce, Technical and Computer Information Sciences Division	Traditional
Elementary Education with Math Emphasis Grade 5 - Algebra I, B.A. (p. 98)	Bachelor of Arts	Professional Studies Division	Traditional
Elementary Education with Special Education Emphasis, B.A. (p. 102)	Bachelor of Arts	Professional Studies Division	Traditional
Elementary Education, A.A.S. (p. 105)	Associate of Applied Science	Professional Studies Division	Traditional
Elementary Education, B.A. (p. 106)	Bachelor of Arts	Professional Studies Division	Traditional
General Education, C.A.S. (p. 42)	Certificate of Applied Science	Arts and Sciences Division	Traditional
Industrial Maintenance, C.A.S. (p. 135)	Certificate of Applied Science	Workforce, Technical and Computer Information Sciences Division	Traditional
Learn and Earn (p. 136)		Workforce, Technical and Computer Information Sciences Division	
Maker Space (p. 137)		Workforce, Technical and Computer Information Sciences Division	
Multi-Craft Technology, A.A.S. (p. 138)	Associate of Applied Science	Workforce, Technical and Computer Information Sciences Division	Traditional
Multidisciplinary Studies B.A. (p. 109)	Bachelor of Arts	Professional Studies Division	Traditional
Nursing RN-BSN: Full-Time Fall Admission (p. 48)	Bachelors of Science	Nursing and Health Sciences Division	Online
Nursing RN-BSN: Part-Time Fall Admission (p. 51)	Bachelors of Science	Nursing and Health Sciences Division	Online
Nursing RN-BSN: Part-Time Spring Admission (p. 54)	Bachelors of Science	Nursing and Health Sciences Division	Online
Nursing, A.A.S. (p. 57)	Associate of Applied Science	Nursing and Health Sciences Division	Traditional
Occupational Development (p. 140)		Workforce, Technical and Computer Information Sciences Division	
Regents Bachelor of Arts (RBA) (p. 43)	Bachelor of Arts	Arts and Sciences Division	Traditional
Reliability and Maintenance Technology, A.A.S. (p. 140)	Associate of Applied Science	Workforce, Technical and Computer Information Sciences Division	Traditional
Short Term Programs (p. 142)		Workforce, Technical and Computer Information Sciences Division	
Software Engineering, B.A.T. (p. 143)	Bachelors of Applied Technology	Workforce, Technical and Computer Information Sciences Division	Traditional



Strategic Communication, A.A.S. (p. 117)	Associate of Applied Science	Professional Studies Division	Traditional
Supervisory Management, B.A.S. (p. 118)	Bachelors of Applied Science	Workforce, Technical and Computer Information Sciences Division	Traditional
Surgical Technology, A.A.S. (p. 59)	Associate of Applied Science	Nursing and Health Sciences Division	Traditional
Technical Studies (p. 145)		Workforce, Technical and Computer Information Sciences Division	
Welding, A.A.S. (p. 146)	Associate of Applied Science	Workforce, Technical and Computer Information Sciences Division	Traditional
Welding, C.A.S. (p. 148)	Certificate of Applied Science	Workforce, Technical and Computer Information Sciences Division	Traditional
Workforce, Technical Computer Information Sciences Division (p. 121)		Workforce, Technical and Computer Information Sciences Division	

## Programs by Division

- Arts & Sciences Division (p. 36)
  - Associate of Arts (p. 36)
  - Associate of Science, A.S. (p. 40)
  - Board of Governors, A.A.S. (p. 41)
  - General Education, C.A.S. (p. 42)
  - Regents Bachelor of Arts (RBA) (p. 43)
- General Education Mission (p. 33)
- Nursing and Health Sciences Division (p. 45)
  - Accelerated LPN to RN Pathway (p. 45)
  - Certified Surgical Technician to AAS in Surgical Technology (p. 47)
  - Nursing RN-BSN: Full-Time Fall Admission (p. 48)
  - Nursing RN-BSN: Part-Time Fall Admission (p. 51)
  - Nursing RN-BSN: Part-Time Spring Admission (p. 54)
  - Nursing, A.A.S. (p. 57)
  - Surgical Technology, A.A.S. (p. 59)
- Professional Studies (p. 61)
  - Agribusiness, A.A.S (p. 62)
  - Business Administration, A.A.S (p. 64)
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## General Education Mission

The mission of foundational learning, also known as general education, at WVU Parkersburg reflects the institution's mission to provide life-changing educational opportunities by broadening students' abilities to pursue knowledge, communicate effectively, understand humanity, employ creativity, and identify and solve problems in order to engage in informed, thoughtful, and ethical citizenry. Foundational learning 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 a student's area of emphasis.

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 Foundational Learning Courses (also known as 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.

## Foundational Learning Courses (FLCs)

To ensure breadth and depth as students meet these broad education goals and meet the Institutional Learning Outcomes (ILOs), the curriculum focuses on six academic categories.

### Aesthetics, Creativity, and Appreciation

Code	Title	Hours
ART 101	~ART APPRECIATION	3
ART 111	DRAWING 1	3
ENGL 131	~TYPES OF LITERATURE 1	3
ENGL 132	~TYPES OF LITERATURE 2	3
ENGL 210	INTRO TO CREATIVE WRITING	3
ENGL 221	~WORLD LITERATURE 1	3
ENGL 222	~WORLD LITERATURE 2	3
ENGL 241	~AMERICAN LITERATURE 1	3
ENGL 242	~AMERICAN LITERATURE 2	3
ENGL 257	INTRO TO SCIENCE FICTION	3
ENGL 261	~ENGLISH LITERATURE 1	3
ENGL 262	~ENGLISH LITERATURE 2	3
ENGL 285	GENDER IN LITERATURE	3
MUSI 170	~MUSIC APPRECIATION	3
THEA 101	~THEATRE APPRECIATION	3

### Human Communication and Interaction

Code	Title	Hours
COMM 105	INTRODUCTION TO MASS MEDIA	3
COMM 111	~FUND OF PUBLIC SPEAKING	3
COMM 112	SMALL GROUP COMMUNICATION	3
COMM 202	INTERPERSONAL COMMUNICATION	3

### People and Their Worlds

Code	Title	Hours
ECON 201	~MICROECONOMICS	3
ECON 202	~MACROECONOMICS	3
GEOG 102	WORLD GEOGRAPHY	3
GERM 101	ELEMENTARY GERMAN 1	3
HIST 101	~WEST CIV THROUGH REFORMATION	3
HIST 102	~WESTERN CIV FROM REFORMATION	3
HIST 152	~US HIST THROUGH CIVIL WAR	3
HIST 153	~US HIST FROM RECONSTRUCTION	3
HIST 250	WV & THE APPALACHIAN REGION	3

PHIL 111	INTRO TO PHILOSOPHY	3
PHIL 150	INTRODUCTION TO ETHICS	3
PHIL 231	WORKPLACE ETHICS	3
POLS 101	~INTRO TO POLITICAL SCIENCE	3
POLS 102	~AMERICAN FEDERAL GOVERNMENT	3
PSYC 101	~INTRO TO PSYCHOLOGY	3
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	3
SOC 101	~INTRO TO SOCIOLOGY	3
SOC 107	SOCIAL PROBLEMS	3
SOC 221	MARRIAGE AND THE FAMILY	3

## Quantitative Reasoning

Code	Title	Hours
MATH 120	QUANTITATIVE LITERACY	3
MATH 125	TECHNICAL MATHEMATICS	4
MATH 126	~COLLEGE ALGEBRA	3
MATH 211	~STATISTICS	3

## Scientific Inquiry

Code	Title	Hours
ASTR 106	INTRODUCTION TO ASTRONOMY	4
BIOL 101	~GENERAL BIOLOGY 1	3
BIOL 102	~GENERAL BIOLOGY 2	3
BIOL 103	~GENERAL BIOLOGY 1 LAB	1
BIOL 104	~GENERAL BIOLOGY 2 LAB	1
BIOL 105	SCIENCE FOR LIFE	4
BIOL 107	~ANATOMY AND PHYSIOLOGY 1	4
BIOL 108	~ANATOMY AND PHYSIOLOGY 2	4
BIOL 109	ANAT & PHYS FOR ALLIED HEALTH	4
BIOL 115	~PRINCIPLES OF BIOLOGY	4
BIOL 117	~INTRODUCTORY PHYSIOLOGY	4
BIOL 171	NUTRITION & HEALTH	3
CHEM 111	~INTRO TO GENERAL CHEMISTRY	4
CHEM 115	~FUNDAMENTALS OF CHEMISTRY 1	4
CHEM 116	~FUNDAMENTALS OF CHEMISTRY 2	4
GEOL 101	~PHYSICAL GEOLOGY	3
GEOL 102	~PHYSICAL GEOLOGY LAB	1
GEOL 103	~HISTORICAL GEOLOGY	3
GEOL 104	~HISTORICAL GEOLOGY LAB	1
GEOL 105	ENVIRONMENTAL GEOLOGY	4
GEOL 105L	ENVIRONMENTAL GEOLOGY LAB	0
PHYS 101	~INTRO TO PHYSICS 1	4
PHYS 102	~INTRO TO PHYSICS 2	4
PHYS 111	~GENERAL PHYSICS 1	4
PSCI 101	FUND OF PHYSICAL SCIENCE	4
PSCI 111	~INTRO TO PHYSICAL SCIENCE	4
PSCI 112	~INTRO TO EARTH SCIENCE	4

## Writing and Rhetoric

Code	Title	Hours
ENGL 101	~COMPOSITION 1	3
ENGL 102	~COMPOSITION 2	3
ENGL 107	TECHNICAL WRITING 1	3

# Arts & Sciences Division

## Arts & Sciences Division

**Start here, finish there.** We offer flexible paths for you to earn your associate and bachelor's degree. These programs will prepare you to enter a career after graduation or provide the academic foundation to continue your graduate or professional studies. This division includes our associate degrees in art and science, as well as the Board of Governors Associate of Applied Science and the Regents Bachelor of Arts.

### Associate of Arts and Associate of Science

The AA and AS degrees are valuable transfer degrees that offer the General Education requirements expected by most four-year institutions.

The Associate of Arts degree 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 WVU Parkersburg. This associate degree program is the foundation to the following majors: art, English, history, mathematics, music, philosophy, political science, psychology, religion, social work, sociology, communications and theatre.

The Associate of Science Degree is also designed for transfer to other colleges and universities and has a greater number of science electives compared with the AA. Focus areas are typically in the following fields: biology, chemistry, geology, physics, engineering or pre-professional study which can lead to study in dentistry, medicine, pharmacy, physical therapy, veterinarian science or other health sciences. Several electives are embedded into the AS curriculum to provide the flexibility to tailor your degree to fit your intended transfer program. For several of these degrees (for example, pharmacy, medical school, etc.) you could meet all of the pre-requisite requirements with our courses and obtain a bachelor's degree here at WVUP that would qualify you for entrance directly into the program.

### Board of Governors and Regents Bachelor of Arts

What you already know may be worth college credit. Adults continually learn new skills while on the job through travel, reading, volunteering and special interests. The Board of Governors Associate of Applied Science is a flexible degree designed for busy adults who want to earn a college degree. It can save countless hours and dollars in your quest to achieve your educational goals by awarding college credit for work and life experiences. The Board of Governors Associate of Applied Science degree is one of several pathways into our Regents Bachelor of Arts degree. The Regents Bachelor of Arts (RBA) is an innovative degree program designed for adult students. The program builds on any of our associate degrees and provides considerable flexibility in how, when and where the course requirements are met. RBA students do not have a time limit for completing the degree requirements.

## Humanities/Liberal Arts/Sciences

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- Associate of Science, A.S. (p. 40)
- Board of Governors, A.A.S. (p. 41)
- General Education, C.A.S. (p. 42)
- Regents Bachelor of Arts (RBA) (p. 43)

## Associate of Arts

The **Associate of Arts** (AA) degree provides an easy and affordable way for you to complete a portion of any other college or university's 4-year degree while on WVUP's campus. Students who wish to earn a Bachelor of Arts or Bachelor of Science degree at any other institution can work with one of our advisors to customize your AA so that you earn college credits in the areas of General Education, Free Electives of your choosing, and degree or discipline-specific courses that combine into a college degree that can then be transferred into your 4-year college program of choice. WVUP's small class sizes and professional, experienced, and dedicated faculty and staff insure a personalized and high-quality education that prepares you for your future academic endeavors.

In addition to being an excellent transfer degree program, the AA is well suited for undecided students. Many students wish to explore college life and offerings before taking a particular path. The first semesters provide the General Education courses required by most any other college program at WVUP or elsewhere.

Finally, if you are considering employment that requires a non-specific college degree, the Associate of Arts Degree may well suit your purpose.

Just a few of the subjects that can be selected in customizing your degree include: Art, Education, English, History, Journalism, Mathematics, Music, Philosophy, Political Science, Psychology, Religion, Sociology, Communications, Media Studies, and Theatre.

## Milestone Course

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

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

### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
Select one of the following:		3
MATH 121	~INTRO TO MATHEMATICS	
MATH 126	~COLLEGE ALGEBRA	
MATH 128	~COLLEGE TRIGONOMETRY	
MATH 141	~FINITE MATH	
MATH 155	~CALCULUS 1	
MATH 156	~CALCULUS 2	
MATH 211	~STATISTICS	
COMM 111 or COMM 112	~FUND OF PUBLIC SPEAKING or SMALL GROUP COMMUNICATION	3
Select one of the following:		3
HIST 101	~WEST CIV THROUGH REFORMATION	
HIST 102	~WESTERN CIV FROM REFORMATION	
HIST 152	~US HIST THROUGH CIVIL WAR	
HIST 153	~US HIST FROM RECONSTRUCTION	
POLS 101	~INTRO TO POLITICAL SCIENCE	
POLS 102	~AMERICAN FEDERAL GOVERNMENT	
POLS 220	STATE AND LOCAL GOVERNMENT	
Select one of the following:		3
PSYC 101	~INTRO TO PSYCHOLOGY	
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	
SOC 101	~INTRO TO SOCIOLOGY	
SOC 232	CRIMINOLOGY	
ECON 201	~MICROECONOMICS	
ECON 202	~MACROECONOMICS	
PHIL 111	INTRO TO PHILOSOPHY	
PHIL 170	INTRO TO LOGIC	
EDUC 300	THEORIES OF LEARNING	
ENGL 101	~COMPOSITION 1 (Milestone Course)	3
COLL 101	ORIENTATION TO COLLEGE	1
		<b>Hours</b>
		<b>16</b>
<b>Semester 2</b>		
ENGL 102	~COMPOSITION 2	3
Select one of the following:		3
PSYC 101	~INTRO TO PSYCHOLOGY	
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	
SOC 101	~INTRO TO SOCIOLOGY	
SOC 232	CRIMINOLOGY	
ECON 201	~MICROECONOMICS	
ECON 202	~MACROECONOMICS	
PHIL 111	INTRO TO PHILOSOPHY	
PHIL 170	INTRO TO LOGIC	
EDUC 300	THEORIES OF LEARNING	
Select one of the following:		3
ART 101	~ART APPRECIATION	
MUSI 170	~MUSIC APPRECIATION	
THEA 101	~THEATRE APPRECIATION	
Select one of the following:		4
BIOL 101 & BIOL 103	~GENERAL BIOLOGY 1 and ~GENERAL BIOLOGY 1 LAB	

BIOL 102 & BIOL 104	~GENERAL BIOLOGY 2 and ~GENERAL BIOLOGY 2 LAB	
BIOL 107	~ANATOMY AND PHYSIOLOGY 1	
BIOL 108	~ANATOMY AND PHYSIOLOGY 2	
BIOL 115	~PRINCIPLES OF BIOLOGY	
CHEM 111	~INTRO TO GENERAL CHEMISTRY	
CHEM 112	~INTRO ORGANIC & BIOL CHEM	
CHEM 115	~FUNDAMENTALS OF CHEMISTRY 1	
CHEM 116	~FUNDAMENTALS OF CHEMISTRY 2	
GEOL 101 & GEOL 102	~PHYSICAL GEOLOGY and ~PHYSICAL GEOLOGY LAB	
GEOL 103 & GEOL 104	~HISTORICAL GEOLOGY and ~HISTORICAL GEOLOGY LAB	
PSCI 101	FUND OF PHYSICAL SCIENCE	
PSCI 111	~INTRO TO PHYSICAL SCIENCE	
PSCI 112	~INTRO TO EARTH SCIENCE	
PHYS 101	~INTRO TO PHYSICS 1	
PHYS 102	~INTRO TO PHYSICS 2	
PHYS 111	~GENERAL PHYSICS 1	
PHYS 112	~GENERAL PHYSICS 2	
Elective from Core Transfer Agreement of Transfer Program		2
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
Select one of the following:		3
ENGL 131	~TYPES OF LITERATURE 1	
ENGL 132	~TYPES OF LITERATURE 2	
ENGL 221	~WORLD LITERATURE 1	
ENGL 222	~WORLD LITERATURE 2	
ENGL 241	~AMERICAN LITERATURE 1	
ENGL 242	~AMERICAN LITERATURE 2	
ENGL 261	~ENGLISH LITERATURE 1	
ENGL 262	~ENGLISH LITERATURE 2	
Free Elective		3
Free Elective		2
Institutional Learning Outcomes Category Elective		3
Transfer Specific Elective		3
<b>Hours</b>		<b>14</b>
<b>Semester 4</b>		
Select one of the following:		4
BIOL 101 & BIOL 103	~GENERAL BIOLOGY 1 and ~GENERAL BIOLOGY 1 LAB	
BIOL 102 & BIOL 104	~GENERAL BIOLOGY 2 and ~GENERAL BIOLOGY 2 LAB	
BIOL 107	~ANATOMY AND PHYSIOLOGY 1	
BIOL 108	~ANATOMY AND PHYSIOLOGY 2	
BIOL 115	~PRINCIPLES OF BIOLOGY	
CHEM 111	~INTRO TO GENERAL CHEMISTRY	
CHEM 112	~INTRO ORGANIC & BIOL CHEM	
CHEM 115	~FUNDAMENTALS OF CHEMISTRY 1	
CHEM 116	~FUNDAMENTALS OF CHEMISTRY 2	
GEOL 101 & GEOL 102	~PHYSICAL GEOLOGY and ~PHYSICAL GEOLOGY LAB	
GEOL 103 & GEOL 104	~HISTORICAL GEOLOGY and ~HISTORICAL GEOLOGY LAB	
PSCI 101	FUND OF PHYSICAL SCIENCE	
PSCI 111	~INTRO TO PHYSICAL SCIENCE	
PSCI 112	~INTRO TO EARTH SCIENCE	
PHYS 101	~INTRO TO PHYSICS 1	
PHYS 102	~INTRO TO PHYSICS 2	
PHYS 111	~GENERAL PHYSICS 1	
PHYS 112	~GENERAL PHYSICS 2	
Transfer Specific Elective		3
Free Elective		2

Institutional Learning Outcomes Category Elective		3
Select one of the following:		3
HIST 101	~WEST CIV THROUGH REFORMATION	
HIST 102	~WESTERN CIV FROM REFORMATION	
HIST 152	~US HIST THROUGH CIVIL WAR	
HIST 153	~US HIST FROM RECONSTRUCTION	
POLS 101	~INTRO TO POLITICAL SCIENCE	
POLS 102	~AMERICAN FEDERAL GOVERNMENT	
POLS 220	STATE AND LOCAL GOVERNMENT	
	<b>Hours</b>	<b>15</b>
	<b>Total Hours</b>	<b>60</b>

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 25 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
<i>Writing and Rhetoric</i>		
ENGL 101	~COMPOSITION 1	3
<i>Quantitative Reasoning</i>		
Select one of the following:		3
MATH 121	~INTRO TO MATHEMATICS	
MATH 126	~COLLEGE ALGEBRA	
MATH 128	~COLLEGE TRIGONOMETRY	
MATH 141	~FINITE MATH	
MATH 155	~CALCULUS 1	
MATH 156	~CALCULUS 2	
MATH 211	~STATISTICS	
Scientific Inquiry (p. 35)		4
Aesthetics, Creativity, and Appreciation (p. 34)		3
Human Communication and Interaction (p. 34)		3
People and Their Worlds (p. 34)		3
Institutional Learning Category Elective(s)		5
<b>Program Courses</b>		
ENGL 102	~COMPOSITION 2	3
Select one of the following:		3
ENGL 131	~TYPES OF LITERATURE 1	
ENGL 132	~TYPES OF LITERATURE 2	
ENGL 221	~WORLD LITERATURE 1	
ENGL 222	~WORLD LITERATURE 2	
ENGL 261	~ENGLISH LITERATURE 1	
ENGL 262	~ENGLISH LITERATURE 2	
ENGL 241	~AMERICAN LITERATURE 1	
ENGL 242	~AMERICAN LITERATURE 2	
Scientific Inquiry (p. 35) Elective		4
Select one of the following:		3
People and Their Worlds (p. 34) Elective		
EDUC 300	THEORIES OF LEARNING	
Institutional Learning Category Elective(s)		4
Free Electives		18
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.



## Associate of Science, A.S.

The **Associate of Science** Degree is designed for transfer to other colleges and universities by students seeking bachelor's degrees. Focus areas are typically in the following fields: biology, chemistry, geology, physics, engineering or pre-professional study which can lead to study in dentistry, medicine, pharmacy, physical therapy, veterinarian science or other health sciences. For several of these degrees (for example, pharmacy, medical school, etc.) you could meet all of the pre-requisite requirements with our courses and obtain a bachelor's degree here at WVUP that would qualify you for entrance directly into the program.

### Milestone Course

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

### Career Planning

- 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.

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

#### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
Free Elective		4
MATH 126	~COLLEGE ALGEBRA (or higher) <sup>1</sup>	3
ENGL 101	~COMPOSITION 1 <sup>1</sup>	3
Scientific Inquiry (p. 35) Elective		4
<b>Hours</b>		<b>15</b>
<b>Semester 2</b>		
Lab Science - Sequential		4
Human Communication and Interaction (p. 34) Elective		3
ENGL 102	~COMPOSITION 2	3
Free Elective		2
Free Elective		3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
Free Elective		2
Free Elective		3
Aesthetics, Creativity, and Appreciation (p. 34)		3
People and Their Worlds (p. 34) Elective		3
Lab Science - Sequential		4
<b>Hours</b>		<b>15</b>
<b>Semester 4</b>		
Lab Science - Non Sequential		4
Free Elective		3
Free Elective		4
Free Elective		4
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Milestone Course

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 48 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric <sup>2</sup>		6
ENGL 101	~COMPOSITION 1	
ENGL 102	~COMPOSITION 2	
Quantitative Reasoning <sup>3</sup>		3
MATH 126	~COLLEGE ALGEBRA	
Scientific Inquiry (p. 35)		4
Aesthetics, Creativity, and Appreciation (p. 34)		3
Human Communication and Interaction (p. 34)		3
People and Their Worlds (p. 34)		3
Institutional Learning Category Elective(s)		25
<b>Program Courses</b>		
Science Course - Sequential		8
Science Course - Nonsequential		4
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.

<sup>2</sup> These courses are transferable to other institutions; fits the mission of the degree program

<sup>3</sup> MATH 126 ~COLLEGE ALGEBRA or higher; These courses are transferable to other institutions; fits the mission of the degree program

## Board of Governors, A.A.S.

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 1332, 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 Parkersburg, as per state mandate.

## General Education

Students must complete 15 credit hours of general education in the following areas:

Code	Title	Hours
Communications		3
Mathematics/Natural Sciences		6
Social Sciences/ Humanities		3
Computer Science		3
<b>Total Hours</b>		<b>15</b>

## Remaining Hours

45 credit hours must be completed from any coursework to complete the 60 credit hours required to complete the BOG.

**Degree requires a total of 60 credit hours.** [ Core Course Credit Hours : 15 ]

Code	Title	Hours
<b>Core Courses</b>		
Communications		3
Mathematics/Natural Sciences		6
Social Sciences/ Humanities		3
Computer Science		3
<b>Program Courses</b>		
Free Electives		45
<b>Total Hours</b>		<b>60</b>

## General Education, C.A.S.

Participants in the program get to jump-start their college experience by taking classes at our campus alongside regular college students or at their high school during the normal school day. Students also have access to advising, the library, bookstore, free tutoring, campus activities and more at WVU Parkersburg.

### Total Degree Credits: 30

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
ENGL 101	~COMPOSITION 1 (Writing and Rhetoric)	3
Quantitative Reasoning Elective		3
Select one of the following:		
MATH 121	~INTRO TO MATHEMATICS	
MATH 126	~COLLEGE ALGEBRA	
MATH 141	~FINITE MATH	
MATH 155	~CALCULUS 1	
MATH 156	~CALCULUS 2	
MATH 211	~STATISTICS	
People and Their Worlds (p. 34) Elective		3
Aesthetics, Creativity, and Appreciation (p. 34) Elective		3
Free Electives		3
	<b>Hours</b>	<b>15</b>
<b>Semester 2</b>		
ENGL 102	~COMPOSITION 2	3
Scientific Inquiry (p. 35) Elective		3
COMM 111	~FUND OF PUBLIC SPEAKING	3
People and Their Worlds (p. 34) Elective		3
Institutional Learning Elective (that has not already been taken)		3

Select one of the following:

- Aesthetics, Creativity, and Appreciation (p. 34)
- Human Communication and Interaction (p. 34)
- People and Their Worlds (p. 34)
- Quantitative Reasoning (p. 35)
- Scientific Inquiry (p. 35)
- Writing and Rhetoric (p. 36)

<b>Hours</b>	<b>15</b>
<b>Total Hours</b>	<b>30</b>

<sup>1</sup> Required 1-credit hour course, but is not counted in the degree total.

**Degree requires a total of 30 credit hours.** [ Core Course Credit Hours : 7 ]

<b>Code</b>	<b>Title</b>	<b>Hours</b>
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
<i>Writing and Rhetoric</i>		
ENGL 101	~COMPOSITION 1	3
<i>Quantitative Reasoning</i>		
Select one of the following:		3
MATH 121	~INTRO TO MATHEMATICS	
MATH 126	~COLLEGE ALGEBRA	
MATH 141	~FINITE MATH	
MATH 155	~CALCULUS 1	
MATH 156	~CALCULUS 2	
MATH 211	~STATISTICS	
<b>Program Courses</b>		
ENGL 102	~COMPOSITION 2	3
COMM 111	~FUND OF PUBLIC SPEAKING	3
Scientific Inquiry (p. 35) Elective		3
Aesthetics, Creativity, and Appreciation (p. 34) Elective		3
People and Their Worlds (p. 34) Elective		6
<i>Institutional Learning Elective (that has not already been taken)</i>		3
Select one of the following:		
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
Quantitative Reasoning (p. 35)		
Scientific Inquiry (p. 35)		
Writing and Rhetoric (p. 36)		
Free Electives		3
<b>Total Hours</b>		<b>30</b>

<sup>1</sup> Required 1-credit hour course, but is not counted in the degree total.

## 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 minor or 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. Areas of emphasis are available in History, Leadership, Literature, Professional Writing, Psychology and Sociology.

RBA students are governed by the same basic academic regulations as other students enrolled at WVU Parkersburg. These include rules on grading, D/F repeat rule, probation and suspension, and student rights and responsibilities. Interested students should contact the Professional Advising Center, in room 1332, for more information.

## 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. There are fees for the portfolio evaluation and the portfolio credit postings; contact the Director (kim.mcfee@wvup.edu) of the Regents Bachelor of Arts program for details.

## 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
  - Admission to the program is open only to students who graduated from high school at least four years prior.
  - For those passing a high school equivalency (GED) test, admission must be four years after their original class graduated from high school.

## Program Requirements

- 120 total credit hours
- 30 credit hours of 300 level and above
- 36 general education hours to include the following:
  - Communications: 6 credit hours (3 hours must be ENGL 101 ~COMPOSITION 1)
  - Mathematical Science or Computer Science: (3 credit hours)
  - Natural Sciences or Physical Sciences (3 credit hours)
  - Natural/Physical Sciences/Math/Comp Sci. (3 credit hours)
  - Humanities: (6 credit hours)
  - Social Sciences: (6 credit hours)
  - General Education (9 credit hours)

**Degree requires a total of 120 credit hours.** [ Core Course Credit Hours : 36 ]

Code	Title	Hours
<b>Core Courses</b>		
ENGL 101	~COMPOSITION 1	3
Communications		3
Select one of the following:		3
Computer Science		
Math		
Select one of the following:		3
Math		
Natural Sciences		
Physical Sciences		
Computer Science		
Select one of the following:		3
Natural Sciences		
Physical Sciences		
Humanities		6
Social Sciences		6
General Education		9

**Program Courses**

Free Electives of 300 Level and Above	30
Free Electives of Any Level	54
<b>Total Hours</b>	<b>120</b>

## Nursing and Health Sciences Division

The Nursing and Health Sciences Division at WVU 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 (<https://www.bls.gov/>), 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; home health aides; patient care technicians; medical assistants; licensed practical and licensed vocational nurses; radiology technicians; and surgical technicians.

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 here (<https://www.wvup.edu/future-students/academics/nursing-health-sciences-division/>).

In addition to meeting the requirements for general admission to the college, students requesting admission to programs within the Nursing and Health Sciences Division must meet individual program admission requirements, complete a Nursing and Health Sciences Application (<https://www.wvup.edu/wp-content/uploads/bsk-pdf-manager/2023/02/HEALTH-SCIENCES-COVER-LETTER-and-application-2.16.23.pdf>) and adhere to the clinical practice program requirements. Questions regarding the application process, program requirements, and course of study should be directed to the Nursing and Health Sciences Division at 304-424-8300.

### REQUIREMENTS for PARTICIPATION IN CLINICAL EXPERIENCES

Programs within the Nursing and Health Sciences Division have a clinical component that requires rotations into community health care agencies for patient care. Travel to these agencies is the responsibility of the student. Therefore, each student admitted into a Nursing and Health Sciences program must meet the requirements for participation in clinical experiences. Students are required to have a physical examination and complete required immunizations, maintain current CPR certification, submit to random drug testing and a criminal 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 here (<https://www.wvup.edu/wp-content/uploads/2019/04/CLINICAL-PRACTICE-REQUIREMENTS.pdf>).

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.

## Health Careers

- Accelerated LPN to RN Pathway (p. 45)
- Certified Surgical Technician to AAS in Surgical Technology (p. 47)
- Nursing RN-BSN: Full-Time Fall Admission (p. 48)
- Nursing RN-BSN: Part-Time Fall Admission (p. 51)
- Nursing RN-BSN: Part-Time Spring Admission (p. 54)
- Nursing, A.A.S. (p. 57)
- Surgical Technology, A.A.S. (p. 59)

## Accelerated LPN to RN Pathway

The **Associate of Applied Science in Nursing** prepares students for 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.

## Field/Clinical Course

### Clinical Courses

These courses have a clinical component that require a background check on admission, drug testing, active CPR card and current immunizations. Clinical courses: NURS 174 TRANSITION TO PROF NURSING, NURS 235 NURS CNCPT HLTH & ILLNESS-LPN, NURS 260 SYNTHS OF CONCEPTS FOR THE LPN.

### Capstone Course

This course includes 45 hours of preceptorship and a review for the NCLEX. Attendance at review is mandatory. (NURS 265 PROF NRS&HLTH SYS CONC-LPN)

#### Total Degree Credits: 65

Course	Title	Hours
<b>Semester 1</b>		
BIOL 107 & 107L	~ANATOMY AND PHYSIOLOGY 1 and ANATOMY AND PHYSIOLOGY 1 LAB	4
Quantitative Reasoning (p. 35) Elective		3
NURS 125	PHARMACOLOGY FOR NURSING	1
NURS 172	ADV DRUG & DOSAGE CALCULATIONS	1
NURS 173	ADVANCED NURSING ASSESSMENT	2
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
<b>Hours</b>		<b>12</b>
<b>Semester 2</b>		
People and Their Worlds (p. 34) Elective		3
NURS 174	TRANSITION TO PROF NURSING	7
BIOL 108 & 108L	~ANATOMY AND PHYSIOLOGY 2 and ANATOMY AND PHYSIOLOGY 2 LAB	4
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
<b>Hours</b>		<b>17</b>
<b>Semester 3</b>		
NURS 235	NURS CNCPT HLTH & ILLNESS-LPN	8
Writing and Rhetoric (p. 36) Elective		3
BIOL 200	MICROBIOLOGY	3
<b>Hours</b>		<b>14</b>
<b>Semester 4</b>		
NURS 260	SYNTHS OF CONCEPTS FOR THE LPN	8
NURS 265	PROF NRS&HLTH SYS CONC-LPN <sup>2</sup>	3
<b>Hours</b>		<b>11</b>
<b>Semester 5</b>		
Advanced Placement credit for NURS 132, NURS 133 and NURS 134 will be awarded upon the successful completion of Semester 1 courses. <sup>3</sup>		11
<b>Hours</b>		<b>11</b>
<b>Total Hours</b>		<b>65</b>

<sup>1</sup> Institutional graduation requirement.

<sup>2</sup> Capstone course

<sup>3</sup> Courses listed as "Semester 5" are considered Advanced Placement. They do not require course registration; they will be awarded to the student's academic record upon successful completion of Semester 1 courses.

**Degree requires a total of 65 credit hours. [ Core Course Credit Hours : 17 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE	1
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
BIOL 107	~ANATOMY AND PHYSIOLOGY 1	4
BIOL 107L	ANATOMY AND PHYSIOLOGY 1 LAB	0

Select one of the following: 3

PSYC 101	~INTRO TO PSYCHOLOGY	
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	

Select one of the following: 3

Aesthetics, Creativity, and Appreciation (p. 34)	
Human Communication and Interaction (p. 34)	

#### Program Courses

NURS 125	PHARMACOLOGY FOR NURSING	1
NURS 172	ADV DRUG & DOSAGE CALCULATIONS	1
NURS 173	ADVANCED NURSING ASSESSMENT	2
NURS 132	DRUG & DOSAGE CALCULATION 1	1
NURS 133	HEALTH ASSESS & DIAGNOSTICS 1	2
NURS 134	INTRO TO NURSING CONCEPTS	8
NURS 174	TRANSITION TO PROF NURSING	7
BIOL 108	~ANATOMY AND PHYSIOLOGY 2	4
BIOL 108L	ANATOMY AND PHYSIOLOGY 2 LAB	0
NURS 235	NURS CNCPT HLTH & ILLNESS-LPN	8
BIOL 200	MICROBIOLOGY	3
NURS 260	SYNTHS OF CONCEPTS FOR THE LPN	8
NURS 265	PROF NRS&HLTH SYS CONC-LPN	3

**Total Hours** 65

## Certified Surgical Technician to AAS in Surgical Technology

The **Associate of Applied Science in Surgical Technology completion degree** is expected to be completed in one calendar year, if the student is studying on a full-time basis.

Qualified applicants must be a board-certified surgical technologist (CST) through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) and a graduate from CAAHEP (Commission on Accreditation of Allied Health Education Programs) or ABHES (Accrediting Bureau of Health Education Schools) accredited program.

The student will receive up to 32 hours of credit for being a board-certified surgical technologist. Requirements for an AAS are 60 credit hours.

All general education courses are pre- or co-requisites of ST 250 DISASTER PREPAREDNESS and/or ST 255 LEADERSHIP.

#### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
Writing and Rhetoric (p. 36) Elective		3
Scientific Inquiry (p. 35) Elective		4
Free Elective		4
ST 250	DISASTER PREPAREDNESS	4
		<b>Hours</b>
		<b>15</b>
<b>Semester 2</b>		
ST 255	LEADERSHIP <sup>2</sup>	4
Quantitative Reasoning (p. 35) Elective		3
Select two of the following: <sup>3</sup>		6
People and Their Worlds (p. 34) Elective		
Aesthetics, Creativity, and Appreciation (p. 34) Elective		
Human Communication and Interaction (p. 34) Elective		
		<b>Hours</b>
		<b>13</b>
<b>Semester 3</b>		
Advanced placement credit hours or previous college coursework, for being a board-certified surgical technologist. <sup>4</sup>		32
		<b>Hours</b>
		<b>32</b>
		<b>Total Hours</b>
		<b>60</b>

<sup>1</sup> Required 1-credit hour course, but is not counted in the degree total.



- <sup>2</sup> Students enrolled in ST 255 LEADERSHIP Leadership will be required to be an active member of the Association of Surgical Technology (AST). The current fee for membership is \$80. Price is subject to change by the AST.
- <sup>3</sup> Selected courses must be from two of the three strands, to equal 6 credit hours.
- <sup>4</sup> Courses listed as "Semester 3" do not require course registration; these credit hours will be completed using previous college coursework or will be awarded (up to 32 hours, considered as Advanced Placement) for being a board-certified surgical technologist.

**Degree requires a total of 60 credit hours.** [ Core Course Credit Hours : 16 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
	Writing and Rhetoric (p. 36)	3
	Quantitative Reasoning (p. 35)	3
	Scientific Inquiry (p. 35) Elective (BIOL 109 is preferred)	4
	Select two of the following:	6
	Aesthetics, Creativity, and Appreciation (p. 34)	
	Human Communication and Interaction (p. 34)	
	People and Their Worlds (p. 34)	
<b>Program Courses</b>		
ST 250	DISASTER PREPAREDNESS	4
ST 255	LEADERSHIP	4
	Free Elective	4
	Previous college credits or advanced placement credit award	32
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Required 1-credit hour course, but is not counted in the degree total

## Nursing RN-BSN: Full-Time Fall Admission

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).

### Capstone Course

This capstone course is designed to evaluate the program's Student Learning Outcomes through completion of a real-world healthcare project.

### Practicum and Seminar

This course has a project-based clinical component that requires a background check on admission, active CPR card and current immunization.

### Experiential Learning

This course has a learning component from a direct experience designed to enhance the intellectual domain of professional competence.

**Total Degree Credits: 120**

## 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. Admission with Conditions may be granted to an applicant to enroll in NURS 311 FRAMEWORK FOR PROF PRACTICE and NURS 320 HLTH ASSESS/PROMTN LIFE SPAN the semester immediately following graduation from an associate degree or diploma nursing program. Full admission is contingent upon obtaining an active license prior to completion of NURS 311 FRAMEWORK FOR PROF PRACTICE and NURS 320 HLTH ASSESS/PROMTN LIFE SPAN.
- Have a valid RN License in the state in which you will be completing assignments.
- Not been dismissed from another baccalaureate program for any reason, including, but not limited to, academic dishonesty, disruptive behavior or course failure.
- Have a minimum cumulative grade point average of 2.0 based on a 4.0 scale on all college/university coursework completed prior to admission.
- Meet requirements for general admission to college and be admitted to college.

- Submit completed Nursing and Health Sciences application and submit transcripts of all prior college work.
- No history of felony convictions.

Applications are accepted year round. In the event of space limitation, qualified applications will be offered admission for the following semester.

## Graduation Requirements

- Complete a minimum of 120 credit hours equivalent with 60 credit hours as outlined in Course of Study.
- Complete a minimum of 30 credit hours at WVU Parkersburg.
- Maintain an overall cumulative GPA of 2.0.
- Complete all coursework 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.

## Credit Earned with ADN Program

Code	Title	Hours
RN Licensure		40
Writing and Rhetoric (p. 36) Elective		3
Quantitative Reasoning (p. 35) Elective		3
Scientific Inquiry (p. 35) Elective		4
Select two of the following:		6
Psychology or Sociology Electives		
Free Elective		4
<b>Total Hours</b>		<b>60</b>

## Required Pre-Requisites for Program

Code	Title	Hours
ENGL 102	~COMPOSITION 2	3
<b>Total Hours</b>		<b>3</b>

## Additional General Education Courses

Code	Title	Hours
MATH 211	~STATISTICS	3
PHIL 150	INTRODUCTION TO ETHICS	3
Human Communication and Interaction (p. 34) Elective		3
Aesthetics, Creativity, and Appreciation (p. 34) Elective		6
People and Their Worlds (p. 34) Elective		3
Scientific Inquiry (p. 35) Elective		4
Science Elective		3
Free Elective		3
<b>Total Hours</b>		<b>28</b>

Course	Title	Hours
<b>Semester 1</b>		
Fall		
NURS 311	FRAMEWORK FOR PROF PRACTICE <sup>1</sup>	4
NURS 320	HLTH ASSESS/PROMTN LIFE SPAN <sup>2,3</sup>	3
NURS 431	LEGAL & ETHICAL ISSUES IN NURS <sup>2,4</sup>	3
NURS 440	RESEARCH PROFESSIONAL NURSING <sup>5</sup>	3
	<b>Hours</b>	<b>13</b>
<b>Semester 2</b>		
Spring		
NURS 324	TRENDS & ISSUES OF HEALTH CARE	3
NURS 330	INFORMATICS: CONCEPT, APPLIC & ISS	3
NURS 450	EVIDENCE-BASED PRACT PROF NSG <sup>2</sup>	3
NURS 451	LEADERSHIP & MGMT PROF NURSING <sup>2</sup>	3
	<b>Hours</b>	<b>12</b>

**Semester 3**

Summer

NURS 452	COMM & POPULTN BASED HLTH CARE <sup>6</sup>	4
<b>Hours</b>		<b>4</b>
<b>Total Hours</b>		<b>29</b>

- <sup>1</sup> ENGL 102 ~COMPOSITION 2 (Pre-Req)  
<sup>2</sup> Experiential Learning  
<sup>3</sup> 2nd year ADN students may take with permission from Director.  
<sup>4</sup> PHIL 150 INTRODUCTION TO ETHICS (Pre-Req)  
<sup>5</sup> MATH 211 ~STATISTICS (Pre-Req)  
<sup>6</sup> Capstone Course - Practicum and Seminar

**Degree requires a total of 120 credit hours. [ Core Course Credit Hours : 35 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
Writing and Rhetoric (p. 36)		6
ENGL 102	~COMPOSITION 2	
Quantitative Reasoning (p. 35)		6
MATH 211	~STATISTICS	
Scientific Inquiry (p. 35)		8
Aesthetics, Creativity, and Appreciation (p. 34)		6
Human Communication and Interaction (p. 34)		3
People and Their Worlds (p. 34)		6
3 credits PSYC or SOC		
<b>Program Courses</b>		
RN Licensure <sup>2</sup>		40
NURS 311	FRAMEWORK FOR PROF PRACTICE <sup>3</sup>	4
NURS 320	HLTH ASSESS/PROMTN LIFE SPAN	3
NURS 324	TRENDS & ISSUES OF HEALTH CARE	3
NURS 330	INFORMATICS: CONCP,APPLIC&ISS	3
NURS 431	LEGAL & ETHICAL ISSUES IN NURS <sup>4</sup>	3
NURS 440	RESEARCH PROFESSIONAL NURSING <sup>5</sup>	3
NURS 450	EVIDENCE-BASED PRACT PROF NSG	3
NURS 451	LEADERSHIP & MGMT PROF NURSING	3
NURS 452	COMM & POPULTN BASED HLTH CARE <sup>6</sup>	4
Ethics Course		3
Science Elective		3
People and Their Worlds (p. 34)		3
Free Electives		7
<b>Total Hours</b>		<b>120</b>

- <sup>1</sup> Institutional Graduation Requirement.  
<sup>2</sup> Undifferentiated nursing credit given for RN License  
<sup>3</sup> ENGL 102 ~COMPOSITION 2 pre-req  
<sup>4</sup> PHIL 150 INTRODUCTION TO ETHICS pre-req  
<sup>5</sup> MATH 211 ~STATISTICS pre-req  
<sup>6</sup> Capstone Course

# Nursing RN-BSN: Part-Time Fall Admission

## 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 an 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, families and communities.

The baccalaureate nursing program at West Virginia University at Parkersburg at the main campus located in Parkersburg, WV is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

**Phone (404)-975-5000 | Website [www.acenursing.org](http://www.acenursing.org) (<http://www.acenursing.org>).**

The most recent accreditation decision made by the ACEN Board of Commissioners for the baccalaureate nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program here (<https://www.acenursing.org/commission-actions-march-2022/>).

## 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 here (<https://www.wvup.edu/wp-content/uploads/bsk-pdf-manager/2023/02/HEALTH-SCIENCES-COVER-LETTER-and-application-2.16.23.pdf>).**

**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 Nursing and Health Sciences 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. Admission with conditions may be granted to an applicant to enroll in NURS 311 FRAMEWORK FOR PROF PRACTICE and NURS 320 HLTH ASSESS/PROMTN LIFE SPAN in the semester immediately following graduation from an associate degree or diploma nursing program. Full admission is contingent upon obtaining an active license prior to the completion of NURS 311 FRAMEWORK FOR PROF PRACTICE and NURS 320 HLTH ASSESS/PROMTN LIFE SPAN.
3. Have a valid RN license in the state in which you will be completing assignments.
4. **Not** been dismissed from another baccalaureate nursing program for any reason, including (but not limited to) academic dishonesty, disruptive behavior, or course failure.
5. Have a minimum cumulative grade point average of 2.0 based on a 4.0 scale on all college/university courses completed prior to admission.
6. Meet requirements for general admission to college and be admitted to college.
7. Submit completed Nursing and Health Sciences application and submit transcripts of all prior college work.
8. No history of felony convictions.

Students who are currently enrolled in the second year of the Associate Degree Nursing (ADN) program and who plan to continue their education through the RN-BSN track are eligible to enroll in NURS 320 HLTH ASSESS/PROMTN LIFE SPAN, 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 submit an application to the program and see their academic advisor for current information regarding program requirements. Admission with conditions may be granted to an applicant the semester immediately following graduation to permit time for successful completion of the NCLEX.

### Admission Limitations

Applications will be accepted year round. The selection of applicants is a continuous process, so early application is highly recommended. The RN-BSN program has limited enrollment. Qualified applicants will be admitted as applications are received. Qualified applicants who are not admitted, due to space, will be offered admission in the next cohort. Because of the competition for space, it is possible qualified applicants may not be selected for admission.

All general education courses must be completed prior to or concurrently with NURS 452 COMM & POPULTN BASED HLTH CARE.

With the program being 100% online, computer access, with internet, is required.

### Graduation 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.
- Maintain an overall cumulative GPA of 2.0
- 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.

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).

### Capstone Course

This capstone course is designed to evaluate the program's Student Learning Outcomes through completion of a real-world healthcare project.

### Practicum and Seminar

This course has a project based clinical component that requires a background check on admission, active CPR card and current immunization.

### Experiential Learning

This course has a learning component from a direct experience designed to enhance the intellectual domain of professional competence.

**Total Degree Credits: 120**

### Credit Earned with ADN Program

Code	Title	Hours
RN Licensure		40
Writing and Rhetoric (p. 36) Elective		3
Quantitative Reasoning (p. 35) Elective		3
Scientific Inquiry (p. 35) Elective		4
Select two of the following:		6
Psychology or Sociology Electives		
Free Elective		4
<b>Total Hours</b>		<b>60</b>

### Required Pre-Requisites for Program

Code	Title	Hours
ENGL 102	~COMPOSITION 2	3
<b>Total Hours</b>		<b>3</b>

## Additional General Education Courses

Code	Title	Hours
MATH 211	~STATISTICS	3
PHIL 150	INTRODUCTION TO ETHICS	3
Human Communication and Interaction (p. 34) Elective		3
Aesthetics, Creativity, and Appreciation (p. 34) Elective		6
People and Their Worlds (p. 34) Elective		3
Scientific Inquiry (p. 35) Elective		4
Science Elective		3
Free Elective		3
<b>Total Hours</b>		<b>28</b>

Course	Title	Hours
<b>Semester 1</b>		
Fall		
NURS 311	FRAMEWORK FOR PROF PRACTICE <sup>1</sup>	4
NURS 320	HLTH ASSESS/PROMTN LIFE SPAN <sup>2,3</sup>	3
<b>Hours</b>		<b>7</b>
<b>Semester 2</b>		
Spring		
NURS 324	TRENDS & ISSUES OF HEALTH CARE	3
NURS 330	INFORMATICS: CONCEPT, APPLICATION & ISSUES	3
<b>Hours</b>		<b>6</b>
<b>Semester 3</b>		
Summer		
NURS 431	LEGAL & ETHICAL ISSUES IN NURS <sup>2,4</sup>	3
<b>Hours</b>		<b>3</b>
<b>Semester 4</b>		
Fall		
NURS 440	RESEARCH PROFESSIONAL NURSING <sup>5</sup>	3
NURS 450	EVIDENCE-BASED PRACTICE PROF NURSING <sup>2</sup>	3
<b>Hours</b>		<b>6</b>
<b>Semester 5</b>		
Spring		
NURS 451	LEADERSHIP & MANAGEMENT PROF NURSING <sup>2</sup>	3
NURS 452	COMMUNITY & POPULATION BASED HEALTH CARE <sup>6</sup>	4
<b>Hours</b>		<b>7</b>
<b>Total Hours</b>		<b>29</b>

- <sup>1</sup> ENGL 102 ~COMPOSITION 2 (Pre-Req)  
<sup>2</sup> Experiential Learning  
<sup>3</sup> 2nd year ADN students may take with permission from Director.  
<sup>4</sup> PHIL 150 INTRODUCTION TO ETHICS (Pre-Req)  
<sup>5</sup> MATH 211 ~STATISTICS (Pre Req)  
<sup>6</sup> Capstone Course - Practicum and Seminar

**Degree requires a total of 120 credit hours. [ Core Course Credit Hours : 35 ]**

Code	Title	Hours
<i>Core Courses</i>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
Writing and Rhetoric (p. 36)		6
ENGL 102	~COMPOSITION 2	
Quantitative Reasoning (p. 35)		6
MATH 211	~STATISTICS	
Scientific Inquiry (p. 35)		8
Aesthetics, Creativity, and Appreciation (p. 34)		6

Human Communication and Interaction (p. 34)	3
People and Their Worlds (p. 34)	6
3 Credits PSYC or SOC	
<i>Program Courses</i>	
RN Licensure <sup>2</sup>	40
NURS 311 FRAMEWORK FOR PROF PRACTICE <sup>3</sup>	4
NURS 320 HLTH ASSESS/PROMTN LIFE SPAN	3
NURS 324 TRENDS & ISSUES OF HEALTH CARE	3
NURS 330 INFORMATICS: CONCP,APPLIC&ISS	3
NURS 431 LEGAL & ETHICAL ISSUES IN NURS <sup>4</sup>	3
NURS 440 RESEARCH PROFESSIONAL NURSING <sup>5</sup>	3
NURS 450 EVIDENCE-BASED PRACT PROF NSG	3
NURS 451 LEADERSHIP & MGMT PROF NURSING	3
NURS 452 COMM & POPULTN BASED HLTH CARE <sup>6</sup>	4
Ethics Course	3
Science Elective	3
People and Their Worlds (p. 34)	3
Free Electives	7
<b>Total Hours</b>	<b>120</b>

<sup>1</sup> Institutional Graduation Requirement

<sup>2</sup> Undifferentiated nursing credit given for RN License

<sup>3</sup> ENGL 102 ~COMPOSITION 2 pre-req

<sup>4</sup> PHIL 150 INTRODUCTION TO ETHICS pre-req

<sup>5</sup> MATH 211 ~STATISTICS pre-req

<sup>6</sup> Capstone Course

## Nursing RN-BSN: Part-Time Spring Admission

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).

### Capstone Course

This capstone course is designed to evaluate the program's Student Learning Outcomes through completion of a real-world healthcare project.

### Practicum and Seminar

This course has a project based clinical component that requires a background check on admission, active CPR card and current immunization.

### Experiential Learning

This course has a learning component from a direct experience designed to enhance the intellectual domain of professional competence.

**Total Degree Credits: 120**

## 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. Admission with Conditions may be granted to an applicant to enroll in NURS 311 FRAMEWORK FOR PROF PRACTICE and NURS 320 HLTH ASSESS/PROMTN LIFE SPAN the semester immediately following graduation from an associate degree or diploma nursing program. Full admission is contingent upon obtaining an active license prior to completion of NURS 311 FRAMEWORK FOR PROF PRACTICE and NURS 320 HLTH ASSESS/PROMTN LIFE SPAN.
- Have a valid RN License in the state in which you will be completing assignments.
- **Not** been dismissed from another baccalaureate program for any reason, including, but not limited to, academic dishonesty, disruptive behavior or course failure.
- Have a minimum cumulative grade point average of 2.0 based on a 4.0 scale on all college/university coursework completed prior to admission.
- Meet requirements for general admission to college and be admitted to college.

- Submit completed Nursing and Health sciences application and submit transcripts of all prior college work.
- No history of felony convictions.

Applications are accepted year round. In the event of space limitation, qualified applications will be offered admission for the following semester.

## Graduation Requirements

- Complete a minimum of 120 credit hours equivalent with 60 credit hours as outlined in Course of Study.
- Complete a minimum of 30 credit hours at WVU Parkersburg.
- Maintain an overall cumulative GPA of 2.0.
- Complete all coursework 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.

## Credit Earned with ADN Program

Code	Title	Hours
RN Licensure		40
Writing and Rhetoric (p. 36) Elective		3
Quantitative Reasoning (p. 35) Elective		3
Scientific Inquiry (p. 35) Elective		4
Select two of the following:		6
Psychology or Sociology Electives		
Free Elective		4
<b>Total Hours</b>		<b>60</b>

## Required Pre-Requisites for Program

Code	Title	Hours
ENGL 102	~COMPOSITION 2	3
<b>Total Hours</b>		<b>3</b>

## Additional General Education Courses

Code	Title	Hours
MATH 211	~STATISTICS	3
PHIL 150	INTRODUCTION TO ETHICS	3
Human Communication and Interaction (p. 34) Elective		3
Aesthetics, Creativity, and Appreciation (p. 34) Elective		6
People and Their Worlds (p. 34) Elective		3
Scientific Inquiry (p. 35) Elective		4
Science Elective		3
Free Elective		3
<b>Total Hours</b>		<b>28</b>

Course	Title	Hours
<b>Semester 1</b>		
Spring		
NURS 311	FRAMEWORK FOR PROF PRACTICE <sup>1</sup>	4
NURS 320	HLTH ASSESS/PROMTN LIFE SPAN <sup>2,3</sup>	3
	<b>Hours</b>	<b>7</b>
<b>Semester 2</b>		
Summer		
NURS 324	TRENDS & ISSUES OF HEALTH CARE	3
NURS 330	INFORMATICS: CONCEPT, APPLICATION & ISSUES	3
	<b>Hours</b>	<b>6</b>
<b>Semester 3</b>		
Fall		
NURS 431	LEGAL & ETHICAL ISSUES IN NURS <sup>2,4</sup>	3



NURS 440	RESEARCH PROFESSIONAL NURSING <sup>5</sup>	3
<b>Hours</b>		<b>6</b>
<b>Semester 4</b>		
Spring		
NURS 450	EVIDENCE-BASED PRACT PROF NSG <sup>2</sup>	3
NURS 451	LEADERSHIP & MGMT PROF NURSING <sup>2</sup>	3
<b>Hours</b>		<b>6</b>
<b>Semester 5</b>		
Summer		
NURS 452	COMM & POPULTN BASED HLTH CARE <sup>6</sup>	4
<b>Hours</b>		<b>4</b>
<b>Total Hours</b>		<b>29</b>

- <sup>1</sup> ENGL 102 ~COMPOSITION 2 (Pre-Req)  
<sup>2</sup> Experiential Learning  
<sup>3</sup> 2nd year ADN students may take with permission from Director.  
<sup>4</sup> PHIL 150 INTRODUCTION TO ETHICS (Pre-Req)  
<sup>5</sup> MATH 211 ~STATISTICS (Pre-Req)  
<sup>6</sup> Capstone Course - Practicum and Seminar

**Degree requires a total of 120 credit hours. [ Core Course Credit Hours : 35 ]**

Code	Title	Hours
<i>Core Courses</i>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
Writing and Rhetoric (p. 36)		6
ENGL 102	~COMPOSITION 2	
Quantitative Reasoning (p. 35)		6
MATH 211	~STATISTICS	
Scientific Inquiry (p. 35)		8
Aesthetics, Creativity, and Appreciation (p. 34)		6
Human Communication and Interaction (p. 34)		3
People and Their Worlds (p. 34)		6
3 Credits PSYC or SOC		
<i>Program Courses</i>		
RN Licensure <sup>2</sup>		40
NURS 311	FRAMEWORK FOR PROF PRACTICE <sup>3</sup>	4
NURS 320	HLTH ASSESS/PROMTN LIFE SPAN	3
NURS 324	TRENDS & ISSUES OF HEALTH CARE	3
NURS 330	INFORMATICS: CONCP,T,APPLIC&ISS	3
NURS 431	LEGAL & ETHICAL ISSUES IN NURS <sup>4</sup>	3
NURS 440	RESEARCH PROFESSIONAL NURSING <sup>5</sup>	3
NURS 450	EVIDENCE-BASED PRACT PROF NSG	3
NURS 451	LEADERSHIP & MGMT PROF NURSING	3
NURS 452	COMM & POPULTN BASED HLTH CARE <sup>6</sup>	4
Ethics Course		3
Science Elective		3
People and Their Worlds (p. 34)		3
Free Electives		7
<b>Total Hours</b>		<b>120</b>

- <sup>1</sup> Institutional Graduation Requirement  
<sup>2</sup> Undifferentiated nursing credit given for RN License  
<sup>3</sup> ENGL 102 ~COMPOSITION 2 pre-req  
<sup>4</sup> PHIL 150 INTRODUCTION TO ETHICS pre-req  
<sup>5</sup> MATH 211 ~STATISTICS pre-req

<sup>6</sup> Capstone Course

## Nursing, A.A.S.

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. **Program options:** LPN to RN Pathway and Primary Pre-licensure Pathway.

### Capstone Course

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

### 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 at the beginning of the 4th semester.

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

**Total Degree Credits: 66**

### 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 HESI admission exam with a composite score of 75 or higher.
- For LPN Option: an active unencumbered LPN License.
- Interview at the discretion of the division.

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 GPA and submission of application.

### Acceptance to Program

- Return contract and pay acceptance fee
- Comply with Clinical Practice Requirements:
  - Background Check
  - Physical Exam
  - Immunizations
  - CPR

### NCLEX Preparation

#### All Courses

- Practice Questions and Adaptive Quizzing
- HESI Final Exam

#### 4<sup>th</sup> Semester

- Complete fingerprinting and Federal and State background checks at the beginning of 4<sup>th</sup> semester
- Complete application to the Board of Nursing
- Submit final transcript to Board of Nursing

- Attend NCLEX live review
- Schedule date for NCLEX

## Graduation Requirements

- Completion of 66 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 this 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.

Course	Title	Hours
<b>Semester 1</b>		
NURS 132	DRUG & DOSAGE CALCULATION 1	1
NURS 133	HEALTH ASSESS & DIAGNOSTICS 1	2
NURS 134	INTRO TO NURSING CONCEPTS	8
BIOL 107	~ANATOMY AND PHYSIOLOGY 1	4
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
Quantitative Reasoning (p. 35) Elective		3
<b>Hours</b>		<b>18</b>
<b>Semester 2</b>		
Writing and Rhetoric (p. 36) Elective		3
NURS 142	DRUG & DOSAGE CALCULATIONS 2	1
NURS 143	HEALTH ASSESS & DIAGNOSTICS 2	1
NURS 144	NURS CNCPT HLTH & ILLNESS 1	9
BIOL 108	~ANATOMY AND PHYSIOLOGY 2	4
<b>Hours</b>		<b>18</b>
<b>Semester 3</b>		
NURS 234	NURS CNCPT HLTH & ILLNESS 2	9
BIOL 200	MICROBIOLOGY	3
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34) Elective (PSYC 101 or PSYC 241 is preferred)		3
<b>Hours</b>		<b>18</b>
<b>Semester 4</b>		
NURS 244	SYNTHESIS OF NURSING CONCEPTS	9
NURS 245	PROF NURS & HLTH SYS CONCEPTS <sup>2</sup>	3
<b>Hours</b>		<b>12</b>
<b>Total Hours</b>		<b>66</b>

<sup>1</sup> Required 1-credit hour course, but is not counted in the degree total.

<sup>2</sup> Capstone course

**Degree requires a total of 66 credit hours. [ Core Course Credit Hours : 16 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
Scientific Inquiry (p. 35)		4
BIOL 107 & 107L	~ANATOMY AND PHYSIOLOGY 1 and ANATOMY AND PHYSIOLOGY 1 LAB	
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34) <sup>2</sup>		3

**Program Courses**

NURS 132	DRUG & DOSAGE CALCULATION 1	1
NURS 133	HEALTH ASSESS & DIAGNOSTICS 1	2
NURS 134	INTRO TO NURSING CONCEPTS	8
NURS 142	DRUG & DOSAGE CALCULATIONS 2	1
NURS 143	HEALTH ASSESS & DIAGNOSTICS 2	1
NURS 144	NURS CNCPT HLTH & ILLNESS 1	9
NURS 234	NURS CNCPT HLTH & ILLNESS 2	9
NURS 244	SYNTHESIS OF NURSING CONCEPTS	9
NURS 245	PROF NURS & HLTH SYS CONCEPTS	3
BIOL 108 & 108L	~ANATOMY AND PHYSIOLOGY 2 and ANATOMY AND PHYSIOLOGY 2 LAB	4
BIOL 200	MICROBIOLOGY	3
<b>Total Hours</b>		<b>66</b>

<sup>1</sup> Institutional Graduation Requirement, but is not counted in the degree total.

<sup>2</sup> PSYC 101 ~INTRO TO PSYCHOLOGY or PSYC 241 ~INTRO TO HUMAN DEVELOPMENT is a required elective and satisfies the "People and Their World" Category

## Surgical Technology, A.A.S.

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.

### Field/Clinical Course

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.

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

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

**Total Degree Credits: 60**

### 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 (<https://www.wvup.edu/wp-content/uploads/2021/04/PCT-PT-ST-CST-Completion-Application-4.28.21.pdf>)
- Provide official copy of high school and prior college transcripts
- 2.0 GPA from high school and/or college
- Complete pre-admission entrance exam

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
- 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

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
BIOL 109	ANAT & PHYS FOR ALLIED HEALTH	4
ST 100	INTRO TO SURGICAL TECHNOLOGY <sup>2</sup>	6
ST 102	SURG INSTRUMENT, EQUIP & SUPPL	3
NURS 153	MEDICAL TERMINOLOGY	3
<b>Hours</b>		<b>17</b>
<b>Semester 2</b>		
Quantitative Reasoning (p. 35) Elective		3
ST 113	PATHOPHYSIOLOGY SURG PATIENT	4
Writing and Rhetoric (p. 36) Elective		3
ST 110	PATIENT CARE CONCEPTS 1 <sup>2</sup>	6
<b>Hours</b>		<b>16</b>
<b>Semester 3</b>		
ST 211	PATIENT CARE CONCEPTS 2 <sup>2</sup>	8
ST 114	PHARMACOLOGY FOR SURG TECH	3
Select one of the following: <sup>3</sup>		3
Aesthetics, Creativity, and Appreciation (p. 34) Elective		
Human Communication and Interaction (p. 34) Elective		
People and Their Worlds (p. 34) Elective		
<b>Hours</b>		<b>14</b>
<b>Semester 4</b>		
Select one of the following: <sup>3</sup>		3
Aesthetics, Creativity, and Appreciation (p. 34) Elective		
Human Communication and Interaction (p. 34) Elective		
People and Their Worlds (p. 34) Elective		
ST 212	SURGICAL TECHNOLOGY CAPSTONE <sup>2,4</sup>	10
<b>Hours</b>		<b>13</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement

<sup>2</sup> Field/Clinical Course

<sup>3</sup> Semester 3 and 4: a total of six credits from a minimum of two categories

<sup>4</sup> Capstone course

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 20 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
Scientific Inquiry (p. 35) (BIOL 109 is preferred)		4
Select two of the following:		6
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		

NURS 153	MEDICAL TERMINOLOGY	3
<b>Program Courses</b>		
ST 100	INTRO TO SURGICAL TECHNOLOGY	6
ST 102	SURG INSTRUMENT, EQUIP & SUPPL	3
ST 110	PATIENT CARE CONCEPTS 1	6
ST 113	PATHOPHYSIOLOGY SURG PATIENT	4
ST 114	PHARMACOLOGY FOR SURG TECH	3
ST 211	PATIENT CARE CONCEPTS 2	8
ST 212	SURGICAL TECHNOLOGY CAPSTONE	10
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.

## Professional Studies Division

### Professional Studies Division

The Professional Studies Division is committed to providing job-ready programs at the certificate, associate and bachelor degree levels. Courses are offered in a variety of formats including traditional face-to-face, hybrid and online. Graduates will be prepared to enter the workforce with skills that match area employers' goals. Career ladders are provided in business administration, criminal justice, child development, agriculture, and elementary education.

- Agribusiness prepares students with the skills and abilities needed to manage and operate a successful agribusiness. This degree includes business courses that provides students with the knowledge to manage the financial and management aspects of farming, from production marketing to production sales.
- Business, Finance, and Accounting programs will give 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 Accreditation Council of Business Schools and Programs (ACBSP) accredits all business programs.
- Child Development prepares graduates to facilitate and assess learning environments that are engaging and playful to promote social, emotional, cognitive and physical development in young children. Many and various careers are available depending on the level of education attained.
- Communication and Media Studies 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.
- Criminal Justice prepares students in various aspects of crime prevention, police and law enforcement functions, criminal law and the courts, the corrections system, and the root causes of crime. The program provides 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.
- Digital Communication prepares students to be a part of the only community college radio station in West Virginia - as part of WPKM 96.3 FM The Beet. If you want to work in broadcasting, journalism, digital media, or marketing, a digital communications degree can help you launch a successful career.
- Elementary Education is committed to creating an exemplary workforce to help shape our community, state and nation's future...our children. WVU Parkersburg offers a variety of educational opportunities for students interested in a career in education. Our elementary program is based on the premise that the best place for pre-service teachers to learn about teaching is in public school classrooms. For this reason, you will begin working in a classroom as early as your freshman year. The Bachelor of Arts in Elementary Education, the Math Emphasis, Special Education Emphasis and Middle School endorsements are approved by the West Virginia Department of Education. The program has been nationally accredited by the Council for the Accreditation of Educator Preparation (CAEP) 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.
- 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.
- Supervisory Management is a 2+2, online degree program for Associate of Applied Science graduates who want to pursue a four-year managerial degree and are interested in pursuing a career as a first-line supervisor, managerial accountant, in process and quality management, in strategic management or marketing management or Agribusiness.

## Business

- Agribusiness, A.A.S (p. 62)
- Business Administration, A.A.S (p. 64)
- Business Administration, A.S. (p. 66)

- Business Administration, Accounting and Financial Management Concentration (B.A.S.B.A. / A.F.M.) (p. 67)
- Business Administration, Accounting Concentration (B.S.B.A. / ACCT.) (p. 69)
- Business Administration, C.A.S (p. 72)
- Business Administration, General Business Concentration (B.S.B.A. / GEN. BUS.) (p. 73)
- Business Administration, Management and Marketing Concentration (B.A.S.) (p. 75)

## Criminal Justice

- Criminal Justice, A.A.S. (p. 89)
- Criminal Justice, B.A.S. (p. 91)
- Criminal Justice, C.A.S. (p. 94)

## Commercial/Industrial Trades

- Supervisory Management, B.A.S. (p. 118)

## Communication & Media Studies

- Communication & Media Studies - Digital Communication, BAS (p. 85)
- Communication & Media Studies - Strategic Communication, BAS (p. 87)
- Digital Communication, A.A.S. (p. 95)
- Digital Media Production, A.A.S. (p. 96)
- Digital Media Production, C.A.S. (p. 98)
- Strategic Communication, A.A.S. (p. 117)

## Cross-disciplinary Studies

- Multidisciplinary Studies B.A. (p. 109)

## Education

- Child Development, 2+2 B.A.S. (p. 78)
- Child Development, A.A.S. (p. 80)
- Child Development, B.A.S. (p. 81)
- Child Development, C.A.S. (p. 84)
- Elementary Education with Math Emphasis Grade 5 - Algebra I, B.A. (p. 98)
- Elementary Education with Special Education Emphasis, B.A. (p. 102)
- Elementary Education, A.A.S. (p. 105)
- Elementary Education, B.A. (p. 106)

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
- Special Education Emphasis
- Math Emphasis

## Agribusiness, A.A.S

The **Associate of Applied Science in Agribusiness** develops knowledge, skills, and abilities in managing and operating a successful agribusiness. This degree includes business courses that provide you with the knowledge to manage the financial and management aspects of farming, from production marketing to production sales. You will experience hands-on courses, conveniently located at The Riverhawk Farm. Students will develop an understanding of what it takes to run and maintain a farm operation, while also acquiring skills to transition easily into any working agribusiness.

Field/Clinical Course

These courses have a hands-on component where the student will be required to participate in Riverhawk Farm operations. The field experience will give students a better understanding of how a farm operates while in full production.

## Capstone Course

A semester long project that must be taken before graduation. A "C" or better must be earned.

### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
GBUS 101	INTRO TO BUSINESS	3
AGRI 121	CAREERS IN AGRICULTURE	1
Writing and Rhetoric (p. 36)		3
Scientific Inquiry (p. 35)		4
Quantitative Reasoning (p. 35)		3
<b>Hours</b>		<b>14</b>
<b>Semester 2</b>		
Select one of the following:		
People and Their Worlds (p. 34) Elective (ECON 201 is preferred)		
ENT 200	ENTREPRENEURSHIP 1	3
AGRI 200	AGRI EQUIPMENT REPAIR & MAINT	3
AGRI 221	HORTICULTURE <sup>3</sup>	3
AGRI 230	PEST MANAGEMENT <sup>3</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
MATH 211	~STATISTICS	3
ECON 202	~MACROECONOMICS	3
MKTG 230	PRINCIPLES OF MARKETING	3
AGRI 223	FLORICULTURE <sup>2</sup>	3
AGRI 215	PLANT & SOIL SCIENCES <sup>3</sup>	3
AGRI 240	LANDSCAPE MANAGEMENT <sup>2</sup>	1
<b>Hours</b>		<b>16</b>
<b>Semester 4</b>		
AGRI 232	INTEGRATED PEST MANAGEMENT <sup>3</sup>	3
ACCT 201	PRIN OF ACCOUNTING 1	3
AGRI 225	CROP PRODUCTION <sup>2</sup>	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE	3
Select one of the following:		
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Required 1-credit hour course, but is not counted in the degree total.

<sup>2</sup> Field/Clinical Course - 10 Hours

<sup>3</sup> Field/Clinical Course - 20 Hours

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 16 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
Scientific Inquiry (p. 35)		4
Select two of the following:		
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34) (ECON 201 is preferred)		



Program Courses		
GBUS 101	INTRO TO BUSINESS	3
AGRI 121	CAREERS IN AGRICULTURE	1
ENT 200	ENTREPRENEURSHIP 1	3
AGRI 200	AGRI EQUIPMENT REPAIR & MAINT	3
AGRI 221	HORTICULTURE	3
AGRI 230	PEST MANAGEMENT	3
MATH 211	~STATISTICS	3
ECON 202	~MACROECONOMICS	3
MKTG 230	PRINCIPLES OF MARKETING	3
AGRI 223	FLORICULTURE	3
AGRI 215	PLANT & SOIL SCIENCES	3
AGRI 240	LANDSCAPE MANAGEMENT	1
AGRI 232	INTEGRATED PEST MANAGEMENT	3
ACCT 201	PRIN OF ACCOUNTING 1	3
AGRI 225	CROP PRODUCTION	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE	3
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Required 1-credit hour course, but is not counted in the degree total.

## Business Administration, A.A.S

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.

### Milestone Course

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 year before graduation, visit WVU Parkersburg's Career Services Office 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.

### Electives

**Business Electives** - Choose courses with the following prefixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG.

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

#### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
BTEC 275	ADVANCED BUSINESS APPLICATIONS <sup>2</sup>	3
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Quantitative Reasoning (p. 35) Elective <sup>1</sup>		3
Writing and Rhetoric (p. 36) Elective <sup>1</sup>		3
GBUS 101	INTRO TO BUSINESS (Milestone Course) <sup>2</sup>	3
ECON 202	~MACROECONOMICS <sup>2</sup>	3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
Human Communication and Interaction (p. 34) Elective <sup>1</sup>		3
Writing and Rhetoric (p. 36) Elective <sup>1</sup>		3

MGMT 220	PRINCIPLES OF MANAGEMENT <sup>3</sup>	3
ECON 201	~MICROECONOMICS <sup>2</sup>	3
GBUS 117	FINANCIAL BUSINESS APPLICATION (Milestone Course) <sup>2</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
People and Their Worlds (p. 34) Elective <sup>1</sup>		3
Scientific Inquiry (p. 35) Elective <sup>1</sup>		4
Free Elective <sup>1</sup>		1
ACCT 201	PRIN OF ACCOUNTING 1 <sup>2</sup>	3
GBUS 202	BUSINESS COMMUNICATION <sup>2</sup>	3
<b>Hours</b>		<b>14</b>
<b>Semester 4</b>		
Business Elective <sup>3</sup>		3
Aesthetics, Creativity, and Appreciation (p. 34) <sup>1</sup>		3
ACCT 202	PRIN OF ACCOUNTING 2 <sup>2</sup>	3
MKTG 230	PRINCIPLES OF MARKETING <sup>3</sup>	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE (Milestone Course; Capstone Course) <sup>3</sup>	3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> GPA Requirement: Gen Ed 2.00

<sup>2</sup> GPA Requirement: Common Professional Component - 2.25

<sup>3</sup> GPA Requirement: Beyond the Business Core - 2.50

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 23 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		6
Quantitative Reasoning (p. 35)		3
Scientific Inquiry (p. 35)		4
Aesthetics, Creativity, and Appreciation (p. 34)		3
Human Communication and Interaction (p. 34)		3
People and Their Worlds (p. 34)		3
<b>Program Courses</b>		
BTEC 275	ADVANCED BUSINESS APPLICATIONS	3
GBUS 101	INTRO TO BUSINESS	3
ECON 202	~MACROECONOMICS	3
MGMT 220	PRINCIPLES OF MANAGEMENT	3
ECON 201	~MICROECONOMICS	3
GBUS 117	FINANCIAL BUSINESS APPLICATION	3
ACCT 201	PRIN OF ACCOUNTING 1	3
GBUS 202	BUSINESS COMMUNICATION	3
ACCT 202	PRIN OF ACCOUNTING 2	3
MKTG 230	PRINCIPLES OF MARKETING	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE	3
Business Elective		3
Free Elective		1
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.

# Business Administration, A.S.

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.

## Milestone Course

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 of the Associate in Science, contact the institution to which you plan to transfer or work with your advisor to apply for admission to the BSBA program 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 of Science during your fourth semester. See your advisor to apply for admission to the BSBA degree program.

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

### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
GBUS 101	INTRO TO BUSINESS (Milestone Course) <sup>2</sup>	3
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36) Elective <sup>1</sup>		3
Quantitative Reasoning (p. 35) Elective <sup>1</sup>		3
People and Their Worlds (p. 34) Elective <sup>1</sup>		3
ECON 202	~MACROECONOMICS <sup>2</sup>	3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
Writing and Rhetoric (p. 36) Elective <sup>1</sup>		3
Human Communication and Interaction (p. 34) Elective <sup>1</sup>		3
BTEC 275	ADVANCED BUSINESS APPLICATIONS (Milestone Course) <sup>2</sup>	3
ECON 201	~MICROECONOMICS <sup>2</sup>	3
MATH 211	~STATISTICS <sup>1</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
Aesthetics, Creativity, and Appreciation (p. 34) <sup>1</sup>		3
Scientific Inquiry (p. 35) Elective <sup>1</sup>		4
ACCT 201	PRIN OF ACCOUNTING 1 <sup>2</sup>	3
MGMT 220	PRINCIPLES OF MANAGEMENT (Milestone Course) <sup>3</sup>	3
<b>Hours</b>		<b>13</b>
<b>Semester 4</b>		
Scientific Inquiry (p. 35) Elective <sup>1</sup>		4
ACCT 202	PRIN OF ACCOUNTING 2 <sup>2</sup>	3
GBUS 202	BUSINESS COMMUNICATION <sup>3</sup>	3
MKTG 230	PRINCIPLES OF MARKETING <sup>3</sup>	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE (Milestone Course - Capstone Course) <sup>3</sup>	3
<b>Hours</b>		<b>16</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> GPA Requirement: Gen Ed - 2.00

<sup>2</sup> GPA Requirement: Common Professional Component - 2.25

<sup>3</sup> GPA Requirement: Beyond the Business Core - 2.50

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 30 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1

Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
Scientific Inquiry (p. 35)		8
Aesthetics, Creativity, and Appreciation (p. 34)		3
Human Communication and Interaction (p. 34)		3
People and Their Worlds (p. 34)		3
<i>Institutional Learning Category Elective(s)</i>		
Writing and Rhetoric (p. 36) <sup>2</sup>		3
MATH 211	~STATISTICS <sup>2</sup>	3
<b>Program Courses</b>		
GBUS 101	INTRO TO BUSINESS	3
ECON 202	~MACROECONOMICS	3
BTEC 275	ADVANCED BUSINESS APPLICATIONS	3
ECON 201	~MICROECONOMICS	3
ACCT 201	PRIN OF ACCOUNTING 1	3
MGMT 220	PRINCIPLES OF MANAGEMENT	3
ACCT 202	PRIN OF ACCOUNTING 2	3
GBUS 202	BUSINESS COMMUNICATION	3
MKTG 230	PRINCIPLES OF MARKETING	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE	3
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.

<sup>2</sup> This is a transfer degree which requires these courses. Additionally, the courses serve program outcomes and are pre-requisites for the BS degrees.

## Business Administration, Accounting and Financial Management Concentration (B.A.S.B.A. / A.F.M.)

The Bachelor of Applied Science in Business Administration with a concentration in Accounting and Financial Management (BASBA/AFM) prepares graduates for working in a private or public accounting firm or in a government accounting office.

### Milestone Course

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

### Career Planning

During the fourth semester of the AAS degree, students interested in the BAS should apply for the 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.

### Electives

Lower division electives may be chosen from courses with the following prefixes: ACCT, BTEC, ECON, ENT, GBUS, MGMT, MKTG, or CMS 117 INTRO TO SOCIAL MEDIA MGMT, CMS 217 ADVANCED SOCIAL MEDIA MGMT or CMS 230 FUND OF STRATEGIC COMM.

Upper division business electives may be chosen from courses with the following prefixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG or STEM 420 PROJECT MANAGEMENT. See your advisor for recommendations on selection of elective hours.

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

#### Total Degree Credits: 121

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1

Writing and Rhetoric (p. 36) Elective <sup>1</sup>		3
Quantitative Reasoning (p. 35) Elective <sup>1</sup>		3
BTEC 275	ADVANCED BUSINESS APPLICATIONS <sup>2</sup>	3
GBUS 101	INTRO TO BUSINESS (Milestone Course) <sup>2</sup>	3
ECON 202	~MACROECONOMICS <sup>2</sup>	3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
MGMT 220	PRINCIPLES OF MANAGEMENT <sup>2</sup>	3
Writing and Rhetoric (p. 36) Elective <sup>1</sup>		3
Human Communication and Interaction (p. 34) Elective <sup>1</sup>		3
ECON 201	~MICROECONOMICS <sup>2</sup>	3
GBUS 117	FINANCIAL BUSINESS APPLICATION (Milestone Course) <sup>2</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
ACCT 201	PRIN OF ACCOUNTING 1 <sup>2</sup>	3
GBUS 202	BUSINESS COMMUNICATION <sup>2</sup>	3
People and Their Worlds (p. 34) Elective <sup>1</sup>		3
Scientific Inquiry (p. 35) Elective <sup>1</sup>		4
Free Elective <sup>1</sup>		1
<b>Hours</b>		<b>14</b>
<b>Semester 4</b>		
Aesthetics, Creativity, and Appreciation (p. 34) Elective <sup>1</sup>		3
ACCT 202	PRIN OF ACCOUNTING 2 <sup>2</sup>	3
MKTG 230	PRINCIPLES OF MARKETING <sup>2</sup>	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE (Milestone Course - Capstone Course) <sup>3</sup>	3
Business Elective (100 level or higher) <sup>1</sup>		3
<b>Hours</b>		<b>15</b>
<b>Semester 5</b>		
ACCT 310	ACCT INFORMATION SYSTEMS <sup>3</sup>	3
ACCT 311	INTERMEDIATE ACCOUNTING 1 (Milestone Course) <sup>3</sup>	3
GBUS 310	BUSINESS LAW 1 <sup>2</sup>	3
Aesthetics, Creativity, and Appreciation (p. 34) Elective <sup>1</sup>		3
Quantitative Reasoning (p. 35) Elective <sup>1</sup>		3
<b>Hours</b>		<b>15</b>
<b>Semester 6</b>		
ACCT 331 or ACCT 432	MANAGERIAL ACCOUNTING <sup>3</sup> or COST ACCOUNTING	3
ACCT 312	INTERMEDIATE ACCOUNTING 2 <sup>3</sup>	3
GBUS 304	ADVANCED EXCEL <sup>3</sup>	3
FIN 340	PRIN OF BUSINESS FINANCE (Milestone Course) <sup>2</sup>	3
Scientific Inquiry (p. 35) Elective <sup>1</sup>		4
<b>Hours</b>		<b>16</b>
<b>Semester 7</b>		
GBUS 405	GLOBAL BUSINESS (Milestone Course) <sup>2</sup>	3
FIN 356	FUNDAMENTALS OF INVESTING <sup>3</sup>	3
Upper-Division Accounting Elective (300 or 400 level course) <sup>3</sup>		3
ECON 331 or ECON 320	FINANCIAL ECONOMICS <sup>3</sup> or MANAGERIAL ECONOMICS	3
People and Their Worlds (p. 34) Elective <sup>1</sup>		3
<b>Hours</b>		<b>15</b>
<b>Semester 8</b>		
Upper Level Business Elective (300 or 400 level course) <sup>3</sup>		3
GBUS 440	BUSINESS POLICY (Milestone Course - Capstone Course) <sup>2</sup>	3
Upper-Division Accounting Elective (300 or 400 level course) <sup>3</sup>		3
ACCT 401	ADVANCED ACCOUNTING <sup>3</sup>	3
GBUS 415	MANAGERIAL BUSINESS ETHICS <sup>2</sup>	3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>121</b>

<sup>1</sup> GPA Requirement: Gen Ed - 2.0<sup>2</sup> GPA Requirement: Common Professional Component - 2.25

<sup>3</sup> GPA Requirement: Accounting & Financial Management Concentration - 2.50

**Degree requires a total of 121 credit hours.** [ Core Course Credit Hours : 36 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
	Writing and Rhetoric (p. 36)	6
	Quantitative Reasoning (p. 35)	6
	Scientific Inquiry (p. 35)	8
	Aesthetics, Creativity, and Appreciation (p. 34)	6
	Human Communication and Interaction (p. 34)	3
	People and Their Worlds (p. 34)	6
<b>Program Courses</b>		
GBUS 101	INTRO TO BUSINESS	3
ECON 202	~MACROECONOMICS	3
BTEC 275	ADVANCED BUSINESS APPLICATIONS	3
ECON 201	~MICROECONOMICS	3
GBUS 117	FINANCIAL BUSINESS APPLICATION	3
MGMT 220	PRINCIPLES OF MANAGEMENT	3
ACCT 201	PRIN OF ACCOUNTING 1	3
GBUS 202	BUSINESS COMMUNICATION	3
ACCT 202	PRIN OF ACCOUNTING 2	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE	3
MKTG 230	PRINCIPLES OF MARKETING	3
ACCT 310	ACCT INFORMATION SYSTEMS	3
ACCT 311	INTERMEDIATE ACCOUNTING 1	3
GBUS 310	BUSINESS LAW 1	3
ACCT 331	MANAGERIAL ACCOUNTING	3
or ACCT 432	COST ACCOUNTING	
ACCT 312	INTERMEDIATE ACCOUNTING 2	3
FIN 340	PRIN OF BUSINESS FINANCE	3
GBUS 304	ADVANCED EXCEL	3
ECON 331	FINANCIAL ECONOMICS	3
or ECON 320	MANAGERIAL ECONOMICS	
FIN 356	FUNDAMENTALS OF INVESTING	3
GBUS 405	GLOBAL BUSINESS	3
ACCT 401	ADVANCED ACCOUNTING	3
GBUS 415	MANAGERIAL BUSINESS ETHICS	3
GBUS 440	BUSINESS POLICY	3
	Upper Level Accounting Electives	6
	Upper Level Business Course	3
	Business Elective	3
	Free Elective	1
<b>Total Hours</b>		<b>121</b>

<sup>1</sup> Institutional Graduation Requirement.

## Business Administration, Accounting Concentration (B.S.B.A. / ACCT.)

The **Bachelor of Science in Business Administration with a concentration in Accounting (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 Course

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 get ready for your last semester for the AS degree before graduation, visit WVU Parkersburg's Career Services Office 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. 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.

## Electives

Business electives may be chosen from courses with the following pre-fixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG or STEM 420 PROJECT MANAGEMENT. Upper-division courses are those that are numbered 300 or higher. For assistance in choosing electives, please see your advisor.

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

### Total Degree Credits: 120

Course	Title	Hours
<b>Semester 1</b>		
GBUS 101	INTRO TO BUSINESS (Milestone Course) <sup>2</sup>	3
ECON 202	~MACROECONOMICS <sup>2</sup>	3
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36) Elective <sup>1</sup>		3
Quantitative Reasoning (p. 35) Elective <sup>1</sup>		3
People and Their Worlds (p. 34) Elective <sup>1</sup>		3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
Writing and Rhetoric (p. 36) Elective <sup>1</sup>		3
MATH 211	~STATISTICS <sup>1</sup>	3
Human Communication and Interaction (p. 34) Elective <sup>1</sup>		3
BTEC 275	ADVANCED BUSINESS APPLICATIONS (Milestone Course) <sup>2</sup>	3
ECON 201	~MICROECONOMICS <sup>2</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
ACCT 201	PRIN OF ACCOUNTING 1 <sup>2</sup>	3
MGMT 220	PRINCIPLES OF MANAGEMENT (Milestone Course) <sup>2</sup>	3
Aesthetics, Creativity, and Appreciation (p. 34) Elective <sup>1</sup>		3
Scientific Inquiry (p. 35) Elective <sup>1</sup>		4
<b>Hours</b>		<b>13</b>
<b>Semester 4</b>		
Scientific Inquiry (p. 35) Elective <sup>1</sup>		4
ACCT 202	PRIN OF ACCOUNTING 2 <sup>2</sup>	3
GBUS 202	BUSINESS COMMUNICATION <sup>2</sup>	3
MKTG 230	PRINCIPLES OF MARKETING <sup>2</sup>	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE (Milestone Course - Capstone Course) <sup>3</sup>	3
<b>Hours</b>		<b>16</b>
<b>Semester 5</b>		
ACCT 311	INTERMEDIATE ACCOUNTING 1 <sup>3</sup>	3
ACCT 353	FED INCOME TAX ACCOUNTING 1 <sup>3</sup>	3
GBUS 310	BUSINESS LAW 1 <sup>2</sup>	3
ACCT 310	ACCT INFORMATION SYSTEMS <sup>3</sup>	3
FIN 340	PRIN OF BUSINESS FINANCE (Milestone Course) <sup>2</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 6</b>		
ACCT 312	INTERMEDIATE ACCOUNTING 2 (Milestone Course) <sup>3</sup>	3
GBUS 412	BUSINESS LAW 2 <sup>3</sup>	3
GBUS 304	ADVANCED EXCEL <sup>3</sup>	3

Upper Level Business Elective (300 or 400 level course) <sup>3</sup>		3
ACCT 354	FED INCOME TAX ACCOUNTING 2 <sup>3</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 7</b>		
ACCT 331 or ACCT 432	MANAGERIAL ACCOUNTING <sup>3</sup> or COST ACCOUNTING	3
Aesthetics, Creativity, and Appreciation (p. 34) Elective <sup>1</sup>		3
ACCT 401	ADVANCED ACCOUNTING (Milestone Course) <sup>3</sup>	3
GBUS 300	PRIN MGMT INFORMATION SYSTEMS <sup>2</sup>	3
GBUS 325	QUANTITATIVE BUSINESS ANALYSIS <sup>2</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 8</b>		
GBUS 415	MANAGERIAL BUSINESS ETHICS <sup>2</sup>	3
GBUS 405	GLOBAL BUSINESS <sup>2</sup>	3
People and Their Worlds (p. 34) Elective <sup>1</sup>		3
GBUS 440	BUSINESS POLICY (Milestone Course - Capstone Course) <sup>2, 4</sup>	3
ACCT 405	AUDITING <sup>3</sup>	3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> GPA Requirement: Gen Ed - 2.00

<sup>2</sup> GPA Requirement: Common Professional Component - 2.25

<sup>3</sup> GPA Requirement: Accounting Concentration - 2.50

<sup>4</sup> Must be taken in last semester

**Degree requires a total of 120 credit hours. [ Core Course Credit Hours : 36 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		6
Quantitative Reasoning (p. 35)		6
MATH 211	~STATISTICS <sup>2</sup>	
Scientific Inquiry (p. 35)		8
Aesthetics, Creativity, and Appreciation (p. 34)		6
Human Communication and Interaction (p. 34)		3
People and Their Worlds (p. 34)		6
<b>Program Courses</b>		
GBUS 101	INTRO TO BUSINESS	3
ECON 202	~MACROECONOMICS	3
BTEC 275	ADVANCED BUSINESS APPLICATIONS	3
ECON 201	~MICROECONOMICS	3
ACCT 201	PRIN OF ACCOUNTING 1	3
MGMT 220	PRINCIPLES OF MANAGEMENT	3
GBUS 202	BUSINESS COMMUNICATION	3
ACCT 202	PRIN OF ACCOUNTING 2	3
MKTG 230	PRINCIPLES OF MARKETING	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE	3
ACCT 311	INTERMEDIATE ACCOUNTING 1	3
ACCT 353	FED INCOME TAX ACCOUNTING 1	3
GBUS 310	BUSINESS LAW 1	3
ACCT 310	ACCT INFORMATION SYSTEMS	3
FIN 340	PRIN OF BUSINESS FINANCE	3
ACCT 312	INTERMEDIATE ACCOUNTING 2	3
GBUS 412	BUSINESS LAW 2	3
GBUS 304	ADVANCED EXCEL	3



ACCT 331 or ACCT 432	MANAGERIAL ACCOUNTING COST ACCOUNTING	3
ACCT 354	FED INCOME TAX ACCOUNTING 2	3
ACCT 401	ADVANCED ACCOUNTING	3
GBUS 300	PRIN MGMT INFORMATION SYSTEMS	3
GBUS 325	QUANTITATIVE BUSINESS ANALYSIS	3
ACCT 405	AUDITING	3
GBUS 415	MANAGERIAL BUSINESS ETHICS	3
GBUS 440	BUSINESS POLICY	3
GBUS 405	GLOBAL BUSINESS	3
Upper Level Business Elective		3
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> Institutional Graduation Requirement.

<sup>2</sup> Quantitative Reasoning electives: MATH 211 ~STATISTICS must be one of the courses taken, as it serves as a pre-requisite to upper-level business courses.

## Business Administration, C.A.S

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 Course

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 WVU Parkersburg's Career Services Office 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.

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

#### Total Degree Credits: 31

Course	Title	Hours
<b>Semester 1</b>		
GBUS 101	INTRO TO BUSINESS (Milestone Course)	3
ECON 202	~MACROECONOMICS	3
Writing and Rhetoric (p. 36) Elective		3
Quantitative Reasoning (p. 35) Elective		3
BTEC 275	ADVANCED BUSINESS APPLICATIONS	3
COLL 101	ORIENTATION TO COLLEGE	1
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
Writing and Rhetoric (p. 36) Elective		3
Human Communication and Interaction (p. 34) Elective		3
MGMT 220	PRINCIPLES OF MANAGEMENT	3
ECON 201	~MICROECONOMICS	3
GBUS 117	FINANCIAL BUSINESS APPLICATION (Milestone Course)	3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>31</b>

**Degree requires a total of 31 credit hours. [ Core Course Credit Hours : 10 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1

Writing and Rhetoric (p. 36)	6	
Quantitative Reasoning (p. 35)	3	
<b>Program Courses</b>		
GBUS 101	INTRO TO BUSINESS	3
ECON 202	~MACROECONOMICS	3
BTEC 275	ADVANCED BUSINESS APPLICATIONS	3
ECON 201	~MICROECONOMICS	3
GBUS 117	FINANCIAL BUSINESS APPLICATION	3
MGMT 220	PRINCIPLES OF MANAGEMENT	3
Human Communication and Interaction (p. 34) Course	3	
<b>Total Hours</b>	<b>31</b>	

<sup>1</sup> Institutional Graduation Requirement.

## Business Administration, General Business Concentration (B.S.B.A. / GEN. BUS.)

The **Bachelor of Science in Business Administration with a concentration in General Business (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 Course

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 get ready for your last year before graduation, visit WVU Parkersburg's Career Services Office 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 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.

### 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.

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

#### Total Degree Credits: 120

Course	Title	Hours
<b>Semester 1</b>		
GBUS 101	INTRO TO BUSINESS (Milestone Course) <sup>2</sup>	3
ECON 202	~MACROECONOMICS <sup>2</sup>	3
Quantitative Reasoning (p. 35) Elective <sup>1</sup>		3
Writing and Rhetoric (p. 36) Elective <sup>1</sup>		3
People and Their Worlds (p. 34) Elective <sup>1</sup>		3
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
Writing and Rhetoric (p. 36) Elective <sup>1</sup>		3
Human Communication and Interaction (p. 34) Elective <sup>1</sup>		3
BTEC 275	ADVANCED BUSINESS APPLICATIONS (Milestone Course) <sup>2</sup>	3
ECON 201	~MICROECONOMICS <sup>2</sup>	3

MATH 211	~STATISTICS <sup>1</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
Aesthetics, Creativity, and Appreciation (p. 34) Elective <sup>1</sup>		3
Scientific Inquiry (p. 35) Elective <sup>1</sup>		4
ACCT 201	PRIN OF ACCOUNTING 1 <sup>2</sup>	3
MGMT 220	PRINCIPLES OF MANAGEMENT (Milestone Course) <sup>2</sup>	3
<b>Hours</b>		<b>13</b>
<b>Semester 4</b>		
Scientific Inquiry (p. 35) Elective <sup>1</sup>		4
GBUS 240	ASSOCIATE BUSINESS CAPSTONE (Milestone Course - Capstone Course) <sup>3</sup>	3
ACCT 202	PRIN OF ACCOUNTING 2 <sup>2</sup>	3
GBUS 202	BUSINESS COMMUNICATION <sup>2</sup>	3
MKTG 230	PRINCIPLES OF MARKETING <sup>2</sup>	3
<b>Hours</b>		<b>16</b>
<b>Semester 5</b>		
Upper Level Business Elective (300 or 400 level course) <sup>3</sup>		3
GBUS 300	PRIN MGMT INFORMATION SYSTEMS <sup>2</sup>	3
GBUS 310	BUSINESS LAW 1 (Milestone Course) <sup>2</sup>	3
FIN 340	PRIN OF BUSINESS FINANCE <sup>2</sup>	3
MGMT 322	ORGANIZATIONAL BEHAVIOR <sup>3</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 6</b>		
People and Their Worlds (p. 34) Elective <sup>1</sup>		3
ACCT 331 or ACCT 432	MANAGERIAL ACCOUNTING <sup>3</sup> or COST ACCOUNTING	3
GBUS 304	ADVANCED EXCEL (Milestone Course) <sup>3</sup>	3
GBUS 325	QUANTITATIVE BUSINESS ANALYSIS <sup>2</sup>	3
MGMT 333	HUMAN RESOURCES MANAGEMENT <sup>3</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 7</b>		
Aesthetics, Creativity, and Appreciation (p. 34) Elective <sup>1</sup>		3
GBUS 405	GLOBAL BUSINESS (Milestone Course) <sup>2</sup>	3
ECON 320 or ECON 331	MANAGERIAL ECONOMICS <sup>3</sup> or FINANCIAL ECONOMICS	3
Upper Level Business Elective (300 or 400 level course) <sup>3</sup>		3
Upper-Division Management Elective (300 or 400 level Management course) <sup>3</sup>		3
<b>Hours</b>		<b>15</b>
<b>Semester 8</b>		
Upper Level Business Elective (300 or 400 level course) <sup>3</sup>		3
GBUS 440	BUSINESS POLICY (Milestone Course - Capstone Course) <sup>2</sup>	3
MKTG 401	MARKETING RESEARCH <sup>3</sup>	3
GBUS 415	MANAGERIAL BUSINESS ETHICS <sup>2</sup>	3
Upper-Division Marketing Elective (300 or 400 level Marketing course) <sup>3</sup>		3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> GPA Requirement: Gen Ed - 2.00

<sup>2</sup> GPA Requirement: Common Professional Component - 2.25

<sup>3</sup> GPA Requirement: General Business concentration - 2.50

**Degree requires a total of 120 credit hours. [ Core Course Credit Hours : 36 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		6
Quantitative Reasoning (p. 35)		6
MATH 211	~STATISTICS <sup>2</sup>	8
Scientific Inquiry (p. 35)		8

Aesthetics, Creativity, and Appreciation (p. 34)	6
Human Communication and Interaction (p. 34)	3
People and Their Worlds (p. 34)	6
<b>Program Courses</b>	
GBUS 101	INTRO TO BUSINESS 3
ECON 202	~MACROECONOMICS 3
BTEC 275	ADVANCED BUSINESS APPLICATIONS 3
ECON 201	~MICROECONOMICS 3
ACCT 201	PRIN OF ACCOUNTING 1 3
MGMT 220	PRINCIPLES OF MANAGEMENT 3
ACCT 202	PRIN OF ACCOUNTING 2 3
GBUS 202	BUSINESS COMMUNICATION 3
MKTG 230	PRINCIPLES OF MARKETING 3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE 3
GBUS 300	PRIN MGMT INFORMATION SYSTEMS 3
GBUS 310	BUSINESS LAW 1 3
FIN 340	PRIN OF BUSINESS FINANCE 3
MGMT 322	ORGANIZATIONAL BEHAVIOR 3
GBUS 304	ADVANCED EXCEL 3
GBUS 325	QUANTITATIVE BUSINESS ANALYSIS 3
MGMT 333	HUMAN RESOURCES MANAGEMENT 3
ACCT 331	MANAGERIAL ACCOUNTING 3
or ACCT 432	COST ACCOUNTING
ECON 320	MANAGERIAL ECONOMICS 3
or ECON 331	FINANCIAL ECONOMICS
GBUS 405	GLOBAL BUSINESS 3
GBUS 440	BUSINESS POLICY 3
MKTG 401	MARKETING RESEARCH 3
GBUS 415	MANAGERIAL BUSINESS ETHICS 3
Upper Level Management Elective	3
Upper Level Marketing Elective	3
Upper Level Business Electives	9
<b>Total Hours</b>	<b>120</b>

<sup>1</sup> Institutional Graduation Requirement.

<sup>2</sup> Quantitative Reasoning electives: MATH 211 ~STATISTICS must be one of the courses taken, as it serves as a pre-requisite to upper-level business courses.

## Business Administration, Management and Marketing Concentration (B.A.S.)

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 Course

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

### Career Planning

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

## 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 for the world of work.

## Electives

### Business Electives:

- Lower division electives may be chosen from courses with the following prefixes: ACCT, BTEC, ECON, ENT, GBUS, MGMT, MKTG, or CMS 117 INTRO TO SOCIAL MEDIA MGMT, CMS 217 ADVANCED SOCIAL MEDIA MGMT, CMS 230 FUND OF STRATEGIC COMM.
- Upper division business electives may be chosen from courses numbered above 300 and with the prefixes: ACCT, ECON, ENT, GBUS, MGMT, MKTG or STEM 420 PROJECT MANAGEMENT.
- Upper level Management electives include all courses numbered above 300 with the prefix MGMT.
- Upper level Marketing electives include all courses numbered above 300 with the prefix MKTG or CMS 317 SOCIAL MEDIA CAMPAIGNS, CMS 360 DIGITAL IMAGING, CMS 410 GRAPHIC DESIGN, CMS 425 VIDEO PRODUCTION, CMS 439 STRATEGIC COMM CAMPAIGN MGMT.

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

### Total Degree Credits: 121

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
BTEC 275	ADVANCED BUSINESS APPLICATIONS <sup>2</sup>	3
Writing and Rhetoric (p. 36) Elective <sup>1</sup>		3
Quantitative Reasoning (p. 35) Elective <sup>1</sup>		3
GBUS 101	INTRO TO BUSINESS (Milestone Course) <sup>2</sup>	3
ECON 202	~MACROECONOMICS <sup>2</sup>	3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
ECON 201	~MICROECONOMICS <sup>2</sup>	3
GBUS 117	FINANCIAL BUSINESS APPLICATION (Milestone Course) <sup>2</sup>	3
MGMT 220	PRINCIPLES OF MANAGEMENT <sup>2</sup>	3
Writing and Rhetoric (p. 36) Elective <sup>1</sup>		3
Human Communication and Interaction (p. 34) Elective <sup>1</sup>		3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
People and Their Worlds (p. 34) Elective <sup>1</sup>		3
Scientific Inquiry (p. 35) Elective <sup>1</sup>		4
Free Elective <sup>1</sup>		1
ACCT 201	PRIN OF ACCOUNTING 1 <sup>2</sup>	3
GBUS 202	BUSINESS COMMUNICATION <sup>2</sup>	3
<b>Hours</b>		<b>14</b>
<b>Semester 4</b>		
Aesthetics, Creativity, and Appreciation (p. 34) Elective <sup>1</sup>		3
Business Elective (100 level or higher) <sup>1</sup>		3
ACCT 202	PRIN OF ACCOUNTING 2 <sup>2</sup>	3
MKTG 230	PRINCIPLES OF MARKETING <sup>2</sup>	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE (Milestone Course - Capstone Course) <sup>3</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 5</b>		
Aesthetics, Creativity, and Appreciation (p. 34) Elective <sup>1</sup>		3
Quantitative Reasoning (p. 35) Elective <sup>1</sup>		3
MGMT 322	ORGANIZATIONAL BEHAVIOR <sup>3</sup>	3
ECON 331 or ECON 320	FINANCIAL ECONOMICS <sup>3</sup> or MANAGERIAL ECONOMICS	3
GBUS 310	BUSINESS LAW 1 (Milestone Course) <sup>2</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 6</b>		
MGMT 333	HUMAN RESOURCES MANAGEMENT (Milestone Course) <sup>3</sup>	3
GBUS 304	ADVANCED EXCEL <sup>3</sup>	3
FIN 340	PRIN OF BUSINESS FINANCE <sup>2</sup>	3

Scientific Inquiry (p. 35) Elective <sup>1</sup>	4
Upper-Division Marketing Elective (300 or 400 level Marketing course) <sup>3</sup>	3
<b>Hours</b>	<b>16</b>
<b>Semester 7</b>	
Upper-Division Management Elective (300 or 400 level Management Course) <sup>3</sup>	3
GBUS 405 GLOBAL BUSINESS (Milestone Course) <sup>2</sup>	3
GBUS 300 PRIN MGMT INFORMATION SYSTEMS <sup>3</sup>	3
ACCT 331 MANAGERIAL ACCOUNTING <sup>3</sup>	3
or ACCT 432 or COST ACCOUNTING	
Upper-Division Marketing Elective (Electives - 300 or 400 level Marketing course) <sup>3</sup>	3
<b>Hours</b>	<b>15</b>
<b>Semester 8</b>	
MKTG 401 MARKETING RESEARCH <sup>3</sup>	3
GBUS 440 BUSINESS POLICY (Milestone Course - Capstone Course) <sup>2</sup>	3
Upper-Division Management Elective (Electives - 300 or 400 level Management Course) <sup>3</sup>	3
GBUS 415 MANAGERIAL BUSINESS ETHICS <sup>2</sup>	3
People and Their Worlds (p. 34) Elective <sup>1</sup>	3
<b>Hours</b>	<b>15</b>
<b>Total Hours</b>	<b>121</b>

<sup>1</sup> GPA Requirement: Gen Ed - 2.0

<sup>2</sup> GPA Requirement: Common Professional Component - 2.25

<sup>3</sup> GPA Requirement: Management & Marketing Concentration - 2.50

**Degree requires a total of 121 credit hours. [ Core Course Credit Hours : 36 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
	Writing and Rhetoric (p. 36)	6
	Quantitative Reasoning (p. 35)	6
	Scientific Inquiry (p. 35)	8
	Aesthetics, Creativity, and Appreciation (p. 34)	6
	Human Communication and Interaction (p. 34)	3
	People and Their Worlds (p. 34)	6
<b>Program Courses</b>		
GBUS 101	INTRO TO BUSINESS	3
ECON 202	~MACROECONOMICS	3
BTEC 275	ADVANCED BUSINESS APPLICATIONS	3
ECON 201	~MICROECONOMICS	3
GBUS 117	FINANCIAL BUSINESS APPLICATION	3
ACCT 201	PRIN OF ACCOUNTING 1	3
GBUS 202	BUSINESS COMMUNICATION	3
MGMT 220	PRINCIPLES OF MANAGEMENT	3
ACCT 202	PRIN OF ACCOUNTING 2	3
MKTG 230	PRINCIPLES OF MARKETING	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE	3
GBUS 310	BUSINESS LAW 1	3
MGMT 322	ORGANIZATIONAL BEHAVIOR	3
ECON 331	FINANCIAL ECONOMICS	3
or ECON 320	MANAGERIAL ECONOMICS	
MGMT 333	HUMAN RESOURCES MANAGEMENT	3
GBUS 304	ADVANCED EXCEL	3
FIN 340	PRIN OF BUSINESS FINANCE	3
GBUS 405	GLOBAL BUSINESS	3
GBUS 300	PRIN MGMT INFORMATION SYSTEMS	3

ACCT 331	MANAGERIAL ACCOUNTING	3
or ACCT 432	COST ACCOUNTING	
MKTG 401	MARKETING RESEARCH	3
GBUS 440	BUSINESS POLICY	3
GBUS 415	MANAGERIAL BUSINESS ETHICS	3
Upper Level MKTG Electives		6
Upper Level MGMT Electives		6
Business Elective		3
Free Elective		1
<b>Total Hours</b>		<b>121</b>

<sup>1</sup> Institutional Graduation Requirement.

## Child Development, 2+2 B.A.S.

The **Bachelor of Applied Science in Child Development** is a 2+2 degree to **enable graduates of Associate of Applied Science degrees in Child Development and related fields to complete a bachelor's degree**. Must be admitted to BAS Child Development Program to take CDEV 300 THEORIES OF LEARNING IN ECE, EDUC 302 STRATEGIES IN EARLY EDUCATION, and EDUC 402 CURRICULUM IN EARLY EDUCATION.

### Field/Clinical Course

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 on the Academic Map tab.

### Graduation Requirements

A grade of "C" or better is required in program courses with (CDEV & EDUC) an overall GPA of 2.0.

### Practicum and Seminar

A semester long project concurrent practicum experience and seminar are taken during final year of study. A "C" or better must be earned, and the Peregrine Bachelor Level Assessment must be completed.

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

#### Total Degree Credits: 120

Course	Title	Hours
<b>Semester 1</b>		
Associate Degree in Child Development or a Related Major		15
	<b>Hours</b>	<b>15</b>
<b>Semester 2</b>		
Associate Degree in Child Development or a Related Major		15
	<b>Hours</b>	<b>15</b>
<b>Semester 3</b>		
Associate Degree in Child Development or a Related Major		15
	<b>Hours</b>	<b>15</b>
<b>Semester 4</b>		
Associate Degree in Child Development or a Related Major		15
	<b>Hours</b>	<b>15</b>
<b>Semester 5</b>		
Aesthetics, Creativity, and Appreciation (p. 34)		3
Quantitative Reasoning (p. 35) Elective		3
Writing and Rhetoric (p. 36) Elective		3
CDEV 300	THEORIES OF LEARNING IN ECE <sup>6</sup>	3
CDEV 307	DIVERSITY IN EARLY CHILD EDUC <sup>5</sup>	3
CDEV 304	TEACHING MATH TO YOUNG CHLDN <sup>5</sup>	3
	<b>Hours</b>	<b>18</b>
<b>Semester 6</b>		
CDEV 332	SCIENCE EXPLORATION FOR PRE K <sup>5</sup>	3
CDEV 325	ETHICS & ADMINISTRATION 2 <sup>5</sup>	3

CDEV 335	CREATIVE EXPERIENCES EARLY EDU <sup>5</sup>	3
CDEV 336	EARLY EXPER IN SOCIAL STUDIES <sup>5</sup>	3
People and Their Worlds (p. 34) Elective		3
<b>Hours</b>		<b>15</b>
<b>Semester 7</b>		
CDEV 337	LANGUAGE ARTS & EMERGENT LIT 2	3
Scientific Inquiry (p. 35) Elective		3 - 4
CDEV 338	EARLY INTERVENTION	3
EDUC 302	STRATEGIES IN EARLY EDUCATION <sup>1</sup>	3
EDUC 402	CURRICULUM IN EARLY EDUCATION <sup>2</sup>	2
<b>Hours</b>		<b>14-15</b>
<b>Semester 8</b>		
CDEV 405	PRACTICUM IN EARLY CHILDHOOD <sup>3</sup>	3
CDEV 406	SEMINAR IN EARLY CHILDHOOD <sup>4</sup>	4
ENGL 403	CHILDREN'S LITERATURE	3
Free Elective		3
<b>Hours</b>		<b>13</b>
<b>Total Hours</b>		<b>120-121</b>

<sup>1</sup> Taken concurrently with EDUC 402 CURRICULUM IN EARLY EDUCATION

<sup>2</sup> Field/Clinical Course - 45 Hours

<sup>3</sup> Practicum and Seminar - Field/Clinical Course - 70 Hours

<sup>4</sup> Practicum and Seminar - Taken concurrently with EDUC 405 STU TEACHING - SCIENCE 5-9

<sup>5</sup> Field/Clinical Course - 10 Hours

<sup>6</sup> Field/Clinical Course - 20 Hours

**Degree requires a total of 120 credit hours. [ Core Course Credit Hours : 34 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
Writing and Rhetoric (p. 36)		6
Quantitative Reasoning (p. 35)		6
Scientific Inquiry (p. 35)		7 - 8
Aesthetics, Creativity, and Appreciation (p. 34)		6
Human Communication and Interaction (p. 34)		3
People and Their Worlds (p. 34)		6
<b>Program Courses</b>		
Child Development AAS Free Electives		44
Free Elective		3
CDEV 332	SCIENCE EXPLORATION FOR PRE K	3
CDEV 325	ETHICS & ADMINISTRATION 2	3
CDEV 336	EARLY EXPER IN SOCIAL STUDIES	3
CDEV 300	THEORIES OF LEARNING IN ECE	3
CDEV 304	TEACHING MATH TO YOUNG CHLDN	3
EDUC 302	STRATEGIES IN EARLY EDUCATION	3
EDUC 402	CURRICULUM IN EARLY EDUCATION	2
CDEV 405	PRACTICUM IN EARLY CHILDHOOD	3
CDEV 406	SEMINAR IN EARLY CHILDHOOD	4
ENGL 403	CHILDREN'S LITERATURE	3
CDEV 338	EARLY INTERVENTION	3
CDEV 337	LANGUAGE ARTS & EMERGENT LIT 2	3
CDEV 307	DIVERSITY IN EARLY CHILD EDUC	3
<b>Total Hours</b>		<b>120-121</b>



<sup>1</sup> Institutional Graduation Requirement, but is not counted in the degree total.

## Child Development, A.A.S.

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/Clinical Course

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 on the Academic Map tab.

### Capstone Course

A semester long project that must be taken before graduation. A "C" or better must be earned, and the Peregrine Associate Assessment must be completed.

### Graduation Requirements

A grade of "C" or better required in program courses (CDEV & EDUC) with an overall GPA of 2.0.

### 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**.

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

#### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
EDUC 250	INTRO TO EARLY EDUCATION	3
CDEV 105	FAMILY & THE CHILD <sup>1</sup>	3
Writing and Rhetoric (p. 36) Elective		3
Quantitative Reasoning (p. 35) Elective		3
COLL 101	ORIENTATION TO COLLEGE	1
CDEV 210	CUR & STRAT EARLY CHLDHD PGMS <sup>2</sup>	3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
CDEV 205	YOUNG CHILDREN W/SPECIAL NEEDS <sup>2</sup>	3
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	3
CDEV 155	GUIDING YOUNG CHILDREN <sup>2</sup>	3
EDUC 255	LANG ARTS & EMERGENT LITERACY	3
CDEV 240	OBSERVATION & ASSESSMENT SKILL <sup>1</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
Scientific Inquiry (p. 35) Elective		4
CDEV 243	INFANT & TODDLER DEVELOPMENT <sup>2</sup>	3
CDEV 242	PRESCHOOL DEVELOPMENT <sup>2</sup>	3
CDEV 220	ETHICS & ADMINISTRATION 1 <sup>1</sup>	3
<b>Hours</b>		<b>13</b>
<b>Semester 4</b>		
Aesthetics, Creativity, and Appreciation (p. 34)		3
Human Communication and Interaction (p. 34) Elective		3
CDEV 215	HEALTHY ENVIRONMENTS	3
EDUC 108	EDUCATIONAL TECHNOLOGY	3
CDEV 251	CHILD DEVELOPMENT CAPSTONE 1 <sup>3</sup>	4
<b>Hours</b>		<b>16</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Field/Clinical Course - 10 Hours

<sup>2</sup> Field/Clinical Course - 20 Hours

<sup>3</sup> Capstone Course - Field/Clinical Course - 120 Hours

**Degree requires a total of 60 credit hours.** [ Core Course Credit Hours : 20 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
	Writing and Rhetoric (p. 36)	3
	Quantitative Reasoning (p. 35)	3
	Scientific Inquiry (p. 35)	4
PSYC 241	~INTRO TO HUMAN DEVELOPMENT (People and Their Worlds)	3
	Aesthetics, Creativity, and Appreciation (p. 34)	3
	Human Communication and Interaction (p. 34)	3
<b>Program Courses</b>		
EDUC 250	INTRO TO EARLY EDUCATION	3
CDEV 105	FAMILY & THE CHILD	3
CDEV 210	CUR & STRAT EARLY CHLDHD PGMS	3
CDEV 205	YOUNG CHILDREN W/SPECIAL NEEDS	3
CDEV 155	GUIDING YOUNG CHILDREN	3
CDEV 240	OBSERVATION & ASSESSMENT SKILL	3
EDUC 255	LANG ARTS & EMERGENT LITERACY	3
CDEV 243	INFANT & TODDLER DEVELOPMENT	3
CDEV 242	PRESCHOOL DEVELOPMENT	3
CDEV 220	ETHICS & ADMINISTRATION 1	3
CDEV 215	HEALTHY ENVIRONMENTS	3
EDUC 108	EDUCATIONAL TECHNOLOGY	3
CDEV 251	CHILD DEVELOPMENT CAPSTONE 1	4
<b>Total Hours</b>		<b>60</b>

## Child Development, B.A.S.

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/Clinical Course

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 on the Academic Map tab.

### Capstone Course

A semester long project that must be taken before graduation. A "C" or better must be earned, and the Peregrine Associate Level Assessment must be completed.

### Graduation Requirements

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

### Practicum and Seminar

A semester long project concurrent practicum experience and seminar are taken during final year of study. A "C" or better must be earned, and the Peregrine Bachelor Level Assessment must be completed.

### Career Ladder

CDEV is designed as a career ladder with multiple entry and exit points. Students can earn a Certificate Degree. 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.

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

**Total Degree Credits: 120**

Course	Title	Hours
<b>Semester 1</b>		
EDUC 250	INTRO TO EARLY EDUCATION	3
CDEV 105	FAMILY & THE CHILD <sup>1</sup>	3
CDEV 210	CUR & STRAT EARLY CHLDHD PGMS <sup>2</sup>	3
COLL 101	ORIENTATION TO COLLEGE	1
Quantitative Reasoning (p. 35) Elective		3
Writing and Rhetoric (p. 36) Elective		3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
CDEV 205	YOUNG CHILDREN W/SPECIAL NEEDS <sup>2</sup>	3
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	3
CDEV 155	GUIDING YOUNG CHILDREN <sup>2</sup>	3
EDUC 255	LANG ARTS & EMERGENT LITERACY	3
CDEV 240	OBSERVATION & ASSESSMENT SKILL <sup>1</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
CDEV 243	INFANT & TODDLER DEVELOPMENT <sup>2</sup>	3
CDEV 242	PRESCHOOL DEVELOPMENT <sup>2</sup>	3
CDEV 220	ETHICS & ADMINISTRATION 1 <sup>1</sup>	3
Scientific Inquiry (p. 35) Elective		4
<b>Hours</b>		<b>13</b>
<b>Semester 4</b>		
Aesthetics, Creativity, and Appreciation (p. 34) Elective		3
Human Communication and Interaction (p. 34) Elective		3
CDEV 215	HEALTHY ENVIRONMENTS	3
EDUC 108	EDUCATIONAL TECHNOLOGY	3
CDEV 251	CHILD DEVELOPMENT CAPSTONE 1 <sup>3</sup>	4
<b>Hours</b>		<b>16</b>
<b>Semester 5</b>		
Aesthetics, Creativity, and Appreciation (p. 34) Elective		3
Quantitative Reasoning (p. 35) Elective		3
Writing and Rhetoric (p. 36) Elective		3
CDEV 307	DIVERSITY IN EARLY CHILD EDUC <sup>1</sup>	3
CDEV 300	THEORIES OF LEARNING IN ECE <sup>2</sup>	3
CDEV 304	TEACHING MATH TO YOUNG CHLDN <sup>1</sup>	3
<b>Hours</b>		<b>18</b>
<b>Semester 6</b>		
CDEV 332	SCIENCE EXPLORATION FOR PRE K <sup>1</sup>	3
CDEV 325	ETHICS & ADMINISTRATION 2 <sup>1</sup>	3
CDEV 335	CREATIVE EXPERIENCES EARLY EDU <sup>1</sup>	3
CDEV 336	EARLY EXPER IN SOCIAL STUDIES <sup>1</sup>	3
People and Their Worlds (p. 34) Elective		3
<b>Hours</b>		<b>15</b>
<b>Semester 7</b>		
CDEV 337	LANGUAGE ARTS & EMERGENT LIT 2	3
Scientific Inquiry (p. 35) Elective		3 - 4
CDEV 338	EARLY INTERVENTION	3
EDUC 302	STRATEGIES IN EARLY EDUCATION <sup>4</sup>	3
EDUC 402	CURRICULUM IN EARLY EDUCATION <sup>5</sup>	2
<b>Hours</b>		<b>14-15</b>
<b>Semester 8</b>		
CDEV 405	PRACTICUM IN EARLY CHILDHOOD <sup>6</sup>	3
CDEV 406	SEMINAR IN EARLY CHILDHOOD <sup>7</sup>	4
ENGL 403	CHILDREN'S LITERATURE	3

Free Elective		3
	<b>Hours</b>	<b>13</b>
	<b>Total Hours</b>	<b>120-121</b>

- 1 Field/Clinical Course - 10 Hours
- 2 Field/Clinical Course - 20 Hours
- 3 Capstone Course - Field/Clinical Course - 120 Hours
- 4 Taken concurrently with EDUC 402 CURRICULUM IN EARLY EDUCATION
- 5 Field/Clinical Course - 45 Hours
- 6 Practicum and Seminar - Field/Clinical Course - 70 Hours
- 7 Practicum and Seminar - Taken concurrently with EDUC 405 STU TEACHING - SCIENCE 5-9

**Degree requires a total of 120 credit hours.** [ Core Course Credit Hours : 35 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
	Writing and Rhetoric (p. 36)	6
	Quantitative Reasoning (p. 35)	6
	Scientific Inquiry (p. 35)	7 - 8
	Aesthetics, Creativity, and Appreciation (p. 34)	6
	Human Communication and Interaction (p. 34)	3
	People and Their Worlds (p. 34)	6
PSYC 241	~INTRO TO HUMAN DEVELOPMENT <sup>2</sup>	
<b>Program Courses</b>		
	Free Elective	3
EDUC 250	INTRO TO EARLY EDUCATION	3
CDEV 105	FAMILY & THE CHILD	3
CDEV 210	CUR & STRAT EARLY CHLDHD PGMS	3
CDEV 205	YOUNG CHILDREN W/SPECIAL NEEDS	3
CDEV 155	GUIDING YOUNG CHILDREN	3
CDEV 240	OBSERVATION & ASSESSMENT SKILL	3
EDUC 255	LANG ARTS & EMERGENT LITERACY	3
CDEV 243	INFANT & TODDLER DEVELOPMENT	3
CDEV 242	PRESCHOOL DEVELOPMENT	3
CDEV 220	ETHICS & ADMINISTRATION 1	3
CDEV 215	HEALTHY ENVIRONMENTS	3
EDUC 108	EDUCATIONAL TECHNOLOGY	3
CDEV 251	CHILD DEVELOPMENT CAPSTONE 1	4
CDEV 332	SCIENCE EXPLORATION FOR PRE K	3
CDEV 325	ETHICS & ADMINISTRATION 2	3
CDEV 335	CREATIVE EXPERIENCES EARLY EDU	3
CDEV 336	EARLY EXPER IN SOCIAL STUDIES	3
CDEV 300	THEORIES OF LEARNING IN ECE	3
CDEV 304	TEACHING MATH TO YOUNG CHLDN	3
EDUC 302	STRATEGIES IN EARLY EDUCATION	3
EDUC 402	CURRICULUM IN EARLY EDUCATION	2
CDEV 405	PRACTICUM IN EARLY CHILDHOOD	3
CDEV 406	SEMINAR IN EARLY CHILDHOOD	4
ENGL 403	CHILDREN'S LITERATURE	3
CDEV 338	EARLY INTERVENTION	3
CDEV 337	LANGUAGE ARTS & EMERGENT LIT 2	3

CDEV 307	DIVERSITY IN EARLY CHILD EDUC	3
<b>Total Hours</b>		<b>120-121</b>

<sup>1</sup> Institutional Graduation Requirement.

<sup>2</sup> The foundational learning course PSYC 241 ~INTRO TO HUMAN DEVELOPMENT is required to meet standards outlined by the WV Department of Education.

## Child Development, C.A.S.

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.

(COLL 101 ORIENTATION TO COLLEGE is a WVUP requirement and **is not counted in the degree total**, but is still a required course. 1 credit hour)

### Field/Clinical Course

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 on the Academic Map tab.

### 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. 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.

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

#### Total Degree Credits: 30

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>3</sup>	0
EDUC 250	INTRO TO EARLY EDUCATION	3
CDEV 105	FAMILY & THE CHILD <sup>1</sup>	3
CDEV 210	CUR & STRAT EARLY CHLDHD PGMS <sup>2</sup>	3
Writing and Rhetoric (p. 36) Elective		3
Quantitative Reasoning (p. 35) Elective		3
		<b>Hours</b>
		<b>15</b>
<b>Semester 2</b>		
CDEV 205	YOUNG CHILDREN W/SPECIAL NEEDS <sup>2</sup>	3
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	3
CDEV 155	GUIDING YOUNG CHILDREN <sup>2</sup>	3
EDUC 255	LANG ARTS & EMERGENT LITERACY	3
CDEV 240	OBSERVATION & ASSESSMENT SKILL <sup>1</sup>	3
		<b>Hours</b>
		<b>15</b>
		<b>Total Hours</b>
		<b>30</b>

<sup>1</sup> Field/Clinical Course - 10 Hours

<sup>2</sup> Field/Clinical Course - 20 Hours

<sup>3</sup> Required 1-credit hour course, but is not counted in the degree total.

**Degree requires a total of 30 credit hours. [ Core Course Credit Hours : 6 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
<b>Program Courses</b>		
PSYC 241	~INTRO TO HUMAN DEVELOPMENT <sup>2</sup>	3
EDUC 250	INTRO TO EARLY EDUCATION	3
CDEV 105	FAMILY & THE CHILD	3

CDEV 210	CUR & STRAT EARLY CHLDHD PGMS	3
CDEV 205	YOUNG CHILDREN W/SPECIAL NEEDS	3
CDEV 155	GUIDING YOUNG CHILDREN	3
CDEV 240	OBSERVATION & ASSESSMENT SKILL	3
EDUC 255	LANG ARTS & EMERGENT LITERACY	3
<b>Total Hours</b>		<b>30</b>

<sup>1</sup> Institutional Graduation Requirement, but does not count in the degree total.

<sup>2</sup> Changes are being made to the CAS CDEV Program to provide more options for general education courses as requested by the WVUP Institution. The foundational learning course PSYC 241 ~INTRO TO HUMAN DEVELOPMENT is required to meet standards outlined by the WV Department of Education.

## Communication & Media Studies - Digital Communication, BAS

The **Bachelor of Applied Science in Communication and Media Studies with a concentration in 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 Course

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

### 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.

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

#### Total Degree Credits: 120

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
ENGL 101	~COMPOSITION 1 <sup>1</sup>	3
Quantitative Reasoning (p. 35) Elective		3
COMM 105	INTRODUCTION TO MASS MEDIA <sup>1</sup>	3
CMS 110	BASIC NEWSWRITING	3
Human Communication and Interaction (p. 34) Elective		3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
Scientific Inquiry (p. 35) Elective		4
ENGL 102	~COMPOSITION 2	3
Human Communication and Interaction (p. 34) Elective		3
CMS 215	MEDIA WRITING	3
CMS 219	FUND OF BROADCAST PRODUCTION	3
<b>Hours</b>		<b>16</b>
<b>Semester 3</b>		
CMS 117	INTRO TO SOCIAL MEDIA MGMT <sup>1</sup>	3
CMS 218	NEWS REPORTING	3
CMS 221	BROADCAST ANNOUNCING	3
CMS 225	MEDIA DESIGN I	1
Aesthetics, Creativity, and Appreciation (p. 34) Elective		3
<b>Hours</b>		<b>13</b>
<b>Semester 4</b>		
People and Their Worlds (p. 34) Elective		3
CMS 223	BROADCAST PROGRAMMING	3
CMS 235	FUNDAMENTALS VIDEO PRODUCTION <sup>1</sup>	3
CMS 239	BROADCAST NEWS WRITING	3
CMS 240	MULTIMEDIA REPORTING <sup>1,2</sup>	3
<b>Hours</b>		<b>15</b>

**Semester 5**

CMS 230	FUND OF STRATEGIC COMM	3
CMS 226	MEDIA DESIGN II	1
COMM 304	HUMAN COMM/RATIONAL DECISIONS <sup>1</sup>	3
CMS 339	REPORTING PUBLIC AFFAIRS	3
PHIL 150	INTRODUCTION TO ETHICS	3
CMS 329	SPORTS NEWS WRITING	3

<b>Hours</b>	<b>16</b>
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**Semester 6**

People and Their Worlds (p. 34) Elective		3
Quantitative Reasoning (p. 35) Elective		3
Free Elective		1
COMM 308	NONVERBAL COMMUNICATION	3
CMS 349	SPORTS REPORTING	3
CMS 359	BROADCAST REPORTING	3

<b>Hours</b>	<b>16</b>
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**Semester 7**

COMM 404	PERSUASION THEORY & RESEARCH	3
CMS 425	VIDEO PRODUCTION	3
CMS 428	MEDIA ETHICS AND LAW	3
Aesthetics, Creativity, and Appreciation (p. 34) Elective		3
Scientific Inquiry (p. 35) Elective		4

<b>Hours</b>	<b>16</b>
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**Semester 8**

COMM 306	HUMAN COMM IN ORG & INSTITU	3
COMM 316	INTERCULTURAL COMMUNICATION	3
CMS 419	ADV BROADCAST PRODUCTION <sup>1,2</sup>	3
CMS 440	COMM & MEDIA INTERNSHIP <sup>1,2</sup>	3

<b>Hours</b>	<b>12</b>
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<b>Total Hours</b>	<b>120</b>
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<sup>1</sup> Milestone Course

<sup>2</sup> Capstone Course

**Degree requires a total of 120 credit hours. [ Core Course Credit Hours : 36 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		6
Writing and Rhetoric (p. 36) Elective		
ENGL 102	~COMPOSITION 2	
Quantitative Reasoning (p. 35)		6
Scientific Inquiry (p. 35)		8
Aesthetics, Creativity, and Appreciation (p. 34)		6
Human Communication and Interaction (p. 34)		3
People and Their Worlds (p. 34)		6
<b>Program Courses</b>		
CMS 110	BASIC NEWSWRITING	3
CMS 215	MEDIA WRITING	3
CMS 219	FUND OF BROADCAST PRODUCTION	3
CMS 117	INTRO TO SOCIAL MEDIA MGMT	3
CMS 218	NEWS REPORTING	3
CMS 221	BROADCAST ANNOUNCING	3
CMS 225	MEDIA DESIGN I	1
CMS 223	BROADCAST PROGRAMMING	3
CMS 235	FUNDAMENTALS VIDEO PRODUCTION	3

CMS 239	BROADCAST NEWS WRITING	3
CMS 240	MULTIMEDIA REPORTING	3
Human Communication and Interaction (p. 34) Elective		6
CMS 230	FUND OF STRATEGIC COMM	3
CMS 226	MEDIA DESIGN II	1
CMS 339	REPORTING PUBLIC AFFAIRS	3
CMS 329	SPORTS NEWS WRITING	3
CMS 349	SPORTS REPORTING	3
CMS 359	BROADCAST REPORTING	3
CMS 425	VIDEO PRODUCTION	3
CMS 428	MEDIA ETHICS AND LAW	3
CMS 419	ADV BROADCAST PRODUCTION	3
CMS 440	COMM & MEDIA INTERNSHIP	3
COMM 308	NONVERBAL COMMUNICATION	3
COMM 404	PERSUASION THEORY & RESEARCH	3
COMM 306	HUMAN COMM IN ORG & INSTITU	3
COMM 304	HUMAN COMM/RATIONAL DECISIONS	3
PHIL 150	INTRODUCTION TO ETHICS	3
COMM 316	INTERCULTURAL COMMUNICATION	3
Free Elective		1
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> Institutional Graduation Requirement.

## Communication & Media Studies - Strategic Communication, BAS

The **Bachelor of Applied Science in Communication and Media Studies with a concentration in 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 Course

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

### Career Planning

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.

### 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.

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

#### Total Degree Credits: 120

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
ENGL 101	~COMPOSITION 1 <sup>1</sup>	3
COMM 105	INTRODUCTION TO MASS MEDIA <sup>1</sup>	3
CMS 110	BASIC NEWSWRITING	3
Human Communication and Interaction (p. 34) Elective		3
Quantitative Reasoning (p. 35) Elective		3
<b>Hours</b>		<b>16</b>



**Semester 2**

Scientific Inquiry (p. 35) Elective		4
Human Communication and Interaction (p. 34) Elective		3
ENGL 102	~COMPOSITION 2	3
CMS 215	MEDIA WRITING	3
CMS 220	PHOTOGRAPHY	3
<b>Hours</b>		<b>16</b>

**Semester 3**

CMS 117	INTRO TO SOCIAL MEDIA MGMT <sup>1</sup>	3
CMS 218	NEWS REPORTING	3
CMS 225	MEDIA DESIGN I	1
CMS 230	FUND OF STRATEGIC COMM	3
Aesthetics, Creativity, and Appreciation (p. 34) Elective		3
<b>Hours</b>		<b>13</b>

**Semester 4**

DRAF 122	FUNDAMENTALS OF 3D STUDIO MAX	3
People and Their Worlds (p. 34) Elective		3
CMS 217	ADVANCED SOCIAL MEDIA MGMT	3
CMS 239	BROADCAST NEWS WRITING	3
CMS 240	MULTIMEDIA REPORTING <sup>1,2</sup>	3
<b>Hours</b>		<b>15</b>

**Semester 5**

CMS 226	MEDIA DESIGN II	1
MKTG 230	PRINCIPLES OF MARKETING	3
COMM 304	HUMAN COMM/RATIONAL DECISIONS	3
CMS 317	SOCIAL MEDIA CAMPAIGNS	3
CMS 360	DIGITAL IMAGING	3
PHIL 150	INTRODUCTION TO ETHICS	3
<b>Hours</b>		<b>16</b>

**Semester 6**

People and Their Worlds (p. 34) Elective		3
Quantitative Reasoning (p. 35) Elective		3
Free Elective		1
COMM 308	NONVERBAL COMMUNICATION	3
CMS 410	GRAPHIC DESIGN	3
CMS 437	STGC COMM WRITING/CASE STUDIES	3
<b>Hours</b>		<b>16</b>

**Semester 7**

MKTG 341	ADVERTISING <sup>1</sup>	3
COMM 404	PERSUASION THEORY & RESEARCH	3
CMS 428	MEDIA ETHICS AND LAW	3
Aesthetics, Creativity, and Appreciation (p. 34) Elective		3
Scientific Inquiry (p. 35) Elective		4
<b>Hours</b>		<b>16</b>

**Semester 8**

COMM 306	HUMAN COMM IN ORG & INSTITU	3
COMM 316	INTERCULTURAL COMMUNICATION	3
CMS 439	STRATEGIC COMM CAMPAIGN MGMT	3
CMS 440	COMM & MEDIA INTERNSHIP <sup>1,2</sup>	3
<b>Hours</b>		<b>12</b>
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> Milestone Course

<sup>2</sup> Capstone Course

**Degree requires a total of 120 credit hours. [ Core Course Credit Hours : 36 ]**

<b>Code</b>	<b>Title</b>	<b>Hours</b>
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		6

Writing and Rhetoric (p. 36) Elective		
ENGL 102	~COMPOSITION 2	
Quantitative Reasoning (p. 35)		6
Scientific Inquiry (p. 35)		8
Aesthetics, Creativity, and Appreciation (p. 34)		6
Human Communication and Interaction (p. 34)		3
People and Their Worlds (p. 34)		6
<b>Program Courses</b>		
CMS 110	BASIC NEWSWRITING	3
Human Communication and Interaction (p. 34)		6
DRAF 122	FUNDAMENTALS OF 3D STUDIO MAX	3
CMS 215	MEDIA WRITING	3
CMS 220	PHOTOGRAPHY	3
CMS 117	INTRO TO SOCIAL MEDIA MGMT	3
CMS 218	NEWS REPORTING	3
CMS 225	MEDIA DESIGN I	1
CMS 230	FUND OF STRATEGIC COMM	3
CMS 217	ADVANCED SOCIAL MEDIA MGMT	3
CMS 239	BROADCAST NEWS WRITING	3
CMS 240	MULTIMEDIA REPORTING	3
MKTG 230	PRINCIPLES OF MARKETING	3
CMS 226	MEDIA DESIGN II	1
CMS 360	DIGITAL IMAGING	3
CMS 437	STGC COMM WRITING/CASE STUDIES	3
CMS 317	SOCIAL MEDIA CAMPAIGNS	3
MKTG 341	ADVERTISING	3
CMS 428	MEDIA ETHICS AND LAW	3
CMS 439	STRATEGIC COMM CAMPAIGN MGMT	3
CMS 440	COMM & MEDIA INTERNSHIP	3
COMM 308	NONVERBAL COMMUNICATION	3
COMM 404	PERSUASION THEORY & RESEARCH	3
COMM 306	HUMAN COMM IN ORG & INSTITU	3
COMM 316	INTERCULTURAL COMMUNICATION	3
COMM 304	HUMAN COMM/RATIONAL DECISIONS	3
PHIL 150	INTRODUCTION TO ETHICS	3
Free Elective		1
CMS 410	GRAPHIC DESIGN	3
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> Institutional Graduation Requirement.

## Criminal Justice, A.A.S.

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 the root causes of crime. The program provides 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 Course

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 year before graduation, visit WVU Parkersburg's Career Services Office 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.

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

### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
Writing and Rhetoric (p. 36) Elective		3
Quantitative Reasoning (p. 35) Elective		3
People and Their Worlds (p. 34) Elective		3
CJ 123	INTRO TO CORRECTIONS	3
COLL 101	ORIENTATION TO COLLEGE	1
CJ 111	INTRO TO CRIMINAL JUSTICE <sup>1</sup>	3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
Writing and Rhetoric (p. 36) Elective		3
CJ 112	CRIMINAL LAW	3
CJ 122	POLICE COMMUNITY RELATIONS	3
CJ Elective		3
Free Elective		2
<b>Hours</b>		<b>14</b>
<b>Semester 3</b>		
CJ 212 or PHIL 150	ETHICS IN CRIMINAL JUSTICE or INTRODUCTION TO ETHICS	3
Free Elective		2
Scientific Inquiry (p. 35) Elective		4
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34) Course		
Human Communication and Interaction (p. 34) Course		
People and Their Worlds (p. 34) Course		
CJ 285	BASIC CJ RESEARCH METHODS <sup>1</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 4</b>		
Select one of the following: <sup>1, 2</sup>		3
CJ 291	INTERNSHIP	
CJ 292	CRIMINAL JUSTICE SEMINAR	
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34) Course		
Human Communication and Interaction (p. 34) Course		
People and Their Worlds (p. 34) Course		
CJ Elective		3
SOC 232	CRIMINOLOGY	3
Psychology or Sociology Course		3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Milestone Course

<sup>2</sup> Capstone Course

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 20 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
	Writing and Rhetoric (p. 36)	6
	Quantitative Reasoning (p. 35)	3
	Scientific Inquiry (p. 35)	4
	Select two of the following:	6
	Aesthetics, Creativity, and Appreciation (p. 34)	
	Human Communication and Interaction (p. 34)	
	People and Their Worlds (p. 34)	
<b>Program Courses</b>		
CJ 111	INTRO TO CRIMINAL JUSTICE	3
CJ 112	CRIMINAL LAW	3
CJ 122	POLICE COMMUNITY RELATIONS	3
CJ 123	INTRO TO CORRECTIONS	3
CJ 285	BASIC CJ RESEARCH METHODS	3
CJ 212	ETHICS IN CRIMINAL JUSTICE	3
or PHIL 150	INTRODUCTION TO ETHICS	
CJ 292	CRIMINAL JUSTICE SEMINAR <sup>2</sup>	3
or CJ 291	INTERNSHIP	
SOC 232	CRIMINOLOGY	3
CJ Elective <sup>3</sup>		6
Psychology or Sociology Course <sup>4</sup>		3
People and Their Worlds (p. 34)		3
Free Elective		4
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.

<sup>2</sup> Students choose either course, default course for most students is CJ 292 CRIMINAL JUSTICE SEMINAR

<sup>3</sup> Any non-required course with a CJ prefix, or any course on the approved CJ elective list.

<sup>4</sup> Students may choose any psychology or sociology course

## Criminal Justice, B.A.S.

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 Course

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 year before graduation, visit WVU Parkersburg's Career Services Office 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.

### 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.

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

**Total Degree Credits: 120**

Course	Title	Hours
<b>Semester 1</b>		
Writing and Rhetoric (p. 36) Elective		3
People and Their Worlds (p. 34) Elective		3
Quantitative Reasoning (p. 35) Elective		3
COLL 101	ORIENTATION TO COLLEGE	1
CJ 111	INTRO TO CRIMINAL JUSTICE <sup>1</sup>	3
CJ 123	INTRO TO CORRECTIONS	3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
Writing and Rhetoric (p. 36) Elective		3
CJ Elective		3
CJ 112	CRIMINAL LAW	3
CJ 122	POLICE COMMUNITY RELATIONS	3
Free Elective		2
<b>Hours</b>		<b>14</b>
<b>Semester 3</b>		
CJ 212 or PHIL 150	ETHICS IN CRIMINAL JUSTICE or INTRODUCTION TO ETHICS	3
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
Scientific Inquiry (p. 35) Elective		4
Free Elective		2
CJ 285	BASIC CJ RESEARCH METHODS <sup>1</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 4</b>		
Psychology/Sociology Elective		3
CJ 291 or CJ 292	INTERNSHIP or CRIMINAL JUSTICE SEMINAR	3
SOC 232	CRIMINOLOGY	3
CJ Elective		3
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
<b>Hours</b>		<b>15</b>
<b>Semester 5</b>		
Scientific Inquiry (p. 35) Elective		4
MGMT 220	PRINCIPLES OF MANAGEMENT <sup>1</sup>	3
CJ 308	CRIMINAL JUSTICE POLICY	3
CJ-specific Elective		3
Free Elective Upper Division		2
<b>Hours</b>		<b>15</b>
<b>Semester 6</b>		
CJ Upper Division Elective		3
CJ 311	CRIMINAL BEHAVIOR	3
COMM 308	NONVERBAL COMMUNICATION <sup>1</sup>	3
Select one of the following:		3
People and Their Worlds (p. 34)		
Human Communication and Interaction (p. 34)		
Aesthetics, Creativity, and Appreciation (p. 34)		3
<b>Hours</b>		<b>15</b>
<b>Semester 7</b>		
CJ 307	COMMUNITY CORRECTIONS	3
Upper Level CJ Specific Elective		3
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		

ENGL 308 or ENGL 334	ADVANCED WRITING or SCIENTIFIC & TECHNICAL WRITING	3
MATH 211	~STATISTICS	3
<b>Hours</b>		<b>15</b>
<b>Semester 8</b>		
CJ 460	CRIMINAL JUSTICE CAPSTONE <sup>1,2</sup>	3
CJ 313	CRIMINAL PROCEDURES	3
Upper Level CJ Specific Elective		3
Upper Level CJ Specific Elective		3
Upper Level Free Elective		3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> Milestone/Core Course

<sup>2</sup> Capstone Course

**Degree requires a total of 120 credit hours. [ Core Course Credit Hours : 36 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
	Writing and Rhetoric (p. 36)	6
	Quantitative Reasoning (p. 35)	6
MATH 211	~STATISTICS <sup>2</sup>	
	Scientific Inquiry (p. 35)	8
	Aesthetics, Creativity, and Appreciation (p. 34)	6
	Human Communication and Interaction (p. 34)	3
	People and Their Worlds (p. 34)	6
<b>Program Courses</b>		
CJ 111	INTRO TO CRIMINAL JUSTICE	3
CJ 112	CRIMINAL LAW	3
CJ 122	POLICE COMMUNITY RELATIONS	3
CJ 123	INTRO TO CORRECTIONS	3
CJ 285	BASIC CJ RESEARCH METHODS	3
SOC 232	CRIMINOLOGY	3
CJ 212	ETHICS IN CRIMINAL JUSTICE	3
or PHIL 150	INTRODUCTION TO ETHICS	
CJ 292	CRIMINAL JUSTICE SEMINAR <sup>3</sup>	3
or CJ 291	INTERNSHIP	
	Psychology or Sociology Course <sup>4</sup>	3
CJ 307	COMMUNITY CORRECTIONS	3
CJ 308	CRIMINAL JUSTICE POLICY	3
CJ 311	CRIMINAL BEHAVIOR	3
CJ 313	CRIMINAL PROCEDURES	3
COMM 308	NONVERBAL COMMUNICATION	3
MGMT 220	PRINCIPLES OF MANAGEMENT	3
ENGL 308 or ENGL 334	ADVANCED WRITING SCIENTIFIC & TECHNICAL WRITING	3
CJ 460	CRIMINAL JUSTICE CAPSTONE	3
	People and Their Worlds (p. 34)	3
	CJ Electives <sup>5</sup>	9
	Upper Level CJ Elective <sup>6</sup>	12
	Free Upper Level Electives <sup>8</sup>	5

Free Electives	4
<b>Total Hours</b>	<b>120</b>

- <sup>1</sup> Institutional Graduation Requirement.
- <sup>2</sup> MATH 211 ~STATISTICS required at BAS level, as this course meets program learning outcomes and assessment related to research methods. Also, this course is closest course related to graduate school admissions requirements for CJ and related fields.
- <sup>3</sup> Students choose either course, default course for most students is CJ 292 CRIMINAL JUSTICE SEMINAR
- <sup>4</sup> Students may choose any psychology or sociology course
- <sup>5</sup> Any non-required course with a CJ prefix, or any course on the approved CJ elective list.
- <sup>6</sup> Any non-required course with a CJ prefix, or any course on the approved CJ elective list at the 300 or 400 level.
- <sup>7</sup> Students may choose any course from either course listing (P&TW or HC&I)
- <sup>8</sup> Any course at the 300 or 400 level

## Criminal Justice, C.A.S.

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 Course

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

#### Total Degree Credits: 30

Course	Title	Hours
<b>Semester 1</b>		
Writing and Rhetoric (p. 36) Elective		3
Quantitative Reasoning (p. 35) Elective		3
People and Their Worlds (p. 34) Elective		3
COLL 101	ORIENTATION TO COLLEGE	1
CJ 111	INTRO TO CRIMINAL JUSTICE (Milestone Course - Core Course)	3
CJ 123	INTRO TO CORRECTIONS	3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
Writing and Rhetoric (p. 36) Elective		3
CJ Elective		3
Free Elective		2
CJ 112	CRIMINAL LAW	3
CJ 122	POLICE COMMUNITY RELATIONS	3
<b>Hours</b>		<b>14</b>
<b>Total Hours</b>		<b>30</b>

Degree requires a total of 30 credit hours. [ Core Course Credit Hours : 7 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
<b>Program Courses</b>		
CJ 111	INTRO TO CRIMINAL JUSTICE	3
CJ 112	CRIMINAL LAW	3
CJ 122	POLICE COMMUNITY RELATIONS	3
CJ 123	INTRO TO CORRECTIONS	3
CJ Elective <sup>2</sup>		3
People and Their Worlds (p. 34)		3
Free Elective		2
Writing and Rhetoric (p. 36) Course		3

ENGL 102 ~COMPOSITION 2 (suggested)

**Total Hours****30**<sup>1</sup> Institutional Graduation Requirement.<sup>2</sup> Any non-required course with a CJ prefix, or any course on the approved CJ elective list.

## Digital Communication, A.A.S.

The **Associate of Applied Science in Digital Communication** degree is a valuable transfer degree that enables you to be a part of the only community college radio station in West Virginia - as part of WPKM 96.3 FM The Beet. If you want to work in broadcasting, journalism, digital media, or marketing, a digital communications degree can help you launch a successful career.

## Milestone Course

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

## Career Planning

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 program.

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

**Total Degree Credits: 60**

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
Writing and Rhetoric (p. 36) Elective: (ENGL 101 is preferred) <sup>1</sup>		3
COMM 105	INTRODUCTION TO MASS MEDIA <sup>1</sup>	3
CMS 110	BASIC NEWSWRITING	3
Human Communication and Interaction (p. 34) Elective		3
Quantitative Reasoning (p. 35) Elective		3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
Scientific Inquiry (p. 35) Elective		4
Human Communication and Interaction (p. 34) Elective		3
ENGL 102	~COMPOSITION 2	3
CMS 215	MEDIA WRITING	3
CMS 219	FUND OF BROADCAST PRODUCTION <sup>1</sup>	3
<b>Hours</b>		<b>16</b>
<b>Semester 3</b>		
CMS 117	INTRO TO SOCIAL MEDIA MGMT	3
CMS 218	NEWS REPORTING	3
CMS 221	BROADCAST ANNOUNCING	3
CMS 225	MEDIA DESIGN I	1
Aesthetics, Creativity, and Appreciation (p. 34)		3
<b>Hours</b>		<b>13</b>
<b>Semester 4</b>		
CMS 223	BROADCAST PROGRAMMING	3
CMS 235	FUNDAMENTALS VIDEO PRODUCTION <sup>1</sup>	3
CMS 239	BROADCAST NEWS WRITING	3
CMS 240	MULTIMEDIA REPORTING <sup>1</sup>	3
People and Their Worlds (p. 34) Elective		3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60</b>



<sup>1</sup> Milestone Course

**Degree requires a total of 60 credit hours.** [ Core Course Credit Hours : 20 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
	Writing and Rhetoric (p. 36) Elective: (ENGL 101 is preferred) <sup>2</sup>	3
	Quantitative Reasoning (p. 35)	3
	Scientific Inquiry (p. 35)	4
	Aesthetics, Creativity, and Appreciation (p. 34)	3
	Human Communication and Interaction (p. 34) (COMM 105 is preferred) <sup>2</sup>	3
	People and Their Worlds (p. 34)	3
<b>Program Courses</b>		
CMS 110	BASIC NEWSWRITING	3
	Human Communication and Interaction (p. 34)	6
ENGL 102	~COMPOSITION 2	3
CMS 215	MEDIA WRITING	3
CMS 219	FUND OF BROADCAST PRODUCTION <sup>2</sup>	3
CMS 117	INTRO TO SOCIAL MEDIA MGMT	3
CMS 218	NEWS REPORTING	3
CMS 221	BROADCAST ANNOUNCING	3
CMS 225	MEDIA DESIGN I	1
CMS 223	BROADCAST PROGRAMMING	3
CMS 235	FUNDAMENTALS VIDEO PRODUCTION <sup>2</sup>	3
CMS 239	BROADCAST NEWS WRITING	3
CMS 240	MULTIMEDIA REPORTING <sup>2</sup>	3
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.

<sup>2</sup> Milestone Course

## Digital Media Production, A.A.S.

The **Associate of Applied Science in Digital Media Production** degree prepares students for a career in film, video or audio editing. Students will be able to pursue a career in cinematography, camera operation and more after training in our professional recording studio with hands-on experience. Students will also gain skills and experience to become producers and directors in the entertainment, film and music industry.

### Milestone Course

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

### Career Planning

**Median pay in the industry is \$62,510** (www.bls.gov (<http://www.bls.gov>))

### Capstone Course

These courses are the keys to graduation. Courses **must** be taken in order for student to graduate. Students will be required to complete a digital media project for completion.

**Total Degree Credits: 60**

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
COMM 105	INTRODUCTION TO MASS MEDIA	3
CMS 112	INTRO DIGITAL STUDIO PROD	5

CMS 117	INTRO TO SOCIAL MEDIA MGMT	3
Writing and Rhetoric (p. 36) Elective		3
<b>Hours</b>		<b>15</b>
<b>Semester 2</b>		
Quantitative Reasoning (p. 35) Elective		3
CMS 235	FUNDAMENTALS VIDEO PRODUCTION	3
CMS 220	PHOTOGRAPHY	3
CMS 219	FUND OF BROADCAST PRODUCTION	3
CMS 114	INTRO DIGITAL MEDIA PROCESSING	3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
People and Their Worlds (p. 34) Elective		3
Scientific Inquiry (p. 35) Elective		4
CMS 212	DIGITAL STUDIO PRODUCTION 2	4
CMS 214	DIGITAL MEDIA PROCESSING 2	4
<b>Hours</b>		<b>15</b>
<b>Semester 4</b>		
CMS 211	EMERGING TRENDS DIGITAL PROD	2
CMS 217	ADVANCED SOCIAL MEDIA MGMT	3
CMS 223	BROADCAST PROGRAMMING	3
Aesthetics, Creativity, and Appreciation (p. 34) Elective		3
CMS 244	MULTIFORMAT DIGITAL MEDIA APPS (Capstone Course)	4
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60</b>

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 20 ]**

<b>Code</b>	<b>Title</b>	<b>Hours</b>
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
Scientific Inquiry (p. 35)		4
Aesthetics, Creativity, and Appreciation (p. 34)		3
People and Their Worlds (p. 34)		3
COMM 105	INTRODUCTION TO MASS MEDIA	3
<b>Program Courses</b>		
CMS 112	INTRO DIGITAL STUDIO PROD	5
CMS 117	INTRO TO SOCIAL MEDIA MGMT	3
CMS 235	FUNDAMENTALS VIDEO PRODUCTION	3
CMS 220	PHOTOGRAPHY	3
CMS 219	FUND OF BROADCAST PRODUCTION	3
CMS 114	INTRO DIGITAL MEDIA PROCESSING	3
CMS 212	DIGITAL STUDIO PRODUCTION 2	4
CMS 214	DIGITAL MEDIA PROCESSING 2	4
CMS 211	EMERGING TRENDS DIGITAL PROD	2
CMS 217	ADVANCED SOCIAL MEDIA MGMT	3
CMS 223	BROADCAST PROGRAMMING	3
CMS 244	MULTIFORMAT DIGITAL MEDIA APPS	4
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.

## Digital Media Production, C.A.S.

The **Certificate of Applied Science in Digital Media Production** prepares students for a career in film, video or audio editing. Students will be able to pursue a career in cinematography, camera operation and more after training in our professional recording studio with hands-on experience. Students will also gain skills and experience to become producers and directors in the entertainment, film and music industry.

### Career Planning

Median pay in the industry is \$62,510 [www.bls.gov](http://www.bls.gov) (<http://www.bls.gov>)

### Capstone Course

These courses are the keys to graduation. Courses **must** be taken in order for students to graduate. Students will be required to complete a digital media project for completion.

#### Total Degree Credits: 30

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
CMS 117	INTRO TO SOCIAL MEDIA MGMT	3
COMM 105	INTRODUCTION TO MASS MEDIA	3
CMS 112	INTRO DIGITAL STUDIO PROD	5
Writing and Rhetoric (p. 36) Elective		3
<b>Hours</b>		<b>15</b>
<b>Semester 2</b>		
Quantitative Reasoning (p. 35) Elective		3
CMS 114	INTRO DIGITAL MEDIA PROCESSING	3
CMS 235	FUNDAMENTALS VIDEO PRODUCTION	3
CMS 220	PHOTOGRAPHY	3
CMS 219	FUND OF BROADCAST PRODUCTION	3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>30</b>

Degree requires a total of 30 credit hours. [ Core Course Credit Hours : 7 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
<b>Program Courses</b>		
CMS 112	INTRO DIGITAL STUDIO PROD	5
CMS 117	INTRO TO SOCIAL MEDIA MGMT	3
CMS 235	FUNDAMENTALS VIDEO PRODUCTION	3
CMS 220	PHOTOGRAPHY	3
CMS 219	FUND OF BROADCAST PRODUCTION	3
CMS 114	INTRO DIGITAL MEDIA PROCESSING	3
COMM 105	INTRODUCTION TO MASS MEDIA	3
<b>Total Hours</b>		<b>30</b>

<sup>1</sup> Institutional Graduation Requirement.

## Elementary Education with Math Emphasis Grade 5 - Algebra I, B.A.

The **Bachelor of Arts Elementary Education with Math Emphasis Grade 5-Algebra I** degree prepares students for teaching in the elementary classroom in grades kindergarten to sixth grade and Middle School Math Grades 7-Algebra 1. Completion of the program of study provides eligibility to apply for certification in the state of West Virginia. **Please note:** COLL 101 ORIENTATION TO COLLEGE is a university requirement that does **not** count toward graduation requirements.

## Field/Clinical Course

### 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 Residency due March 1 and October 1

## Admission to the Program

- Completion of 45 hours
- Minimum GPA 3.0 (Conditional with special requirements)
- No grade below a C
- Passage of CORE Praxis I Test
- 50 hours of Service Learning
- Completions of ENGL 101 ~COMPOSITION 1, ENGL 102 ~COMPOSITION 2, COMM 111 ~FUND OF PUBLIC SPEAKING, PSYC 241 ~INTRO TO HUMAN DEVELOPMENT, and MATH 121 ~INTRO TO MATHEMATICS **or higher**
- Completion of EDUC 100 INTRO TO TEACHER EDUCATION, EDUC 200 INTRO TO EXCEPTIONAL CHILDREN, EDUC 201 UNDERSTANDING READERS & TEXT, and EDUC 300 THEORIES OF LEARNING.
- Dispositional Assessment

**Total Degree Credits: 129**

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>0</sup>	0
ENGL 101	~COMPOSITION 1	3
MATH 126	~COLLEGE ALGEBRA	3
COMM 111	~FUND OF PUBLIC SPEAKING	3
HIST 152	~US HIST THROUGH CIVIL WAR	3
EDUC 100	INTRO TO TEACHER EDUCATION <sup>1</sup>	3
EDUC 200	INTRO TO EXCEPTIONAL CHILDREN <sup>1</sup>	3
<b>Hours</b>		<b>18</b>
<b>Semester 2</b>		
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	3
ENGL 102	~COMPOSITION 2	3
MATH 121	~INTRO TO MATHEMATICS	3
EDUC 201	UNDERSTANDING READERS & TEXT	3
EDUC 300	THEORIES OF LEARNING <sup>1</sup>	3
HIST 153	~US HIST FROM RECONSTRUCTION	3
<b>Hours</b>		<b>18</b>
<b>Semester 3</b>		
MATH 211	~STATISTICS	3
EDUC 108	EDUCATIONAL TECHNOLOGY	3
PSCI 101 & 101L	FUND OF PHYSICAL SCIENCE and FUND OF PHYSICAL SCIENCE LAB	4
MATH 230	INTRO TO EUCLIDEAN GEOMETRY	3
Select one of the following:		3
ART 101	~ART APPRECIATION	
MUSI 170	~MUSIC APPRECIATION	
THEA 101	~THEATRE APPRECIATION	
<b>Hours</b>		<b>16</b>
<b>Semester 4</b>		
EDUC 301	TEACHING READING K - 2 <sup>1</sup>	3
MATH 150	INTRODUCTION TO CALCULUS	3
GEOG 102	WORLD GEOGRAPHY	3
EDUC 304	MATH STRATEGIES K - 3 <sup>1</sup>	3
BIOL 101	~GENERAL BIOLOGY 1	3

BIOL 103	~GENERAL BIOLOGY 1 LAB	1
<b>Hours</b>		<b>16</b>
<b>Semester 5</b>		
EDUC 320	EDUCATIONAL ASSESSMENT	3
EDUC 305	INSTRUC STRATEGIES IN SCIENCE	3
EDUC 303	TEACHING READING 3-6 <sup>1</sup>	3
EDUC 308	MATH STRATEGIES 4 - 6 <sup>1</sup>	3
EDUC 310	DIVERSITY IN EDUCATION <sup>1</sup>	3
Select one of the following:		3
ENGL 131	~TYPES OF LITERATURE 1	
ENGL 132	~TYPES OF LITERATURE 2	
ENGL 221	~WORLD LITERATURE 1	
ENGL 222	~WORLD LITERATURE 2	
ENGL 241	~AMERICAN LITERATURE 1	
ENGL 242	~AMERICAN LITERATURE 2	
ENGL 285	GENDER IN LITERATURE	
<b>Hours</b>		<b>18</b>
<b>Semester 6</b>		
EDUC 388	MIDDLE SCHOOL MATH STRATEGIES <sup>1</sup>	3
EDUC 322	INTEGRATING ARTS&MOVEMENT K-6	3
EDUC 412	DIAGNOSTIC PRESCRIPTIVE READ	3
EDUC 412L	DIAGNOST PRESCRIPTIVE READ LAB <sup>2</sup>	1
EDUC 330	CLASSROOM MANAGEMENT	3
EDUC 330L	CLASSROOM MANAGEMENT PRACTICUM <sup>3</sup>	1
EDUC 314	INSTRUC STRATEGIES IN SOC STDS	3
<b>Hours</b>		<b>17</b>
<b>Semester 7</b>		
EDUC 401	ORGANIZE LEARNING ENVIRONMENTS	3
EDUC 414	RESIDENCY I <sup>4</sup>	9
<b>Hours</b>		<b>12</b>
<b>Semester 8</b>		
EDUC 415	RESIDENCY II <sup>4</sup>	11
EDUC 410	RESIDENCY II SEMINAR	3
<b>Hours</b>		<b>14</b>
<b>Total Hours</b>		<b>129</b>

<sup>0</sup> Institutional graduation requirement; does not count in degree total credits.

<sup>1</sup> Field/Clinical Course - 20 hrs.

<sup>2</sup> Field/Clinical Course - 30 hrs.

<sup>3</sup> Field/Clinical Course - 40 hrs.

<sup>4</sup> EDUC 401 ORGANIZE LEARNING ENVIRONMENTS is a corequisite course with EDUC 414 RESIDENCY I. EDUC 410 RESIDENCY II SEMINAR is a corequisite course with EDUC 415 RESIDENCY II.

**Degree requires a total of 129 credit hours. [ Core Course Credit Hours : 35 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
<i>Writing and Rhetoric</i>		
ENGL 101	~COMPOSITION 1	3
ENGL 102	~COMPOSITION 2	3
<i>Quantitative Reasoning</i>		
MATH 126	~COLLEGE ALGEBRA	3
MATH 211	~STATISTICS	3
<i>Scientific Inquiry</i>		
BIOL 101	~GENERAL BIOLOGY 1	3
BIOL 103	~GENERAL BIOLOGY 1 LAB	1
PSCI 101 & 101L	FUND OF PHYSICAL SCIENCE and FUND OF PHYSICAL SCIENCE LAB	4

*Aesthetics, Creativity, and Appreciation*

Select two of the following:		6
ENGL 131	~TYPES OF LITERATURE 1	
ENGL 132	~TYPES OF LITERATURE 2	
ENGL 221	~WORLD LITERATURE 1	
ENGL 222	~WORLD LITERATURE 2	
ENGL 241	~AMERICAN LITERATURE 1	
ENGL 242	~AMERICAN LITERATURE 2	
ENGL 285	GENDER IN LITERATURE	
ART 101	~ART APPRECIATION	
MUSI 170	~MUSIC APPRECIATION	
THEA 101	~THEATRE APPRECIATION	

*Human Communication and Interaction*

COMM 111	~FUND OF PUBLIC SPEAKING	3
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*People and Their Worlds*

HIST 152	~US HIST THROUGH CIVIL WAR	3
HIST 153	~US HIST FROM RECONSTRUCTION	3

**Program Courses**

GEOG 102	WORLD GEOGRAPHY	3
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	3
MATH 121	~INTRO TO MATHEMATICS	3
EDUC 100	INTRO TO TEACHER EDUCATION	3
EDUC 200	INTRO TO EXCEPTIONAL CHILDREN	3
EDUC 201	UNDERSTANDING READERS & TEXT	3
EDUC 300	THEORIES OF LEARNING	3
EDUC 108	EDUCATIONAL TECHNOLOGY	3
MATH 230	INTRO TO EUCLIDEAN GEOMETRY	3
EDUC 301	TEACHING READING K - 2	3
MATH 150	INTRODUCTION TO CALCULUS	3
EDUC 304	MATH STRATEGIES K - 3	3
EDUC 320	EDUCATIONAL ASSESSMENT	3
EDUC 305	INSTRUC STRATEGIES IN SCIENCE	3
EDUC 303	TEACHING READING 3-6	3
EDUC 308	MATH STRATEGIES 4 - 6	3
EDUC 310	DIVERSITY IN EDUCATION	3
EDUC 388	MIDDLE SCHOOL MATH STRATEGIES	3
EDUC 322	INTEGRATING ARTS&MOVEMENT K-6	3
EDUC 412	DIAGNOSTIC PRESCRIPTIVE READ	3
EDUC 412L	DIAGNOST PRESCRIPTIVE READ LAB	1
EDUC 330	CLASSROOM MANAGEMENT	3
EDUC 330L	CLASSROOM MANAGEMENT PRACTICUM	1
EDUC 314	INSTRUC STRATEGIES IN SOC STDS	3
EDUC 401	ORGANIZE LEARNING ENVIRONMENTS	3
EDUC 414	RESIDENCY I	9
EDUC 415	RESIDENCY II	11
EDUC 410	RESIDENCY II SEMINAR	3

**Total Hours****129**

<sup>1</sup> Institutional Graduation Requirement.

# Elementary Education with Special Education Emphasis, B.A.

The **Bachelor of Arts Elementary Education with Special Education Emphasis** prepares student for teaching in the elementary classroom in grades kindergarten to sixth grade and Multi-Categorical Special Education K-12. Completion of the program of study provides eligibility to apply for certification in the state of West Virginia. **Please note:** COLL 101 ORIENTATION TO COLLEGE is a university requirement that does **not** count toward graduation requirements.

## Field/Clinical Course

### Field Experience and/or Clinical Courses

These courses have a component that requires placement in a school and a background check.

**Applications to Program and Residency due March 1 and October 1**

## Graduation Requirements

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

## Admission to the Program

- Completion of 45 hours
- Minimum GPA 3.0 (Conditional with special requirements)
- No grade below a C
- Passage of CORE Praxis I Test
- 50 hours of Service Learning
- Completions of ENGL 101 ~COMPOSITION 1, ENGL 102 ~COMPOSITION 2, COMM 111 ~FUND OF PUBLIC SPEAKING, PSYC 241 ~INTRO TO HUMAN DEVELOPMENT, and MATH 121 ~INTRO TO MATHEMATICS **or higher**
- Completion of EDUC 100 INTRO TO TEACHER EDUCATION, EDUC 200 INTRO TO EXCEPTIONAL CHILDREN, EDUC 201 UNDERSTANDING READERS & TEXT, and EDUC 300 THEORIES OF LEARNING
- Dispositional Assessment

**Total Degree Credits: 129**

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>0</sup>	0
ENGL 101	~COMPOSITION 1	3
MATH 126	~COLLEGE ALGEBRA	3
COMM 111	~FUND OF PUBLIC SPEAKING	3
HIST 152	~US HIST THROUGH CIVIL WAR	3
EDUC 100	INTRO TO TEACHER EDUCATION <sup>1</sup>	3
EDUC 200	INTRO TO EXCEPTIONAL CHILDREN <sup>1</sup>	3
<b>Hours</b>		<b>18</b>
<b>Semester 2</b>		
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	3
ENGL 102	~COMPOSITION 2	3
MATH 121	~INTRO TO MATHEMATICS	3
EDUC 201	UNDERSTANDING READERS & TEXT	3
EDUC 108	EDUCATIONAL TECHNOLOGY	3
HIST 153	~US HIST FROM RECONSTRUCTION	3
<b>Hours</b>		<b>18</b>
<b>Semester 3</b>		
MATH 211	~STATISTICS	3
EDUC 300	THEORIES OF LEARNING <sup>1</sup>	3
PSCI 101 & 101L	FUND OF PHYSICAL SCIENCE and FUND OF PHYSICAL SCIENCE LAB	4
SPED 210	LINKING POLICY & PRACTICE	3
Select one of the following:		
ART 101	~ART APPRECIATION	3
THEA 101	~THEATRE APPRECIATION	3
MUSI 170	~MUSIC APPRECIATION	3
<b>Hours</b>		<b>16</b>

<b>Semester 4</b>		
EDUC 301	TEACHING READING K - 2 <sup>1</sup>	3
EDUC 304	MATH STRATEGIES K - 3	3
GEOG 102	WORLD GEOGRAPHY	3
EDUC 310	DIVERSITY IN EDUCATION <sup>1</sup>	3
BIOL 101	~GENERAL BIOLOGY 1	3
BIOL 103	~GENERAL BIOLOGY 1 LAB	1
<b>Hours</b>		<b>16</b>
<b>Semester 5</b>		
EDUC 320	EDUCATIONAL ASSESSMENT	3
EDUC 305	INSTRUC STRATEGIES IN SCIENCE	3
EDUC 303	TEACHING READING 3-6 <sup>1</sup>	3
SPED 312	INSTRUCTIONAL PRACTICE IN SPED <sup>1</sup>	3
EDUC 308	MATH STRATEGIES 4 - 6 <sup>1</sup>	3
Select one of the following:		3
ENGL 131	~TYPES OF LITERATURE 1	
ENGL 132	~TYPES OF LITERATURE 2	
ENGL 221	~WORLD LITERATURE 1	
ENGL 222	~WORLD LITERATURE 2	
ENGL 241	~AMERICAN LITERATURE 1	
ENGL 242	~AMERICAN LITERATURE 2	
ENGL 285	GENDER IN LITERATURE	
<b>Hours</b>		<b>18</b>
<b>Semester 6</b>		
SPED 422	COLLABORATION - SCHOOL SETTING <sup>1</sup>	3
EDUC 322	INTEGRATING ARTS&MOVEMENT K-6	3
EDUC 412	DIAGNOSTIC PRESCRIPTIVE READ	3
EDUC 412L	DIAGNOST PRESCRIPTIVE READ LAB <sup>2</sup>	1
EDUC 330	CLASSROOM MANAGEMENT	3
EDUC 330L	CLASSROOM MANAGEMENT PRACTICUM <sup>3</sup>	1
EDUC 314	INSTRUC STRATEGIES IN SOC STDS	3
<b>Hours</b>		<b>17</b>
<b>Semester 7</b>		
EDUC 401	ORGANIZE LEARNING ENVIRONMENTS	3
EDUC 414	RESIDENCY I <sup>4</sup>	9
<b>Hours</b>		<b>12</b>
<b>Semester 8</b>		
EDUC 415	RESIDENCY II <sup>4</sup>	11
EDUC 410	RESIDENCY II SEMINAR	3
<b>Hours</b>		<b>14</b>
<b>Total Hours</b>		<b>129</b>

<sup>0</sup> Institutional graduation requirement

<sup>1</sup> Field/Clinical Course - 20 hrs.

<sup>2</sup> Field/Clinical Course - 30 hrs.

<sup>3</sup> Field/Clinical Course - 40 hrs.

<sup>4</sup> EDUC 401 ORGANIZE LEARNING ENVIRONMENTS is a corequisite course with EDUC 414 RESIDENCY I. EDUC 410 RESIDENCY II SEMINAR is a corequisite course with EDUC 415 RESIDENCY II.

**Degree requires a total of 129 credit hours. [ Core Course Credit Hours : 35 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
<i>Writing and Rhetoric</i>		
ENGL 101	~COMPOSITION 1	3
ENGL 102	~COMPOSITION 2	3
<i>Quantitative Reasoning</i>		
MATH 126	~COLLEGE ALGEBRA	3
MATH 211	~STATISTICS	3



*Scientific Inquiry*

BIOL 101	~GENERAL BIOLOGY 1	3
BIOL 103	~GENERAL BIOLOGY 1 LAB	1
PSCI 101 & 101L	FUND OF PHYSICAL SCIENCE and FUND OF PHYSICAL SCIENCE LAB	4

*Aesthetics, Creativity, and Appreciation*

Select one of the following:		3
ENGL 131	~TYPES OF LITERATURE 1	
ENGL 132	~TYPES OF LITERATURE 2	
ENGL 221	~WORLD LITERATURE 1	
ENGL 222	~WORLD LITERATURE 2	
ENGL 241	~AMERICAN LITERATURE 1	
ENGL 242	~AMERICAN LITERATURE 2	
ENGL 285	GENDER IN LITERATURE	
Select one of the following:		3
ART 101	~ART APPRECIATION	
MUSI 170	~MUSIC APPRECIATION	
THEA 101	~THEATRE APPRECIATION	

*Human Communication and Interaction*

COMM 111	~FUND OF PUBLIC SPEAKING	3
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*People and Their Worlds*

HIST 152	~US HIST THROUGH CIVIL WAR	3
HIST 153	~US HIST FROM RECONSTRUCTION	3

**Program Courses**

MATH 121	~INTRO TO MATHEMATICS	3
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	3
GEOG 102	WORLD GEOGRAPHY	3
EDUC 100	INTRO TO TEACHER EDUCATION	3
EDUC 108	EDUCATIONAL TECHNOLOGY	3
EDUC 200	INTRO TO EXCEPTIONAL CHILDREN	3
EDUC 201	UNDERSTANDING READERS & TEXT	3
EDUC 300	THEORIES OF LEARNING	3
EDUC 301	TEACHING READING K - 2	3
EDUC 310	DIVERSITY IN EDUCATION	3
EDUC 320	EDUCATIONAL ASSESSMENT	3
EDUC 305	INSTRUC STRATEGIES IN SCIENCE	3
EDUC 303	TEACHING READING 3-6	3
EDUC 304	MATH STRATEGIES K - 3	3
EDUC 308	MATH STRATEGIES 4 - 6	3
EDUC 322	INTEGRATING ARTS&MOVEMENT K-6	3
EDUC 412	DIAGNOSTIC PRESCRIPTIVE READ	3
EDUC 412L	DIAGNOST PRESCRIPTIVE READ LAB	1
EDUC 330	CLASSROOM MANAGEMENT	3
EDUC 330L	CLASSROOM MANAGEMENT PRACTICUM	1
EDUC 314	INSTRUC STRATEGIES IN SOC STDS	3
EDUC 401	ORGANIZE LEARNING ENVIRONMENTS	3
EDUC 414	RESIDENCY I	9
EDUC 415	RESIDENCY II	11
EDUC 410	RESIDENCY II SEMINAR	3
SPED 210	LINKING POLICY & PRACTICE	3
SPED 312	INSTRUCTIONAL PRACTICE IN SPED	3

SPED 422

COLLABORATION - SCHOOL SETTING

3

**Total Hours****129**<sup>1</sup> Institutional Graduation Requirement.

## Elementary Education, A.A.S.

The **Associate of Applied Science in Elementary Education** prepares students for possible substitute teaching positions in select counties and supports admission to the Bachelor of Arts in Elementary Education program.

### Field/Clinical Course

These courses have a component that requires placement in a school and a background check.

### Admission to Program

- Completion of 45 hours
- Minimum GPA 3.0 (Conditional with special requirements)
- No grade below a C
- Passage of CORE Praxis I Test
- 50 hours Service Learning
- **Completion of ENGL 101 ~COMPOSITION 1, ENGL 102 ~COMPOSITION 2, COMM 111 ~FUND OF PUBLIC SPEAKING, PSYC 241 ~INTRO TO HUMAN DEVELOPMENT, and MATH 121 ~INTRO TO MATHEMATICS or higher**
- **Completion of EDUC 100, EDUC 200, EDUC 201, and EDUC 300.**
- Dispositional Assessment

### Graduation Requirements

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

**Applications to Program due March 1st and October 1st.**

### Provisional Admission to the Education Program for 2.9 GPA

Provisional Admission allows students to enroll in the Elementary Education Program under the following conditions: students must have passed all 3 subtests of the CORE Praxis test and have an overall 2.9 GPA in professional education courses and all courses on the Academic Map. If a student desires to seek Provisional Admission, the student will notify the Education Certification Analyst in the Professional Studies Division to request consideration.

**Total Degree Credits: 60**

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
ENGL 101	~COMPOSITION 1	3
MATH 126	~COLLEGE ALGEBRA	3
COMM 111	~FUND OF PUBLIC SPEAKING	3
HIST 152	~US HIST THROUGH CIVIL WAR	3
EDUC 100	INTRO TO TEACHER EDUCATION <sup>1</sup>	3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	3
ENGL 102	~COMPOSITION 2	3
MATH 121	~INTRO TO MATHEMATICS	3
EDUC 200	INTRO TO EXCEPTIONAL CHILDREN <sup>1</sup>	3
HIST 153	~US HIST FROM RECONSTRUCTION	3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
MATH 211	~STATISTICS	3
EDUC 300	THEORIES OF LEARNING <sup>1</sup>	3
PSCI 101 & 101L	FUND OF PHYSICAL SCIENCE and FUND OF PHYSICAL SCIENCE LAB	4
EDUC 201	UNDERSTANDING READERS & TEXT	3

Select one of the following:		3
ART 101	~ART APPRECIATION	
MUSI 170	~MUSIC APPRECIATION	
THEA 101	~THEATRE APPRECIATION	
	<b>Hours</b>	<b>16</b>
<b>Semester 4</b>		
Select one of the following:		3
ENGL 131	~TYPES OF LITERATURE 1	
ENGL 132	~TYPES OF LITERATURE 2	
ENGL 221	~WORLD LITERATURE 1	
ENGL 222	~WORLD LITERATURE 2	
ENGL 241	~AMERICAN LITERATURE 1	
ENGL 242	~AMERICAN LITERATURE 2	
ENGL 285	GENDER IN LITERATURE	
EDUC 108	EDUCATIONAL TECHNOLOGY	3
GEOG 102	WORLD GEOGRAPHY	3
BIOL 101 & BIOL 103	~GENERAL BIOLOGY 1 and ~GENERAL BIOLOGY 1 LAB	4
	<b>Hours</b>	<b>13</b>
	<b>Total Hours</b>	<b>60</b>

<sup>1</sup> Field/Clinical Course - 20 hrs.

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 20 ]**

Code	Title	Hours
<b>Core Courses</b>		
	Writing and Rhetoric (p. 36) Elective: (ENGL 101 is preferred)	3
	Quantitative Reasoning (p. 35) Elective: (MATH 126 is preferred)	3
COLL 101	ORIENTATION TO COLLEGE	1
	Scientific Inquiry (p. 35) Elective: (PSCI 101 is preferred)	4
	People and Their Worlds (p. 34) Elective: (HIST 152 is preferred)	3
	Aesthetics, Creativity, and Appreciation (p. 34) Elective: (ART 101, MUSI 170 or THEA 101 is preferred)	3
	Human Communication and Interaction (p. 34) Elective: (COMM 111 is preferred)	3
<b>Program Courses</b>		
	Writing and Rhetoric (p. 36) Elective: (ENGL 102 is preferred)	3
	Aesthetics, Creativity, and Appreciation (p. 34) - Literature Elective: (ENGL 131, 132, 221, 222, 241, 242 or 285 preferred)	3
	Scientific Inquiry (p. 35) Elective: (BIOL 101/103 is preferred)	4
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	3
GEOG 102	WORLD GEOGRAPHY	3
HIST 153	~US HIST FROM RECONSTRUCTION	3
MATH 121	~INTRO TO MATHEMATICS	3
MATH 211	~STATISTICS	3
EDUC 100	INTRO TO TEACHER EDUCATION	3
EDUC 108	EDUCATIONAL TECHNOLOGY	3
EDUC 200	INTRO TO EXCEPTIONAL CHILDREN	3
EDUC 201	UNDERSTANDING READERS & TEXT	3
EDUC 300	THEORIES OF LEARNING	3
<b>Total Hours</b>		<b>60</b>

## Elementary Education, B.A.

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. **Please note:** COLL 101 ORIENTATION TO COLLEGE is a university requirement that does **not** count toward graduation requirements.

## Field/Clinical Course

These courses have a component that requires placement in a school and a background check.

## Admission to Program

- Completion of 45 hours
- Minimum GPA 3.0 (Conditional with special requirements)
- No grade below a C
- Passage of CORE Praxis I Test
- 50 hours Service Learning
- **Completion of ENGL 101 ~COMPOSITION 1, ENGL 102 ~COMPOSITION 2, COMM 111 ~FUND OF PUBLIC SPEAKING, PSYC 241 ~INTRO TO HUMAN DEVELOPMENT, and MATH 121 ~INTRO TO MATHEMATICS or higher**
- **Completion of EDUC 100, EDUC 200, EDUC 201, and EDUC 300.**
- Dispositional Assessment

## Graduation Requirements

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

**Applications to Program and Residency due March 1st and October 1st.**

## Provisional Admission to the Education Program for 2.9 GPA

Provisional Admission allows students to enroll in the Elementary Education Program under the following conditions: students must have passed all 3 subtests of the CORE Praxis test and have an overall 2.9 GPA in professional education courses and all courses on the Academic Map. If a student desires to seek Provisional Admission, the student will notify the Education Certification Analyst in the Professional Studies Division to request consideration.

### Total Degree Credits: 120

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>0</sup>	0
ENGL 101	~COMPOSITION 1	3
MATH 126	~COLLEGE ALGEBRA	3
COMM 111	~FUND OF PUBLIC SPEAKING	3
HIST 152	~US HIST THROUGH CIVIL WAR	3
EDUC 100	INTRO TO TEACHER EDUCATION <sup>1</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 2</b>		
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	3
ENGL 102	~COMPOSITION 2	3
MATH 121	~INTRO TO MATHEMATICS	3
EDUC 200	INTRO TO EXCEPTIONAL CHILDREN <sup>1</sup>	3
HIST 153	~US HIST FROM RECONSTRUCTION	3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
Select one of the following:		3
ART 101	~ART APPRECIATION	
THEA 101	~THEATRE APPRECIATION	
MUSI 170	~MUSIC APPRECIATION	
MATH 211	~STATISTICS	3
EDUC 300	THEORIES OF LEARNING <sup>1</sup>	3
PSCI 101 & 101L	FUND OF PHYSICAL SCIENCE and FUND OF PHYSICAL SCIENCE LAB	4
EDUC 201	UNDERSTANDING READERS & TEXT	3
<b>Hours</b>		<b>16</b>
<b>Semester 4</b>		
EDUC 301	TEACHING READING K - 2 <sup>1</sup>	3
EDUC 108	EDUCATIONAL TECHNOLOGY	3
GEOG 102	WORLD GEOGRAPHY	3
EDUC 310	DIVERSITY IN EDUCATION <sup>1</sup>	3
BIOL 101	~GENERAL BIOLOGY 1	3

BIOL 103	~GENERAL BIOLOGY 1 LAB	1
<b>Hours</b>		<b>16</b>
<b>Semester 5</b>		
EDUC 320	EDUCATIONAL ASSESSMENT	3
EDUC 303	TEACHING READING 3-6 <sup>1</sup>	3
EDUC 304	MATH STRATEGIES K - 3 <sup>1</sup>	3
EDUC 305	INSTRUC STRATEGIES IN SCIENCE	3
Select one of the following:		3
ENGL 131	~TYPES OF LITERATURE 1	
ENGL 132	~TYPES OF LITERATURE 2	
ENGL 221	~WORLD LITERATURE 1	
ENGL 222	~WORLD LITERATURE 2	
ENGL 241	~AMERICAN LITERATURE 1	
ENGL 242	~AMERICAN LITERATURE 2	
ENGL 285	GENDER IN LITERATURE	
<b>Hours</b>		<b>15</b>
<b>Semester 6</b>		
EDUC 308	MATH STRATEGIES 4 - 6 <sup>1</sup>	3
EDUC 322	INTEGRATING ARTS&MOVEMENT K-6	3
EDUC 412	DIAGNOSTIC PRESCRIPTIVE READ	3
EDUC 412L	DIAGNOST PRESCRIPTIVE READ LAB <sup>2</sup>	1
EDUC 330	CLASSROOM MANAGEMENT	3
EDUC 330L	CLASSROOM MANAGEMENT PRACTICUM <sup>3</sup>	1
EDUC 314	INSTRUC STRATEGIES IN SOC STDS	3
<b>Hours</b>		<b>17</b>
<b>Semester 7</b>		
EDUC 401	ORGANIZE LEARNING ENVIRONMENTS	3
EDUC 414	RESIDENCY I <sup>4</sup>	9
<b>Hours</b>		<b>12</b>
<b>Semester 8</b>		
EDUC 415	RESIDENCY II <sup>4</sup>	11
EDUC 410	RESIDENCY II SEMINAR	3
<b>Hours</b>		<b>14</b>
<b>Total Hours</b>		<b>120</b>

<sup>0</sup> Institutional graduation requirement; does not count in degree total credits.

<sup>1</sup> Field/Clinical Course - 20 hrs.

<sup>2</sup> Field/Clinical Course - 30 hrs.

<sup>3</sup> Field/Clinical Course - 40 hrs.

<sup>4</sup> EDUC 401 ORGANIZE LEARNING ENVIRONMENTS is a corequisite course with EDUC 414 RESIDENCY I. EDUC 410 RESIDENCY II SEMINAR is a corequisite course with EDUC 415 RESIDENCY II.

**Degree requires a total of 120 credit hours. [ Core Course Credit Hours : 35 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
<i>Writing and Rhetoric</i>		
ENGL 101	~COMPOSITION 1	3
ENGL 102	~COMPOSITION 2	3
<i>Quantitative Reasoning</i>		
MATH 126	~COLLEGE ALGEBRA	3
MATH 211	~STATISTICS	3
<i>Scientific Inquiry</i>		
BIOL 101	~GENERAL BIOLOGY 1	3
BIOL 103	~GENERAL BIOLOGY 1 LAB	1
PSCI 101 & 101L	FUND OF PHYSICAL SCIENCE and FUND OF PHYSICAL SCIENCE LAB	4
<i>Aesthetics, Creativity, and Appreciation</i>		

Select one of the following:		3
ENGL 131	~TYPES OF LITERATURE 1	
ENGL 132	~TYPES OF LITERATURE 2	
ENGL 221	~WORLD LITERATURE 1	
ENGL 222	~WORLD LITERATURE 2	
ENGL 241	~AMERICAN LITERATURE 1	
ENGL 242	~AMERICAN LITERATURE 2	
ENGL 285	GENDER IN LITERATURE	
Select one of the following:		3
ART 101	~ART APPRECIATION	
MUSI 170	~MUSIC APPRECIATION	
THEA 101	~THEATRE APPRECIATION	
<i>Human Communication and Interaction</i>		
COMM 111	~FUND OF PUBLIC SPEAKING	3
<i>People and Their Worlds</i>		
HIST 152	~US HIST THROUGH CIVIL WAR	3
HIST 153	~US HIST FROM RECONSTRUCTION	3
<b>Program Courses</b>		
MATH 121	~INTRO TO MATHEMATICS	3
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	3
GEOG 102	WORLD GEOGRAPHY	3
EDUC 100	INTRO TO TEACHER EDUCATION	3
EDUC 108	EDUCATIONAL TECHNOLOGY	3
EDUC 200	INTRO TO EXCEPTIONAL CHILDREN	3
EDUC 201	UNDERSTANDING READERS & TEXT	3
EDUC 300	THEORIES OF LEARNING	3
EDUC 301	TEACHING READING K - 2	3
EDUC 310	DIVERSITY IN EDUCATION	3
EDUC 320	EDUCATIONAL ASSESSMENT	3
EDUC 305	INSTRUC STRATEGIES IN SCIENCE	3
EDUC 303	TEACHING READING 3-6	3
EDUC 304	MATH STRATEGIES K - 3	3
EDUC 308	MATH STRATEGIES 4 - 6	3
EDUC 322	INTEGRATING ARTS&MOVEMENT K-6	3
EDUC 412	DIAGNOSTIC PRESCRIPTIVE READ	3
EDUC 412L	DIAGNOST PRESCRIPTIVE READ LAB	1
EDUC 330	CLASSROOM MANAGEMENT	3
EDUC 330L	CLASSROOM MANAGEMENT PRACTICUM	1
EDUC 314	INSTRUC STRATEGIES IN SOC STDS	3
EDUC 401	ORGANIZE LEARNING ENVIRONMENTS	3
EDUC 414	RESIDENCY I	9
EDUC 415	RESIDENCY II	11
EDUC 410	RESIDENCY II SEMINAR	3
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> Institutional graduation requirement

## Multidisciplinary Studies B.A.

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 constitute its most salient features.

Each student selects three minor areas for study and then must demonstrate how these areas contribute to their educational or career goals. Multidisciplinary studies students complete a senior project during their final semester as a means to incorporate all three disciplines.

Minors currently available include:

- Biology
- Business
- Chemistry
- Communication
- Fine Arts (Art, Music, or Theatre)
- History
- Literature
- Psychology
- Sociology

The Bachelor of Arts degree in multidisciplinary studies provides:

- a pathway for students who plan to earn a master's 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.

## Requirements for Admission

1. Students must apply for formal admission to the Multidisciplinary Studies degree program.
2. New students should begin their college studies in the Associate of Arts degree program.
3. Students must have completed at least 30 credit hours in the MDS General Education curriculum with at least one course in each general education strand with a 2.5 cumulative grade point average before they apply.
4. 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.

Milestone Course

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

## 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.

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

### Total Degree Credits: 121

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
ENGL 101	~COMPOSITION 1 <sup>2</sup>	3
Minor 1 <sup>1</sup>		3
Minor 2 <sup>1</sup>		3
Minor 3 <sup>1</sup>		3
Select one of the following:		3
MATH 121	~INTRO TO MATHEMATICS	
MATH 126	~COLLEGE ALGEBRA	
Or higher		
<b>Hours</b>		<b>16</b>

<b>Semester 2</b>		
ENGL 102	~COMPOSITION 2 <sup>2</sup>	3
General Education/Foundation Learning Course		3
General Education/Foundation Learning Course		3
General Education/Foundation Learning Course		3
General Education/Foundation Learning Course		3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
Scientific Inquiry (p. 35) Elective		4
General Education/Foundation Learning Course or Minor Course		3
Minor 1		3
Minor 2		3
Minor 3		3
<b>Hours</b>		<b>16</b>
<b>Semester 4</b>		
Scientific Inquiry (p. 35) Elective		4
General Education/Foundation Learning Course or Minor Course		3
Minor 1		3
Minor 2		3
Minor 3		3
<b>Hours</b>		<b>16</b>
<b>Semester 5</b>		
Minor 1		3
Minor 2		3
Minor 3		3
Minor 1,2 or 3 as Needed		3
Elective (MDS Advisor Approved)		3
<b>Hours</b>		<b>15</b>
<b>Semester 6</b>		
Minor 1		3
Minor 2		3
Minor 3		3
Minor 1,2 or 3 as Needed		3
Elective (MDS Advisor Approved)		3
<b>Hours</b>		<b>15</b>
<b>Semester 7</b>		
MDS 491	PROJECT PROPOSAL DEVELOPMENT <sup>2</sup>	1
Minor 1		3
Minor 2		3
Minor 3		3
Minor 1,2 or 3 as Needed		3
Elective (MDS Advisor Approved)		3
<b>Hours</b>		<b>16</b>
<b>Semester 8</b>		
MDS 492	SENIOR PROJECT <sup>2</sup>	3
Minor 1		3
Minor 2		3
Minor 3		3
<b>Hours</b>		<b>12</b>
<b>Total Hours</b>		<b>121</b>

<sup>1</sup> Gen Ed Pre-Requisite

<sup>2</sup> Milestone course

## Biology Minor

A grade of C or higher is required in all minor coursework

Code	Title	Hours
<b>General Education Courses (not counted in minor-required hours)</b>		
BIOL 115	~PRINCIPLES OF BIOLOGY	



BIOL 117	~INTRODUCTORY PHYSIOLOGY	
<b>Additional Courses</b>		
Select two of the following:		8
BIOL 107	~ANATOMY AND PHYSIOLOGY 1	
BIOL 108	~ANATOMY AND PHYSIOLOGY 2	
BIOL 211	ZOOLOGY-ANIMALS AS ORGANISMS	
BIOL 212	BOTANY-PLANTS AS ORGANISMS	
BIOL 219	THE LIVING CELL	
Select 10 hours of the following:		10
BIOL 200 & BIOL 201	MICROBIOLOGY and MICROBIOLOGY LAB	
BIOL 371	PRINCIPLES OF GENETICS	
BIOL 436	GENERAL ANIMAL PHYSIOLOGY	
BIOL 461	PRINCIPLES OF EVOLUTION	
<b>Total Hours</b>		<b>18</b>

## Business Minor

A grade of C or higher is required in all minor coursework

Code	Title	Hours
<b>General Education Courses (not counted in minor-required hours)</b>		
ECON 201	~MICROECONOMICS	
ECON 202	~MACROECONOMICS	
<b>Required Business Courses</b>		
ACCT 201	PRIN 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 (Approved by MDS Advisor)		3
Upper Level Business or Economics Course (Approved by MDS Advisor)		3
<b>Total Hours</b>		<b>18</b>

## Chemistry Minor

A grade of C or higher is required in all minor coursework

Code	Title	Hours
<b>General Education Courses (not counted in minor-required hours)</b>		
CHEM 115	~FUNDAMENTALS OF CHEMISTRY 1	
CHEM 116	~FUNDAMENTALS OF CHEMISTRY 2	
<b>Required Chemistry Courses <sup>1</sup></b>		
CHEM 233 & CHEM 235	ORGANIC CHEMISTRY 1 and ORGANIC CHEMISTRY 1 LAB	4
CHEM 234 & CHEM 236	ORGANIC CHEMISTRY 2 and ORGANIC CHEMISTRY 2 LAB	4
CHEM 410 & CHEM 412	INTRODUCTORY BIOCHEMISTRY and INTRO BIOCHEMISTRY LAB	4
PHYS 101	~INTRO TO PHYSICS 1	4
Upper Level Chemistry		2
<b>Total Hours</b>		<b>18</b>

<sup>1</sup> Note: CHEM 111 ~INTRO TO GENERAL CHEMISTRY does not meet any requirements for MDS Chemistry Minor

## Communication Minor

A grade of C or higher is required in all minor coursework

Code	Title	Hours
<b>General Education Courses (not counted in minor-required hours)</b>		
COMM 111	~FUND OF PUBLIC SPEAKING	
COMM 112	SMALL GROUP COMMUNICATION	
<b>Required Communication Studies Courses</b>		
COMM 202	INTERPERSONAL COMMUNICATION	3
COMM 304	HUMAN COMM/RATIONAL DECISIONS	3
COMM 306	HUMAN COMM IN ORG & INSTITU	3
COMM 308	NONVERBAL COMMUNICATION	3
COMM 316	INTERCULTURAL COMMUNICATION	3
COMM 404	PERSUASION THEORY & RESEARCH	3
<b>Total Hours</b>		<b>18</b>

## Fine Arts Minor (Select One)

A grade of C or higher is required in all minor coursework

### Art

Code	Title	Hours
<b>General Education Courses (not counted in minor-required hours)</b>		
ART 101	~ART APPRECIATION	
MUSI 170	~MUSIC APPRECIATION	
THEA 101	~THEATRE APPRECIATION	
<b>Additional Courses</b>		
ART 111	DRAWING 1	3
ART 240	CERAMICS 1	3
Select one of the following:		3
ART 112	DRAWING 2	
ART 213	PAINTING 1	
ART 241	CERAMICS 2	
Select one of the following:		3
ART 314	ADVANCED PAINTING	
ART 340	ADVANCED CERAMICS	
ART 351	FOUND OBJECT WELDED SCULPTURE	
ART 360	CONTEMPORARY ART HISTORY	3
MDS 460	FINE ARTS SEMINAR <sup>1</sup>	3
<b>Total Hours</b>		<b>18</b>

<sup>1</sup> Note: All Fine Arts Minors MDS 460 FINE ARTS SEMINAR (required) 3 hours

### Music

Code	Title	Hours
<b>General Education Courses (not counted in minor-required hours)</b>		
ART 101	~ART APPRECIATION	
MUSI 170	~MUSIC APPRECIATION	
THEA 101	~THEATRE APPRECIATION	
<b>Additional Courses</b>		
MUSI 121	MUSIC THEORY 1	4
MUSI 122	MUSIC THEORY 2	4
Select one of the following:		1

MUSI 171	APPLIED MUSIC-PIANO	
MUSI 172	APPLIED MUSIC-VOICE	
MUSI 173	APPLIED MUSIC-GUITAR	
MUSI 174	APPLIED MUSIC-ORGAN	
MUSI 175	APPLIED MUSIC-PERCUSSION	
MUSI 176	APPLIED MUSIC-FLUTE	
MUSI 177	APPLIED MUSIC-OBOE	
MUSI 178	APPLIED MUSIC-CLARINET	
MUSI 179	APPLIED MUSIC-SAXOPHONE	
MUSI 180	APPLIED MUSIC-BASSOON	
MUSI 181	APPLIED MUSIC-TRUMPET	
MUSI 182	APPLIED MUSIC-FRENCH HORN	
MUSI 183	APPLIED MUSIC-TROMBONE	
MUSI 184	APPLIED MUSIC-BARITONE HORN	
MUSI 185	APPLIED MUSIC-TUBA	
MUSI 186	APPLIED MUSIC-VIOLIN	
MUSI 187	APPLIED MUSIC-VIOLA	
MUSI 188	APPLIED MUSIC-CELLO	
MUSI 189	APPLIED MUSIC-BASS	
MUSI 190	APPLIED MUSIC-HARP	
MUSI 390	APPLIED MUSIC	3
MUSI 311	AMERICAN MUSIC	3
MDS 460	FINE ARTS SEMINAR <sup>1</sup>	3
<b>Total Hours</b>		<b>18</b>

<sup>1</sup> Note: All Fine Arts Minors MDS 460 FINE ARTS SEMINAR (required) 3 hours

## Theatre

Code	Title	Hours
<b>General Education Courses (not counted in minor-required hours)</b>		
ART 101	~ART APPRECIATION	
MUSI 170	~MUSIC APPRECIATION	
THEA 101	~THEATRE APPRECIATION	
<b>Additional Courses</b>		
THEA 102	ACTING 1	3
THEA 131	INTRO TO TECHNICAL THEATRE	3
THEA Elective (Lower Level)		3
THEA 302 or THEA 404	DIRECTING PLAYWRITING	3
THEA 397	SPECIAL TOPICS (Theatre History)	3
MDS 460	FINE ARTS SEMINAR <sup>1</sup>	3
<b>Total Hours</b>		<b>18</b>

<sup>1</sup> Note: All Fine Arts Minors MDS 460 FINE ARTS SEMINAR (required) 3 hours

## History Minor

A grade of C or higher is required in all minor coursework

Code	Title	Hours
<b>General Education Courses (not counted in minor-required hours)</b>		
Select one of the following:		

HIST 101 & HIST 102	~WEST CIV THROUGH REFORMATION and ~WESTERN CIV FROM REFORMATION	
HIST 152 & HIST 153	~US HIST THROUGH CIVIL WAR and ~US HIST FROM RECONSTRUCTION	
<b>Additional Courses</b>		
Select 18 hours of the following:		18
HIST 250	WV & THE APPALACHIAN REGION	
HIST 302	HISTORY OF AMERICAN INDIANS	
HIST 306	COLONIAL AMERICA: 1607-1763	
HIST 310	AFRICAN-AMERICAN HISTORY	
HIST 340	AMERICAN CENTURY: 1918-1989	
HIST 355	ANCIENT GREECE & ROME	
HIST 360	HISTORY OF CRIME & PUNISHMENT	
HIST 390	LEGENDS, LORE & MYTHOLOGY	
HIST 410	REVOLUTIONARY AMER: 1764-1787	
HIST 430	CIVIL WAR & RECONSTRUCTION	
HIST 445	HISTORY OF AMERICAN WOMEN	
HIST 463	EUROPE & THE MIDDLE AGES	
HIST 465	RENAISSANCE & REFORMATION	
HIST 475	MOD EUROPEAN HIST:1900-PRESENT	
<b>Total Hours</b>		<b>18</b>

## Literature Minor

A grade of C or higher is required in all minor coursework

Code	Title	Hours
<b>General Education Courses (not counted in minor-required hours)</b>		
Select two of the following:		
ENGL 131	~TYPES OF LITERATURE 1	
ENGL 132	~TYPES OF LITERATURE 2	
ENGL 221	~WORLD LITERATURE 1	
ENGL 222	~WORLD LITERATURE 2	
ENGL 241	~AMERICAN LITERATURE 1	
ENGL 242	~AMERICAN LITERATURE 2	
ENGL 261	~ENGLISH LITERATURE 1	
ENGL 262	~ENGLISH LITERATURE 2	
<b>Additional Courses</b>		
Select one of the following:		3
ENGL 213	CREATIVE WRITING: POETRY	
ENGL 214	CREATIVE WRITING: NONFICTION	
ENGL 215	CREATIVE WRITING: FICTION	
Select 15 hours of the following:		15
ENGL 285	GENDER IN LITERATURE	
ENGL 320	MEDIEVAL LITERATURE	
ENGL 325	SHAKESPEARE	
ENGL 330	MILTON	
ENGL 335	THE ROMANTIC MOVEMENT	
ENGL 340	THE VICTORIAN ERA	
ENGL 345	MODERN LITERATURE	
ENGL 410	REGIONAL LITERATURE	
ENGL 415	AMERICAN VOICES	
ENGL 420	SINGLE AUTHOR FOCUS	
ENGL 425	TOPICS IN CONTEMP GLOBAL LIT	

ENGL 430	COMPARATIVE LITERATURE	
ENGL 450	LITERARY CRITICISM	
<b>Total Hours</b>		<b>18</b>

## Psychology Minor

A grade of C or higher is required in all minor coursework

Code	Title	Hours
<b>General Education Courses (not counted in minor-required hours)</b>		
PSYC 101	~INTRO TO PSYCHOLOGY	
PSYC 241	~INTRO TO HUMAN DEVELOPMENT	
<b>Required Psychology Courses</b>		
PSYC 281	ABNORMAL PSYCHOLOGY	3
PSYC 318	HISTORY AND SYSTEMS	3
PSYC 323	INDUST/ORGANIZATIONAL PSYCH	3
PSYC 350	INTRO TO COUNSELING PSYCHOLOGY	3
PSYC 362	PSYCHOLOGICAL ASSESSMENT	3
PSYC 363	THEORIES OF PERSONALITY	3
<b>Total Hours</b>		<b>18</b>

## Sociology Minor

A grade of C or higher is required in all minor coursework

Code	Title	Hours
<b>General Education Courses (not counted in minor-required hours)</b>		
SOC 101	~INTRO TO SOCIOLOGY	
SOC 221	MARRIAGE AND THE FAMILY	
<b>Required Sociology Courses</b>		
SOC 107	SOCIAL PROBLEMS	3
SOC 302	DEVIANT BEHAVIOR	3
SOC 360	GENDER & HUMAN IDENTITY	3
SOC 362	SOCIOLOGY OF AGING	3
SOC 390	WORLD CULTURES THROUGH FILM	3
SOC 405	SOCIAL INEQUALITY	3
<b>Total Hours</b>		<b>18</b>

Degree requires a total of 121 credit hours. [ Core Course Credit Hours : 36 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
	Writing and Rhetoric (p. 36)	6
	Quantitative Reasoning (p. 35)	3
	Scientific Inquiry (p. 35)	8
	Select 12 hours from a minimum of three categories:	12
	Aesthetics, Creativity, and Appreciation (p. 34)	
	Human Communication and Interaction (p. 34)	
	People and Their Worlds (p. 34)	
	General Education/Foundational Learning Courses or Minor Courses	6
<b>Program Courses</b>		
	General Education/Foundational Learning Courses or Minor Courses	18
	Multidisciplinary Studies Minor 1 <sup>2</sup>	18
	Multidisciplinary Studies Minor 2 <sup>2</sup>	18
	Multidisciplinary Studies Minor 3 <sup>2</sup>	18

MDS 491	PROJECT PROPOSAL DEVELOPMENT	1
MDS 492	SENIOR PROJECT	3
Electives (MDS Advisor Approved)		9
<b>Total Hours</b>		<b>121</b>

<sup>1</sup> Institutional Graduation Requirement.

<sup>2</sup> Minors currently available include: Biology, Business, Chemistry, Communication, Fine Arts (Art, Music, or Theatre), History, Literature, Psychology and Sociology

## Strategic Communication, A.A.S.

The **Associate of Applied Science in Strategic Communication** 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 Course

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

### Career Planning

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 (<https://www.bls.gov/>) 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 program.

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

#### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36) Elective: ENGL 101 is preferred <sup>2</sup>		3
COMM 105	INTRODUCTION TO MASS MEDIA <sup>2</sup>	3
CMS 110	BASIC NEWSWRITING	3
Human Communication and Interaction (p. 34) Elective		3
Quantitative Reasoning (p. 35) Elective		3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
Human Communication and Interaction (p. 34) Elective		3
Scientific Inquiry (p. 35) Elective		4
ENGL 102	~COMPOSITION 2	3
CMS 215	MEDIA WRITING	3
CMS 220	PHOTOGRAPHY	3
<b>Hours</b>		<b>16</b>
<b>Semester 3</b>		
CMS 117	INTRO TO SOCIAL MEDIA MGMT <sup>2</sup>	3
CMS 218	NEWS REPORTING	3
CMS 225	MEDIA DESIGN I	1
CMS 230	FUND OF STRATEGIC COMM	3
Aesthetics, Creativity, and Appreciation (p. 34)		3
<b>Hours</b>		<b>13</b>
<b>Semester 4</b>		
DRAF 122	FUNDAMENTALS OF 3D STUDIO MAX	3
People and Their Worlds (p. 34) Elective		3
CMS 217	ADVANCED SOCIAL MEDIA MGMT	3
CMS 239	BROADCAST NEWS WRITING	3

CMS 240	MULTIMEDIA REPORTING <sup>3</sup>	3
	<b>Hours</b>	<b>15</b>
	<b>Total Hours</b>	<b>60</b>

<sup>1</sup> Institutional graduation requirement

<sup>2</sup> Milestone course

<sup>3</sup> Capstone course

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 20 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
	Writing and Rhetoric (p. 36)	3
	Quantitative Reasoning (p. 35)	3
	Scientific Inquiry (p. 35)	4
	Aesthetics, Creativity, and Appreciation (p. 34)	3
	Human Communication and Interaction (p. 34)	3
	People and Their Worlds (p. 34)	3
<b>Program Courses</b>		
CMS 110	BASIC NEWSWRITING	3
CMS 215	MEDIA WRITING	3
CMS 220	PHOTOGRAPHY	3
CMS 117	INTRO TO SOCIAL MEDIA MGMT	3
CMS 218	NEWS REPORTING	3
CMS 230	FUND OF STRATEGIC COMM	3
CMS 225	MEDIA DESIGN I	1
DRAF 122	FUNDAMENTALS OF 3D STUDIO MAX	3
CMS 217	ADVANCED SOCIAL MEDIA MGMT	3
CMS 239	BROADCAST NEWS WRITING	3
CMS 240	MULTIMEDIA REPORTING	3
COMM 105	INTRODUCTION TO MASS MEDIA	3
ENGL 102	~COMPOSITION 2	3
	Human Communication and Interaction (p. 34) Elective	3
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.

## Supervisory Management, B.A.S.

The **Bachelor of Applied Science in Supervisory Management** is a 2+2, online degree program for Associate of Applied Science graduates who want to pursue a four-year managerial degree and are interested in pursuing a career as a first-line supervisor, managerial accountant, process and quality management, strategic management or marketing management. The bachelor program is versatile, and coursework can be completed online at any time of the day from wherever students choose.

### Milestone Course

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 focuses on preparing you for the workforce by perfecting your resume, assessing student performance on required learning outcomes, and preparing you for the world of work. This capstone experience must be taken in the last semester. Apply to graduate with the BAS in Supervisory Management during the last semester.

## Electives

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

**Total Hours to Graduate: (60 from AAS degree) 120**

## Graduation Requirements

- Complete an Associate of Applied Science degree prior to application for graduation with the BAS.
- Complete 120 credit hours in courses outlined.
- 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 2.0 overall in all courses included in the BAS core courses.
- Residency Requirement: Complete a minimum of 30 credit hours at WVU Parkersburg, 24 of which must be upper division (numbered 300 and above) courses.
- Complete application for graduation and file application in OLSIS prior to stated deadline.

Code	Title	Hours
<b>Credit Hours for the Supervisory Management Degree from the First and Second Year of the AAS Degree</b>		
General Education Credit Hours		15
AAS Program-Specific Credit Hours		45
<b>Total Hours</b>		<b>60</b>
<b>Course</b>	<b>Title</b>	<b>Hours</b>
<b>Semester 1</b>		
<b>First Semester of Third-Year BAS Supervisory Management</b>		
MGMT 220	PRINCIPLES OF MANAGEMENT <sup>5</sup>	3
People and Their Worlds (p. 34) Elective: (ECON 201 is preferred)		3
Upper division open elective course <sup>4</sup>		3
MKTG 230	PRINCIPLES OF MARKETING	3
ACCT 201	PRIN OF ACCOUNTING 1 (or higher ACCT course)	3
<b>Hours</b>		<b>15</b>
<b>Semester 2</b>		
<b>Second Semester of Third-Year BAS Supervisory Management</b>		
ACCT 301	MANAGERIAL ACCT FOR MANAGERS (or higher ACCT course)	3
MGMT 322	ORGANIZATIONAL BEHAVIOR <sup>1,5</sup>	3
GBUS 304	ADVANCED EXCEL <sup>2</sup>	3
Quantitative Reasoning (p. 35) Elective: (MATH 211 is preferred)		3
Writing and Rhetoric (p. 36) Elective: (ENGL 102 is preferred)		3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
<b>First Semester of Fourth-Year BAS Supervisory Management</b>		
MGMT 333	HUMAN RESOURCES MANAGEMENT <sup>6</sup>	3
Scientific Inquiry (p. 35) Elective		4
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34) Elective		
Human Communication and Interaction (p. 34) Elective: (COMM is preferred)		
Upper-Division Business or Agribusiness Electives <sup>3</sup>		5
<b>Hours</b>		<b>15</b>
<b>Semester 4</b>		
<b>Second Semester of Fourth-Year BAS Supervisory Management</b>		
GBUS 301	PROCESS & QUALITY MANAGEMENT <sup>5</sup>	3
GBUS 400	SUPERVISORY MGMT CAPSTONE <sup>6</sup>	3



Upper-Division Business or Agribusiness Electives <sup>3</sup>	9
<b>Hours</b>	<b>15</b>
<b>Total Hours</b>	<b>60</b>

Code	Title	Hours
	Credit hours from the first and second year of the AAS Degree	60
	Credit hours from the third and fourth year of the BAS Supervisory Management Degree	60
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> Prereq MGMT 220 PRINCIPLES OF MANAGEMENT

<sup>2</sup> Prereq BTEC 275 ADVANCED BUSINESS APPLICATIONS

<sup>3</sup> **Upper-Division Business Electives** may be chosen from courses numbered above 300 and with the prefixes: ACCT, AGRI, ECON, ENT, FIN, GBUS, MGMT, or MKTG.

<sup>4</sup> **Upper-Division Electives** includes all courses numbered above 300.

<sup>5</sup> Milestone Course

<sup>6</sup> Capstone Course

**Degree requires a total of 120 credit hours.** [ Core Course Credit Hours : 36 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
	Writing and Rhetoric (p. 36) <sup>2</sup>	6
	Quantitative Reasoning (p. 35) <sup>3</sup>	6
MATH 211	~STATISTICS	
	Scientific Inquiry (p. 35) <sup>4</sup>	7-8
	Aesthetics, Creativity, and Appreciation (p. 34) <sup>5</sup>	3
	Human Communication and Interaction (p. 34) <sup>5</sup>	3
	People and Their Worlds (p. 34) <sup>5</sup>	6
<b>Program Courses</b>		
MGMT 220	PRINCIPLES OF MANAGEMENT	3
MKTG 230	PRINCIPLES OF MARKETING	3
ACCT 201	PRIN OF ACCOUNTING 1 (or higher ACCT course)	3
ACCT 301	MANAGERIAL ACCT FOR MANAGERS (or higher ACCT course)	3
MGMT 322	ORGANIZATIONAL BEHAVIOR	3
GBUS 304	ADVANCED EXCEL	3
MGMT 333	HUMAN RESOURCES MANAGEMENT	3
GBUS 301	PROCESS & QUALITY MANAGEMENT	3
GBUS 400	SUPERVISORY MGMT CAPSTONE	3
	Upper Division Electives/Business Electives	17
	Associate Degree Program Hours <sup>6</sup>	45
<b>Total Hours</b>		<b>120-121</b>

<sup>1</sup> Institutional graduation requirement, but is not counted in the degree total.

<sup>2</sup> Total of 6 hours is required here. If a student only completed 3 hours in associate program, additional 3 hours is required; if student completed 6 hours, this will be open to a free elective.

<sup>3</sup> 3 hours from Associate, MATH 211 ~STATISTICS required in BAS due to program outcomes, courses, and assessments.

<sup>4</sup> Assumed 4 hours from associate degree.

<sup>5</sup> Assumed 3 hours from associate degree.

<sup>6</sup> Hours earned in the associate degree program.

# Workforce, Technical & Computer Information Sciences Division

## Workforce, Technical and Computer Information Science Division

The Workforce, Technical and Computer Information Science (WTCIS) Division offers a wide variety of courses and programs. Our Short-Term programs are between 6 and 15 weeks in duration and offer exciting new career opportunities. They are condensed curriculum certifications designed to prepare you for employment in a particular profession and return you to the workforce promptly.

The Technical and IT programs are designed to prepare you for in-demand careers in the region. Whether you are already employed and seeking a promotion by obtaining an advanced degree or looking to obtain a new skill, we offer a broad array of options. Some of these programs include but are not limited to; welding, industrial maintenance, electricity and instrumentation, computer information technology and computer science.

The WTCIS Division offers Learn and Earn opportunities for many of our programs, which include, but are not limited to Computer Information Technology, Computer Science, and Chemical & Polymer Operator Technology. These learn and earn programs create pathways to gain work experience while completing a degree through a state-funded grant, sponsored by the West Virginia Community and Technical College System, and part of the Workforce Development Initiative Program. The learn and earn is an opportunity for WVUP to create partnerships between industry and community and technical colleges by allowing students to receive hands-on learning experience, and employers to train potential future employees. Some examples of current companies we are working with are Hino, Chemours, Ntiva, iTech, and much more.

The Workforce and Economic Development (WED) department, housed within the WTCIS division, 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 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.

With that being said, WVU Parkersburg prides itself in offering you programs that align with the workplace. The selection of skills and knowledge we provide you are guided by industry-recognized assessments and certifications. When you leave one of our programs, you receive a college degree and additional certifications that are recognized nationwide by employers in your field of study, such as CISCO, NCCER, ADDA, NATE, MCP, A+ and OSHA cards. Additionally, our programs and assessments are designed to prepare you for other national certifications, such as NABCEP, BPI, CCNA and CCNP.

For business and industry needs or short term programs, call 304-424-8383.

For academic programs in the division, call 304-424-8205.

## Commercial/Industrial Trades

- Advanced Manufacturing Technology, A.A.S. (p. 122)
- Chemical & Polymer Operator, C.A.S. (p. 123)
- Cosmetology, A.A.S. (p. 128)
- Drafting, A.A.S. (p. 132)
- Electricity and Instrumentation Technology, C.A.S. (p. 134)
- Industrial Maintenance, C.A.S. (p. 135)
- Multi-Craft Technology, A.A.S. (p. 138)
- Reliability and Maintenance Technology, A.A.S. (p. 140)
- Welding, A.A.S. (p. 146)
- Welding, C.A.S. (p. 148)

## Computer and Information Sciences

- Computer & Information Technology, A.A.S. (p. 125)
- Computer Science, A.A.S. (p. 126)
- Cyber Security & Network Administration, B.A.T. (p. 130)
- Software Engineering, B.A.T. (p. 143)

## Short Term Programs

- Short Term Programs (p. 142)

# Advanced Manufacturing Technology, A.A.S.

The **Associate of Applied Science in Advanced Manufacturing Technology (AAS AMT)** prepares graduates for careers in the manufacturing sector. Advanced manufacturing technology graduates repair, troubleshoot and maintain a variety of manufacturing equipment including commercial electrical and mechanical systems. Hands-on courses give our graduates practical experience in automation, instrumentation and process control systems, as well as basic machining skills in order to facilitate working with modern equipment.

## Milestone Course

These courses are the keys to graduation and certification. Courses should be taken in the recommended semesters to stay on time for completion. You will see the milestone course(s) on each academic map for appropriate program(s).

## Career Planning

With the AAS in AMT, some potential careers are Multi-craft Technician, Electrical and Instrumentation Technician, Pipefitter, Millwright, Industrial Maintenance Technician and more. The average wage with these careers is: \$15.74 - \$26.15/hour.

When planning your classes with the academic map, students should average 15 credit hours per semester, or 30 per year, to graduate on time.

### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>7</sup>	0
ELEC 101	ELECTRICITY & ELECTRONICS FUND	3
ELEC 102	ELECTRICAL & INSTRUMENTATION 1	3
ELEC 103	ELECTRICAL & INSTRUMENTATION 2	3
ELEC 104	ELECTRICAL & INSTRUMENTATION 3	3
Quantitative Reasoning (p. 35) Elective: (MATH 125 is preferred)		3
<b>Hours</b>		<b>15</b>
<b>Semester 2</b>		
Writing and Rhetoric (p. 36) Elective: (ENGL 107 is preferred)		3
MTEC 102	INTRODUCTORY CRAFT SKILLS <sup>1,2</sup>	2
ELEC 202	ELECTRICAL & INSTRUMENTATION 4 <sup>1,3</sup>	3
ELEC 203	ELECTRICAL & INSTRUMENTATION 5	3
ELEC 204	ELECTRICAL & INSTRUMENTATION 6 <sup>1,4</sup>	3
<b>Hours</b>		<b>14</b>
<b>Semester 3</b>		
IM 101	INDUSTRIAL MAINTENANCE 1	3
IM 102	INDUSTRIAL MAINTENANCE 2 <sup>1,5</sup>	3
IM 103	INDUSTRIAL MAINTENANCE 3	3
Scientific Inquiry (p. 35) Elective		4
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
<b>Hours</b>		<b>16</b>
<b>Semester 4</b>		
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
IM 225	ROBOTICS 1 <sup>1</sup>	3
IM 201	INDUSTRIAL MAINTENANCE 4 <sup>1,6</sup>	3
IDIT 202	ADVANCED INSTRUMENTATION 4	3
IM 254	CNC MACHINING 1	3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60</b>

- <sup>1</sup> Milestone Course
- <sup>2</sup> NCCER Core
- <sup>3</sup> EL NCCER Level 3
- <sup>4</sup> EL NCCER Level 4

- <sup>5</sup> IM NCCER Level 2  
<sup>6</sup> IM NCCER Level 3  
<sup>7</sup> Required 1-credit hour course, but is not counted in the degree total.

**Degree requires a total of 60 credit hours.** [ Core Course Credit Hours : 16 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
	Writing and Rhetoric (p. 36)	3
	Quantitative Reasoning (p. 35)	3
	Scientific Inquiry (p. 35)	4
	Select two of the following:	6
	Aesthetics, Creativity, and Appreciation (p. 34)	
	Human Communication and Interaction (p. 34)	
	People and Their Worlds (p. 34)	
<b>Program Courses</b>		
IM 101	INDUSTRIAL MAINTENANCE 1	3
IM 102	INDUSTRIAL MAINTENANCE 2	3
IM 103	INDUSTRIAL MAINTENANCE 3	3
IM 201	INDUSTRIAL MAINTENANCE 4	3
IM 254	CNC MACHINING 1	3
IM 225	ROBOTICS 1	3
	Select one of the following:	3
	ELEC 101	
	MTEC 103	
ELEC 102	ELECTRICAL & INSTRUMENTATION 1	3
ELEC 103	ELECTRICAL & INSTRUMENTATION 2	3
ELEC 104	ELECTRICAL & INSTRUMENTATION 3	3
ELEC 202	ELECTRICAL & INSTRUMENTATION 4	3
ELEC 203	ELECTRICAL & INSTRUMENTATION 5	3
ELEC 204	ELECTRICAL & INSTRUMENTATION 6	3
MTEC 102	INTRODUCTORY CRAFT SKILLS	2
IDIT 202	ADVANCED INSTRUMENTATION 4	3
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement, but does not count in the degree total.

## Chemical & Polymer Operator, C.A.S.

The **Certificate of Applied Science in Chemical and Polymer Operator** is a hands-on program that prepares individuals to enter the field of process operator/technician. On-the-job training is an integral component to this cooperative program and is arranged with employers in the chemical and polymer industry. Students will complete two semesters that includes classroom time and field experience, which takes place at Chemours. During this field experience, students will learn the process of the plant industry and gain hands on experience, all while earning \$20 per hour.

For more information on all learn and earn programs, click here (<https://www.wvup.edu/learn-and-earn/join/?hilit=learn+and+earn>).

## Milestone Course

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

## Career Planning

- Chemical Plant and System Operator
- Power Plant Operators
- Process Operators

## Capstone Course

Culminating coursework around process technology certification.

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

### Total Degree Credits: 30

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
Quantitative Reasoning (p. 35) Elective: (MATH 120 is preferred)		3
Writing and Rhetoric (p. 36) Elective: (ENGL 107 is preferred)		3
ATPT 130	INTRO TO PROCESS TECHNOLOGY (Milestone Course)	2
ATPT 131	PROCESS SAFETY, HLTH, ENVRNMTL (Milestone Course)	3
ATPT 244	PROCESS TECH 3 - OPERATIONS	3
ATPT 150	PROCESS TECH FIELD EXPERIENCE	1
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
ATPT 132	PROCESS QUALITY	3
ATPT 140	PROCESS INSTRUMENTATION	3
ATPT 141	PROCESS TECH 1 - EQUIPMENT	3
ATPT 242	PROCESS TECH 2 - SYSTEMS	3
ATPT 260	CAPSTONE COURSE	1
ATPT 250	PROCESS TECH FIELD EXPERIENCE	1
<b>Hours</b>		<b>14</b>
<b>Total Hours</b>		<b>30</b>

Degree requires a total of 30 credit hours. [ Core Course Credit Hours : 7 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
<b>Program Courses</b>		
ATPT 130	INTRO TO PROCESS TECHNOLOGY	2
ATPT 131	PROCESS SAFETY, HLTH, ENVRNMTL	3
ATPT 244	PROCESS TECH 3 - OPERATIONS	3
ATPT 150	PROCESS TECH FIELD EXPERIENCE	1
ATPT 132	PROCESS QUALITY	3
ATPT 140	PROCESS INSTRUMENTATION	3
ATPT 242	PROCESS TECH 2 - SYSTEMS	3
ATPT 141	PROCESS TECH 1 - EQUIPMENT	3
ATPT 260	CAPSTONE COURSE	1
ATPT 250	PROCESS TECH FIELD EXPERIENCE	1
<b>Total Hours</b>		<b>30</b>

<sup>1</sup> Institutional Graduation Requirement.

## Community Education

The Workforce, Technical and Computer Information Sciences Division'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 <https://www.wvup.edu/community-classes/> or contact us at (304) 424-8383.

# Computer & Information Technology, A.A.S.

The **Associate of Applied Science in Computer and Information Technology** (AAS CIT) can open the door to a variety of opportunities. This program 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.

Along with the general education requirements, students will take courses preparing them for many industry-recognized certifications, including A+, Network+, Cisco Certified Networking Associate Certification (CCNA), Microsoft Certified Professional Certification (MCP) and Linux+.

WVUP offers students the opportunity to gain work experience while completing their associate in Computer Information Technology through a state-funded program called Learn and Earn. The Learn and Earn program creates partnerships between industry and community and technical colleges by allowing students hands-on learning experience, and employers to train ideal future employees. Local businesses that are partnered with WVUP for the Learn and Earn CIT program are Chemours, iTech, Ntiva, Westbrook Health Services, Matheny Motor Truck Company, Pickering Associates and Wood County Schools.

For more information on all Learn and Earn programs, click here (<https://www.wvup.edu/learn-and-earn/>).

## Milestone Course

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

## Career Planning

- IT professional
- Network Administrator
- Systems Technician

## Capstone Course

A semester long networking project that must be taken in the graduation semester. A "C" or better must be earned in CIT 260.

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

### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
CIT 105	INTRODUCTION TO NETWORKS <sup>1</sup>	5
Writing and Rhetoric (p. 36) Elective		3
CIT 101	PC MGMT & MAINTENANCE	5
MATH 125	TECHNICAL MATHEMATICS	3
or MATH 126	or ~COLLEGE ALGEBRA	
or MATH 128	or ~COLLEGE TRIGONOMETRY	
or MATH 141	or ~FINITE MATH	
or MATH 150	or INTRODUCTION TO CALCULUS	
or MATH 155	or ~CALCULUS 1	
or MATH 156	or ~CALCULUS 2	
<b>Hours</b>		<b>17</b>
<b>Semester 2</b>		
People and Their Worlds (p. 34) Elective		3
CIT 130	PRIN OF INFORMATION SYSTEMS	3
CIT 106	ROUTING & SWITCHING ESSENTIALS	5
CIT 114	WINDOWS OPERATING SYSTEMS	3
<b>Hours</b>		<b>14</b>
<b>Semester 3</b>		
CS 121	INTRODUCTION TO PROGRAMMING	4
CIT 211	NETWORK INFRASTRUCTURE (MCP)	3
Scientific Inquiry (p. 35) Elective (PHYS 101 is preferred)		4
CIT 205	ENTERPRISE NETWORKS & SECURITY	4
<b>Hours</b>		<b>15</b>
<b>Semester 4</b>		
Human Communication and Interaction (p. 34) Elective		3
SEC 101	SECURITY FUNDAMENTALS	3
CIT 240	INTRODUCTION TO LINUX	3

CIT 260	CAPSTONE PROJECT <sup>2</sup>	3
Technical Elective <sup>3</sup>		2
<b>Hours</b>		<b>14</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Milestone Course

<sup>2</sup> Capstone Course

<sup>3</sup> Any non-required CIT, CS, SEC, DRAF, or ELEC course

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 17 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning <sup>2</sup>		3
Select one of the following:		
MATH 125	TECHNICAL MATHEMATICS	
MATH 126	~COLLEGE ALGEBRA	
MATH 128	~COLLEGE TRIGONOMETRY	
MATH 141	~FINITE MATH	
MATH 150	INTRODUCTION TO CALCULUS	
MATH 155	~CALCULUS 1	
MATH 156	~CALCULUS 2	
Scientific Inquiry (p. 35) Elective (PHYS 101 is preferred)		4
Select two of the following:		
Aesthetics, Creativity, and Appreciation (p. 34)		6
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
<b>Program Courses</b>		
CIT 101	PC MGMT & MAINTENANCE	5
CIT 105	INTRODUCTION TO NETWORKS	5
CIT 106	ROUTING & SWITCHING ESSENTIALS	5
CIT 114	WINDOWS OPERATING SYSTEMS	3
CS 121	INTRODUCTION TO PROGRAMMING	4
CIT 211	NETWORK INFRASTRUCTURE (MCP)	3
CIT 130	PRIN OF INFORMATION SYSTEMS	3
CIT 205	ENTERPRISE NETWORKS & SECURITY	4
SEC 101	SECURITY FUNDAMENTALS	3
CIT 240	INTRODUCTION TO LINUX	3
CIT 260	CAPSTONE PROJECT	3
Technical Elective		2
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.

<sup>2</sup> CS 121 INTRODUCTION TO PROGRAMMING is a program requirement, which will require the content in MATH 125 TECHNICAL MATHEMATICS or higher

## Computer Science, A.A.S.

The **Associate of Applied Science in Computer Science** (AAS CS) gives students a foundation in computer programming and software development and provides academic as well as hands-on coursework in programming, web design, database and SQL, systems administration and network theory. This program will provide students a clear transition to employment in the fields of software development and into the **Bachelor of Applied Technology in Software Engineering** (<https://www.wvup.edu/future-students/academics/wtcis/software-engineering/>) degree.

WVUP offers students the opportunity to gain work experience while completing their associate in Computer Information Technology through a state-funded program called Learn and Earn. The Learn and Earn program creates partnerships between industry and community and technical colleges by allowing students hands-on learning experience, and employers to train ideal future employees. A few examples of local businesses partnered with WVUP for the Learn and Earn in computer science are iTech, Ntiva, and Westbrook Health Services.

For more information on all Learn and Earn programs, click here (<https://www.wvup.edu/learn-and-earn/>).

## Milestone Course

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

## Career Planning

- Computer Programmer
- Database Administration
- Database Designer
- Software Developer
- Web 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.

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

### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
CS 121	INTRODUCTION TO PROGRAMMING <sup>2</sup>	4
CIT 114	WINDOWS OPERATING SYSTEMS	3
Quantitative Reasoning Elective		3
MATH 125 or MATH 126 or MATH 128 or MATH 141 or MATH 150 or MATH 155 or MATH 156	TECHNICAL MATHEMATICS or ~COLLEGE ALGEBRA or ~COLLEGE TRIGONOMETRY or ~FINITE MATH or INTRODUCTION TO CALCULUS or ~CALCULUS 1 or ~CALCULUS 2	
Writing and Rhetoric (p. 36) Elective		3
<b>Hours</b>		<b>13</b>
<b>Semester 2</b>		
Free Elective		3
CS 122	OBJECT ORIENTED PROGRAMMING	4
CIT 130	PRIN OF INFORMATION SYSTEMS	3
CS 129	INTRO TO WEB PAGE DESIGN	3
CS 201	DATABASE THEORY AND DESIGN	3
<b>Hours</b>		<b>16</b>
<b>Semester 3</b>		
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34) (preferred)		
CS 220	WEB APPLICATION DEVELOPMENT	3
CIT 105	INTRODUCTION TO NETWORKS (CISCO 1)	5
Scientific Inquiry (p. 35) Elective (PHYS 101 is preferred)		4
<b>Hours</b>		<b>15</b>
<b>Semester 4</b>		
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		



Human Communication and Interaction (p. 34) (preferred)		
People and Their Worlds (p. 34)		
CS 221	DATA STRUCTURES	4
CS 260	COMPUTER SCIENCE CAPSTONE <sup>3</sup>	3
CIT 240	INTRODUCTION TO LINUX (LINUX Cert.) <sup>2</sup>	3
SEC 101	SECURITY FUNDAMENTALS	3
<b>Hours</b>		<b>16</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Required 1-credit hour course, but is not counted in the degree total.

<sup>2</sup> Milestone Course

<sup>3</sup> Capstone Course; C or better must be earned

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 16 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35) <sup>2</sup>		3
Scientific Inquiry (p. 35)		4
Select two of the following:		6
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
<b>Program Courses</b>		
CS 121	INTRODUCTION TO PROGRAMMING	4
CS 122	OBJECT ORIENTED PROGRAMMING	4
CIT 130	PRIN OF INFORMATION SYSTEMS	3
CS 129	INTRO TO WEB PAGE DESIGN	3
CS 201	DATABASE THEORY AND DESIGN	3
CS 221	DATA STRUCTURES	4
CIT 114	WINDOWS OPERATING SYSTEMS	3
CS 220	WEB APPLICATION DEVELOPMENT	3
CIT 105	INTRODUCTION TO NETWORKS	5
CIT 240	INTRODUCTION TO LINUX	3
SEC 101	SECURITY FUNDAMENTALS	3
CS 260	COMPUTER SCIENCE CAPSTONE	3
Elective		3
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement, but does not count in degree total.

<sup>2</sup> Math 125, 126, 128, 141, 150, 155, or 156

## Corporate Training

The Workforce, Technical and Computer Information Sciences 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.

For a listing of corporate training offerings, visit, <https://www.wvup.edu/corporate-training/>

## Cosmetology, A.A.S.

The **Associate of Applied Science in Cosmetology** is a 4-semester program that provides instruction in all aspects of cosmetology. A career in cosmetology can take you as far as you want! Hairstylist, consultant, skin specialist, nail technician, esthetician, instructor, manager or salon owner

are all possible. How about a makeup artist on a Hollywood movie set? The sky is the limit! Students begin in the fall semester and complete their studies over the next 16 months.

**\*NOTE:** Previous cosmetology credits - *earned more than three years ago* - are not applicable toward WVUP's AAS-Cosmetology degree requirements.

**Total Degree Credits: 70**

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
Writing and Rhetoric (p. 36) Elective		3
COSM 101	INTRODUCTION TO COSMETOLOGY	2
COSM 103	SCIENCE OF COSMETOLOGY	5
COSM 105	HAIRCUTTING THEORY & TECHNIQUE	4
COSM 107	HAIRSTYLING, WIGS & EXTENSIONS	3
<b>Hours</b>		<b>17</b>
<b>Semester 2</b>		
Quantitative Reasoning (p. 35) Elective		3
COSM 109	INTRODUCTION TO NAIL CARE	5
COSM 110	CHEMICAL CONTROL	3
COSM 201	COSMETOLOGY CLINICAL I	3
Scientific Inquiry (p. 35) Elective		4
<b>Hours</b>		<b>18</b>
<b>Semester 3</b>		
COSM 112	INTRODUCTION TO ESTHETICS	5
COSM 202	COSMETOLOGY CLINICAL II	5
COSM 203	COSMETOLOGY CLINICAL III	5
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
<b>Hours</b>		<b>18</b>
<b>Semester 4</b>		
COSM 210	SALON MANAGEMENT	2
COSM 204	COSMETOLOGY CLINICAL IV	5
COSM 205	COSMETOLOGY CLINICAL V	5
COSM 260	COSMETOLOGY CAPSTONE	2
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
<b>Hours</b>		<b>17</b>
<b>Total Hours</b>		<b>70</b>

<sup>1</sup> Required 1-credit hour course, but is not counted in the degree total.

**Degree requires a total of 70 credit hours. [ Core Course Credit Hours : 16 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
Writing and Rhetoric (p. 36) Elective		3
Quantitative Reasoning (p. 35) Elective		3
Scientific Inquiry (p. 35) Elective		4
Select two of the following:		6
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
<b>Program Courses</b>		
COSM 101	INTRODUCTION TO COSMETOLOGY	2

COSM 103	SCIENCE OF COSMETOLOGY	5
COSM 105	HAIRCUTTING THEORY & TECHNIQUE	4
COSM 107	HAIRSTYLING, WIGS & EXTENSIONS	3
COSM 109	INTRODUCTION TO NAIL CARE	5
COSM 110	CHEMICAL CONTROL	3
COSM 112	INTRODUCTION TO ESTHETICS	5
COSM 201	COSMETOLOGY CLINICAL I	3
COSM 202	COSMETOLOGY CLINICAL II	5
COSM 203	COSMETOLOGY CLINICAL III	5
COSM 204	COSMETOLOGY CLINICAL IV	5
COSM 205	COSMETOLOGY CLINICAL V	5
COSM 210	SALON MANAGEMENT	2
COSM 260	COSMETOLOGY CAPSTONE	2
<b>Total Hours</b>		<b>70</b>

<sup>1</sup> Institutional Graduation Requirement, but does not count in the degree total.

## Cyber Security & Network Administration, B.A.T.

The **Bachelor of Applied Technology in Cyber Security and Network Administration** builds on our Computer and Information Technology AAS degree. Students will be provided practical knowledge, analytical skills, and in-depth experiences to achieve necessary professional certifications, build network infrastructure, maintain existing networks, as well as secure systems from deviant actors. With this skill set, students have an array of technology-focused careers ahead of them.

WVUP offers students the opportunity to gain work experience while completing their associate in Computer Information Technology through a state-funded program called Learn and Earn. The Learn and Earn program creates partnerships between industry and community and technical colleges by allowing students hands-on learning experience, and employers to train ideal future employees. Local businesses that are partnered with WVUP for the learn and earn CIT program are Chemours, iTech, Ntiva, Westbrook Health Services, Matheny Motor Truck Company, Pickering Associates and Wood County Schools.

For more information on all Learn and Earn programs, click here (<https://www.wvup.edu/learn-and-earn/>).

## Milestone Course

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

## Career Planning

- IT Professional
- Network Administrator
- Systems Technician

## Capstone Course

A semester long networking project that must be taken in the graduation semester.

A "C" or better must be earned in CIT 460 INTERDISCIPLINARY PROJECT.

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

### Total Degree Credits: 120

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
CIT 101	PC MGMT & MAINTENANCE <sup>1</sup>	5
CIT 105	INTRODUCTION TO NETWORKS <sup>2</sup>	5
Writing and Rhetoric (p. 36) Elective		3

MATH 125 or MATH 126 or MATH 128 or MATH 141 or MATH 150 or MATH 155 or MATH 156	TECHNICAL MATHEMATICS or ~COLLEGE ALGEBRA or ~COLLEGE TRIGONOMETRY or ~FINITE MATH or INTRODUCTION TO CALCULUS or ~CALCULUS 1 or ~CALCULUS 2	3
<b>Hours</b>		<b>17</b>
<b>Semester 2</b>		
CIT 130	PRIN OF INFORMATION SYSTEMS	3
People and Their Worlds (p. 34) Elective		3
CIT 106	ROUTING & SWITCHING ESSENTIALS	5
CIT 114	WINDOWS OPERATING SYSTEMS	3
<b>Hours</b>		<b>14</b>
<b>Semester 3</b>		
CS 121	INTRODUCTION TO PROGRAMMING	4
CIT 211	NETWORK INFRASTRUCTURE (MCP)	3
CIT 205	ENTERPRISE NETWORKS & SECURITY	4
Scientific Inquiry (p. 35) (Phys 101 preferred)		4
<b>Hours</b>		<b>15</b>
<b>Semester 4</b>		
Human Communication and Interaction (p. 34) Elective		3
SEC 101	SECURITY FUNDAMENTALS	3
CIT 240	INTRODUCTION TO LINUX	3
CIT 260	CAPSTONE PROJECT <sup>6</sup>	3
Technical Elective <sup>3</sup>		2
<b>Hours</b>		<b>14</b>
<b>Semester 5</b>		
SEC 300	INTRO TO SECURITY	3
CIT 305	ADVANCED ROUTING <sup>4</sup>	5
STEM 300	ETHICS AND TECHNOLOGY	3
Upper Level Technical Elective <sup>5</sup>		2
<b>Hours</b>		<b>13</b>
<b>Semester 6</b>		
CIT 340 or CIT 320	ADVANCED LINUX NETWORKING or BLDG A VIRTUAL INFRASTRUCTURE	3 - 4
Writing and Rhetoric (p. 36) Elective		3
CIT 405	MULTI-LAYER SWITCHED NETWORKS <sup>4</sup>	5
SEC 430 or SEC 351	OPERATING SYSTEM SECURITY or DEFENSES & COUNTERMEASURES	3
MATH 318	DISCRETE MATHEMATICS	3
<b>Hours</b>		<b>17-18</b>
<b>Semester 7</b>		
STEM 420	PROJECT MANAGEMENT	3
CIT 406 or SEC 350	ADV NETWORK TROUBLESHOOTING or NETWORK SECURITY	5
MATH 211	~STATISTICS	3
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
People and Their Worlds (p. 34)		
<b>Hours</b>		<b>14</b>
<b>Semester 8</b>		
SEC 351 or SEC 430	DEFENSES & COUNTERMEASURES or OPERATING SYSTEM SECURITY	3
Select two of the following:		6
People and Their Worlds (p. 34) Elective		
Aesthetics, Creativity, and Appreciation (p. 34) Elective		
CIT 460	INTERDISCIPLINARY PROJECT <sup>6</sup>	3
Scientific Inquiry (p. 35) Elective (Phys 102 preferred)		4
<b>Hours</b>		<b>16</b>
<b>Total Hours</b>		<b>120-121</b>

<sup>1</sup> CompTIAA+

- 2 CISCO 1  
 3 Any non-required CIT, CS, SEC, DRAF, or ELEC course  
 4 Milestone course  
 5 Any 300-400 level CIT, CS, or SEC course, as well as ACCT 310, DRAF 314, GBUS 300, GBUS 304 or GBUS 306.  
 6 Capstone course

**Degree requires a total of 120 credit hours.** [ Core Course Credit Hours : 36 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
	Writing and Rhetoric (p. 36)	6
	Quantitative Reasoning (p. 35) Elective - (MATH 125 or higher is required)	3
	Quantitative Reasoning (p. 35) Elective - (MATH 211 required)	3
	Scientific Inquiry (p. 35)	8
	Aesthetics, Creativity, and Appreciation (p. 34)	6
	Human Communication and Interaction (p. 34)	3
	People and Their Worlds (p. 34)	6
<b>Program Courses</b>		
CIT 101	PC MGMT & MAINTENANCE	5
CIT 105	INTRODUCTION TO NETWORKS	5
CIT 130	PRIN OF INFORMATION SYSTEMS	3
CIT 106	ROUTING & SWITCHING ESSENTIALS	5
CIT 114	WINDOWS OPERATING SYSTEMS	3
CS 121	INTRODUCTION TO PROGRAMMING	4
CIT 211	NETWORK INFRASTRUCTURE (MCP)	3
CIT 205	ENTERPRISE NETWORKS & SECURITY	4
SEC 101	SECURITY FUNDAMENTALS	3
CIT 240	INTRODUCTION TO LINUX	3
	100/200 Technical Elective	2
CIT 260	CAPSTONE PROJECT	3
SEC 300	INTRO TO SECURITY	3
CIT 305	ADVANCED ROUTING	5
STEM 300	ETHICS AND TECHNOLOGY	3
CIT 405	MULTI-LAYER SWITCHED NETWORKS	5
MATH 318	DISCRETE MATHEMATICS	3
SEC 430	OPERATING SYSTEM SECURITY	3
SEC 351	DEFENSES & COUNTERMEASURES	3
STEM 420	PROJECT MANAGEMENT	3
CIT 406	ADV NETWORK TROUBLESHOOTING	5
or SEC 350	NETWORK SECURITY	
CIT 320	BLDG A VIRTUAL INFRASTRUCTURE	3 - 4
or CIT 340	ADVANCED LINUX NETWORKING	
	300/400 Upper Level Technical Elective	2
CIT 460	INTERDISCIPLINARY PROJECT	3
<b>Total Hours</b>		<b>120-121</b>

<sup>1</sup> Institutional Graduation Requirement.

## Drafting, A.A.S.

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 Course

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

## Career Planning

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).

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

### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
Quantitative Reasoning (p. 35) Elective - (MATH 125 or higher is required)		3
Writing and Rhetoric (p. 36)		3
DRAF 220	FUND OF MICROSTATION WITH 3D	3
DRAF 111	FUND OF DRAFTING USING AUTOCAD <sup>1</sup>	3
Aesthetics, Creativity, and Appreciation (p. 34) (ART 111 is preferred)		3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
People and Their Worlds (p. 34)		3
Free Elective		3
DRAF 112	ADVANCE DRAFTING TECHNIQUES	3
DRAF 122	FUNDAMENTALS OF 3D STUDIO MAX <sup>1</sup>	3
DRAF 116	PROGR & 3D MODELING W/ AUTOCAD <sup>1</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
DRAF 212	STRUCTURAL DESIGN	3
DRAF 213	SCHEMATIC DRAFTING	3
DRAF 225	ADV WORK WITH 3D STUDIO MAX	3
DRAF 226	3D PARAMETRIC MODEL W/INVENTOR <sup>1</sup>	3
Scientific Inquiry (p. 35) Elective		4
<b>Hours</b>		<b>16</b>
<b>Semester 4</b>		
Human Communication and Interaction (p. 34) Elective		3
DRAF 229	AUTODESK REVIT	3
DRAF 227	AUTODESK SIMULATION	3
DRAF 228	ARCHITECTURAL DRAFTING	3
DRAF 260	DRAFTING CAPSTONE <sup>2</sup>	1
<b>Hours</b>		<b>13</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Milestone course

<sup>2</sup> Capstone course

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 20 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36) <sup>2</sup>		3
Quantitative Reasoning <sup>3</sup>		3
MATH 125	TECHNICAL MATHEMATICS (or higher)	4
Scientific Inquiry (p. 35) <sup>2</sup>		4

Aesthetics, Creativity, and Appreciation (p. 34) <sup>4</sup>	3
Human Communication and Interaction (p. 34) <sup>2</sup>	3
People and Their Worlds (p. 34) <sup>2</sup>	3
<b>Program Courses</b>	
DRAF 111 FUND OF DRAFTING USING AUTOCAD	3
DRAF 220 FUND OF MICROSTATION WITH 3D	3
DRAF 112 ADVANCE DRAFTING TECHNIQUES	3
DRAF 116 PROGR & 3D MODELING W/ AUTOCAD	3
DRAF 122 FUNDAMENTALS OF 3D STUDIO MAX	3
DRAF 212 STRUCTURAL DESIGN	3
DRAF 213 SCHEMATIC DRAFTING	3
DRAF 225 ADV WORK WITH 3D STUDIO MAX	3
DRAF 226 3D PARAMETRIC MODEL W/INVENTOR	3
DRAF 227 AUTODESK SIMULATION	3
DRAF 228 ARCHITECTURAL DRAFTING	3
DRAF 229 AUTODESK REVIT	3
DRAF 260 DRAFTING CAPSTONE	1
Free Elective <sup>5</sup>	3
<b>Total Hours</b>	<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.

<sup>2</sup> Any in this area

<sup>3</sup> MATH 125 TECHNICAL MATHEMATICS at minimum or higher is needed daily by a Drafter on the job. Drafters use geometric calculations on the job every day.

<sup>4</sup> Recommend ART 111 DRAWING 1 for in person student

<sup>5</sup> Recommend CS 101 INTRO TO PC APPLICATIONS

## Electricity and Instrumentation Technology, C.A.S.

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. Our state of the art hands on training provides students with the necessary skills to work with high voltage, 3 phase, commercial electrical equipment. This program allows for a seamless transition to the Associate of Applied Science in Multi-Craft Technology (<https://www.wvup.edu/future-students/academics/wtcis/multi-craft-technology/>) or Advanced Manufacturing Technolog (<https://www.wvup.edu/future-students/academics/wtcis/advanced-manufacturing-technology/>).

### Milestone Course

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

- Maintenance, Facilities or Instrument Technician
- Industrial Electrician

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

#### Total Degree Credits: 30-31

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
ELEC 101	ELECTRICITY & ELECTRONICS FUND	3
ELEC 102	ELECTRICAL & INSTRUMENTATION 1	3
ELEC 103	ELECTRICAL & INSTRUMENTATION 2 <sup>1,2</sup>	3
ELEC 104	ELECTRICAL & INSTRUMENTATION 3	3
Quantitative Reasoning (p. 35) Elective: (MATH 125 is preferred)		3-4
<b>Hours</b>		<b>16-17</b>

**Semester 2**

Writing and Rhetoric (p. 36) Elective: (ENGL 107 is preferred)		3
MTEC 102	INTRODUCTORY CRAFT SKILLS <sup>1,3</sup>	2
ELEC 202	ELECTRICAL & INSTRUMENTATION 4 <sup>1,4</sup>	3
ELEC 203	ELECTRICAL & INSTRUMENTATION 5	3
ELEC 204	ELECTRICAL & INSTRUMENTATION 6 <sup>1,5</sup>	3
<b>Hours</b>		<b>14</b>
<b>Total Hours</b>		<b>30-31</b>

- <sup>1</sup> Milestone Course
- <sup>2</sup> EI NCCER Level 2
- <sup>3</sup> NCCER Core
- <sup>4</sup> EI NCCER Level 3
- <sup>5</sup> EI NCCER Level 4

**Degree requires a total of 30 credit hours.** [ Core Course Credit Hours : 7 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
<b>Program Courses</b>		
MTEC 102	INTRODUCTORY CRAFT SKILLS	2
ELEC 101	ELECTRICITY & ELECTRONICS FUND	3
or MTEC 103	INTRO TO MAINTENANCE TECH	
ELEC 102	ELECTRICAL & INSTRUMENTATION 1	3
ELEC 103	ELECTRICAL & INSTRUMENTATION 2	3
ELEC 104	ELECTRICAL & INSTRUMENTATION 3	3
ELEC 202	ELECTRICAL & INSTRUMENTATION 4	3
ELEC 203	ELECTRICAL & INSTRUMENTATION 5	3
ELEC 204	ELECTRICAL & INSTRUMENTATION 6	3
<b>Total Hours</b>		<b>30</b>

- <sup>1</sup> Institutional Graduation Requirement.

## Industrial Maintenance, C.A.S.

The **Certificate of Applied Science in Industrial Maintenance** prepares graduates for jobs in every form of industry where machines are used. Our program provides students with the skills to install, repair and assemble machinery. IM technicians are required any time a piece of machinery or equipment is installed, aligned, repaired, 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. Students studying on a full-time semester may expect to complete this program in one academic year. Students can use the skills learned in this program to advance to our Associate of Applied Science in Multi-Craft Technology (<https://www.wvup.edu/future-students/academics/wtcis/multi-craft-technology/>) degree, to further their career.

### Milestone Course

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

- Pipefitter
- Millwright
- Industrial Maintenance Technicians

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

**Total Degree Credits: 30-31**



Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
IM 101	INDUSTRIAL MAINTENANCE 1	3
IM 102	INDUSTRIAL MAINTENANCE 2 <sup>1,2</sup>	3
IM 103	INDUSTRIAL MAINTENANCE 3	3
Quantitative Reasoning (p. 35) Elective: (MATH 125 is preferred)		3-4
MTEC 102	INTRODUCTORY CRAFT SKILLS	2
<b>Hours</b>		<b>15-16</b>
<b>Semester 2</b>		
MTEC 103	INTRO TO MAINTENANCE TECH <sup>1,4</sup>	3
Writing and Rhetoric (p. 36) Elective: (ENGL 107 is preferred)		3
IM 201	INDUSTRIAL MAINTENANCE 4 <sup>1,5</sup>	3
IM 202	INDUSTRIAL MAINTENANCE 5	3
IM 203	INDUSTRIAL MAINTENANCE 6 <sup>1,6</sup>	3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>30-31</b>

- <sup>1</sup> Milestone Course  
<sup>2</sup> IM NCCER Level 2  
<sup>3</sup> NCCER Core  
<sup>4</sup> IM and EI NCCER Level 1  
<sup>5</sup> IM NCCER Level 3  
<sup>6</sup> IM NCCER Level 4

**Degree requires a total of 30 credit hours. [ Core Course Credit Hours : 7 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
<b>Program Courses</b>		
IM 101	INDUSTRIAL MAINTENANCE 1	3
IM 102	INDUSTRIAL MAINTENANCE 2	3
IM 103	INDUSTRIAL MAINTENANCE 3	3
IM 201	INDUSTRIAL MAINTENANCE 4	3
IM 202	INDUSTRIAL MAINTENANCE 5	3
IM 203	INDUSTRIAL MAINTENANCE 6	3
MTEC 102	INTRODUCTORY CRAFT SKILLS	2
MTEC 103 or ELEC 101	INTRO TO MAINTENANCE TECH ELECTRICITY & ELECTRONICS FUND	3
<b>Total Hours</b>		<b>30</b>

- <sup>1</sup> Institutional Graduation Requirement.

## Learn and Earn

### What is a Learn and Earn?

The Learn and Earn (<https://www.wvup.edu/learn-and-earn/>) program offers WVUP students the opportunity to participate in an internship where they will gain work experience while completing their degree program through a state-funded grant. The Learn and Earn program is sponsored by the West Virginia Community and Technical College System, and is part of the Workforce Development Initiative Program. It is an opportunity to create partnerships between business and industry and WVUP by allowing students to receive hands-on learning experience, and employers to train potential future employees.

## How Much Can I Earn?

The amount earned in the Learn and Earn program is individualized to the employer hiring but a minimum of \$15 an hour is required. If the intern is hired once the Learn and Earn internship is completed then the employer should provide their full-time position wage.

## What Are the Benefits of Participating in the Learn and Earn Program?

- **A Steady Paycheck.** Earn money while receiving work experience in your field of study.
- **Valuable Work Experience.** Gain valuable work experience that will complement your higher education experience at WVU Parkersburg.
- **References.** Provides students references for future job applications.
- **Potential Future Employee.** Once the Learn and Earn internship ends the employer can decide to hire the intern into a full-time position.

## Current Learn and Earns

- Accounting
- Administrative Assistant
- Area Mechanic
- Chemical Operator
- CIT
- CS
- Drafting
- FP&A Analyst
- HVAC
- IT Support Specialist
- Maintenance Technician
- Marketing
- Production Welder
- Service Writer
- Strategic Communication
- Technology Systems Specialist

## Partnering Companies

- Appalachian Log Structures
- Chemours
- D&R Heating and Cooling
- iTech
- JWF Industries
- Matheny Motors
- Ntiva
- Pickering Associates
- S&P Harley-Davidson
- Star Plastics
- Wood County Schools

Contact 304-424-8383 for more information.

## Maker Space

The Maker Space, *where inspiration meets innovation*, provides public access to tools and training in a creative and fun environment where like-minded individuals gather to share ideas, create and promote community and small business endeavors. Some of the tools included are: 3D printers, laser cutter and engraver, cameo vinyl plotter, t-shirt press, metal lathe, and CNC milling machine.

The WVUP Maker Space membership is \$15/month and covers your guided training on all of our technologies and on-site support for your projects.

## What Could You Do in a Maker Space?

- Make a custom t-shirt
- Draft a product prototype

- Build a ukulele
- Design a phone charging station
- Create kitchen utensils
- Make custom jewelry
- Plus much more - your imagination is the limit

Contact us at 304-424-8383 or by email: wed@wvup.edu

## Multi-Craft Technology, A.A.S.

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. With this program, students receive extensive hands-on training with our cutting edge equipment in electricity, instrumentation, pipefitting and millwright skills. Courses include preventive maintenance, system design, and troubleshooting concepts that integrate practical application and knowledge of electrical, electronic, hydraulic, and mechanical systems.

Graduates in the Associate of Applied Science in Multi-Craft Technology will also receive a Certificate of Applied Science in Electricity & Instrumentation and Industrial Maintenance. Students must be sure to apply to graduate with all three degrees, not just the one.

## Milestone Course

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

## Career Planning

- Multi-Craft Technicians
- Electrical and Instrumentation Technicians
- Pipefitters
- Millwrights
- Industrial Maintenance Technicians

## Capstone Course

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

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

### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
IM 101	INDUSTRIAL MAINTENANCE 1	3
IM 102	INDUSTRIAL MAINTENANCE 2 <sup>1,2</sup>	3
IM 103	INDUSTRIAL MAINTENANCE 3	3
MTEC 102	INTRODUCTORY CRAFT SKILLS	2
Quantitative Reasoning (p. 35) Elective: (MATH 125 is preferred)		3-4
<b>Hours</b>		<b>15-16</b>
<b>Semester 2</b>		
IM 201	INDUSTRIAL MAINTENANCE 4 <sup>1,4</sup>	3
IM 202	INDUSTRIAL MAINTENANCE 5	3
IM 203	INDUSTRIAL MAINTENANCE 6 <sup>1,5</sup>	3
MTEC 103 or ELEC 101	INTRO TO MAINTENANCE TECH or ELECTRICITY & ELECTRONICS FUND	3
Writing and Rhetoric (p. 36) (ENGL 107 Preferred)		3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		

People and Their Worlds (p. 34)

ELEC 102	ELECTRICAL & INSTRUMENTATION 1	3
ELEC 103	ELECTRICAL & INSTRUMENTATION 2 <sup>1,6</sup>	3
ELEC 104	ELECTRICAL & INSTRUMENTATION 3	3
<b>Hours</b>		<b>15</b>
<b>Semester 4</b>		
ELEC 202	ELECTRICAL & INSTRUMENTATION 4 <sup>1,7</sup>	3
ELEC 203	ELECTRICAL & INSTRUMENTATION 5	3
ELEC 204	ELECTRICAL & INSTRUMENTATION 6 <sup>1,8</sup>	3
MTEC 280	CAPSTONE COURSE (A "C" or higher must be earned.) <sup>9</sup>	1
Scientific Inquiry (p. 35) Elective		4
Free Elective		1
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60-61</b>

- <sup>1</sup> Milestone Course
- <sup>2</sup> IM NCCER Level 2
- <sup>3</sup> NCCER Core
- <sup>4</sup> IM NCCER Level 3
- <sup>5</sup> IM NCCER Level 4
- <sup>6</sup> EI NCCER Level 2
- <sup>7</sup> EI NCCER Level 3
- <sup>8</sup> EI NCCER Level 4
- <sup>9</sup> Capstone Course

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 17 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
Scientific Inquiry (p. 35)		4
Select two of the following:		6
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
<b>Program Courses</b>		
IM 101	INDUSTRIAL MAINTENANCE 1	3
IM 102	INDUSTRIAL MAINTENANCE 2	3
IM 103	INDUSTRIAL MAINTENANCE 3	3
IM 201	INDUSTRIAL MAINTENANCE 4	3
IM 202	INDUSTRIAL MAINTENANCE 5	3
IM 203	INDUSTRIAL MAINTENANCE 6	3
MTEC 102	INTRODUCTORY CRAFT SKILLS	2
MTEC 103	INTRO TO MAINTENANCE TECH	3
or ELEC 101	ELECTRICITY & ELECTRONICS FUND	
ELEC 102	ELECTRICAL & INSTRUMENTATION 1	3
ELEC 103	ELECTRICAL & INSTRUMENTATION 2	3
ELEC 104	ELECTRICAL & INSTRUMENTATION 3	3
ELEC 202	ELECTRICAL & INSTRUMENTATION 4	3
ELEC 203	ELECTRICAL & INSTRUMENTATION 5	3
ELEC 204	ELECTRICAL & INSTRUMENTATION 6	3
MTEC 280	CAPSTONE COURSE	1

Free Elective

1

**Total Hours****60**<sup>1</sup> Institutional Graduation Requirement.

## Occupational Development

The Associate of Applied Science Degree in Occupational Development is a statewide program involving various colleges within the West Virginia 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 Workforce, Technical and Computer Information Sciences Division at WVU Parkersburg for more details.

1. American Electrical Power (AEP) Lineman
2. Constellium Millwright/Electrical Training Program
3. Mid-Atlantic Regional Council of Carpenters - JATC, WV District
4. Millwright Local 443
5. Parkersburg Joint Electrical Apprenticeship Training Center
6. Plumbers and Steamfitters Local 565
7. Sheet Metal Workers Local 33
8. WV Construction Craft Laborers
9. Iron Workers 787

## Sample State Approved Curriculum Guide (May Differ Between Organizations)

- **General Education** – 15 credit hours minimum
  - **Communication Skills** (6 credit hours):
    - 3 credit hours business or technical writing
    - 3 credit hours communication
  - **Quantitative Skills/Laboratory Science** experience (6 credit hours):
    - 3 credit hours college-level mathematics course
    - 3 credit hours quantitative skills/laboratory science course
  - **General Education Electives** (3 credit hours)
    - 3 credit hours
- **Technical Core/Occupational Specialty** – 39 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, Technical and Computer Information Sciences Division at 304-424-8383.

## Reliability and Maintenance Technology, A.A.S.

The Associate of Applied Science in Reliability and Maintenance Technology prepares graduates for maintenance and repair positions in today's modern industrial facilities. Courses include preventative maintenance, welding, and troubleshooting concepts that integrate practical application and knowledge of hydraulic and mechanical systems.

### Milestone Course

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

### Career Planning

Plant maintenance jobs

Field and shop welder

Pipefitter

Millwrights

Industrial maintenance technician

*These positions can range from \$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.

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

### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
ELEC 101	ELECTRICITY & ELECTRONICS FUND	3
IM 101	INDUSTRIAL MAINTENANCE 1	3
IM 102	INDUSTRIAL MAINTENANCE 2	3
IM 103	INDUSTRIAL MAINTENANCE 3	3
Quantitative Reasoning (p. 35) Math 125 or Higher		3-4
MATH 125	TECHNICAL MATHEMATICS	
MATH 126	~COLLEGE ALGEBRA	
MATH 128	~COLLEGE TRIGONOMETRY	
<b>Hours</b>		<b>16-17</b>
<b>Semester 2</b>		
MTEC 102	INTRODUCTORY CRAFT SKILLS	2
IM 201	INDUSTRIAL MAINTENANCE 4	3
IM 202	INDUSTRIAL MAINTENANCE 5	3
IM 203	INDUSTRIAL MAINTENANCE 6	3
WELD 171	WELDING THEORY	1
Writing and Rhetoric (p. 36) (ENGL 107 Preferred)		3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
WELD 111	BASIC OXYACETYLENE WELDING	3
WELD 121	BASIC SHIELDED METAL ARC(SMAW)	3
PHYS 101	~INTRO TO PHYSICS 1	4
MTEC 103	INTRO TO MAINTENANCE TECH	3
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
People and Their Worlds (p. 34)		
Human Communication and Interaction (p. 34)		
<b>Hours</b>		<b>16</b>
<b>Semester 4</b>		
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
WELD 221	ADV SHIELDED METAL ARC (SMAW)	3
WELD 291	FABRICATION SHOP	3
WELD 261	STEEL FABRICATION	3
MTEC 280	CAPSTONE COURSE <sup>2</sup>	1
<b>Hours</b>		<b>13</b>
<b>Total Hours</b>		<b>60-61</b>

<sup>1</sup> Institutional graduation requirement

<sup>2</sup> Capstone course; grade of C or better must be earned.

**Degree requires a total of 60 credit hours.** [ Core Course Credit Hours : 17 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
	Writing and Rhetoric (p. 36)	3
	Quantitative Reasoning	3
MATH 125	TECHNICAL MATHEMATICS (or higher)	
	Scientific Inquiry	4
PHYS 101	~INTRO TO PHYSICS 1	
	Select two of the following:	6
	Aesthetics, Creativity, and Appreciation (p. 34)	
	Human Communication and Interaction (p. 34)	
	People and Their Worlds (p. 34)	
<b>Program Courses</b>		
IM 101	INDUSTRIAL MAINTENANCE 1	3
IM 102	INDUSTRIAL MAINTENANCE 2	3
IM 103	INDUSTRIAL MAINTENANCE 3	3
MTEC 102	INTRODUCTORY CRAFT SKILLS	2
MTEC 103	INTRO TO MAINTENANCE TECH	3
IM 201	INDUSTRIAL MAINTENANCE 4	3
IM 202	INDUSTRIAL MAINTENANCE 5	3
IM 203	INDUSTRIAL MAINTENANCE 6	3
WELD 111	BASIC OXYACETYLENE WELDING	3
WELD 121	BASIC SHIELDED METAL ARC(SMAW)	3
WELD 171	WELDING THEORY	1
WELD 261	STEEL FABRICATION	3
WELD 221	ADV SHIELDED METAL ARC (SMAW)	3
WELD 291	FABRICATION SHOP	3
ELEC 101	ELECTRICITY & ELECTRONICS FUND	3
MTEC 280	CAPSTONE COURSE <sup>2</sup>	1
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.

<sup>2</sup> Capstone course; grade of C or better must be earned.

## Short Term Programs

Short term programs (<https://www.wvup.edu/corporate-training/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. The Workforce, Technical and Computer Information Sciences Division 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, 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) 424-8383 for more information.

### Skill Set Certificate Programs include:

- Certificate in Agribusiness
- Certificate in Aluminum Welding
- Certificate in Certified Nursing Assistant
- Certificate in Community Health Worker
- Certificate in Dental Assistant
- Certificate in HVAC/R Beginners Course

- Certificate in Medical Office Specialist
- Certificate in Phlebotomy
- Certificate in Peer Recovery Support Specialist

In addition to completing the Workforce program application ([https://xewvuprod.wvnet.edu/ords/bwskalogs.P\\_DispatchChoicesStu/](https://xewvuprod.wvnet.edu/ords/bwskalogs.P_DispatchChoicesStu/)), students requesting admission to some programs may have to meet additional program specific requirements, such as drug screening and background check to be eligible for clinicals/shadowing experiences, which lead to future employment. Certificate exams must be taken for successful completion of courses, where applicable. 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 Workforce, Technical and Computer Information Sciences Division at (304) 424-8383.

## Software Engineering, B.A.T.

The **Bachelor of Applied Technology in Software Engineering** is designed for students who complete the Associate of Applied Science in Computer Science degree and want to learn advanced skills in software engineering.

Software engineers hold key positions in many industries – including medical, industrial, military, communications, aerospace, business, scientific and general computing. While in the BAT program, you will develop highly sought after research, design, development and testing skills that will help keep many critical systems operating accurately and efficiently. Students will also have the opportunity to develop strong problem-solving and communication skills, along with the development of teamwork skills, while being exposed to state-of-the-art technologies for developing mobile applications, web applications and software for embedded systems.

WVUP offers students the opportunity to gain work experience while completing their associate in Computer Information Technology through a state-funded program called Learn and Earn. The Learn and Earn program creates partnerships between industry and community and technical colleges by allowing students hands-on learning experience, and employers to train ideal future employees. A few examples of local businesses partnered with WVUP for the learn and earn in computer science are iTech, Ntiva and Westbrook Health Services.

For more information on all Learn and Earn programs, click here (<https://www.wvup.edu/learn-and-earn/>).

## Milestone Course

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

## Career Planning

- Software Engineer
- DevOps Engineer
- Systems Analyst
- Senior Application Developer
- Applications Architect

## 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.

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

### Total Degree Credits: 120

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>0</sup>	0
CS 121	INTRODUCTION TO PROGRAMMING <sup>1</sup>	4
CIT 114	WINDOWS OPERATING SYSTEMS	3
Quantitative Reasoning Elective		
MATH 125	TECHNICAL MATHEMATICS	
or MATH 126	or ~COLLEGE ALGEBRA	
or MATH 128	or ~COLLEGE TRIGONOMETRY	
or MATH 141	or ~FINITE MATH	
or MATH 150	or INTRODUCTION TO CALCULUS	
or MATH 155	or ~CALCULUS 1	
or MATH 156	or ~CALCULUS 2	

Writing and Rhetoric (p. 36) Elective (ENGL 101 Preferred) 3

**Hours** 13



**Semester 2**

CS 122	OBJECT ORIENTED PROGRAMMING	4
CIT 130	PRIN OF INFORMATION SYSTEMS	3
CS 129	INTRO TO WEB PAGE DESIGN	3
CS 201	DATABASE THEORY AND DESIGN	3
Free Elective		3
<b>Hours</b>		<b>16</b>

**Semester 3**

CS 220	WEB APPLICATION DEVELOPMENT	3
CIT 105	INTRODUCTION TO NETWORKS <sup>2</sup>	5
Scientific Inquiry (p. 35) Elective (PHYS 101 is preferred)		4
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34) (Preferred)		
<b>Hours</b>		<b>15</b>

**Semester 4**

Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34) (Preferred)		
People and Their Worlds (p. 34)		
CS 221	DATA STRUCTURES <sup>1</sup>	4
CIT 240	INTRODUCTION TO LINUX <sup>1,3</sup>	3
SEC 101	SECURITY FUNDAMENTALS <sup>4</sup>	3
CIT 260	CAPSTONE PROJECT <sup>4</sup>	3
<b>Hours</b>		<b>16</b>

**Semester 5**

SEC 300	INTRO TO SECURITY	3
STEM 300	ETHICS AND TECHNOLOGY	3
CS 302	SYSTEM ANALYSIS AND DESIGN	3
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
Upper Level Elective		2
<b>Hours</b>		<b>14</b>

**Semester 6**

MATH 318	DISCRETE MATHEMATICS	3
CS 320	OBJECT ORIENTED DESIGN	3
CS 410 or CS 420	SOFTWARE MAINT & EVOLUTION or ADVANCED WEB DEVELOPMENT	3
CS 309 or CS 321	OPERATING SYSTEMS or MOBILE APPLICATION DEVELOPMENT	3
Writing and Rhetoric (p. 36) Elective: (ENGL 102 is preferred)		3
<b>Hours</b>		<b>15</b>

**Semester 7**

STEM 420	PROJECT MANAGEMENT <sup>1</sup>	3
CS 403	SOFTWARE ENGR & DATA STRUCTURE	3
MATH 211	~STATISTICS	3
Select two of the following:		6
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
<b>Hours</b>		<b>15</b>

**Semester 8**

CS 460	SENIOR PROJECT <sup>4</sup>	3
CS 420 or CS 410	ADVANCED WEB DEVELOPMENT or SOFTWARE MAINT & EVOLUTION	3
Scientific Inquiry (p. 35) Elective (PHYS 102 is preferred)		4
Upper Level Technical Elective		3

CS 321 or CS 309	MOBILE APPLICATION DEVELOPMENT or OPERATING SYSTEMS	3
<b>Hours</b>		<b>16</b>
<b>Total Hours</b>		<b>120</b>

- <sup>0</sup> Institutional Graduation Requirement, but does not count in degree total.
- <sup>1</sup> Milestone Course
- <sup>2</sup> CISCO 1
- <sup>3</sup> LINUX Cert.
- <sup>4</sup> Capstone Course

**Degree requires a total of 120 credit hours.** [ Core Course Credit Hours : 35 ]

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	0
Writing and Rhetoric (p. 36)		6
Quantitative Reasoning (p. 35)		6
Scientific Inquiry (p. 35)		8
Aesthetics, Creativity, and Appreciation (p. 34)		6
Human Communication and Interaction (p. 34)		3
People and Their Worlds (p. 34)		6
<b>Program Courses</b>		
SEC 300	INTRO TO SECURITY	3
STEM 300	ETHICS AND TECHNOLOGY	3
CS 302	SYSTEM ANALYSIS AND DESIGN	3
CS 309	OPERATING SYSTEMS	3
CS 321	MOBILE APPLICATION DEVELOPMENT	3
CS 410	SOFTWARE MAINT & EVOLUTION	3
CS 420	ADVANCED WEB DEVELOPMENT	3
MATH 318	DISCRETE MATHEMATICS	3
CS 320	OBJECT ORIENTED DESIGN	3
STEM 420	PROJECT MANAGEMENT	3
CS 403	SOFTWARE ENGR & DATA STRUCTURE	3
CS 460	SENIOR PROJECT	3
Upper Level Technical Electives <sup>2</sup>		5
Complete CS AAS Degree <sup>3</sup>		44
<b>Total Hours</b>		<b>120</b>

- <sup>1</sup> Institutional Graduation Requirement, but does not count toward degree total.
- <sup>2</sup> Any 300 or 400 level CS, CIT, SEC, STEM, MATH course.
- <sup>3</sup> Completing the CS AAS Degree or an equivalent is a program requirement for admission.

## Technical Studies

WVU Parkersburg 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.**

## Current Technical Study Agreements

### Washington County Career Center

1. HVAC Training Program- (Student must have completed HVAC & Refrigeration 1-4)
2. Advanced HVAC Training Program - ( Student must have completed Welding and Advanced Welding 1-4 and Advanced HVAC)
3. Welding Training Program - ( Student must have completed Welding and Advanced Welding)

4. Pipe Welding Training Program
5. Industrial Maintenance Mechanic Training Program
6. Information Technology Professional Training Program
7. Building Construction Technology Training Program
8. Advanced Building Technology Training Program – (Students must have completed Building Technology and Advanced Building Technology)
9. Instrumentation and Electricity Training Program
10. Medical Assistant Training Program

## Ohio Electric Cooperatives

1. Distribution Line Mechanic

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** (6 credit hours):
    - 3 credit hours business or technical writing
    - 3 credit hours communication
  - **Quantitative Skills/Laboratory Science** experience (6 credit hours):
    - 3 credit hours college-level mathematics course
    - 3 credit hours quantitative skills/laboratory science course
  - **General Education Electives** (3 credit hours)
    - 3 credit hours
- **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 ratio of 15:1 for lecture at a rate consistent with the lab hour/credit ratio 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.

For more information, please contact the Workforce, Technical and Computer Information Sciences Division at 304-424-8383.

## Welding, A.A.S.

The **Associate of Applied Science in Welding** prepares graduates for the variety of opportunities in different industries, such as construction, oil & gas industry, and many more. Welding is the backbone of the world and is an essential component in many industries and art forms. Buildings, cars, planes and machines are just a few instances of where welding is utilized. Due to a consistent demand for certified welders, there is potential to experience stability and progress throughout your career.

Coursework involves physical mastery of the many facets of the field as well as the practical knowledge needed to pass the certification exams. By the time you have completed the program, students learn techniques in multiple areas of the industry. Below is a list of the 4 main welding techniques utilized most and students have the opportunity to become AWS certified in each.

- Metal arc welding, both gas and shielded
- Flux cord and gas tungsten arc welding
- Reading and interpretation of blueprints
- Welding tool and equipment maintenance

## Milestone Course

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

## Capstone Course

The capstone is a semester-long project that must be taken in the graduation semester.

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

### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
MTEC 102	INTRODUCTORY CRAFT SKILLS <sup>1,2</sup>	2
WELD 111	BASIC OXYACETYLENE WELDING	3
WELD 171	WELDING THEORY	1
WELD 160	WELDING BLUEPRINT READING	2
WELD 121	BASIC SHIELDED METAL ARC(SMAW)	3
Quantitative Reasoning (p. 35) (Math 125 Preferred)		3-4
<b>Hours</b>		<b>15-16</b>
<b>Semester 2</b>		
WELD 131	BASIC GAS TUNGSTEN ARC (GTAW) <sup>1,3</sup>	3
WELD 133	BASIC FLUX CORE ARC WELD(FCAW) <sup>1,3</sup>	3
WELD 134	BASIC GAS METAL ARC WELD(GMAW) <sup>1,3</sup>	3
WELD 279	WELDING INSPECTION	2
Writing and Rhetoric (p. 36) (ENGL 107 Preferred)		3
<b>Hours</b>		<b>14</b>
<b>Semester 3</b>		
WELD 261	STEEL FABRICATION	3
WELD 221	ADV SHIELDED METAL ARC (SMAW) <sup>1,3</sup>	3
WELD 132	ADV GAS TUNGSTEN ARC (GTAW) <sup>1,3</sup>	3
Scientific Inquiry (p. 35) Elective		4
Select one of the following:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
<b>Hours</b>		<b>16</b>
<b>Semester 4</b>		
Select one of the following, not already taken:		3
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
WELD 135	ADV GAS METAL ARC WELD (GMAW) <sup>1,3</sup>	3
WELD 136	ADV FLUX CORE ARC WELD (FCAW) <sup>1,3</sup>	3
WELD 291	FABRICATION SHOP	3
WELD 260	WELDING CAPSTONE <sup>4</sup>	2
Free Elective		1
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60-61</b>

<sup>1</sup> Milestone Course

<sup>2</sup> NCCER Core

<sup>3</sup> AWS Certificate

<sup>4</sup> Capstone Course

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 17 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
Scientific Inquiry (p. 35)		4

Select two of the following:		6
Aesthetics, Creativity, and Appreciation (p. 34)		
Human Communication and Interaction (p. 34)		
People and Their Worlds (p. 34)		
<b>Program Courses</b>		
MTEC 102	INTRODUCTORY CRAFT SKILLS	2
WELD 111	BASIC OXYACETYLENE WELDING	3
WELD 121	BASIC SHIELDED METAL ARC(SMAW)	3
WELD 133	BASIC FLUX CORE ARC WELD(FCAW)	3
WELD 134	BASIC GAS METAL ARC WELD(GMAW)	3
WELD 279	WELDING INSPECTION	2
WELD 261	STEEL FABRICATION	3
WELD 221	ADV SHIELDED METAL ARC (SMAW)	3
WELD 132	ADV GAS TUNGSTEN ARC (GTAW)	3
WELD 135	ADV GAS METAL ARC WELD (GMAW)	3
WELD 136	ADV FLUX CORE ARC WELD (FCAW)	3
WELD 291	FABRICATION SHOP	3
WELD 260	WELDING CAPSTONE	2
WELD 171	WELDING THEORY	1
WELD 160	WELDING BLUEPRINT READING	2
WELD 131	BASIC GAS TUNGSTEN ARC (GTAW)	3
Free Elective		1
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.

## Welding, C.A.S.

The **Certificate of Applied Science in Welding** prepares graduates for the variety of opportunities in different industries, such as construction, oil & gas industry, and many more. Welding is the backbone of the world and is an essential component in many industries and art forms. Buildings, cars, planes and machines are just a few instances of where welding is utilized. Due to a consistent demand for certified welders, there is potential to experience stability and progress throughout your career.

Coursework involves physical mastery of the many facets of the field as well as the practical knowledge needed to pass the certification exams. By the time you have completed the program, students learn techniques in multiple areas of the industry. Below is a list of the 4 main welding techniques utilized most and students have the opportunity to become AWS certified in each.

- Metal arc welding, both gas and shielded
- Flux cord and gas tungsten arc welding
- Reading and interpretation of blueprints
- Welding tool and equipment maintenance

## Milestone Course

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
- Pipe fitters in local fabrication shops

*Each career listed above provides an opportunity to make an average wage of \$12.90 - \$27.33/hour.*

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

**Total Degree Credits: 30**

Course	Title	Hours
<b>Semester 1</b>		
COLL 101	ORIENTATION TO COLLEGE	1
MTEC 102	INTRODUCTORY CRAFT SKILLS <sup>1,2</sup>	2
WELD 111	BASIC OXYACETYLENE WELDING	3
WELD 171	WELDING THEORY	1
WELD 160	WELDING BLUEPRINT READING	2
WELD 121	BASIC SHIELDED METAL ARC(SMAW)	3
Quantitative Reasoning (p. 35) (Math 125 Preferred)		3-4
<b>Hours</b>		<b>15-16</b>
<b>Semester 2</b>		
WELD 131	BASIC GAS TUNGSTEN ARC (GTAW) <sup>1,3</sup>	3
WELD 133	BASIC FLUX CORE ARC WELD(FCAW) <sup>1,3</sup>	3
WELD 134	BASIC GAS METAL ARC WELD(GMAW) <sup>1,3</sup>	3
WELD 279	WELDING INSPECTION	2
Writing and Rhetoric (p. 36) (ENGL 107 Preferred)		3
Free Elective		1
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>30-31</b>

<sup>1</sup> Milestone Course

<sup>2</sup> NCCER Core

<sup>3</sup> AWS Certificate

**Degree requires a total of 30 credit hours. [ Core Course Credit Hours : 7 ]**

Code	Title	Hours
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Writing and Rhetoric (p. 36)		3
Quantitative Reasoning (p. 35)		3
<b>Program Courses</b>		
MTEC 102	INTRODUCTORY CRAFT SKILLS	2
WELD 111	BASIC OXYACETYLENE WELDING	3
WELD 171	WELDING THEORY	1
WELD 160	WELDING BLUEPRINT READING	2
WELD 121	BASIC SHIELDED METAL ARC(SMAW)	3
WELD 131	BASIC GAS TUNGSTEN ARC (GTAW)	3
WELD 133	BASIC FLUX CORE ARC WELD(FCAW)	3
WELD 134	BASIC GAS METAL ARC WELD(GMAW)	3
WELD 279	WELDING INSPECTION	2
Free Elective		1
<b>Total Hours</b>		<b>30</b>

<sup>1</sup> Institutional Graduation Requirement.

# DISTANCE LEARNING

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## 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, webpages 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. Instructors may require students to attend on-site or synchronous class sessions and/or take on-site 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.

## 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/current-students/distance-learning/](http://www.wvup.edu/current-students/distance-learning/) (<http://www.wvup.edu/current-students/distance-learning/>), 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.

## 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](http://www.wvup.edu/disabilityservices) (<http://www.wvup.edu/disabilityservices/>)

## Library Services

A complete list of resources for off-campus access can be found at [www.wvup.edu/library](http://www.wvup.edu/library) (<http://www.wvup.edu/library/>).

The following are a few of the library services available at a distance:

- Remotely accessible web-based resources for student research, including articles, eBooks and streaming video.
- Research guides and tutorials specific to WVU Parkersburg collections.
- Librarian-selected websites that support the college curriculum.
- Reference instruction by email.

To review all the services available at a distance, visit: [www.wvup.edu/library](http://www.wvup.edu/library) (<http://www.wvup.edu/library/>).

## Student Services

Students participating in online and hybrid courses may use all WVU at 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, visit: <https://www.wvup.edu/current-students/services/>.

## General Information

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.

# COLLEGE CREDIT OPPORTUNITIES FOR HIGH SCHOOL STUDENTS

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## College Credit Opportunities for Students Still in High School

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

## Early College Program

Early College classes are college classes offered to select high school students either on the campus of WVU Parkersburg, online, or at the student's high school. Early College classes usually include general education courses. Early College 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. Scholarships may be available for qualifying students but you must complete a Need-based Early College Scholarship Application ([https://www.wvup.edu/wp-content/uploads/2021/12/Fillable-Early-College-Need-Based-Scholarship-Application\\_12.9.21.pdf](https://www.wvup.edu/wp-content/uploads/2021/12/Fillable-Early-College-Need-Based-Scholarship-Application_12.9.21.pdf)) to be eligible. See your high school guidance counselor for more information.

## Early College Student Qualifications

To qualify for early college status, applicants must:

- Submit an Early College application form online (click here to apply (<http://wvup.edu/wvupapp/>)) or 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 Sophomore in high school and have at least a 2.5 cumulative GPA. High schools reserve the right to set a higher minimum GPA for their students.
- Achieve a minimum ACT, SAT, or Accuplacer placement test score for certain courses. Pre-requisites are listed in the course descriptions section 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 College program is available at <https://www.wvup.edu/future-students/high-school-students/early-college/>, by email ([earlycollege@wvup.edu](mailto:earlycollege@wvup.edu)) or by contacting the Early College Director at (304) 424-8209.

## 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 <https://www.wvup.edu/future-students/high-school-students/edge/?hilite=EDGE>.

- EDGE Student Qualifications: Talk with your high school counselor or teacher to confirm program participation in EDGE. You will need to fill out the EDGE college enrollment form with your teacher and submit it for college credit when the program is completed.
  - To qualify for EDGE credit, a student must complete an approved program of study.
  - To acquire an EDGE Credit transcript, complete a WVUP EDGE Transcript request: EDGE Transcript Request (<https://www.wvup.edu/future-students/high-school-students/edge/transcript-request/>)
- More information about the EDGE program is available at EDGE (Earn a Degree - Graduate Early) (<https://www.wvup.edu/future-students/high-school-students/edge/>) or by contacting the Center for Student Services at (304) 424-8310.

## Caperton Center for Applied Technology

West Virginia University at Parkersburg, Wood County Schools, area businesses, industries, 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.



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**ACCOUNTING (ACCT)****ACCT 123 OFFICE ACCOUNTING****3 Credit Hours**

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 Credit Hours**

Accounting information is examined from the perspective of effective management decision making with special emphasis on the planning and control responsibilities of practicing managers. (3 lecture)

**ACCT 201 PRIN OF ACCOUNTING 1****3 Credit Hours**

Covers the fundamentals of accounting; the accounting cycle; journals and ledgers; working papers; financial statements; types of accounts; analysis of financial statements; fundamentals of budgeting; and an introduction to internal controls.

**Prerequisite(s):** AMTH - Math Placement with a score of 070 or ACT Math with a score of 19 or MATH 100 or MATH 102 or MATH 111 or MATH 120 or MATH 126 or MATH 128

**ACCT 202 PRIN OF ACCOUNTING 2****3 Credit Hours**

Continuation of ACCT 201. Introduction to Partnership accounting procedures; corporation accounting procedures; bond accounting; capital stock accounts; asset accounting procedures; introduction to manufacturing accounting.

**Prerequisite(s):** ACCT 201

**ACCT 293 COOPERATIVE WORK EXPERIENCE****1-8 Credit Hours**

(1-8 lecture)

**ACCT 297 SPECIAL TOPICS****1-6 Credit Hours**

(1-6 lecture)

**ACCT 299 INDEPENDENT STUDY****1-4 Credit Hours**

(1 lecture)

**ACCT 301 MANAGERIAL ACCT FOR MANAGERS****3 Credit Hours**

(3 lecture)

**Prerequisite(s):** ACCT 200 or ACCT 201

**ACCT 310 ACCT INFORMATION SYSTEMS****3 Credit Hours**

Overview of computerized accounting software package that is used in the business world. Hands-on experience conducting all major components of statement preparation for balance sheets, income statements and statements of profit and loss in a computerized format. (3 lecture)

**Prerequisite(s):** ACCT 201

**ACCT 311 INTERMEDIATE ACCOUNTING 1****3 Credit Hours**

Analysis of accounting principles and procedures at the intermediate level. Addresses the theory and practices that are tested at the CPA level. Asset valuation, continued study of liabilities, and income determination are covered. (3 lecture)

**Prerequisite(s):** ACCT 202 and (MATH 120 or MATH 126 or MATH 128 or MATH 150 or MATH 155 or MATH 156 or MATH 211 or MATH 251 or MATH 261 or MATH 303 or MATH 315)

<b>ACCT 312 INTERMEDIATE ACCOUNTING 2</b>	<b>3 Credit Hours</b>
Continuation of ACCT 311. Topics covered include non-current assets, equity, flow of funds and ratio analysis.	
<b>Prerequisite(s):</b> ACCT 311	
<b>ACCT 331 MANAGERIAL ACCOUNTING</b>	<b>3 Credit Hours</b>
Accounting and budgeting techniques for management planning and control. The use of accounting data in management decision making. (3 lecture)	
<b>Prerequisite(s):</b> ACCT 202 and (MATH 120 or MATH 126 or MATH 128 or MATH 115)	
<b>ACCT 353 FED INCOME TAX ACCOUNTING 1</b>	<b>3 Credit Hours</b>
Tax theory and practice with special emphasis on individual income taxation; the federal tax code and regulations; federal tax forms. (3 lecture)	
<b>Prerequisite(s):</b> ACCT 202	
<b>ACCT 354 FED INCOME TAX ACCOUNTING 2</b>	<b>3 Credit Hours</b>
Continuation of ACCT 353. This course focuses on income taxation of corporations, estates, trusts and partnerships. Tax considerations in establishing business organizations, reorganizations, and liquidations.	
<b>Prerequisite(s):</b> ACCT 202	
<b>ACCT 355 VITA-INCOME TAX APPLICATION</b>	<b>3 Credit Hours</b>
Hands on application of tax principles. Students will be expected to pass the IRS Volunteer Income Tax Assistance program tests and work up to 35 hours preparing tax returns for people within the community. (1 lecture, 2 lab)	
<b>Prerequisite(s):</b> ACCT 353	
<b>ACCT 360 FRAUD EXAMINATION</b>	<b>3 Credit Hours</b>
White collar crime and forensic accounting; methods of detection, prevention and investigation. (3 lecture)	
<b>ACCT 393 COOPERATIVE WORK EXPERIENCE</b>	<b>1-12 Credit Hours</b>
Maximum of 6 hours. Prerequisite: Junior status or consent of division chair. (1-12 lecture, 1 lab)	
<b>ACCT 397 SPECIAL TOPICS</b>	<b>1-4 Credit Hours</b>
This course title is reserved for new and/or experimental accounting courses to be offered within the division. (1-4 lecture)	
<b>ACCT 399 INDEPENDENT STUDY</b>	<b>1-6 Credit Hours</b>
Maximum of 6 hours. Research in selected areas of accounting under the direction of a faculty member. (Prerequisite: consent of division chair.) F-S-SU	
<b>ACCT 401 ADVANCED ACCOUNTING</b>	<b>3 Credit Hours</b>
Accounting practices and procedures for business combinations and consolidations; introduction to not-for-profit accounting theories; advanced partnership accounting theories.	
<b>Prerequisite(s):</b> ACCT 312	
<b>ACCT 402 INTRO FEDERAL FINANCIAL MGMT</b>	<b>2 Credit Hours</b>
Introduction and study of Federal Appropriations Law and Application of the pronouncements of the Office of Management and Budget (OMB). (2 lecture)	
<b>Prerequisite(s):</b> ACCT 311	
<b>ACCT 404 INTERMED FEDRL FINANCIAL MGMT</b>	<b>2 Credit Hours</b>
Continuation of the in-depth study of Federal Appropriations Law and Application of the pronouncements of the Office of Management and Budget (OMB). (2 lecture)	
<b>Pre/Corequisite(s):</b> ACCT 402	
<b>ACCT 405 AUDITING</b>	<b>3 Credit Hours</b>
Study of auditing theory and practice, the generally accepted auditing standards, the audit plan, internal control evaluation, statistical sampling and testing procedures; auditor's reports.	
<b>Prerequisite(s):</b> ACCT 312	
<b>ACCT 410 GOVERNMENT/NOT-FOR-PROFIT ACCT</b>	<b>3 Credit Hours</b>
Techniques and principles of fund accounting as generally encountered in government agencies, charities, and other not-for-profit organizations. (3 lecture)	
<b>Pre/Corequisite(s):</b> ACCT 312	
<b>ACCT 420 CPA REVIEW</b>	<b>3 Credit Hours</b>
<b>ACCT 432 COST ACCOUNTING</b>	<b>3 Credit Hours</b>
Determination of costs in manufacturing entities; interpretation of cost data; study of job order costs, process costs, and standard costs. (3 lecture)	
<b>Prerequisite(s):</b> ACCT 202 and (MATH 120 or MATH 126 or MATH 128)	
<b>ACCT 497 SPECIAL TOPICS IN ACCOUNTING</b>	<b>1-6 Credit Hours</b>
New and/or experimental accounting courses to be offered within the division. (1-6 lecture)	

## AGRIBUSINESS (AGRI)

### AGRI 121 CAREERS IN AGRICULTURE

**1 Credit Hour**

An introductory class to the many available professions and careers within agriculture. This course will expose students to opportunities available in agriculture with jobs, grants & funding, and assistance programs. (1 lecture)

### AGRI 197 SPECIAL TOPICS

**1-6 Credit Hours**

Special Topics (1-6 lecture, 1 lab)

### AGRI 200 AGRI EQUIPMENT REPAIR & MAINT

**3 Credit Hours**

Agriculture Equipment Repair & Maintenance will give students a better understanding of repairing and maintaining farm equipment. Students will diagnose broken farm equipment, develop plans and budgets to fix equipment and repair broken equipment. (3 lecture)

### AGRI 215 PLANT & SOIL SCIENCES

**3 Credit Hours**

This course will deal with basic science of plants, such as structures, functions and growth requirements as it relates to agronomy. The plant type focus will primarily be on field crops and the production and management of crops. Course topics would include basic uses and crop categories, plant anatomy, physiology, fertilizer, nutrition, crop identification, seed identification and weed identification. (3 lecture)

### AGRI 221 HORTICULTURE

**3 Credit Hours**

This course provides instruction on the broad field of horticulture with an emphasis on the scientific and technical knowledge for a career in horticulture. Topics in this course include plant growth and development, plant nutrition, plant anatomy and physiology, media selection, basic plant identification, customer relations, career opportunities, leadership development and entrepreneurial skills. Students utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts. Students will be provided real-world learning opportunities and instruction. (3 lecture)

### AGRI 223 FLORICULTURE

**3 Credit Hours**

Floriculture is an introductory class to the growing, marketing, sale and harvesting of flowers and other ornamental plants. This course will expose students to floriculture managing practices, hands-on management, and flower growing. (3 lecture)

### AGRI 225 CROP PRODUCTION

**3 Credit Hours**

Crop Production will give the student a better understanding of commercial crop production management & harvest. In crop production, students will see step-by-step the process needed to better yields, prevent pest invasion and manage disease. (3 lecture)

### AGRI 230 PEST MANAGEMENT

**3 Credit Hours**

Pest Management will give the student an introduction to identifying pests, diseases and weeds within a commercial crop production operation. Students will use this knowledge to develop an appropriate pest management plan and budget. (3 lecture)

### AGRI 232 INTEGRATED PEST MANAGEMENT

**3 Credit Hours**

This course will give students a better understanding of how to deal with pest, diseases and weed management. Utilizing new technologies and Integrated Pest Management tactics the students will defend their crops and care for those crops throughout the semester. (3 lecture)

### AGRI 240 LANDSCAPE MANAGEMENT

**1 Credit Hour**

An introductory class to the professions within the landscaping field. This course will expose students to landscape managing practices, hands-on landscape management and plant growing. (1 lecture)

### AGRI 297 SPECIAL TOPICS

**1-6 Credit Hours**

Special Topics (1-6 lecture, 1 lab)

## APPL TECH PROCESS TECHNOLOGY (ATPT)

### ATPT 130 INTRO TO PROCESS TECHNOLOGY

**2 Credit Hours**

Introduction to the job requirements and duties of a process technician including physics, chemistry, equipment, safety, health, and the environment for process industries. (2 lecture)

### ATPT 131 PROCESS SAFETY, HLTH, ENVRNMTL

**3 Credit Hours**

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. (3 lecture)

### ATPT 132 PROCESS QUALITY

**3 Credit Hours**

Introduces Total Quality Management concepts including customer service, effective communication, team skills, variance and operating consistency, process capability, continuous improvement, corrective/preventive action, SPC basics, data collection, control charts. (3 lecture)

### ATPT 140 PROCESS INSTRUMENTATION

**3 Credit Hours**

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. (3 lecture)

### ATPT 141 PROCESS TECH 1 - EQUIPMENT

**3 Credit Hours**

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. (3 lecture)

**ATPT 150 PROCESS TECH FIELD EXPERIENCE 1 Credit Hour**

A required hands on experience at a partner processing facility, designed to supplement the classroom curriculum with an environment to apply the knowledge gained in the classroom; and to further enhance the understanding of the workplace environment.

**ATPT 242 PROCESS TECH 2 - SYSTEMS 3 Credit Hours**

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. (3 lecture)

**ATPT 244 PROCESS TECH 3 - OPERATIONS 3 Credit Hours**

Process Technicians role in start up, normal and emergency shut down, outages and routine maintenance of a process facility. (3 lecture)

**ATPT 250 PROCESS TECH FIELD EXPERIENCE 1 Credit Hour**

A required hands on experience at a partner processing facility, designed to supplement the classroom with an environment to apply the knowledge gained in the classroom; and to further enhance the understanding of the workplace environment.

**ATPT 260 CAPSTONE COURSE 1 Credit Hour**

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. (Corequisite: ATPT 244). (1 lecture)

**ATPT 293 COOPERATIVE WORK EXPERIENCE 1-8 Credit Hours****ATPT 297 SPECIAL TOPICS 1-6 Credit Hours**

(1-6 lecture)

**ATPT 393 COOPERATIVE WORK EXPERIENCE 1-12 Credit Hours**

(1-12 lecture)

## ART (ART)

**ART 101 ~ART APPRECIATION 3 Credit Hours**

History of visual arts and artists, periods, societies, cultures; design and composition; media, materials and techniques. (3 lecture)

**ART 105 SURVEY OF ART HISTORY 1 3 Credit Hours**

History of painting, sculpture, architecture and minor arts of the Western world from prehistory to Renaissance; the relationship between art, artists, and developing society in Western civilization. (3 lecture)

**ART 106 SURVEY OF ART HISTORY 2 3 Credit Hours**

Continuation of ART 105. History of painting, sculpture, architecture, and minor arts of Western civilization from Renaissance to Twentieth Century. (3 lecture)

**Prerequisite(s):** ART 211 or ART 105

**ART 109 DRAWING 3 Credit Hours**

Foundation for drawing and the elements of art and principles design used to analyze and interpret works of art. Drawing methods, materials, various black and white media and techniques are covered. Designed for students who are not majoring in Fine Arts and emphasized exploration and expression. (3 lecture)

**ART 111 DRAWING 1 3 Credit Hours**

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. (3 lecture)

**ART 112 DRAWING 2 3 Credit Hours**

Continuation of ART 111 stressing expressive drawing in both color and black and white media. (6 studio hours per week) (3 lecture)

**Prerequisite(s):** ART 121 or ART 111

**ART 121 FUND 2-DIMENSIONAL DESIGN 3 Credit Hours**

Manipulation of picture plane; abstract elements of line, shape, form, texture, value, space and color. (6 studio hours per week). (on demand) (3 lecture)

**ART 122 FUND 3-DIMENSIONAL DESIGN 3 Credit Hours**

Continuation of ART 121, introducing three dimensional arts concerns using wire, plaster, wood, clay, cardboard and metals to investigate functional and sculptural problems. (3 lecture)

**Prerequisite(s):** ART 121 or ART 141

**ART 162 WATERCOLOR 3 Credit Hours**

Introduction to materials and techniques used in watercolor; composition, color theory, and personal expression. (6 studio hours per week) (3 lecture)

**Prerequisite(s):** (ART 121 or ART 141) or ART 111

**ART 213 PAINTING 1 3 Credit Hours**

Procedures, techniques, and concepts of painting and color theory; use of oils or acrylics. (6 studio hours per week) (3 lecture)

<b>ART 214 PAINTING 2</b>	<b>3 Credit Hours</b>
Continuation of major painting. Ideas, craftsmanship, and personal expression using either oils or acrylics. (6 studio hours per week) Can be repeated for a maximum of 6 credit hours over two semesters. (3 lecture)	
<b>Prerequisite(s):</b> ART 213	
<b>ART 221 ADVANCED DRAWING</b>	<b>3 Credit Hours</b>
Continuation of ART 112; emphasis on in-depth exploration of media, and personal expression. (6 studio hours per week) (3 lecture)	
<b>Prerequisite(s):</b> (ART 122 or ART 112) and (ART 141 or ART 121)	
<b>ART 225 LIFE DRAWING</b>	<b>3 Credit Hours</b>
Human anatomy, foreshortening, light and shading, form and expression. 6 studio hours per week. Offered on demand. (3 lecture)	
<b>Prerequisite(s):</b> (ART 121 or ART 141) and ART 111	
<b>ART 230 PRINTMAKING 1</b>	<b>3 Credit Hours</b>
Introductory printmaking using planographic, relief, stencil, and intaglio to execute original prints; print and paper aesthetics; printmaking ethics. (6 studio hours per week) (3 lecture)	
<b>ART 231 PRINTMAKING 2</b>	<b>3 Credit Hours</b>
Continuation of ART 230. Exploration, craftsmanship and personal expression in one of four print media. (6 studio hours per week) (3 lecture)	
<b>Prerequisite(s):</b> ART 230 or ART 263	
<b>ART 240 CERAMICS 1</b>	<b>3 Credit Hours</b>
Techniques of hand building, clay and glaze formulation, and electric kiln use; introduction to throwing on potter's wheel. (6 studio hours per week) (3 lecture)	
<b>ART 241 CERAMICS 2</b>	<b>1-3 Credit Hours</b>
Introduces students to the world of ceramics through the study of its history, materials, equipment, techniques, methods and hands-on application. (1-3 lecture)	
<b>Prerequisite(s):</b> ART 175 or ART 240	
<b>ART 242 WOOD CARVING</b>	<b>3 Credit Hours</b>
Sculpturing in wood; direct carving, assemblage, lamination, wood bending, joints, and finishes. (6 studio hours per week) (3 lecture)	
<b>Prerequisite(s):</b> ART 175 or ART 240	
<b>ART 251 ART WELDING</b>	<b>3 Credit Hours</b>
Basic welding and cutting techniques in the creation of welded steel sculptures using stock steel and found steel objects. (3 lecture)	
<b>Prerequisite(s):</b> ART 101 and ART 240	
<b>ART 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1 Credit Hour</b>
<b>ART 297 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>ART 299 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>ART 314 ADVANCED PAINTING</b>	<b>3 Credit Hours</b>
Builds on the skills and techniques developed in Painting 2. Emphasis is placed on the creation of a body of work through exploration, contemporary media, and individual voice. (3 lecture)	
<b>Prerequisite(s):</b> ART 111 and ART 214	
<b>ART 315 ART SKILLS &amp; INST STRATEGIES</b>	<b>3 Credit Hours</b>
Experience in two and three-dimensional media employed in public school (K-6), and background in Discipline-Based Art Education (curriculum content, visual learning development, art classroom management, evaluation procedures, and art education philosophy). (Prerequisites: Admission to Teacher Education) (3 lecture)	
<b>ART 321 ADVANCED DRAWING</b>	<b>3 Credit Hours</b>
Continuation of ART 112; emphasis on in depth exploration of media and personal expression. (3 lecture)	
<b>Prerequisite(s):</b> ART 111 and ART 112	
<b>ART 331 PRINTMAKING 2</b>	<b>3 Credit Hours</b>
Continuation of ART 230. Exploration, craftsmanship and personal expression in one of four print media. (3 lecture)	
<b>Prerequisite(s):</b> ART 230	
<b>ART 340 ADVANCED CERAMICS</b>	<b>3 Credit Hours</b>
Continuation of Ceramics 2. Students use skills learned in previous semesters to create a body of well crafted function pottery. (3 lecture)	
<b>Prerequisite(s):</b> ART 101 and ART 240 and ART 243	
<b>ART 351 FOUND OBJECT WELDED SCULPTURE</b>	<b>3 Credit Hours</b>
Continuation of ART 251. Students will use steel found objects to fabricate free standing sculptures using a flux core MIG welder. (3 lecture)	
<b>Prerequisite(s):</b> ART 251	



**ART 360 CONTEMPORARY ART HISTORY****3 Credit Hours**

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. (3 lecture)

**Prerequisite(s):** ART 101

**ART 397 SPECIAL TOPICS****3 Credit Hours****ART 399 INDEPENDENT STUDY****1-6 Credit Hours**

(1-6 lecture)

## ASTRONOMY (ASTR)

**ASTR 106 INTRODUCTION TO ASTRONOMY****4 Credit Hours**

Introduction to the study of the Universe, including the latest theories on the origin of the Universe, the solar system and Earth; origin of galaxies, stars, planets, asteroids, meteoroids, comets, etc., stressing modern techniques of gathering information about the Universe; May include planetarium visits and other astronomy related field trips. (3 lecture)

**Corequisite(s):** ASTR 106L

**ASTR 106L INTRO TO ASTRONOMY LAB****0 Credit Hours**

The lab portion of ASTR 106 will include observations of the sky, use of telescopes and use of the celestial sphere and star charts. (2 lab)

**Corequisite(s):** ASTR 106

**ASTR 297 SPECIAL TOPICS****1 Credit Hour**

(1 lecture)

## BIOLOGY (BIOL)

**BIOL 101 ~GENERAL BIOLOGY 1****3 Credit Hours**

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)

**Corequisite(s):** BIOL 103

**BIOL 102 ~GENERAL BIOLOGY 2****3 Credit Hours**

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)

**Corequisite(s):** BIOL 104

**BIOL 103 ~GENERAL BIOLOGY 1 LAB****1 Credit Hour**

Introductory exercises and experiments in general biology to include microscopy and cell structure, organic compounds, osmosis and diffusion, photosynthesis, cell respiration, hydrolysis of carbohydrates, cell reproduction and genetics.

**Corequisite(s):** BIOL 101

**BIOL 104 ~GENERAL BIOLOGY 2 LAB****1 Credit Hour**

Laboratory studies in general biology covering evolution and systematics, a survey of organism diversity, and basic plant and animal anatomy and physiology.

**Corequisite(s):** BIOL 102

**BIOL 105 SCIENCE FOR LIFE****4 Credit Hours**

A single semester, non-majors biology course which emphasizes the scientific method, experimentation, and understanding of science that applies to modern life. Most traditional biology topics will be covered, including cell structure and division, genetic inheritance of traits, enzymes, plants, animals, bacteria and viruses. Topics will be presented with applications in mind, rather than as a foundational class for future study in biology. Students must register for both a lecture section and a laboratory section. This course is not intended for transfer. (3 lecture)

**Corequisite(s):** BIOL 105L

**BIOL 105L SCIENCE FOR LIFE LAB****0 Credit Hours**

(2 lab)

**Corequisite(s):** BIOL 105

**BIOL 107 ~ANATOMY AND PHYSIOLOGY 1****4 Credit Hours**

An introduction to normal structure and function of the human body; principles of 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. Lab work emphasizes microscopic work on cells and tissues, study of bones and muscles, and dissections of brain and eyeball. (3 lecture)

**Corequisite(s):** BIOL 107L

- BIOL 107L ANATOMY AND PHYSIOLOGY 1 LAB** **0 Credit Hours**  
(2 lab)  
**Corequisite(s):** BIOL 107
- BIOL 108 ~ANATOMY AND PHYSIOLOGY 2** **4 Credit Hours**  
Continuation of BIOL 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)  
**Prerequisite(s):** BIOL 107 or (BIOL 101 or BIOL 111)  
**Corequisite(s):** BIOL 108L
- BIOL 108L ANATOMY AND PHYSIOLOGY 2 LAB** **0 Credit Hours**  
(2 lab)  
**Corequisite(s):** BIOL 108
- BIOL 109 ANAT & PHYS FOR ALLIED HEALTH** **4 Credit Hours**  
Essential principles of human anatomy and physiology are presented, including basic chemistry, cell and tissue studies, and an overview of all the body systems. Intended as a survey course for certain allied health programs and as a general natural science course.  
**Corequisite(s):** BIOL 109L
- BIOL 109L ANAT & PHYS ALLIED HEALTH LAB** **0 Credit Hours**  
(2 lab)  
**Corequisite(s):** BIOL 109
- BIOL 110 MICROBIOLOGY FOR SURG TECH** **3 Credit Hours**  
Overview of the structure, physiology and human health implications of microorganisms in relation to human health and disease. Relationship between pathogens and the body's defense system, structure and function of cells, process of infection and the immunologic defense mechanisms, 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, 2 lab)  
**Prerequisite(s):** BIOL 109 and ST 101 and ST 114  
**Corequisite(s):** BIOL 110L
- BIOL 110L MICROBIOLOGY FOR SURG TECH LAB** **0 Credit Hours**
- BIOL 115 ~PRINCIPLES OF BIOLOGY** **4 Credit Hours**  
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)  
**Corequisite(s):** BIOL 115L  
**Pre/Corequisite(s):** CHEM 115
- BIOL 115L ~PRINCIPLES OF BIOLOGY LAB** **0 Credit Hours**  
Laboratory portion of BIOL 115. Major emphasis will be on critical reading of scientific literature, experimental design, data collection and evaluation and the preparation of written reports. (2 lab)  
**Corequisite(s):** BIOL 115
- BIOL 117 ~INTRODUCTORY PHYSIOLOGY** **4 Credit Hours**  
Continuation of BIOL 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)  
**Prerequisite(s):** BIOL 115 and CHEM 115  
**Corequisite(s):** BIOL 117L  
**Pre/Corequisite(s):** CHEM 116
- BIOL 117L ~INTRO PHYSIOLOGY LAB** **0 Credit Hours**  
Laboratory portion of BIOL 117. Course emphasizes critical reading of biology literature; dissections of representative animal and plant specimens; organic chemical analyses; formulating research hypotheses; hypothesis testing and scientific writing. (2 lab)  
**Corequisite(s):** BIOL 117
- BIOL 171 NUTRITION & HEALTH** **3 Credit Hours**  
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)

**BIOL 200 MICROBIOLOGY****3 Credit Hours**

Designed for students requiring a basic medical microbiology course to meet program requirements or as a science elective. Topics include microorganisms, microbial growth and metabolism, control of microbial populations, microbial resistance and principles of infection and immunity. (3 lecture)

**Prerequisite(s):** (BIOL 107 and BIOL 108) or (BIOL 101 and BIOL 103 and BIOL 102 and BIOL 104) or (BIOL 115 and BIOL 117)

**BIOL 201 MICROBIOLOGY LAB****1 Credit Hour**

Designed to accompany BIOL 200; practical laboratory experiences for students requiring a basic medical micro-biology course to meet program requirements or as a science elective. Topics include staining procedures, observation and study of fixed specimens using the microscope, and culturing and identifying living microorganisms. (2 lab)

**Pre/Corequisite(s):** BIOL 200

**BIOL 211 ZOOLOGY-ANIMALS AS ORGANISMS****4 Credit Hours**

Anatomical and physiological study of invertebrate and vertebrate body systems and processes including taxonomy and evolution. (3 lecture)

**Prerequisite(s):** (BIOL 101 or BIOL 111) and BIOL 103 and (BIOL 102 or BIOL 112) and BIOL 104 or (BIOL 115 and BIOL 117)

**Corequisite(s):** BIOL 211L

**BIOL 211L ZOOLOGY-ANIMALS AS ORGAN LAB****0 Credit Hours**

(2 lab)

**Corequisite(s):** BIOL 211

**BIOL 212 BOTANY-PLANTS AS ORGANISMS****4 Credit Hours**

Development, structure, function, and evolution of vascular and nonvascular plants; physiological and ecological relationships. (3 lecture)

**Prerequisite(s):** (BIOL 101 or BIOL 111) and BIOL 103 and (BIOL 102 or BIOL 112) and BIOL 104 or (BIOL 115 and BIOL 117)

**Corequisite(s):** BIOL 212L

**BIOL 212L BOTANY-PLANTS AS ORGANISMS LAB****0 Credit Hours**

(2 lab)

**Corequisite(s):** BIOL 212

**BIOL 219 THE LIVING CELL****4 Credit Hours**

A study of the structure, function and diversity of cells with an emphasis on gene expression and cellular phenotyping including cell chemistry, energetics and regulation of cell activities. The third course in an integrated sequence. (3 lecture)

**Prerequisite(s):** (BIOL 101 and BIOL 103 and BIOL 102 and BIOL 104) or (BIOL 115 and BIOL 117) and CHEM 115 and CHEM 116

**Corequisite(s):** BIOL 219L

**Pre/Corequisite(s):** CHEM 233 and CHEM 235

**BIOL 219L THE LIVING CELL LABORATORY****0 Credit Hours**

Laboratory portion of BIOL 219. Course deals with laboratory experiments in cell growth, energetics, enzymes and gene expression. Emphasis will be placed on experimental design, data collection, data interpretation and reporting of findings in the style of a scientific journal. (2 lab)

**Corequisite(s):** BIOL 219

**BIOL 293 COOPERATIVE WORK EXPERIENCE****1-4 Credit Hours**

(1-4 lecture)

**BIOL 297 SPECIAL TOPICS****1-4 Credit Hours**

(1-4 lecture)

**BIOL 297L SPECIAL TOPICS:MICRO LAB****3 Credit Hours**

(3 lab)

**BIOL 299 INDEPENDENT STUDY****1-3 Credit Hours**

(1-3 lecture)

**BIOL 312 INTRO TO MEDICAL BOTANY****3 Credit Hours**

Survey of the medicinal properties of plants, fungi, algae (protists) and cyanobacteria. The impact of plants and their role in both traditional and modern medicine; toxins and nutrients will be studied. The history of herbal medicine and alternative medicinal practices around the world will be observed. (3 lecture)

**Prerequisite(s):** (BIOL 101 and BIOL 103) or BIOL 115

**BIOL 371 PRINCIPLES OF GENETICS****4 Credit Hours**

Introduction to genetics principles, including common terms used in genetics, basic concepts (DNA structure & function, Mendelian genetics, genetics of eukaryotes and prokaryotes, recombinant DNA technology), and practical experience in techniques used in genetics research.

**Prerequisite(s):** (BIOL 101 and BIOL 103 and BIOL 102 and BIOL 104 and CHEM 115) or (BIOL 115 and BIOL 117 and MATH 126)

**Corequisite(s):** BIOL 371L

**BIOL 371L PRIN OF GENETICS LAB****0 Credit Hours**

(3 lab)

**Corequisite(s):** BIOL 371

**BIOL 393 COOPERATIVE WORK EXPERIENCE****1-12 Credit Hours**

<b>BIOL 397 SPECIAL TOPICS</b> (1-6 lecture)	<b>1-6 Credit Hours</b>
<b>BIOL 397L SPECIAL TOPICS LAB</b> (1 lab)	<b>1 Credit Hour</b>
<b>BIOL 399 INDEPENDENT STUDY</b> (1-3 lecture)	<b>1-3 Credit Hours</b>
<b>BIOL 436 GENERAL ANIMAL PHYSIOLOGY</b> 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) <b>Prerequisite(s):</b> (BIOL 101 and BIOL 103 and BIOL 102 and BIOL 104) or (BIOL 115 and BIOL 117) and MATH 126	<b>3 Credit Hours</b>
<b>BIOL 461 PRINCIPLES OF EVOLUTION</b> 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) <b>Prerequisite(s):</b> (BIOL 101 and BIOL 103 and BIOL 102 and BIOL 104) or (BIOL 115 and BIOL 117) and MATH 126	<b>3 Credit Hours</b>

## BUSINESS TECHNOLOGY (BTEC)

<b>BTEC 115 BEGINNING KEYBOARDING</b> Using Microsoft Word, students are taught keyboard touch control and techniques. Simple letters, memos, manuscripts, tables and other personal and business communications are covered. (3 lecture)	<b>3 Credit Hours</b>
<b>BTEC 116 INTERMEDIATE KEYBOARDING</b> This course focuses on the development of speed and accuracy in keyboarding. Students are exposed to more advanced business letters and documents. (3 lecture) <b>Prerequisite(s):</b> CS 101	<b>3 Credit Hours</b>
<b>BTEC 204 ADVANCED EXCEL</b> Overview of the various strategies for solving numeric and mathematical problems using the applications of Microsoft Office Advanced Excel features that are required in the business world. Students gain hands-on experience conducting all major components of spreadsheet applications. (3 lecture) <b>Prerequisite(s):</b> CS 101	<b>3 Credit Hours</b>
<b>BTEC 206 ADVANCED ACCESS</b> Overview of the various strategies for queries, reports and forms, using the applications of Microsoft Office Advanced Access features that are required in the business world. Students gain hands-on experience conducting all major components of database applications. (3 lecture) <b>Prerequisite(s):</b> CS 101	<b>3 Credit Hours</b>
<b>BTEC 235 MICROSOFT WORD/WINDOWS</b> This course provides students an opportunity to learn word processing for employment purposes or home use. Computer technology applications include creating, editing, manipulating, and printing text to produce professional documents. Advanced applications include the integration of spreadsheets, graphs, charts, and other specialized functions. (3 lecture)	<b>3 Credit Hours</b>
<b>BTEC 254 MEDICAL TRANSCRIPTION</b> 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. (3 lecture) <b>Prerequisite(s):</b> BTEC 253	<b>3 Credit Hours</b>
<b>BTEC 255 MEDICAL BILLING</b> This microcomputer software course provides an introduction and working knowledge of medical billing procedures used in the medical field and in medical insurance operations. (3 lecture) <b>Prerequisite(s):</b> CS 101	<b>3 Credit Hours</b>
<b>BTEC 256 MEDICAL CODING</b> This course provides an introduction and working knowledge of medical coding procedures used in the medical field and in medical insurance operations. (3 lecture) <b>Prerequisite(s):</b> CS 101	<b>3 Credit Hours</b>
<b>BTEC 265 MULTIMEDIA PRESENTATIONS</b> This course is designed to provide the student with the use of multimedia information and communication capabilities available via the Internet. Will learn how to locate, access and retrieve a variety of media including text, audio and video. (3 lecture) <b>Prerequisite(s):</b> CS 101	<b>3 Credit Hours</b>

<b>BTEC 270 INTRO TO WEB PAGE DESIGN</b>	<b>3 Credit Hours</b>
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, tables, forms, creating web page layouts, and publishing a web site and social networking tools. (3 lecture)	
<b>Prerequisite(s):</b> CS 101 or CS 105	
<b>BTEC 275 ADVANCED BUSINESS APPLICATIONS</b>	<b>3 Credit Hours</b>
An advanced integration of Microsoft 2013 using Excel, Access, Word and PowerPoint, the Internet and social networking with an emphasis on advanced business applications. (3 lecture)	
<b>BTEC 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
(1-8 lecture)	
<b>BTEC 295 PROF DEVELOPMENT SEMINAR</b>	<b>3 Credit Hours</b>
Provides students with an opportunity to explore business procedures and practices used in the 21st century workplace. Topics include international business practices, technology, electronic customer service, conflict resolution, Internet research, personnel training and professional growth and various business communication competencies with an emphasis on using Microsoft Office. (3 lecture)	
<b>Pre/Corequisite(s):</b> BTEC 275	
<b>BTEC 297 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
This course is reserved for new and/or experimental Business Technology courses to be offered within the Division. Variable credit. (1-3 lecture)	
<b>BTEC 299 INDEPENDENT STUDY</b>	<b>1-6 Credit Hours</b>
Projects concerning business technology studied under the direction of a faculty member. (Prerequisite: Consent of Chair.) Variable credit (1-6 lecture)	
<b>BTEC 393 COOPERATIVE WORK EXPERIENCE</b>	<b>1-12 Credit Hours</b>
(1-12 lecture)	

## CHEMISTRY (CHEM)

<b>CHEM 111 ~INTRO TO GENERAL CHEMISTRY</b>	<b>4 Credit Hours</b>
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)	
<b>Corequisite(s):</b> CHEM 111L	
<b>CHEM 111L INTRO TO GEN CHEM LAB</b>	<b>0 Credit Hours</b>
Co-requisite lab for CHEM 111. (2 lab)	
<b>Corequisite(s):</b> CHEM 111	
<b>CHEM 112 ~INTRO ORGANIC &amp; BIOL CHEM</b>	<b>4 Credit Hours</b>
Introductory survey of organic and biological chemistry for students in health sciences as well as those desiring a laboratory science elective to satisfy general education requirements or as a preparation for CHEM 223. Includes nomenclature and the basic physical and chemical properties of the major classes of aliphatic and aromatic organic compounds as well as the major classes of biomolecules. The major metabolic pathways of carbohydrate, lipid and protein metabolism of eukaryotes will also be discussed. (3 lecture, 1 lab)	
<b>Prerequisite(s):</b> CHEM 111 or CHEM 115	
<b>Corequisite(s):</b> CHEM 112L	
<b>CHEM 112L INTRO ORGANIC &amp; BIOL CHEM LAB</b>	<b>0 Credit Hours</b>
(2 lab)	
<b>Corequisite(s):</b> CHEM 112	
<b>CHEM 115 ~FUNDAMENTALS OF CHEMISTRY 1</b>	<b>4 Credit Hours</b>
Terminology and quantitative relationships; atomic structure, periodic law, chemical bonding, states of matter, and solutions.	
<b>Corequisite(s):</b> CHEM 115L	
<b>Pre/Corequisite(s):</b> MATH 126	
<b>CHEM 115L FUND OF CHEMISTRY 1 LAB</b>	<b>0 Credit Hours</b>
Co-requisite lab of CHEM 115. (2 lab)	
<b>Corequisite(s):</b> CHEM 115	
<b>CHEM 116 ~FUNDAMENTALS OF CHEMISTRY 2</b>	<b>4 Credit Hours</b>
Continuation of CHEM 115. Chemical equilibrium, ionic equilibrium, electrochemistry, and organic chemistry. (3 lecture, 2 lab)	
<b>Prerequisite(s):</b> CHEM 115	
<b>Corequisite(s):</b> CHEM 116L	
<b>CHEM 116L FUND OF CHEMISTRY 2 LAB</b>	<b>0 Credit Hours</b>
Co-requisite lab of CHEM 116. (2 lab)	
<b>Corequisite(s):</b> CHEM 116	

<b>CHEM 231 ORGANIC CHEMISTRY</b>	<b>4 Credit Hours</b>
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 lecture, 2 lab)	
<b>Prerequisite(s):</b> CHEM 112 and CHEM 115	
<b>Corequisite(s):</b> CHEM 231L	
<b>CHEM 231L ORGANIC CHEMISTRY LAB</b>	<b>0 Credit Hours</b>
(2 lab)	
<b>Corequisite(s):</b> CHEM 231	
<b>CHEM 233 ORGANIC CHEMISTRY 1</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> CHEM 115 and CHEM 116	
<b>Corequisite(s):</b> CHEM 235	
<b>CHEM 234 ORGANIC CHEMISTRY 2</b>	<b>3 Credit Hours</b>
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 and individual work. (3 lecture)	
<b>Prerequisite(s):</b> CHEM 115 and CHEM 116 and CHEM 233 and CHEM 235	
<b>Corequisite(s):</b> CHEM 236	
<b>CHEM 235 ORGANIC CHEMISTRY 1 LAB</b>	<b>1 Credit Hour</b>
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. (1 lab)	
<b>Corequisite(s):</b> CHEM 233	
<b>CHEM 236 ORGANIC CHEMISTRY 2 LAB</b>	<b>1 Credit Hour</b>
This lab is designed to be taken concurrently with CHEM 234. Techniques studied will include multi-step synthesis, qualitative analysis and instrumental analysis. Some compute simulation and individualized experiments will be involved. (1 lab)	
<b>Corequisite(s):</b> CHEM 234	
<b>CHEM 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
(1-8 lecture)	
<b>CHEM 297 SPECIAL TOPICS</b>	<b>1-4 Credit Hours</b>
(1-4 lab)	
<b>CHEM 297L SPECIAL TOPICS: LAB</b>	<b>0 Credit Hours</b>
<b>CHEM 305 SURVEY OF CHEMICAL ANALYSIS</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> CHEM 116	
<b>CHEM 393 COOPERATIVE EDUCATION</b>	<b>1-9 Credit Hours</b>
(1-9 lecture)	
<b>CHEM 397 SPECIAL TOPICS</b>	<b>1-6 Credit Hours</b>
Special topics in Chemistry. (1-6 lecture)	
<b>CHEM 399 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>CHEM 410 INTRODUCTORY BIOCHEMISTRY</b>	<b>3 Credit Hours</b>
Introduction to chemistry of cellular constituents (proteins, amino acids, carbohydrates, lipids, nucleic acids, enzymes and coenzymes) and their metabolism in animals and plants. (3 lecture)	
<b>Prerequisite(s):</b> CHEM 115 and CHEM 116 and CHEM 233	
<b>Corequisite(s):</b> CHEM 412	
<b>CHEM 412 INTRO BIOCHEMISTRY LAB</b>	<b>1 Credit Hour</b>
Classic and modern laboratory techniques in biochemistry. (1 lab)	
<b>Prerequisite(s):</b> CHEM 115 and CHEM 116 and CHEM 233	
<b>Corequisite(s):</b> CHEM 410	

# CHILD DEVELOPMENT (CDEV)

<b>CDEV 105 FAMILY &amp; THE CHILD</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>CDEV 155 GUIDING YOUNG CHILDREN</b>	<b>3 Credit Hours</b>
Study of developmentally appropriate classroom management and guidance. Discusses common misbehavior in early childhood and strategies for addressing the behavior. (3 lecture)	
<b>CDEV 205 YOUNG CHILDREN W/SPECIAL NEEDS</b>	<b>3 Credit Hours</b>
Introduction to young children with special needs addressing legal/ethical considerations, family and community involvement in meeting the needs of exceptional children. Includes assessment, identification, and planning. (3 lecture)	
<b>CDEV 210 CUR &amp; STRAT EARLY CHLDHD PGMS</b>	<b>3 Credit Hours</b>
Explores curricula associated with early childhood programs, organizing and preparing experiences for young children including creative play and integrating experiences in early childhood programs. (3 lecture)	
<b>CDEV 215 HEALTHY ENVIRONMENTS</b>	<b>3 Credit Hours</b>
Introduction to health and safety requirements and responsibilities for early childhood professionals. Health, nutrition and safety policies, procedures and practices are studied. (3 lecture)	
<b>CDEV 220 ETHICS &amp; ADMINISTRATION 1</b>	<b>3 Credit Hours</b>
Background and ethics issues related to administering early childhood programs. (3 lecture)	
<b>CDEV 240 OBSERVATION &amp; ASSESSMENT SKILL</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>CDEV 242 PRESCHOOL DEVELOPMENT</b>	<b>3 Credit Hours</b>
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, and community connections. (3 lecture)	
<b>CDEV 243 INFANT &amp; TODDLER DEVELOPMENT</b>	<b>3 Credit Hours</b>
Explores the social-emotional, cognitive, and physical development of children from prenatal period through age two. Relates the significance of relationships. Apply knowledge of young children to the guidance and care of infants and toddlers. (3 lecture)	
<b>CDEV 250 PRACTICUM IN ECD II</b>	<b>5 Credit Hours</b>
Continuation of CDEV 150. Students will work in approved childcare agency for a minimum of 5 hours per week for a total of 80 hours in the semester. Reflective journaling and other assignments required. (5 lecture)	
<b>Prerequisite(s):</b> CDEV 150	
<b>CDEV 251 CHILD DEVELOPMENT CAPSTONE 1</b>	<b>4 Credit Hours</b>
Practicum experience in a setting related to professional goals of child development student. (4 lecture)	
<b>CDEV 255 CHILD DEVELOPMENT SEMINAR</b>	<b>3 Credit Hours</b>
Weekly seminar focusing on students' practicum experiences and other topics and issues that are timely to the profession. Concurrent enrollment with CDEV 251 required. (3 lecture)	
<b>Corequisite(s):</b> CDEV 251	
<b>CDEV 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
(1-8 lecture)	
<b>CDEV 297 SPECIAL TOPICS IN CHILD DEVEL</b>	<b>1-6 Credit Hours</b>
Special topics. (1-6 lecture)	
<b>CDEV 300 THEORIES OF LEARNING IN ECE</b>	<b>3 Credit Hours</b>
Focus on psychological learning principles and their classroom applications in early childhood education. Major classical and modern theories of learning are emphasized. (3 lecture)	
<b>CDEV 304 TEACHING MATH TO YOUNG CHLDN</b>	<b>3 Credit Hours</b>
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 mathematical processes. (3 lecture)	
<b>CDEV 307 DIVERSITY IN EARLY CHILD EDUC</b>	<b>3 Credit Hours</b>
Strategies for providing differentiated instruction to young children with diverse learning, social and behavioral needs who are being cared for in inclusive settings. Emphasis will be on practical planning and teaching of students from diverse backgrounds. (3 lecture)	
<b>CDEV 325 ETHICS &amp; ADMINISTRATION 2</b>	<b>3 Credit Hours</b>
Background and ethics issues related to administering early childhood programs. Emphasizes managing operations and budget, meeting state regulations, licensing regulations and building programs. (3 lecture)	

<b>CDEV 332 SCIENCE EXPLORATION FOR PRE K</b>	<b>3 Credit Hours</b>
Developmentally appropriate methods of teaching science for preschoolers, toddlers and infants. (3 lecture)	
<b>CDEV 335 CREATIVE EXPERIENCES EARLY EDU</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>CDEV 336 EARLY EXPER IN SOCIAL STUDIES</b>	<b>3 Credit Hours</b>
Theories and methods of social studies education in early childhood education. (3 lecture)	
<b>CDEV 337 LANGUAGE ARTS &amp; EMERGENT LIT 2</b>	<b>3 Credit Hours</b>
This course expands on previous teaching on strategies for emergent language and literacy experiences for young children. Includes study of effective strategies for promoting verbal ability and emerging literacy including pre-reading and pre-writing experiences. Course will review evaluation strategies appropriate for emergent literacy assessment. (3 lecture)	
<b>CDEV 338 EARLY INTERVENTION</b>	<b>3 Credit Hours</b>
This course focuses on early intervention, what it is, who can make referrals, and how the need is determined. We will look closely at the developmental delays and diagnoses that can indicate a need for intervention and the role of the Developmental Specialist as a team member that provides intervention services. (3 lecture)	
<b>CDEV 393 COOPERATIVE WORK EXPERIENCE</b>	<b>1-12 Credit Hours</b>
(1-12 lecture)	
<b>CDEV 397 SPECIAL TOPICS</b>	<b>1-6 Credit Hours</b>
Special topics. (1-6 lecture)	
<b>CDEV 399 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
Independent Study (1-3 lecture)	
<b>CDEV 405 PRACTICUM IN EARLY CHILDHOOD</b>	<b>3 Credit Hours</b>
Advanced practicum experience in a setting related to professional goals of child development student. (3 lecture)	
<b>Corequisite(s):</b> CDEV 406	
<b>CDEV 406 SEMINAR IN EARLY CHILDHOOD</b>	<b>4 Credit Hours</b>
Seminar focused on practicum experiences and topics relevant to early childhood professionals. (4 lecture)	
<b>Corequisite(s):</b> CDEV 405	

## CLASSICS (CLAS)

<b>CLAS 101 ELEMENTARY LATIN 1</b>	<b>3 Credit Hours</b>
Elementary classical and medieval Latin. Emphasis will be given to reading, writing, pronunciation, and grammar as well as the study of ancient Roman culture. (3 lecture)	
<b>CLAS 103 ELEMENTARY ANCIENT GREEK 1</b>	<b>3 Credit Hours</b>
Introduction to Ancient Greek with a focus on reading, writing, speaking, and grammar. Selections from Classical Attic, Septuagint, and Koine Greek will be studied. (3 lecture)	

## COLLEGE (COLL)

<b>COLL 101 ORIENTATION TO COLLEGE</b>	<b>1 Credit Hour</b>
Entry level course for first semester students that supports their transition to college. Content will acquaint students with campus resources, promote skills necessary to be successful and provide strategies for completion of educational goals. (1 lecture)	

## COMM & MEDIA STUDIES (CMS)

<b>CMS 110 BASIC NEWSWRITING</b>	<b>3 Credit Hours</b>
Introduces tomorrow's journalists to the fundamentals of covering and writing news. (3 lecture)	
<b>CMS 112 INTRO DIGITAL STUDIO PROD</b>	<b>5 Credit Hours</b>
This course explores fundamental concepts and methods of studio production. It provides an overview to media editing software and equipment in a professional setting. Students explore concepts and techniques used in the digital media production industry. (3 lecture, 4 lab)	
<b>CMS 114 INTRO DIGITAL MEDIA PROCESSING</b>	<b>3 Credit Hours</b>
This course will explore the fundamental concepts and methods of digital media processing. Students will learn best practices in the field of sound, video and visual media production. (2 lecture, 2 lab)	
<b>Prerequisite(s):</b> CMS 112	
<b>CMS 117 INTRO TO SOCIAL MEDIA MGMT</b>	<b>3 Credit Hours</b>
The ever changing social media atmosphere and the mass amount of social media outlets available to businesses will be emphasized. The history, development and current structure of social media are all covered via case study. (3 lecture)	



- CMS 211 EMERGING TRENDS DIGITAL PROD** **2 Credit Hours**  
 This course will explore emerging trends in the field of audio, video and visual media production along with their applications in real-world industry settings. (1 lecture, 2 lab)  
**Prerequisite(s):** CMS 114
- CMS 212 DIGITAL STUDIO PRODUCTION 2** **4 Credit Hours**  
 This course is a continuation of CMS 112. It provides in-depth applications for media editing software and equipment in a professional studio setting. Students explore concepts and techniques utilized in the digital media production industry. (2 lecture, 4 lab)  
**Prerequisite(s):** CMS 112 and CMS 114
- CMS 214 DIGITAL MEDIA PROCESSING 2** **4 Credit Hours**  
 This course is a continuation of CMS 114 and will explore advanced concepts and methods of digital media processing. Students will learn best practices in the field of sound, video and visual media production software. (2 lecture, 4 lab)  
**Prerequisite(s):** CMS 114
- CMS 215 MEDIA WRITING** **3 Credit Hours**  
 Students are trained to utilize professional media writing techniques. The student journalists will be responsible for the content of the WVUP Chronicle, an accompanying website, Facebook page and Twitter page. (3 lecture)  
**Prerequisite(s):** CMS 110
- CMS 217 ADVANCED SOCIAL MEDIA MGMT** **3 Credit Hours**  
 Course will prepare students to analyze social media landscapes and to properly utilize social media as a sourcing tool for potential jobs and self-employment. This course will outline proper procedures for social media usage. (3 lecture)  
**Prerequisite(s):** JOUR 117 or CMS 117
- CMS 218 NEWS REPORTING** **3 Credit Hours**  
 Continuation of media writing where students enhance their utilization of professional media writing techniques. The communication and media studies students in this class will be responsible for the content of the digital WVUP Chronicle and any accompanying social media. (3 lecture)  
**Prerequisite(s):** CMS 110
- CMS 219 FUND OF BROADCAST PRODUCTION** **3 Credit Hours**  
 An introduction to broadcast production, focusing on development, function and artistry. It includes studio practices, procedures and demonstrations as related to broadcast applications. Hands-on production experience reinforces theoretical material. (3 lecture)
- CMS 220 PHOTOGRAPHY** **3 Credit Hours**  
 Cameras, composition, film processing, enlarging, lighting, finishing; news photography; picture editing. (Student must provide own camera). (3 lecture)
- CMS 221 BROADCAST ANNOUNCING** **3 Credit Hours**  
 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. (3 lecture)
- CMS 223 BROADCAST PROGRAMMING** **3 Credit Hours**  
 A study and practical use of broadcast equipment, announcing techniques, programming concepts, functions of a disc jockey, and researching, writing and producing a newscast. (3 lecture)
- CMS 225 MEDIA DESIGN I** **1 Credit Hour**  
 An introduction to the design of newspapers, magazines and internet publications. (1 lab)
- CMS 226 MEDIA DESIGN II** **1 Credit Hour**  
 A continuation of the design of newspapers, magazines and internet publications. (1 lecture)  
**Prerequisite(s):** CMS 225 or JOUR 225
- CMS 230 FUND OF STRATEGIC COMM** **3 Credit Hours**  
 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. (3 lecture)
- CMS 235 FUNDAMENTALS VIDEO PRODUCTION** **3 Credit Hours**  
 Teaches broadcast students digital video and audio techniques for productions, including field reports, newscasts and studio-based programs. (3 lecture)
- CMS 239 BROADCAST NEWS WRITING** **3 Credit Hours**  
 This course will enable you as developing journalists to acquire the necessary critical thinking skills you will need to best convey broadcast messages to diverse audiences. (3 lecture)
- CMS 240 MULTIMEDIA REPORTING** **3 Credit Hours**  
 To build upon the fundamentals of gathering, organizing, evaluating and writing objective reports/broadcasts, and to provide students with an understanding of what a career in the age of digital journalism entails. (3 lecture)

<b>CMS 244 MULTIFORMAT DIGITAL MEDIA APPS</b>	<b>4 Credit Hours</b>
This capstone course allows students to apply best practices and techniques learned during the digital media production program to create engaging and entertaining content in multiple formats for the ever-changing digital media industry. (1 lecture, 6 lab)	
<b>Prerequisite(s):</b> CMS 114 and CMS 212 and CMS 214	
<b>CMS 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-9 Credit Hours</b>
(1-9 lecture)	
<b>CMS 297 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>CMS 299 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>CMS 317 SOCIAL MEDIA CAMPAIGNS</b>	<b>3 Credit Hours</b>
Social media campaigns engages 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. (3 lecture)	
<b>Prerequisite(s):</b> CMS 217	
<b>CMS 329 SPORTS NEWS WRITING</b>	<b>3 Credit Hours</b>
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 sports events. (3 lecture)	
<b>CMS 339 REPORTING PUBLIC AFFAIRS</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>CMS 349 SPORTS REPORTING</b>	<b>3 Credit Hours</b>
Play ball - no 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. (3 lecture)	
<b>CMS 359 BROADCAST REPORTING</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>CMS 360 DIGITAL IMAGING</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>CMS 393 COOPERATIVE WORK EXPERIENCE</b>	<b>1-12 Credit Hours</b>
(1-12 lecture)	
<b>CMS 397 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>CMS 399 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>CMS 410 GRAPHIC DESIGN</b>	<b>3 Credit Hours</b>
Creative and practical aspects of typography, layout and design; preparation of comprehensive and camera-ready layouts with use of desktop publishing. (3 lecture)	
<b>CMS 419 ADV BROADCAST PRODUCTION</b>	<b>3 Credit Hours</b>
Students learn the theory and techniques of sophisticated broadcast production, including analog and digital multitrack recording, mixing, signal processing, live remote recording, digital editing, creative sound production and sound design. (3 lecture)	
<b>Prerequisite(s):</b> JOUR 219 or CMS 219	
<b>CMS 425 VIDEO PRODUCTION</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> CMS 235 or JOUR 235	
<b>CMS 428 MEDIA ETHICS AND LAW</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> PHIL 150	
<b>CMS 437 STGC COMM WRITING/CASE STUDIES</b>	<b>3 Credit Hours</b>
Discover how to become an effective writer in a variety of formats expected of strategic communication practitioners. This course introduces students to a study of cases and situations designed to help students develop agility in applying effective strategic communication practices. (3 lecture)	

**CMS 439 STRATEGIC COMM CAMPAIGN MGMT** **3 Credit Hours**  
 Student 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; culminates with the pitching of a campaign to a client. (3 lecture)

**CMS 440 COMM & MEDIA INTERNSHIP** **3 Credit Hours**  
 Designed to provide each student with the opportunity to use classroom knowledge in a practical/real-world setting with the support of both a faculty advisor and a professional in communications.

## COMMUNICATION STUDIES (COMM)

**COMM 105 INTRODUCTION TO MASS MEDIA** **3 Credit Hours**  
 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. (3 lecture)

**COMM 107 HUMAN COMM & RATIONAL DECISION** **3 Credit Hours**  
 Argumentation, small group, persuasion and systems theories application to the process and outcome of rational decision making in communication. Some emphasis on critical-rational response to manipulative communication. (3 lecture)

**COMM 111 ~FUND OF PUBLIC SPEAKING** **3 Credit Hours**  
 Principles of public communication; public speaking. (3 lecture)

**COMM 112 SMALL GROUP COMMUNICATION** **3 Credit Hours**  
 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. (3 lecture)

**COMM 202 INTERPERSONAL COMMUNICATION** **3 Credit Hours**  
 One-to-one communication; strengths and weaknesses of one's own communication skills; approaches to conflict; listening; verbal and nonverbal interactions. (3 lecture)

**COMM 210 AMERICAN SIGN LANGUAGE 1** **3 Credit Hours**  
 An introduction to American Sign Language. Recognize and produce approximately 700 signs, understand basic structure of ASL, communicate expressively and receptively in one to one conversations. (3 lecture)

**COMM 212 AMERICAN SIGN LANGUAGE 2** **3 Credit Hours**  
 Improve skills needed to communicate in sign language. Includes increasing sign language vocabulary, practicing finger spelling and communicating with signs. (3 lecture)  
**Prerequisite(s):** COMM 210 or SPCH 210

**COMM 281 CONTEST SPEAK: PREPARED EVENTS** **1 Credit Hour**  
 Concentrates on events that are prepared in advance including informative, persuasive and communication analysis speeches; parliamentary and Lincoln-Douglas policy debate. Students are expected to participate in intercollegiate forensic competitions. (1 lecture)

**COMM 282 CONTEST SPEAK: ORIGINAL EVENTS** **1 Credit Hour**  
 Concentrates on events that are original but which are not completely prepared and memorized in advance; extemporaneous and impromptu speaking. (1 lecture)

**COMM 283 CONTEST SPEAK: INTERPRETATION** **1 Credit Hour**  
 Concentrates on the interpretation of prose, poetry and drama in the contest setting. Emphasis upon finding literature, analyzing and interpreting it. (1 lecture)

**COMM 287 READERS THEATRE** **1-3 Credit Hours**  
 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. (1-3 lecture)

**COMM 293 COOPERATIVE WORK EXPERIENCE** **1-8 Credit Hours**  
 (1-8 lecture)

**COMM 295 SEMINAR IN COMMUNICATION** **1 Credit Hour**  
 (1 lecture)

**COMM 297 SPECIAL TOPICS** **1-6 Credit Hours**  
 (1-6 lecture)

**COMM 299 INDEPENDENT STUDY** **1-6 Credit Hours**  
 (1-6 lecture)

**COMM 303 BUSINESS & PROFESSIONAL COMM** **3 Credit Hours**  
 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. (3 lecture)  
**Prerequisite(s):** COMM 111 or SPCH 111

<b>COMM 304 HUMAN COMM/RATIONAL DECISIONS</b>	<b>3 Credit Hours</b>
Argumentation, small group, persuasion, and systems theories application to the process and outcome of rational decision making in communication. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 and ENGL 102 and (COMM 111 or SPCH 111)	
<b>COMM 306 HUMAN COMM IN ORG &amp; INSTITU</b>	<b>3 Credit Hours</b>
Communication processes and problems in business and non- business organizations and institutions with attention to practical application. (3 lecture)	
<b>COMM 308 NONVERBAL COMMUNICATION</b>	<b>3 Credit Hours</b>
A study of nonverbal behavior as it occurs in interpersonal relations. (3 lecture)	
<b>COMM 309 HEALTH COMMUNICATION</b>	<b>3 Credit Hours</b>
Course provides 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. (3 lecture)	
<b>COMM 310 ARGUMENTATION &amp; DEBATE</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Pre/Corequisite(s):</b> SPCH 111 or COMM 111	
<b>COMM 316 INTERCULTURAL COMMUNICATION</b>	<b>3 Credit Hours</b>
A comprehensive overview of communication in various cultures. (3 lecture)	
<b>COMM 393 COOPERATIVE WORK EXPERIENCE</b>	<b>1-12 Credit Hours</b>
<b>COMM 397 SPECIAL TOPICS</b>	<b>1-6 Credit Hours</b>
(1-6 lecture)	
<b>COMM 404 PERSUASION THEORY &amp; RESEARCH</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> SPCH 111 or COMM 111 and (ENGL 101 or ENGL 111) and (ENGL 102 or ENGL 112)	
<b>COMM 460 CAPSTONE COMMUNICATION STUDIES</b>	<b>1 Credit Hour</b>
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. (1 lecture)	

## COMPUTER INFORMATION TECH (CIT)

<b>CIT 101 PC MGMT &amp; MAINTENANCE</b>	<b>5 Credit Hours</b>
Introductory course on PC management, maintenance and troubleshooting. Topics covered include operating systems and OS architecture, software/hardware relationships. (4 lecture, 1 lab)	
<b>CIT 102 NETWORK MGMT MAINT &amp; ADMIN</b>	<b>4 Credit Hours</b>
This is an introductory course on networking technologies. Subjects covered are local area networks, wide area networks, the OSI Model, protocols, topologies, transmission media and security. Included in this course are all the elements required for the Network+ certification. (4 lecture)	
<b>Prerequisite(s):</b> CS 101 and CIT 101	
<b>CIT 105 INTRODUCTION TO NETWORKS</b>	<b>5 Credit Hours</b>
The first in the series of four courses required to prepare the student for the Cisco CCNA certification. Topics covered include the OSI model, the TCP/IP model, IP addressing, subnetting, data encapsulation, basic network design and troubleshooting. (3 lecture, 2 lab)	
<b>Pre/Corequisite(s):</b> MATH 111 or MATH 124 or MATH 125 or MATH 126	
<b>CIT 106 ROUTING &amp; SWITCHING ESSENTIALS</b>	<b>5 Credit Hours</b>
The second course in the CCNA curriculum series. It focuses on switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLAN) and security concepts. In addition to learning key switching and routing concepts, learners will be able to perform basic network configuration and troubleshooting, identify and mitigate LAN security threats and configure and secure a basic WLAN. (2 lecture, 3 lab)	
<b>Prerequisite(s):</b> CIT 105	
<b>CIT 111 WINDOWS OPERATING SYS (MCP#1)</b>	<b>3 Credit Hours</b>
The first in the series of three required to prepare the student for the Microsoft certification. Topics covered in this semester include all aspects of the Windows OS including OS architecture, OS Administration of Resources, hardware devices/drivers & the OS, optimizing OS performance and reliability, OS security and troubleshooting. (2 lecture, 1 lab)	
<b>Pre/Corequisite(s):</b> CS 101	

<b>CIT 112 SERVER CONFIG &amp; ADMIN(MCP#2)</b>	<b>3 Credit Hours</b>
The second in the series of three courses required to prepare the student for the Microsoft certification. Topics include all aspects of the Windows Server, Network access to server resources; Network server hardware devices and drivers; server performance, reliability and availability; Windows network connections; security and server troubleshooting. (2 lecture, 1 lab)	
<b>Prerequisite(s):</b> CIT 111	
<b>CIT 114 WINDOWS OPERATING SYSTEMS</b>	<b>3 Credit Hours</b>
The second in the series of three courses required to prepare the student for the Microsoft MCP certification. Topics include all aspects of a Windows workstation OS and a Windows Server OS. (2 lecture, 1 lab)	
<b>CIT 130 PRIN OF INFORMATION SYSTEMS</b>	<b>3 Credit Hours</b>
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 include hardware and software selection criteria, scheduling, conversion planning, legal and ethical issues, and security. (3 lecture)	
<b>CIT 140 ELECTRICITY/DIG ELCTRNC S FUND</b>	<b>2 Credit Hours</b>
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. (2 lecture)	
<b>Corequisite(s):</b> CIT 141	
<b>Pre/Corequisite(s):</b> MATH 111 or MATH 124 or MATH 126 or MATH 128	
<b>CIT 141 ELECTRC/DIG ELCTRNC S FUND LAB</b>	<b>1 Credit Hour</b>
Application of theory and laboratory experiments in basic and advanced direct current 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. (1 lab)	
<b>Corequisite(s):</b> CIT 140	
<b>Pre/Corequisite(s):</b> MATH 111 or MATH 124 or MATH 126 or MATH 128	
<b>CIT 205 ENTERPRISE NETWORKS &amp; SECURITY</b>	<b>4 Credit Hours</b>
This is the third course in the CCNA curriculum series. It focuses on architecture and considerations related to designing, securing, operating and troubleshooting enterprise networks. (2 lecture, 2 lab)	
<b>Prerequisite(s):</b> CIT 106	
<b>CIT 206 CONNECTING NETWORKS</b>	<b>4 Credit Hours</b>
The last in the series of four courses required to prepare the student for the Cisco CCNA certification. Topics covered include wide-area network (WAN) technologies and network services for converged applications, data link protocols, and virtual private network (VPN) technologies. (2 lecture, 2 lab)	
<b>Prerequisite(s):</b> CIT 205	
<b>CIT 211 NETWORK INFRASTRUCTURE (MCP)</b>	<b>3 Credit Hours</b>
Course required to prepare the student for Microsoft Certification. Topics covered include DNS, DHCP, Remote access, network protocols, WINS, IP routing, NAT, and troubleshooting. (2 lecture, 1 lab)	
<b>Prerequisite(s):</b> CIT 111 or CIT 114	
<b>CIT 240 INTRODUCTION TO LINUX</b>	<b>3 Credit Hours</b>
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. (2 lecture, 1 lab)	
<b>Prerequisite(s):</b> CIT 114	
<b>CIT 260 CAPSTONE PROJECT</b>	<b>3 Credit Hours</b>
Final capstone project for the CIT degree. Designed to give the student supervised experience in real world information technology design and management. Student will undertake a project that will encompass all the different subject areas covered in the CIT program. Student will sit for an industry certification exam. (2 lecture, 1 lab)	
<b>Pre/Corequisite(s):</b> CIT 206 and CIT 211 and CIT 240	
<b>CIT 260L CAPSTONE PROJECT LAB</b>	<b>1 Credit Hour</b>
Students will sit for at least one of the following IT industry certifications: Cisco CCNA, Microsoft MCP, CompTIA A+, Linux+, Server+, or Network+.	
Students must pass the certification to pass the class. (1 lab)	
<b>Pre/Corequisite(s):</b> CIT 260	
<b>CIT 280 PRACT COMPUTER/NETWORKING APPL</b>	<b>1 Credit Hour</b>
This course is designed to give the students supervised experience in real work computer/networking applications. The student will work at the school a minimum of 5 hours per week. The student will work as requested in computer labs, faculty/staff offices as well as with the university network administrator in a variety of computer related responsibilities. (1 lab)	
<b>Pre/Corequisite(s):</b> CS 101 and CIT 101	
<b>CIT 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
<b>CIT 297 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	

<b>CIT 299 INDEPENDENT STUDY</b> (1-3 lecture)	<b>1-3 Credit Hours</b>
<b>CIT 305 ADVANCED ROUTING</b> This course is required to prepare the student for a career in networking and the Cisco CCNP certification. Topics covered include advanced network design and addressing, advanced routing protocol function and configuration, and route customization. (4 lecture, 1 lab) <b>Prerequisite(s):</b> CIT 205	<b>5 Credit Hours</b>
<b>CIT 306 SECURE CONVERGED WANS(CISCO 6)</b> This course is the second in a series 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 VPNs, Frame Mode MPLS, Cisco device hardening, and Cisco IOS threat defense features. (4 lecture, 1 lab) <b>Prerequisite(s):</b> CIT 206	<b>5 Credit Hours</b>
<b>CIT 310 FUND OF VOICE &amp; DATA CABLING</b> This course is a hands-on lab oriented course that provides a curriculum on the physical aspects of voice and data cabling and installation. (4 lecture, 1 lab)	<b>5 Credit Hours</b>
<b>CIT 320 BLDG A VIRTUAL INFRASTRUCTURE</b> Introduces students to the concepts and practices of computer virtualization, especially in the context of enterprise datacenter virtualization. (2 lecture, 1 lab) <b>Prerequisite(s):</b> CIT 211 and CIT 240	<b>3 Credit Hours</b>
<b>CIT 330 DIR SERV INFRASTRUCTURE (MCP)</b> Course is required to prepare the student for Microsoft Certification. Topics include: Active Directory, DNS for Active Directory, network management, components of Active Directory, and troubleshooting Active Directory security. <b>Prerequisite(s):</b> CIT 211	<b>3 Credit Hours</b>
<b>CIT 331 DIRECTORY SRVCS DESIGN (MCP)</b> This course is required to prepare the student for Microsoft Certification. Topics include analyzing business requirements, analyzing technical requirements, directory services architecture design and service location design. <b>Prerequisite(s):</b> CIT 211	<b>3 Credit Hours</b>
<b>CIT 333 MANAGING MS-SQL SERVER</b> Managing MS-SQL Server will teach students to install, configure, maintain, and troubleshoot a Microsoft SQL Server. (2 lecture, 2 lab) <b>Prerequisite(s):</b> CIT 114	<b>3 Credit Hours</b>
<b>CIT 340 ADVANCED LINUX NETWORKING</b> Students learn how to design, configure, and maintain network services with the Linux operating system and learn advanced configuration and troubleshooting techniques. (4 lecture) <b>Prerequisite(s):</b> CIT 240	<b>4 Credit Hours</b>
<b>CIT 380 PRACTICUM SYSTEM ADMIN</b> Hands-on operation and maintenance of a computer network, communicating with network users, troubleshooting problems, and documenting network changes. (Prerequisites: Grade of B or better in CIT 111 and CIT 112; grade of A in CIT 211; instructor permission) (1 lecture, 2 lab) <b>Prerequisite(s):</b> CIT 111 and CIT 112 and CIT 211	<b>3 Credit Hours</b>
<b>CIT 393 COOPERATIVE WORK EXPERIENCE</b> (1-12 lecture)	<b>1-12 Credit Hours</b>
<b>CIT 397 SPECIAL TOPICS</b> (1-6 lecture)	<b>1-6 Credit Hours</b>
<b>CIT 399 INDEPENDENT STUDY</b> (1-6 lecture)	<b>1-6 Credit Hours</b>
<b>CIT 405 MULTI-LAYER SWITCHED NETWORKS</b> This course is required to prepare the student for a career in networking and the Cisco CCNP certification. Topics covered include LAN media, advanced switch configuration, VLAN setup, and redundancy configurations. (4 lecture, 1 lab) <b>Prerequisite(s):</b> CIT 205	<b>5 Credit Hours</b>
<b>CIT 406 ADV NETWORK TROUBLESHOOTING</b> 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 include network maintenance tasks, troubleshooting models, troubleshooting tools, and troubleshooting of specific network technologies. (4 lecture, 1 lab) <b>Prerequisite(s):</b> CIT 305 and CIT 405	<b>5 Credit Hours</b>
<b>CIT 410 AUTOMATING SYSTEM ADMIN</b> Students will learn how to use modern, cross-platform scripting language to automate complex and repetitive systems administrative tasks. (2 lecture, 2 lab) <b>Pre/Corequisite(s):</b> CIT 114 and CIT 240	<b>3 Credit Hours</b>

**CIT 430 NETWORK SECURITY DESIGN (MCP)****3 Credit Hours**

This course is required to prepare the student for Microsoft Certification. Topics include analyzing business and technical requirements for network security, network security design, security between networks and communication channel security.

**Prerequisite(s):** CIT 211

**CIT 431 NETWORK INFRASTRUC DSGN (MCP)****3 Credit Hours**

This course is required to prepare the student for Microsoft certification. Topics include analyzing business and technical requirements for network infrastructure design, Internet connectivity design, WAN infrastructure design, and network management and implementation design.

**Prerequisite(s):** CIT 211

**CIT 460 INTERDISCIPLINARY PROJECT****3 Credit Hours**

An investigation of an actual experimental situation; may involve the design, construction, and testing of an experimental apparatus. Students will be assigned to a multiple-disciplinary project team. (3 lecture)

**Prerequisite(s):** STEM 420

## COMPUTER SCIENCE (CS)

**CS 100 COMPUTER LITERACY****3 Credit Hours**

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. (3 lecture)

**CS 101 INTRO TO PC APPLICATIONS****4 Credit Hours**

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. (4 lecture)

**Prerequisite(s):** MATH 100 or MATH 101 or MATH 102 or MATH 107 or ACT Math with a score of 19 or SAT Mathematics with a score of 510

**Pre/Corequisite(s):** MATH 119 or MATH 120 or MATH 121 or MATH 125 or MATH 126 or MATH 211

**CS 102 SPREADSHEET APPLICATIONS****2 Credit Hours**

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. (2 lecture)

**Prerequisite(s):** MATH 111 or MATH 124

**CS 121 INTRODUCTION TO PROGRAMMING****4 Credit Hours**

Fundamentals of computer programming techniques to solve problems studied. Topics include: programming language structure, syntax, style, types of data, variables, functions, control structures and algorithms. (3 lecture, 1 lab)

**Prerequisite(s):** MATH 112

**Pre/Corequisite(s):** MATH 125 or MATH 126 or MATH 128 or MATH 129 or MATH 150 or MATH 155 or MATH 156 or MATH 211

**CS 122 OBJECT ORIENTED PROGRAMMING****4 Credit Hours**

Introduction to 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. (3 lecture, 1 lab)

**Prerequisite(s):** CS 121 and (MATH 125 or MATH 126 or MATH 128 or MATH 129 or MATH 150 or MATH 155 or MATH 156 or MATH 211 or MATH 112)

**CS 129 INTRO TO WEB PAGE DESIGN****3 Credit Hours**

Students will learn how to apply best practice design principles to create web pages and web sites with modern tools and languages, including HTML, CSS and JavaScript. (3 lecture)

**CS 201 DATABASE THEORY AND DESIGN****3 Credit Hours**

Introduction to database structure, organization and retrieval. Query languages, normalization, file structure, database security and distributed database systems will be discussed. (3 lecture)

**Prerequisite(s):** CS 121 or CIT 410

**CS 204 DIGITAL GAME DESIGN****3 Credit Hours**

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. (3 lecture)

**CS 220 WEB APPLICATION DEVELOPMENT****3 Credit Hours**

This course will introduce students to the use of web programming and databases to create dynamic web-based applications for businesses. (3 lecture)

**Pre/Corequisite(s):** CS 129 and (CS 301 or CS 201)

**CS 221 DATA STRUCTURES****4 Credit Hours**

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. (3 lecture, 1 lab)

**Prerequisite(s):** CS 122

<b>CS 260 COMPUTER SCIENCE CAPSTONE</b>	<b>3 Credit Hours</b>
Final capstone project for the CS degree. Designed to give the student supervised experience in real world software development, encompassing all subject areas covered in the CS program. Students will also sit for an industry certification exam. (3 lecture)	
<b>Pre/Corequisite(s):</b> CS 221 and CS 220 and (CS 301 or CS 201)	
<b>CS 261 CAPSTONE PROJECT LAB</b>	<b>1 Credit Hour</b>
Students will sit for at least one of the available, approved computer science industry certifications. (1 lab)	
<b>Pre/Corequisite(s):</b> CS 260	
<b>CS 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
(1-8 lecture)	
<b>CS 295 SEMINAR</b>	<b>1-6 Credit Hours</b>
Designed for small groups interested in a particular topic. Participants will present material for discussion. Course may be repeated up to 6 credit hours. (Departmental approval required) (1-6 lecture)	
<b>CS 297 SPECIAL TOPICS</b>	<b>1-6 Credit Hours</b>
(1-6 lecture)	
<b>CS 299 INDEPENDENT STUDY</b>	<b>1-4 Credit Hours</b>
(1-4 lecture)	
<b>CS 302 SYSTEM ANALYSIS AND DESIGN</b>	<b>3 Credit Hours</b>
Analysis and design of computer-based information systems; organization of information systems; techniques for conducting system studies; developing specifications and design; documentation. (3 lecture)	
<b>Prerequisite(s):</b> CIT 130	
<b>CS 309 OPERATING SYSTEMS</b>	<b>3 Credit Hours</b>
Students learn the history and internal workings of operating systems software, the fundamentals of the UNIX operating system and learn the C programming language. (3 lecture)	
<b>Prerequisite(s):</b> CS 221 and (MATH 125 or MATH 126)	
<b>CS 320 OBJECT ORIENTED DESIGN</b>	<b>3 Credit Hours</b>
Object-oriented design is the process of planning a system of interacting objects for the purpose of solving a software problem. (3 lecture)	
<b>Prerequisite(s):</b> CS 221	
<b>CS 321 MOBILE APPLICATION DEVELOPMENT</b>	<b>3 Credit Hours</b>
Course teaches how to design, author and publish applications for mobile devices such as smart phones and tablets. (3 lecture)	
<b>Prerequisite(s):</b> CS 122	
<b>CS 329 ADVANCED WEB PAGE DESIGN</b>	<b>3 Credit Hours</b>
Students learn the advanced features of JavaScript, HTML5, and CSS technologies to create dynamic and interactive web pages. (3 lecture)	
<b>Prerequisite(s):</b> CS 129 and CS 220	
<b>CS 331 EMBEDDED SYSTEMS PROGRAMMING</b>	<b>3 Credit Hours</b>
Introduction to embedded system controls. Included are an introduction to various hardware and software platforms. Students will create, deploy and troubleshoot an embedded control program. (2 lecture, 1 lab)	
<b>Prerequisite(s):</b> CS 122	
<b>Pre/Corequisite(s):</b> MATH 318	
<b>CS 393 COOPERATIVE WORK EXPERIENCE</b>	<b>1-12 Credit Hours</b>
(1-12 lecture)	
<b>CS 397 SPECIAL TOPICS</b>	<b>1-6 Credit Hours</b>
(1-6 lecture)	
<b>CS 399 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>CS 401 COMPUTER NETWORKS</b>	<b>3 Credit Hours</b>
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. (Prerequisite: CS 221) (3 lecture)	
<b>Prerequisite(s):</b> CS 221	
<b>CS 403 SOFTWARE ENGR &amp; DATA STRUCTURE</b>	<b>3 Credit Hours</b>
Dealing with problems of programming in the large, software life cycle, object-oriented design, numerical algorithms, graph algorithms, pattern matching and encryption methods. (3 lecture)	
<b>Prerequisite(s):</b> CS 221	
<b>CS 404 WEB SERVICES</b>	<b>3 Credit Hours</b>
Students learn the use of SOAP and REST technologies, using the Internet as a platform for building distributed information systems. (3 lecture)	
<b>Prerequisite(s):</b> CS 220 and CS 221	



<b>CS 410 SOFTWARE MAINT &amp; EVOLUTION</b>	<b>3 Credit Hours</b>
This course teaches tools, techniques, concepts and current practices for software maintenance and evolution. (3 lecture)	
<b>Prerequisite(s):</b> CS 302	
<b>CS 420 ADVANCED WEB DEVELOPMENT</b>	<b>3 Credit Hours</b>
Students learn the use of the Model/View/Controller (MVC) programming paradigm in web application development. (3 lecture)	
<b>Prerequisite(s):</b> CS 220 and CS 221	
<b>CS 460 SENIOR PROJECT</b>	<b>3 Credit Hours</b>
Students will present a systems analysis and design project as a final senior project in Computer Information Systems. (3 lecture)	
<b>Prerequisite(s):</b> STEM 420	

## COSMETOLOGY (COSM)

<b>COSM 101 INTRODUCTION TO COSMETOLOGY</b>	<b>2 Credit Hours</b>
This course introduces cosmetology, nail technology and skin care. It includes professional image, sanitation and safety in the salon. (2 lecture)	
<b>COSM 103 SCIENCE OF COSMETOLOGY</b>	<b>5 Credit Hours</b>
This course presents cells, tissue and organs as they relate to the histology and physiology of the skin, hair and nails and how they work together to form body systems. Major body systems will be studied, along with their impact on the skin, hair and nails. Students will study skin, hair and nail diseases and disorders to differentiate between treatable disorders and those that require referral to a physician.	
<b>Corequisite(s):</b> COSM 101	
<b>COSM 105 HAIRCUTTING THEORY &amp; TECHNIQUE</b>	<b>4 Credit Hours</b>
Provides students with the opportunity to develop hair service skills with a focus on shampooing, conditioning, hair cutting. (1 lecture, 6 lab)	
<b>COSM 107 HAIRSTYLING, WIGS &amp; EXTENSIONS</b>	<b>3 Credit Hours</b>
Provides students with the opportunity to continue to develop hair service skills with a focus on shampooing, conditioning, styling, long hair, wigs and extensions. (1 lecture, 4 lab)	
<b>COSM 109 INTRODUCTION TO NAIL CARE</b>	<b>5 Credit Hours</b>
Introduces nail care including manicuring, pedicuring, and artificial nails. (1 lecture, 8 lab)	
<b>COSM 110 CHEMICAL CONTROL</b>	<b>3 Credit Hours</b>
Introduces cosmetology chemicals and their applications. This includes curl reformation, permanent waving, soft curl perming, chemical relaxing, hair lightening and color enhancement. (1 lecture, 4 lab)	
<b>COSM 112 INTRODUCTION TO ESTHETICS</b>	<b>5 Credit Hours</b>
This course introduces facial service procedures, changes produced by cosmetic products, color theory, make up application techniques and temporary hair removal. (1 lecture, 8 lab)	
<b>COSM 201 COSMETOLOGY CLINICAL I</b>	<b>3 Credit Hours</b>
This course is designed to provide clinical practice and performance of previously learned hair, skin and nails. This course provides the necessary hours to complete hair, skin and nail care quotas as mandated by the State of West Virginia and to develop proficiency in hair, skin and nail services.	
<b>COSM 202 COSMETOLOGY CLINICAL II</b>	<b>5 Credit Hours</b>
This course is designed to provide clinical practice and performance of previously learned hair, skin and nail skills. This course provides the necessary hours to complete hair, skin and nail care quotas as mandated by the State of West Virginia and to develop proficiency in hair, skin and nail services.	
<b>COSM 203 COSMETOLOGY CLINICAL III</b>	<b>5 Credit Hours</b>
This course is designed to provide clinical practice and performance of previously learned hair, skin and nail skills. This course provides the necessary hours to complete hair, skin and nail quotas as mandated by the State of West Virginia and to develop proficiency in hair, skin and nail services.	
<b>COSM 204 COSMETOLOGY CLINICAL IV</b>	<b>5 Credit Hours</b>
This course is designed to provide clinical practice and performance of previously learned hair, skin and nail skills. This course provides the necessary hours to complete hair, skin and nail care quotas as mandated by the State of West Virginia and to develop proficiency in hair, skin and nail services.	
<b>COSM 205 COSMETOLOGY CLINICAL V</b>	<b>5 Credit Hours</b>
This course is designed to provide clinical practice and performance of previously learned hair, skin and nail skills. This course provides the necessary hours to complete hair, skin and nail care quotas as mandated by the State of West Virginia and to develop proficiency in hair, skin and nail services.	
<b>COSM 210 SALON MANAGEMENT</b>	<b>2 Credit Hours</b>
In this course students are trained to deal with common management problems and issues. They are also taught good business techniques and practices as well as potential salon problems and their correction and prevention. (2 lecture)	
<b>COSM 260 COSMETOLOGY CAPSTONE</b>	<b>2 Credit Hours</b>
This course is designed to review information related to and required for successful completion of the State of West Virginia Licensure Examination for Cosmetology. (4 lab)	

## CRIMINAL JUSTICE (CJ)

- CJ 111 INTRO TO CRIMINAL JUSTICE** **3 Credit Hours**  
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. (3 lecture)
- CJ 112 CRIMINAL LAW** **3 Credit Hours**  
Course covers substantive and procedural criminal law and how it relates to the criminal justice system. Examination of case, common and penal law in conjunction with the Bill of Rights. (3 lecture)
- CJ 121 POLICE ADMIN & SUPERVISION** **3 Credit Hours**  
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. The class examines the executive's responsibilities, provides for implementation of command policy and studies the auxiliary services in support of police operations. (3 lecture)
- CJ 122 POLICE COMMUNITY RELATIONS** **3 Credit Hours**  
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 will be placed on the police and community relations. (3 lecture)
- CJ 123 INTRO TO CORRECTIONS** **3 Credit Hours**  
A study of historical and contemporary correctional theories and programs with emphasis on current organizational structures. (3 lecture)
- CJ 143 PRIN OF PRIVATE SECURITY** **3 Credit Hours**  
Designed to present the student with an overview 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 in each. (3 lecture)
- CJ 150 POLICE REPORT WRITING** **3 Credit Hours**  
A course to develop skills required for crime incident note taking, observation, interviewing and report writing techniques. Scenario exercises will be utilized for hands on instruction to prepare data and provide courtroom information for prosecution purposes. (3 lecture)  
**Prerequisite(s):** ENGL 101
- CJ 212 ETHICS IN CRIMINAL JUSTICE** **3 Credit Hours**  
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. (3 lecture)  
**Prerequisite(s):** CJ 111
- CJ 226 PENOLOGY** **3 Credit Hours**  
Development of interpersonal communication and decision making skills for direct intervention with correctional clients and detailed analysis of current methods of correctional treatment. (3 lecture)
- CJ 230 WOMEN AND CRIME** **3 Credit Hours**  
An introductory examination of women's roles in the various aspects of criminal justice. This overview will include a focus of 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. (3 lecture)
- CJ 231 CRIMINAL INVESTIGATIONS** **3 Credit Hours**  
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. (3 lecture)
- CJ 245 VICTIMOLOGY** **3 Credit Hours**  
An introductory examination of victimology within the sociological framework in order to deepen the student's understanding of the victim of a crime, to provide an organizing structure of the roles of victimology and the reasons for victimization. The student will explore the role of victimization and the various remedies now available for victims. (3 lecture)
- CJ 251 CRIMINALISTICS** **3 Credit Hours**  
The scientific aspects of criminal investigation at the scene and in the laboratory; classification and lifting of fingerprints; ballistics; analysis of hair, fibers, blood, paint and tools; development of casts. (3 lecture)
- CJ 270 COURTROOM PROCEDURE** **3 Credit Hours**  
Introduction and overview of courtroom procedures. (3 lecture)
- CJ 285 BASIC CJ RESEARCH METHODS** **3 Credit Hours**  
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. (3 lecture)  
**Prerequisite(s):** CJ 111

- CJ 291 INTERNSHIP** **3 Credit Hours**  
Provides supervised observation and participation in various law enforcement areas; students work with the respective agencies in the performance of regular 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 a capstone and is to be taken the semester of graduation. (3 lecture)
- CJ 292 CRIMINAL JUSTICE SEMINAR** **3 Credit Hours**  
Consolidates learning from CJ courses into practical application to career preparation, current events and academic research on each area of the criminal justice system. Serves as the capstone experience for the associate degree in criminal justice. (3 lecture)  
**Prerequisite(s):** CJ 111
- CJ 293 COOPERATIVE WORK EXPERIENCE** **1-8 Credit Hours**  
(1-8 lecture)
- CJ 297 SPECIAL TOPICS** **1-3 Credit Hours**  
(1-3 lecture)
- CJ 299 INDEPENDENT STUDY** **1-3 Credit Hours**  
An opportunity for the interested student with a good academic record to pursue independently the study of a special topic under the direction of a faculty member. (1-3 lecture)
- CJ 301 HISTORY OF CRIME & PUNISHMENT** **3 Credit Hours**  
The development of the legal world with a focus on the history of criminal activity and punishment from recorded history through the modern age. (3 lecture)  
**Prerequisite(s):** CJ 111 or LS 101
- CJ 302 DEVIANT BEHAVIOR** **3 Credit Hours**  
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. (3 lecture)  
**Prerequisite(s):** SOC 101 and CJ 111
- CJ 303 FAMILY VIOLENCE** **3 Credit Hours**  
Course focuses on response to child abuse, domestic violence, intimate partner violence, and elder abuse. Course examines dynamics of abusive relationships, effects of victimization, intervention services and research related to family violence. (3 lecture)
- CJ 304 BEHAVIORAL HEALTH IN CJ** **3 Credit Hours**  
Course explores the intersection of the behavioral health and criminal justice systems. Emphasis on recognizing mental illness and substance misuse and abuse issues and identifying appropriate public health and criminal justice interventions. (3 lecture)  
**Prerequisite(s):** CJ 111
- CJ 305 INTERVIEWING** **3 Credit Hours**  
Course concentrates on the theories and applications of various law enforcement interviewing and interrogation techniques. The learner examines the issues and impacts of proper and improper application of interviewing skills within the criminal justice system. (3 lecture)  
**Prerequisite(s):** CJ 111 or LS 101
- CJ 306 CRISIS MANAGEMENT** **3 Credit Hours**  
Course examines the role of criminal justice in the proper response to and management of crisis incidents. Course focuses on the Federal Emergency Management Agency's (FEMA) National Incident Management System (NIMS) and Incident Command System (ICS). Course also explores appropriate responses for interacting with individuals experiencing a crisis, including the purpose of crisis intervention team models. (3 lecture)  
**Prerequisite(s):** CJ 111
- CJ 307 COMMUNITY CORRECTIONS** **3 Credit Hours**  
The study of the development, organization, operation, and outcomes community corrections as substitutions for incarceration methods. (3 lecture)
- CJ 308 CRIMINAL JUSTICE POLICY** **3 Credit Hours**  
This course will explore the major components of the criminal justice system and the influence of policy on the day-to-day working of the criminal justice system. It will examine the activities and processes in the criminal justice system, including juvenile justice, police, courts, corrections and related fields. (3 lecture)  
**Prerequisite(s):** CJ 291 or CJ 292
- CJ 310 ADV POLICE REPORT WRITING** **3 Credit Hours**  
Course will cover advanced crime scene reports, forms, PSI reports, and other criminal justice writings. (3 lecture)  
**Prerequisite(s):** CJ 150 and CJ 111
- CJ 311 CRIMINAL BEHAVIOR** **3 Credit Hours**  
Both Life course 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. (3 lecture)  
**Prerequisite(s):** SOC 232

- CJ 313 CRIMINAL PROCEDURES** **3 Credit Hours**  
 Advanced instruction in the rules of criminal procedures for circuit courts, magistrate courts, federal courts, rules of evidence and appeal court procedures. (3 lecture)  
**Prerequisite(s):** (CJ 111 or LS 101) and CJ 112
- CJ 314 CRIMINAL PROFILING** **3 Credit Hours**  
 This course will provide an overview of crime scene profiling, psychological profiling, suspect-based profiling and profiling applied to specific crimes such as: serial murder, serial rape and serial arson. Students will review specific cases and apply learned profiling methods to create suspect profiles. (3 lecture)
- CJ 315 POLICE TECHNOLOGY** **3 Credit Hours**  
 This course will cover the history, current and future uses of technology in the criminal justice field. (3 lecture)  
**Prerequisite(s):** CJ 111
- CJ 320 POLICE ADMIN & SUPERVISION** **3 Credit Hours**  
 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. (3 lecture)  
**Prerequisite(s):** CJ 111
- CJ 321 EVIDENCE COLLECTION & HANDLING** **3 Credit Hours**  
 This course will cover the proper ways to locate, identify, collect and process evidence at a crime scene. The proper way to request lab examination and the proper ways to submit to a crime lab. (3 lecture)  
**Prerequisite(s):** CJ 111
- CJ 330 FIREARMS & BALLISTICS** **3 Credit Hours**  
 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. (3 lecture)  
**Prerequisite(s):** CJ 111
- CJ 339 ORGANIZED CRIME** **3 Credit Hours**  
 Organized crime and its evolution into modern day organizations; federal statutes dealing with organized crime and various departments assigned to investigate them; roles of federal, state, local task forces. (3 lecture)  
**Prerequisite(s):** CJ 111
- CJ 341 FINGERPRINTS & TRACE EVIDENCE** **3 Credit Hours**  
 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. (3 lecture)  
**Prerequisite(s):** CJ 111
- CJ 355 CRIME SCENE INVESTIGATIONS** **3 Credit Hours**  
 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. (3 lecture)  
**Prerequisite(s):** CJ 111
- CJ 360 FRAUD EXAMINATION** **3 Credit Hours**  
 White-collar crime and forensic accounting; methods of detection, prevention and investigation. (3 lecture)  
**Prerequisite(s):** CJ 111
- CJ 365 DRUGS IN AMERICA** **3 Credit Hours**  
 Course provides 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. (3 lecture)
- CJ 372 POLICE TACTICS** **3 Credit Hours**  
 Advanced study of law enforcement practices with an emphasis on major issues involving ethical practices, use of force and other liability issues, as well as high speed pursuit and certification in fire arms and other tactical weapons. (3 lecture)  
**Prerequisite(s):** CJ 111
- CJ 375 CRIME SCENE PHOTOGRAPHY** **3 Credit Hours**  
 Focus on developing skills in photographing a crime scene. Includes black and white films and paper and color films and paper use and developing of photos. Also includes tools and equipment, taking basic crime scene photographs, and chemical processes used in processing crime scene photographs. (3 lecture)  
**Prerequisite(s):** CJ 111

**CJ 380 DEATH INVESTIGATIONS****3 Credit Hours**

Course covers 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, common mistakes made in the investigations process, legal considerations in death cases and advances in forensic science as they relate in investigative techniques. (3 lecture)

**CJ 388 BLOODSTAIN PATTERN ANALYSIS****4 Credit Hours**

A practice-oriented class on the techniques and methods of identifying and interpreting blood spatter evidence. Topics include fundamentals of bloodstain evidence, low velocity impact and angular bloodstains, medium and high velocity bloodstains, significance of partially dried, clotted, aged, physically altered bloodstains, and others. (3 lecture, 2 lab)

**Pre/Corequisite(s):** CJ 355

**CJ 393 COOPERATIVE EDUCATION****1-8 Credit Hours****CJ 397 SPECIAL TOPICS****1-4 Credit Hours**

(1-4 lecture)

**CJ 399 INDEPENDENT STUDY****1-6 Credit Hours**

(1-6 lecture)

**CJ 410 ADV CRIME SCENE PHOTOGRAPHY****3 Credit Hours**

Course concentrates on the use of the Single Lens Reflex (SLR) photographic equipment as it relates to the criminal justice field and crime scenes. Course also covers the proper ways to take, keep and store crime scene photographs with an emphasis on macro and other special photography techniques. (3 lecture)

**Prerequisite(s):** CJ 375

**CJ 412 SERIAL HOMICIDE****3 Credit Hours**

This course provides extensive examination of homicide (including multiple homicides, terroristic attacks, school shootings and serial killings) with particular attention to the latest theories of criminal behavior and victimology. (2.5 lecture)

**Prerequisite(s):** CJ 111

**CJ 440 ADVANCED CJ RESEARCH METHODS****3 Credit Hours**

Course 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. (3 lecture)

**Prerequisite(s):** CJ 285

**CJ 460 CRIMINAL JUSTICE CAPSTONE****3 Credit Hours**

Students will complete a project in the criminal justice field. This course serves as the culminating experience in which students demonstrate what they have learned through a research report and oral presentation. Taken the semester of graduation.

**Prerequisite(s):** CJ 111

## DRAFTING (DRAF)

**DRAF 102 DRAFTING FUNDAMENTALS****3 Credit Hours**

Introductory level drafting course, including graphic language, fundamentals of lettering, sketching, orthographic projection, dimensioning, sectioning, axonometric projection, and auxiliary views. (3 lecture)

**DRAF 103 MECHANICAL BLUEPRINT READING****2 Credit Hours**

Reading of machine prints and drawings commonly used in industry and trades. (2 lecture)

**DRAF 111 FUND OF DRAFTING USING AUTOCAD****3 Credit Hours**

An introductory course to the field of Drafting. Students will learn the fundamentals of drafting using AutoCAD. Topics include: drafting equipment, sketching, lettering, orthographic views, dimensioning and pictorials. (3 lecture)

**DRAF 112 ADVANCE DRAFTING TECHNIQUES****3 Credit Hours**

Continuation of DRAF 111. Topics include: auxiliary views, sectional views, working drawings, geometric dimensioning and tolerancing, threads/fasteners/springs, and welding drafting. (3 lecture)

**Prerequisite(s):** DRAF 111 or DRAF 102 or DRAF 314

**DRAF 113 DESCRIPTIVE GEOMETRY****3 Credit Hours**

Graphic representation and solution of space problems; points, planes, parallelism, perpendicularity, vectors, developments, intersections and warped surfaces. (3 lecture)

**Prerequisite(s):** DRAF 111 or DRAF 102 or DRAF 314

**DRAF 114 ELECTRICAL DRAFTING****3 Credit Hours**

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. (3 lecture)

- DRAF 115 COMPUTER-AIDED DRAFTING** **3 Credit Hours**  
 Graphic designs and drawings developed by use of computers. Drawings include orthographic, pictorial, electrical, electronic, petrochemical, metal and mining, and architectural. (3 lecture)  
**Prerequisite(s):** DRAF 102 or DRAF 314  
**Pre/Corequisite(s):** DRAF 111
- DRAF 116 PROGR & 3D MODELING W/ AUTOCAD** **3 Credit Hours**  
 Introduction to programming and 3D modeling with AutoCAD. Topics covered are: symbol libraries, attributes, external references (xrefs), screen menus, wireframe, 3D drawing, solid modeling, 2D to 3D creating and tablet menus. (3 lecture)  
**Prerequisite(s):** DRAF 111 or DRAF 102 or DRAF 314
- DRAF 122 FUNDAMENTALS OF 3D STUDIO MAX** **3 Credit Hours**  
 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. (3 lecture)
- DRAF 210 COMPUTER-AIDED DRAFTING** **3 Credit Hours**  
 Graphic designs and drawings developed by use of computer. Drawings include orthographic, pictorial, electrical, electronic, petrochemical, metal and mining and architectural. (3 lecture)  
**Prerequisite(s):** DRAF 111 or DRAF 102 or DRAF 314
- DRAF 212 STRUCTURAL DESIGN** **3 Credit Hours**  
 Students will learn the basics to structural design in drafting. Topics will include: working/shop drawings, product fabrication, fasteners, steel framing plans, pre-engineered metal buildings, precast concrete, poured-in-place concrete, structural wood framing and Bill of Materials. (3 lecture)  
**Prerequisite(s):** DRAF 111 or DRAF 102 or DRAF 314
- DRAF 213 SCHEMATIC DRAFTING** **3 Credit Hours**  
 Schematic interpretation of electronic and pipe drawings. Electronic drawings include flow/logic diagrams, schematic, wiring diagrams, control circuits, printed circuit boards and architectural electric layouts. Piping drawings include single line, double line and isometric. (3 lecture)  
**Prerequisite(s):** DRAF 102 or DRAF 111 or DRAF 314 or ELEC 101
- DRAF 214 CUSTOMIZING AUTOCAD** **3 Credit Hours**  
 Introduction to customizing computer-aided drafting software using AutoCAD. Topics covered are 3-D drawing, symbol libraries, slides, screen menus, icon menus and tablet menus. (3 lecture)  
**Prerequisite(s):** DRAF 210
- DRAF 220 FUND OF MICROSTATION WITH 3D** **3 Credit Hours**  
 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. (3 lecture)
- DRAF 225 ADV WORK WITH 3D STUDIO MAX** **3 Credit Hours**  
 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. (3 lecture)  
**Prerequisite(s):** DRAF 122
- DRAF 226 3D PARAMETRIC MODEL W/INVENTOR** **3 Credit Hours**  
 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. (3 lecture)  
**Prerequisite(s):** DRAF 116
- DRAF 227 AUTODESK SIMULATION** **3 Credit Hours**  
 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. (3 lecture)  
**Prerequisite(s):** DRAF 226
- DRAF 228 ARCHITECTURAL DRAFTING** **3 Credit Hours**  
 Students will learn the fundamentals of residential architecture. Topics covered are: sites, architectural styles, basic home designs, proper room sizing for living, sleep and service areas, foundations and roof design. (3 lecture)  
**Prerequisite(s):** DRAF 116
- DRAF 229 AUTODESK REVIT** **3 Credit Hours**  
 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. (3 lecture, 3 lab)  
**Prerequisite(s):** DRAF 111 or DRAF 102 or DRAF 314
- DRAF 235 TOOL-MACHINE DESIGN** **3 Credit Hours**  
 Advanced drafting; design and techniques used in planning and designing dies, jigs and fixtures. (3 lecture)  
**Prerequisite(s):** DRAF 111 or DRAF 102 or DRAF 314

<b>DRAF 260 DRAFTING CAPSTONE</b>	<b>1 Credit Hour</b>
Portfolios are designed and completed demonstrating competencies and skills learned within the courses of the Drafting program. Industry Standards Examinations. Capstone course.	
<b>DRAF 293 COOPERATIVE WORK EXPERIENCE</b> (1-8 lecture)	<b>1-8 Credit Hours</b>
<b>DRAF 297 Special Topics</b>	<b>1-3 Credit Hours</b>
<b>DRAF 299 INDEPENDENT STUDY IN DRAFTING</b>	<b>1-8 Credit Hours</b>
<b>DRAF 314 COMPUTER-AIDED DESIGN</b>	<b>3 Credit Hours</b>
The basics of 2D Auto CAD. Study drawing types from the major field of study. Create drawings in technology majors, such as electronics, electro-mechanical, environmental, manufacturing, and welding. (3 lecture)	
<b>DRAF 315 ARCHITECTURAL DESKTOP</b>	<b>3 Credit Hours</b>
A study of the theory and design of commercial and residential buildings; course uses Autodesk's Architectural Desktop software. (3 lecture)	
<b>DRAF 316 INTRO TO COMPUTER GRAPHICS</b>	<b>3 Credit Hours</b>
Introductory 3D Modeling course for BAT students interested in game design. Students will use software to create 3D models, architectural layouts and introductory animations. (1 lecture, 5 lab)	
<b>DRAF 393 COOPERATIVE WORK EXPERIENCE</b> (1-12 lecture)	<b>1-12 Credit Hours</b>
<b>DRAF 397 SPECIAL TOPICS</b> (3 lecture)	<b>3 Credit Hours</b>
<b>DRAF 399 INDEPENDENT STUDY</b> (1-3 lecture)	<b>1-3 Credit Hours</b>
<b>DRAF 413 CHARACTER MODELING</b>	<b>3 Credit Hours</b>
Continuation of DRAF 316. Students will learn advanced modeling techniques to create character models with computer graphics software. Basic character modeling, rigging, mapping and animation will be applied to character models. (1 lecture, 5 lab)	
<b>Prerequisite(s):</b> DRAF 316	

## ECONOMICS (ECON)

<b>ECON 201 ~MICROECONOMICS</b>	<b>3 Credit Hours</b>
Introduction to types of business organizations; market models of capitalism. Basic theories of costs of production and output determination. This course also touches on environmental issues and transfer payments. (3 lecture)	
<b>ECON 202 ~MACROECONOMICS</b>	<b>3 Credit Hours</b>
Theories of supply and demand, national income determination and public debt. Overview of Classical and Keynesian economic theory; introduction to fiscal policy, monetary policy and supply side policy in solving macroeconomic instability; introduction to economic development, creativity and innovation and human, social and natural capital. (3 lecture)	
<b>ECON 297 SPECIAL TOPICS</b> (1 lecture)	<b>1 Credit Hour</b>
<b>ECON 311 INTRO TO ECONOMIC DEVELOPMENT</b>	<b>3 Credit Hours</b>
Broad introduction to the principles and practices, tactics and techniques of local and regional economic development. (3 lecture)	
<b>ECON 320 MANAGERIAL ECONOMICS</b>	<b>3 Credit Hours</b>
This course is a branch of economics dealing with the application of economic theory and methodology to decision making problems faced by private, public and not-for-profit institutions and industrial organizations. (3 lecture)	
<b>Prerequisite(s):</b> (ECON 201 or ECON 211) and (ECON 202 or ECON 212)	
<b>ECON 331 FINANCIAL ECONOMICS</b>	<b>3 Credit Hours</b>
Role of money and banking systems in determining the national income and output. Monetary theories and policies are emphasized. (3 lecture)	
<b>Prerequisite(s):</b> (ECON 201 or ECON 211) and (ECON 202 or ECON 212)	
<b>ECON 397 SPECIAL TOPICS</b> (1-3 lecture)	<b>1-3 Credit Hours</b>
<b>ECON 399 INDEPENDENT STUDY IN ECON</b>	<b>1-6 Credit Hours</b>
<b>ECON 413 ANALYSIS-ENTERPRISES/ECON DEVL</b>	<b>3 Credit Hours</b>
Analysis of business or other entities that show an interest in relocating or expanding within the target community or county will be undertaken by students in this course. (3 lecture)	
<b>Prerequisite(s):</b> ECON 311	

## EDUCATION (EDUC)

- EDUC 100 INTRO TO TEACHER EDUCATION** **3 Credit Hours**  
 Overview of the teaching profession. Central themes cover the aspects of becoming a teacher, schools and their place in society, students and curriculum. Historical foundations of education are presented. Entry level course for first semester students that supports their transition to college. (3 lecture)
- EDUC 108 EDUCATIONAL TECHNOLOGY** **3 Credit Hours**  
 Course focuses on practical applications for computers and technology in the classroom. (3 lecture)
- EDUC 200 INTRO TO EXCEPTIONAL CHILDREN** **3 Credit Hours**  
 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. (3 lecture)  
**Prerequisite(s):** EDUC 100
- EDUC 201 UNDERSTANDING READERS & TEXT** **3 Credit Hours**  
 Students will analyze the qualitative and quantitative characteristics of texts in order to understand what makes these characteristics supportive and challenging for children. This understanding helps children climb the ladder of text difficulty with success. (3 lecture)  
**Prerequisite(s):** EDUC 100 and ENGL 101
- EDUC 230 COOPERATIVE DISCIPLINE** **3 Credit Hours**  
 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. (3 lecture)  
**Prerequisite(s):** ACT English with a score of 14 or AENG - English Placement with a score of 066 or ENGL 091  
**Pre/Corequisite(s):** ENGL 101
- EDUC 250 INTRO TO EARLY EDUCATION** **3 Credit Hours**  
 Study of developing and creating learning environments for early childhood. Includes study of family involvement, engaged advocacy and importance of the community in building relationships for strong programs. (3 lecture)
- EDUC 255 LANG ARTS & EMERGENT LITERACY** **3 Credit Hours**  
 Planning, selection and assessment of learning experiences for beginning readers. Includes study of strategies for promoting verbal ability and emerging literacy. Course will review evaluation strategies appropriate for emergent literacy assessment. (3 lecture)
- EDUC 293 COOPERATIVE WORK EXPERIENCE** **1-12 Credit Hours**  
 (1-12 lecture)
- EDUC 297 SPECIAL TOPICS IN EDUCATION** **1-6 Credit Hours**
- EDUC 299 INDEPENDENT STUDY** **1-6 Credit Hours**  
 (1-6 lecture)
- EDUC 300 THEORIES OF LEARNING** **3 Credit Hours**  
 Focus on psychological learning principles and their classroom applications. 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. (3 lecture)  
**Prerequisite(s):** PSYC 241 and EDUC 200
- EDUC 301 TEACHING READING K - 2** **3 Credit Hours**  
 The purpose of this course is to provide teacher candidates with a solid foundation for effective literacy instruction in K - 2 classrooms. Special emphasis will be placed on the five essential components of reading instruction. (3 lecture)
- EDUC 302 STRATEGIES IN EARLY EDUCATION** **3 Credit Hours**  
 Study of essential concepts, tools, and structure of content areas for early education. Deepens understanding of appropriate materials, manipulatives, media, and technology for young learners. (3 lecture)  
**Corequisite(s):** EDUC 402
- EDUC 303 TEACHING READING 3-6** **3 Credit Hours**  
 This course provides teacher candidates with a solid foundation for effective literacy instruction in grades 3-6. Special emphasis will be placed on the major five components of reading instruction. (3 lecture)  
**Prerequisite(s):** EDUC 301
- EDUC 304 MATH STRATEGIES K - 3** **3 Credit Hours**  
 Methods and content with respect to counting and cardinality, algebraic thinking, fractions, number and operations in base ten, measurement and data and geometry in grades K-3. (3 lecture)
- EDUC 305 INSTRUC STRATEGIES IN SCIENCE** **3 Credit Hours**  
 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. (3 lecture)



<b>EDUC 308 MATH STRATEGIES 4 - 6</b>	<b>3 Credit Hours</b>
Methods and content with respect to algebraic thinking, number and operations in base ten, fractions, measurement and data, and geometry in grades 4-6. (3 lecture)	
<b>Prerequisite(s):</b> MATH 121 and MATH 126 and EDUC 304	
<b>EDUC 310 DIVERSITY IN EDUCATION</b>	<b>3 Credit Hours</b>
Strategies for providing differentiated instruction to students with diverse learning, social and behavioral needs who are being educated in inclusive settings. Emphasis will be on practical planning and teaching of students from diverse backgrounds. (3 lecture)	
<b>EDUC 314 INSTRUC STRATEGIES IN SOC STDS</b>	<b>3 Credit Hours</b>
This course covers the subject content, materials and instructional strategies for planning, teaching and evaluating social studies lessons in grades K-6. (3 lecture)	
<b>EDUC 315 ART STRATEGIES</b>	<b>3 Credit Hours</b>
Prepare 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. (3 lecture)	
<b>EDUC 316 MUSIC STRATEGIES</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>EDUC 320 EDUCATIONAL ASSESSMENT</b>	<b>3 Credit Hours</b>
Course focuses on the relationship between standards, instructional objects and assessment and assessment-influences instruction. Diagnostic, formative and summative assessment will be emphasized. Instrument design, administration, scoring and standards-based grading will be discussed. (3 lecture)	
<b>EDUC 322 INTEGRATING ARTS&amp;MOVEMENT K-6</b>	<b>3 Credit Hours</b>
A strategies course designed to prepare teacher candidates to integrate the arts and movement into their daily instruction. This course will focus on the study of art, music and movement appropriate for elementary students. (3 lecture)	
<b>EDUC 330 CLASSROOM MANAGEMENT</b>	<b>3 Credit Hours</b>
Focuses on major models of classroom management and the 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 are emphasized. (3 lecture)	
<b>Prerequisite(s):</b> EDUC 301 and EDUC 304	
<b>Corequisite(s):</b> EDUC 330L	
<b>EDUC 330L CLASSROOM MANAGEMENT PRACTICUM</b>	<b>1 Credit Hour</b>
A practicum offered on-site at a local professional development school. Application of management plans and techniques are the focus of this experience. Should be completed the semester prior to EDUC 401. (3.5 lab)	
<b>Corequisite(s):</b> EDUC 330	
<b>EDUC 350 SPECIAL PRACT TEACHING-PRIMARY</b>	<b>1-6 Credit Hours</b>
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. (Prerequisite: Division Chair permission) (1-6 lecture)	
<b>EDUC 351 SPECIAL PRACT TEACHNG-INTERMED</b>	<b>1-6 Credit Hours</b>
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. (Prerequisite: Academic Dean permission) (1-6 lecture)	
<b>EDUC 387 READ LANG ARTS - MIDDLE SCHOOL</b>	<b>3 Credit Hours</b>
Students learn relationships among thinking, learning and the six language arts in grades 5-9; 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. (3 lecture)	
<b>EDUC 388 MIDDLE SCHOOL MATH STRATEGIES</b>	<b>3 Credit Hours</b>
This course is designed for education majors seeking a math emphasis. Math curricula, methods and differentiation at the middle school level are studied. Students will plan and teach lessons in the middle school mathematics classroom. (3 lecture)	
<b>EDUC 389 INST STRAT MID SCHOOL SOC STU</b>	<b>2 Credit Hours</b>
Content, materials and instructional strategies for planning, teaching and evaluating social studies lessons at the middle school level. (2 lecture)	
<b>EDUC 390 SCIENCE STRATEGIES/MID SCHOOL</b>	<b>2 Credit Hours</b>
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 middle school students. (2 lecture)	
<b>Prerequisite(s):</b> EDUC 305	
<b>EDUC 393 COOPERATIVE WORK EXPERIENCE</b>	<b>1-12 Credit Hours</b>
<b>EDUC 397 SPECIAL TOPICS IN EDUCATION</b>	<b>1-7 Credit Hours</b>

<b>EDUC 397L EDUCATIONAL LAB</b> (6 lab)	<b>0 Credit Hours</b>
<b>EDUC 399 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
<b>EDUC 401 ORGANIZE LEARNING ENVIRONMENTS</b> Examination of research and practice in organizing school learning environments to produce optimal learning. Cooperative learning and the application of technology in the classroom are emphasized. (3 lecture) <b>Corequisite(s):</b> EDUC 414	<b>3 Credit Hours</b>
<b>EDUC 401L CLINICAL EXPERIENCE I</b> A clinical offered on-site at a local professional development school. Application of lesson planning, use of technology and management techniques are the focus of this experience. <b>Corequisite(s):</b> EDUC 401	<b>0 Credit Hours</b>
<b>EDUC 402 CURRICULUM IN EARLY EDUCATION</b> Focus on using effective curriculum and strategies in the early education classroom. Students will implement these effective practices in a field experience setting. (2 lecture) <b>Corequisite(s):</b> EDUC 302	<b>2 Credit Hours</b>
<b>EDUC 403 STUDENT TEACHING- EARLY EDUC</b> Eight weeks of full time observation, planning, teaching and evaluation at the PreK-K levels under the direct supervision of public school and college supervisors. (5 lecture)	<b>5 Credit Hours</b>
<b>EDUC 404 STUDENT TEACHING-PRIMARY</b> Eight weeks of full-time observation, planning, teaching and evaluation at the K-2 levels under the direct supervision of public school and college supervisors. (5 lecture)	<b>5 Credit Hours</b>
<b>EDUC 405 STU TEACHING - SCIENCE 5-9</b> Eight weeks of full-time observation, planning, teaching and evaluation at the middle school level in science under the direct supervision of public school and college supervisors. (5 lab)	<b>5 Credit Hours</b>
<b>EDUC 406 STU TEACHING - GEN MATH 5-9</b> Eight weeks of full-time observation, planning, teaching and evaluation at the middle school level in mathematics under the direct supervision of public school and college supervisors. (5 lecture)	<b>5 Credit Hours</b>
<b>EDUC 407 STU TCHNG ENGLISH 5-9</b> Eight weeks of full-time observation, planning, teaching and evaluation at the middle school level in English under the direct supervision of public school and college supervisors. (5 lab)	<b>5 Credit Hours</b>
<b>EDUC 408 STUDENT TEACHING-INTERMEDIATE</b> Eight weeks of full-time observation, planning, teaching and evaluation at the 3-6 levels under the direct supervision of public school and college supervisors. (5 lecture)	<b>5 Credit Hours</b>
<b>EDUC 409 STU TCHNG SOC STUDIES 5-9</b> Eight weeks of full-time observation, planning, teaching and evaluation at the middle school level in social studies under the direct supervision of public school and college supervisors. (5 lecture)	<b>5 Credit Hours</b>
<b>EDUC 410 RESIDENCY II SEMINAR</b> This course provides residents with the opportunities to integrate and reflect on knowledge, skills and dispositions acquired during their clinical experiences. Continued professional development and inquiry into current issues in the profession are explored. (3 lecture) <b>Prerequisite(s):</b> EDUC 414 <b>Corequisite(s):</b> EDUC 415	<b>3 Credit Hours</b>
<b>EDUC 411 STUDENT TEACHING MATH K-4</b> Full time planning, teaching, and evaluation at the K-4 level in mathematics under the direct supervision of public school and college supervisors. (Prerequisite: Admission to Student Teaching) (5 lecture)	<b>5 Credit Hours</b>
<b>EDUC 412 DIAGNOSTIC PRESCRIPTIVE READ</b> The development of competencies in diagnosing reading problems through the use of various instruments and in prescribing remediation based on the evaluations. (3 lecture) <b>Prerequisite(s):</b> (EDUC 301 or LA 301) and (EDUC 303 or READ 302) <b>Corequisite(s):</b> EDUC 412L	<b>3 Credit Hours</b>
<b>EDUC 412L DIAGNOST PRESCRIPTIVE READ LAB</b> Course requires teacher candidate to apply their knowledge of a variety of assessment instruments and remediate reading difficulties using evidence-based instructional strategies. Students will apply skilled learned in EDUC 412. (3 lab) <b>Prerequisite(s):</b> EDUC 301 and EDUC 303 <b>Corequisite(s):</b> EDUC 412	<b>1 Credit Hour</b>

**EDUC 414 RESIDENCY I****9 Credit Hours**

Sixteen weeks of observation, planning, teaching and evaluation at the K-6 levels under the direct supervision of public school and college supervisors. Emphasis on cooperative learning, co-teaching and integration of technology. (20 lab)

**Corequisite(s):** EDUC 401**EDUC 415 RESIDENCY II****11 Credit Hours**

Sixteen weeks of full-time planning, teaching and evaluation at the K-6 levels under the direct supervision of public school and college supervisors. (40 lab)

**Corequisite(s):** EDUC 410

## ELECTRONICS ENGINEERING TECH (ELEC)

**ELEC 101 ELECTRICITY & ELECTRONICS FUND****3 Credit Hours**

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. Applied concepts include voltage, current, resistance, conductance and power. (1-2 lecture, 1-2 lab)

**ELEC 102 ELECTRICAL & INSTRUMENTATION 1****3 Credit Hours**

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. (2 lecture, 1 lab)

**Corequisite(s):** ELEC 103**ELEC 103 ELECTRICAL & INSTRUMENTATION 2****3 Credit Hours**

Study of flow, pressure, level, temperature, tubing conductors and drawings. Laboratory exercises are designed to provide hands-on practice of concepts. (2 lecture, 1 lab)

**Corequisite(s):** ELEC 102**ELEC 104 ELECTRICAL & INSTRUMENTATION 3****3 Credit Hours**

Study of electronic components, hazardous locations, machine bending, and installation of tubing systems. Laboratory exercises are designed to provide hands-on practice of concepts. (2 lecture, 1 lab)

**Corequisite(s):** ELEC 102**ELEC 105 DIRECT CURRENT CIRCUITS****2 Credit Hours**

Study of theory and laboratory experiments in direct current simple and complex 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. (2 lecture)

**Corequisite(s):** ELEC 105L**Pre/Corequisite(s):** MATH 111 or MATH 126**ELEC 105L DIRECT CURRENT CIRCUITS LAB****1 Credit Hour**

Application of concepts introduced in ELEC 105. (2 lab)

**ELEC 115 RES/COMM ELECTRICAL 1****3 Credit Hours**

This course introduces students to the electrical trade through knowledge competencies and performance tasks. Topics include: hand bending, electrical theory, electrical test equipment, raceways, boxes and fittings, conductors, and residential, commercial and industrial wiring. (2 lecture, 1 lab)

**Pre/Corequisite(s):** MATH 125 or MATH 126 or MATH 128 or MATH 150**ELEC 116 RES/COMM ELECTRICAL 2****3 Credit Hours**

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. (2 lecture, 1 lab)

**Pre/Corequisite(s):** ELEC 115**ELEC 117 RES/COMM ELECTRICAL 3****3 Credit Hours**

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. (2 lecture, 4 lab)

**Pre/Corequisite(s):** ELEC 116**ELEC 118 RES/COMM ELECTRICAL 4****3 Credit Hours**

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. (1 lecture, 4 lab)

**Pre/Corequisite(s):** ELEC 117

<b>ELEC 120 ALT CURRENT CIRCUITS</b>	<b>2 Credit Hours</b>
Theory and laboratory experiments in the area of alternating current in resistive, capacitive and inductive circuits. Topics covered are: Sinusoidal and non-sinusoidal waveforms, current voltage relationship in RC, RL, and RLC circuits, power factor, phase angle phasor diagram and network analysis. (2 lecture)	
<b>Prerequisite(s):</b> MATH 111 or MATH 128	
<b>Corequisite(s):</b> ELEC 120L	
<b>Pre/Corequisite(s):</b> ELEC 105	
<b>ELEC 120L AC CIRCUITS LAB</b>	<b>1 Credit Hour</b>
Application of concepts introduced in ELEC 120. (2 lab)	
<b>ELEC 124 ANALOG CIRCUITS</b>	<b>3 Credit Hours</b>
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. (2 lecture, 1 lab)	
<b>Pre/Corequisite(s):</b> ELEC 105 or ELEC 101 or ELEC 102	
<b>ELEC 127 ANALOG CIRCUITS II</b>	<b>2 Credit Hours</b>
Continuation in the study of analog devices and their behavior in circuits. Devices studied include: Junction field effect transistors (FET), thyristors, SCRS, and UJTS. Topics covered include: JFET amplifier analog switches, frequency response of bipolar and field effect transistor amplifiers, and positive and negative feedback. Laboratory exercises will be used in most of the classroom instruction. (2 lecture)	
<b>Prerequisite(s):</b> ELEC 124	
<b>Corequisite(s):</b> ELEC 127L	
<b>ELEC 127L ANALOG CIRCUITS II LAB</b>	<b>1 Credit Hour</b>
(2 lab)	
<b>ELEC 133 INDUSTRIAL WIRING AND CODE</b>	<b>2 Credit Hours</b>
Industrial, commercial and residential electrical wiring, safety code, motor starters and controllers. (2 lecture)	
<b>Corequisite(s):</b> ELEC 133L	
<b>ELEC 133L INDUSTRIAL WIRING/CODE LAB</b>	<b>1 Credit Hour</b>
Application of concepts introduced in ELEC 133. (2 lab)	
<b>ELEC 202 ELECTRICAL &amp; INSTRUMENTATION 4</b>	<b>3 Credit Hours</b>
Study of motor control, electrical distribution, transformer applications, hydraulic and pneumatic controls. Laboratory exercises are designed to provide hands-on practice of concepts. (2 lecture, 1 lab)	
<b>Prerequisite(s):</b> ELEC 104	
<b>Corequisite(s):</b> ELEC 203	
<b>ELEC 203 ELECTRICAL &amp; INSTRUMENTATION 5</b>	<b>3 Credit Hours</b>
Study of emergency systems, control elements, transducers, and actuators. Laboratory exercises are designed to provide hands-on practice of concepts. (2 lecture, 1 lab)	
<b>Prerequisite(s):</b> ELEC 104	
<b>Corequisite(s):</b> ELEC 202	
<b>ELEC 204 ELECTRICAL &amp; INSTRUMENTATION 6</b>	<b>3 Credit Hours</b>
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. (2 lecture, 1 lab)	
<b>Prerequisite(s):</b> ELEC 104	
<b>Corequisite(s):</b> ELEC 202	
<b>ELEC 210 ELECTRICAL CERTIFICATION</b>	<b>1 Credit Hour</b>
This is a review course for West Virginia Electrician Apprentice exam. Exams dates are scheduled through the State Fire Marshal's office. The first four chapters of the National Electric Code are reviewed. (1 lecture)	
<b>Pre/Corequisite(s):</b> ELEC 117	
<b>ELEC 220 AUTOMATED SYSTEMS CONTROL</b>	<b>4 Credit Hours</b>
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. (2 lecture, 2 lab)	
<b>ELEC 221 ADVANCED SYSTEMS CONTROL</b>	<b>3 Credit Hours</b>
A continuation of ELEC 220, topics include Advanced Programmable Logic Controller (PLC) programming and applications, variable frequency motor drives, robotics, discrete control systems and programming. (2 lecture, 2 lab)	
<b>Prerequisite(s):</b> ELEC 220 and ELEC 101	

**ELEC 222 DIGITAL LOGIC CIRCUITS****3 Credit Hours**

The analysis of digital logic circuits and systems with the help of truth table diagrams, numbering systems, 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. (2 lecture, 1 lab)  
**Prerequisite(s):** ELEC 101 or ELEC 102 or ELEC 105

**ELEC 223 SPECIALIZED TECHNOLOGIES****3 Credit Hours**

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. (2 lecture, 2 lab)  
**Prerequisite(s):** ELEC 101 and CS 121

**ELEC 224 ELECTRONICS CAPSTONE****1 Credit Hour**

This course serves as a culmination of the Engineering Technology - Electronics option AAS 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****2 Credit Hours**

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. (2 lecture)  
**Prerequisite(s):** ELEC 120  
**Corequisite(s):** ELEC 225L

**ELEC 225L ELECTRICAL MACHINERY LAB****1 Credit Hour**

(2 lab)

**ELEC 227 COMPUTERS, NETWORKS & TELEMETRY****3 Credit Hours**

An overview of computer hardware, I/O, operating systems, communications, routing, addressing, telemetry devices and networking. (2 lecture, 2 lab)  
**Prerequisite(s):** ELEC 101

**ELEC 234 SERVICE LEARNING EXPERIENCE****3 Credit Hours**

Students are placed on job sites to perform as electrical apprentices to demonstrate competencies and performance tasks. Work includes: hand bending, electrical theory, electrical test equipment, raceways, boxes and fittings, conductors, residential, commercial and industrial wiring. (3 lab)  
**Prerequisite(s):** ELEC 115 and (MATH 107 or MATH 125)

**ELEC 237 ANALOG & DIGITAL CIRCUITS****3 Credit Hours**

An overview of semiconductors, signal processing, amplification, Boolean algebra and Karnaugh maps, truth tables, logic gates, memory, encoders, decoders, analog/ digital and digital/analog conversions. (2 lecture, 2 lab)  
**Prerequisite(s):** ELEC 101

**ELEC 260 E&I CAPSTONE****1 Credit Hour**

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 Examinations are prepared for and taken.

**ELEC 293 COOP IN ELECTRONICS****1-8 Credit Hours**

(1-8 lecture)

**ELEC 297 SPECIAL TOPICS****1-4 Credit Hours**

(1-4 lecture)

**ELEC 297L ST LAB****0 Credit Hours**

(2 lab)

**ELEC 299 INDEPENDENT STUDY/ELECTRONICS****1-8 Credit Hours****ELEC 324 ADVANCED ANALOG CIRCUITS****3 Credit Hours**

Advanced theory and application of 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. (2 lecture, 1 lab)  
**Prerequisite(s):** ELEC 101 or ELEC 102 or ELEC 105

**ELEC 399 INDEPENDENT STUDY/ELECTRONICS****1-6 Credit Hours****ELEC 420 ADV AUTO SYSTEMS CONTROL****4 Credit Hours**

Topics include advanced topics in Programmable Logic Controller (PLC) Programming and applications, variable frequency motor drives, robotics, power generation, distribution and transformation, motor and generator theory and telemetry. Advanced projects and laboratory exercises are included in this course. (2 lecture, 2 lab)

**Prerequisite(s):** ELEC 101 or ELEC 102 or ELEC 105

**ELEC 422 ADV DIGITAL LOGIC CIRCUITS****3 Credit Hours**

Advanced applications of logic gates, memory, arithmetic and numbering circuits, encoders and decoders, CPUs, storage media and A/D and D/A conversion. (2 lecture, 1 lab)

**Prerequisite(s):** ELEC 101 or ELEC 102 or ELEC 105

## EMERGENCY MEDICAL (EMED)

**EMED 105 INTRO EMERGENCY MEDICAL SERVIC****5 Credit Hours**

Introduction to the Emergency Medical Services (EMS) System. Students become familiar with the components of the EMS System operations and the roles, responsibilities, legal and ethical issues of paramedic science. Students learn the significance and attributes of implementing community illness and injury prevention programs and the techniques to maintain well-being of the paramedic. The clinical component of the course allows students to develop an understanding of paramedic field work. (4 lecture, 1 lab)

## EMERGENCY RESPONSE (ERES)

**ERES 120 EMERGENCY COMMUNICATION****3 Credit Hours**

The application of Incident Command Systems (ICS) principles to the establishment and operation of effective emergency communication in any planned or unplanned event. (3 lecture)

## ENGINEERING (ENGR)

**ENGR 100 INTRO ENGINEERING APPLICATIONS****3 Credit Hours**

Introduction to basic problem solving of engineering applications using algebra and trigonometry. (3 lecture)

**Pre/Corequisite(s):** MATH 126 and MATH 128

**ENGR 101 ENGINEERING PROBLEM SOLVING 1****2 Credit Hours**

Engineering problem solving methodologies and analysis. Use of computers in problem solving, technical report writing, team based project work and presentations. (2 lecture)

**Pre/Corequisite(s):** MATH 155

**ENGR 102 ENGINEERING PROBLEM SOLVING 2****3 Credit Hours**

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 MAT LAB. (3 lecture)

**Prerequisite(s):** MATH 155 and ENGR 101

**ENGR 120 ENGINEERING METHODS FOR TECH****3 Credit Hours**

Roles and responsibilities of Engineering Technicians and Technologists, including the basic tools, problem-solving, computer and mathematical skills. (2 lecture, 2 lab)

**ENGR 124 INTRO TO PLC PROGRAMMING****3 Credit Hours**

Provides an overview of computer hardware, programmable logic controllers, I/O modules and devices, file systems, communications, addressing, telemetry devices and networking of industrial devices. (2 lecture, 2 lab)

**Pre/Corequisite(s):** ELEC 101 and ELEC 101L

**ENGR 197 SPECIAL TOPICS****1-6 Credit Hours****ENGR 199 ORIENTATION TO ENGINEERING****1 Credit Hour**

This course provides a beginning engineering student with information and tools to prepare him/her for a successful college life. Freshman students can explore various engineering disciplines, prepare for an engineering career, and learn academic success strategies. (1 lecture)

**ENGR 220 FLUID&MECHANICAL POWER SYSTEMS****3 Credit Hours**

Introduction to the elements of power transmission and the principles that guide the application of those elements in industry. (2 lecture, 2 lab)

**ENGR 228 EMBEDDED SYSTEMS PROGRAMMING****3 Credit Hours**

Introduction to embedded system controls, including an introduction to various hardware and software platforms. Students will create, deploy and troubleshoot a java embedded control program. (2 lecture, 2 lab)

**Prerequisite(s):** CS 121

**ENGR 230 CONTROL SYSTEMS****3 Credit Hours**

A continuation of ENGR 142. Topics include intermediate programmable logic controller (PLC) programming and applications, variable speed motor drives and application programming. (2 lecture, 2 lab)

**Prerequisite(s):** ELEC 101 and ELEC 101L and ENGR 124

**ENGR 234 ADVANCED CONTROL SYSTEMS****3 Credit Hours**

A continuation of ENGR 230, topics include Advanced Programmable Logic Controller (PLC) programming applications, variable speed motor drives, robotics, discrete control systems, designing and programming embedded control systems. (2 lecture, 2 lab)

**Prerequisite(s):** ENGR 230

**ENGR 240 HEATING & COOLING SYSTEMS 1****3 Credit Hours**

Introduction to Heating, Ventilation, Air Conditioning and Refrigeration Systems. Topics include: heating and cooling load calculation, cooling, heating, air distribution systems, furnaces, boilers and air conditioning systems. (2 lecture, 2 lab)

**ENGR 280 SPECIALIZED TECHNOLOGIES****3 Credit Hours**

Discussion of 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. (2 lecture, 2 lab)

**Prerequisite(s):** ENGR 234 or ENGR 241

**Pre/Corequisite(s):** CIT 105 and MATH 128 and DRAF 213

**ENGR 293 COOPERATIVE WORK EXPERIENCE****1-8 Credit Hours****ENGR 297 SPECIAL TOPICS****3 Credit Hours**

(3 lecture)

## ENGLISH (ENGL)

**ENGL 101 ~COMPOSITION 1****3 Credit Hours**

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. (3 lecture)

**Prerequisite(s):** ACT English with a score of 18 or SAT Verbal/Reading Score with a score of 480 or EVIDENCE-BASED READ/WRITE SCORE with a score of 480 or SAT Verbal with a score of 480 or WV Summative Assessment Engl. with a score of 3 or AENG - English Placement with a score of 250

**Pre/Corequisite(s):** ENGL 101L

**ENGL 101L ENGLISH COMPOSITION 1 LAB****1 Credit Hour**

This lab provides structured learning support for ENGL 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.

**Corequisite(s):** ENGL 101

**ENGL 102 ~COMPOSITION 2****3 Credit Hours**

Enhancing skills for writing research-based informative and/ or argumentation papers using analysis, synthesis, drawing conclusions from credible sources. Refining research skills, documenting, citing. Employing traditional rhetorical patterns to create an argument. 4,000 - 5,000 words evaluated writing. (3 lecture)

**Prerequisite(s):** ENGL 101 or ENGL 111 or ENGL 107

**ENGL 103 ENGL GRAMMAR USAGE AND STYLE****3 Credit Hours**

Intense study of syntax, grammar, word-forms, punctuation and various accepted writing styles. Designed for new writers, editors, and secretaries. (3 lecture)

**ENGL 107 TECHNICAL WRITING 1****3 Credit Hours**

Develops technical writing skills by applying various approaches used to communicate in technical environments. Includes writing structural descriptions, operational descriptions, process explanations, analytical summaries and other technical reports. (3 lecture)

**Prerequisite(s):** ACT English with a score of 18 or SAT Verbal/Reading Score with a score of 480 or EVIDENCE-BASED READ/WRITE SCORE with a score of 480 or SAT Verbal with a score of 480 or WV Summative Assessment Engl. with a score of 3 or AENG - English Placement with a score of 250

**Pre/Corequisite(s):** ENGL 107L

**ENGL 107L TECHNICAL WRITING 1 LAB****1 Credit Hour**

This lab provides structured learning support for Technical Writing 1, offering tailored instruction in the specifics of ENGL 107: the writing process; grammar, punctuation, sentence structure; and various writing approaches used in a technical environment. (2 lab)

**Corequisite(s):** ENGL 107

**ENGL 108 TECHNICAL WRITING 2****3 Credit Hours**

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 writing assignments, research, and 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 non-technical materials. Requires strong grammar and usage skills. (3 lecture)

**Prerequisite(s):** ENGL 107 or ENGL 101

**ENGL 131 ~TYPES OF LITERATURE 1****3 Credit Hours**

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. (3 lecture)

**Prerequisite(s):** ENGL 101 or ENGL 111 or ENGL 107

**ENGL 132 ~TYPES OF LITERATURE 2****3 Credit Hours**

English 132 course provides a survey of narrative fiction. Using a genre approach, we will examine short stories, novellas and novels. Emphasis is on the analysis, critical evaluation and personal experience of literature. (3 lecture)

<b>ENGL 210 INTRO TO CREATIVE WRITING</b>	<b>3 Credit Hours</b>
An open enrollment introduction to writing in different literary forms - poetry, fiction, creative nonfiction and plays. Includes development of clarity, originality and personal style. (3 lecture)	
<b>ENGL 213 CREATIVE WRITING: POETRY</b>	<b>3 Credit Hours</b>
Introduction to the writing of poetry; practice in the basics of image, metaphor, line, form, sound, and voice; the basics of seeking an audience. (3 lecture)	
<b>ENGL 214 CREATIVE WRITING: NONFICTION</b>	<b>3 Credit Hours</b>
An 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. (3 lecture)	
<b>ENGL 215 CREATIVE WRITING: FICTION</b>	<b>3 Credit Hours</b>
Introduction to the writing of fiction. (3 lecture)	
<b>ENGL 221 ~WORLD LITERATURE 1</b>	<b>3 Credit Hours</b>
Masterworks from Western culture through mid-17th Century with emphasis on universal themes and changing attitudes toward them. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 222 ~WORLD LITERATURE 2</b>	<b>3 Credit Hours</b>
Representative master works of literature from throughout the world from the mid-17th Century through the present times with emphasis on universal themes and changing attitudes toward them. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 227 FILM AS ART</b>	<b>3 Credit Hours</b>
"Reading" film as 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. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 241 ~AMERICAN LITERATURE 1</b>	<b>3 Credit Hours</b>
A survey of themes, writers, and literary eras in the United States from the pre-national period to 1865. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 242 ~AMERICAN LITERATURE 2</b>	<b>3 Credit Hours</b>
A survey of themes, writers, and literary eras in the United States from 1865 to the present. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 257 INTRO TO SCIENCE FICTION</b>	<b>3 Credit Hours</b>
An exploration of the development of science fiction and fantasy through the study of representative works. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 260 INTRNATL TRAVEL/LIT STUDIES</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 261 ~ENGLISH LITERATURE 1</b>	<b>3 Credit Hours</b>
Representative works from the Middle Ages to the Eighteenth Century; Beowulf, Chaucer, Shakespeare, and others. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 262 ~ENGLISH LITERATURE 2</b>	<b>3 Credit Hours</b>
Representative works from the Romantic period through the 21st Century. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 285 GENDER IN LITERATURE</b>	<b>3 Credit Hours</b>
Exploration of multiple definitions and understanding 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. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 290 CLASSROOM COMMUNICATION SKILLS</b>	<b>1-3 Credit Hours</b>
A review of both verbal and written communication skills, needed by public school teachers with emphasis on grammar and effective speaking (Individualized as much as possible). (The course is geared toward, but not limited to education majors.) (1-3 lecture)	
<b>ENGL 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1 Credit Hour</b>
(1 lecture)	
<b>ENGL 297 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>ENGL 299 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	



<b>ENGL 308 ADVANCED WRITING</b>	<b>3 Credit Hours</b>
Advanced Writing develops enhanced techniques expected in academic and professional writing. This course concentrates on formats, audience analysis, research and documentation, editing, proofreading, and revision, and the integration of source materials from various disciplines. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 316 INTERCULTURAL COMMUNICATION</b>	<b>3 Credit Hours</b>
(3 lecture)	
<b>ENGL 320 MEDIEVAL LITERATURE</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 325 SHAKESPEARE</b>	<b>3 Credit Hours</b>
Shakespeare's comedies, tragedies and histories. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 330 MILTON</b>	<b>3 Credit Hours</b>
Milton's poems and selected prose. Discussion of literary context of Neoclassicism. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 107 or ENGL 111	
<b>ENGL 334 SCIENTIFIC &amp; TECHNICAL WRITING</b>	<b>3 Credit Hours</b>
Upper-level course requiring the study of reading, practices, technical/scientific writing conventions; using graphics and professional writing. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 335 THE ROMANTIC MOVEMENT</b>	<b>3 Credit Hours</b>
An upper division survey of the works of the major Romantic writers. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 340 THE VICTORIAN ERA</b>	<b>3 Credit Hours</b>
An upper division concentration on major Victorian writers and an overview of cultural and literary criticism of the time. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 345 MODERN LITERATURE</b>	<b>3 Credit Hours</b>
Examines the influence of culture and thought on the themes, styles, literary devices and approaches of Modern authors. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	
<b>ENGL 350 APPROACHES TO CHNG GRAMMAR</b>	<b>3 Credit Hours</b>
Topics include: grammar development and diversity, rules of Standard English, methods of analyzing language structure and materials and methods of instruction and assessment that lead to achievement of contemporary educational expectations. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111	
<b>ENGL 356 TOPICS IN NATIVE AMERICAN LIT</b>	<b>3 Credit Hours</b>
This is a specialized topics course reflecting current trends and issues in Native American Literature and culture. Topic subjects vary per semester. (3 lecture)	
<b>Prerequisite(s):</b> (ENGL 102 or ENGL 112) and (ENGL 101 or ENGL 111)	
<b>ENGL 387 TOPICS IN WOMEN'S LITERATURE</b>	<b>3 Credit Hours</b>
Syllabus will vary per term. Topics include women writers outside of Great Britain and the United States; comparative women writers; women's writing on a particular theme or topic. (3 lecture)	
<b>Prerequisite(s):</b> (ENGL 101 or ENGL 111) and (ENGL 102 or ENGL 112)	
<b>ENGL 388 WOMEN WRITERS</b>	<b>3 Credit Hours</b>
(3 lecture)	
<b>Prerequisite(s):</b> ENGL 102 or ENGL 112	
<b>ENGL 397 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>ENGL 399 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>ENGL 403 CHILDREN'S LITERATURE</b>	<b>3 Credit Hours</b>
Development of children's literature with emphasis on modern books; examination of illustration; skills of evaluation, selection, and use of books and non-print materials toward achievement of 21st Century learning goals. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 or ENGL 111 or ENGL 107	

**ENGL 404 ADOLESCENT LITERATURE****3 Credit Hours**

Comprehensive introduction to adolescent literature framed within rich literary, historical and social context. Close reading within a critical context which relies on knowledge of the building blocks of literature. Use of print and non- print materials toward achievement of 21st Century Learning goals. (3 lecture)

**Prerequisite(s):** ENGL 101 or ENGL 111 or ENGL 107

**ENGL 406 PLAYWRITING****3 Credit Hours**

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. (3 lecture)

**ENGL 410 REGIONAL LITERATURE****3 Credit Hours**

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. (3 lecture)

**Prerequisite(s):** ENGL 101 or ENGL 111 or ENGL 107

**ENGL 415 AMERICAN VOICES****3 Credit Hours**

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. (3 lecture)

**Prerequisite(s):** ENGL 101 or ENGL 111 or ENGL 107

**ENGL 420 SINGLE AUTHOR FOCUS****3 Credit Hours**

This course provides in-depth study of a single author's literary work. (3 lecture)

**Prerequisite(s):** ENGL 101 or ENGL 111 or ENGL 107

**ENGL 425 TOPICS IN CONTEMP GLOBAL LIT****3 Credit Hours**

Specialized topics, which may vary per semester, will provide students with the opportunity to discuss, interpret, compare, and critique contemporary literature by international authors. (3 lecture)

**Prerequisite(s):** ENGL 101 or ENGL 111 or ENGL 107

**ENGL 430 COMPARATIVE LITERATURE****3 Credit Hours**

Using literary texts, "comparative literature" promotes studying intercultural relations that cross national boundaries, multicultural relationship, and the interactions between literature, the arts, the sciences, technology, history, political science, philosophy, and linguistic boundaries and other disciplines. (3 lecture)

**Prerequisite(s):** ENGL 101 or ENGL 111 or ENGL 107

**ENGL 444 WRITER'S WORKSHOP****3 Credit Hours**

Stressing both creativity and skill development and practice, the Writers' Workshop offers an opportunity to work with others to create, shape, and polish poetry, fiction, playwriting and creative non-fiction writing. Other topics include manuscript preparation, critiquing, editing, and marketing. (3 lecture)

**Prerequisite(s):** ENGL 101 or ENGL 107

**ENGL 450 LITERARY CRITICISM****3 Credit Hours**

The study of literary criticism from Aristotle to modern times. (3 lecture)

**Prerequisite(s):** ENGL 101 or ENGL 107

## ENTREPRENEURSHIP (ENT)

**ENT 200 ENTREPRENEURSHIP 1****3 Credit Hours**

Developing a business plan, starting or expanding a business venture, and understanding the legal requirements of business. (3 lecture)

**ENT 206 MANAGING AND MARKETING****3 Credit Hours**

Small business management and marketing. Topics will cover the management process, strategic planning, human resources, business promotion, pricing and inventory control. (3 lecture)

**ENT 307 ENTR FINANCE & ACCOUNTING****3 Credit Hours**

Prepare required documentation needed for available financing options for entrepreneurial businesses. Course covers the use of computer software available to help run financials for a business including accounting concepts and financial records. (3 lecture)

**ENT 308 LAUNCHING AN ENTR VENTURE****3 Credit Hours**

Prepares students to launch an entrepreneurial endeavor with a complete business plan. Focuses on the immediate challenges and needs of a newly started business. (3 lecture)

**ENT 397 SPECIAL TOPICS****1-6 Credit Hours**

Special Topics in Entrepreneurship (1-6 lecture)

**ENT 497 SPECIAL TOPICS****1-6 Credit Hours**

Special topics in Entrepreneurship (1-6 lecture)

## ENVIRONMENTAL TECHNOLOGY (ENVR)

<b>ENVR 102 BASIC ENVIRONMENTAL SCIENCE</b>	<b>3 Credit Hours</b>
Fundamentals of environmental science including the elements of chemistry, biology, and ecology; historical and current legislation; environmental hazards; identify role of individual in environmental protection. (3 lecture)	
<b>ENVR 293 COOP WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
<b>ENVR 297 SPECIAL TOPICS</b> (1-4 lecture)	<b>1-4 Credit Hours</b>
<b>ENVR 299 INDEPENDENT STUDY</b> (1-3 lecture)	<b>1-3 Credit Hours</b>
<b>ENVR 310 TOPICS IN ENVIRONMENTAL SCI</b>	<b>3 Credit Hours</b>
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 be presented. (3 lecture)	

## FINANCE (FIN)

<b>FIN 101 PERSONAL FINANCE</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>FIN 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
Cooperative work experience in finance. (1-8 lecture)	
<b>FIN 297 SPECIAL TOPICS</b> Maximum 6 hours. (1-6 lecture)	<b>1-6 Credit Hours</b>
<b>FIN 340 PRIN OF BUSINESS FINANCE</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> ACCT 202 and MATH 211	
<b>FIN 356 FUNDAMENTALS OF INVESTING</b>	<b>3 Credit Hours</b>
This course covers the various types of investment instruments, the organized exchanges (NYSE, AMEX and Regionals), the over-the-counter market, the international financial exchanges, mutual funds, portfolio management, setting and achieving financial goals. (3 lecture)	
<b>FIN 393 COOPERATIVE WORK EXPERIENCE</b>	<b>1-6 Credit Hours</b>
Cooperative work experience in financial management. Variable hours. Maximum 6 credit hours. (1-6 lecture)	
<b>FIN 397 SPECIAL TOPICS</b>	<b>1-4 Credit Hours</b>
This course title is reserved for new and/or experimental Business courses to be offered within the Division. Maximum 6 hours. (1-4 lecture)	

## FIREFIGHTING (FFT)

<b>FFT 101 FIREFIGHTING 1</b>	<b>3 Credit Hours</b>
This course is an introduction to fire fighting including the history of the fire service, organization of departments, the behavior of fire and firefighter safety. (3 lecture)	
<b>FFT 102 FIREFIGHTING 2</b>	<b>3 Credit Hours</b>
This course focuses on the use of equipment in firefighting, building materials and construction. Ladders, ropes and knots, forcible entry and rescue, as well as fire prevention. (3 lecture)	

## FOREIGN LANGUAGE (FLAN)

<b>FLAN 297 SPEC TOPICS FOREIGN LANGUAGE</b>	<b>3 Credit Hours</b>
Special courses in foreign languages which are not taught on a regular basis. (3 lecture)	

## FRENCH (FREN)

<b>FREN 101 ELEMENTARY FRENCH 1</b>	<b>3 Credit Hours</b>
Beginner's course with an equal emphasis on speaking, listening, reading, writing, and culture. (3 lecture)	
<b>FREN 102 ELEMENTARY FRENCH 2</b>	<b>3 Credit Hours</b>
Continuation of FREN 101 with an emphasis on speaking, listening, reading, writing and culture. (3 lecture)	
<b>Prerequisite(s):</b> FREN 101 or FREN 111	

**FREN 203 INTERMEDIATE FRENCH 1** **3 Credit Hours**  
Continuation of FREN 102. Reading skills; control of written and spoken language; grammar review; reading of short prose selections; vocabulary development. (3 lecture)

**Prerequisite(s):** FREN 102 or FREN 112

**FREN 204 INTERMEDIATE FRENCH 2** **3 Credit Hours**  
Continuation of FREN 203. Longer reading materials, more difficult selections, and independent reading. (3 lecture)

**Prerequisite(s):** FREN 203 or FREN 211

**FREN 299 INDEPENDENT STUDY** **1-3 Credit Hours**  
(1-3 lecture)

## GENERAL BUSINESS (GBUS)

**GBUS 101 INTRO TO BUSINESS** **3 Credit Hours**  
Forms and functions performed within the business organizations. Covers accounting, business law, economics, finance, management and marketing. Embedded COLL 101 will focus on personal development, interpersonal and academic skills and campus connections. (3 lecture)

**GBUS 117 FINANCIAL BUSINESS APPLICATION** **3 Credit Hours**  
Topics such as interest computations, depreciation amounts, payroll calculations, determination of markups, inventory pricing and valuations, and basic tax computations. This course is not available for credit toward the BSBA degree. (3 lecture)

**Prerequisite(s):** AMTH - Math Placement with a score of 200 or ACT Math with a score of 1 or SAT Math Score with a score of 200 or SAT Mathematics with a score of 200 or MATH 021 or MATH 100 or MATH 102 or MATH 114 or MATH 120 or MATH 126 or MATH 128

**GBUS 202 BUSINESS COMMUNICATION** **3 Credit Hours**  
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. (3 lecture)

**Prerequisite(s):** COMM 105 or COMM 111 or COMM 112 or SPCH 111

**GBUS 240 ASSOCIATE BUSINESS CAPSTONE** **3 Credit Hours**  
Capstone course is required for all AS and AAS business degree majors. Topics include self-management, personal finance, human relations, workplace ethics, diversity and accountability. (3 lecture)

**Prerequisite(s):** GBUS 101 or GBUS 111

**Pre/Corequisite(s):** BTEC 275

**GBUS 293 COOPERATIVE WORK EXPERIENCE** **1-8 Credit Hours**  
(1-8 lecture)

**GBUS 297 SPECIAL TOPICS** **3 Credit Hours**  
(3 lecture)

**GBUS 300 PRIN MGMT INFORMATION SYSTEMS** **3 Credit Hours**  
This course covers the important features of management information structure and technology to business and managerial applications. It utilizes computer software for decision-making communication and advanced presentation. Emphasis is on MIS/DSS applications common to business environments. Communicating effectively with professional systems development groups will also be stressed. (3 lecture)

**Prerequisite(s):** MGMT 220 or MGMT 311 or MGMT 320

**GBUS 301 PROCESS & QUALITY MANAGEMENT** **3 Credit Hours**  
Exploration of continuous quality management and process control techniques. (3 lecture)

**GBUS 304 ADVANCED EXCEL** **3 Credit Hours**  
Topics include: Microsoft Excel advanced spreadsheet formatting, 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. Advanced "hands-on" projects and tests required. (3 lecture)

**Prerequisite(s):** BTEC 275

**GBUS 306 ADVANCED ACCESS** **3 Credit Hours**  
Students taught advanced Access data management, using Microsoft Access, to create fields, tables, queries, calculations, charts, forms and reports, data imports, exporting, and relationship databases, with an emphasis on critical thinking. Additional hands-on projects and tests required. (3 lecture)

**Prerequisite(s):** BTEC 275

**GBUS 310 BUSINESS LAW 1** **3 Credit Hours**  
An introduction to the Law and the Legal Process is followed by a study of the substantive law of torts, contracts, and agency. (Business Core Course) (3 lecture)

**GBUS 320 NEGOTIABLE INSTRUMENTS & UCC** **1 Credit Hour**  
An introduction to the law and the legal process is followed by a study of substantive law of negotiable instruments, property, and the uniform commercial code. (1 lecture)

<b>GBUS 322 BUS ETHIC &amp; SOC RESPONSIBILITY</b>	<b>1 Credit Hour</b>
A study of the ethical theories as they apply to the formation of value judgements in the field of business and industry. (1 lecture)	
<b>GBUS 324 BUSINESS ANALYSIS</b>	<b>1 Credit Hour</b>
Emphasis will be on analyzing financial statements and typical budget/expense reports. (1 lecture)	
<b>GBUS 325 QUANTITATIVE BUSINESS ANALYSIS</b>	<b>3 Credit Hours</b>
Applies the statistical methods and theories covered in MATH 211. Decision making analysis based on case studies and simulation models is a major component of this course. (3 lecture)	
<b>Prerequisite(s):</b> MATH 124 or MATH 211	
<b>GBUS 326 OSHA IN THE WORKPLACE</b>	<b>1 Credit Hour</b>
A review of 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. (1 lecture)	
<b>GBUS 393 COOPERATIVE WORK EXPERIENCE</b>	<b>1-12 Credit Hours</b>
(1-12 lecture)	
<b>GBUS 397 SPECIAL TOPICS IN BUSINESS</b>	<b>1-3 Credit Hours</b>
This course title is reserved for new and/or experimental Business courses to be offered within the division. (1-3 lecture)	
<b>GBUS 399 INDEPENDENT STUDY</b>	<b>1-6 Credit Hours</b>
Research in selected areas of Business Administration under the direction of a faculty member. (1-6 lecture)	
<b>GBUS 400 SUPERVISORY MGMT CAPSTONE</b>	<b>3 Credit Hours</b>
Capstone experience includes a culminating project, case analysis and a simulation. Final assessment required. (3 lecture)	
<b>Prerequisite(s):</b> GBUS 301	
<b>GBUS 405 GLOBAL BUSINESS</b>	<b>3 Credit Hours</b>
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. (Prerequisite: Senior status) (3 lecture)	
<b>Prerequisite(s):</b> FIN 340 and (MKTG 230 or MKTG 311 or MKTG 330)	
<b>GBUS 410 GOVERN REG OF BUSINESS</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> GBUS 310	
<b>GBUS 412 BUSINESS LAW 2</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> GBUS 310	
<b>GBUS 415 MANAGERIAL BUSINESS ETHICS</b>	<b>3 Credit Hours</b>
Course focuses 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 how it means for a company to be good corporate citizen. (3 lecture)	
<b>Prerequisite(s):</b> MGMT 320 or MGMT 311 or MGMT 220	
<b>GBUS 420 PORTFOLIO DEVELOPMENT SEMINAR</b>	<b>3 Credit Hours</b>
This course is designed to assist students in developing a portfolio that will be used to document life and work experiences. Format for the course will be flexible to meet the needs of the individual. The course is provided as an e-course. (Prerequisites: Admission to RBA program) (3 lecture)	
<b>Prerequisite(s):</b> (ENGL 112 or ENGL 102) and (CS 105 or CS 101)	
<b>GBUS 440 BUSINESS POLICY</b>	<b>3 Credit Hours</b>
Must be taken in the last semester for the BSBA or BASBA programs. Course integrates Common Professional Component (CPC) and uses case studies and simulations. Major Fields Test (MFT) is required. (3 lecture)	
<b>Prerequisite(s):</b> MATH 211	

## GEOGRAPHY (GEOG)

<b>GEOG 102 WORLD GEOGRAPHY</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>GEOG 240 NORTH AMERICAN GEOGRAPHY</b>	<b>3 Credit Hours</b>
The spatial relationships between the geographic features such as climate, natural vegetation, topography, natural resources and physical landscape, also political, social, economic, and cultural systems in the United States and Canada. (3 lecture)	

**GEOG 297 SPECIAL TOPICS** 1-3 Credit Hours  
(1-3 lecture)

**GEOG 397 SPECIAL TOPICS IN GEOGRAPHY** 1-4 Credit Hours  
(1-4 lecture)

**GEOG 399 INDEPENDENT STUDY IN GEOGRAPHY** 1-6 Credit Hours

## **GEOLOGY (GEOL)**

**GEOL 101 ~PHYSICAL GEOLOGY** 3 Credit Hours  
The physical, chemical and biological processes that shape the Earth will be studied in light of the concept of global plate tectonics and the interaction of Earth's subsystem's (the lithosphere, biosphere, hydrosphere, and atmosphere). (3 lecture)  
**Corequisite(s):** GEOL 102

**GEOL 102 ~PHYSICAL GEOLOGY LAB** 1 Credit Hour  
The laboratory study of rocks and minerals, interpretation of topographic and geologic maps, earth structures, earthquakes, economic resources, and local geology with field trips.  
**Corequisite(s):** GEOL 101

**GEOL 103 ~HISTORICAL GEOLOGY** 3 Credit Hours  
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)  
**Corequisite(s):** GEOL 104

**GEOL 104 ~HISTORICAL GEOLOGY LAB** 1 Credit Hour  
The laboratory study of sedimentary rocks, fossils, correlation or rock units, interpretation of geologic maps, and local geology with field trips. (1 lab)  
**Corequisite(s):** GEOL 103

**GEOL 105 ENVIRONMENTAL GEOLOGY** 4 Credit Hours  
Introduction to the study of the Earth's processes and interconnections between 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 (lithosphere, biosphere, hydrosphere and atmosphere) and the human impact on the subsystems. (3 lecture, 2 lab)  
**Corequisite(s):** GEOL 105L

**GEOL 105L ENVIRONMENTAL GEOLOGY LAB** 0 Credit Hours  
Laboratory work will emphasize minerals and rocks, interpretation of maps and geologic processes.  
**Corequisite(s):** GEOL 105

**GEOL 297 SPECIAL TOPICS** 1-3 Credit Hours  
(1-3 lecture)

**GEOL 299 INDEPENDENT STUDY** 1-4 Credit Hours  
(1-4 lecture)

**GEOL 307 PALEOBIOLOGY OF DINOSAURS** 3 Credit Hours  
This course is designed as an elective course for those interested in exploring the fascinating world of dinosaur paleontology. This course will explore the evolution, history and paleobiology of dinosaurs from their appearance in the geologic record to their extinction. The course will also cover the relationship of dinosaurs to ancestral vertebrates of the Paleozoic era, and to the birds and mammals, two groups which emerged in the early Mesozoic era. Hypotheses dealing with the extinction (perhaps catastrophic) of the dinosaurs and other groups at the end of the Mesozoic era will also be studied. (3 lecture)  
**Prerequisite(s):** (ENGL 112 or ENGL 102) and (ENGL 101 or ENGL 111)

**GEOL 310 FIELD STUDIES IN GEOLOGY** 1-3 Credit Hours  
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 paleontological data collection (including fossils, rocks, and minerals) and the application of this data to paleontological, stratigraphic, and sedimentologic interpretations of paleoenvironments. (Variable credit, 1-3 credit hours and repeatable to a maximum of 6 credit hours) (1-3 lecture)  
**Prerequisite(s):** (GEOL 101 and GEOL 102) or PSCI 112

**GEOL 393 COOPERATIVE WORK EXPERIENCE** 1-12 Credit Hours

**GEOL 397 SPECIAL TOPICS** 1-3 Credit Hours  
(1-3 lecture)

**GEOL 399 INDEPENDENT STUDY** 1-3 Credit Hours  
(1-3 lecture)

## GERMAN (GERM)

<b>GERM 101 ELEMENTARY GERMAN 1</b>	<b>3 Credit Hours</b>
Students will acquire beginning skills in speaking, reading, writing and listening to the language. A cultural component is also included in the course. (3 lecture)	
<b>GERM 102 ELEMENTARY GERMAN 2</b>	<b>3 Credit Hours</b>
Continuation of GERM 101. Additional study of German language. (3 lecture) <b>Prerequisite(s):</b> GERM 101 or GERM 111	
<b>GERM 203 INTERMEDIATE GERMAN 1</b>	<b>3 Credit Hours</b>
Continuation of German 102. Emphasis on reading speed and comprehension. (3 lecture) <b>Prerequisite(s):</b> GERM 102 or GERM 112	
<b>GERM 204 INTERMEDIATE GERMAN 2</b>	<b>3 Credit Hours</b>
Continuation of GERM 203. Emphasis on reading, vocabulary building, grammar and culture. (3 lecture) <b>Prerequisite(s):</b> GERM 203 or GERM 211	
<b>GERM 297 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>GERM 299 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture) <b>Pre/Corequisite(s):</b> GERM 204	

## HEALTH, PHYS ED, RECREATION (HPER)

<b>HPER 100 SPORTS SKILLS</b>	<b>1 Credit Hour</b>
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. (1 lecture)	
<b>HPER 111 BEGINNING GOLF</b>	<b>1 Credit Hour</b>
This activity course is designed to acquaint the student with the fundamental skills necessary for maximum enjoyment of leisure time pursuits. Course will be offered as interest dictates and as facilities are available. The one-credit hour class meets a total of 32 class hours per semester. (1 lecture)	
<b>HPER 113 BEGINNING TENNIS</b>	<b>1 Credit Hour</b>
This activity course is designed to acquaint the student with the fundamental skills necessary for maximum enjoyment of leisure time pursuits. Course will be offered as interest dictates and as facilities are available. The one-credit class meets a total of 32 class hours per semester. (1 lecture)	
<b>HPER 114 INTERMEDIATE TENNIS</b>	<b>1 Credit Hour</b>
This activity course is designed to acquaint the student with the fundamental skills necessary for maximum enjoyment of leisure time pursuits. Course will be offered as interest dictates and as facilities are available. The one-credit hour class meets a total of 32 class hours per semester. (1 lecture)	
<b>HPER 115 BEGINNING BOWLING</b>	<b>1 Credit Hour</b>
This activity course is designed to acquaint the student with the fundamental skills necessary for maximum enjoyment of leisure time pursuits. Course will be offered as interest dictates and as facilities are available. The one-credit class meets a total of 32 class hours per semester. (1 lecture)	
<b>HPER 116 ADVANCED BOWLING</b>	<b>1 Credit Hour</b>
This activity course is designed to acquaint the student with the fundamental skills necessary for maximum enjoyment of leisure time pursuits. Course will be offered as interest dictates and as facilities are available. The one-credit class meets a total of 32 class hours per semester. (1 lecture)	
<b>HPER 119 BEGINNING VOLLEYBALL</b>	<b>1 Credit Hour</b>
This activity course is designed to acquaint the student with the fundamental skills necessary for maximum enjoyment of leisure time pursuits. Course will be offered as interest dictates and as facilities are available. The one-credit class meets a total of 32 class hours per semester. (1 lecture)	
<b>HPER 120 GOLF</b>	<b>1 Credit Hour</b>
This activity course is designed to acquaint the student with the fundamental skills necessary for maximum enjoyment of leisure time pursuits. Course will be offered as interest dictates and as facilities are available. The one-credit class meets a total of 32 class hours per semester. (1 lecture)	
<b>HPER 121 BASIC JUDO</b>	<b>1 Credit Hour</b>
This activity course is designed to acquaint the student with the fundamental skills necessary for maximum enjoyment of leisure time pursuits. Course will be offered as interest dictates and as facilities are available. The one-credit class meets a total of 32 class hours per semester. (1 lecture)	
<b>HPER 122 ADVANCED JUDO</b>	<b>1 Credit Hour</b>
This activity course is designed to acquaint the student with the fundamental skills necessary for maximum enjoyment of leisure time pursuits. Course will be offered as interest dictates and as facilities are available. The one-credit class meets a total of 32 class hours per semester. (1 lecture)	

- HPER 123 KARATE** 1 Credit Hour  
This activity course is designed to acquaint the student with the fundamental skills necessary for maximum enjoyment of leisure time pursuits. Course will be offered as interest dictates and as facilities are available. The one-credit class meets as total of 32 class hours per semester. (1 lecture)
- HPER 124 BASIC AIKIDO** 1 Credit Hour  
A martial art based on receiving and redirecting energy in order to defeat an opponent. Encompasses throwing techniques, evasive techniques and joint locks.
- HPER 125 SHAO-LIN KUNG FU** 1 Credit Hour  
Introduction to the ancient art of Shao-Lin Kung Fu. Students will learn self-defense techniques as well as different fighting styles taught in Kung Fu, and study the history and philosophy behind Chinese martial arts. (1 lecture)
- HPER 136 BEGINNING YOGA** 1 Credit Hour  
This activity course is designed to acquaint the student with the fundamental skills necessary for maximum enjoyment of leisure time pursuits. Course will be offered as interest dictates. The one-credit hour class meets a total of 32 class hours per semester. (1 lecture)
- HPER 145 AEROBIC ACTIVITIES** 1 Credit Hour  
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 on personal assessment and program development in the areas of cardiovascular strength and endurance, muscular strength and endurance, flexibility, diet and nutrition and relaxation. (1 lecture)
- HPER 148 FITNESS FOR LIFE** 1 Credit Hour  
Teaching of aerobics and physical conditioning activities with emphasis on health-related physical fitness concepts, including cardiovascular function and muscular development (strength, endurance, flexibility). Offered on demand. (1 lecture)
- HPER 150 OFFICIATING FOOTBALL** 1 Credit Hour  
These courses provide instruction and practice in officiating procedures within a clinical atmosphere. Topics include the prerequisites of good officiating, rule interpretation, and officiating mechanics. Each student will become a rated official. (1 lecture)
- HPER 151 OFFICIATING BASKETBALL** 1 Credit Hour  
These courses provide instruction and practice in officiating procedures within a clinical atmosphere. Topics include the prerequisites of good officiating, rule interpretation, and officiating mechanics. Each student will become a rated official. (1 lecture)
- HPER 152 OFFICIATING VOLLEYBALL** 1 Credit Hour  
These courses provide instruction and practice in officiating procedures within a clinical atmosphere. Topics include the prerequisites of good officiating, rule interpretation, and officiating mechanics. Each student will become a rated official. (1 lecture)
- HPER 153 OFFICIATING SOCCER** 1 Credit Hour  
These courses provide instruction and practice in officiating procedures within a clinical atmosphere. Topics include the prerequisites of good officiating, rule interpretation, and officiating mechanics. Each student will become a rated official. (1 lecture)
- HPER 154 OFFICIATING SOFTBALL** 1 Credit Hour  
These courses provide instruction and practice in officiating procedures within a clinical atmosphere. Topics include the prerequisites of good officiating, rule interpretation, and officiating mechanics. Each student will become a rated official. (1 lecture)
- HPER 155 OFFICIATING BASEBALL** 1 Credit Hour  
These courses provide instruction and practice in officiating procedures within a clinical atmosphere. Topics include the prerequisites of good officiating, rule interpretation, and officiating mechanics. Each student will become a rated official. (1 lecture)
- HPER 156 OFFICIATING WRESTLING** 1 Credit Hour  
These courses provide instruction and practice in officiating procedures within a clinical atmosphere. Topics include the prerequisites of good officiating, rule interpretation, and officiating mechanics. Each student will become a rated official. (1 lecture)
- HPER 157 OFFICIATING TRACK** 1 Credit Hour  
These courses provide instruction and practice in officiating procedures within a clinical atmosphere. Topics include the prerequisites of good officiating, rule interpretation, and officiating mechanics. Each student will become a rated official. (1 lecture)
- HPER 159 BEGINNING TABLE TENNIS** 1 Credit Hour  
Knowledge and skills in table tennis
- HPER 167 INTRO TO PHYSICAL EDUCATION** 2 Credit Hours  
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. (2 lecture)
- HPER 172 STANDARD FIRST AID** 2 Credit Hours  
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. (2 lecture)



<b>HPER 215 PERSONAL &amp; COMMUNITY HEALTH</b>	<b>2 Credit Hours</b>
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. (2 lecture)	
<b>HPER 220 HISTORY OF DANCE</b>	<b>3 Credit Hours</b>
This course will present a survey of dance history from prehistoric to the present. (3 lecture)	
<b>HPER 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>HPER 297 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>HPER 393 COOPERATIVE WORK EXPERIENCE</b>	<b>1-12 Credit Hours</b>
<b>HPER 397 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	

## HISTORY (HIST)

<b>HIST 101 ~WEST CIV THROUGH REFORMATION</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>HIST 102 ~WESTERN CIV FROM REFORMATION</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>HIST 152 ~US HIST THROUGH CIVIL WAR</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>HIST 153 ~US HIST FROM RECONSTRUCTION</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>HIST 201 RESEARCH METHODOLOGY</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>HIST 250 WV &amp; THE APPALACHIAN REGION</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>HIST 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1 Credit Hour</b>
(1 lecture)	
<b>HIST 297 SPECIAL TOPICS</b>	<b>1-4 Credit Hours</b>
(1-4 lecture)	
<b>HIST 299 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>HIST 302 HISTORY OF AMERICAN INDIANS</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>HIST 306 COLONIAL AMERICA: 1607-1763</b>	<b>3 Credit Hours</b>
Settlement of the individual British colonies; Native American contact, trade and conflict; evolving relationships with other colonies and Great Britain; establishing social political, and economic institutions; race and gender. (3 lecture)	
<b>HIST 310 AFRICAN-AMERICAN HISTORY</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>HIST 340 AMERICAN CENTURY: 1918-1989</b>	<b>3 Credit Hours</b>
A 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. (3 lecture)	

<b>HIST 355 ANCIENT GREECE &amp; ROME</b>	<b>3 Credit Hours</b>
The development of the Western World with a focus on Ancient Greece and its surrounding cultures through the Roman Empire in the 5th century. (3 lecture)	
<b>HIST 360 HISTORY OF CRIME &amp; PUNISHMENT</b>	<b>3 Credit Hours</b>
The development of the legal world with a focus on the history of criminal activity and punishment from recorded history through the modern age. (3 lecture)	
<b>HIST 390 LEGENDS, LORE &amp; MYTHOLOGY</b>	<b>3 Credit Hours</b>
Different historical aspects of mythology and the development of legends and lore throughout mankind and advancement of mythological beliefs or legendary influence in a social and historical context. (3 lecture)	
<b>HIST 397 SPECIAL TOPICS IN HISTORY</b>	<b>1-4 Credit Hours</b>
(1-4 lecture)	
<b>HIST 399 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
<b>HIST 410 REVOLUTIONARY AMER: 1764-1787</b>	<b>3 Credit Hours</b>
Constitutional and economic causes of rebellion; major military campaigns and engagements; diplomatic and domestic political issues; impact on race and gender in war and peace; goals of self-government. (3 lecture)	
<b>HIST 430 CIVIL WAR &amp; RECONSTRUCTION</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>HIST 445 HISTORY OF AMERICAN WOMEN</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>HIST 463 EUROPE &amp; THE MIDDLE AGES</b>	<b>3 Credit Hours</b>
Europe from the fall of the Roman Empire to the beginning of the Renaissance, with emphasis on religious, cultural, social, political, and economic advancement. (3 lecture)	
<b>HIST 465 RENAISSANCE &amp; REFORMATION</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>HIST 475 MOD EUROPEAN HIST:1900-PRESENT</b>	<b>3 Credit Hours</b>
Development of the modern Western world focusing on political, social, and economic developments through the Age of Imperialism carrying through to the modern age. (3 lecture)	

## IND ELEC/INSTR TECH (IDIT)

<b>IDIT 101 ADVANCED INSTRUMENTATION 1</b>	<b>3 Credit Hours</b>
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)	
<b>Pre/Corequisite(s):</b> MATH 125	
<b>IDIT 102 ADVANCED INSTRUMENTATION 2</b>	<b>3 Credit Hours</b>
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. (2 lecture, 2 lab)	
<b>Prerequisite(s):</b> MATH 125	
<b>IDIT 201 ADVANCED INSTRUMENTATION 3</b>	<b>3 Credit Hours</b>
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)	
<b>Prerequisite(s):</b> IDIT 102	
<b>IDIT 202 ADVANCED INSTRUMENTATION 4</b>	<b>3 Credit Hours</b>
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)	
<b>Prerequisite(s):</b> ELEC 204	

## INDUSTRIAL MAINTENANCE (IM)

<b>IM 101 INDUSTRIAL MAINTENANCE 1</b>	<b>3 Credit Hours</b>
Provides an introduction to piping, valves installation, hydraulic and pneumatic testing. Laboratory exercises are designed to provide hands-on practice of concepts. (2 lecture, 1 lab)	

<b>IM 102 INDUSTRIAL MAINTENANCE 2</b>	<b>3 Credit Hours</b>
Provides an introduction to bearings, steam systems, distillation towers, heaters, coolers and furnaces. Laboratory exercises are designed to provide hands-on practice of concepts. (2 lecture, 1 lab)	
<b>IM 103 INDUSTRIAL MAINTENANCE 3</b>	<b>3 Credit Hours</b>
Provides an introduction to measuring tools, advanced trade math, bearing and coupling installation. Laboratory exercises are designed to provide hands-on practice of concepts. (2 lecture, 1 lab)	
<b>IM 201 INDUSTRIAL MAINTENANCE 4</b>	<b>3 Credit Hours</b>
Topics include setting base plates, pre-alignment, belt, seal, and chain installation. Laboratory exercises are designed to provide hands-on practice of concepts. (2 lecture, 1 lab)	
<b>IM 202 INDUSTRIAL MAINTENANCE 5</b>	<b>3 Credit Hours</b>
Topics include preventative and predictive maintenance, advanced blueprint reading and compressor systems. Laboratory exercises are designed to provide hands-on practice of concepts. (2 lecture, 1 lab)	
<b>IM 203 INDUSTRIAL MAINTENANCE 6</b>	<b>3 Credit Hours</b>
Topics include laser alignment, troubleshooting and repairing hydraulic systems, troubleshooting and repairing pumps. Laboratory exercises are designed to provide hands-on practice of concepts. (2 lecture, 1 lab)	
<b>IM 225 ROBOTICS 1</b>	<b>3 Credit Hours</b>
Course covers the basic operation of a robotic arm, including safety, programming, testing a running a robot. (2 lecture, 2 lab)	
<b>IM 254 CNC MACHINING 1</b>	<b>3 Credit Hours</b>
This course will teach students how to program computer-controlled milling machines. Conversational language will be used and G codes will be discussed. (3 lecture)	
<b>IM 255 CNC MACHINING 2</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>IM 260 IM CAPSTONE COURSE</b>	<b>1 Credit Hour</b>
This course serves as a culmination of the Indust. Maint. 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.	
<b>IM 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
<b>IM 297 SPECIAL TOPICS</b> (1-4 lecture)	<b>1-4 Credit Hours</b>
<b>IM 299 INDEPENDENT STUDY</b> (1-4 lecture)	<b>1-4 Credit Hours</b>

## INFO SYSTEMS SECURITY (SEC)

<b>SEC 101 SECURITY FUNDAMENTALS</b>	<b>3 Credit Hours</b>
Course intended for end users who use computers at home or in the office, who want to increase their understanding of information security issues and practices. (3 lecture)	
<b>SEC 293 COOPERATIVE WORK EXPERIENCE</b> (1-12 lecture)	<b>1-12 Credit Hours</b>
<b>SEC 300 INTRO TO SECURITY</b>	<b>3 Credit Hours</b>
Real-world business challenges and 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. (2 lecture, 2 lab)	
<b>SEC 350 NETWORK SECURITY</b>	<b>5 Credit Hours</b>
This class will teach students to design and implement security solutions that will reduce the risk of revenue loss and vulnerability. Focus 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. (4 lecture, 1 lab)	
<b>Prerequisite(s):</b> CIT 205	
<b>SEC 351 DEFENSES &amp; COUNTERMEASURES</b>	<b>3 Credit Hours</b>
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 operation systems. (3 lecture)	
<b>Prerequisite(s):</b> SEC 300	
<b>SEC 393 COOPERATIVE WORK EXPERIENCE</b> (1-12 lecture)	<b>1-12 Credit Hours</b>
<b>SEC 397 SPECIAL TOPICS</b>	<b>1-6 Credit Hours</b>

**SEC 410 MGMT OF INFORMATION SECURITY****3 Credit Hours**

Explore the management aspects of information security. The course will take a decision-making perspective and present information for effectively combining topics covered in other security classes into a holistic security management approach. (3 lecture)

**Prerequisite(s):** SEC 300

**SEC 430 OPERATING SYSTEM SECURITY****3 Credit Hours**

Designed to expand basic network and operating system skills to include planning, implementation, and auditing of a system's security. Course covers a variety of operating systems, including a Windows client operating system, Windows server operating system, Linux, Novell NetWare, and Mac OS. (2 lecture, 2 lab)

**Pre/Corequisite(s):** SEC 300

**SEC 431 COMPUTER FORENSICS****3 Credit Hours**

Methods needed 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. (3 lecture)

**Prerequisite(s):** SEC 300

**SEC 460 SECURITY CAPSTONE****3 Credit Hours**

Investigation of an actual or experimental situation, which may include the design, construction, and testing of an experimental, comprehensive scenario demonstrating mastery of security topics covered in previous classes. (3 lecture)

**Pre/Corequisite(s):** STEM 420

## JAPANESE (JAPN)

**JAPN 101 ELEMENTARY JAPANESE 1****3 Credit Hours**

Conversational Japanese with an equal emphasis on speaking, listening, reading, writing and culture. (3 lecture)

**JAPN 102 ELEMENTARY JAPANESE 2****3 Credit Hours**

Continuation of JAPN 1. Conversational Japanese with an emphasis on speaking, listening, writing, and culture. (3 lecture)

**Prerequisite(s):** JAPN 101

**JAPN 203 INTERMEDIATE JAPANESE 1****3 Credit Hours**

Continuation of JAPN 102. Emphasis on intermediate grammar structures and continued work in hiragana, katakana, kanji, as well as culture. (3 lecture)

**Prerequisite(s):** JAPN 102

**JAPN 204 INTERMEDIATE JAPANESE 2****3 Credit Hours**

Continuation of JAPN 203. Emphasis on intermediate grammar structures and continued work in hiragana, katakana, kanji, as well as culture. (3 lecture)

**Prerequisite(s):** JAPN 203

## LEGAL STUDIES (LS)

**LS 101 INTRO TO LEGAL STUDIES****3 Credit Hours**

Explores the world of law, its functions, roles and elements. An introductory look at the legal system and its functions in the United States. (3 lecture)

**LS 210 LEGAL RESEARCH & WRITING 1****3 Credit Hours**

Research and analyze legal problems and convey legal analysis of a problem into a written format adhering to the conventions of the legal profession. (3 lecture)

**LS 215 LAW OFFICE MANAGEMENT****3 Credit Hours**

Course covers the fundamentals of law office management. It is designed to familiarize the legal assistant with the practical inner workings of a law office, including an understanding of law office procedures. (3 lecture)

**LS 220 LEGAL RESEARCH & WRITING 2****3 Credit Hours**

Conduct legal research and convey, in writing, legal documents. (3 lecture)

**Prerequisite(s):** LS 210

**LS 231 LEGAL ETHICS****3 Credit Hours**

Students evaluate the main philosophical theories of ethics and law while probing central moral and legal issues, examining the practical application of such theories and issues, and analyzing the interrelationship between ethics and law. (3 lecture)

**LS 240 CIVIL PROCEDURES****3 Credit Hours**

Introduction to the civil adjudicative process, primarily that of the federal and state courts, including jurisdiction, pleadings, discovery, dispositive motions and trial procedure. (3 lecture)

**LS 291 INTERNSHIP****3 Credit Hours**

Course provides a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts in a legal setting. (3 lecture)

<b>LS 293 COOPERATIVE WORK EXPERIENCE</b> (1-8 lecture)	<b>1-8 Credit Hours</b>
<b>LS 295 LEGAL PROFESSIONAL DEVELOPMENT</b> Creation of a professional portfolio. Course works on skills related to legal professionalism and career development. (2 lecture)	<b>2 Credit Hours</b>
<b>LS 297 SPECIAL TOPICS</b> Special topics in Legal Studies. (1-6 lecture)	<b>1-6 Credit Hours</b>
<b>LS 311 TORTS</b> 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 understanding of the concepts relevant to all torts. (3 lecture)	<b>3 Credit Hours</b>
<b>LS 315 CONTRACTS</b> Introduction to principles of contract law, including the formation, performance and interpretation of contracts, and the consequences of failure to perform contracts. (3 lecture)	<b>3 Credit Hours</b>
<b>LS 320 PROPERTY &amp; PROBATE</b> Introduction and overview of the 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. (3 lecture)	<b>3 Credit Hours</b>
<b>LS 330 EVIDENCE</b> A systematic study of the rules of evidence emphasizing the role and importance to any legal action. Specifically how the paralegal assists in identifying admissible evidence and the challenges to admissibility of evidence are examined. (3 lecture)	<b>3 Credit Hours</b>
<b>LS 335 FAMILY LAW</b> Course provides practical and procedural aspects of family law practice by exploring matrimonial law, divorce, alimony, child custody, adoption, paternity, abortion and family violence. (3 lecture)	<b>3 Credit Hours</b>
<b>LS 393 COOPERATIVE WORK EXPERIENCE</b> (1-12 lecture)	<b>1-12 Credit Hours</b>
<b>LS 397 SPECIAL TOPICS</b> (1-6 lecture)	<b>1-6 Credit Hours</b>
<b>LS 399 INDEPENDENT STUDY</b> Research in selected areas of Legal Studies under the direction of a faculty member. (1-9 lecture)	<b>1-9 Credit Hours</b>
<b>LS 460 CAPSTONE</b> Course provides an opportunity for students to review, enhance and demonstrate their knowledge and practical application of the law in a legal office setting. (2 lecture)	<b>2 Credit Hours</b>
<b>LS 497 SPECIAL TOPICS</b> (1-6 lecture)	<b>1-6 Credit Hours</b>

## MANAGEMENT (MGMT)

<b>MGMT 214 PERSONNEL SUPERVISION</b> Leadership skills, employee development and evaluation, communication skills, and selected employer-employee current issues are the major topics covered. Credits earned are not applicable to the BSBA degree. (3 lecture)	<b>3 Credit Hours</b>
<b>MGMT 220 PRINCIPLES OF MANAGEMENT</b> Course includes the functions of planning, organizing, staffing and leading, and controlling for organizations in the global environment. Ethics, diversity, technology, future trends and practical applications of principles are included. (3 lecture)	<b>3 Credit Hours</b>
<b>MGMT 293 COOPERATIVE WORK EXPERIENCE</b> (1-8 lecture)	<b>1-8 Credit Hours</b>
<b>MGMT 297 SPECIAL TOPICS</b> (1-3 lecture)	<b>1-3 Credit Hours</b>
<b>MGMT 310 SMALL BUSINESS MANAGEMENT</b> 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. (3 lecture) <b>Prerequisite(s):</b> MGMT 220 or MGMT 311 or MGMT 320	<b>3 Credit Hours</b>
<b>MGMT 322 ORGANIZATIONAL BEHAVIOR</b> Business organizations as social systems are studied. The relationship of the employee and the organization is also covered. Authority, communications, discipline, informal organizations, job satisfaction, and motivation are collateral subjects. (3 lecture) <b>Prerequisite(s):</b> MGMT 220 or MGMT 311 or MGMT 320	<b>3 Credit Hours</b>

**MGMT 333 HUMAN RESOURCES MANAGEMENT 3 Credit Hours**

The organization and role of the personnel function in business and non-business entities are explored and discussed. Specifically, job analysis, employment procedures, compensation, employee training programs, employment regulations, and collective bargaining are topics considered in depth. (3 lecture)

**Prerequisite(s):** MGMT 220 or MGMT 320

**MGMT 338 LABOR RELATIONS 3 Credit Hours**

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. (3 lecture)

**Prerequisite(s):** MGMT 220 or MGMT 320

**MGMT 339 FED HIRING POS CLASSIFICATION 3 Credit Hours**

Prepares the student to understand and work with the forms of staffing and the various classification actions that are used in the government for human resources. (3 lecture)

**MGMT 393 COOPERATIVE WORK EXPERIENCE 1-12 Credit Hours**

(1-12 lecture)

**MGMT 397 SPECIAL TOPICS 1-6 Credit Hours**

(1-6 lecture)

**MGMT 399 INDEPENDENT STUDY 1-6 Credit Hours**

Research in selected areas of management under the direction of a faculty member. Prerequisite: Consent of the Academic Dean. (1-6 lecture)

**MGMT 401 PRODUCTION AND OPERATIONS MGMT 3 Credit Hours**

The focus is on the organization of the production function in the business enterprise and the relationship with other functional areas of the enterprise. (3 lecture)

**Prerequisite(s):** (MGMT 220 or MGMT 311 or MGMT 320) and GBUS 325

**MGMT 410 ESSENTIALS OF LEADERSHIP 3 Credit Hours**

Explores the nature, function, and importance of the leadership process in organizations and society. Topics include leader-follower relationships, leadership styles, and the development of current theories that help managers determine the "best" style of leadership based on situational analysis. (3 lecture)

## MARKETING (MKTG)

**MKTG 230 PRINCIPLES OF MARKETING 3 Credit Hours**

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: Production, Promotion, Pricing and Placement/Distribution. (3 lecture)

**MKTG 293 COOPERATIVE WORK EXPERIENCE 1-6 Credit Hours**

(1-6 lecture)

**MKTG 297 SPECIAL TOPICS 3 Credit Hours**

(3 lecture)

**MKTG 299 INDEPENDENT STUDY 3 Credit Hours****MKTG 331 CONSUMER BEHAVIOR 3 Credit Hours**

Introduces the cultural, psychological and behavioral factors that influence consumer motivation and values in the marketing process. Examines consumer decision-making processes and environmental influences on these processes as well as how to use this information to develop, implement and evaluate effective marketing strategies. (3 lecture)

**Prerequisite(s):** MKTG 230

**MKTG 341 ADVERTISING 3 Credit Hours**

An analysis of the principles and practices businesses adopt as part of their promotional mix options including advertising using traditional media, media selection and implementation, and sales promotions. Students will analyze and practice using social media and online advertising options. (3 lecture)

**Prerequisite(s):** MKTG 230 or MKTG 311 or MKTG 330

**MKTG 351 PRINCIPLES OF RETAILING 3 Credit Hours**

A study of the structure and function of retailing; the special demands on the business person who elects to work in business at the retailing level. (3 lecture)

**Prerequisite(s):** MKTG 230 or MKTG 311 or MKTG 330

**MKTG 360 BUSINESS MARKETING 3 Credit Hours**

An examination of the process of marketing to business, institutional and governmental entities, with a focus on business buyers and the development of appropriate marketing strategies for goods and services. (3 lecture)

**Prerequisite(s):** MKTG 330 or MKTG 311 or MKTG 230

**MKTG 370 PRINCIPLES OF PURCHASING****3 Credit Hours**

An intensive study of the role of purchasing and materials management in a firm's ability to achieve its goal of providing high quality raw materials and supplies while containing costs. Covers terminology and techniques used by purchasing and materials management personnel as well as legal and ethical issues of purchasing. (3 lecture)

**Prerequisite(s):** GBUS 101

**MKTG 371 BUSINESS LOGISTICS****3 Credit Hours**

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. (3 lecture)

**Prerequisite(s):** MKTG 230 or MKTG 311 or MKTG 330

**MKTG 393 COOPERATIVE WORK EXPERIENCE****1-6 Credit Hours**

Prerequisite: Junior status and consent of the Division Chair (1-6 lecture)

**MKTG 397 SPECIAL TOPICS IN MARKETING****2-4 Credit Hours**

Advanced study of various aspects of marketing. Topics will be chosen each time course is offered by the instructor and will be geared to students' needs and interest and faculty interest. Credit will vary from two to four hours depending upon the nature of the topic to be studied.

**MKTG 399 INDEPENDENT STUDY IN MARKETING****1-6 Credit Hours**

Research in selected areas of marketing under the direction of a faculty member. Prerequisite: Consent of the Academic Dean. (1-6 lecture)

**MKTG 401 MARKETING RESEARCH****3 Credit Hours**

An introduction to research methods with emphasis on compilation, analysis, and interpretation of data used in the planning and control of marketing operations. (3 lecture)

**Prerequisite(s):** MKTG 230 or MKTG 311 or MKTG 330

**MKTG 403 MARKETING MANAGEMENT****3 Credit Hours**

An applied course in Marketing Management wherein students deal with specialized marketing problems including marketing functions and policies. Case studies cover product lines, brands, pricing policies, promotional techniques, and related problem areas in marketing. (3 lecture)

**Prerequisite(s):** MKTG 230 or MKTG 311 or MKTG 330

**MKTG 460 SALES MANAGEMENT****3 Credit Hours**

An investigation of the functions and activities of sales managers. Topics include recruiting, organizing, training, compensating, leading, motivating and managing the sales force. (3 lecture)

**Prerequisite(s):** MKTG 230 or MKTG 311 or MKTG 330

**MKTG 472 FEDERAL CONTRACT ADMIN****3 Credit Hours**

Intensive study of the federal contract administration process in the area of procurement and purchasing. Explores the total process needed to ensure a fair and comprehensive environment for suppliers to place bids on purchasing packages offered by the Federal Government. Covers the full range of topics on federal contract procedures from initiation of need to contract administration completion, from both the federal government and the commercial view point. (3 lecture)

**Prerequisite(s):** GBUS 202 and (MKTG 370 or GBUS 370)

**MKTG 497 SPECIAL TOPICS IN MARKETING****1-6 Credit Hours**

Special Topics in Marketing (1-6 lecture)

**MATHEMATICS (MATH)****MATH 119 INTRO TO COLLEGE ALGEBRA****3 Credit Hours**

A study of the algebraic concepts necessary to be successful in College Algebra. (3 lecture)

**MATH 120 QUANTITATIVE LITERACY****3 Credit Hours**

A mathematics survey course. Topics will include logic, problem solving, quantitative information in everyday life, probability, statistics and mathematical modeling. (3 lecture)

**Prerequisite(s):** ACT Math with a score of 19 or SAT Math Score with a score of 510 or SAT Mathematics with a score of 510 or AMTH - Math Placement with a score of 261 or WV Summative Assessment Math with a score of 3 or MATH 101 or MATH 021

**Pre/Corequisite(s):** MATH 120E

**MATH 120E QUANTITATIVE LITERACY ENHANCED****0 Credit Hours**

This co-requisite course is designed to establish the necessary background knowledge to be successful in Quantitative Literacy. (2 lab)

**Corequisite(s):** MATH 120

**MATH 121 ~INTRO TO MATHEMATICS****3 Credit Hours**

A survey of mathematical topics including Euclidean geometry set theory, number theory, numeration, techniques of problem solving, probability and statistics and the history of mathematics. (3 lecture)

<b>MATH 125 TECHNICAL MATHEMATICS</b>	<b>4 Credit Hours</b>
Provides a basic understanding of the algebraic and trigonometric concepts that are necessary to successfully advance in technical fields. Applications covered: fractions and decimals; percentages; area and volume; accuracy and error measurement; pictorial representations of data; metric units of time, temperature and current; linear equations; and trigonometry of triangles. (4 lecture)	
<b>MATH 125E TECHNICAL MATH ENHANCED</b>	<b>0 Credit Hours</b>
Topics include real numbers, basic algebraic operations, solving linear equations and inequalities, graphing linear equations. Includes applications and activities to build skills in problem solving. (2 lab)	
<b>Corequisite(s):</b> MATH 125	
<b>MATH 126 ~COLLEGE ALGEBRA</b>	<b>3 Credit Hours</b>
Quadratic equations; quadratic type equations; radical equations; rational equations; linear, nonlinear and absolute value inequalities; function concepts; graphing; linear functions and applications; polynomial functions; rational functions; exponential and logarithmic functions; systems of equations using Gaussian elimination; matrix theory and determinants. (4 lecture)	
<b>Prerequisite(s):</b> ACT Math with a score of 23 or SAT Math Score with a score of 560 or SAT Mathematics with a score of 560 or WV Summative Assessment Math with a score of 3 or AMTH - Math Placement with a score of 270 or MATH 022 or MATH 100 or MATH 102 or MATH 114 or MATH 119	
<b>MATH 128 ~COLLEGE TRIGONOMETRY</b>	<b>3 Credit Hours</b>
Degree and radian measure, right and oblique triangles, vector applications, graphing, inverse trigonometric functions, identities and conditional trigonometric equations and applications. (3 lecture)	
<b>Prerequisite(s):</b> MATH 100 or MATH 102 or MATH 126 or AMTH - Math Placement with a score of 261 or ACT Math with a score of 22 or SAT Math Score with a score of 540 or SAT Mathematics with a score of 540	
<b>MATH 141 ~FINITE MATH</b>	<b>3 Credit Hours</b>
Logic, sets, counting principles, vectors, matrices, probability theory, linear programming, applications. (3 lecture)	
<b>Prerequisite(s):</b> MATH 126	
<b>MATH 150 INTRODUCTION TO CALCULUS</b>	<b>3 Credit Hours</b>
For students in other disciplines needing calculus for applications. Limits of sequences and functions, continuity, derivatives, and integrals of polynomials, rational functions, and exponential and logarithmic functions, partial derivatives, maxima and minima. (3 lecture)	
<b>Prerequisite(s):</b> MATH 126 or ACT Math with a score of 25 or SAT Math Score with a score of 600 or SAT Mathematics with a score of 600 or AMTH - Math Placement with a score of 270	
<b>MATH 155 ~CALCULUS 1</b>	<b>4 Credit Hours</b>
Limits, continuity, derivatives and applications, properties of the definite integral, and applications. (4 lecture)	
<b>Prerequisite(s):</b> (MATH 126 and MATH 128) or ACT Math with a score of 27 or SAT Math Score with a score of 640 or SAT Mathematics with a score of 640	
<b>MATH 156 ~CALCULUS 2</b>	<b>4 Credit Hours</b>
Continuation of Math 155. Derivative and integrals of logarithmic, exponential, and trigonometric functions, techniques of integration; polar coordinates; series. (4 lecture)	
<b>Prerequisite(s):</b> MATH 151 or MATH 155	
<b>MATH 211 ~STATISTICS</b>	<b>3 Credit Hours</b>
Descriptive and inferential statistics, descriptive measures, probability, random variables, discrete and continuous probability distributions, expected value, Central Limit Theorem, confidence intervals, tests of hypothesis, chi-square test, regression and correlation. (3 lecture)	
<b>MATH 230 INTRO TO EUCLIDEAN GEOMETRY</b>	<b>3 Credit Hours</b>
Fundamental concepts of plane & solid Euclidean Geometry including points, lines, space, construction proofs, transformation, area formulas, volume formulas, polygons, circles, coordinate geometry and triangle ratios.	
<b>Prerequisite(s):</b> MATH 115 or MATH 126	
<b>MATH 251 CALCULUS 3</b>	<b>4 Credit Hours</b>
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. (4 lecture)	
<b>Prerequisite(s):</b> MATH 152 or MATH 156	
<b>MATH 261 CALCULUS 4</b>	<b>4 Credit Hours</b>
Ordinary differential equations; Laplace transforms; partial differential equations with emphasis on engineering and scientific applications. (4 lecture)	
<b>Prerequisite(s):</b> MATH 251	
<b>MATH 297 SPECIAL TOPICS</b>	<b>4 Credit Hours</b>
(4 lecture)	
<b>MATH 297L MATH LAB</b>	<b>1 Credit Hour</b>
(1 lab)	
<b>MATH 299 INDEPENDENT STUDY</b>	<b>1-4 Credit Hours</b>



**MATH 303 DIAGNOSTIC & PRESCRIPTIVE MATH** **2 Credit Hours**  
 Methods and content with respect to primary grade mathematics. Focus will be on error analysis and guidance for assessment and preventive teaching. (2 lecture)

**Prerequisite(s):** MATH 301 and EDUC 320

**MATH 315 INTRO TO MODERN ALGEBRA** **3 Credit Hours**  
 An introduction to abstract algebra and modern mathematical thinking. Topics include: group properties, sub-groups, Lagrange's Theorem, cosets, permutations, normal sub-groups, homomorphisms, and rings. (3 lecture)

**Prerequisite(s):** (MATH 115 or MATH 126) and MATH 121

**MATH 318 DISCRETE MATHEMATICS** **3 Credit Hours**  
 Topics include logic and set theory, functions, algorithms, recursion, combinatorics and graphs. (3 lecture)

**Prerequisite(s):** AMTH - Math Placement with a score of 084 or ARIT - Arithmetic Placement with a score of 90 or ACT Math with a score of 23 or SAT Math Score with a score of 560 or SAT Mathematics with a score of 560 or MATH 125 or MATH 126 or MATH 112

## MULTI-CRAFT TECHNOLOGY (MTEC)

**MTEC 102 INTRODUCTORY CRAFT SKILLS** **2 Credit Hours**  
 Provides introduction to safety, tools, blueprints and rigging. Laboratory exercises are designed to provide hands-on practice of concepts. (1 lecture, 1 lab)

**MTEC 103 INTRO TO MAINTENANCE TECH** **3 Credit Hours**  
 Topics include fasteners and anchors, oxyfuel cutting, gaskets, pumps and lubrication. Laboratory exercises are designed to provide hands-on practice of concepts. (2 lecture, 1 lab)

**MTEC 112 WORKPLACE SAFETY** **3 Credit Hours**  
 Safety topics including all Occupational Safety and Health Administration (OSHA) General Industry safety requirements. Successful completion will result in the issuance of an OSHA 30 Hour Safety Card. (3 lecture)

**MTEC 280 CAPSTONE COURSE** **1 Credit Hour**  
 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. (1 lab)

**MTEC 293 COOPERATIVE EDUCATION** **1-8 Credit Hours**

**MTEC 297 SPECIAL TOPICS** **1-3 Credit Hours**  
 (1-3 lecture)

## MULTI-DISCIPLINARY STUDIES (MDS)

**MDS 397 SPECIAL TOPICS IN MDS** **1-6 Credit Hours**  
 (1-6 lecture)

**MDS 399 INDEPENDENT STUDY** **1-6 Credit Hours**  
 (1-6 lecture)

**MDS 460 FINE ARTS SEMINAR** **3 Credit Hours**  
 A senior level course that examines the interdisciplinary relationships among the visual and performing arts. Required for MDS minor in Fine Arts.  
**Prerequisite(s):** ART 101 and MUSI 170 and THEA 101

**MDS 491 PROJECT PROPOSAL DEVELOPMENT** **1 Credit Hour**  
 Provides guidance for Multidisciplinary Studies students as they clarify goals and integrate knowledge from their three minors in planning an appropriate project to complete their BA program. (1 lecture)

**MDS 492 SENIOR PROJECT** **3 Credit Hours**  
 MDS degree requires three minor areas of study to be selected. During the final semester of the senior year, students must enroll in the MDS Senior Project to incorporate all three disciplines into a senior project and/or internship.  
**Prerequisite(s):** MDS 491

**MDS 499 INDEPENDENT STUDY** **1-6 Credit Hours**  
 (1-6 lecture)

## MUSIC (MUSI)

**MUSI 121 MUSIC THEORY 1** **4 Credit Hours**  
 First in a developmental sequence of music courses designed to provide the music student with basic fundamentals necessary for advanced study. Sequence will integrate harmony, analysis, composition, ear training, and dictation, sight singing and keyboard fundamentals. Covers scales, modes, interval, melody, triads and four-part harmonization. (4 lecture)

<b>MUSI 122 MUSIC THEORY 2</b>	<b>4 Credit Hours</b>
Continuation of MUSI 121 focusing on four-part harmonizations utilizing the dominant seventh, leading tone and diminished sevenths and 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. (4 lecture)	
<b>Prerequisite(s):</b> MUSI 121	
<b>MUSI 151 GUITAR FUNDAMENTALS</b>	<b>1 Credit Hour</b>
Fundamentals of tone production, hand position, tuning, basic chords, finger picking, playing simple folk songs, reading musical notation. (2 lecture)	
<b>MUSI 152 VOCAL TECHNIQUES</b>	<b>1 Credit Hour</b>
Fundamentals of singing; vocal production, breath control, style, interpretation, sight reading, diction, and literature. (2 lecture)	
<b>MUSI 161 CLASS PIANO 1</b>	<b>1 Credit Hour</b>
Piano skills for beginners; group instruction at electronic piano; keyboard familiarity; notation; chord progressions; transposition; improvisation; techniques; literature for solo and ensemble performance. (1 lecture)	
<b>MUSI 162 CLASS PIANO 2</b>	<b>1 Credit Hour</b>
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. (1 lecture)	
<b>Prerequisite(s):</b> MUSI 161	
<b>MUSI 163 CLASS PIANO 3</b>	<b>1 Credit Hour</b>
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. (1 lecture)	
<b>Prerequisite(s):</b> MUSI 162	
<b>MUSI 164 CLASS PIANO 4</b>	<b>1 Credit Hour</b>
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.	
<b>Prerequisite(s):</b> MUSI 163	
<b>MUSI 170 ~MUSIC APPRECIATION</b>	<b>3 Credit Hours</b>
A survey of music with emphasis on the masterworks of the Western tradition. Historical and theoretical concepts will be introduced to help students understand the musical examples presented. The primary objective of the course is to provide a wide variety of listening experiences to promote the development of a curiosity about, an enthusiasm for and the enjoyment of many styles and genres of music. (3 lecture)	
<b>MUSI 171 APPLIED MUSIC-PIANO</b>	<b>1 Credit Hour</b>
Individual music instruction offered to all students and members of the community. Lessons scheduled at the time of registration. Twelve 45-minute private lessons earn one college credit. Some lessons may be scheduled off campus. May be repeated for credit. (1 lecture)	
<b>MUSI 172 APPLIED MUSIC-VOICE</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 173 APPLIED MUSIC-GUITAR</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 174 APPLIED MUSIC-ORGAN</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 175 APPLIED MUSIC-PERCUSSION</b>	<b>1 Credit Hour</b>
Individual music instruction 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 lesson may be scheduled off campus. May be repeated for credit. (1 lecture)	
<b>MUSI 176 APPLIED MUSIC-FLUTE</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 177 APPLIED MUSIC-OBOE</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 178 APPLIED MUSIC-CLARINET</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 179 APPLIED MUSIC-SAXOPHONE</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	

<b>MUSI 180 APPLIED MUSIC-BASSOON</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 181 APPLIED MUSIC-TRUMPET</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 182 APPLIED MUSIC-FRENCH HORN</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 183 APPLIED MUSIC-TROMBONE</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 184 APPLIED MUSIC-BARITONE HORN</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 185 APPLIED MUSIC-TUBA</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 186 APPLIED MUSIC-VIOLIN</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 187 APPLIED MUSIC-VIOLA</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 188 APPLIED MUSIC-CELLO</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 189 APPLIED MUSIC-BASS</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 190 APPLIED MUSIC-HARP</b>	<b>1 Credit Hour</b>
Individual music instruction 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. (1 lecture)	
<b>MUSI 191 COLLEGE CHORALE</b>	<b>1 Credit Hour</b>
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. (Prerequisite: Audition) (1 lecture)	
<b>MUSI 193 SYMPHONIC CHOIR</b>	<b>1 Credit Hour</b>
Select choral group which performs with orchestra. Membership by audition. (May be repeated) (1 lecture)	
<b>MUSI 195 WIND ENSEMBLE</b>	<b>1 Credit Hour</b>
An instrumental ensemble which studies and performs standard wind ensemble literature. (May be repeated) (1 lecture)	
<b>MUSI 196 JAZZ ENSEMBLE</b>	<b>1 Credit Hour</b>
An instrumental ensemble allowing the student to learn jazz styles and techniques. (May be repeated) (1 lecture)	
<b>MUSI 221 MUSIC THEORY 3</b>	<b>4 Credit Hours</b>
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. (4 lecture)	
<b>Prerequisite(s):</b> MUSI 122	
<b>MUSI 222 MUSIC THEORY 4</b>	<b>4 Credit Hours</b>
Course is final semester of the music theory sequence. Examines music of the late nineteenth century 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. (4 lecture)	
<b>Pre/Corequisite(s):</b> MUSI 221	
<b>MUSI 241 CHORAL CONDUCTING &amp; TECHNIQUES</b>	<b>3 Credit Hours</b>
Conducting & rehearsal techniques; conducting patterns, development of choral sound; singers' diction; selection of repertoire; analysis of musical score; performance problems. (3 lecture)	

<b>MUSI 270 HISTORY OF WESTERN MUSIC 1</b>	<b>3 Credit Hours</b>
This course surveys the art music of Western Europe and the New World from the notated music and writings of the ancient Greeks through the Classical period. (3 lecture)	
<b>MUSI 271 HISTORY OF WESTERN MUSIC 2</b>	<b>3 Credit Hours</b>
This course surveys all of the musical traditions, language, 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. (3 lecture)	
<b>MUSI 291 MUSIC THEATRE WORKSHOP</b>	<b>1-3 Credit Hours</b>
College musical theatre production. Same as THEA 291. May be repeated. (1-3 lecture)	
<b>MUSI 293 COOPERATIVE EDUCATION</b>	<b>1-6 Credit Hours</b>
(1-6 lecture)	
<b>MUSI 297 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>MUSI 299 INDEPENDENT STUDY</b>	<b>1-4 Credit Hours</b>
(1-4 lecture)	
<b>MUSI 311 AMERICAN MUSIC</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 112 or ENGL 102	
<b>MUSI 312 AMERICAN MUSICAL THEATRE</b>	<b>3 Credit Hours</b>
Survey course 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 fine arts requirement for any associate degree program. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 102 or ENGL 112	
<b>MUSI 315 MUSIC SKILLS &amp; INST STRATEGIES</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> (MUSI 170 or MUSI 111) and EDUC 300	
<b>MUSI 390 APPLIED MUSIC</b>	<b>1 Credit Hour</b>
Advanced individual music instruction in voice, guitar, and all band, orchestra, and keyboard instruments. Students must enroll in lower level applied music study (MUSI 171-190) and successfully complete a qualifying jury examination. A student fee applies. (1 lecture)	
<b>Prerequisite(s):</b> MUSI 171 or MUSI 172 or MUSI 173 or MUSI 174 or MUSI 175 or MUSI 176 or MUSI 177 or MUSI 178 or MUSI 179 or MUSI 180 or MUSI 181 or MUSI 182 or MUSI 183 or MUSI 184 or MUSI 185 or MUSI 186 or MUSI 187 or MUSI 188 or MUSI 189 or MUSI 190	
<b>MUSI 397 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>MUSI 399 INDEPENDENT STUDY</b>	<b>1-6 Credit Hours</b>
(1-6 lecture)	

## NURSING (NURS)

<b>NURS 101 ORIENTATION TO HEALTH CAREERS</b>	<b>3 Credit Hours</b>
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 communications; represented within the context of health science careers, so the student will also benefit from learning activities that will assist in the investigation of career requirements and expectations. (Credit may be earned for either NURS 101 or SDEV 101 but not both.) (3 lecture)	
<b>NURS 116 LPN ENRICHMENT COURSE</b>	<b>2 Credit Hours</b>
This transitional course for qualified licensed practical nurses (LPN) addresses the differences in practice between the LPN and the registered nurse (RN). Topics include role transition, the nursing process, therapeutic communications, prioritization of patient needs and delegation, and the teaching-learning process. (Prerequisite: fulfillment of advanced standing criteria)	
<b>NURS 125 PHARMACOLOGY FOR NURSING</b>	<b>1 Credit Hour</b>
Course focuses on the knowledge and skills necessary for safe and effective drug administration. (1 lecture)	
<b>Corequisite(s):</b> NURS 172	

<b>NURS 132 DRUG &amp; DOSAGE CALCULATION 1</b>	<b>1 Credit Hour</b>
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. (1 lecture)	
<b>Corequisite(s):</b> NURS 133	
<b>NURS 133 HEALTH ASSESS &amp; DIAGNOSTICS 1</b>	<b>2 Credit Hours</b>
Introduces 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. (1 lecture, 3 lab)	
<b>Corequisite(s):</b> NURS 132	
<b>NURS 133L HLTH ASSESS &amp; DIAGNOSTIC 1 LAB</b>	<b>0 Credit Hours</b>
<b>Corequisite(s):</b> NURS 133	
<b>NURS 134 INTRO TO NURSING CONCEPTS</b>	<b>8 Credit Hours</b>
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. (5 lecture, 3 lab)	
<b>Corequisite(s):</b> NURS 132	
<b>NURS 134C INTRO TO NSG CONCP COLLEGE LAB</b>	<b>0 Credit Hours</b>
<b>Corequisite(s):</b> NURS 134	
<b>NURS 134L INTRO TO NURSING CONCEPTS LAB</b>	<b>0 Credit Hours</b>
(9 lecture)	
<b>Corequisite(s):</b> NURS 134	
<b>NURS 142 DRUG &amp; DOSAGE CALCULATIONS 2</b>	<b>1 Credit Hour</b>
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. (1 lecture)	
<b>Prerequisite(s):</b> BIOL 107 and NURS 132 and NURS 133 and NURS 134	
<b>Corequisite(s):</b> NURS 143	
<b>Pre/Corequisite(s):</b> BIOL 108	
<b>NURS 143 HEALTH ASSESS &amp; DIAGNOSTICS 2</b>	<b>1 Credit Hour</b>
Focuses on abnormal assessment and diagnostic findings. Modifications of assessment for select populations will be addressed. (1 lecture)	
<b>Prerequisite(s):</b> BIOL 107 and NURS 132 and NURS 134 and NURS 133	
<b>Corequisite(s):</b> NURS 142	
<b>Pre/Corequisite(s):</b> BIOL 108	
<b>NURS 144 NURS CNCPT HLTH &amp; ILLNESS 1</b>	<b>9 Credit Hours</b>
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. (5 lecture, 4 lab)	
<b>Prerequisite(s):</b> BIOL 107 and NURS 132 and NURS 134 and NURS 133	
<b>Corequisite(s):</b> NURS 142	
<b>Pre/Corequisite(s):</b> BIOL 108	
<b>NURS 144C NSG CNPT HLTH&amp;ILLNESS COLL LAB</b>	<b>0 Credit Hours</b>
<b>Corequisite(s):</b> NURS 144	
<b>NURS 144L NURS CNPT HLTH &amp; ILLNESS 1 LAB</b>	<b>0 Credit Hours</b>
(12 lecture)	
<b>Corequisite(s):</b> NURS 144	
<b>NURS 153 MEDICAL TERMINOLOGY</b>	<b>3 Credit Hours</b>
Presents a study of basic medical terminology. Emphasis placed on spelling, definition, usage and pronunciation of common medical terms. (3 lecture)	
<b>NURS 172 ADV DRUG &amp; DOSAGE CALCULATIONS</b>	<b>1 Credit Hour</b>
This course is designed to help build on the nursing students knowledge learned in practical nursing to interpret and solve simple to complex dosage calculations. Critical thinking skills are applied to age and acuity specific variations in select populations. (1 lecture)	
<b>Corequisite(s):</b> NURS 125	
<b>Pre/Corequisite(s):</b> BIOL 107 and ENGL 101	
<b>NURS 173 ADVANCED NURSING ASSESSMENT</b>	<b>2 Credit Hours</b>
Course is designed to build upon knowledge learned in a practical nursing program to expand normal and abnormal physical assessment skills. (2 lecture)	
<b>Pre/Corequisite(s):</b> BIOL 107 and NURS 125 and NURS 172	

<b>NURS 174 TRANSITION TO PROF NURSING</b>	<b>7 Credit Hours</b>
Course is designed to facilitate the transition from LPN to the role of a Registered Nurse. The content is intended to build upon knowledge learned in a practical nursing program and includes use of the nursing process for the development of clinical judgment and decision-making. (5 lecture)	
<b>Prerequisite(s):</b> NURS 173 and BIOL 107 and NURS 172 and NURS 125	
<b>Pre/Corequisite(s):</b> BIOL 108 and PSYC 101 and ENGL 101	
<b>NURS 174C TRANS TO PROF NURS COLLEGE LAB</b> (2 lab)	<b>0 Credit Hours</b>
<b>Corequisite(s):</b> NURS 174	
<b>NURS 174L TRANSITION TO PROF NURSING LAB</b>	<b>0 Credit Hours</b>
<b>Corequisite(s):</b> NURS 174	
<b>NURS 213 FAMILY CENTERED NURSING</b>	<b>9 Credit Hours</b>
This course will provide a composite picture of the fundamental nursing needs of the family from inception through old age. The focus of this course will be the special needs of the individual as a member of the child-bearing family and community from conception through early adulthood and unique mental health responses to developmental and situational crisis. The integration of these concepts will benefit student learning by increasing emphasis in interpersonal skills, especially communication, with clients throughout the life span. (5 lecture hours and 12 clinical hours per week. (9 lecture)	
<b>Prerequisite(s):</b> BIOL 108 and (PSYC 241 or PSYC 121) and (NURS 112 or NURS 116) and (PSYC 101 or PSYC 111) and (ENGL 101 or ENGL 111)	
<b>NURS 213L FAMILY CENTERED NURSING LAB</b> (12 lab)	<b>0 Credit Hours</b>
<b>NURS 216 MEDICAL SURGICAL NURSING 3</b>	<b>9 Credit Hours</b>
This course surveys the management of adults experiencing acute and complex health problems. The emphasis is on adults requiring restorative care for life-threatening problems and rehabilitative care for chronic lifelong problems. The nursing process is used as a framework. Therapeutic communication skills are adapted to meet the special needs of patients and a focus is maintained on patient and family education to promote self-care. The student is expected to be self directed in the application of theoretical information in clinical situations with continued focus on the development of organizational skills and the use of critical thinking to create innovative nursing care approaches for multiple patients. (5 lecture hours, 12 clinical hours) (9 lecture)	
<b>Prerequisite(s):</b> NURS 213	
<b>NURS 216L MEDICAL SURGICAL NURSING 3 LAB</b> (11 lab)	<b>0 Credit Hours</b>
<b>NURS 217 NCLEX - RN REVIEW</b>	<b>1 Credit Hour</b>
Assist nursing students with the preparation for the National Council Licensure Examination for Registered Nurses and Computer Adaptive Testing. Students will answer test questions and review rationale after completing the examinations. Structured classroom discussions will lead students to new ways to approach the NCLEX questions successfully. (1 lecture)	
<b>Prerequisite(s):</b> NURS 213	
<b>NURS 224 PERSPECTIVES OF NURSING</b>	<b>3 Credit Hours</b>
This course investigates the roles and responsibilities of the beginning associate degree registered nurse as a manager of care. It identifies dynamic trends in health care delivery and stresses the management process, communication with the health care team, patient advocacy, standards of practice, delegation, ethical decision-making and professional opportunities and responsibilities. (2 lecture)	
<b>Prerequisite(s):</b> NURS 213	
<b>Corequisite(s):</b> NURS 216	
<b>Pre/Corequisite(s):</b> BIOL 200	
<b>NURS 234 NURS CNCPT HLTH &amp; ILLNESS 2</b>	<b>9 Credit Hours</b>
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. (5 lecture, 4 lab)	
<b>Prerequisite(s):</b> NURS 144	
<b>Pre/Corequisite(s):</b> BIOL 200 and ENGL 101	
<b>NURS 234L NSG CNCPT HLTH&amp;ILLNESS 2 LAB</b>	<b>0 Credit Hours</b>
<b>Corequisite(s):</b> NURS 234	
<b>NURS 235 NURS CNCPT HLTH &amp; ILLNESS-LPN</b>	<b>8 Credit Hours</b>
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. (5 lecture, 3 lab)	
<b>Pre/Corequisite(s):</b> NURS 174	
<b>NURS 235L NURS CNPT HLTH&amp;ILLNESS LAB-LPN</b>	<b>0 Credit Hours</b>
Lab for NURS 235.	
<b>Corequisite(s):</b> NURS 235	

<b>NURS 244 SYNTHESIS OF NURSING CONCEPTS</b>	<b>9 Credit Hours</b>
With the capstone course, this 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. (4 lecture, 5 lab)	
<b>Prerequisite(s):</b> NURS 234 and BIOL 200 and ENGL 101 and PSYC 101	
<b>Corequisite(s):</b> NURS 245	
<b>NURS 244L SYNTHESIS NURSING CONCEPTS LAB</b>	<b>0 Credit Hours</b>
(15 lab)	
<b>Corequisite(s):</b> NURS 244	
<b>NURS 245 PROF NURS &amp; HLTH SYS CONCEPTS</b>	<b>3 Credit Hours</b>
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 include: national health policy and politics, ethical and bioethical issues, career development, applications for state licensure and preparation for the NCLEX-RN examination. (2 lecture, 1 lab)	
<b>Prerequisite(s):</b> NURS 234 and BIOL 200 and ENGL 101 and PSYC 101	
<b>Corequisite(s):</b> NURS 244	
<b>NURS 245L PROF NSG &amp; HLTH SYS CONCPY LAB</b>	<b>0 Credit Hours</b>
(3 lecture)	
<b>Corequisite(s):</b> NURS 245	
<b>NURS 260 SYNTHS OF CONCEPTS FOR THE LPN</b>	<b>8 Credit Hours</b>
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. (5 lecture, 3 lab)	
<b>Corequisite(s):</b> NURS 265	
<b>Pre/Corequisite(s):</b> NURS 174	
<b>NURS 260L SYNTH CONCEPTS FOR THE LPN LAB</b>	<b>0 Credit Hours</b>
Lab for NURS 260.	
<b>Corequisite(s):</b> NURS 260	
<b>Pre/Corequisite(s):</b> NURS 174	
<b>NURS 265 PROF NRS&amp;HLTH SYS CONC-LPN</b>	<b>3 Credit Hours</b>
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. (2 lecture, 1 lab)	
<b>Prerequisite(s):</b> NURS 174	
<b>Corequisite(s):</b> NURS 260	
<b>NURS 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
(1-8 lecture)	
<b>NURS 297 SPECIAL TOPICS</b>	<b>1-9 Credit Hours</b>
(1-9 lecture)	
<b>NURS 299 INDEPENDENT STUDY</b>	<b>3 Credit Hours</b>
(1 lecture, 2 lab)	
<b>NURS 311 FRAMEWORK FOR PROF PRACTICE</b>	<b>4 Credit Hours</b>
A theoretical basis for nursing practice is presented through an exploration of professional nursing role. Selected nursing theories will be explored. Emphasis on clear and appropriate oral and written communication consistent with American Psychological Association (APA) format. (4 lecture)	
<b>Prerequisite(s):</b> (ENGL 101 or ENGL 111) and (ENGL 102 or ENGL 112)	
<b>NURS 320 HLTH ASSESS/PROMTN LIFE SPAN</b>	<b>3 Credit Hours</b>
Introduction to health assessment and promotion essential to conduct in-depth bio-psycho-social-cultural health assessment of well individuals throughout the life span. Emphasis is given to the theoretical concepts of physical assessment techniques, interviewing skills, focused body system assessments, genetic and health risk assessments and to the key elements of the physiological, developmental, spiritual, socioeconomic, cultural and aging dimensions essential for holistic assessment. (3 lecture)	
<b>NURS 324 TRENDS &amp; ISSUES OF HEALTH CARE</b>	<b>3 Credit Hours</b>
Opportunity for an exploration of selected current issues or concepts affecting nurses, nursing and/or health care. (3 lecture)	
<b>Prerequisite(s):</b> NURS 311	
<b>NURS 330 INFORMATICS: CONCPY,APPLIC&amp;ISS</b>	<b>3 Credit Hours</b>
Introduction to the language and technology of nursing. Ethical management of data, information and knowledge are discussed. (3 lecture)	
<b>Prerequisite(s):</b> NURS 311	

<b>NURS 333 ETHICS IN NURSING</b>	<b>3 Credit Hours</b>
Focus is on demonstrating caring behaviors through managing individual/family/group systems and on ethical decision making in health care situations. The course emphasizes improvement of writing skills in conjunction with strengthening critical thinking. (3 lecture)	
<b>NURS 340 PROFESSIONAL ROLE TRANSITION</b>	<b>3 Credit Hours</b>
This course focuses on the concepts and principles of professional nursing roles in an evolving health care system. Emphasis is placed on how these factors affect professional nursing roles. This course is designed to enhance the RN student's understanding of and value for nursing concepts that affect current nursing practice. (Prerequisite: Admission to RN to BSN program) (3 lecture)	
<b>NURS 361 HEALTH ASSESSMENT</b>	<b>3 Credit Hours</b>
(3 lecture)	
<b>NURS 393 Cooperative Education</b>	<b>1-12 Credit Hours</b>
(1-12 lecture)	
<b>NURS 399 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>NURS 431 LEGAL &amp; ETHICAL ISSUES IN NURS</b>	<b>3 Credit Hours</b>
Focuses on the complexity of moral, legal and ethical issues in health care. (3 lecture)	
<b>Prerequisite(s):</b> NURS 311 and (PHIL 150 or PHIL 346)	
<b>NURS 440 RESEARCH PROFESSIONAL NURSING</b>	<b>3 Credit Hours</b>
Introduction to basic concepts of the research process. Will perform rapid critical appraisals, learn search strategies using various databases and enhance their ability to analyze and synthesize research findings into clinical practice. (3 lecture)	
<b>Prerequisite(s):</b> NURS 311 and MATH 211	
<b>NURS 450 EVIDENCE-BASED PRACT PROF NSG</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> NURS 440	
<b>NURS 451 LEADERSHIP &amp; MGMT PROF NURSING</b>	<b>3 Credit Hours</b>
Focuses on leadership skills, knowledge and creativity to promote and manage safe, holistic patient-centered care for diverse individuals, families, groups or populations across the life span. (3 lecture)	
<b>Prerequisite(s):</b> NURS 311	
<b>NURS 452 COMM &amp; POPULTN BASED HLTH CARE</b>	<b>4 Credit Hours</b>
Capstone course designed to provide the baccalaureate nursing student with an opportunity for reflective synthesis of cognitive and affective concepts explored in the BSN completion program. Focuses on community and population based health promotion and disease/injury prevention. (4 lecture)	
<b>Prerequisite(s):</b> NURS 440 and NURS 431 and NURS 324 and NURS 330 and NURS 320 and NURS 450	
<b>Pre/Corequisite(s):</b> NURS 451	
<b>NURS 455 INTERVENTIONS: CAPSTONE</b>	<b>1 Credit Hour</b>
Capstone experience for the synthesis of theoretical and practical knowledge acquired in the student's nursing career. It emphasizes critical thinking, ethical decision-making, and civic responsibility in the design and implementation of a service-learning project. (1 lecture)	
<b>NURS 491 PROFESSIONAL FIELD EXPERIENCE</b>	<b>1-6 Credit Hours</b>
Prearranged experiential learning program, to be planned, supervised and evaluated for credit by faculty and field supervisors. Involves placement with public or private enterprise for professional competence development. (Prerequisite: Senior status and permission of instructor; Offered on demand)	
(1-6 lecture)	
<b>NURS 495 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>NURS 497 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>NURS 499 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	

## PATIENT CARE TECHNICIAN (PCT)

<b>PCT 101 PATIENT CARE TECHNICIAN I</b>	<b>6 Credit Hours</b>
Basic nursing and home health care, client rights, principles of therapeutic communication, safety and infection control, emergency situations, restorative care, death and dying and legal/ethical issues related to nursing practice are introduced. Course includes classroom, campus laboratory and clinical laboratory rotations to community health care agencies. (4 lecture, 2 lab)	
<b>Prerequisite(s):</b> MATH 101 or ACT Math with a score of 19	
<b>Pre/Corequisite(s):</b> (BIOL 107 or BIOL 109) and ENGL 101 or MATH 120	



**PCT 102 PATIENT CARE TECHNICIAN II****6 Credit Hours**

Designed to expand upon the role of Patient Care Technician as a phlebotomist and ECG technician. Introduces student to the knowledge and skills required to prepare and monitor clients when performing venipuncture and ECGs safely. Course includes classroom instruction, campus laboratory skills practice and clinical laboratory rotations to community health care agencies. (3 lecture, 3 lab)

**Prerequisite(s):** PCT 101 and (BIOL 109 or BIOL 107) and ENGL 101

**Pre/Corequisite(s):** HPER 172 and BTEC 253 and PSYC 101 and MATH 120

**PHARMACY TECHNOLOGY (PTEC)****PTEC 101 PHARMACY PRACTICE****7 Credit Hours**

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 coworkers. Pharmacy practices will be examined in terms of symbols, language, abbreviations, legal issues, ethical considerations, and accountability. (Prerequisite: Admission to program. 3 lecture hours, 2 campus lab hours, 9 clinical lab hours). (3 lecture)

**Corequisite(s):** PTEC 112

**PTEC 101L PHARMACY PRACTICE CLINICAL LAB****0 Credit Hours**

**Corequisite(s):** PTEC 101

**PTEC 101P PHARMACY PRACTICE CAMPUS LAB****0 Credit Hours**

(1 lab)

**PTEC 102 CLINICAL COMMUNITY PHARMACY****3 Credit Hours**

Course provides hands on experience with general training necessary to interpret, prepare, label and maintain records of physicians' medication orders and prescriptions in a community and hospital pharmacy. Training is under supervision of licensed pharmacist. (9 hours clinical pharmacy)

**Prerequisite(s):** PTEC 101 and PTEC 112

**Corequisite(s):** PTEC 111

**PTEC 111 CALC FOR PHARMACY TECHNICIANS****2 Credit Hours**

Includes reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Also discusses the conversion of measurement with the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. (2 lecture)

**PTEC 112 PHARMACOLOGY 1****3 Credit Hours**

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. (3 lecture)

**Corequisite(s):** PTEC 101

**PTEC 114 PHARMACOLOGY 2****3 Credit Hours**

Continues the study of the properties, reaction, and therapeutic value of the primary agents in the major drug classes. Students will develop knowledge of brand names as well as generic names of drugs. (3 lecture)

**PTEC 121 PHARM TECH CERT REVIEW****2 Credit Hours**

Prepares pharmacy technician students in reviewing for the national certification exam. Class entails a comprehensive review for the areas that are covered on the exam. (2 lecture)

**Prerequisite(s):** PTEC 101 and PTEC 112

**Corequisite(s):** PTEC 102

**PTEC 293 Cooperative Education****1-8 Credit Hours****PHILOSOPHY (PHIL)****PHIL 111 INTRO TO PHILOSOPHY****3 Credit Hours**

A general introduction survey course which introduces the core questions, topics and issues in philosophy. The focus will include and interdisciplinary study of philosophy, including the philosophy of science, mathematics and religion. Other topics surveyed include theories of truth, identity, epistemology, mind-body metaphysics, history and meaning, morality, immortality and the philosophy of God/religion. (3 lecture)

**PHIL 150 INTRODUCTION TO ETHICS****3 Credit Hours**

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 relationship to contemporary moral issues. (3 lecture)

**PHIL 170 INTRO TO LOGIC****3 Credit Hours**

A comprehensive introduction to the art of making sense, that is critical thinking. Designed to improve one's own reasoning abilities through study of the most common mistakes made in thinking. (3 lecture)

**PHIL 231 WORKPLACE ETHICS****3 Credit Hours**

A study of the ethical theories and daily applications of ethics in the workplace. Includes value judgments, critical thinking, problem solving and decision making guidelines. (3 lecture)

**PHIL 297 SPECIAL TOPICS** 3 Credit Hours  
An in-depth study of special philosophical topics. (3 lecture)

**PHIL 308 PHILOSOPHY OF RELIGION** 3 Credit Hours  
A study of the major philosophical problems associated with religion, with attention given such problems as the existence and nature of God, faith, religious truth, the nature of man, grounds of beliefs, immortality, etc. (3 lecture)

**PHIL 347 ADVANCED ETHICS** 3 Credit Hours  
This course provides a critical examination of current moral issues and studies the application of ethical concepts and principles. Topics may include abortion, capital punishment, euthanasia, sexuality and selected issues of social concern. (3 lecture)  
**Prerequisite(s):** PHIL 150 or PHIL 346

**PHIL 399 INDEPENDENT STUDY** 1-6 Credit Hours  
(1-6 lecture)

## PHLEBOTOMY (PHLB)

**PHLB 110 INTRO TO PHLEBOTOMY** 3 Credit Hours  
This course is designed to expand the role of the Advanced Patient Care Technician as a phlebotomist. The student will be introduced to the knowledge and skills required to prepare and monitor clients when performing venipuncture. This course includes classroom instruction, campus laboratory skills practice and clinical laboratory rotations to community health care agencies. (2 lecture, 1 lab)  
**Pre/Corequisite(s):** NURS 153

## PHYSICAL SCIENCE (PSCI)

**PSCI 101 FUND OF PHYSICAL SCIENCE** 4 Credit Hours  
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)

**Corequisite(s):** PSCI 101L  
**Pre/Corequisite(s):** MATH 126

**PSCI 101L FUND OF PHYSICAL SCIENCE LAB** 0 Credit Hours  
Co-requisite lab of PSCI 101. (2 lab)  
**Corequisite(s):** PSCI 101

**PSCI 107 ENERGY FUNDAMENTALS** 4 Credit Hours  
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. (3 lecture, 2 lab)

**PSCI 111 ~INTRO TO PHYSICAL SCIENCE** 4 Credit Hours  
An introduction to the basic concepts of science and scientific methods and the essentials of physics and chemistry. Topics covered include forces, motion, energy, heat, 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)  
**Corequisite(s):** PSCI 111L

**PSCI 111L INTRO TO PHYSICAL SCI LAB** 0 Credit Hours  
Co-requisite lab of PSCI 111. (2 lab)  
**Corequisite(s):** PSCI 111

**PSCI 112 ~INTRO TO EARTH SCIENCE** 4 Credit Hours  
Fundamental concepts of geology, meteorology, and astronomy. Earth processes, both past and present, will be studied. Topics covered will include the origin of the Universe, solar system and earth; the structure and composition of the earth; plate tectonics; the atmosphere, weather and climate; earth's water resources, and the Earth's place in the Universe. Earth resources and environmental topics will be stressed in the course, rocks and minerals and topographic maps will be studied, and there will be a local geologic field trip. (3 lecture)  
**Corequisite(s):** PSCI 112L

**PSCI 112L INTRO TO EARTH SCIENCE LAB** 0 Credit Hours  
(2 lab)  
**Corequisite(s):** PSCI 112

**PSCI 114 INTRO TO METEOROLOGY** 1 Credit Hour  
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. (1 lecture)

**PSCI 297 SPECIAL TOPICS** 1-4 Credit Hours  
(1-4 lecture)

## PHYSICS (PHYS)

<b>PHYS 101 ~INTRO TO PHYSICS 1</b>	<b>4 Credit Hours</b>
Mechanics, thermal physics and vibrations. Non-calculus based for students in preprofessional programs and college transfer programs. (3 lecture)	
<b>Prerequisite(s):</b> MATH 125 or MATH 126 or MATH 128	
<b>Corequisite(s):</b> PHYS 101L	
<b>PHYS 101L INTRO PHYSICS 1 LAB</b>	<b>0 Credit Hours</b>
<b>Corequisite(s):</b> PHYS 101	
<b>PHYS 102 ~INTRO TO PHYSICS 2</b>	<b>4 Credit Hours</b>
Continuation of PHYS 101 that includes the study of electricity, magnetism, light and optics. Non-calculus based for students in preprofessional programs and college transfer programs. (3 lecture, 2 lab)	
<b>Prerequisite(s):</b> PHYS 111 or PHYS 101	
<b>Corequisite(s):</b> PHYS 102L	
<b>PHYS 102L INTRO TO PHYSICS 2 LAB</b>	<b>0 Credit Hours</b>
Corequisite lab of PHYS 102.	
<b>Corequisite(s):</b> PHYS 102	
<b>PHYS 103 INTRODUCTORY PHYSICS</b>	<b>4 Credit Hours</b>
Designed to meet the requirements of the Elementary Education Science Sepcialization 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. (4 lecture)	
<b>Prerequisite(s):</b> MATH 115 or MATH 126	
<b>Corequisite(s):</b> PHYS 103L	
<b>PHYS 103L INTRO PHYSICS LAB</b>	<b>0 Credit Hours</b>
<b>Corequisite(s):</b> PHYS 103	
<b>PHYS 111 ~GENERAL PHYSICS 1</b>	<b>4 Credit Hours</b>
Mechanics, thermal physics and vibrations. Calculus-based course designed for students in physics and engineering majors. (3 lecture)	
<b>Prerequisite(s):</b> MATH 155	
<b>Corequisite(s):</b> PHYS 111L	
<b>PHYS 111L GENERAL PHYSICS 1 LAB</b>	<b>0 Credit Hours</b>
Corequisite lab for PHYS 111. (2 lab)	
<b>Corequisite(s):</b> PHYS 111	
<b>PHYS 112 ~GENERAL PHYSICS 2</b>	<b>4 Credit Hours</b>
Continuation of PHYS 111. Light; optics; electricity; magnetism. (3 lecture)	
<b>Prerequisite(s):</b> MATH 155 and PHYS 111	
<b>Corequisite(s):</b> PHYS 112L	
<b>PHYS 112L GENERAL PHYSICS 2 LAB</b>	<b>0 Credit Hours</b>
(2 lab)	
<b>Corequisite(s):</b> PHYS 112	
<b>PHYS 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-2 Credit Hours</b>
(1-2 lecture)	
<b>PHYS 297 SPECIAL TOPICS</b>	<b>1-4 Credit Hours</b>
(1-4 lab)	
<b>PHYS 299 INDEPENDENT STUDY</b>	<b>1-2 Credit Hours</b>
(1-2 lecture)	
<b>PHYS 397 SPECIAL TOPICS</b>	<b>1-4 Credit Hours</b>
<b>PHYS 399 INDEPENDENT STUDY</b>	<b>1-6 Credit Hours</b>

## POLITICAL SCIENCE (POLS)

<b>POLS 101 ~INTRO TO POLITICAL SCIENCE</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>POLS 102 ~AMERICAN FEDERAL GOVERNMENT</b>	<b>3 Credit Hours</b>
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. (3 lecture)	

<b>POLS 211 FUNCTIONS OF DEMOCRATIC GOV</b>	<b>3 Credit Hours</b>
Course deals primarily with the activities of the executive branch of the government, particularly as they relate to social and economic development and expansion of government activities and services since 1932. (3 lecture)	
<b>POLS 220 STATE AND LOCAL GOVERNMENT</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>POLS 225 CONSTITUTIONAL LAW</b>	<b>3 Credit Hours</b>
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. Emphasis on the principles, doctrines and rules developed in the cases and the underlying policies and values. (3 lecture)	
<b>POLS 256 WV LEGISLATIVE PROCESS</b>	<b>2 Credit Hours</b>
Organization, operation and function of the West Virginia Legislature; direct learning experience through frequent visits to the Legislature including intensive internship week at the Capitol. (Prerequisite departmental approval). (2 lecture)	
<b>POLS 293 COOPERATIVE EDUCATION</b>	<b>1-6 Credit Hours</b>
<b>POLS 297 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
<b>POLS 299 Independent Study</b>	<b>1-3 Credit Hours</b>
<b>POLS 310 AMERICAN PRESIDENCY</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>POLS 397 SPECIAL TOPICS</b>	<b>1-6 Credit Hours</b>
(1-6 lecture)	

## PROFESSIONAL DEVELOPMENT (PDEV)

<b>PDEV 220 PORTFOLIO DEVELOPMENT SEMINAR</b>	<b>3 Credit Hours</b>
This course is designed to assist students in developing a portfolio that will be used to document life and work experiences (flexible format). (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 and CS 101	
<b>PDEV 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
<b>PDEV 393 COOPERATIVE WORK EXPERIENCE</b>	<b>1-12 Credit Hours</b>
<b>PDEV 420 PORTFOLIO DEVELOPMENT SEMINAR</b>	<b>3 Credit Hours</b>
This course is designed to assist students in developing a portfolio that will be used to document life and work experiences (flexible format). (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 and CS 101	

## PSYCHOLOGY (PSYC)

<b>PSYC 101 ~INTRO TO PSYCHOLOGY</b>	<b>3 Credit Hours</b>
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, human development, personality, abnormal psychology, and psychotherapies. A general overview of specific theories in psychology will be included. (3 lecture)	
<b>PSYC 220 INTRO TO INDUSTRIAL PSYCHOLOGY</b>	<b>3 Credit Hours</b>
Overview of the field of industrial psychology including testing, performance appraisal, training, leadership, job satisfaction, working conditions, organization, safety, stress and engineering psychology. (3 lecture)	
<b>PSYC 231 LEADERSHIP &amp; HUMAN RELATIONS</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>PSYC 241 ~INTRO TO HUMAN DEVELOPMENT</b>	<b>3 Credit Hours</b>
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 experiences for service related professions such as social work, nursing, education and counseling. (3 lecture)	

<b>PSYC 251 INTRO TO SOCIAL PSYCHOLOGY</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>PSYC 281 ABNORMAL PSYCHOLOGY</b>	<b>3 Credit Hours</b>
An introduction to behavior disorders: etiology, prevention, and treatment. Focus on major functional and organic disorders, theories related to mental disorders and methods of therapy. (3 lecture)	
<b>Prerequisite(s):</b> PSYC 111 or PSYC 101 or PSYC 241	
<b>PSYC 290 PSYCHOLOGY PRACTICUM I, PART I</b>	<b>3 Credit Hours</b>
Psychology Practicum - Arranged placement in a supervised setting that provides psychological, behavioral or social services. Focus on development of professional skills, communication skills, implementation and evaluation of client assessments and interventions and basic ethics for helping professionals. (1.5 lecture)	
<b>Prerequisite(s):</b> PSYC 101 or PSYC 241	
<b>PSYC 291 PSYC PRACTICUM I, PART II</b>	<b>3 Credit Hours</b>
Psychology Practicum - Arranged placement in a supervised setting that provides psychological, behavioral or social services. Focus on development of professional skills, communication skills, implementation and evaluation of client assessments and interventions and basic ethics for helping professionals. (1.5 lecture)	
<b>Prerequisite(s):</b> PSYC 101 or PSYC 241	
<b>PSYC 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
(1-8 lecture)	
<b>PSYC 297 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>PSYC 299 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>PSYC 310 ENVIRONMENTAL PSYCHOLOGY</b>	<b>3 Credit Hours</b>
To involve the student in research concerning environmental issues and how we as humans are impacted and how we impact the environment. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 101 and (SPCH 111 or COMM 111)	
<b>PSYC 318 HISTORY AND SYSTEMS</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> PSYC 101 or PSYC 111 or PSYC 241	
<b>PSYC 323 INDUST/ORGANIZATIONAL PSYCH</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> ENGL 112 or ENGL 102	
<b>PSYC 350 INTRO TO COUNSELING PSYCHOLOGY</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>Prerequisite(s):</b> PSYC 101 or PSYC 111 or PSYC 241	
<b>PSYC 351 INTERNATIONAL CULTURE</b>	<b>3 Credit Hours</b>
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.	
<b>Prerequisite(s):</b> PSYC 101	
<b>PSYC 362 PSYCHOLOGICAL ASSESSMENT</b>	<b>3 Credit Hours</b>
Introduces the student to theory and practice of psychological assessment procedures. Course includes intelligence testing, personality testing, career testing, behavioral assessment procedures, statistics, interviewing and interpretation. (3 lecture)	
<b>Prerequisite(s):</b> MATH 211 and (PSYC 101 or PSYC 111 or PSYC 241)	
<b>PSYC 363 THEORIES OF PERSONALITY</b>	<b>3 Credit Hours</b>
Theoretical and empirical readings in a discussion of the major perspectives in personality theory and methodological problems in personality and research. (3 lecture)	
<b>Prerequisite(s):</b> PSYC 101 or PSYC 111 or PSYC 241	
<b>PSYC 365 FORENSIC PSYCHOLOGY</b>	<b>3 Credit Hours</b>
An in-depth study of criminal behavior, criminal responsibility, abnormal psychology and the challenges of mental health issues and the criminal justice system. (3 lecture)	
<b>Prerequisite(s):</b> (PSYC 101 or PSYC 111) and (ENGL 101 or ENGL 111)	

**PSYC 390 PSYC PRACTICUM II, PART I 3 Credit Hours**

Psychology Practicum II - Arranged placement in a supervised setting that provides psychological, behavioral or social services. Focus on further development of professional skills, communication skills, implementation and evaluation of client assessments and interventions and basic ethics for helping professionals. Depending on the mental health location, students will gain further experiential skill development by selecting their specific departments and/or specializations to further develop their skills. (1 lecture)

**Prerequisite(s):** (PSYC 101 or PSYC 241) and PSYC 281 and (PSYC 290 or PSYC 291) and PSYC 350

**PSYC 391 PSYC PRACTICUM II, PART II 3 Credit Hours**

Psychology Practicum II - Arranged placement in a supervised setting that provides psychological, behavioral or social services. Focus on further development of professional skills, communication skills, implementation and evaluation of client assessments and interventions and basic ethics for helping professionals. Depending on the mental health location, students will gain further experiential skill development by selecting their specific departments and/or specializations to further develop their skills. (1 lecture)

**Prerequisite(s):** (PSYC 101 or PSYC 241) and PSYC 281 and (PSYC 290 or PSYC 291) and PSYC 350 and PSYC 390

**PSYC 393 COOP WORK EXPERIENCE 1-8 Credit Hours**

(1-8 lecture)

**PSYC 397 SPECIAL TOPICS 1-6 Credit Hours**

(1-6 lecture)

**PSYC 399 INDEPENDENT STUDY 1-3 Credit Hours**

(1-3 lecture)

**PSYC 410 APPLIED ENVIRONMENTAL PSYC 6 Credit Hours**

To involve students in an experiential learning opportunity with the environment. Includes research, projects, team development, group dynamics and communication. (6 lecture)

**Prerequisite(s):** ENGL 101 and (SPCH 111 or COMM 111)

**PSYC 459 CAPSTONE-ADV LDRSHP CERT 3 Credit Hours**

Provides students an opportunity to demonstrate knowledge, skills acquisition, and application of course information. (Restricted to Adv. Leadership certificate students only; taken semester of certificate completion, with instructor permission only). (3 lecture)

**PSYC 460 CAPSTONE SEMINAR IN PSYCHOLOGY 1 Credit Hour**

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. (1 lecture)

## READING (READ)

**READ 101 SPEED READING 3 Credit Hours**

Increased reading speed: previewing, post viewing, maintaining attention, and comprehension. (3 lecture)

**READ 111 ADVANCED VOCABULARY STUDY 2 Credit Hours**

Understanding and use of new words, both general and technical. Use of word parts, context cues, glossaries and textual aids. (2 lecture)

## RELIGION (RELI)

**RELI 111 OLD TESTAMENT SURVEY 3 Credit Hours**

The Old Testament as literature and history; historical, social, and spiritual background of people. (3 lecture)

**RELI 205 NEW TESTAMENT SURVEY 3 Credit Hours**

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 the critical and appreciative knowledge of the historical, literary, and religious values of the New Testament. (3 lecture)

**RELI 231 RELIGIONS OF THE WORLD 3 Credit Hours**

Major living religions of the world; basic beliefs and practices; historical, ethical, social, and spiritual impact upon society; their fundamental strengths and weaknesses. (3 lecture)

**RELI 299 Independent Study in Religion 1-3 Credit Hours**

(1-3 lecture)

**RELI 341 AMER RELIGION & POP CULTURE 3 Credit Hours**

Study of the rise of the Social Gospel Movement and the origins of modern marketing and advertising. Emphasis is placed on the influence of theological concepts and imagery in modern commercialism and consumer culture. (3 lecture)

**RELI 397 SPECIAL TOPICS 3 Credit Hours**

(3 lecture)

**RELI 399 INDEPENDENT STUDY 1-4 Credit Hours**

(1-4 lecture)

## SCI, TECH, ENGR, MATH (STEM)

<b>STEM 260 STEM CAPSTONE COURSE</b>	<b>1 Credit Hour</b>
Required prior to graduation and taken during final semester. Students must successfully complete an external industry-standard assessment in a STEM field to pass the course. Students additionally participate in capstone experience activities. (1 lecture)	
<b>STEM 300 ETHICS AND TECHNOLOGY</b>	<b>3 Credit Hours</b>
This course covers social, legal and ethical issues professionals will face throughout their career. (3 lecture)	
<b>Prerequisite(s):</b> CIT 130	
<b>STEM 393 COOPERATIVE WORK EXPERIENCE</b>	<b>1-12 Credit Hours</b>
(1-12 lecture)	
<b>STEM 420 PROJECT MANAGEMENT</b>	<b>3 Credit Hours</b>
Course covers the how, when and why to plan and implement all the stages of project management from conception, planning, and implementation, through to completion. (3 lecture)	
<b>Prerequisite(s):</b> CIT 130 or GBUS 370 or MKTG 370	
<b>STEM 460 STEM ADVANCED CAPSTONE COURSE</b>	<b>1 Credit Hour</b>
Required prior to graduation and taken during final semester. Students must successfully complete an external industry-standard assessment in a STEM field to pass the course. Students additionally participate in advanced capstone experience activities. (1 lecture)	

## SOCIOLOGY (SOC)

<b>SOC 101 ~INTRO TO SOCIOLOGY</b>	<b>3 Credit Hours</b>
Fundamental concepts and methods of the scientific study of human society and social behavior. Focuses on institutional foundations of group life; social roles and interpersonal relations; values and social processes in context of technological change, ethnicity, race, age, gender and socioeconomic classes. Students will gain insight into the social behavior of people in other cultures and adopt an attitude of cultural relativism. (3 lecture)	
<b>SOC 105 INTRO TO ANTHROPOLOGY</b>	<b>3 Credit Hours</b>
Physical, cultural, and archaeological anthropology; origin, development, and differentiation of man as a biological organism; human behavior in different cultures; evolution; fossils; human diversity; kinship; marriage; religion; law. (3 lecture)	
<b>SOC 107 SOCIAL PROBLEMS</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>SOC 151 SOCIOLOGY OF THE WORKPLACE</b>	<b>3 Credit Hours</b>
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 work environment. (3 lecture)	
<b>SOC 221 MARRIAGE AND THE FAMILY</b>	<b>3 Credit Hours</b>
Examines 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 group affiliations, such as family, school, peers, workers, socioeconomic class and the religious organization, etc. It will provide the kind of information that will make the students more aware of the factors that might be causing marriage and family problems and also various skills and techniques of coping with and resolving the problems. (3 lecture)	
<b>SOC 223 DEATH AND DYING</b>	<b>3 Credit Hours</b>
Sociological and anthropological perspectives on death and dying. Examines sociopsychological and structural factors supporting the beliefs and practices associated with the institution of death, both historically and in contemporary society. (3 lecture)	
<b>SOC 232 CRIMINOLOGY</b>	<b>3 Credit Hours</b>
Three pronged approach to crime and crime control, covering definitions and explanations of crime, typology of criminals and criminal behavior, and examination of the criminal justice system, from the police officer to the courts to imprisonment and beyond. (3 lecture)	
<b>SOC 233 JUVENILE DELINQUENCY</b>	<b>3 Credit Hours</b>
Examination of juvenile delinquency within a sociological framework. Discussion of the delinquent, laws and norms impinging on the juvenile, societal definitions and reactions, punishment and correctional approaches, and theories of delinquency and crime control. (3 lecture)	
<b>SOC 235 RACE RELATION MINORITY GROUPS</b>	<b>3 Credit Hours</b>
A study of racial and ethnic groups in the United States with special emphasis upon understanding the cause of the prejudices and the reason for antagonisms between the majority and minority groups. Area of concentration will include problems in education, demographic factors, prejudice and discrimination, conflict and change, racial identity and the social structure of racism. (3 lecture)	
<b>SOC 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
(1-8 lecture)	

<b>SOC 297 SPECIAL TOPICS IN SOCIOLOGY</b> (1-8 lecture)	<b>1-8 Credit Hours</b>
<b>SOC 299 INDEPENDENT STUDY</b>	<b>1-6 Credit Hours</b>
<b>SOC 302 DEVIANT BEHAVIOR</b> 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. (3 lecture)	<b>3 Credit Hours</b>
<b>SOC 350 INTERNATIONAL CULTURE</b> Sociological study of the social behavior and structure of an international culture. The course will examine beliefs, symbols, language, values, norms, folkways, and mores of various cultures. (3 lecture)	<b>3 Credit Hours</b>
<b>SOC 360 GENDER &amp; HUMAN IDENTITY</b> Explores 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. (3 lecture)	<b>3 Credit Hours</b>
<b>SOC 362 SOCIOLOGY OF AGING</b> Social forces influencing the experience of aging and the effects of a growing elderly population in society. Topics include changing roles and status of the elderly, intergenerational relationships, retirement traditions, widowhood. (3 lecture)	<b>3 Credit Hours</b>
<b>SOC 390 WORLD CULTURES THROUGH FILM</b> Cultural perspectives through international films with critical thinking discussions and writing components included. (3 lecture)	<b>3 Credit Hours</b>
<b>SOC 393 COOPERATIVE WORK EXPERIENCE</b> (1-12 lecture)	<b>1-12 Credit Hours</b>
<b>SOC 397 SPECIAL TOPICS</b> (1-8 lecture)	<b>1-8 Credit Hours</b>
<b>SOC 399 INDEPENDENT STUDY</b> (1-3 lecture)	<b>1-3 Credit Hours</b>
<b>SOC 405 SOCIAL INEQUALITY</b> 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. (3 lecture)	<b>3 Credit Hours</b>

## SPANISH (SPAN)

<b>SPAN 101 ELEMENTARY SPANISH 1</b> Beginner's course with an emphasis on speaking, listening, reading, writing, and culture. (3 lecture)	<b>3 Credit Hours</b>
<b>SPAN 102 ELEMENTARY SPANISH 2</b> Continuation of SPAN 101. Emphasis on speaking, listening, reading, writing, and culture. (3 lecture) <b>Prerequisite(s):</b> SPAN 101 or SPAN 111	<b>3 Credit Hours</b>
<b>SPAN 103 SPANISH FOR FIRST RESPONDERS</b> This course will enable the student to speak in Spanish using phrases, questions and commands in emergency situations. (3 lecture)	<b>3 Credit Hours</b>
<b>SPAN 203 INTERMEDIATE SPANISH 1</b> Emphasis on reading speed and comprehension. (3 lecture) <b>Prerequisite(s):</b> SPAN 102 or SPAN 112	<b>3 Credit Hours</b>
<b>SPAN 204 INTERMEDIATE SPANISH 2</b> Course emphasizes reading, vocabulary building, grammar, and culture. (3 lecture) <b>Prerequisite(s):</b> SPAN 203 or SPAN 211	<b>3 Credit Hours</b>
<b>SPAN 295 SEMINAR IN SPANISH</b> Prerequisite: Department consent (1-3 lecture)	<b>1-3 Credit Hours</b>
<b>SPAN 297 SPECIAL TOPICS IN SPANISH</b>	<b>1-6 Credit Hours</b>
<b>SPAN 299 INDEPENDENT STUDY</b> (1-3 lecture)	<b>1-3 Credit Hours</b>
<b>SPAN 397 SPECIAL TOPICS IN SPANISH</b>	<b>1-6 Credit Hours</b>

## SPECIAL EDUCATION (SPED)

<b>SPED 210 LINKING POLICY &amp; PRACTICE</b> This course will focus on the legalities surrounding the identification and delivery of services to students with exceptionalities. (3 lecture)	<b>3 Credit Hours</b>
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**SPED 312 INSTRUCTIONAL PRACTICE IN SPED****3 Credit Hours**

This course will focus on the use of instructional classroom practices that are designed to meet the unique needs of students with exceptionalities. (3 lecture)

**SPED 422 COLLABORATION - SCHOOL SETTING****3 Credit Hours**

This course will address the need for effective collaboration to successfully provide special education and related services within all settings. (3 lecture)

## **SURGICAL TECHNOLOGY (ST)**

**ST 100 INTRO TO SURGICAL TECHNOLOGY****6 Credit Hours**

Introduces 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. (2 lecture, 4 lab)

**Corequisite(s):** ST 102**Pre/Corequisite(s):** BIOL 109**ST 100L INTRO TO SURGICAL TECH LAB****0 Credit Hours****Corequisite(s):** ST 100**ST 100P INTRO TO SURG TECH CAMPUS LAB****0 Credit Hours****Corequisite(s):** ST 100**ST 102 SURG INSTRUMENT, EQUIP & SUPPL****3 Credit Hours**

Introduces 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. (3 lecture)

**Corequisite(s):** ST 100**Pre/Corequisite(s):** BIOL 109**ST 110 PATIENT CARE CONCEPTS 1****6 Credit Hours**

Course enables students to demonstrate knowledge and techniques basic to effective performance as a ST in the surgical suites of area hospitals.

Incisions, diagnostic and surgical procedures in various surgical specialties are emphasized. (3 lecture, 3 lab)

**Prerequisite(s):** ST 100 and ST 102 and BIOL 109 and NURS 153**Corequisite(s):** ST 113**Pre/Corequisite(s):** ENGL 101 and MATH 120**ST 110L PATIENT CARE CONCEPTS 1 LAB****0 Credit Hours****Corequisite(s):** ST 110**ST 113 PATHOPHYSIOLOGY SURG PATIENT****4 Credit Hours**

Introduction to disease and tumors. Surgically treatable diseases and disorders are emphasized. Basic medical microbiology will be reviewed. Topics include types of microorganisms, microbial growth and metabolism, control of microbial populations, microbial resistance and principles of infection and immunity. (4 lecture)

**Prerequisite(s):** MATH 100 and BIOL 109 and ST 100 and ST 102**Corequisite(s):** ST 110**Pre/Corequisite(s):** MATH 120) and NURS 153**ST 114 PHARMACOLOGY FOR SURG TECH****3 Credit Hours**

This course is designed to introduce the surgical technology student to their role in handling medications and solutions in the surgical setting. A review of basic mathematical calculations will assist the student in converting equivalents from one system of measurement to another. (3 lecture)

**Prerequisite(s):** ST 110 and ST 113**Corequisite(s):** ST 211**ST 211 PATIENT CARE CONCEPTS 2****8 Credit Hours**

Course focuses on improving skills in assisting team members and the organization of work by learning to use economy of time, motion, and materials. Clinical component provides solo scrub experiences that promote anticipating needs and minimizing the patient's exposure to trauma. (3 lecture, 5 lab)

**Prerequisite(s):** ST 113 and ST 110 and (MATH 100 and ENGL 101 and (NURS 153 or BTEC 253)**Corequisite(s):** ST 114**Pre/Corequisite(s):** MATH 120)**ST 211L PATIENT CARE CONCEPTS 2 LAB****0 Credit Hours****Corequisite(s):** ST 211**ST 212 SURGICAL TECHNOLOGY CAPSTONE****10 Credit Hours**

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. (2 lecture, 8 lab)

**Prerequisite(s):** ST 114 and ST 211

<b>ST 212L SURG TECH CAPSTONE LAB</b>	<b>0 Credit Hours</b>
Corequisite(s): ST 212	
<b>ST 250 DISASTER PREPAREDNESS</b>	<b>4 Credit Hours</b>
Focus on current events involving man-made and natural disasters and what the surgical technologist's role is during these emergencies. Student will develop team building skills to be utilized if these disasters were to occur in the local area. (4 lecture)	
<b>ST 255 LEADERSHIP</b>	<b>4 Credit Hours</b>
Course is designed to prepare the practicing surgical technologist for leadership roles. Emphasis will be on professional accountability and the importance of credentialing in the surgical technology practice. (4 lecture)	
<b>ST 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
<b>ST 297 SPECIAL TOPICS</b>	<b>1-6 Credit Hours</b>
Special topics in surgical technology. (1-6 lecture)	
<b>ST 299 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	

## THEATRE (THEA)

<b>THEA 101 ~THEATRE APPRECIATION</b>	<b>3 Credit Hours</b>
An introductory survey addressing practical, historical and theoretical aspects of the theatre arts. Students will examine and participate in the elements of play production, script analysis, dramatic/theatrical genres and global theatre history. (3 lecture)	
<b>THEA 102 ACTING 1</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>THEA 125 UNIVERSITY PLAYERS</b>	<b>1-3 Credit Hours</b>
This course is a performance-oriented class designed to give students hands-on experience through involvement in theatre productions. The emphasis is on directed student activity one-on-one combined with a team of fellow performers. (1-3 lecture)	
<b>THEA 131 INTRO TO TECHNICAL THEATRE</b>	<b>3 Credit Hours</b>
A practicum course in technical theatre. Students will participate in all drama productions as a part of the course requirement. (3 lecture)	
<b>THEA 215 THEATRE MAKEUP</b>	<b>3 Credit Hours</b>
A course designed to give the student an elementary command of theatre make-up through a study of the human face, light and shadow, color, equipment, construction and make-up types. (3 lecture)	
<b>THEA 250 DRAMATIC LITERATURE</b>	<b>3 Credit Hours</b>
Reading and discussion of a minimum of 10 major dramatic works. (3 lecture)	
<b>THEA 287 READER'S THEATRE</b>	<b>3 Credit Hours</b>
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. (3 lecture)	
<b>THEA 291 MUSIC THEATRE WORKSHOP</b>	<b>1-3 Credit Hours</b>
Staging of a musical theatre production. Credit for participation in a musical. (1-3 lecture)	
<b>THEA 297 SPECIAL TOPICS</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>THEA 299 INDEPENDENT STUDY</b>	<b>1-3 Credit Hours</b>
(1-3 lecture)	
<b>THEA 302 DIRECTING</b>	<b>3 Credit Hours</b>
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 in the spring One-Act Play Festival. (3 lecture)	
<b>THEA 397 SPECIAL TOPICS</b>	<b>3 Credit Hours</b>
The purpose of this course is to survey the historical periods involving costume change. In exploring history, the student will learn who, what and why costume changed. Through involving the student with actual visualization of costume (museum visitation), the student will become aware of the requirements and restrictions of the costume. (3 lecture)	
<b>THEA 404 PLAYWRITING</b>	<b>3 Credit Hours</b>
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. (3 lecture)	

## WELDING (WELD)

<b>WELD 111 BASIC OXYACETYLENE WELDING</b>	<b>3 Credit Hours</b>
Principles of oxyacetylene welding, cutting, and brazing. Nomenclature of the equipment, assembly, care, and safety. (3 lecture)	
<b>WELD 121 BASIC SHIELDED METAL ARC(SMAW)</b>	<b>3 Credit Hours</b>
Safety and nomenclature of the Shielded Metal Arc Welding (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. (2 lecture, 1 lab)	
<b>WELD 131 BASIC GAS TUNGSTEN ARC (GTAW)</b>	<b>3 Credit Hours</b>
An introduction to the gas tungsten arc welding (GTAW) process. Equipment set-up and safety and hands-on welding of beads, lap joints, tee joints, and butt joints. (2 lecture, 1 lab)	
<b>WELD 132 ADV GAS TUNGSTEN ARC (GTAW)</b>	<b>3 Credit Hours</b>
Bevel plate welding using the gas tungsten arc process according to the AWS code. (2 lecture, 1 lab)	
<b>Prerequisite(s):</b> WELD 131	
<b>WELD 133 BASIC FLUX CORE ARC WELD(FCAW)</b>	<b>3 Credit Hours</b>
Introduction to the flux core arc welding process. Equipment set-up, safety and hands-on welding of lap joints, tee joints and butt joints. (2 lecture, 1 lab)	
<b>WELD 134 BASIC GAS METAL ARC WELD(GMAW)</b>	<b>3 Credit Hours</b>
Introduction to the gas metal arc welding (GMAW) process. Equipment set-up, safety and hands-on welding on pad of beads, lap joints, tee joints, and butt joints. (2 lecture, 1 lab)	
<b>WELD 135 ADV GAS METAL ARC WELD (GMAW)</b>	<b>3 Credit Hours</b>
Bevel plate welding in all positions with the gas metal arc welding process according to the AWS code. (2 lecture, 1 lab)	
<b>Prerequisite(s):</b> WELD 134	
<b>WELD 136 ADV FLUX CORE ARC WELD (FCAW)</b>	<b>3 Credit Hours</b>
Bevel plate welding in all positions with the flux core arc welding process according to the AWS Code. (2 lecture, 1 lab)	
<b>Prerequisite(s):</b> WELD 133	
<b>WELD 160 WELDING BLUEPRINT READING</b>	<b>2 Credit Hours</b>
Fundamentals of blueprint reading geared towards teaching students to decipher blueprints found in industrial settings. (2 lecture)	
<b>WELD 171 WELDING THEORY</b>	<b>1 Credit Hour</b>
Theory of all ARC welding processes; equipment function and their use. Methods and procedures application. (1 lecture)	
<b>WELD 221 ADV SHIELDED METAL ARC (SMAW)</b>	<b>3 Credit Hours</b>
Bevel plate welding using the shielded metal arc process according to the AWS Code. (2 lecture, 1 lab)	
<b>Prerequisite(s):</b> WELD 121	
<b>WELD 260 WELDING CAPSTONE</b>	<b>2 Credit Hours</b>
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. This course is to be taken by Welding students in the semester before graduation. (2 lab)	
<b>WELD 261 STEEL FABRICATION</b>	<b>3 Credit Hours</b>
Job estimation, interpreting layouts from simple sketches or prints. Examines and uses the mathematics of layout and fit-up situations which arise in weld fabrication. This course also serves as the Welding Certificate capstone course. Students must successfully complete this course to graduate with the Welding Certificate. (3 lecture)	
<b>WELD 279 WELDING INSPECTION</b>	<b>2 Credit Hours</b>
Teaches the student about inspection and prepares the student to take the American Welding Society (AWS) welding inspection exam with the API 1104 Code book. (2 lecture)	
<b>WELD 281 METALLURGY</b>	<b>3 Credit Hours</b>
Properties of ferrous and non-ferrous metals; physical metallurgy of ferrous metals; producing iron and steel; surface treatment; alloys of special steel; classification of steels. (3 lecture)	
<b>WELD 291 FABRICATION SHOP</b>	<b>3 Credit Hours</b>
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 previously acquired in order to gain experience required for workforce success. (2 lecture, 1 lab)	
<b>WELD 293 COOPERATIVE WORK EXPERIENCE</b>	<b>1-8 Credit Hours</b>
<b>WELD 297 SPECIAL TOPICS</b> (1-4 lecture)	<b>1-4 Credit Hours</b>
<b>WELD 299 INDEPENDENT STUDY</b> (1-6 lecture)	<b>1-6 Credit Hours</b>

WELD 393 COOPERATIVE WORK EXPERIENCE

1-8 Credit Hours

## WORKFORCE SKILLS (WORK)

### WORK 100 TRAIN THE TRAINER

0.5-3.3 Credit Hours

Introduction to Train the Trainer - discussion and practice for training and facilitation: materials, plans, activities, workshop preparation, delivery tips, interaction, dealing with difficult participants and tackling tough topics. (0.5-3.3 lecture)

### WORK 101 NEW TEAM LEAD

1.3 Credit Hours

This course is about your leadership journey, communicating for leadership, effective communicating, high impact feedback and listening and resolving workplace conflict. (1.3 lecture)

### WORK 102 EFFECT COMM & TEAMWORK

0.5 Credit Hours

Topics: Practicing effective communication skills, achieving departmental/organizational goals with teamwork and internal and external customer service practices. (0.5 lecture)

### WORK 103 GOAL SETTING/REVIEWING RESULTS

0.5 Credit Hours

Different strategies to overcome procrastination will be discussed. Participants will learn goal setting characteristics of successful people and in turn will become happier and more productive individuals. This course will show the positive effect of shifting the additional role of planner and evaluator from the leader to a shared responsibility between leader and employee. (0.5 lecture)

### WORK 104 STAFF ACADEMY

0.25-0.35 Credit Hours

Practical introduction to customer service, mentoring and the marketing process. (0.25-0.35 lecture)

### WORK 105 MENTORING

0.5 Credit Hours

Introduction to Mentoring - discussion and practice of coaching, mentoring, setting goals, understanding realities, developing options and the importance of trust, providing feedback and overcoming roadblocks. (0.5 lecture)

### WORK 106 SERVANT LEADERSHIP

1-2.1 Credit Hours

Course will focus on the fundamental principles of servant leadership. Principles of meeting environments, problem solving and resolving workplace conflict will be a part of the training. (1-2.1 lecture)

### WORK 107 DISC ASSESS & LEADER JOURNEY

0.25-0.5 Credit Hours

Introduction to the DISC theory of human emotional evaluation, which theorizes that humans express emotions using four behavior types: Dominance (D), Inducement (I), Submission (S), and Compliance (C). These behavioral types come from people's sense of self and their interaction with the environment. The assessment will be used to evaluate each student's needs and priorities so that they can better understand their motivation for doing things, and the motivations of others. "Your Leadership Journey" arms a new or prospective leader with the knowledge and skills they need to confront the challenges they face early in their leadership career. They are introduced to three leadership differentiators that are most important to building a positive reputation as well as contributing to the organization's success. (0.25-0.5 lecture)

### WORK 108 BUSN ETHICS & CAPACITY TO LEARN

0.25-0.5 Credit Hours

Practical introduction to business ethics and increasing capacity to learn, by discussing and hands on practice of what is ethics, implementing ethics in the workplace, ethics in business; also learning and developing ourselves intellectually with tools to take in new information and implementing the things they learn into their overall knowledge base. (0.25-0.5 lecture)

### WORK 109 FINANCIAL MANAGEMENT

0.5 Credit Hours

Course provides you with the tools needed to reduce or eliminate debt - giving financial stability. Topics include: budget, cutting costs, paying off debts, living within your budget, social security and retirement. (0.5 lecture)

### WORK 110 MICROSOFT POWERPOINT

0.1-0.5 Credit Hours

Practical introduction to Microsoft Powerpoint. Discussion and hands-on experiences: formatting, customization, slide show and presentation. (0.1-0.5 lecture)

### WORK 111 MICROSOFT WORD

0.1-0.5 Credit Hours

Practical introduction to Microsoft Word Essentials, including formatting tasks, paragraphs, pages, etc. (0.1-0.5 lecture)

### WORK 112 MICROSOFT EXCEL ESSENTIALS

0.1-0.5 Credit Hours

Practical introduction to Microsoft Excel Essentials. Provides hands-on practice of the Office 365 Web Apps, worksheets and workbooks, files, editing, building formulas, understanding functions, formatting data and insert tools (0.1-0.5 lecture)

### WORK 113 MICROSOFT EXCEL ADVANCE

0.26-0.5 Credit Hours

Participants will learn how to use the advanced features of Excel through a hands-on, customizable approach. (0.26-0.5 lecture)

### WORK 114 BASIC BOOKKEEPING

0.5 Credit Hours

Class is designed for general office workers to learn the basics of bookkeeping so that they may assist in tasks involving things like accounts payable and receivable, debits and credits to accounts and understanding how an accounting ledger works. (0.5 lecture)

### WORK 115 MICROSOFT EXCEL EXPERT

0.5 Credit Hours

Participants will gain an advanced level of understanding for the Microsoft Excel environment and the ability to guide others to the proper use of the program's full features. (0.5 lecture)

<b>WORK 116 MICROSOFT ONENOTE</b>	<b>0.1-0.5 Credit Hours</b>
Introduction to the way OneNote is integrated into the 365 Web Apps by discussing the Home Page, the Team Site and the Shared Documents list. Participants will also learn how to upload an existing OneNote notebook to the site. (0.1-0.5 lecture)	
<b>WORK 117 ENTREPRENEUR SPECIAL TOPICS</b>	<b>0.06-0.5 Credit Hours</b>
Special Topics. Students will complete coursework, projects and demonstrate knowledge gained in subjects relating to entrepreneurship. (0.06-0.5 lecture)	
<b>WORK 118 RESOLVING WORKPLACE CONFLICT</b>	<b>0.5 Credit Hours</b>
Students will learn how to recognize the signs of escalating conflict and take appropriate action to minimize damage. Introduction to two resolution tactics: couch and meditate. Improving patient satisfaction, by providing exceptional patient service, leading patients who exhibit the three R's of loyalty - return, refer and relate. (0.5 lecture)	
<b>WORK 119 RL EST PRE-LICENSURE (ONLINE)</b>	<b>6 Credit Hours</b>
Course provides student with a basic understanding of the real estate business, concepts of property ownership, the powers of the government and related topics. This class is part of the real estate pre-licensure course. (6 lecture)	
<b>WORK 120 REAL ESTATE APPRAISAL</b>	<b>2 Credit Hours</b>
Practical introduction to the field of real estate appraisal. Course covers: understanding market response to a subject's property, fundamental principles of valuation, market conditions for reasonable asking price and appropriate offers. (2 lecture)	
<b>WORK 121 REAL ESTATE PRINC &amp; PRACT</b>	<b>2 Credit Hours</b>
Course covers: understanding real estate business, property ownership, powers of government and related topics. (2 lecture)	
<b>WORK 122 REAL ESTATE LAW</b>	<b>2.66 Credit Hours</b>
Course covers: basic understanding of the law as it applies to real estate transactions from listing to closing. (2.66 lecture)	
<b>WORK 123 REAL ESTATE FINANCE</b>	<b>2 Credit Hours</b>
Course covers: basic understanding of the procedures and problems with real estate loans and financial investing in and managing property. (2 lecture)	
<b>WORK 124 MEDICAL OFFICE SPECIALIST</b>	<b>10 Credit Hours</b>
Participants will understand medical billing, coding, terminology, customer service and intro to vital signs used in a health care environment. The main focus is learning the content and format of medical billing, medical coding, medical terminology, vital signs, and customer service used in physician's offices, hospitals, clinics and hospital ancillary and support facilities. (150 lecture)	
<b>WORK 125 HEARTSAVER FIRST AID</b>	<b>0.26 Credit Hours</b>
Course is designed for the layperson with no medical experience. Covered: first aid for all victim types; choking relief. (0.26 lecture)	
<b>WORK 126 CERT RES INTERIOR DESIGNER</b>	<b>8 Credit Hours</b>
Course teaches the basics of good design, getting familiar with design styles and movements, exploring the materials that interior designers use and putting knowledge to work as you create your own design concept for a family room. (8 lecture)	
<b>WORK 127 DIGITAL PHOTOGRAPHY</b>	<b>0.5 Credit Hours</b>
Course covers basic camera controls and functions. Exploration of camera types and common photography equipment, and when to use them. Students will learn to improve their work by using rules of composition. Overview and explanation of lens types, their uses and post-processing techniques. (0.5 lecture)	
<b>WORK 128 AMERICAN SIGN LANGUAGE 1</b>	<b>0.8-1.3 Credit Hours</b>
Introduction to American Sign Language (ASL). Focus is on building sign vocabulary, finger spelling, grammatical structure and syntax rules, facial expressions, use of personal space, mime and the development of sensitivity and awareness of the Deaf community in America. (0.8-1.3 lecture)	
<b>WORK 129 AMERICAN SIGN LANGUAGE 2</b>	<b>0.8 Credit Hours</b>
Introduction to American Sign Language (ASL). Focus is on building sign vocabulary, fingerspelling, grammatical structure and syntax rules, facial expressions, use of personal space, mime and the development of sensitivity and awareness of the Deaf community in America. (0.8 lecture)	
<b>WORK 130 EMOTIONAL INTELLIGENCE</b>	<b>0.2-0.5 Credit Hours</b>
Emotional intelligence describes the ability to understand one's own feelings, and that of groups, and how these emotions can influence motivation and behavior. This course will train students to understand and evaluate their own emotional intelligence and that of others, and create solid strategies to deal with challenges that they might face based on these important observations. (0.2-0.5 lecture)	
<b>WORK 131 COMM STRAT/LRN POSITIVE QUESTN</b>	<b>0.25-0.5 Credit Hours</b>
Understanding the different methods of communication and how to make the most of each of them. Strategies will provide a great benefit for any organization and its employees. Through positive questioning, people are directed to move in a positive direction. Recognizing the strengths and values of what works as opposed to what's wrong transforms individuals and thus transforms their organizations. (0.25-0.5 lecture)	
<b>WORK 132 BUSN WRITING &amp; PROFESS SKILLS</b>	<b>0.2-0.6 Credit Hours</b>
Focuses on all aspects of effective writing: structure, grammar, punctuation, legibility, thoroughness, proofreading and document control. Focuses on skills and tools to present him/herself professionally, effectively and with high recognition for using time and resources effectively. (0.2-0.6 lecture)	

<b>WORK 133 INTRPRSNL &amp; EFFECTIVE COMM</b>	<b>0.2 Credit Hours</b>
Practicing effective communication creates the foundation for positive and cooperative working relationships, leading to personal and organizational success. Excellent service to the external customer is dependent upon healthy internal customer service practices. (0.2 lecture)	
<b>WORK 134 ASSERTIVENESS&amp;SELF CONFIDENCE</b>	<b>0.2 Credit Hours</b>
Understanding and developing assertiveness and self confidence. (0.2 lecture)	
<b>WORK 135 TIME MANAGEMENT</b>	<b>0.2 Credit Hours</b>
Time management will cover strategies to help students learn these crucial strategies. Students will be given a skill set that include personal motivation, delegation skills, organization tools and crisis management. (0.2 lecture)	
<b>WORK 136 CHANGE AWARENESS</b>	<b>0.2 Credit Hours</b>
Technologies, processes, people, ideas and methods often change, affecting the way we perform daily tasks. Tools provided to implement changes more smoothly. (0.2 lecture)	
<b>WORK 137 VALUING DIFF/STRAT INFLUENCING</b>	<b>0.5 Credit Hours</b>
Course provides effective skills and tools for exploring others' unique perspectives, understanding and leveraging people's inherent differences. Shows students how to package their ideas in a way that will win over even the most skeptical person. (0.5 lecture)	
<b>WORK 138 YOUR DIGITAL CAMERA</b>	<b>0.08 Credit Hours</b>
Course covers basic camera controls and functions. Exploration of camera types and common photography equipment and when to use them. (0.08 lecture)	
<b>WORK 139 CRITICAL THINKING</b>	<b>0.5 Credit Hours</b>
Critical Thinking will lead to being a more rational and disciplined thinker. Course will provide participants the skills to evaluate, identify and distinguish between relevant and irrelevant information. It will lead the participants to be more productive in their career and provide a great skill in everyday life. (0.5 lecture)	
<b>WORK 140 LUBRICATION THEORY</b>	<b>3.2 Credit Hours</b>
This course will cover the principles of lubrication, including but not limited to lubricant composition, distillation and types, friction and theory, selection and use of appropriate lubricants, handling and storage and lubricant properties and analysis. Special emphasis will be placed on aluminum fabrication and related metalworking processes. (3.2 lecture)	
<b>WORK 141 BLUEPRINT READING</b>	<b>0.26-0.8 Credit Hours</b>
Practical introduction to blueprint reading. Discussion and hands on practice of: plan set, zone plans, plot plans, plat plans, architectural styles, floor plans, exterior elevations, interior elevations and roof styles. (0.26-0.8 lecture)	
<b>WORK 142 ISO TRAINING/CONSULTATION 1</b>	<b>0.4 Credit Hours</b>
Course serves as a practical introduction to ISO auditing by discussing the documentation necessary for an ISO audit and how to set up a system that will ensure compliance. (0.4 lecture)	
<b>WORK 143 ALUMINUM WELDING</b>	<b>1 Credit Hour</b>
Course focuses on hands-on learning; topics covered are: aluminum welding safety, equipment setup, stringer welds, aluminum step welding in all positions, and basic blueprint reading.	
<b>WORK 144 GARAGE WELDING</b>	<b>1.2 Credit Hours</b>
Basic welding procedures and techniques used to complete common household, garage or farm repairs. Learn safe welding practices and common tools used in welding processes. (1.2 lecture)	
<b>WORK 145 NEC/NFPA 70E STANDARDS</b>	<b>0.5 Credit Hours</b>
Practical introduction to NEC/NFPA 70E Standards, discusses the purpose and history of NEC, how to read a NEC code book, related agencies which may help comply with standards and information about the NFPA 70E. (0.5 lecture)	
<b>WORK 146 WORDPRESS BASICS</b>	<b>0.07-0.1 Credit Hours</b>
Introduction to the Wordpress online content management system. (0.07-0.1 lecture)	
<b>WORK 147 CNC MILL OPERATOR</b>	<b>2.5 Credit Hours</b>
Practical introduction to CNC Mill Operation. Serves to help validate that an individual is able to successfully machine parts by operating a computer numerical control (CNC) machine. (2.5 lecture)	
<b>WORK 148 BASIC PHYSICS &amp; CHEMISTRY</b>	<b>0.5 Credit Hours</b>
Course provides insight of the fundamentals of polymer chemistry. Introduction to the concepts in the area of kinematics, dynamics, energy, momentum and thermodynamics. (0.5 lecture)	
<b>WORK 149 INTRO TO WELDING</b>	<b>2.3 Credit Hours</b>
Practical introduction to welding, by discussing and hands on practice of defining different types of welding, welding safety, proper use of welding equipment and techniques required to be a proficient welder and be able to take welding certification tests. (2.3 lecture)	
<b>WORK 150 TEEN TECH ACADEMY</b>	<b>2 Credit Hours</b>
Instructional content includes: Introduction to Raspberry Pi computing & projects; introduction to Linux and Raspian OS; learning to program with Python; learn to build a laptop using Raspberry Pi & components; learn to drive motors using the Raspberry Pi & Arduino boards; learn how the Internet actually works and how to build their own website using Python coding; general computer technology & security topics. (2 lecture)	

<b>WORK 151 TEEN 3D PRINTING ACADEMY</b>	<b>1.6 Credit Hours</b>
Instructional content will include: Introduction to 3D printing; components & functions of most common types of 3D printers; building a 3D printer; exploring the 3D printing slicer, Cura and settings for common materials; 3D printing troubleshooting. (1.6 lecture)	
<b>WORK 152 BASIC INSTRUMENTATION</b>	<b>0.5 Credit Hours</b>
Class is designed for the layperson with no experience in Instrumentation. Covers the basics of reading meters and other measurement tools to ensure proper working of equipment and safety issues that need to be considered when working on equipment. (0.5 lecture)	
<b>WORK 153 OSHA 10 - GENERAL INDUSTRY</b>	<b>0.7 Credit Hours</b>
Participants are provided with basic awareness on the recognition, avoidance, abatement and prevention of workplace hazards. Ten hours of instruction, including topics of OSHA, walking and working surfaces, exit routes, emergency action plans and fire prevention, electrical, personal protective equipment, hazard communication, and other industry hazards or policies. (0.7 lecture)	
<b>WORK 154 INTRODUCTORY CRAFT SKILLS</b>	<b>0.6 Credit Hours</b>
An introduction to the construction trade through knowledge, competencies and performance tasks. Students will develop a basic understanding of safety, blueprints, tools (hand/power) and rigging. (0.6 lecture)	
<b>WORK 155 SIX SIGMA GREEN BELT - ONLINE</b>	<b>8 Credit Hours</b>
Prepare for Six Sigma Green Belt certification by mastering the contents of the American Society for Quality (ASQ) Six Sigma Green Belt body of knowledge. Exam cost included. (8 lecture)	
<b>WORK 156 GOOGLE</b>	<b>0.1 Credit Hours</b>
Practical introduction to Google, with discussion and hands on practice; learning how to market small business. (0.1 lecture)	
<b>WORK 157 DISTILLATION</b>	<b>0.5 Credit Hours</b>
Course is designed for the layperson with no experience in distillation. Covers the purpose and the basic terms of distillation. Participants will learn the boiling point for different materials. (0.5 lecture)	
<b>WORK 158 BASIC MATH</b>	<b>0.4-0.6 Credit Hours</b>
Reducing fractions to lowest terms and recognizing equivalent fractions. Conversion between fractions, decimals and percentages is a critical math skill. (0.4-0.6 lecture)	
<b>WORK 159 BASIC COMPUTER SKILLS</b>	<b>0.2 Credit Hours</b>
Basic computer operation - internet browser, file explorer. Communication skills - Microsoft Word & PowerPoint. Spreadsheets - Microsoft Excel. (0.2 lecture)	
<b>WORK 160 CERT MEDICAL ADMIN ASST</b>	<b>10 Credit Hours</b>
Topics covered: patient registration, scheduling, medical records, accounts receivables, data entry, medical claims. Students will learn to be versatile and be a valuable member of a healthcare team. Students will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Health Career Association (NHA). (10 lecture)	
<b>WORK 161 CERTIFIED OUTPATIENT CODER</b>	<b>13 Credit Hours</b>
The AAPC Certified Outpatient Coder certification program teaches fundamental medical coding skills for an outpatient hospital/facility or ASC setting and prepares you to take AAPC's COC exam. You will acquire advanced skills to review medical records and determine the appropriate CPT, HCPCS Level II and ICD-10_CM code sets. (13 lecture)	
<b>WORK 162 DENTAL ASSISTANT</b>	<b>6 Credit Hours</b>
A practical introduction to the field of dental assisting. This 90-hour course familiarizes the student with all areas of pre-clinical dental assisting and provides training in the professional skills required to function as an assistant in the dental practice. (3.7 lecture, 2.3 lab)	
<b>WORK 163 PHLEBOTOMY</b>	<b>7.5 Credit Hours</b>
This 133-hour program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform veni-punctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. (6.3 lecture)	
<b>WORK 165 CPC MEDICAL BILLING &amp; CODING</b>	<b>22 Credit Hours</b>
Training in legal, ethical and regulatory concepts that are central to the field, including HIPAA compliance and third- party guidelines for filing insurance claims. Hands on, practical experience in medical billing and coding and work with main coding manuals: ICD-10-CM, ICD-10_PCS, CPT and HCPCS Level II. (22 lecture)	
<b>WORK 166 CBCS CMAA W/ BILLING &amp; CODING</b>	<b>33 Credit Hours</b>
The comprehensive program provides a foundation of medical vocabulary to help students better understand doctors' notes and medical record contents. It will also teach students essential medical office management skills that health care managers look for when hiring new front office staff. Upon completion students will be prepared to site for the CBCS and CMAA exams and will also be eligible to sit for the CPC and CCA exams. (33 lecture)	
<b>WORK 167 CBCS MEDICAL BILLING &amp; CODING</b>	<b>22 Credit Hours</b>
Training in legal, ethical and regulatory concepts that are central to the field, including HIPAA compliance and third- party guidelines for filing insurance claims. Practical experience with main coding manuals: ICD-10-CM, ICD-10-PCS, CPT and HCPCS Level II. (22 lecture)	

- WORK 180 BEGINNER BEEKEEPING** 0.4-0.5 Credit Hours  
Practical introduction to Beginner Beekeeping. Discusses the colony and its organization, beekeeping equipment, starting the bees, colony management, managing maladies, honey production and processing, pollination, handling beeswax and pollen trapping.
- WORK 181 BEGINNERS SEWING SKILLS** 0.6 Credit Hours  
Participants will utilize their personal sewing machine to create a simple garment in this hands-on beginner sewing course. They will learn about different threads, fabrics and seaming techniques in the process. (0.6 lecture)
- WORK 182 ADVANCED BEGNER SEWING SKILLS** 0.6-0.8 Credit Hours  
In this hands-on advanced beginners sewing course participants will use their personal sewing machine to create a sewing project to showcase skills mastered. Topics: closures, interfacings, working with various fabrics (cutting, marking, pressing, seaming) and an intensive look into pattern usage. (0.6-0.8 lecture)
- WORK 200 CUSTOMER SVC: THE DISNEY WAY** 0.07 Credit Hours  
This course serves to teach Disney's formula for customer service. (0.07 lecture)
- WORK 201 REAL ESTATE PRE-LICENSURE** 8 Credit Hours  
120 contact hours covering: Principles and Practices - understanding the real estate business, property ownership concepts and the powers of government; Appraisal - practical introduction to the field of real estate appraisal and principles of valuation for an effective comparative market analysis; Finance - understanding of procedures and problems with real estate loans and financial investing; Law - understanding of the law as it applies to real estate transactions from listing to closing. (8 lecture)
- WORK 202 INTRO TO QUICKBOOKS** 0.13 Credit Hours  
Learn how to navigate QuickBooks like an expert. You will be guided through the setup process and how to best utilize each portion of the software: banking, expenses, sales and reporting. (0.13 lecture)
- WORK 203 HUMAN RESOURCE MANAGEMENT** 0.5 Credit Hours  
This class will give managers the basic tools to handle numerous human resource situations such as interviewing, orientation, safety, harassment, discrimination, violence, discipline and termination. (0.5 lecture)
- WORK 204 ESTABLISHED SUPERVISOR TRNG** 1 Credit Hour  
Course will provide leaders with a model to determine what drives each individual's engagement, as well as methods for proactive engagement and talent recognition. Participants learn how to conduct "engagement conversation". Learners are introduced to a practical process to guide their own and their direct reports' development-planning efforts. (1 lecture)
- WORK 205 MICROSOFT EXCEL** 0.5-1 Credit Hours  
Practical introduction to Microsoft Excel, by discussing and hands on practice of Microsoft Excel 2016, worksheets and workbooks, working with excel files, editing in the browser, building formulas, understanding functions, working with data, formatting data and insert tools (0.5-1 lecture)
- WORK 206 SHRM TRAINING** 1.4 Credit Hours  
This training teaches participants about the application of human resources technical and behavioral competencies. It also teaches the participants the common language of human resources and prepares them for the SHRM certification process. (1.4 lecture)
- WORK 207 ADVANCED QUICKBOOKS** 0.1 Credit Hours  
Students will explore how to set up, use and customize features like class tracking, inventory, sales tax and reporting within QB Desktop. Issue resolution, problem solving and troubleshooting will also be discussed. (0.1 lecture)
- WORK 208 MAXMZ TEAM PERFM & TEAM BLDG** 0.5 Credit Hours  
This course focuses on how leaders can work with their teams to build the infrastructure that enables maximum performance. Leaders gain experience in diagnosing and applying the five Team Success Factors - Results, Commitment, Communication, Process and Trust. (0.5 lecture)
- WORK 209 BUSINESS COMMUNICATIONS** 1.3 Credit Hours  
This course serves as a practical introduction to computer keyboarding and using Microsoft Office tools in order to create reports, send e-mails, keep a calendar and generally follow best practices in business writing and communication. (1.3 lecture)
- WORK 210 MOTIVATING/RETAINING TALENT** 0.5 Credit Hours  
Course will help leaders develop, motivate and retain employees. Leaders are taught how to tailor their approaches based on team members' motivation, personality styles, the organizational environment and the situation. (0.5 lecture)
- WORK 240 GEOMETRIC DESIGN TOLERANCE** 0.4 Credit Hours  
Course is designed for the layperson with no experience in Geometric Design Tolerance. It will cover the basic terms of Geometric Design Tolerance and the purpose of Geometric Design Tolerance. (0.4 lecture)
- WORK 241 E & I TROUBLESHOOTING** 0.5 Credit Hours  
This class is designed for the layperson with no experience in E & I troubleshooting. It will cover basic safety. The participants will learn electrical theory, basic circuitry, test instruments and basic instrumentation. (0.5 lecture)
- WORK 242 INTRO TO LEAN** 0.6-1.2 Credit Hours  
Introductory overview of lean manufacturing. Focuses on the history, philosophy, tools and techniques of lean. The principles learned in this course will enable students to improve customer value and process performance by identifying, reducing/eliminating waste through continuous improvement and sustainability. (0.6-1.2 lecture)



<b>WORK 1000 .8 ESTABLISHED SUPERVISOR TRNG</b>	<b>0.5 Credit Hours</b>
Course provides leaders with a model to determine what drives each individual's engagement, as well as methods for proactive engagement and talent retention. Participants learn how to conduct "engagement conversation". Learners are introduced to a practical process to guide their own and their direct reports' development-planning efforts. (0.5 lecture)	
<b>WORK 1001 .8 COACHING FOR PK PERFORMANCE</b>	<b>0.5 Credit Hours</b>
Leaders will be able to recognize opportunities to provide coaching to ensure team members' success and/or to improve/ enhance work performance. Leaders will also have a "hands on" opportunity to practice new coaching principles and/or refresh current ones in order to understand how coaching connects departmental/organizational goals to individual ones and thus, create a positive impact on individual, team and organizational performance. (0.5 lecture)	
<b>WORK 1002 .8 SUPERVISING OTHERS</b>	<b>0.5 Credit Hours</b>
Course will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations, providing feedback, resolving conflict and administering discipline. (0.5 lecture)	
<b>WORK 1003 REAL ESTATE PRE-LICENSURE</b>	<b>6 Credit Hours</b>
Course provides students with a basic understanding of real estate principles and practice, real estate appraisal, real estate finance and real estate law. (6 lecture)	
<b>WORK 1004 .8 CONFLICT RESOLUTION</b>	<b>0.5 Credit Hours</b>
Participants will learn how to distinguish between conflict and disagreement and the impact both have on a positive work environment. The role of the supervisor in keeping disagreements from escalating into conflict will be covered. (0.5 lecture)	
<b>WORK 1005 .8 EXCEL ESSENTIALS</b>	<b>0.5 Credit Hours</b>
Participants will create worksheets and workbooks and also learn how to format and navigate in worksheets and workbooks. (0.5 lecture)	
<b>WORK 1006 2.4 NEW MANAGEMENT HR</b>	<b>1.6 Credit Hours</b>
Participants will learn about basic human resources, principles of employer confidentiality, managing leadership transitions and how to perform performance reviews. (1.6 lecture)	
<b>WORK 1007 DELIVER CONSTRUCTIVE FEEDBACK</b>	<b>0.5 Credit Hours</b>
Constructive feedback provides the ability to nullify problematic behaviors and develop well rounded and productive people. Participants will gain valuable knowledge and skills that will assist them with this challenging task of delivering constructive feedback. (0.5 lecture)	
<b>WORK 1008 2.4 SHAREPOINT/EXCEL/WORD ESSN</b>	<b>1.6 Credit Hours</b>
Participants will learn about SharePoint, Excel and Word. Includes creating worksheets and workbooks, formatting and navigation in worksheets and workbooks. (1.6 lecture)	
<b>WORK 1009 CSI TEEN ACADEMY</b>	<b>0.6 Credit Hours</b>
Participants will receive an introduction to crime scene investigation, including fingerprinting, evidence processing, identifying blood evidence, crime scene reconstruction, impression & tool mark collection, criminal profiling and court procedures, and documentation procedures (photos, mapping, report writing, etc.) (0.6 lecture)	
<b>WORK 1010 1.6 MICROSOFT SHAREPOINT/EXCEL</b>	<b>1 Credit Hour</b>
Participants will learn about SharePoint and Excel, including creating worksheets and workbooks, how to format and navigate worksheets and workbooks. (1 lecture)	
<b>WORK 1011 FMLA &amp; FLSA HUMAN RESOURCES</b>	<b>0.25 Credit Hours</b>
Participants will learn about FMLA and FLSA requirements. (0.25 lecture)	
<b>WORK 1012 EMPLOYEE MOTIVATION</b>	<b>0.5 Credit Hours</b>
Course will focus on motivation from the employee's point of view; the value in becoming self-motivated. The role and responsibilities of the supervisor in this process will be explored and discussed. (0.5 lecture)	
<b>WORK 1013 WORKPLACE HARASSMENT</b>	<b>0.5 Credit Hours</b>
Workplace harassment reflects modern workplace challenges and is intended to inform participants about specifics of the law/expectations. Participants will learn the core topics: abusive conduct, bullying, gender identity and expression, discrimination, social media and technology in the workplace, religious and ethnic stereotypes, and the persistent challenge of sexual harassment. (0.5 lecture)	
<b>WORK 1014 INCORP INNOVATION&amp;RISK TAKING</b>	<b>0.5 Credit Hours</b>
Participants will learn how to embrace innovative ideas and develop the confidence to take the risk to implement them in the organization. A mindset focused on new ideas and generating unique perspectives on solving problems will be incorporated into the class. (0.5 lecture)	
<b>WORK 1015 HIGH QLTY DECSNS &amp; DRIVING CHG</b>	<b>0.5 Credit Hours</b>
Using an engaging simulation, participants will learn a logical decision-making process that addresses the critical elements that result in high-quality business decisions. Participants will learn the skills and resources needed to accelerate the process of implementing change with their team members. (0.5 lecture)	
<b>WORK 1016 .4 EXCEL EXPERT MOD 3-5</b>	<b>0.25 Credit Hours</b>
The course will teach about measurement, materials, safety, job planning, benchwork and layout. The course will also teach about drill press, turning, milling and grinding. (0.25 lecture)	

- WORK 1017 SCIENCE BEHIND CSI** **0.3 Credit Hours**  
 Instructional content will include: introduction to crime scene investigation techniques; crime scene documentation (photographing, mapping & report writing); evidence processing (fingerprinting, bloodstain pattern analysis & shooting trajectory); criminal profiling & victimology. (0.3 lecture)
- WORK 1018 HIGH QLTY DECSNS & EMBRCIN CHG** **1 Credit Hour**  
 Using an engaging simulation, this course teaches a logical decision-making process that addresses the critical elements that result in high-quality business decisions. Participants will develop the skills and confidence to generate options and compare them to important decision criteria, and to select the best course of action. Utilizing the process will also help individuals avoid the pitfalls that often undermine high-quality decision making. (1 lecture)
- WORK 1019 AL REC LEADERSHIP TRAINING** **1.3 Credit Hours**  
 Course topics will include: ABCs of employment law; role of the leader; communication effectiveness; teamwork and collaboration; engaging, motivating and coaching others; embracing and managing change; managing performance and development; managing different personalities and understanding people; having difficult conversations and managing conflict. (1.3 lecture)
- WORK 1250 COMMUNICATION STRATEGIES** **0.5 Credit Hours**  
 Communication Strategies describes the nine elements of communication: sender, encode, receiver, decode, message, context, noise, listen and feedback. (0.5 lecture)
- WORK 1251 FIRST AID - CPR** **0.25 Credit Hours**  
 This class is designed for the layperson with no medical experience. Students will be instructed on First Aid for all victim types; choking relief will also be covered. Also includes infant CPR and AED equipment use. (0.25 lecture)
- WORK 1252 SURVIVAL SPANISH** **0.4 Credit Hours**  
 Participants will learn basic Spanish, including but not limited to the alphabet, numbers, phrases, days of the week, months of the year, holidays and shapes. (0.4 lecture)
- WORK 1400 FUTURE OF AGRICULTURE** **6.4 Credit Hours**  
 This course serves as a practical introduction to the field of agriculture and start up of an agribusiness. The purpose of this 90 contact hour course is to familiarize the student with all areas of agriculture and provide training in the professional skills required to function as an agriculturist in an agricultural setting. (72 lecture, 72 lab)
- WORK 1401 2.6 MOMENTIVE INDUSTR MAINT 1** **1.7 Credit Hours**  
 Course designed to train participants about industrial maintenance. This includes operations and parts of air compressors and the basic knowledge of hydraulics will be discussed. (1.7 lecture)
- WORK 1402 3.2 MOMENTIVE MACHINING TRAINING** **1.6 Credit Hours**  
 Content includes: measurement, materials, safety, job planning, benchwork, layout, drill press, turning, milling and grinding. (16 lecture, 16 lab)
- WORK 1403 MACHINING SAFETY TRAINING** **0.25 Credit Hours**  
 Training covers basic shop safety and an outline of safe usage of milling machines, lathes and other shop tools in an industrial setting. Training will be targeted to people who have had some degree of previous training or experience in machining operations and will be designed as a primer on using the equipment safely. (0.25 lecture)
- WORK 1404 MILLING & LATHE SAFETY TRNG** **0.1 Credit Hours**  
 This training covers basic shop safety and an outline of safe usage of milling machines and lathes in an industrial setting. This training will be targeted to people who have had some degree of previous training or experience in machining operations and will be designed as a primer on using the equipment safely. (0.1 lecture)
- WORK 1405 FRUIT TREE PRUNING & CARE** **0.1 Credit Hours**  
 Home growers, gardeners and orchardists will learn fruit tree pruning and care skills to improve fruit tree health and harvest. (0.1 lecture)
- WORK 1406 TREE PLANTING & SITE SELECTION** **0.1 Credit Hours**  
 In this course, students will learn the importance of site selection when planting trees in an urban environment, proper preparation of the planting site and selecting healthy tree stock. (2 lecture)
- WORK 1407 ITECH ACADEMY** **2.5 Credit Hours**  
 Participants will learn the basics in accounting, copier systems, IT systems, services and repair, alarm technology, cyber security, sales, social media and customer service. (2.5 lecture)
- WORK 1408 COMPTIA SECURITY PLUS** **2.7 Credit Hours**  
 Participants will gain the knowledge and skills to secure applications, networks and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities and operate with the awareness of applicable policies, laws and regulations. (40 lecture)
- WORK 1409 HVAC/R BEGINNERS COURSE** **5 Credit Hours**  
 This course is designed to take an individual that has little to no experience in residential heating and cooling and give them the necessary knowledge and ability to take a job and understand the basic fundamentals of the install as well as the service and maintenance of a system. (5 lecture)
- WORK 1410 MACHINING TRAINING 2** **3.9 Credit Hours**  
 Participants will learn about: metrology and print reading; basic mechanical bearings; chains, gaskets, seals and gears; helical, bevel, worm and miter; keys, hubs and couplings, clutches, torque limiters; belts; laser alignment; pump rebuild. (40 lecture, 40 lab)

**WORK 1411 HYDRAULICS FUNDAMENTALS****1 Credit Hour**

Participants will study the fundamentals of hydraulics, including: hydraulic circuits & safety rules; basic concepts of hydraulics; relationship between flow rate, velocity & power; connection/operation of hydraulic circuits; design/operation of directional control valves; connection/operation of functional hydraulic circuits using accumulators, hydraulic motors, pressure reducing valves & remotely controlled pressure relief valves; and developing a methodical approach for testing main components of a hydraulic system. (1 lecture)

**WORK 1412 ELECTRICAL FUNDAMENTALS****1 Credit Hour**

Participants will study electrical fundamentals including: test trouble areas; motor control; motor identification & wiring; schematic symbols & diagrams; conduit bending & use of bending equipment (measuring tools, benders & threaders); basic digital; basic logic & PLCs; and troubleshooting. (1 lecture)

**WORK 1413 GENERAL PROGRAMMING****0.1 Credit Hours**

Open to all ages, this class will serve as an introduction to programming. Participants will learn the applications of programming, how to get started, as well as an overview of the top three computer code languages. Programming is a language used by humans to communicate with computers. (1.5 lecture)

**WORK 1414 CHEMOURS HLTH, SFTY & ENVR TRN****3 Credit Hours**

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 regulatory compliance for employee and site. (30 lecture)

**WORK 1415 RED X STRATEGIES FOR TECHNCNS****1 Credit Hour**

Shainin LLC training programs consist of three major elements: classroom training, coaching to complete projects and certification. The Technician class will be a combination of lectures and actual hands on workshop. Classroom learning includes the basic tools, and then using their knowledge with hands on experiments simulating the manufacturing environment. It will expose technicians, lead people and maintenance personnel to structured problem solving. They will have a foundation of knowing how to address problems with the Red X tool set. (16 lecture)

**WORK 1416 INTRO TO MIG AND STICK WELDING****1.5 Credit Hours**

This course will focus on building the appropriate skills and knowledge needed to become MIG and Stick welding certified through classroom knowledge attainment as well as hands-on in the WVU Parkersburg Applied Technology Center welding lab. Students will also take the American Welding Society (AWS) national exam. (2 lecture, 36 lab)

**WORK 1429 HOW TO START A FARM****0.1 Credit Hours**

Participants will learn to determine what products or services to market based on the needs of local businesses. Figure the costs of purchasing or leasing land for an agribusiness start-up as well as determine what structures are needed. Include the costs of any equipment necessary in the operations the agribusiness.

**WORK 1430 BEEF QUALITY ASSURANCE****0.15 Credit Hours**

BQA does more than just help beef producers capture more value from their market cattle: BQA also reflects a positive public image and instills consumer confidence in the beef industry. When producers implement the best management practices of a BQA program, they assure their market steers, heifers, cows and bulls are the best they can be.

**WORK 1431 AGRIBUSINESS MARKETING****0.1 Credit Hours**

Determine what products or services to sell. Develop an agribusiness marketing plan that clearly identifies you and the agribusiness. Create a brand and/or logo. Outline a business plan that allows projection of the profits intended to make over a number of years; including expenses from supplies, licenses, insurance, employees and other operating costs.

**WORK 1432 POULTRY PRODUCTION/PROCESSING****0.15 Credit Hours**

Students will be studying one of the fastest growing trends for small and beginning farmers; backyard poultry. Poultry offers a small-scale livestock enterprise without requiring large amounts of capital, land, time or equipment. Topics to be covered include: types of poultry, pullet management, nutrition, bird purchasing, coop plans, clock biosecurity, disease/infection control, poultry processing, selling poultry and egg processing and packaging.

**WORK 1433 TURF MANAGEMENT****0.2 Credit Hours**

The turf management program will prepare students to be proficient in soil fertility, turf grass management, irrigation, landscape plants, landscape construction, plant disease and insect control, horticultural mechanics, lawn care and golf industries and horticultural management.

**WORK 1434 SMALL RUMINANT PRODUCTION****0.15-0.2 Credit Hours**

Students will learn about sheep and goat selection, profitability, health, nutrition, facilities and fences, predator control and marketing.

**WORK 1435 IRRIGATION MANAGEMENT****0.1-0.2 Credit Hours**

Choosing the right irrigation technology, equipment and practices are key to maximizing your farm's revenue. Educating yourself and your coworkers can help you and your team make the right decisions.

**WORK 1436 INTERMEDIATE BEEKEEPING****0.4-0.5 Credit Hours**

This course serves as the next step to beginner beekeeping. Students will learn to keep colonies healthy and productive year after year, expand the amount, quality and type of bee products and services produced, learn about beekeeping business opportunities and gain a deep understanding of honey bees as a living organism.

**WORK 1437 BOVINE ARTIFICIAL INSEMINATION 0.5 Credit Hours**

Bovine artificial insemination will consist of classroom instruction on proper methods, approaches, safety and overview of AI procedures. During the lab portion the students will experience servicing multiple cows. The instructor emphasizes the importance of practice as much as possible during the training.

**WORK 1438 INTEGRATED PEST MANAGEMENT 0.2 Credit Hours**

IPM is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the targeted organism.

**WORK 1439 SOIL HEALTH 0.1-0.2 Credit Hours**

Soil health is defined as the continued capacity of soil to function as a vital living ecosystem that sustains plants, animals, and humans. Healthy soil gives us clean air and water, bountiful crops and forests, productive grazing lands, diverse wildlife and beautiful landscapes.

**WORK 1440 AGRIBUSINESS SHORT TERM PRGRM 3 Credit Hours**

Fifteen segments of class/laboratory training: beef quality assurance; bovine artificial insemination; herb production; tractor operations; beef & swine meat cutting; winterizing bees; maple syrup production; agriculture drone technologies; hydroponics; aquaponics; greenhouse & high tunnel production; equine essentials; equine facility management & riding; equine first aid & hoof care; and livestock management.

**WORK 1441 INTRO TO WELDING FOR INDUSTRY 5.67 Credit Hours**

This course will focus on building the appropriate skills and knowledge needed to become MIG and Stick welding certified through classroom knowledge attainment as well as hands-on in the WVU Parkersburg Applied Technology Center (ATC) welding lab. Students will learn how to become MIG and Stick welding certified and will take the American Welding Society (AWS) national exam at the end of the program. During the four-week break in the program, students will be able to practice at the ATC building on campus to continue sharpening their skills. (10 lecture, 150 lab)

**WORK 1442 TRACTOR OPERATIONS 0.2 Credit Hours**

Tractors are an essential piece of equipment for performing agricultural tasks. In this course, participants will develop knowledge of the operations, maintenance and safety practices of a tractor. Hands-on training will be provided to demonstrate attachment and detachment of tractor implements necessary to complete work on a farm, hydraulic hook-up methods and how to properly store farm equipment for winter.

**WORK 1443 SUSTAINABLE GARDENING 0.1 Credit Hours**

This course explores ways to do more with less in order to handle the scarcity of resources and increasing demand. What we grow, how we grow and how we manage our gardens are important factors we must consider in an effort to be more sustainable.

**WORK 1444 HERB PRODUCTION 0.3 Credit Hours**

This course explores the different aspects of herb production, including different types, uses and the time frame for growing herbs, as well as how to preserve them. (0.3 lecture)

**WORK 1445 WINTERIZING BEES 0.3 Credit Hours**

Fall is the crucial time of year for ensuring your bees are strong and healthy going into winter. This course will teach you how to successfully winter your honey bee colonies and is great for beekeepers of all skill levels.

**WORK 1446 BEEF & SWINE MEAT CUTTING 0.2 Credit Hours**

Beef and swine meat cutting is the process of cutting, boning and portioning large cuts of meat to menu specifications.

**WORK 1447 MAPLE SYRUP PRODUCTION 0.2 Credit Hours**

The fundamental steps for making pure maple syrup are basically the same as they were hundreds of years ago. In this course, students will learn the fundamentals of collecting sap from maple trees while also learning processing techniques for syrup.

**WORK 1448 AGRICULTURE DRONE TECHNOLOGIES 0.2 Credit Hours**

Utilizing drones can play a vital role in improving the production and efficiency in the agricultural arena. Drone applications to agriculture include, but are not limited to: mapping, surveying, monitoring, planting, crop dusting, and spraying. They can increase yields, save time and money, and assist with animal and crop monitoring, planning and management.

**WORK 1449 HYDROPONICS 0.1 Credit Hours**

Students will be studying the technique of growing plants using a water-based nutrient solution rather than soil, and can include an aggregate substrate or growing media such as vermiculite, coconut coir or perlite. Hydroponic production systems are used by small farmers, hobbyists and commercial enterprises. This class will provide students with the basic knowledge and skills to establish their own hydroponic systems.

**WORK 1450 AQUAPONICS 0.1 Credit Hours**

Students will be studying the technique of growing plants and fish in a recirculating system. Aquaponics is a food production system in which fish are raised in tanks of water where plants are also grown, so that the waste from the fish provides food for the plants and the plants keep the water clean.

**WORK 1451 GREENHOUSE & HIGH TUNNEL PROD 0.1 Credit Hours**

High tunnels and greenhouses provide ample opportunities for producers to extend their growing. In this course, students will be provided with new, up-to-date information in greenhouse and high tunnel production. This class can provide guidance to aspiring producers and existing producers.

**WORK 1452 EQUINE ESSENTIALS 0.15 Credit Hours**

Participants will gain an understanding of equestrian fundamentals including the anatomy of horses and how to be around them safely as well as about what equipment to use when riding horses and how to properly tack-up a horse and go over groundwork exercises.

- WORK 1453 EQUINE FACILITY MGMT & RIDING** **0.15 Credit Hours**  
 Equine facility management is integral to not only the ownership of horses but also their care. Students will learn how to properly maintain the barn and stall(s) horses are kept in as well as how to adjust to the changing seasons and weather. Students will also learn the basic mechanics of riding horses and how to be safe while doing so.
- WORK 1454 EQUINE FIRST AID & HOOF CARE** **0.15 Credit Hours**  
 Equine first aid and hoof care discusses common equine emergency situations, addresses how to respond appropriately and covers the necessary supplies to have available. Trailer safety is also discussed. Students will learn the science of the equine hoof and lower limb, as well as the newest and safest techniques for shoeing horses and how to solve hoof-related issues.
- WORK 1455 LIVESTOCK MANAGEMENT** **0.2 Credit Hours**  
 Students will learn proper cattle management practices used in today's agriculture. Topics range from how to identify issues in your herd, day-to-day care, herd/genetic selection, and livestock nutrition.
- WORK 1500 1.6 TEEN 3D PRINTING ACADEMY** **0.5 Credit Hours**  
 Instructional content will include: Introduction to 3D printing; components & functions of most common types of 3D printers; building a 3D printer; exploring the 3D printing slicer, Cura and settings for common materials; 3D printing troubleshooting. (0.5 lecture)
- WORK 1501 3D PRINTING BEGINNERS WORKSHOP** **0.1 Credit Hours**  
 Open to all ages, this will introduce you to the fun and usefulness of 3D printers. You will be able to navigate the most common type of printer, learn the processes in finding, creating and printing your projects, and how to troubleshoot and solve common problems. By the end of the class, you will get to take home a cool 3D-printed trinket and will also receive 3D printer certification valid at our campus maker space (Entrepreneur Center) valued at \$15. (0.1 lecture)
- WORK 1550 YELLOW BELT LEAN SIX SIGMA** **0.5 Credit Hours**  
 This course will cover foundation, measure, define and control of Yellow Belt Lean Six Sigma. (0.5 lecture)
- WORK 1551 GREEN BELT LEAN SIX SIGMA** **7 Credit Hours**  
 This course will cover: foundation, measure, define, analyze, improve and control of Green Belt Lean Six Sigma. (72 lecture, 64 lab)
- WORK 1600 .8 STRATEGIC THINKING** **0.5 Credit Hours**  
 Casting a compelling vision is the starting point to attracting, retaining and engaging an inspired workforce. People naturally desire to be a part of something bigger than themselves and to have an opportunity to contribute to that bigger thing in a powerful way. Effective leaders understand this and are able to craft that compelling vision - a clear picture of the organization becoming something significantly more than it is today. (0.5 lecture)
- WORK 1601 DEVELOPING AWARENESS & MINDSET** **0.5 Credit Hours**  
 Learn a set of attitudes, skills and behaviors that are needed to succeed intellectually in today's workforce with a focus on entrepreneurial thinking. These types of motivations include: initiative & self-direction, risk-taking, flexibility & adaptability, creativity & innovation, critical thinking and problem solving. (0.5 lecture)
- WORK 1602 FOSTERING INNOVATION** **0.5 Credit Hours**  
 Students will use an engaging simulation to learn a logical decision-making process that addresses the critical elements that result in high-quality business decisions. Participants will develop the skills and confidence to generate options and compare them to important decision criteria and to select the best course of action. (0.5 lecture)
- WORK 1603 PEER RECOVERY SUPPORT SPCLST** **3 Credit Hours**  
 This course serves as a practical introduction to the field of Peer Recovery Support Specialist. The purpose of this 75 hour course is to familiarize the student with areas of active listening, cultural competency, appropriate self-disclosure, ethics, certification testing and other important skills essential to achieving the Peer Recovery Support Specialist Certification through the WV Certification Board for Addiction and Prevention Professionals (WVCBAPP). (46 lecture)
- WORK 1604 TEEN MEDICAL EXPLORERS ACADEMY** **1.6 Credit Hours**  
 Teens will learn about use of PPE, taking vitals, taking care of a patient, wheelchair and crutch safety, how to start an IV and check blood sugar. They will also learn about different occupations in the medical field. (1.6 lecture)
- WORK 1605 COMMUNITY HEALTH WORKER** **5 Credit Hours**  
 Community Health Workers (CHWs) aim to help reduce inequities. They increase understanding among health professionals about the effects of social determinants to health on patients' lives and their care, and also support individuals and communities in addressing those determinants. Community Health Workers increase health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support and advocacy. (5 lecture)
- WORK 1606 CERTIFIED NURSING ASSISTANT** **6 Credit Hours**  
 Entry-level course designed to meet the WV State requirements to prepare a nursing assistant to work in a hospital or long-term care facility and sit for the state's certification examination to be a Certified Nursing Assistant. Areas of study include: medical ethics, infection control, communication, patient rights, vital signs, activities of daily living, patient care, restorative care, death and dying, and the aging process. This course includes 65 hours of classroom instruction/lab hours and 55 hours of clinical instruction for a total of 120 NATCEP hours. (4 lecture, 2 lab)
- WORK 1800 BEGINNER SEWING** **0.4 Credit Hours**  
 Over two evenings, participants will learn how to properly use sewing-related tools and techniques to repair and create. (0.4 lecture)

**WORK 1801 MAKE A WREATH: CURL METHOD****0.2 Credit Hours**

Participants will learn step by step how to make a wreath using the curl method. (0.2 lecture)

**WORK 1802 INTRO AMERICAN SIGN LANGUAGE****0.8 Credit Hours**

This course introduces students to American Sign Language as well as Deaf culture. After learning foundational communication skills in this class in order to socialize with the Deaf, participants will be able to determine for themselves if they wish to pursue a more in-depth study of American Sign Language, which WVUP offers in our Communications Department as COMM 210. (0.8 lecture)

**WORK 1900 HOSPITALITY****9.6 Credit Hours**

This course will teach participants about hospitality. They will learn about being respectful, recognizing names and brands, different types of customers and how to make them happy and how to communicate with customers respectfully. They will also learn to be observant to what the customer is wanting and needing, how to make the customer comfortable and what the service standards are that the company is wanting. (9.6 lecture)

**WORK 1901 TRAIN THE TRAINER****0.25 Credit Hours**

This course serves as a practical introduction to Train the Trainer, by discussing and hands on practice of understanding training and facilitation, gathering materials, creating lesson plans, choosing activities, preparing for the workshop, getting off on the right foot, delivery tips and tricks, keeping it interactive, dealing with difficult participants, and tackling tough topics. (4 lecture)

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